

# Long Branch Middle School

*Where Children Matter Most*

## STUDENT HANDBOOK 2016– 2017

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### Middle School Phone Number

**Main Number:** 732-229-5533  
**Fax Number:** 732-229-4898

### Long Branch School District

**Phone Number:** 732-571-2868

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## Long Branch Public Schools Calendar 2016 -2017 School Year

### 2016

Monday	August 29	New Teacher Orientation/All New Certified Staff
Tuesday	August 30	New Teacher Orientation/All New Certified Staff
Wednesday	August 31	New Teacher Orientation/All New Certified Staff
Thursday-Friday	September 1-2	All Staff Members Report/Professional Day- Schools Closed for Students
Monday	September 5	Labor Day - Schools Closed
Tuesday	September 6	Schools Open
Monday	October 10	Columbus Day -Schools Closed for Students/ Professional Day for Staff
Thursday-Friday	November 10-11	NJEA Convention - Schools Closed
Thursday-Friday	November 24-25	Thanksgiving Recess - Schools Closed
Friday- Monday	December 23-January 2	Winter Recess - Schools Closed

### **2017**

Tuesday	January 3	Schools Re-open
Monday	January 16	Martin Luther King Day/Schools Closed
Friday	January 27	Professional Day for Staff & ½ Day for Students
Thursday	February 16	Professional Day for Staff & ½ Day for Students
Friday-	Monday February 17-20	President's Day Weekend – Schools Closed
Friday	March 24	Professional Day for Staff & ½ Day for Students
Monday-Monday	April 10-17	Spring Recess – Schools Closed
Tuesday	April 18	Schools Re-open
Friday	May 19	Professional Day for Staff & ½ Day for Students
Friday-Monday	May 26-29	Memorial Day Weekend - Schools Closed
Wednesday-Thursday	June 14-15	Professional Day for Staff & ½ Day for Students
Thursday	June 15, 2017	Last Day for Students and Staff

**Note: In the event of school closings due to inclement weather, the calendar will be adjusted as follows:**  
 1st Inclement weather day: Schools open on February 17, 2017  
 2nd Inclement weather day: Schools open on May 26, 2017  
 3rd + Inclement weather day: Extended School Year June 16, 2017 +  
 Parent Conferences have been scheduled according to each school. Please contact your child's school for conference dates.

**SCHOOL HOURS**

Regular school hours for students are from 8:05a.m. to 2:48p.m. Breakfast is served daily from 7:35a.m-8:00a.m

**SCHEDULE – PERIOD TIMES**

PERIOD	START	END	MINUTES
Breakfast	7:35	8:00	25
HR*	8:05	8:15	10
*Attendance and Pledge of Allegiance			
1	8:20	9:03	43
			90
2	9:07	9:50	43
3	9:54	10:37	43
			90
4	10:41	11:24	43
*6th Grade Lunch			
5	11:28	12:11	43
*7th Grade Lunch			
6	12:15	12:58	43
*8th Grade Lunch			
7	1:02	1:45	43
			90
8	1:49	2:32	43
HR2	2:36	2:48	12
*Afternoon Announcements and Clean-Up			

**2016-2017 SCHOOL YEAR MARKING PERIODS****FIRST MARKING PERIOD**

September 6, 2016- November 9, 2016

**SECOND MARKING PERIOD**

November 14, 2016 – January 27, 2017

**THIRD MARKING PERIOD**

January 30, 2017 – April 4, 2017

**FOURTH MARKING PERIOD**

April 5, 2017 – June 15, 2017

## **GUEST/VISITOR PROCEDURES**

We welcome your visit during school hours. The following list identifies the Long Branch Middle School procedures required by all guests/visitors.

