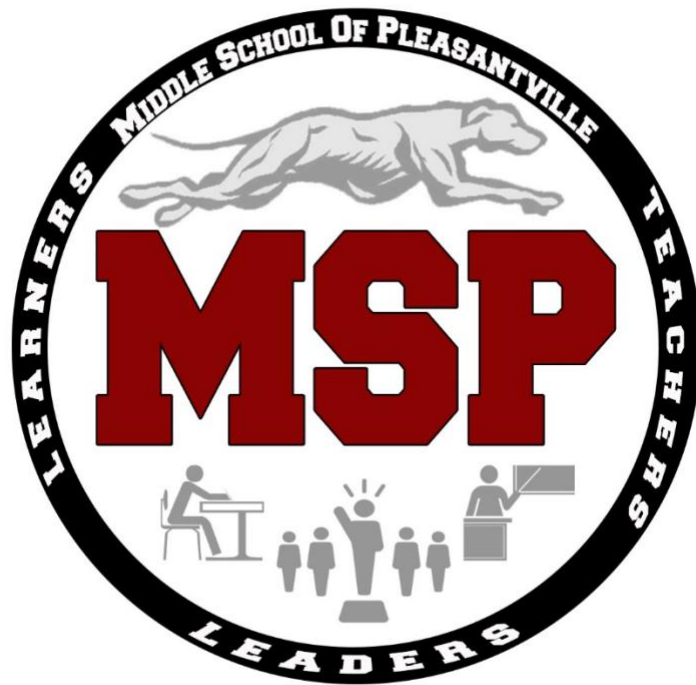


# MIDDLE SCHOOL OF PLEASANTVILLE

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[www.pps-nj.us](http://www.pps-nj.us)



2020-2021

STUDENT HANDBOOK

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Superintendent of Schools



## **Board of Education Members**

Carla Thomas, President

Anny Melo, Vice President

Juanita Pryce

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Cassandra Clements

Sharnell Morgan

Jerome Page

Alejandrina Alberto

Dear Students,

Welcome to the Middle School of Pleasantville! The faculty and administration hope that you will have a successful and enjoyable experience here

At MSP, we strive to provide students with outstanding educational opportunities during their middle school years. We offer a challenging and rigorous curriculum made up of both core area and related academic classes. Our core area classes--English, math, science, and social studies--provide a foundation for students as they continue to pursue learning opportunities beyond the classroom. Our additional course offerings include physical education, art, music, dance, drama, technology, world language, and AVID. We also offer a variety of extracurricular activities and programs to assist you.

Middle school can be a challenging time. Please know that the faculty and staff of the Middle School of Pleasantville are here to assist you in any way possible. Our school publishes a "Student Handbook" each year for you, the students of MSP. Read it thoroughly and carefully. The information will help you understand how the school operates and the school's expectations of its students. Please remember, however, that this handbook offers guidelines only, and no attempts have been made to include every aspect of the school's procedures. Situations will arise from time to time that will be addressed on an individual basis.

Situations will arise from time to time that will be addressed on an individual basis.

As your principal, I can assure you that offering our students the latest curriculum enhancements in a safe, nurturing learning environment will serve as our primary focus throughout this school year. I look forward to personally meeting each of you.

If you have any questions, please feel free to contact the middle school office.

Best wishes for a successful school year!

Yours in education,

Nanette Stuart  
Principal

***MSP: Where everyone is a learner, everyone is a teacher, and everyone is a leader!***



## **What is AVID?**

AVID, Advancement Via Individual Determination, is a global nonprofit organization dedicated to closing the achievement gap by preparing all students for college and career opportunities. Established more than 35 years ago with one teacher in one classroom, AVID today impacts more than 1.2 million students in 44 states and 16 other countries/territories.

## **What AVID Does**

Simply, AVID trains educators to use proven practices in order to prepare students for success in high school, college, and a career. AVID utilizes WICOR strategies in order to infuse fun, challenging, and dynamic activities in the classroom. WICOR stands for Writing, Inquiry, Collaboration, Organization, and Reading.

## **The Middle School of Pleasantville AVID Highlights**

- All MSP AVID students undergo a voluntary application process
- All MSP AVID students are a part of the AVID team, with AVID teachers
- All MSP AVID students are enrolled in the AVID Elective class
- College visits
- Guest speakers (sharing their college and career experiences)
- Field Trips to enrich students' college and career readiness
- College Tutors
- Parent Workshops
- Public Speaking Skills
- Leadership Skills
- Organizational Skills
- Study and note-taking skills (Cornell Notes)
- AVID is now at every grade level at MSP and has expanded to PHS

For more information, please call 609.383.6855. You may also email [philips.ninette@pps-nj.us](mailto:philips.ninette@pps-nj.us).

# MSP P.B.S.I.S.

## Positive Behavior Support in Schools

The purpose of the MSP PBSIS initiative is to build capacity among all school staff to create proactive and positive school systems that:

- Increase available instructional time
- Encourage and support pro-social student behavior
- Use a continuum of function-based problem solving to address behavior and conduct issues
- Create environments conducive to including students with disabilities and behavior support needs.





# Carver Early College Program

## WHAT IS EARLY COLLEGE HIGH SCHOOL?

- Early College is an innovation that provides underserved youth with a path to and through college.
- Early college schools expose all students to college coursework, preparing them for college and careers, reducing time and cost towards post-secondary degrees, and building a college-going culture for all students in the school.
- Early college high school students can earn both their high school diploma and associates degree by the end of 12th grade.

## WHAT DO WE DO?

- The **George Washington Carver Education Foundation (CARVER)** serves as an intermediary, and early college liaison between the high school and participating college, to design and develop a customized early college high school program for your school
- **CARVER** provides an ongoing professional development and training for school leaders and teachers serving in the program to ensure fidelity of the model and implementation in accordance with national standards.
- **CARVER** also coordinates support services within the school and community to make sure each student meets and exceeds college and career readiness standards.

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**MIDDLE SCHOOL OF PLEASANTVILLE STUDENT HANDBOOK**

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## WELCOME

Welcome to the Middle School of Pleasantville. This is the official parent/student handbook. Please familiarize yourself with the information contained herein. We hope that you will always be conscious of our traditions and requirements.

## OVERVIEW

The Board of Education of the Pleasantville School District will ensure the safety and welfare of students while in the school building. Each student is expected to act reasonably, responsibly, and respectfully. Follow these three R's and you will have a successful career at MSP. You are expected to display good work ethics, be punctual to class, fulfill all course requirements, and act in a manner that is conducive to learning. Additionally, you should be respectful to teachers, staff members, other students, and guests in our building.

The Pleasantville School District is committed to providing all children with educational opportunities designed to prepare them to be productive members of a democratic society. We plan to accomplish this task by developing each individual's ability to use higher thinking skills, logically solve problems, and make rational and responsible decisions. It is the specific responsibility of the school instructional staff and administration to provide an environment conducive to learning. To that end, this procedural manual was developed. The manual seeks to identify behaviors that may impede or disrupt the educational program of the school and the safety and well-being of our students. This document specifically delineates school rules, practices, and consequences as they relate to the administration of discipline in the school. **The manual is intended to be a general guide for students, teachers, and administrators and provides a clear and consistent explanation of the consequences such behaviors will merit. The manual is not all-inclusive. Certain situations may warrant measures different than those prescribed herein. In such instances, administrative discretion will prevail.**

It should be noted that these procedures also apply to school-sponsored events that may take place beyond the scope of the regular school day. We want to be proud of our students, but more importantly, we want them to have pride in themselves. To that end, we are committed to providing the best possible learning environment.

The school administration has the right to administer discipline for any other offense which is in violation of the law or school district policy or procedures, or in violation of acceptable standards of conduct for students at MSP.

The best discipline is self-discipline. A general rule of thumb to guide your decision making is to treat others as you would want to be treated, keeping foremost in your mind that your fun can never be at the expense of others or distract from the primary focus of learning.

## VISION STATEMENT

To inspire students to be confident, caring, healthy, life-long learners, in a global society.

## MSP MISSION STATEMENT

Together, the MSP staff, parents and community will instill the love of learning in students. MSP will create a safe environment that challenges, supports, and encourages students to explore, collaborate, and create.

## NONDISCRIMINATION

In accordance with state and federal law, the Middle School of Pleasantville does not discriminate, either in the educational programs and activities that it operates or in the employment of personnel, because of handicap or on the basis of race, sex, color, age or religion. All inquiries regarding this policy should contact Human Resources (609) 383-6800.

## **POLICY STATEMENT**

The Middle School of Pleasantville policies regarding student conduct, attendance, sexual harassment, and drug and alcohol use are located on The Middle School of Pleasantville website <http://www.pps-nj.us>. The policies may be viewed under the School Board tab, then select the board policies option. It is highly recommended that parents and students read these policies and become familiar with the content.

