

COPELAND MIDDLE SCHOOL

2011-2012

MISSION STATEMENT

United with our community's commitment to excellence and the academic standards as identified by the New Jersey Core Curriculum Standards, the Rockaway Township School District inspires all children to strive to meet their fullest potential by providing a nurturing and challenging environment.

SUPERINTENDENT'S MESSAGE

Welcome to the 2011-2012 school year in the Rockaway Township Schools. This parent/student handbook will serve as a guide for all parents and students in our district. I am asking that you read the beginning pages of this book and become familiar with some very pertinent information. Kindly sign the opening day checklist indicating that you received and read the information within the first week of school.

The education of children is our primary focus and strong/positive parent/teacher/student partnership is essential in student achievement. I encourage you to work with all of us here in Rockaway so that your child can achieve his/her potential.

The Rockaway Township Schools are here to serve you and we will do so with the wonderful teaching and administrative staff employed by a very dedicated Board of Education. I wish all of you a very productive school year focused on academic excellence.

Dr. Gary J. Vitta
Superintendent of Schools

FROM THE PRINCIPAL

Each new school year brings with it excitement and anticipation. I can tell you that as the Principal of Copeland Middle School, I could not be more excited to begin the 2011-2012 school year. I believe that you will find the faculty, staff, and administration dedicated to providing quality programs in a supportive and caring environment that is geared to the needs of the middle school student. I also believe that we as educators, students, and parents must work together as a "community." Through our dedication, mutual support, and understanding, our students' success will have no limits.

I look forward to working with you throughout this school year.

F. Scott Allshouse
Principal

THIS AGENDA BELONGS TO:

NAME _____

COPELAND MIDDLE SCHOOL

Lake Shore Drive, Rockaway, NJ 07866

(973) 627-2465

Phone Numbers and Extensions (All are 973 area code)

General Office	627-2465 Ext. 200
Fax	983-1843
After School Activities (after dismissal)	627-2465 Ext. 200
Attendance	627-2465 Press 1
Nurse	627-2465 Ext. 205/219
Nurse Fax	627-4581
Cafeteria	627-2465 Ext. 213/214
Staff Listing	627-2465 Ext. 411
Principal	Mr. F. Scott Allshouse (202)
Vice Principal	Mr. Jake Herninko (204)
Vice Principal	Mrs. Kim Wettstein (206)
School Nurses	Mrs. Karen Jordano (205)
	Mrs. Kathy Moore (219)
Administrative Assistant	Mrs. Bonnie Armitt (202)
Guidance Secretary	Mrs. Diane Fusco (203)
Attendance Secretary	Mrs. Diana Kondra (226)
RSVP Line	627-2465 Ext. 434

Rockaway Township Board of Education Office	627-8200
Rockaway Township Board of Education Fax	627-7968
Rockaway Township Transportation Department	627-3377

STUDENT RECOGNITION

Positive reinforcement is an ongoing and essential part of our school's philosophy. Included below are specific forms of student acknowledgment:

Academic Performance and Criteria

- Principal's List
an average of 95 or better
- Honor Roll
an average of 87-94
- National Junior Honor Society
7th & 8th grade students who have a designated class rank are eligible to apply for induction into NJHS. Students must demonstrate distinguished qualities in the areas of scholarship, citizenship, leadership, and service.

PLEASE NOTE: Averages will be based on a weighted / credit scale – ie. courses offered everyday will carry greater weight than those offered only on A or B day.

Citizenship

- Citizenship breakfasts are held during the year to which parents/guardians are invited based upon the following student criteria: no discipline infractions; completion of assigned homework; and consistently demonstrating a positive attitude towards school.

EXTRACURRICULAR ACTIVITIES

After school programs and clubs will be posted each week on our district website listed as “Preview of the Week.” Morning announcements remind students of our after school activities scheduled or cancelled each day. Students must report directly to their after school activity. **STUDENTS WHO DO NOT HAVE A SCHEDULED AFTER SCHOOL ACTIVITY, MUST LEAVE AT 2:20 DISMISSAL.** Students may not be unattended in the building. Students who are not in good standing either academically or behaviorally may not be permitted to participate in an after school club or activity.

HOMEWORK & GRADING POLICY

The following policy applies to late homework assignments that can be made up:

- Daily reinforcement assignments will receive checks, while assignments that should reflect application and mastery will receive letter grades.
- The late penalty for a daily reinforcement task is a zero, and an accumulation of zeroes will be reflected in the final grade.
- The late penalty for short-term (a week or less) assignments will be a 10 point deduction for one late day. No credit will be given on the second late day, but completion of the assignment is expected.
- The late penalty for long-term (more than one week) assignments will be a 20 point deduction for one late day. No credit will be given on the second late day, but completion of the assignment is expected.

Three components, with respective weight ranges, will be considered for marking period grades as follows:

- homework
- classwork
- quizzes, tests, & long term projects

PROGRESS REPORTS

Progress reports are issued at the midpoint of each marking period, and all students will receive progress reports for each subject. The progress reports are to be taken home by the student, signed by the parent, and returned with a parent signature. The form will provide space for parent comments, and parents may request a phone call/conference with team or individual teachers.

REPORT CARDS

Reports cards are mailed home at the end of each quarter. Numerical grades are used to designate a student's progress. The dates for progress reports, marking periods and parent/teacher conferences are listed in the school calendar.

GRADING RUBRIC

The following criteria apply to a 90 or better:

- Clearly superior quality demonstrated in all work; minimal errors with assignments/homework completed.
- Clear command of ideas and concepts and able to communicate them; tests, quizzes, and assignments demonstrate superior understanding of material presented.
- Performance and skills polished and refined; active participation.

The following criteria apply to an 80 - 89:

- High quality demonstrated in all work; few mistakes evident, with assignments/homework completed.
- Solid understanding of ideas and concepts and able to communicate them; tests, quizzes, and assignments demonstrate a good grasp of material presented.
- Willingness to obtain clarity on unclear areas; participation indicative of minimal difficulty with material.