- No visitors are to enter the building with students during arrival. All visitors to our schools will need to have an appointment to enter the building. (If you require assistance, an appointment must be made after the start of the school day).
- If a visitor arrives without an appointment, they may be subject to intense security screening which may result in substantial wait time.
- At the buzzer, it is expected that all visitors will state the purpose of their visit and/or specify with whom they have an appointment.
- If the appointment is verified, the visitor will be buzzed in and must present themselves to the main office immediately upon entry.
- Visitors will be required to show photo identification, and sign in to obtain a visitor's pass.
- It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the buzzer system.
- No visitors are to enter the building during dismissal. If you will be picking your child up early, you must notify the office in writing prior to dismissal. If it is an emergency, call the office to notify the school.
- Front Office secretaries will be required to call 911 and notify school administrators if a visitor is uncooperative, does not adhere to the procedures, or becomes threatening.
- Ultimately, failure to follow these procedures may result in a lockdown.



## **ATTENDANCE/TARDY POLICY**

Regular attendance is expected and is a very important factor in a student's success at school.

### **Tardy to School**

All students who are late report to School Base office to sign in. Students are tardy if they are not seated in homeroom by 8:05 a.m.

- Any student who accumulates 5 unexcused tardies to school in a marking period will be required to attend an extended detention (2 hours). Failure to attend this detention will result in grade of 60% for the Period 1 class for that marking period.

Any student who accumulates 10 unexcused tardies to school in a marking period will automatically receive a grade of 60% for their Period 1 course for that marking period.

### **Late to Class**

Teacher will administer consequences for students who are tardy to class, periods 2-8.

- 1<sup>st</sup> Offense – Warning
- 2<sup>nd</sup> Offense – Parent phone call home
- 3<sup>rd</sup> Offense – Teacher Detention
- 4<sup>th</sup> Offense – Disciplinary Referral Submitted

### **Absences**

Absences from school shall be defined as non-attendance in regular classes and/or assigned location for the school day. Absence from school shall be either excused or unexcused.

- **An Excused Absence** shall be defined as absence occurring with the approval of an Academy Administrator or Lead Principal. Examples include, but are not limited to, activities such as personal illness, death in the family, religious holidays, school sponsored educational activity, and external activity sanctioned or approved by the Academy Administrator or Lead Principal such as medical appointments, family emergencies, or full day court appearances.
- 20 unexcused absences will result in no credit as per Board of Education Policy 5200

**Procedure for Absences**

1. Parents shall notify the school the morning of the absence before 8:00am by telephone or note. Call 732-229-5533 extension 42004.
2. When the student returns to school, he/she must bring a note signed by the parent and any additional documentation. This documentation is to be presented to the Academy Administrator within 24 hours of the student’s return to school. The administrator will then make the determination if the absence is to be considered excused. Parent notes are not listed in the board policy as an excused absence.

**\*Please note: Any students who are absent from school are not allowed to participate in any extracurricular activity including practice, games or performances unless the Academy Administrator or Lead Principal has issued a release.**

**Attendance Monitoring**

Long Branch Middle School will use the following tools to notify parents/guardians of student absences and tardiness:

- **Automated Call System**  
The parents of any student who is absent for the day will be contacted via our automated phone system. It is essential that the school has all updated contact information so that contact can be made.
- **Report Cards**  
Report cards will be mailed home at the end of each marking period. The student’s attendance in each class will be listed.
- **Teacher Contacts**  
Teachers will make weekly contacts to the parents/guardians of students whose attendance is negatively affecting their academic performance.
- **Attendance Monitoring**
  1. *Teachers will notify counselor of a student’s second absence.* The counselor will contact parent.
  2. After the fourth absence in a marking period meeting will be set up with parents/guardians to determine the cause of absences and develop the appropriate next steps in order to approve attendance.
  3. On the fifth absence, Mrs. Ricigliano will send the student’s information about the absences to the district Attendance Officer.
  4. At the eleventh absence for the year, Mrs. Ricigliano will request all interventions completed from the counselors, which she will send to the Attendance Officer to initiate a court referral.
- **Counselor/Attendance Officer**  
Parents of students who have chronic attendance issues will be contacted by Counselors and Attendance Officers. Extreme cases will be referred to the Long Branch Municipal Court.