## **ACADEMICS**

### **BOOK BAGS**

Book bags and purses are not permitted for use during the school day. Students may use a book bag to carry their books to and from school. Students bringing a book bag to school are to deposit it in their locker before homeroom period.

### **ESL**

The English as a Second Language Program in the Pleasantville School District offers qualified students intensive instruction in the language functions of speaking, listening, reading, and writing. The goal of the program is for our English Language Learners to become proficient in English so that they can fully participate in all academic, social, and co-curricular activities offered within the district. Students are identified and assessed as they enter the Pleasantville School District, and those who qualify for services receive instruction from an English as a Second Language teacher. They also participate in the general academic curriculum as appropriate to their needs.

### **FIELD TRIPS**

Throughout the school year, educational field trips may be provided which will be used as a device for teaching and learning. These experiences will be relevant and meaningful to the student's curriculum. Such trips will provide the students with additional educational, social and environmental experiences. Students will be notified in advance of the time, date, destination and purpose of each trip. You may choose for your child not to attend a particular field trip simply by notifying the school office or homeroom teacher prior to the date of the trip. Students failing to turn in a permission slip signed by a parent or guardian will not be permitted to attend field trips.

Special pride is taken in providing these activities to students who exemplify hard work, dedication, courtesy, and politeness. It is fully realized that when students take part in these activities, they are a representative of the Middle School of Pleasantville. With this in mind, we would like to continue offering these activities as special privileges to those students who exhibit acceptable behavioral standards throughout the school year.

In order to achieve the aforementioned goal, the following procedures are in effect:

- A. Student Discipline: Any student who has been issued a total of 10 or more days of In School or Out of School Suspension will not be eligible for his/her class trip and cannot attend any school dance including the Eighth Grade Dance.
- B. Attendance: Any student who is absent more than 12 (unexcused) days will not be eligible for his/her class trip and any dance including the Eighth Grade Dance.
- C. Retention: Any student who is on the Possible Retention List will not be eligible for his/her class trip and any dance including the Eighth Grade Dance

Note: Only school staff, parents or legal guardians of the students are permitted to chaperone the students.

If your child's academic team feels that he or she may have difficulty abiding by the rules, you may receive a notice stating that your child must have a parent/legal guardian accompany him or her on the trip/event. In this case, parents/legal guardians must pay the full price of admission, provide transportation to and from the field trip, and remain with your child for the duration of the trip. Otherwise, the student will remain at school.

## GRADES

### GRADES/REPORT CARDS

All student grades will be recorded numerically in teachers' grade books and on the appropriate forms. The district uses these standards:

100 - 90	A
89 - 80	B
79 - 70	C
69 -60	D
59 and Below	F

S (satisfactory) & U (unsatisfactory) are for behavior only.

**HONOR ROLL** – All A's no U's

**MERIT ROLL** – A's & B's no U's

### GRADING POLICY

20% Tests/Quizzes

35% Classwork

25% Unit Performance Tasks (Group Work/Projects)

15% Unit Benchmark Assessment

10% Homework

Extra credit work will be given only to students who have completed all required assignments and would like to complete additional work in an effort to raise their grade. Extra credit will not be given to students who have failed to complete required assignments.

## GUIDANCE SERVICES

Guidance services are available for all students. These services include assistance with academic, social, and/or emotional issues including educational planning, interpretation of test scores, occupation/career information or any other question or concern the student would like to discuss with the counselor. Students wishing to visit a counselor should ask for a pass from their teacher to set up an appointment.

## PARENT ACCESS TO STUDENT INFORMATION

Parents are encouraged to use Parental Portal, which offers a secure web-based opportunity to track your child's attendance, academic performance, including marking period grades and interim grades as well as discipline. For questions about Parent Portal and to receive a password to access the site, contact any grade level guidance counselor.

## HOMEWORK

The purpose of homework is a way to increase and enhance student learning. It is another vehicle for students to learn time management, organization, and responsibility. Additionally, it provides a structure for feedback and communication among students, parents, and teachers and it allows the teachers to see if the students can complete the assignment independently.

TYPES OF HOMEWORK ASSIGNMENTS INCLUDE THE FOLLOWING:

1. Preparation: This type of assignment is intended to help students get ready for the next day's classroom lesson.
2. Reinforcement/practice: By successfully completing practice assignments, students have the opportunity to review and reinforce skills, knowledge, and information presented in the previous lesson(s).
3. Content-related reading: It is important that students learn to read and respond to non-fiction materials; content area texts or related readings are used to help develop these skills.
4. Creative enrichment/extension: These assignments incorporate higher-level thinking skills such as analysis, synthesis, evaluation, and/or application.

**TIME PARAMETERS:** Parents and students can expect homework to be assigned three to five times per week. This includes daily assignments and ongoing projects.

**RECORDING / COMMUNICATION:** All students are issued an agenda book. Students are expected to use this tool as a vehicle for taking responsibility for recording assignments, for organizing proper materials to take home, and for reference when completing tasks. If lost, parents/guardians are responsible for replacement of the agenda or similar planner.

**ASSESSMENT:** Homework is to reflect the same high standards of legibility, neatness, completeness, and content as expected in the classroom. Not all homework is collected or taken for a grade. However, students will receive feedback via grading or comments depending on the assignment.

Homework is assessed (and/or graded) for one or more of the following purposes:

1. To inform the teacher as to individual, or collective, comprehension of subject matter and to guide subsequent instruction
2. To inform the student as to their comprehension and/or progress
3. To promote student development of responsibility and a sense of accountability
4. To contribute towards the course grade (through with a relatively lesser weight than quizzes/tests). **LACK OF COMPLETION:** Homework is to be completed within the prescribed time period (typically, the following day) unless otherwise specified.

**ROLES & RESPONSIBILITIES:** All teachers who assign homework will establish and communicate their set of homework procedures. Included in this set of procedures will be:

1. Specific procedures for late/missing homework
2. How/where homework will be posted
3. Systems for monitoring agenda books (beginning-of-year and ongoing systems)

Classroom homework procedures will be shared with parents no later than Back-to-School Night.

Any student who is aware that he or she will be absent from school for reasons such as a family trip is responsible for informing the teachers prior to the date of such absence.

Students excluded from school because of a suspension will have the same make-up rights and responsibilities as indicated above, but students will not be provided with formal classroom activities or homework assignments while on suspension.

### **LIBRARY/MEDIA CENTER**

The library/media center is an integral part of the Middle School's exploratory curriculum. The library's objectives are to provide materials that will enrich and support the curriculum and personal needs of the user. Middle School students receive orientation in the use of the library facilities including career information resources. The instructional focus for strengthening library skills is reinforced with a unit in the reading curriculum that introduces periodical indexes, reference, and research tools.

To assure efficient use of the library, we encourage students to frequent the library to browse, check out a book, research or take an ARP test. When in the library, students are expected to behave appropriately. All materials borrowed are assumed to be in good condition when checked out unless otherwise reported at that time. Students are held responsible for the condition of those materials upon their return. Students may be responsible for paying a fine for any overdue books in their possession that are not returned at the end of the school year. The library staff is present to help you in any way possible. Just ask for help.

**LIBRARY PASSES:** Library passes are available in the library before school or during the homeroom period. These passes are to be used during a student's lunch period. The students who have a library pass will be the first to eat in the cafeteria and will then proceed to the library to use reference materials and/or computers.

## MARKING PERIODS

The school year is divided into 4 marking periods, each approximately 10 weeks in length. A report card is issued to all students at the end of each marking period.

### Marking Periods, Report Cards & Conference Dates

<b>MP</b>	<b>Dates</b>	<b>Conferences</b>
I	09/03/2020-11/12/2020	December 1 & 2
II	11/13/2020-01/28/2021	March 9 & 10
III	01/29/2021-04/13/2021	
IV	04/14/2021-06/16/2021	

*Note: Marking period dates are subject to change based on missed days for inclement weather, etc.*

## PROGRAMS FOR SPECIAL NEEDS CHILDREN

In compliance with state and federal law, notice is hereby given by the Pleasantville School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the district as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

Autism; Deaf-blindness; Deafness; Emotional disturbance; Hearing impairment; Mental retardation; Multiple disabilities; Orthopedic impairment; Other health impairment; Specific learning disability; Speech or language impairment; Traumatic brain injury; Visual impairment; Mentally gifted.

If you believe that your school age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request.

## PROMOTIONAL GUIDELINES

### RETENTION/PROMOTION POLICY

Students who have not made adequate progress academically can be retained.

1. Retention must be documented by work samples collected by teachers each marking period.
2. **CRITERIA**
  - Students receiving an F as a final grade in 2 major subjects will be recommended for **retention**.
  - Students receiving an F as a final grade in 2 major subjects will be **required** to attend **summer school if offered by the district**.
  - Students with more than **16 unexcused absences** will be **mandated** to attend **summer school if offered**.
  - For students not making adequate progress, a Potential for Failure notice will be sent home to parents/guardian by the end of the 2<sup>nd</sup> marking period. A meeting will be scheduled between parents, teachers, and counselors to address the potential failure and to put an intervention plan in place. The plan will be monitored and revisited at the end of the third marking period for further action if needed.