The following criteria apply to a 70 - 79:

- Work indicates a basic understanding of material presented, with assignments/homework completed.
- Understands and communicates basics but not always clear on fine points, generally accurate in performance or skill application but with inconsistent errors and limited content.
- Participation as for grades of 80 or better.

The following criteria apply to a 60 - 69:

- Work shows marginal understanding of material presented, with assignments/homework missing or incomplete.
- Very inconsistent and marginal performance on tests, quizzes, and assignments.
- Marginal, if any, participation.

Grades below 60 constitute failure in the 6th grade.

Grades below 65 constitute failure in the 7th grade.

Grades below 70 constitute failure in the 8th grade.

ATTENDANCE

Students must be signed in and out at the main office by a parent/legal guardian in the event that they are late to school or must leave early.

As per board policy, students are required to attend 162 days or more of school in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. This number includes *both* unexcused and excused absences.

The school day begins at 7:50 A.M. and ends at 2:20 P.M. Homeroom teachers take attendance each morning. When a student is absent, the date of the absence is recorded. Parents are expected to call the school (627-2465 Press One for absentee verification) to report absences. Messages can be left on the recorder 24 hours a day. *A written note, consisting of date of absence and reason for absence, from legal guardian is required upon return to school and should be submitted to the Attendance office, as per statute. If a student does not return a written note within 2 days of his/her return, the absence will be*

recorded as unexcused.

Consistent with Board of Education Policy (No. 5113R), building administrators will review pupil attendance when absences exceed **eight** and **fifteen** days, and a letter will be sent home indicating the number of days the student has been absent. When pupil's absences exceed **18** days, the review committee shall consider the nature and causes of all absences rather than only those in excess. Consequences may include summer school and/or retention. The policy states, in part, "If it is determined that further action is necessary, a letter with return receipt will be sent requesting a conference to discuss the problem and the consequence if no improvement is forthcoming. If the attendance pattern continues the principal will send via registered mail, a five day notice that a complaint with municipal authorities will be signed after the next absence." Amount of absences will be printed on progress reports and report cards for all students.

Excused Absences

In view of the importance of attending school on a regular basis, the only parent-initiated excusable absences for students shall be the following:

1. Illness (parent call & note required)
2. Medical treatment (doctor/dentist note required)
3. Religious holiday (parent note required)
4. Death in family (parent note required)

All others absences are unexcused such as: family vacation and travel, baby-sitting duties, etc.

Tardy

Tardy to School: Failure to be in homeroom at the assigned time (7:50) without a valid excuse.

Consequences: For every three tardies, student will serve one administrative after school detention.

All students arriving tardy must report to the main office accompanied by a legal guardian to sign in. These students will then be given a pass to their locker and homeroom/class. If students do not sign-in at the office, they will be assumed absent. When signing in your child, please indicate why your child was late. If it is not a valid excusable reason, he or she will be marked as unexcused tardy for the day.

Tardy to Class: Failure to be in a place of instruction at the assigned time without a valid excuse.

Consequences: For every two tardies, student will serve one administrative after school detention.

Classroom Attendance

Each student is required to have 90% attendance of each specific subject. Consequences would include failure of course and/or summer school as determined by administrative review committee.

Attendance and School Activities

In order to participate in any after school activity (dances, concerts, etc.), the student shall be in attendance on the day of such an activity. Students signing in after 12:30 P.M. or out before 12:30 P.M. and not returning will be posted with a half-day absence from school. If a student is absent for the entire day, they cannot participate in any after school or evening activities.

STUDENT DEMOGRAPHICS

It is mandatory to notify the main office when a change in guardian status, address, telephone or emergency number, etc. occurs. Incomplete or incorrect information will result in mailing errors (i.e. report cards and special mailings).

BUS INFORMATION

All students are expected to observe the following rules to ensure their safety and that of others:

1. Be respectful to the bus driver and other students.
2. There is to be no food or drink permitted on the bus (this includes gum).
3. Enter and leave without pushing or crowding.
4. Talk at a reasonable volume, without using profane or abusive language.
5. Extending any body parts out of the windows are prohibited.
6. Refrain from throwing objects or spitting.
7. Remain seated at all times. If your bus is equipped with a seat belt, it is to be worn.
8. No cell phone use on the bus.

Students whose behavior jeopardizes the safety of classmates or creates disturbances for bus drivers may be suspended from riding the bus both morning and afternoon. Transportation will then become the responsibility of the parent. **THE PRINCIPAL OR PRINCIPAL'S DESIGNEE RESERVES THE RIGHT TO TAKE AN UNRULY STUDENT FROM THE BUS AT ANY TIME.**

The appropriate chosen consequence does not necessarily have to be sequential, and will ultimately be determined by the school administrator or designee. Consequences for noncompliance may include, but are not limited to the following:

1. First referral: Warning unless more serious consequences are warranted
2. Second referral: After School Detention (s)
3. Third referral: After School Detention / Bus suspension for 1 to 15 days
4. Fourth referral: At the discretion of the Administration

Late buses are available for after school activities, extra help, or detention. The buses will stop at various locations throughout the township but do not stop at every bus stop. Late buses arrive at school at approximately 3:30 P.M. and leave as soon as all students have boarded. Please refer to bus routes posted at entrance of school. **Students may get off the bus at a different stop only if written permission has been given to the office by 9:00 in the morning. If students are walkers, parents or guardians must check the appropriate box on the opening day checklist that is distributed to the students.**

CAFETERIA

The cafeteria provides a complete lunch daily, including milk, and prices are posted each year. Students may, of course, bring lunches from home. Effective September 2006, we will no longer sell peanut butter and jelly sandwiches or any product containing peanuts. In addition, each cafeteria will designate a "peanut free" table when applicable.