**BATHROOMS**

During a class period, a student must obtain a pass from the teacher to use the restroom. Students must use the bathroom closest to their classroom during the school day. Students must also sign in at the bathroom location they are using. It is encouraged that students do not use the bathrooms during transitions.

**BICYCLES AT SCHOOL**

Students riding bicycles to school are not permitted to bring them into the building. Bicycle racks are provided outside the building. Students may use these at their own risk. Each **bicycle must have a lock and chain.**

**CAFFEINATED ENERGY DRINKS**

All types of energy drinks, powders or supplements are prohibited at the Long Branch Middle School. The ingredients in these supplements are not recommended for children, anyone with a heart condition, or sensitivity to caffeine due to the high amounts of caffeine, sugar and other additives. Examples of prohibited energy drinks, powders or supplements may include but are not limited to 5/6hr Energy, Monster, Red Bull, NOS, etc.

## **DRESS CODE**

The Long Branch Middle School will follow a "Uniformity of Dress" plan. **Any student in violation of the dress code policy will be removed from class and his or her parent/guardian will be contacted to provide proper uniform attire. If arrangements for a change of clothes cannot be made the student will be placed in the in-school suspension room for the remainder of the day.**

**Pants/Dresses/Skirts** –Black or Khaki colored pants, Khaki colored dresses, Khaki colored shorts, Khaki colored skirts, or Khaki colored skorts.

- Pants are to be worn so that they cover the posterior part of the body or underclothing fully.
- Pants are not to be stacked around the ankles or touching the ground.
- Skin-tight, spandex-styled, cut offs, see through pants or clothing with holes are not to be worn.
- Dresses, shorts and skirts, as well as slits in these garments, are to be no shorter than two inches above the knee.
- Shorts are not to be worn between November 1st and March 31st.

**Tops:** Solid, dark green, gray or white collared shirts, blouses, turtlenecks

- All shirts, blouses, and turtlenecks and hooded sweatshirts **must be free of inappropriate graphics or logos**
- Blouses, shirts, and turtlenecks must cover the stomach and shoulder area completely and cannot be low cut or reveal cleavage.
- Skin-tight or see through shirts, blouses, or turtlenecks are not to be worn.

**Outerwear:** Dark green, gray or white sweaters or sweatshirts may be worn over the collared shirts.

- All sweaters and sweatshirts must be solid and free of stripes, graphics, lettering, or logos.
- All sweaters and sweatshirts must cover the stomach and shoulder area completely and cannot be low cut or reveal cleavage.

**Undergarments:** Undergarments that are colors other than dark gray, green, or white should not be visible through shirts or blouses. (This includes tank tops, long sleeve shirts, or anything else worn underneath an appropriate uniform.)

**Shoes:** Shoes or sneakers must be worn at all times.

- Beach shoes (flip-flops), plastic shoes of any kind, slippers, and excessively high heels or platform shoes are not permitted. All shoes must have unmodified backs.

**Head Coverings/Accessories:** Hats, bandanas, sweatbands and scarves are not permitted in school.

- Hats are to be removed upon entering the building and kept in student lockers during the school day. ("Hats" shall not include head coverings of a religious significance.)
- Head coverings (scarves, hats, or head wraps, wave caps) are not to be worn by either gender.

**Jewelry/Sunglasses**

- Spiked chokers, dog collars, or dog chains are not permitted.
- Jewelry that is symbolic of gangs or disruptive groups, associated with threatening behavior, harassment or discrimination and which cause a disruption within the school environment is not permitted.
- Sunglasses, unless prescribed by a medical physician for indoor use, are not permitted.

**Miscellaneous**

- Clothing, jewelry, or tattoos symbolic of gangs or disruptive groups, associated with threatening behavior, harassment or discrimination and which cause a disruption within the school environment are not permitted.
- Any unnatural hair color is not permitted as determined by the Academy Administrator.
- Items that can be dangerous are not to be worn in the hair, i.e. picks, curlers, combs, or hair rakes.
- Headphones must not be visible either in the ear or hanging out of shirts.