A meeting involving parents/ guardians, teachers, principal, guidance counselors concerning student failures shall take place by **May 15<sup>th</sup>** before a final decision is rendered.

- A final placement will be determined **the first week of June**.
- Students who enter school after the end of the second marking period will automatically receive a probation notice unless report cards from the previous school indicate grades of a **C** or better.

## **REPORT CARDS**

Report cards are issued 4 times per year. End-of-year report cards are mailed to the student's home address within a week after the end of the term. During any time of the year, if a student has an unsettled account, lost books or money owed, his/her report card will be withheld until the account is settled.

## **SCHOLASTIC INTEGRITY**

According to Webster's Dictionary, to cheat is to deal with dishonesty for one's own gain. Students, if allowed to practice cheating, establish habits that are detrimental to the well-being of both the student and society in general. In addition, because of the competitive aspects of the academic process, fairness demands that we do everything possible to eliminate cheating. The administration, faculty, and staff of Pleasantville School District enforce the following rules consistently.

## **SCHOLASTIC HONORS**

Special recognition is given to those students who exhibit academic excellence. Each marking period those students who have attained a quality point average an A & B will be named to the Merit Roll. Those students who have attained a quality point average an A will be named to the Honors Roll. A student named to either of these lists must also have obtained passing grades in all special subjects. In addition, a student who at the end of middle school has maintained a grade-point average of 3.5 or higher for all three years will be named to the Principal's List.

## **SCHEDULE CHANGES**

Careful planning must be exercised when selecting courses for the next academic school year. Staff assignments, class sizes, materials and course offerings are all dependent upon student needs; therefore, schedule changes must be held to a minimum to maintain the integrity and balance of the master schedule. Any errors, conflicts, omissions, and additions to students' schedules will be resolved as soon as possible.

## **TESTING**

The Pleasantville School District's testing program is designed to provide information concerning the proficiency of students in selected grades on standardized tests of academic achievement and aptitude. The results of these tests provide a continuing record of each student's academic progress in comparison to national norms. They are also a valuable aid in identifying strengths and weaknesses in order to provide the best instructional program for the student.

All middle school students will participate in state mandated tests. The sixth, seventh and eighth grade will take the New Jersey Student Learning Assessment (NJSLA). DLM or APA, which is required by the State Board of Education. The eighth grade will also take the NJSLA - Science tests.

## **TEXTBOOKS**

Textbooks are the property of the Pleasantville School District. When they are assigned to a student, they are merely on loan. Therefore, students may be required to cover their textbooks and are expected to keep them in good condition. The student is responsible for any damaged or lost book. Violations will result in fines to pay for the damages. Students and their parents are responsible for the fines. As a result, there will be a fine that must be paid in order for students to receive their report cards. Additionally, when a student loses the textbook, he/she must purchase another textbook (average price of \$55.00). If the first textbook is located, the second textbook can be returned for a refund. For current textbook prices, please contact the Principal's Office.

## **ATTENDANCE**

### **COMPULSORY EDUCATION LAW**

Every parent, guardian or other person having custody and control of a child between the ages of 6 and 16 years shall cause such child regularly to attend the public school for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school, in an approved educational institution, unless legally excused.

## **ABSENCES/EXCUSES/MAKE-UP WORK**

It is important for a student to attend school each day to achieve good grades and learn the subject matter taught in each class. Students may be retained if they are absent 19 OR MORE UNEXCUSED DAYS. Students who accumulate MORE THAN 12 unexcused absences may not be permitted to attend their class trip and/or any of the school dances including the Promotion Dance. Students who are absent from school are not permitted to do the following:

1. Be on school property
2. Participate in school activities
3. Attend school activities (Unless excused by doctor's note, received by the homeroom teacher and/or the Main Office the day of the function)

Valid reasons for absence which are excused are as follows:

1. Personal illness verified with a letter or note written by the doctor or faxed from originating doctor's office. The doctor's note must be within two weeks of the absence and may be verified by the MSP nurse.

**Note: A parent's written letter alone will not excuse an illness absence.**

2. Death in the immediate family. Verification is necessary.
3. Attendance required in court. Verification is necessary.
4. Religious holidays as listed by the Commissioner of Education. A letter from a parent is required.

**NOTE: ABSENCE FOR ANY OTHER REASON WILL BE CONSIDERED UNEXCUSED. FAMILY VACATIONS DURING THE SCHOOL YEAR ARE CONSIDERED UNEXCUSED ABSENCES AND ARE STRONGLY DISCOURAGED.**

Students who have been absent from school are required bring excused notes to the Main Office. The excused note must be turned in within seven (7) days of the student's return or the absence will be classified "unexcused."

After five (5) days of absences, a letter will be sent home notifying parents of their child's absences to date. After ten (10) days of absence from school students will have to attend truancy mediation.

### **EXCUSED ABSENCES**

Illness; Quarantine; Recovery from an accident; required court appearance; Death in family; Family educational trips; Educational tours and trips

### **UNEXCUSED ABSENCES**

Absences that are not due to sickness, emergency, or reasons listed above are classified as Unexcused, including exclusions and suspensions.

## **MAKE-UP WORK IS THE RESPONSIBILITY OF THE STUDENT**

If a student is absent, it is the student's responsibility to obtain makeup work from teachers. If a student misses school due to a family vacation, the student must obtain his/her missed assignments upon his/her return. Teachers may choose not to provide work prior to vacations. Family vacations during the school year are strongly discouraged. The time allowed to make up work missed is equal to the amount of time the student is absent.

## **ABSENCE NOTIFICATION**

Parents are asked to telephone the school before 11:00 a.m. on the morning of their student's absence stating the reason for the absence. If no call is made to the school, the Main Office will make all attempts to notify the parent at home or work.

## **LATE ARRIVAL AND TARDINESS**

All students should arrive at school prior to the time classes are to begin. Most tardiness can be avoided if students make a conscientious effort to be punctual. Students who arrive late to school must first report to the Main Office. **Students who are not in their homeroom when the bell rings will be considered late to school**

Students are to be in homeroom by 8:00 a.m. Students arriving at school after 8:05 a.m. will be considered late to school. Students arriving after 11:00 a.m. will be recorded as a half-day absence

Lateness will either be excused or unexcused following the same guidelines as full-day absences. Students who have a legal reason for being tardy must bring in an excuse note or a note from a doctor or dentist when arriving late or within seven (7) days.

## WITHDRAWALS

When withdrawing a child from the school, the parent should notify the Guidance Department in advance so that a transfer card can be prepared for the new district. The pupil who transfers to another district must return all textbooks, equipment, lock, and **library books** before a transfer card and immunization form are issued. The card is then to be presented to the school officials in the new district. By returning part of the transfer card, the new district will receive the necessary records, thus making the transfer complete.

## DISCIPLINE

### STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students, along with administration and faculty, share the responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform to the following:

- Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with federal, state and school laws.
- Exercise proper care when using lavatories and school equipment.
- Attend school daily and be on time for all classes and other school functions.
- Make up work when absent from school.
- Pursue and attempt to satisfactorily complete the courses of study prescribed by the school district.

### DISCIPLINARY ACTION

**Lunch Detention:** Any student who disregards school rules and regulations or who is disobedient to school personnel may be issued a lunch detention at the discretion of a teacher, aide, or administrator. Students are reminded of the lunch detention and asked to initial their acknowledgment prior to it being served. Students are expected to report directly to the lunch detention. Failure to report to lunch detention is a serious offense, which will be handled by an administrator. Students may be assigned to a maximum of ten (10) lunch detentions during a school year. Any student who has served 10 lunch detentions will receive a more serious consequence for behavior infractions.

**Administrative Detention** is a consequence assigned by Administrators when a student is assigned to stay after school for violations as outlined in the Code of Infractions and Consequences Handbook. Students who are assigned to Administrative Detention are to go to their lockers immediately upon dismissal from the last block of the day. Each student is to have sufficient materials and books to be occupied constructively until the end of the detention period. Students should also pick up their coats, etc. for the trip home, as they will not be permitted to return to their lockers after Administrative Detention. Any student who fails to attend an assigned Administrative Detention will receive an additional detention assignment as a penalty and may be subject to suspension from school for repeated offenses. Administrative Detentions are held each afternoon from immediately after school, or at a time to be announced.

Any student assigned after-school detention will be given at least 24 hours written notice in a letter by the teacher or administrator. If a student is assigned Administrative Detention, the student **MUST** report immediately upon dismissal with work to do while serving the detention. Students will not be permitted to ride the student activity bus unless authorized by administrators. Failure to serve assigned detention will result in further action by the administrator such as double the detention, loss of certain privileges, (field trips, etc.), in-school suspension, out- of-school suspension, suspension pending parent conference, etc. (see also Discipline Code)



**In-School Suspension:** Students who are assigned to In-School Suspension will receive their academic subject assignments in advance of their assigned in-school suspension date(s). The Pleasantville School District reserves the right to use in-school suspension as a means of discipline. Students who are suspended in-school are prohibited from participating in all school activities, during or after school hours during the suspension period.