HEALTH SERVICES

If a student feels sick or is injured, he or she must report to the school nurse before calling parent/guardian. Contact the Health Office to make the school nurse aware of any changes in your child's well being that could affect their education or school environment (i.e. change in medication or family status, head lice, etc.). Emergency cards need to be completed annually, note that both sides are to be completed. Please include updated medical information and **current** emergency numbers. Contact the Health Office if changes occur during the school year, especially changes in employment and telephone numbers. Information about school accident insurance will be included in the student's first day packet. The insurance forms must be mailed to the insurance company from home, if the insurance is taken. With respect to student confidentiality, if your child has a medical condition, a Support Notification Form must

be filled out annually to allow the school nurse to share pertinent information with school personnel. Refer to the Health Services Manual for further health related matters such as medications, physical education excuses, etc.

VISITORS

Visitors to the school are always welcome. Upon entering the building *each* visitor is required to report to the main office. Articles to be delivered to children during school hours should be left in the main office.

CARE OF SCHOOL PROPERTY

It is the responsibility of all students to do their share in caring for school property. This includes both buildings and grounds.

Students should...

1. avoid marking or marring doors, walls, floors, or any other school property.
2. treat the furniture throughout the school with respect.
3. place wastepaper in the receptacles provided.
4. report damage to the office immediately.

Students who destroy or vandalize school property are responsible for damages. Each student's parent/guardian will be notified and will be required to make payment for the repair or purchase price of the destroyed property.

DRESS CODE

Students at Copeland Middle School are expected to dress in a manner that reflects well on themselves, their parents, their school, and their community at all times. Students are expected to keep themselves neatly dressed and groomed. Using their best judgment, parents are asked to monitor the appearance of their children daily, keeping in mind hygiene, safety, and styles that are conducive to learning. Extreme hairstyles that constitute a health or safety issue are not permitted. Any clothing or styles that result in disruptions will not be allowed.

1. Any clothing that contains alcohol, tobacco, or drug-related, sexual connotations, gender, ethnic, or religious references or has any inappropriate graphics or sayings, or is in any way considered to be inappropriate by professional staff is not acceptable. Accessories that contain objectionable symbols, pictures, or language may not be worn.
2. Sleeveless tops must have straps that are at least three fingers wide in length.
3. Bare midriff tops or see-through mesh shirts are not appropriate without another shirt underneath. Undergarments (top and bottom) should not be visible through clothing.
4. High heels and flip-flop shoes may not be worn. Footwear with wheels or cleats is not permitted. Platform shoes deemed to be unsafe may not be worn. Bare feet are not permitted.
5. Articles of clothing such as leggings or tights are not appropriate for school unless they are worn under a skirt, shorts, dress or appropriate length shirt. Bicycle pants or spandex shorts are not acceptable for school.
6. Baggy, oversized pants are not permitted. Also, ripped pants exposing undergarments are not appropriate. Pants must be pulled up so that undergarments are not showing.
7. Skirts, shorts, and dresses must rise to the waist so that there is no skin showing. The length of these articles should be no shorter than 5 inches above the knee.
8. Hats or caps (unless for religious purposes) hoods, sunglasses, coats, outdoor jackets, and backpacks are not to be worn in the building except on approved Spirit Days. Bandanas, sweatbands, and scarves worn on the head are not allowed in school.
9. Students are not permitted to wear chains, spiked bracelets or necklaces, etc.
10. Face painting or writing on the body is not permitted. Students will be asked to wash off the markings immediately.

Students who do not follow this code are warned accordingly, and their parents may be called to bring in acceptable clothing. If this is not possible, students will be required to wear clothing provided by the office.

FIRE DRILLS/EVACUATION PROCEDURES

The signal for a fire drill is the ringing of the hall fire bells. Students should come to quiet order and follow the directions of the teachers. If the alarm sounds during passing time, leave the building by the nearest exit, and report to the staging area in the parking lot. If the drill occurs while you were out of class, you should report to personnel wearing fluorescent yellow safety vests (located in the parking lot staging area). If the drill sounds during your lunch period, you should line up by homeroom in the parking lot.

In the event of a lockdown or evacuation, students will need to follow their teacher's instructions implicitly. **Consequences will be assigned for any student disruptions.**

NOTE: In the event of an emergency, the school and staff will do its best to keep the public informed. **However, to ensure absolute safety, you as the parent/guardian must have a contingency plan (throughout the entire school regardless of weather) communicated with your children in the event the school is not able to make contact with the home.**

TELEPHONE USE

Students will not be called out of class for parental phone calls unless it is a true emergency. Messages will be provided, to the student at the end of the period or at lunchtime. Please keep messages to a minimum due to the high volume of student population. Use of the office phone by students will be allowed only in the event of an emergency. (Social arrangements or PM activity plans do not constitute as an emergency). These matters should be arranged prior to the start of the school day. **NOTE: Cell phones must be kept in lockers during school hours.**

COMPUTERS

Responsible Use of Technology

The entire student body shares technology resources at Copeland Middle School. To ensure that all technology networks, hardware, and software are available for educational pursuits, students are expected to demonstrate responsible use of technology. Students and parents/guardians must sign the Acceptable Use Policy (AUP).

1. To demonstrate respect for our nation's copyright laws and author ownership, students are not to make copies of district-licensed software.
2. To demonstrate respect for others' rights to privacy, students are not to open electronic files belonging to others.
3. To demonstrate respect for property, students should not tamper with or change electronic files or software programs. Students are not to enter any parts of the operating system software.

Failure to comply with these rules or the AUP will result in one or more of the following: detention with notification to academic team and parents, a disciplinary referral, payment for damages, and loss of credit for assignment.