**Inappropriate Dress Consequences (See page 18)**



## **EARLY RELEASE FOR STUDENTS**

Students must be signed out in the office by a parent/guardian or someone who is listed on their student emergency card. If a person is to be added to the contact list, the parent/guardian must do this in person. If the person is not on the contact list or emergency card, the student cannot leave with this adult under any circumstances. Signing out your child out of school early may impact their attendance as they could be marked unexcused absence for the periods missed.

## **EMERGENCY DRILLS**

Emergency drills are held once a month in order to provide practice and knowing what to do in case of an emergency. Students are expected to follow their teacher's directions and if told to do so, leave the building quietly. During a lock down, students are not permitted to talk and must follow the teacher's instructions.

## **EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY**

Any school sponsored activity that meets outside regular school hours will apply:

1. To be eligible to participate in extra-curricular activities during the first semester, a pupil must have received a grade of 77 or higher in each of five (4) or more full year courses for the preceding school year.
2. To be eligible to participate in extracurricular activities during the second semester, a pupil must have received a grade of 77 or higher in the first half of each five (4) or more full-year courses at the close of the preceding semester or mid-year point.
3. A pupil who is eligible at the beginning of an extra-curricular activity shall be allowed to finish that activity.
4. A pupil is barred from further participation in an extra-curricular activity who has not accounted for all equipment issued to him/her in connection with any activity.

## **EXTRA CURRICULAR ACTIVITIES PARTICIPATION**

1. A student otherwise eligible for participation in any extra-curricular activity must:
  - a. Attend school the day of the activity. Students that arrive after 9:00 will not be permitted to participate in the activity.
  - b. Attend school the last school day before the activity if it is scheduled for a Saturday or during a regular school activity.
  - c. Attend school the first school day after an activity if he/she desires to participate in the next regularly scheduled activity.
  - d. Provide an excuse to be approved by the Academy Administrator before the student participates in the activity if he/she is sick the day before an activity (e.g. Friday before a Saturday activity).
  - e. The Academy Administrator may grant for legitimate reasons, individual exceptions to the attendance eligibility rules.
2. Teacher detention, extra help or test makeup will take priority over participation in an extra-curricular activity.
3. A student who is suspended is excluded from all extra-curricular activities during the period of that suspension.
4. Students, who receive disciplinary referrals during the designated period of time before a school event, i.e. school dance, class trip, etc., will not be able to participate in the activity.
5. Coaches and advisors will be responsible for monitoring extra-curricular activity eligibility requirements.

## **FIRE DRILLS**

Fire drills are held once a month in order to provide practice in what to do in case of a fire. Students are expected to follow their teacher's directions and leave the building quietly. Exit directions are posted in every room. If an exit customarily used has been blocked, progress to the nearest usable exit. Students must line up with their classes for attendance purposes.

## **GRADES**

Marks in all subjects will be given according to the following numerical system:

### **Numerical Mark**

<b>Interpretation</b>	<b>Equivalency</b>
Excellent	92-100
Good	84-91
Fair	77-83
Poor	70-76
Failure	Below 70

## **GRADING POLICY**

**70 % Summative Assessments (Tests, etc.)**

**30 % Formative Assessments (Classwork, Homework)**

### **Gradebooks and Scoring**

#### **Formative Assessments** (30%)

Some examples of Formative Assessment:

- Homework
- Classwork Assignments
- Group Projects or Group Assignments
- Quizzes
- Running Records
- Exit Tickets
- Performance scores for discussion
- Self-Assessments
- Notebook Scores
- Do Nows

#### **Summative Assessments** (70%)

Examples of Summative Assessments:

- End-of-unit or chapter tests
- End-of-term or final exams
- Standards Based Projects/Performances that are scored using a rubric
- Lab Reports
- Quizzes that were approved by your specific department
- Writing Assignments scored using a rubric

\*Items that are not to be included in either category:

- Extra Credit - Can be assigned as extra. Meaning that a student is extending their learning and has successfully completed all required content. Extra Credit should not be provided to failing students that are trying to earn a passing grade.
- Student Responsibilities - Under no circumstances should students be provided with points/credit for completing task/assignment unrelated to the standards. Example: Students earn 100 points for returning a permission slip or progress reports.