The in-school suspension program is a disciplinary alternative designed to correct inappropriate behavior. All one-day exclusions set forth in the preceding Code of Student Conduct will be designated as in-school suspensions for one day.

Students who are **suspended from school** are provided with assignments from their teachers. It is the student's responsibility to keep current with work missed while on suspension. Suspended students are afforded two days for each day of suspension to make up missed work upon return from suspension. **NOTE: Students on In-School Suspension or suspended from school are not permitted to participate in extracurricular activities or attend any school functions during the period of suspension.** Suspension begins at the end of the last regular day of attendance and ends the day the student returns to school.

The following types of behavior will result in disciplinary action:

1. Fighting, disruption, or interference with curricular, or extra-curricular activities.
2. Damage or destruction of school property or private property.
3. Assault on student or another person while in custody and control of the school, or in the course of a school-related activity.
4. Possession of dangerous weapons.
5. Possession or use of narcotics, alcoholic beverages, and other dangerous drugs while on school premises, or while in the custody and control of the school, or in the course of a school-related activity.
6. Violation of rules of conduct for school buses.
7. Use or possession of tobacco products, pipes, lighters or matches while on school premises, or while in the custody and control of the school or in the course of a school-related activity.
8. Stealing of school or private property while on school premises, or while in the custody and control of the school, or in the course of a school-related activity, or possession or sale of said stolen property.
9. Violation of attendance rules and regulations and/or truancy policy.
10. Violation of Board of Education adopted dress code.
11. Being insubordinate or showing disrespect toward a school employee, student, or guest of our school.
12. Disregard of reasonable directions or commands by school personnel.
13. Inappropriate displays of affection while on school premises, or while in the custody and control of the school, or in the course of a school-related activity.
14. A student shall not use any form of profanity, written or verbal, included in this prohibition would be the use of obscene gestures, signs, pictures, or publications.
15. A student shall not engage in any act, which intimidates, threatens, degrades, or disgraces a fellow student, visitor, administrator, or member of the school staff, by written, verbal, or gestural means.
16. Students will not sell or attempt to sell or distribute any object or substance, which has not been authorized for sale or distribution by the administration.
17. Skipping or cutting class, this is defined as not being in the assigned classroom, library, assembly, lunch, or homeroom.
18. Leaving school grounds during school hours without proper permission.
19. Repeated violations – any series of behavior violations that create a pattern of misconduct may result in suspension and/or expulsion.
20. Possession of open beverage containers in the building, except in the cafeteria, is prohibited.

### **FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

The Pleasantville School District begins each day with the Pledge of Allegiance to the flag by every student and staff member. Students may decline to recite the Pledge and may refrain from saluting the flag on the basis of personal belief or religious conviction. Students who choose to not participate shall respect the rights of others who do participate. This respect shall include remaining silent and refraining from any activity that may be distracting to another.

### **GANGS**

The School Board prohibits gang activity on school property or at any school-sponsored activity or during the time the student is traveling to or from school because the presence of gang activity threatens the safety of the school environment.

A gang shall be defined as three or more individuals with a common interest, bond or activity which are associated with criminal activities or whose purpose includes the commission of illegal acts; and who refer to themselves by a group name or designation. This definition shall also include what is commonly known as a hate group.

The following are deemed closely related to gang activity and are prohibited:

- Wearing, possessing, using, distributing, displaying or selling of any clothing, jewelry, emblem, badge, symbol, sign, tattoos or manner of grooming, or other items which indicate or implies membership in, or affiliation with, any gang and/or is representative of any gang.
- Use of any speech, either verbal or nonverbal (gestures, handshakes, etc.), which indicates or implies membership in or affiliation with any gang, and/or is representative of any gang.
- Use of any speech, or committing any act in the interests of any gang or gang activity including, but not limited to: soliciting others for membership in any gangs; requesting any person to pay for protection or otherwise intimidating or threatening, hazing, or harassing any person; committing any illegal act or violation of school district policies; inciting another person to act with physical violence upon any other person or to cause damage to property; painting, writing or otherwise inscribing gang-related graffiti, messages, insignias or signs on school property.

### **HAZING**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the School Board.

Endangering the physical health shall include but is not limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endangering the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. Pleasantville School District does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity. Further, no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing. All complaints will be investigated and the appropriate discipline will be administered to any individual who violates this policy. Students who have been subjected to hazing are encouraged to promptly report such incidents to the principal.

### **STUDENT EXPRESSION**

The Pleasantville Board respects the rights of students to express themselves in word or symbol and to distribute materials as part of that expression, but recognizes that exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community. The School Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others. Further, they reserve the right to halt the distribution of unprotected materials. It is the responsibility of each building principal to provide an atmosphere in which students can exercise their right to freedom of expression via bulletin boards, assemblies, publications and personal paraphernalia. To protect individuals from obscene and non-school commercial influences, the principal must first endorse the utilization of any of the avenues of the communications media. All such materials must be pre-approved by an administrator.

No form of student expression shall, 1) libel any specific person or persons; 2) seek to establish the supremacy of a particular religious denomination, sect or point of view; 3) advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health of students; 4) be obscene or contain material deemed to be harmful to impressionable students who may receive them; 5) incite violence, advocate the use of force, or urge the violation of law, district policy or school regulations; 6) solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board.

# **EXTRACURRICULAR ACTIVITIES**

## **CO-CURRICULAR ACTIVITIES**

Each student is urged to participate in one or more extracurricular activities. There are athletic, music, drama, and subject-oriented clubs, student government, publications, intramural activities and interest groups. If you fall behind in your schoolwork, however, extra help and study time takes precedence over any extracurricular activity and you may be requested to drop the activity. Activities will be scheduled during the day (Activity Period) and after school at times convenient to the group or its advisor. No students are to remain in the school building after school unless they are requested to do so or are participating in activities supervised by an adult advisor. Only officially recognized groups may use the school building and its facilities. Bus transportation is normally provided for after-school activities.

The Pleasantville School District reserves the right to deny co-curricular activity participation to any student under the circumstances and conditions outlined below:

- Upon a fair and reasonable evaluation of a student's attitude, behavior, willingness to participate, cooperation and attendance, the coach/adviser of an activity may deny a student participation in that activity.
- As a result of serious or repeated infraction(s) or violation(s) of school rules, an administrator may deny a student participation in an activity.
- Students are not permitted to participate in co-curricular activities while excluded from school.
- A student who is absent from school may not participate in a co-curricular activity on that date unless the building administrator in charge has granted prior approval.

## **POLICY ON SPORTSMANSHIP**

The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized by generosity and genuine concern for others. Furthermore, awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity. The Cape-Atlantic League and its member schools reserve the right to eject any spectator whose conduct is detrimental to good sportsmanship. Misbehavior at sporting events may lead to prosecution or school disciplinary action.

### **Student Participants:**

- Treat opponents with respect; shake hands prior to and after contests as dictated by the sports protocol.
- Respect the judgment of contest officials, abide by the rules of the contest, and display no behavior that could incite the fans.
- Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
- Accept seriously the responsibility and privilege of representing school and community.

### **Spirit Groups:**

- Lead desired crowd response using only positive cheers, signs and praise without demeaning or antagonizing opponents.
- Treat opposing spirit groups and fans with courtesy and respect.
- Know rules and strategies of the contest in order to cheer at proper times.
- Recognize outstanding play of both teams.
- Maintain enthusiasm and composure, serving as a role model of positive behavior.

### **Parents/Students and Other Fans:**

- Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others.
- Respect decisions made by the officials.
- Be a role model by supporting teams in a positive manner, including the content of cheers.
- Respect other fans, coaches, and participants. Be a fan, not a fanatic.

## **GENERAL INFORMATION**

### **ASSEMBLIES**

Students should proceed to the auditorium in an orderly and quiet manner and sit according to the flow of traffic. Students should remain quiet and respectful to the presenter. Dismissal from an assembly should be orderly and quiet with a smooth flow of traffic.

### **BUS REGULATIONS**

Riding the school bus is a privilege. Students who do not respect the rights of others in riding the school bus may be suspended from the school bus until they follow the fundamentals of good behavior and agree to abide by them. This includes misbehavior at the bus stop as well. Students must ride in their assigned seat on their assigned bus to and from school.

**Please note that walking to the bus stop, from the bus stop, waiting at the bus stop, and the school bus ride are considered activities under the school's jurisdiction and all school rules/consequences apply.**

At the Bus Stop

1. BE ON TIME; plan to be at the bus stop at least 5 minutes early.
2. Respect the rights of property owners in the vicinity.
3. Form a single line when the bus is approaching.
4. Parents are responsible for the behavior of their children before the bus arrives.