CODE OF CONDUCT

AT ALL TIMES STUDENTS WILL:

1. Demonstrate RESPECT for yourself, other students, faculty (teachers and administrators), staff (custodians, cafeteria employees, nurses, office assistants, parent volunteers, bus drivers, and other), and school property.
2. Obey all school rules.
3. Obey all classroom rules.
4. Accept personal responsibility for their actions.
5. Use appropriate language.
6. Maintain appropriate noise levels in all areas of the building.
7. Work to the best of their ability.
8. Demonstrate honesty and integrity in all of their actions.
9. Conduct themselves in a positive manner during school and at all school related activities.

SCHOOL RULES
AT ALL TIMES STUDENTS WILL:

1. Arrive to class on time, and come to class prepared.
2. Wear appropriate dress in school and at all school related activities. Outerwear (coats, headgear, bandanas, etc...) shall be kept in lockers.
3. Consume food and drink ONLY in the cafeteria, except when authorized elsewhere.
4. Place cell phones, radios, and headphones, etc... in lockers upon entering the school building. Cell phones may not be activated during school hours and should not be seen in the school building.
Beepers are not permitted in the school building at any time.
5. Dispose of all garbage and litter in an appropriate receptacle.
6. Help maintain safety and order at all times by:
 - a. Walking down the right side of all corridors and hallways.
 - b. Never sliding or standing or climbing on railings or other structures.
7. Not chew gum.
8. Maintain the locker schedule.
9. Be respectful of peers and professional staff at all times.
10. Not bring in spray deodorant/perfume.
11. Not bring in energy drinks with excessive levels of caffeine.

**BASIC INVESTIGATION PROCEDURES FOR INCIDENT
INFRACTIONS**

1. Receive referral/information relating to incident.
2. Fact Finding:
 - a. Interview teachers/staff employees with information
 - b. Interview student/s involved in incident
 - c. Interview student/s as eye-witnesses to incident
*(Written statements may be taken by all)
 - d. Review of incident logistics
3. Administrative decision is rendered.
4. Student/s are:
 - a. Notified of the disciplinary consequence
 - b. Given an explanation of the disciplinary consequence
 - c. Given the opportunity to respond
5. Parents and Guardians of the student/s who committed the infraction are notified of the disciplinary consequence.

PROHIBITED ITEMS

Students may not possess the following items on school property or at school events without the explicit permission of a teacher or administrator.

1. Cameras, television sets, or any other electronic items of distraction.
2. Gambling devices: dice, playing cards, etc.
3. Alcoholic beverages, narcotics, over-the-counter medications, cigarettes, tobacco products, inhalants, cigarette lighters, matches, and look-a-likes.

DISCIPLINE GUIDELINES

All students have the right to a free public school education. Along with this right is the corresponding responsibility to join with other members of the school community in respecting one another. Students also have the right and responsibility to live by the rules of law while being entitled to equal protection under the law.

It is the obligation of each student to obey school regulations and the school authorities who enforce them. Therefore, the Copeland Middle School has established standards for acceptable student behavior.

While the possible consequences for any given infraction are delineated: a,b,c,, the appropriate

chosen consequence does not necessarily have to be sequential, and will ultimately be determined by the school administrator or designee. Furthermore, guidance referrals and other culminating interventions are utilized to assist appropriate child development.

To assist students in choosing appropriate behavior, the disciplinary consequences for a given infraction are listed below.

Absent to School: *If excessive, unexcused absences occur*

- a. Warning, Parental Notification
- b. Detention
- c. Contact Municipal Authorities, Parental Conference

Arson: *Intentionally starting, or attempting to start any fire or combustion*

- a. Suspension, Police Notification, Parental Conference, Expulsion referral

Assault: *The attempt, or act of causing bodily injury to another person*

- a. 1-5 day Suspension, Police Notification, Parental Notification
- b. 6-10 day Suspension, Police Notification, Parental Notification
- c. Expulsion referral

Bias Incident: *A student who acts with ill will, hatred or bias toward, and with purpose to intimidate an individual or group of individuals because of race, color, religion, sexual orientation or ethnicity*

- a. Parental Notification
- b. Detention (s), Parental Notification
- c. Suspension, Parental Conference

Bombs/Explosives: *Possession of written material detailing the building of a device, or possession of a device containing combustible materials and/or a fuse, including fireworks*

- a. Suspension, Police Notification, Parental Conference

Bomb Threat/False Fire Alarm: *Making statements (in any form) that a bomb is on the premises/
Reporting a fire to school or fire officials or intentionally setting off a fire alarm without a reasonable belief that a fire exists*

- a. Suspension, Police Notification, Parental Conference

Bullying: *Any hurtful or aggressive act (verbal, physical, gesture, psychological, emotional) toward an individual or group that is intentionally committed*

- a. Detention (s), Parental Notification, Think Sheet
- b. 1-3 Day Suspension, Parental Notification, Think Sheet
- c. 3-5 Day Suspension, Parental Notification, Think Sheet

Burglary: *Unauthorized/authorized entry into a school district building with the intent of committing a criminal act when the building is closed to the students and the public*

- a. Suspension, Police Notification, Parental Conference

Bus Misconduct: *Failure to comply with rules of bus safety or disturbing others*

- a. Warning
- b. Detention (s), Parental Notification
- c. Denial of Transportation, Parental Notification, Suspension

Cheating / Plagiarism: *Cheating, copying and/or plagiarism may result in*

- a. Total loss of credit for assignment
- b. Detention
- c. Suspension

Computer/Internet Violations: *Theft of computer parts, ram, modem, hard drives, etc.; Fraud (unauthorized reproduction of information); , Viewing or displaying pornography or sexually explicit materials; Introducing computer viruses; Sending or receiving hate material; Bias incident, Harassment,*

Vandalism, Attempting to gain access to unauthorized site

- a. Warning, Detention(s), Loss of privilege
- b. Suspension, Police Notification

Chronic Lack of Supplies: *Failure to bring books, notebooks, supplies (pencil/pen)...*

- a. Warning
- b. Detention , Parental Notification
- c. Detention (s), Parental Notification

Cutting Class: *Intentionally missing from (entire/partial class), or failure to report to an assigned class*