### TEST RETAKE POLICY

Long Branch Middle School is committed to ensuring that all students demonstrate proficiency of the standards in all content areas. Therefore, students that do not demonstrate proficiency on a summative assessment will have an opportunity to retake an alternate assessment after additional instructional support is provided.

The following outlines the Summative Assessment Retake Policy:

#### General Information

Every effort is made to allow students the opportunity to demonstrate their understanding of concepts and skills to achieve mastery. In order for students to participate in the test retake all classwork and homework must be completed before they retake the assessment. Students will be permitted to redo/retake major grades where he or she failed to show mastery; however, the student must attend two tutorial sessions in order to qualify for a redo/retake. The first is for re-teaching, and the second is for the actual redo/retake. All major grades must be completed within 7 school days of the original due date. The deadline to complete a redo/retake is at least two days before report cards grades are submitted.

- The redo/retake will cover the same material, but it will have *different questions and/or a different format*. However, the content will be consistent with the redo/retake.
- A grade of 70 or higher indicates mastery of a concept; therefore, students may only redo/retake assignments for which mastery was not achieved.
- Students may earn up to a 70 on redo/retake assignments.
- Students will only have one opportunity to redo/retake any assessment. When students complete the retake or do not take the opportunity to complete the retake, the teacher will make parent contact and will note it in Genesis.
- The student is responsible for arranging with the appropriate teacher to determine a date to redo/retake the assignment. Teachers will assist students through this process, helping them make a decision and prioritize redo/retake dates.
- It is important to note that the redo/retake policy is not intended to be used as a regular practice by a student.
- Alternate assignments may be required at the teacher's discretion since some scenarios are impossible to replicate. For example: computer lab assignments, experiments, guest speakers, projects, formal essay, etc.
- Every effort will be made to include the redo/retake grade in the progress report average; however, assignments redone within the last week of grade submission will result in an incomplete.
- Because the ultimate goal is for each student to master the material, teachers will consider extenuating circumstances.
- Students will not be permitted to redo an assignment or retake a test if they received a grade of zero or a reduced grade on the assignment or test because they violated Long Branch Middle School expectations for academic honesty or those who have chosen not to complete the exam in the given time period.
- Retakes will not be given during the regular class period, so students will need to make arrangements to stay for tutoring before/after school or during a lunch period.
- Major grades completed during the last week of any grading period are not eligible for a redo/retake.
- Students who refuse to take the original test or who purposefully mark random answers are not eligible for a redo/retake. This will be determined by the teacher and overseen by the principal.

## HOMEWORK

Homework is an extension of the instruction that is provided in the classroom and is useful in helping students learn to work independently. Expect homework to be assigned regularly in all academic classes. Students should write all assignments in a planner or agenda. Homework club is offered on a daily basis after school.

## TEXTBOOKS & SCHOOL RELATED MATERIALS

Students are responsible for all books and school related materials that are issued to them. Books that are misplaced damaged or lost must be accounted for financially. Students will not be allowed to participate in special school activities such as dances, field trips, end of the year activities etc if they owe for lost or damaged textbooks or school related materials.

## HONOR ROLL

At the end of each marking period, a list of students who have distinguished themselves academically during the marking period is compiled. To be eligible for the honor roll, Middle School students must meet the following requirements:

- a. High Honors: a grade of 92 or higher in all subjects
- b. Honors: a grade of 84 or higher in all subjects
- c. An incomplete grade in any subject or a dropped subject will render a student ineligible for any honor roll

### ○ STUDENT RECOGNITION

At Long Branch, we strive to show our appreciation for academics and good citizenship. Some of the ways we recognize our students' achievements are:

- **Honor Roll Acknowledgement** – Students who have met the criteria for Honor Roll or High Honor Roll will be recognized at the end of each marking period during an Academy Event.
- **National Junior Honor Society** - Membership in the National Junior Honor Society is both an honor and a responsibility. In the Long Branch Middle School a faculty council selects students who have a cumulative GPA of 90 or higher, then reviews their applications for the following criteria: service, leadership, character, and citizenship.
- **Student of the Month** – Every month each grade level department (Social Studies, Science, Language Arts, Mathematics, Electives, and Physical Education) will nominate one student of the month. Guidance and administration will review these nominations and select one grade level “Student of the Month”. These students will be recognized by being invited to a special breakfast/lunch and also having their picture displayed on the “Leaders of the Month” board on each grade level floor.
- **Grade/Academy Student of the Month Recognition** – All teachers will nominate a student of the Month from the grade(s) they teach. All “Students of the Month” will be eligible to be selected for the Grade/Academy Student of the Month recognition.
- **President’s Award for Educational Excellence** - This award recognizes 8<sup>th</sup> graders who meet the following criteria: a minimum of 90 average composite for all 3 years in the Middle School and receiving an “advanced proficient” or “proficient” score on the NJASK for grades 6 and 7.

## LOCKERS

In the beginning of the year, students will be assigned a hallway locker. In the locker, they may keep their books, outer clothing and lunch. Do not keep any PERSONAL VALUABLES, such as jewelry, money, etc. in their locker. **The school is not responsible for lost or missing items; leave them at home.** Students **ARE NOT to share their locker or lock combination** with anyone else. Students should KEEP THEIR LOCKER CLEAN! Do not store food overnight in the locker. **Lockers are subject to inspection at any time.**

## LUNCH PROCEDURES

Students will have a 43-minute lunch each day. Long Branch Middle School offers hot and cold lunches every day. Students must have their ID card in order to receive school lunch.

### Cafeteria Rules

- Walk in a quiet and orderly manner to and from the cafeteria
- Maintain an orderly line while waiting in lunch, skipping in line is not tolerated
- Lunch tables will be called up one at a time
- All food and drink must be eaten in the cafeteria
- Leave a clean table and area, ensure you return your tray to proper area
- Talk in a normal voice and refrain from horseplay
- Use appropriate table manners
- Treat lunchroom staff with respect
- Do not leave cafeteria without permission

## **Recess Procedures**

- All students will report to their assigned cafeteria first.
- **Cafeteria A and Cafeteria B**
  - Will go out for recess for approximately 20 minutes by assigned groups.
  - A Physical Education teacher and cafeteria staff will guide students to the middle school soccer field in a straight line.
  - Once outside students will wait for directions from staff before beginning any activity.
    - A Physical Education teacher will provide three activities for students each day.
    - Once activities are identified staff are to oversee the activities with students.
  - A Physical Education teacher will blow the whistle, which indicates that all students are to line up along the fence. Once students are in line they can proceed orderly as they go back to the cafeteria for lunch.
- **Additional information**
  - For the fall and winter months, students will be responsible for bringing their coats to lunch/recess.
  - **Inclement weather**- when weather prohibits us from going outside, a health video or inside activity will be provided for students in either the cafeteria or auditorium.
  -

## **PHYSICAL EDUCATION POLICIES AND PROCEDURES:**

### **Grading Procedure: 70% Summative, 30% Formative**

1. **Preparation (35%)** – Students must be dressed for Physical Education every day. Not changing from school clothes to the prescribed apparel for Physical Education will result in a 10 point deduction. (See Proper Dress)
2. **Participation (35%)** – Students must show a high level of participation and positive effort in the activity and skills assessment. Each incident of non-participation and/or effort will result in deductions up to 10 points.
3. **Conduct (10%)**
4. **Skills (knowledge) – (20%)** – Any combination of Skills Testing / Written Tests / Assignments. In regards to Skills Testing, emphasis is on the understanding and execution of a skill rather than the actual result. Testing and/or assignments are meant to assess the students' knowledge of rules, terminology, history, concepts, and strategies of the activity.