On the Bus

1. **School Policy** – Safety, while riding the school bus, is a responsibility, which must be shared by all concerned – parents, students, and school officials. Parents must reinforce, with their children, the need to obey the rules. Students must obey all the regulations and encourage “would-be” violators to do the same. School officials must adopt and enforce fair and reasonable rules of behavior.

The following regulations apply to anyone being transported to the Middle School of Pleasantville for regular school runs during the normal school hours and for extra-curricular trips. Students who violate these rules may be denied bus service. The Middle School of Pleasantville's primary objective is to provide safe bus service for its students.

The bus driver is in charge of the bus and students. It is the bus driver's responsibility to report any incident to the appropriate school administrator as soon as possible but within twenty-four (24) hours of the occurrence. School authorities reserve the right to assign students to specific seats on any or all buses when deemed necessary. All punishment for violations will be determined by the administration within a reasonable time.

2. **Regulations** - All persons transported by the Middle School of Pleasantville shall not:
  - (a) smoke, eat or drink on the bus
  - (b) engage in scuffling, fighting, or other unwarranted acts
  - (c) use profane, foul or indecent language
  - (d) use the emergency exit unless permitted to do so by the driver
  - (e) tamper with the bus or any of its equipment
  - (f) regulate windows unless permitted to do so by the driver
  - (g) extend any part of their bodies out of the window
  - (h) throw any object(s) on the bus or out the window
  - (i) litter the floor or the seats of the bus
  - (j) stand or walk when the bus is in motion
  - (k) place any article in the aisles or in front of the emergency exit
  - (l) carry or use any potentially dangerous object including, but not limited to knives, firearms, matches, lighters, fireworks, water guns, scissors, etc.
  - (m) transport any animal
  - (n) board or disembark any but their designated bus stop unless given written permission by a school official
  - (o) behave in any manner which would endanger the health, safety or welfare of the driver by distracting the driver from his/her responsibility to operate the bus in a safe manner
3. **Bus Misconduct Consequences** – Refer to Code of Infractions and Consequences.

### **CAFETERIA PROCEDURES**

Cafeteria service is provided for student convenience. A few simple rules will ensure that the cafeteria will function as intended. It is important for students to adhere to the following: Students are to behave maturely and considerately during lunch.

- Students are expected to arrive on time for lunch or are expected to have a late pass upon entering.
- Students are encouraged to bring necessities only to lunch.

- Students must remain in the cafeteria for the entire lunch period unless excused by one of the teachers in charge.
- Students shall remain seated at their lunch tables except when purchasing food, throwing trash away, using lavatories, and/or visiting the school store.
- Students purchasing food from a single line will wait their turn to be served (no cutting in front of others).
- Students must be certain to clear their tables and place trash in the proper cans that are provided.
- Throwing of food etc. is strictly prohibited.
- Loud, boisterous conduct of any kind will not be tolerated.
- Electronic devices, cell phones, etc. are prohibited in the cafeteria.
- A lunch supervisor will dismiss students at the end of the period after trash has been disposed of properly. Students should not leave the cafeteria until they are dismissed.
- The cafeteria staff does not lend money to students for lunch.

Failure to comply with any of the above will result in disciplinary action as defined in the Code of Infractions and Consequences.

### **THROWING FOOD, COINS, OR OTHER OBJECTS WILL NOT BE TOLERATED.**

#### **CELL PHONES AND ELECTRONIC DEVICES**

The use of electronic devices, such as iPods, cell phones, electronic readers, hand-held video games, cameras, laser pointers, etc. by students during the school day is prohibited.

- If such items are brought to school, they must be placed in the student's locker during the normal school hours. Items placed in the locker are to be **turned off**.
- Students may not use cell phones to make phone calls or text message during school hours. This includes during classes, between classes, and/or lunch. Students found using their cell phones during school hours will have their phone confiscated.
- **If a phone call must be made, phones are available in the Main Office.**
- Students may not use their cell phones as entertainment during the school day. This includes playing games, going online, checking time, etc.
- Students are not permitted to use camera phones for the purpose of taking pictures in any Pleasantville school or on buses. For more detail, see Camera Phones section below.
- Failure to comply will result in the following penalties:

#### **Outside of School Hours:**

##### **On school buses:**

- Students may use electronic devices on school buses as long as the volume is kept reasonably low. Bus drivers may ask students to terminate conversations if they are found to be disturbing or inappropriate.

##### **On school district property:**

- Students may use a cell phone to make calls /text before and after a school-sponsored activity is in session. If they wish to use the phone during the activity, they must receive permission from the advisor. Calls/texting may not disrupt the activity.
- Text messaging is allowed before/after the activity, but not during. Advisors must grant permission for students to text message during a school-sponsored activity.
- Cell phones are permitted at school events, such as plays, athletic events, and concerts. All those in attendance are asked to respect the participants and turn off their cell phones. Cell phone rings and/or conversations are disruptive and disrespectful.

#### **Camera Phones:**

- Camera phones are not allowed in bathrooms, locker rooms, etc. If a student is found taking inappropriate pictures in school, he/she will be referred to an administrator for discipline as delineated in the Code of Infractions and Consequences.

### **The Middle School of Pleasantville is not responsible for theft or damage of electronic devices brought onto School District property.**

#### **CHANGE OF ADDRESS AND TELEPHONE NUMBERS**

Please notify the school office **immediately** of any change in a pupil's address or telephone number. Emergency numbers should be continuously updated.

## CHILD/STUDENT ABUSE

The Pleasantville School District is committed to the health, safety, and welfare of each student. A written policy and procedures are in place for staff to follow when it has been reported or they have formed a reasonable suspicion that child abuse or neglect has taken place regarding a student.

## COOPERATION WITH LOCAL LAW ENFORCEMENT AGENCIES

The Pleasantville School District recognizes the need for complete and mutual understanding between itself and the agencies responsible for enforcing the laws of the State and the municipalities in which our schools are located. With this in mind, the District will cooperate fully with the local police departments in matters of violations or alleged violations of the law as covered by the Juvenile Act of New Jersey.

## CONFIDENTIAL COMMUNICATIONS

The Pleasantville School District will adhere to the guidelines of the Regulations of the State Board of Education in regards to confidential communications between students and school personnel. Let it be known that in cases where the health, safety or welfare of the student or other persons is clearly in jeopardy, information received in confidence from a student must be revealed to the principal, other appropriate authorities and the student's parents/guardians.

## DANCES

Middle School Dances are a privilege. Middle School dances are intended for Pleasantville School District students of middle school age only. Students are expected to attend dances at the school where they are enrolled. Only Middle School of Pleasantville students may attend Middle School of Pleasantville dances. All students attending a school dance must have a permission slip signed by a parent/legal guardian.

- Parents are responsible for picking up their children in a timely manner.
- Students will abide by all regular rules and standards of conduct while attending dances.
- The dress code will be in effect and enforced at all Pleasantville School District functions.
- Students must be in attendance for at least 4 hours, on the day of the school dance, in order to attend.
- A student who is in In School or Out of School detention on the day of the dance is not permitted to attend.

## DISTRIBUTION OF LITERATURE

No pamphlets, posters, flyers, or literature of any kind may be distributed or posted on the Middle School of Pleasantville campus without the direct approval of the administration.

## DRESS CODE

ALL students must abide by the District's Uniform Code as **approved by the Board of Education June 2001**:

The following dress code is to be followed by all students – (Students **MUST** Wear Uniforms to school - Students Uniform Policy (Number 5132.1)

Uniform specifications:

- **Uniform Slacks/Skirts/Shorts** **MUST** be BLACK. Skirts and shorts must be not shorter than three inches above the top of the knee cap. Belts must be worn and pants are to be at the waist. No jeans of any kind, or parachute pants, etc., are allowed. **Black uniform shorts may only be worn between from September through October 1 and May 15 through the end of school.**
- **Uniform Tops/Shirts** –**MUST** BE MAROON/ BURGUNDY. Pullover and button type shirts/tops are acceptable. NO tank tops, bare midriffs or t-shirts are permitted. Manufacturer logos on any clothing can be no larger than two square inches. Shirts **MUST** be tucked in and any type of undershirt must not be longer than the uniform shirt. Only solid black, burgundy, or gray long sleeve undershirts may be worn under short sleeve uniform shirts. Jackets (outerwear) may not be worn during the school day. Solid **burgundy, gray, or black** colored vest or button type sweaters **without** hoods are permitted. Sweatshirts with the MSP logo are allowed (without hoods).

- **Footwear** -**MUST** be black and the soles must not mark the floors. Shoelaces must be worn in shoes designed for laces. No sandals or open toe shoes or flip flops are permitted. Black boots will be permitted only during the winter months. Only solid burgundy, gray, or black tights and socks are permitted

Muslim students will be permitted to wear religious headwear, but they must meet the color selection of the school.