- a. Detention
- b. Suspension
- c. Parental Conference

Cut Detention: *Failure to report to detention*

- a. Detention (s)
- b. 1-5 day Suspension

Dangerous Horseplay: *Any activity deemed to be dangerous in nature*

- a. Warning, Detention (s)
- b. 1-day Suspension
- c. 1-5 day Suspension and Parental Conference

Disorderly Conduct: *Behaving in a violent or seriously inappropriate manner which disrupts the educational process*

- a. Detention (s), Parental Notification
- b. 1-3 Day Suspension, Parental Notification
- c. 3-5 Day Suspension, Parental Notification

Disrespect to Student: *Responding/acting in a rude, impertinent aggressive manner and/or using threatening abusive language*

- a. Warning
- b. Detention (s), Parental Notification
- c. Suspension, Parental Conference

Disrespect to Teacher/Staff/Adults: *Responding/acting in a rude impertinent aggressive manner and/or using threatening abusive language*

- a. Detention (s), Parental Notification
- b. Suspension, Parental Notification

Disruptive/Disruption: *Behaving in a manner which disrupts or interferes with educational activities*

- a. Warning
- b. Detention
- c. Multiple Detentions, Suspension, Parental Conference

Extortion: *Use of threats or intimidation to demand money or something of value from another person (no weapon)*

- a. 1-3 day Suspension, Parental Notification
- b. 3-5 day Suspension, Parental Notification
- c. 5-10 day Suspension, Parental Notification

Failure to Follow School Rules/Policy:

- a. Warning
- b. Detention, Parental Notification
- c. Multiple Detentions, Suspension, Parental Conference

Fighting: *Exchanging of mutual physical contact such as hitting, with or without injury. If clear and sufficient provocation is established, both students need not receive the same disciplinary action.*

- a. 1-3 Day Suspension, Parental Conference
- b. 3-5 Day Suspension, Parental Conference

- c. 5-10 Day Suspension, Parental Conference

Fireworks: *Device containing combustible materials and/or a fuse*

- a. 1-3 Day Suspension, Parental Conference, Police Notification
- b. 3-5 Day Suspension, Parental Conference, Police Notification
- c. 5-10 Day Suspension, Parental Conference, Police Notification

Gambling: *Playing any game of skill or chance for money or anything of value*

- a. Warning
- b. Detention (s), Saturday Detention (s), Parental Conference
- c. 1-3 Day Suspension, Parental Conference

Gang Related Activity: *Intimidation caused by wearing of clothing or jewelry associated with a gang and using written or gestures that are symbolic of gang activity*

- a. Warning, Detention (s), Suspension, Parental Notification, Possible Police Notification
- b. 1-5 Day Suspension, Parental Conference, Police Notification
- c. 5-10 Day Suspension, Parental Conference, Police Notification

Harassment: *Verbal/Non-Verbal: Disturbing consistently, by pestering or tormenting (Inappropriate Remarks, "bullying" or Threatening Behavior)*

- a. Detention (s), Parental Notification
- b. 1-3 Day Suspension, Parental Notification
- c. 3-5 Day Suspension, Parental Notification

Hitting/Play Fighting: *Physical contact with another student, which may or may not cause physical injury (shoving, tripping, kicking, etc.). Hitting back is not considered self defense unless it is a situation where a student is being repeatedly hit and there is no other means of freeing oneself.*

- a. Warning
- b. Detention
- c. Multiple Detentions, Suspension, Parental Conference

Inappropriate Dress: *Dressing in a manner which disrupts the teaching and learning of others. Students must wear appropriate school attire as determined by the administration.*

- a. Warning
- b. Detention, Parental Notification
- c. Multiple Detentions, Parental Conference

Insubordination/Defiance: *Failure to comply with a proper and authorized direction of instruction of staff*

- a. Warning, Detention (s)
- b. 1-day Suspension, Parental Notification
- c. 1-5 day Suspension and Parental Conference

Leaving The Building: *No child shall ever leave the building or grounds on their own accord without administrative permission*

- a. Detention (s) and Parent Conference
- b. Suspension, Parental Conference

Misrepresentation: *Tampering with notes, passes, reports, excuses, making false written or oral statements, plagiarism or cheating*

- a. Detention (s), Parental Notification
- b. Suspension, Parental Notification

Outrageous Conduct:

- a. Warning, Detention (s)
- b. 1-day Suspension
- c. 1-5 day Suspension and Parental Conference

Profanity: *Writing, saying, intentionally viewing, making gestures or possession of materials that convey*

a grossly offensive, obscene or sexually suggestive message. (Includes the Internet Web Sites and all electronic media).

- a. Warning, Detention (s)
- b. Detention (s), Parental Notification
- c. Suspension, Parental Notification

Robbery: *Taking property from a person by force, violence or threat of immediate bodily injury*

- a. Suspension, Police Notification, Parental Conference

Sexual Harassment: *Intentional physical sexual contact of a harmful or offensive nature*

- A) Verbal/Non-Verbal (Inappropriate gesture, offensive literature, pictures, notes, sexual staring, derogatory comments, jokes, slurs or remarks/questions of a sexual nature)
 - a. Detention (s), Parental Notification
 - b. 1-3 Day Suspension, Police Notification, Parental Conference
 - c. 3-5 Day Suspension, Police Notification, Parental Conference
- B) Physical (Offensive touching, grabbing, holding, or kissing)
 - a. Detention (s), Parental Notification
 - b. 1-3 Day Suspension, Police Notification, Parental Conference
 - c. 3-5 Day Suspension, Police Notification, Parental Conference

Tardy To Class: *Failure to be in a place of instruction at the assigned time without a valid excuse*

- a. Warning
- b. Detention
- c. Multiple Detentions, Suspension, Parental Conference

Tardy To School: *Failure to be in homeroom at the assigned time without a valid excuse*

- a. Warning
- b. Detention
- c. Multiple Detentions, Contact Municipal Authorities, Parental Conference