### **Procedures for being UNPREPARED:**

1. Since students will not be allowed to participate if they are unprepared, there will also be a 6-point deduction from the Participation grade.
2. The student will receive a teacher detention on a 2<sup>nd</sup> unprepared.
3. The student's parent/guardian will be notified on a 3<sup>rd</sup> Unprepared.
4. The student will be sent to the discipline facilitator on a 4<sup>th</sup> unprepared.
5. The student will be sent to the Academy Administrator and subject to fail after the 5<sup>th</sup> unprepared.

### **Dress Code:**

1. Each student is expected to dress in proper PE attire every day. All students **MUST** dress in the locker room prior to and at the end of each class. The student must change to a set of clothing other than what he/she wore to school on that day. This includes tee shirts or sweatshirts, athletic shorts or sweatpants, and sneakers ***with the laces tied.***
2. Tank tops and cutoff shirts are not acceptable.
3. Inappropriate advertisements and innuendo on clothing show bad judgment and are not acceptable.
4. No jewelry is allowed to be worn. (See Safety)
5. No hats are allowed to be worn.
6. Students not dressed in proper Physical Education attire will not be allowed to participate and will not receive credit for that day.

- Shorts and a tee-shirt (We will be going outside until about Thanksgiving, so sweatpants and sweatshirts are recommended). Green, Grey, White, or Black are the only colors allowed. Shoulders **MUST** be covered.
- Socks (athletic) and sneakers (sneakers must be tied securely for safety. Sneakers must be sports sneakers; NO: fashion, platform, or slip on shoes allowed).
- Boys- Elastic band on shorts must be worn at waist level. Shorts are not to sit below the buttocks. No zippers or pockets allowed.
- Girls- Bottom hem of shorts must be at fingertip level of extended arm at your side. Shorts should not be rolled up! No zippers or pockets allowed.
- **Each unprepared is points off of daily grade.**

### **Safety Policy:**

1. Facilities and equipment may only be used under the supervision of a faculty member. Do not touch or climb on any PE equipment until the PE teacher is present.

2. Appropriate behavior is expected at all times in the locker rooms. There is zero tolerance for offensive language/profanity and horseplay.
3. All jewelry must be removed before PE class. Any piercings to be done should wait until your Health class marking period to allow for sufficient healing since that jewelry must also come out.
4. Gum chewing is not allowed in Physical Education classes.
5. Report all injuries to one of the teachers.
6. DO NOT LEAVE P.E. area without teacher permission.

**Procedure for Medicals:**

1. All students must take Physical Education and Health each year they are in school.
2. All students who request a medical excuse for *one to three days* must present the nurse with a parent or doctor's note. This note must be presented to the nurse either before school or between classes. If this procedure is followed, the student will be excused from participating on that day.
3. A student who takes ill during the school day must change for Physical Education and then will be sent to the nurse. If the nurse excuses the illness that student will be excused from participating in Physical Education that day.

**Procedure for Long Term Medicals:**

1. If the nurse issues a medical release for *four days or longer*, the student must report to their assigned area.
2. It is the student's responsibility to know when their medical expires. *Any student who does not return changed and ready to participate for class after that date will be treated as if he/she has not participated in class and will incur those deductions*

**Class cuts, tardiness and student attendance policy:**

1. Will follow the same policies set forth by the Long Branch Board of Education. Follow procedures from the student handbook.

**Security Policy:**

1. All students must supply their own locks for Physical Education class. All locks will be placed on a small locker, during their PE period they can put their lock on a long locker but **MUST** be removed at the end of class.
2. **DO NOT** bring expensive items or large amounts of money to PE class. **NEVER** leave anything in an unlocked locker.
3. Backpacks, bags, and belongings must not be left on the gym floor, or in the bleachers.
4. The locker rooms are locked 5 minutes after the first bell and will not be opened for students who arrive after that time.

**Therefore late passes from your previous class cannot be accepted.**

**Guidance and other appointments:**

Students must request permission to go to Guidance, the Main Office, etc. Only in the case of an appointment running overtime from the class period immediately preceding Physical Education will a pass be accepted.