**Please see the Code of Infractions and Consequences for additional information.**

Among the articles of dress not permitted on Dress-Down Days or Field Days at Middle School of Pleasantville are the following:

- Tube tops, off the shoulder tops, spaghetti strap tops, strapless garments, halter tops, backless shirts, tank tops, muscle shirts or other shirts with narrow shoulder straps, midriff shirts which expose the midsection unless covered by another article of clothing, and see-through clothing.
- Dresses, skirts, and shorts which are inappropriate in length. (Appropriate is defined as covering approximately **three-quarters of the thigh.**)
- Articles of clothing or accessories imprinted with messages pertaining to drugs or alcohol, e.g. any advertisement for any alcohol product or establishment which deals with alcohol; gun or weapon related apparel; clothing or accessories that may be gang related; vulgar, obscene or profane pictures or sayings; double-meaning slogans; clothing which has been torn, ripped or cut in any way that bares the anatomy or makes the clothing overly suggestive or revealing; and wearing articles of clothing in which undergarments are deliberately exposed to view.
- All hats, caps, bandannas, do-rags, headbands and all other headgear may not be worn once the student has entered the school building. Such items shall be placed in the student's locker until the end of the day.
- As in any public building, shoes must be worn at all times.

If there is a concern regarding the dress or appearance of a student, the teacher may instruct the student to alter that appearance, and if warranted, the student may be referred to an administrator. If the administrator determines the dress or appearance is inappropriate, the problem will be discussed with the student and a parent will be notified to bring a change of clothing to school. Failure to comply with the above will result in disciplinary action at the discretion of an administrator.

### **EATING/DRINKING IN THE SCHOOL BUILDING**

Pleasantville Public Schools are exceptional facilities. Students are encouraged to assist in maintaining the character of our buildings. All litter must be placed in the appropriate collection containers. Food and drink are not permitted in the building during the school day except in approved areas such as the cafeteria. No outside food or drink can be brought into sporting events held in the gymnasium.

### **EMERGENCY CLOSING OF SCHOOL**

Information regarding emergency closings of schools during periods of inclement weather, etc. will be announced via robocalls, the district web page, and local radio and television stations.

### **FINANCIAL RESPONSIBILITIES**

Students are responsible for any financial obligation incurred including library books, fines, and lunch money. Students will be notified as to their obligations to the school. Obligations must be paid by the last day of the marking period/school year.

Textbooks will be collected and inspected at the end of the school year. Students will be assessed for damage caused to books. It is required that all textbooks be covered. If students lose their books or cannot return them to their classroom teachers at the end of the year, the student will be responsible for the replacement cost of the book.

### **FIRE DRILLS**

When the alarm is sounded, students will arrange themselves in single file to leave the room. Students should not talk during a fire drill, and students should walk briskly, but not run. The teachers will leave the room last, close the doors, and follow directly behind the class. The first group of students to reach the main doors will hold the doors open until everyone is out of the building. They will then join their groups away from the building. Exit directions are placed in each room to inform students of the proper exit to use. Everyone must leave the building.

Emergency Drills, such as Lock Downs and Active Shooter Drills, are required by the State of NJ. These drills are considered serious and student behavior is expected to be appropriate. In a case of a true emergency, quiet and orderly behavior is required so that all school community members will be able to receive all necessary directions. **PULLING A FIRE ALARM**

**IS A FEDERAL OFFENSE AND WILL BE REPORTED TO THE POLICE STRICT DISCIPLINARY ACTION WILL FOLLOW.**

### **FREE/REDUCED LUNCH FEES**

The Pleasantville School District shall provide free and reduced-price meals and/or free milk to students who are deemed eligible in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program. Information regarding free/reduced lunch will be sent home with students at the beginning of each school year or upon parental request. Applications will be reviewed by the Director of Food Services and make a determination of eligibility.

### **GRADE LEVEL MEETINGS**

The Pleasantville School District is committed to the health, safety, and welfare of each student. As a result, grade level meetings have been integrated into the schedule. Grade level meetings are designed to give students a comfortable atmosphere to share their thoughts on topics such as bullying, communication, cliques, how to succeed in middle school, and how to handle academic stress as well as peer-pressure. Grade level meetings help students understand the code of conduct, their rights, and responsibilities, avenues of communication and necessary steps to ensure that they have a positive, healthy middle school experience.

### **GUM CHEWING, ETC.**

The chewing of gum or eating of food in class is prohibited. No candy, gum, food, beverages, etc., are to be sold or distributed on school property during school hours.

### **I.D. POLICY**

All students are required to carry a valid school ID card that can be readily presented upon request by school personnel during the school day. A school ID card and a lanyard will be provided to each student at the start of the school year. **A fee of \$3.00 will be charged to reissue lost cards and a \$2.00 fee will be charged for a new lanyard.** School ID cards may be used for admittance to school sponsored events such as dances, to check out library books, and to purchase lunch in the cafeteria.

### **INSURANCE**

A school-endorsed insurance policy is available. This policy covers medical expenses from accidents that may occur both in school and in traveling to and from school. Two plans are available: regular school-hour coverage and 24-hour coverage. Information concerning this accident policy is sent home with students at the beginning of the school year.

### **SCHOOL PASSES**

Students must have a pass at all times to travel to any location in the building. Students are required to use their agenda books as their pass. **IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN A PASS FROM THE TEACHER.**

### **HALLS**

Students should move quickly through the halls. The following courtesies are expected:

1. Keep to the right when moving.
2. Go directly to your next class.
3. Do not hit or slap students while passing.
4. Do not run or shout.
5. No hugging or other displays of affection.

Violations of hall procedures and continual lateness to class will result in discipline at the teacher's discretion. Repeated offenses will be referred to an administrator.

### **LAVATORY**

Permission to use the lavatory is required at all times. Students must sign out of class and use a hall pass to visit the lavatory. Students are not allowed to leave the classroom to use the bathroom during the first ten (10) min AND the last (10) ten minutes of class.

### **LOCKERS and SCHOOL-ISSUED LOCKS**

Lockers are provided for the convenience of our students. There are sufficient lockers available in the building for each student to be assigned his/her own locker. Students will maintain lockers for one year only. Lockers are not to be shared, and



combinations must be kept confidential at all times. Lockers, which do not operate properly, should be reported to the Main Office.

The student's use of a locker does not diminish the school's ownership/control of the locker, or the right of an administrator to inspect the locker to ensure proper usage of the locker within the guidelines of its intended purpose. Contraband/illegal items stored in lockers will not be treated as "personal property" and are subject to confiscation. The student will be subject to any charges appropriate under the Code of Student Conduct as well as under the law.

**GYMLOCKERS:** Money or any personal items that are important are not safe in gym lockers. It is highly recommended that students not bring their valuables to school, for the school cannot safeguard valuables. Students are encouraged to bring a lock to school to secure their gym locker during gym class. When the period is over, all belongings and locks must be removed so that students in the next class can utilize these lockers. It is virtually impossible for the middle school administration to recover lost items stolen from gym lockers, for there are no security cameras permitted in school locker rooms. Students should not store valuables in unlocked gym lockers.

**HALL LOCKERS:** Each student will be assigned a locker when he/she enters school. It is required that each student keeps a school-issued combination lock on his/her locker. This lock is the property of the middle school and must be returned at the end of the academic school year. Each student who does not return his/her assigned lock will receive an obligation of \$3.00 on his/her student account. It is the responsibility of each student to secure the school-issued lock on his/her assigned locker. A record of the combination and serial number will be kept on file in the Assistant Principal's Office. Any locker which does not have a lock on it will be permanently sealed until the school-issued lock is presented to the assistant principal or the lock obligation is paid.

Student(s) wishing help with any locker problem should see the assistant principal. Keeping the locker clean is a student's responsibility. Stickers/Posters cannot be placed inside or outside of a student's locker. If anything is stolen from a hall or gym locker, the student to whom the locker was assigned should report the theft to the Assistant Principal's Office immediately. If a theft occurs on a hall or gym locker with a lock, an investigation will occur to determine if the hall or gym locker had been accessed by an unauthorized person. If an item of value must be brought to school and the student cannot keep it on his/her person at all times during the day, he/she should leave it in the Main Office where it can be secured in the school vault. **Valuable items are not safe in school. It is highly recommended that students leave valuables at home. The school cannot assume responsibility for lost or stolen items.**

### **LOST AND FOUND**

Please label all the children's clothing and possessions to expedite locating lost articles. Check with the school secretary to claim lost articles. Since there is a possibility that any item of importance of value may be stolen, students are discouraged from bringing items of value to the school. Cell phones, iPods, MP3 players, wallets, pocketbooks, and jewelry are tempting to those who have no respect for other's possessions. The school is not responsible for lost articles. Loss of expensive items should be reported to the assistant principal immediately; however, the school cannot guarantee these items can be recovered. It is highly recommended to leave valuables at home where they will be safer.