Terroristic Threats Made to Staff/Students:

- a. 1-5 Day Suspension, Parental Notification, Police Notification
- b. 5-10 Day Suspension, Parental Notification, Police Notification

Theft/Larceny: *Unlawful taking and carrying away of property belonging to another person with the intent to deprive the lawful owner of its use*

- a. 1-3 Day Suspension, Parental Notification, Possible Police Notification
- b. 3-5 Day Suspension, Parental Notification, Possible Police Notification
- c. 5-10 Day Suspension, Parental Notification, Possible Police Notification

Theft/Larceny Involving School Property and /or Staff Member: *Unlawful taking and carrying away of property belonging to another person with the intent to deprive the lawful owner of its use*

- a. Detention(s), Parental Notification, Police Notification
- b. 1-5 Day Suspension, Parental Conference, Police Notification
- c. 5-10 Day Suspension, Parental Conference, Police Notification

Truancy: *Failure to report to school or class without prior permission, knowledge or excuse by the school or parent*

- a. Warning
- b. Detention
- c. Multiple Detentions, Suspension, Contact Municipal Authorities, Parental Conference

Vandalism: *Defacing/Damage/Destruction to Personal/School Property*

- a. Detention(s), Restitution, Parental Notification
- b. 1-5 Day Suspension, Restitution, Parental Conference, Possible Police Notification
- c. 5-10 Day Suspension, Restitution, Parental Conference, Possible Police Notification

Walkman/I-Pod/Radio/Cell Phone/Electronic Devices:

- a. Confiscate and Retain Until End of Day, Warning
- b. Confiscate and Retain Until End of Day, Detention (s)
- c. Confiscate and Retain Until Parent Comes to Pick up, 1-3 Day Suspension

Weapons: *(Physical/Chemical—Possession/Use)*

- a. 1-3 Day Suspension, Parental Notification, Possible Police Notification
- b. 3-5 Day Suspension, Parental Notification, Possible Police Notification
- c. 5-10 Day Suspension, Parental Notification, Police Notification

(NOTE: THIS INCLUDES POCKET / UTILITY KNIVES)

DISCIPLINE POINTS

Students who are referred to the office for disciplinary matters and receive an after school detention or suspension will also receive discipline points.

Administrative After School Detention – 2 points

Suspension (in or out of school) - minimum of 5 points

These are cumulative points. If at anytime during a marking period a student accumulates that number delineated by marking period, then they are considered to be on the Behavioral Restrictions List and may not attend a social, participate in Field Day, or go on a field trip held during that marking period. In addition, their participation in after school clubs may be prohibited.

Behavioral Points – Restrictions Begin At:

Marking Period 1 - 5 points

Marking Period 2 - 8 points

Marking Period 3 - 10 points

Marking Period 4 - 12 points

Points may be eliminated from a student's discipline record at a rate of one point per month if the student has not been reported to have any other discipline problems. In addition, students may eliminate additional points by completing voluntary, approved community service projects either in school or out during the year.

The maximum number of points that can be eliminated for community service projects completed in or out of school is ten (but no more than five outside of school) and can be no more than two per month. A written reflective essay must be completed for community service work completed outside of school before any points will be eliminated from the student's record.

With regard to field trips, the opportunity to eliminate points by completing community service ends one week prior to the date of the scheduled trip.

Since the accumulation of discipline points is directly related to students' participation in field trips, it is important to note that students will not be reimbursed if they are removed from a trip due to an accumulation of points after payment is made.

ANTI-BULLYING POLICY

District Policy No. 5131.10 states, in part, that "The Rockaway Township Board of Education expects students to treat each other with civility and respect and will not tolerate acts of harassment, intimidation or bullying on school property, at school-sponsored functions, or on school buses. Similar to other disruptive or violent behaviors, this conduct interferes with a student's ability to learn and a school's ability to educate its students in a safe environment."

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion.

DRUGS, ALCOHOL, AND TOBACCO

District Policy No. 5131.6R states, in part, that "The Rockaway Township Board of Education recognizes that the abuse of drugs, alcoholic beverages, narcotics, and other dangerous substances and chemicals is a major health problem in our society today. The improper use of drugs in the school system is a threat to the health and welfare of others."

Any staff member “to whom it appears that a pupil may be under the influence of intoxicating drugs on school property or at a school function shall report the matter immediately to the school nurse and the principal. The principal shall immediately notify the parent(s) or guardian(s), the police authorities, and the chief school administrator and arrange for an immediate examination of the pupil by a physician.”

DANGEROUS OBJECTS

Objects that can be considered a danger to students or disruptive to the education of others, such as pocket knives, shock devices, pins, pointed or sharp tools, laser pointers, or any other bought or made item that might be used to cause injury to self or others, are strictly forbidden in school. Students who possess or use such objects will have them removed and will receive disciplinary action by the administration. Any student carrying a knife or any other so-called "weapon" will be suspended immediately. This includes any "look-alike" weapons. Fireworks, "snaps," smoke bombs, or stink bomb vials of any kind are not permitted in school because of their potential dangerous and disruptive nature. The possession and/or use of these items in school or on a school bus will result in serious disciplinary action.

Any student who brings or possesses any remotely activated paging devices, including beepers, in school or on any property used for school purposes is guilty of a disorderly person's offense and will be reported to the police department immediately.

Due Process:

All of the above offenses are subject to due process procedures. This includes student, teacher, and parent conferences. The severity or repetitive nature and individual circumstances of a student's behavior will be given careful consideration when determining appropriate consequences which are all focused on redirecting behavior. Consequences for noncompliance shall include, but are not limited to, the following items which are not necessarily meant to be sequential.

- Reprimand
- Parent/guardian notification
- Detention (before/during/after school or Saturday)
- Denial of participation in school activities
- Parent/Guardian conference
- Community or school service
- In-school suspension
- Out-of-school suspension
- Referral to appropriate governmental or law enforcement agencies
- B.O.E. hearing

LOST AND FOUND

Students who have lost items of significant value such as money, jewelry, glasses, pocketbooks, etc. should check first with the main office. Items such as clothing, books, backpacks, etc. are placed in a bin in the cafeteria, which may be checked with the assistance of a custodian.

LOCKERS

Lockers are the property of the Board of Education and will be opened and inspected if believed to house any material detrimental to the health, safety, or welfare of a student or the student body. **Lockers should be kept locked at all times, and the combination should not be given to anyone. Decorating lockers for birthdays or any other special events is not permitted. Any students entering the building after school hours must do so by 4:00 PM and be accompanied by a parent.**

Students are permitted access to their lockers at the following times:

- before homeroom period
- before and after lunch
- at dismissal

- when given permission by a teacher

The penalty for opening another student's locker is suspension. The school will not be responsible for valuable items placed in lockers. Students should not bring large sums of money to school.

NOTE -BACKPACKS MUST BE KEPT IN LOCKERS AT ALL TIMES. ALSO BACKPACKS WITH WHEELS ARE NOT PERMITTED. THEY WILL NOT FIT IN STUDENT LOCKERS.

PAYMENTS TO CMS

All payments to Copeland Middle School for field trips or lost books, etc., should be made using a check. Checks should be made payable to: **Copeland Middle School**.

FIELD TRIPS

- All field trip permission slips must be submitted two weeks prior to the trip or by the due date indicated on the form. A permission slip is required in order for your child to attend. Verbal or faxed permission is not acceptable.
- Students who have accumulated the set number of discipline points as outlined may be prohibited from attending a field trip.
- The opportunity to eliminate points by completing community service ends two weeks prior to the date of the scheduled trip.
- The school administrators reserve the right to keep any student from going on a field trip if it is deemed necessary.
- Students will not be reimbursed if they are removed from a trip due to an accumulation of points or other disciplinary reasons after payment is made.

AFFIRMATIVE ACTION POLICY, PLANS, AND PROCEDURES

It is the policy of the Rockaway Township Public School System not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status in its educational programs or activities and employment policies as required by Title IX of the Education Amendments of 1971 and N.J.A.C. 6:4-1.1 et seq. Inquiries regarding compliance may be directed to Mr. F. Scott Allshouse, Affirmative Action Officer.

**Mr. F. Scott Allshouse
100 Lake Shore Drive
Rockaway, NJ 07866
(973) 627-2465**

**For more information regarding our school, please visit us
at: www.morris.k12.nj.us/rocktwp/copeland.htm**

ROCKAWAY TOWNSHIP PUBLIC SCHOOLS

School Board Policy

ABSENCES AND EXCUSES

In order for the Board of Education to fulfill its responsibility for providing a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and pupils is required to maintain a

high level of school attendance.

The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully.

A pupil must be in attendance for 162 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned and retention will be considered for failure to meet the required number of days.

A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee, appointed by him/her and consisting of representative staff, including pupil service personnel and classroom teachers and nurse.

In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in excess of the 18 days. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian. Parents shall also have the right of appeal to the Superintendent and Board of Education.

Parents/guardians are responsible for notifying the school early in the day when a child will be absent and informing the school of the reason for the absence.

Truancy

The Board will report to the appropriate authorities infractions of the law regarding the attendance of pupils below the age of 16. Repeated infractions by enrolled pupils over the age of 16 may result in the suspension or expulsion of the pupil.

It shall be the policy of the Board to consider the effectiveness and appropriateness to his/her needs of the educational program that is offered each pupil who is habitually and repeatedly absent from his/her assigned program and to consult with the Child Study Team for its recommendations.

Excused Absences

The Board considers the following as cause for excused absence:

- A. Disabling illness
- B. Recovery from accident
- C. Required court attendance
- D. Death in the family
- E. Religious observance - in accordance with statute, no pupil absent for religious observance of a day recognized by the Commissioner of Education or this Board of Education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence.
- F. Such good cause as may be acceptable to the principal

Medical notes for excused absences should be provided to school personnel.

Student participation in a family vacation while school is in session is an unexcused absence. Unexcused absences lasting more than two weeks for purposes of travel and vacation require those pupils be transferred out of the district and re-registered upon return. Return to school will not guarantee the same class assignment.

Attendance need not always be within the school facilities. A pupil will be considered to be in attendance if he/she is present at any place where school is in session by authority of the Board. The Board shall consider each pupil assigned to a program of independent study, with parent/guardian permission, to be in

regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member the place in which he/she is conducting his/her study and regularly demonstrates progress toward the objectives of his/her course of study.

Regular Release of Pupils Before the End of the Normal School Day

There are varying situations which may justify release of certain pupils from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the pupil's educational program and the reasons for such release can be shown to have positive benefits for the pupil.

Late Arrival and Early Dismissal

The Board recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the Board shall require that the school be notified in advance of such absences by written request of the pupil's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

- A. Medical or dental appointments which cannot be scheduled outside of school hours;
- B. Medical disability;
- C. Family emergency;
- D. Court appearance;
- E. Such good cause as may be acceptable to the administration.

No pupil in grades kindergarten through eight shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act in his/her behalf.

Tardiness not covered by the causes listed shall be cumulative and may affect course grade/credit.

Legal Custody

A record shall be kept indicating the legal custodian of each pupil. Such custodian shall be responsible for informing the Board of any change in the pupil's custodian. If one parent/guardian has been awarded custody of the pupil in a divorce settlement, the other parent/guardian shall present to the principal a letter authorizing him/her to accompany the child from school before the child may be released to him/her. The principal may take such steps as seem necessary to ensure that the child is released only to proper custody.