### **NO SMOKING RULE**

The Pleasantville School District has declared all District property and buildings to be "smoke-free." Therefore, no smoking is permitted in the school building or anywhere on campus at any time.

### **NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Pleasantville School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Pleasantville School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Pleasantville School District to include this type of information from your child's education records in certain school publications. Examples include; A playbill, showing your student's role in a drama production, annual yearbook, Honor roll or other recognition lists.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

Outside organizations include, but are not limited to, companies that publish yearbooks.

If you do not want Pleasantville School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 15 of the current school year.

## OTHER MEANS OF TRANSPORTATION

Bicycle riders must assume full responsibility for the safety of their bikes if brought to school. If you do ride your bicycle to school, it must be placed in the bicycle rack provided. Skateboards are not permitted on school property, including after school hours and weekends. Bicycle safety should be adhered to: helmets, knee pads Etc.

## PARENT PICK-UP/DROP OFF

- Students are encouraged to use bus transportation provided by the school district.
- If a parent is dropping a student off at school, they must drop their child off at the **designated parent drop-off location** (Center lane in between the Middle School and High School) in order to avoid the busses. Students can be dropped off no earlier than 7:45 am; at that time they may enter the building and must report to homeroom no later than 8:15 am.
- A student who is coming to school after 9:00 am must be signed in by a parent/guardian at the main entrance of the building. Since the student will be considered late, they must stop in the Main Office or the library prior to going to class.
- Students who are going to be picked up early for an appointment may be picked up in the Main Office. **Parents must come into the Main Office and show a valid I.D. each time their child is being signed out. We request that students are signed out prior to 2:00 pm. The student will not be called out of class until you arrive and your I.D. has been verified.**
- If you are designating someone else to pick up your child you must send a note with your child's name, homeroom, date and time of pick-up, along with information on the adult you are designating to pick up your child. Please make sure the person you delegated to pick up your child has proper I.D. **Your Emergency Contacts are in fact for emergency use only!** Your child will not be released for any early dismissal unless you follow the procedures above. The emergency contacts are used for pickup of your child from the Nurse's Office only and also require a proper I.D.

## PERSONAL CONDUCT

Students are to behave respectfully to one another. Displays of affection, pushing, shoving, and hitting, as well as the use of abusive language in any form is not to occur on school property.

The Pleasantville School District holds the firm opinion that school is not the appropriate place for displays of affection between students. Such displays are in poor taste and do not reflect proper respect for the individuals involved. Parental conferences may be scheduled and disciplinary responses directed at those students who are not willing to cooperate with this policy.

## PERSONAL PROPERTY

Neither Middle School of Pleasantville nor the Pleasantville School District will accept any responsibility for students' personal property when brought to school or to school-sponsored activities.

## PHOTOGRAPHS

Individual photographs are taken of children each year as a service to parents. Photographs are made available at a cost and purchase of these pictures is voluntary. Notices are sent home prior to the date on which pictures will be taken.

## PROTECTED HANDICAPPED

In compliance with state and federal law, the Pleasantville School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

## SCHOOL SECURITY

Each School is equipped with a camera security system. Visitors are to enter the school through the main entrance. When arriving at the main entrance, please press the buzzer button "gently" and the building security officer will unlock the door. Visitors are to report to the security desk upon admittance.

## LOCKER SEARCHES

Lockers remain the property of the school district. As such, students shall have no expectation of privacy in their lockers, and lockers are subject to random searches.

No student may use a locker as a depository for a substance or object that is prohibited by law, Board policy or district regulations, or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

School authorities may inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being improperly used for storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools.

School officials are authorized to search a student's personal possessions when there is reasonable suspicion that the student is violating the law, Board policy or school rules, or poses a threat to the student or the school population.

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety, and welfare of the school population.

## VISITORS

Visitors are not permitted on the Middle School of Pleasantville campus unless the administration grants permission. Students are asked not to invite family members or visiting relatives and/or friends to visit school classes. All visitors must report to the Main Office before being granted permission to any other part of the building. An identification badge will be issued to each visitor and must be worn while on the Middle School of Pleasantville campus. In no case should a parent take a child from the school without signing the "check out book" in the office.

## ELEVATOR POLICY

No student is permitted to use the elevator unless he/she has permission from an administrator and/or school nurse.

## WHERE TO GO FOR HELP

- ✓ **Student Schedules/Guidance**
  - Guidance Counselors
  - 6<sup>th</sup> Grade – Ext. 3128: Mrs Herrera
  - 7<sup>th</sup> Grade - Ext. 3122: Mrs. Bunch
  - 8<sup>th</sup> Grade - Ext. 3049: Dr. Wilson
- ✓ **Attendance**
  - Main Office secretaries, Ext. 3004 or 3005
- ✓ **Change of Address/ Telephone Number**
  - Main Office, Ext. 3005
- ✓ **Bus Information**
  - Transportation Office, Ext. 4172
- ✓ **Early Dismissal**
  - Main Office, Ext. 3004 or 3005
- ✓ **Gym Excuses (Doctor's Note)**
  - Nurse's Office, Ext. 3019
- ✓ **Locker and ID Information**
  - Mr. Chapman, Ext. 3126
- ✓ **Medical Help**
  - Nurse's Office, Ext. 3019
- ✓ **Personal Issues**
  - Counselors
  - 6<sup>th</sup> Grade – Ext. 3128: Mrs Herrera
  - 7<sup>th</sup> Grade - Ext. 3122: Mrs. Bunch

8<sup>th</sup> Grade - Ext. 3049: Dr. Wilson  
Substance Awareness Counselor Ext. 3132: Ms. Gillespie Ext. 3132  
Social Worker Ext. 3038: Mr. Cambron

✓ **Lost and Found**

Main Office Ext. 3005

✓ **Working Papers**

High School, Ext. 4050

## **HEALTH INFORMATION**

A full-time nurse is available to administer the school health and first aid program. The health room is equipped to provide for physical examinations, treatment of minor first aid in case of emergency, and treatment of minor illnesses. If it is necessary for a student to take prescribed medication during the school day, the nurse should be notified and the medication should be kept in the health room. The school nurse cannot be responsible for the diagnosis and treatment of student illness.

### **ATTENDANCE GUIDELINES**

Given current pandemic guidelines from the Center for Disease Control, the State of New Jersey and the Atlantic County Board of Education, regular school attendance is expected; however, if the student is ill, he or she should **not** attend school. Please **do not** send your child to school in the morning **IF**:

- a. a fever of 100 degrees or more is present (students should be fever free 24 hours, without the aid of medications, to return to school)
- b. vomiting or diarrhea is present
- c. there is evidence of a severe head cold, persistent cough or a severe sore throat
- d. there is evidence of a suspicious skin rash or other contagious condition.
- e. A student has been exposed to someone who has had the Corona Virus in the past two weeks.
- f. A student has traveled to a state that is identified on the State of New Jersey travel advisory list (most current)

The school should be notified if your child has a contagious disease such as covid-19, chickenpox, pink eye, impetigo, and pediculosis (head lice).

When an illness is serious enough to warrant the administration of medication, the parent or guardian should attempt to administer the medication before or after school hours. If it becomes necessary for a parent/guardian to send prescribed medication to school with a child, the nurse or health room paraprofessional will provide the appropriate forms for completion.

### **HEALTH SERVICES**

Students who become ill during the school day must request a pass from the teacher in charge and then report to the nurse in the Nurse's Office. An exemption is made for emergency situations. **Students who become ill or injured are not to use their cell phones to contact parents. Contact with parents will be made by the nurse.** Injuries or illnesses that do not occur at school should be treated at home or by your family physician. If an injury or illness is judged to be a true medical emergency, transportation to a hospital will be arranged via ambulance.

Because of insurance regulations, it is essential that any injury sustained while in school, during school activities or on school buses be reported to the school nurse immediately (no later than 24 hours after the occurrence). For students involved in co-curricular clubs/activities, it is strongly recommended that parents purchase insurance to supplement their health insurance as injuries involving a co-curricular club become the responsibility of the parents' insurance provider.

### **MEDICATIONS**

For the purposes of this policy, medication shall include medicines prescribed by a physician and any over-the-counter medicines. Before any medication may be administered to any student during school hours, there must be a written request by the parent giving permission of such administration.

When an illness is serious enough to warrant the administration of medication, the parent/guardian should attempt to administer the medication before or after school hours. If it is necessary for a student to take a prescribed medication or over-the-counter medication during the school day, the nurse must be notified by a parent/guardian and the medication must remain in the Nurses Office. The School Nurse will provide the parent/guardian with appropriate medical forms to be completed by the parent/guardian and physician. It is the student's responsibility to report to the Nurses Office at the time they are scheduled to take the medication. Students should not carry any medications, prescribed or otherwise, with them during the school day. All medications must be placed in the Nurses Office.

The medication should be sent in the original container and must be labeled with:

- a. the child's name and grade
- b. the name of the medication
- c. the amount of the medication to be taken
- d. the time the child is to take the medication

It is the parent's responsibility to ensure an adequate supply of medication is in the Nurse's Office. Any changes in the dosage or time of administration require new forms completed by the parent and/or physician. If a child needs to have prescribed medication with him/her on any field trip, it is the parent's responsibility to personally notify the school nurse before each scheduled field trip so that arrangements can be made to comply with your request.

Students/parents are reminded of the following: The school district policy on drugs and alcohol defines distribution as delivering, selling, passing, sharing or giving any alcohol, drug, counterfeit chemical, an anabolic steroid, or mood altering substance, as defined by policy, from one person to another.

**Students are not permitted to self-administer medication during school hours.**

### **SCREENINGS**

In compliance with the School Code, the Board requires that students in the Pleasantville School District submit health and dental examinations. Each student shall receive a comprehensive health exam upon original entry, while in sixth grade or for new students if a recent physical exam was not documented. The school physician will conduct these examinations. A private examination at the parents' request and at their expense will be accepted in lieu of the school examinations. Disciplinary consequences resulting in exclusion from school will result if a student does not comply with this section of the policy.

Our school nurse provides the student population with the health screening tests as mandated by the New Jersey Department of Health. The following screenings are mandated during the listed grade levels on an annual basis.

**Grade 6**

Hearing  
Vision

**Grade 7**

Hearing  
Vision

**Grade 8**

Hearing  
Vision

New students will be required to have any of the above screenings, regardless of their grade, based on whether or not the screenings were completed and documented by the previous school.

## ACCEPTABLE USE POLICY

For the use of Computers, Mobile Devices, Internet Access, and Internet Applications.

### Definitions:

- User** includes anyone, including employees, students and guests, using Pleasantville Public School District technology, including, but not limited to: computers, networks, Internet, email and other forms of technology services and products.
- Network** is wired and wireless technology networks including school and district networks, cellular networks, commercial, community or home-based wireless networks accessible to students.
- Equipment** includes digital media players such as: MP3 players, iPod type devices, and portable computers, such as iPads, desktops, tablets and netbooks.

Technology provides students with unique and powerful ways to enhance their learning. Pleasantville Public School District (PPSD) supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer Users access to computer networks so that they can access district-supplied technology to enhance learning any time of day.

**Access to PPSD's network is a privilege, not a right.** The use of technology whether owned by PPSD or devices supplied by the Users entails personal responsibility. It is expected that users will comply with PPSD rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, the school, and PPSD.

**Failure to comply with such terms and conditions may result in loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report inappropriate use immediately to their teacher or school administration.**

The school does not have control over content on the Internet. The Board and the systems administrators strive to block objectionable material, but it is the responsibility of the User to always work within the goals and objectives of the lesson.

These are examples of inappropriate activity on the PPSD network, but PPSD reserves the right to take immediate action regarding activities 1. That create security and/or safety issues for the PPSD network, Users, schools, network, or computer resources; 2. That expend PPSD resources on content if determines lacks legitimate educational content/purpose; or 3. Other activities as determined by PPSD as inappropriate.

### Access to the technology resources at Middle School of Pleasantville requires:

1. User to act responsibly and adhere to legal and ethical standards under CIPA and COPPA.
2. User to be considerate of the needs of others.
3. User to do nothing purposefully or carelessly to interfere or impede in another's use of the computer.
4. User to follow all guidelines as set in this document by the classroom teacher and
5. Users may use their personal electronic devices in class when allowed by the teacher.

### STUDENT GUIDELINES:

1. User may not share their login/password information with other Users.
2. User may not plug in their personal electronic devices to school computers to charge the device.
3. User may not use Social Media sites such as: Facebook, Twitter, Snapchat or other social media sites during class time unless it is part of the class lesson.
4. Users may not access, send, create, or post materials of communication that are:
  - a. Damaging to another person's reputation
  - b. Considered bullying
  - c. Abusive
  - d. Offensive
  - e. Sexually orientated/pornographic

- f. Threatening or demeaning to another person’s gender or race.
  - g. Contrary to the School Districts guidelines on harassment and bullying
  - h. Illegal
  - i. Anything that violates any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted material.
5. User may not waste limited resources (including indiscriminate printing or file storage of materials that are not school related—especially games, photos, and other media files.)
  6. Users may not deliberately circumvent filters and/or security measures on the network (use of proxy.)
  7. Users may not use network resources for recreational purposes, including, but not limited to: gaming, shopping, downloading music or games, viewing videos not related to classroom activities.
  8. Users may not plagiarize or infringe on copyrights.
    - a. Students will not plagiarize works that they find on the Internet. The definition of plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
    - b. Students will respect the rights of copyright owners in their use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when students inappropriately reproduce or share a work that is protected by a copyright. Students may not quote extensively from any source without proper attribution and permission. Students may not make or share copies of copyrighted songs or albums, digital images, movies or other artistic work.
  9. Unauthorized peer-to-peer network file-sharing is not permitted.
  10. Other inappropriate actions as deemed by the administration.

## **CYBERSAFETY**

All users—Despite every effort for supervision and filtering, all Users, staff, students and parents/guardians, are advised that access to the network may include potential for access to content that is inappropriate for middle school aged students. Every User must take responsibility for his or her use of the network and make every effort to avoid those types of content. Every User must report security or network problems to a teacher, administrator, or systems administrator.

### **Personal Safety in Using the Network and Internet:**

Users should not reveal personal information such as home address or telephone number while online.

### **Confidentiality or User Information:**

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

### **Active Restriction Measures:**

Pleasantville Public School District will utilize filtering software or other technologies to prevent Users from accessing visual depictions that are: obscene, pornographic or harmful to minors. Any attempt to circumvent or “get around” the content filter are strictly prohibited, and will be considered a violation of this policy. PPSD will also monitor the online activities of Users through direct observation and/or other technological means.

**Student User Agreement:**

As a user of the Pleasantville Public Schools District’s Technologies, I have read, understand, and agree to abide by the Acceptable Use Policy. I agree to use all technologies in a responsible and proper fashion while adhering to all relevant rules and restrictions. I understand that I should not give out personal information on the Internet. I also understand that the Internet is for electronic information resources that are to be used for educational purposes. If I break the rules of the Acceptable Use policy, I understand that my computer usage can be suspended and/or that other disciplinary or legal action can be taken.

Student’s Name (PLEASE PRINT) \_\_\_\_\_

Student’s Signature \_\_\_\_\_

Date \_\_\_\_\_

Homeroom Teacher’s Name/Room Number \_\_\_\_\_

**Parent Agreement/Permission**

As a parent/guardian, I have read, understand, reviewed, and discussed the Pleasantville Public Schools District’s Acceptable Use Policy with my child. I understand the importance of obeying all of the rules in the District’s Acceptable Use Policy. I understand that he or she should not give out personal information on the Internet. I also understand that the Internet is for electronic information resources that are to be used for educational purposes. If he or she breaks the rules of the Acceptable Use Policy, I understand that his or her computer usage can be suspended and/or that other disciplinary or legal action can be taken.

Parent’s or Legal Guardian’s Name (Please Print) \_\_\_\_\_

Parent’s or Legal Guardian’s Signature \_\_\_\_\_

Date \_\_\_\_\_

Please contact the Building Administrator if you have any questions or concerns.

**Individual and Small Group Photo Release:**

Throughout the school year, individual and small group photographs and video recordings may be taken of students as they participate in various academic and nonacademic activities. These may be used to publicize and promote district activities in local newspapers and on local TV and radio stations and their respective web sites, district-published newsletters, brochures, web sites, school TV stations, school yearbooks, or in workshops and seminars, in which the district participates, with the possibility that students may be identified by name. It is assumed that your child may be photographed unless permission is denied by checking below.

\_\_\_\_ I **DO NOT** give permission for my child to be photographed in individual and small group settings.



## Middle School of Pleasantville Student Handbook

### Signature Page

Student Name \_\_\_\_\_ Date: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ HR#: \_\_\_\_\_

\_\_\_\_ I have received my Middle School Student Handbook for the 2020-2021 school year. I understand that it is my responsibility to read through the school's policies/ procedures to clearly understand what is expected of me as a student.

\_\_\_\_ I have received, read, and understand the Acceptable Use Policy and will comply with it. I understand that if I violate the policy, I am subject to the school district's discipline and could be subject to Internet Service Provider (ISP), as well as local, state and federal legal recourse.

Student Signature: \_\_\_\_\_

\_\_\_\_ I have reviewed the 2020-2021 Student Handbook with my child.

\_\_\_\_ As the parent of a student of the school district, I have received, read, and understand the Acceptable Use of the Computers, Network, Internet, Electronic Communications, and Information Policy. In addition, I reviewed this policy with my child and answered questions he/she asked. If either my child or I have further questions, I will contact the school. I agree to have my child abide by the requirements of the policy.

Parent(s)/ Guardian(s) Signature: \_\_\_\_\_