Potentially Missing Children

- A. If daily attendance records indicate a child is absent and the parent/guardian has not called, a designated person shall attempt to contact them.
- B. If no telephone contact can be made, the attendance officer shall investigate.
- C. If the attendance officer cannot locate the child, he/she shall inform the principal, who shall inform the appropriate local authorities.
- D. If a child who was present in the morning is absent after lunch, the same procedure shall be followed.

Regulations

The chief school administrator shall develop procedures for the attendance of pupils which:

- A. Ensure a school session which is in conformity with requirements of the rules of the state board;
- B. Identify potentially missing and/or abused pupils;
- C. Govern the keeping of attendance records in accordance with rules of the state board, including

- pupils serving in or out-of-school suspensions, or excluded for health and cleanliness reasons.
- D. Impose on truant pupils such disciplinary measures as may be appropriate for infractions of school regulations but no such penalty may have an irredeemable negative effect on the pupil's record of achievement beyond that which naturally follows his/her absence from school activities.
 - E. Identify the habitual truant, investigate the causes of his/her behavior and consider modification of his/her educational program to meet his/her particular needs and interest.
 - F. Address tardiness and class cutting in terms of the intent of this policy.
 - G. Ensure that pupils absent for any reason have an opportunity to make up work they missed.
 - H. Recognize exemplary attendance.

Cross References:	5020	Role of Parents/Guardians
	5114	Suspension and Expulsion
	5124	Reporting to Parents/Guardians
	5141.2	Illness
	5141.4	Child Abuse and Neglect
	5142	Pupil Safety
	6146.2	Promotion/Retention
	6147	Standards of Proficiency
	6147.1	Evaluation of Individual Student Performance
	6171.4	Special Education

ROCKAWAY TOWNSHIP PUBLIC SCHOOLS

School Board Policy

HOMEWORK POLICY

The Rockaway Township Board of Education believes that homework is an important part of a student's learning experience. Homework gives teachers and parents an opportunity to work cooperatively to help children get the maximum benefit from their education. Through their attitudes toward homework, teachers and parents communicate the value they place on education and the expectation they share for their children's lifelong learning.

Homework objectives should be designed to accomplish a variety of specific purposes including:

- To promote independence, responsibility and organizational skills
- To reinforce what has been learned in the classroom by providing opportunities to assimilate, practice and apply concepts
- To provide opportunities that enrich students' knowledge, utilizing a variety of resources and research skills

To accomplish the above objectives, the following time frame is suggested:

Kindergarten	Teacher Discretion
Grades 1-2	30 minutes
Grades 3-4	40 minutes
Grade 5	50–60 minutes

Grade 6
Grades 7-8

1 – 1 ½ hours
1 ½ - 2 hours

Students should be able to complete homework assignments within the suggested time frame. Parents should consult with the teacher if their child was task committed and repeatedly experienced difficulty completing assignments within that time frame.

Religious holidays will be respected with regard to assigning homework.

Homework will not be provided in advance to students who go on family vacations while school is in session. If a student has an unexcused absence, class work/homework will not be provided. If a student has an excused absence, class work/homework will be given to the student.

Annually, the superintendent of schools will ensure that a brochure clarifying the role and responsibility of teachers, parents and students will be distributed to each of these groups.

Food Allergy Policies Effective September, 2006

It is the primary responsibility of the parents / guardians to notify the school nurse and the class room teacher at the beginning of each school year if their student has a significant food allergy.

The following policies will apply to peanut as well as other food allergies:

1. Peanut butter and jelly sandwiches will no longer be sold in the cafeteria nor will any other products containing peanuts.
2. Products containing nuts other than peanuts will continue to be sold for the time being.
3. A “peanut free” table will be established in each school and maintained by the district on as “as needed” basis.
4. Students should be advised to never share their snacks or lunches with other students. A strict “no eating” policy will be maintained on the buses.
5. At the beginning of each school year, classroom “parents” should ask the classroom teacher for a list of any known food allergies of students in that particular classroom or grade level. The allergy can be made public but; not the name of the student unless; the parent has given appropriate consent.
6. If consent has been given, a picture of the student with their particular food allergy will be posted in the cafeteria next to the food serving station. These allergies are also inputted by Chartwells into their cash register / computers.
7. To handle birthday and special classroom celebrations, it is strongly encouraged that commercially produced products that do not contain nuts or peanuts be used. These products should list all ingredients.
8. If a parent chooses to provide a home baked item, the teacher should be made aware of this and the parent providing the home made item should be notified of the significant food allergies that

are documented in that particular classroom or grade level. These items will NOT be distributed to children with known food allergies.

9. Parents of students with significant food allergies should provide a box of appropriate treats for their student in the event that what is being served is not safe for their students. These snacks would be kept in the classroom or Health Office.
10. Parents / guardians of those students with life-threatening allergies to foods other than peanuts are to jointly develop an individual care plan with the classroom teacher and school nurse reflecting the needs of their student.
10. By the first day of school, parents will provide the school nurse with those medications required to be administered in the event of an allergic reaction. Medication administration policies are listed in the Health Service's Handbook. Failure to comply with these policies will exclude the student from attending field trips until the necessary information and medication has been provided.

IMPORTANT PHONE NUMBERS

EMS*FIRE*POLICE-----911
Addiction Hotline of New Jersey-----1-800-238-2333
Domestic Violence Hotline-Morris County-----1-973-267-4763
Division of Youth and Family Services (DYFS)-----1-877-652-2873
Family Health Line-----800-328-3838
National Response Center:
Report Chemical, Oil Spills and
Chemical/Biological Terrorism-----1-800-424-8802
National Runaway Switchboard-----1-800-621-4000
National Suicide Crisis Hotline-----1-800-784-2433
National Youth Crisis Hotline-----1-800-448-4663
NJ Poison Center-----1-800-222-1222
Parents Anonymous/Family Helpline-----1-800-843-5437
Psychiatric Crisis Hotline-----1-973-540-0100
Safe Haven for Infants Hotline-----1-877-839-2339
Women's Health and Counseling Center-----1-973-829-0587