**Cell phones:**

Cell phones are not allowed in Physical Education.

**Food and beverage:**

Food and beverage are not allowed in the locker rooms, gymnasiums, auxiliary gyms, or fitness center.

**Physical Education Policy for Athletes:**

Athletes are to dress for and participate in their regular Physical Education class program each day. There will be no exception to this rule. The PE teacher will take into consideration each situation and modify participation accordingly. Adherence to this policy is required in order to participate in athletics after school on that day.

**PROMOTION POLICY**

The following are considered major subjects in Long Branch Middle School and all must be completed in order to be promoted to the next highest grade:

English/Language Arts, Mathematics, Social Studies, Science (4 Major Subjects)

- Failure in one or more of the above major subjects will require a student to attend summer school and successfully complete the failed course(s).
- If a student does not successfully complete the summer school course(s), he or she will be retained.
- If a student fails one major course, he or she will be retained.

## **REFERRAL SERVICES**

### **Intervention & Referral Services (I&RS)**

Students who are experiencing ongoing academic, health and/or behavioral difficulties which interferes with school success may be brought to the attention of the I&RS Committee. Referral of a student may be made by administrative, instructional and other professional staff or parents to determine the eligibility of services through this committee. Active parental involvement is encouraged in the development and implementation of interventions with this general education program. If I&RS services have been implemented, the student may be referred to receive District services that fall under 504 or Special Education.

### **Student Assistance Counselor (SAC)**

The Student Assistance Program offers services to address common issues and needs presented by our students in relation to substance abuse or other at-risk behaviors. Other topics include but are not limited to concerns associated with depression, anxiety, violence, gang involvement, suicide related issues, teen pregnancy and the stresses that accompany these serious matters. The services of the Student Assistance Program are **confidential** and offered in a comfortable, non-threatening environment here at the middle school. Parents, students and staff may make referrals to the program.

## **REPORT CARDS**

Middle School report cards are issued four times a year at the end of each marking period. Report cards and interim progress reports must be signed and returned to the homeroom teacher. Grades are available for parents to view online on the Genesis Parent Portal. In addition, interim progress reports will be sent indicating a student's success or deficiencies at approximately the mid-point of the marking period. Parents are encouraged to call their child's Guidance Counselor to discuss student progress. Students will NOT be issued their final report cards until all financial obligations are fulfilled.

**Viewing Grades on Genesis/Parent Portal**-Parents are able to view student information, attendance, and grades on the Genesis Parent Portal.

## **STUDENT CODE OF CONDUCT**

*As a Long Branch Middle School student, I will:*

1. Accept responsibility for my own actions.
2. Respect the rights and property of others.
3. Be courteous in my dealings with others and contribute to an atmosphere that generates mutual respect, dignity and honesty.
4. Attend school on a regular and punctual basis.
5. Attend all of my classes on time daily with all required books, notebooks, pens, pencils and/or gym clothing in my possession.
6. Make every effort to do my best work in all of my classes.
7. Maintain high standards of personal cleanliness.
8. Accept responsibility for personal property and all school-issued books and materials.
9. Make every effort to complete all of my assignments – class work, homework or make-up work.
10. Obey all school regulations and obey those persons entrusted with the authority of upholding these regulations.

## **STUDENT DISCIPLINE**

### **Expectations for Student Behavior**

1. Students are expected to respect the rights of all students to be in an environment free from physical and verbal abuse.
2. Students are expected to respect authority and comply with directions from adults in the building.
3. Students are expected to act and dress in a manner appropriate for work and study in a school setting.
4. Students are expected to conduct themselves with the highest standards of honesty and integrity and adhere to the public laws.
5. Students are expected to attend school every day and be in every class.
6. Students are expected to care for their property and the property of others.

### **DISABLED STUDENTS**

Classified students are subject to the same disciplinary procedures as non-disabled students and will be disciplined in accordance with their IEP. However, before disciplining a classified student, it must be determined that a) The student's behavior is not primarily caused by his/her educational disability; b) The program that is being provided meets the student's needs. Staff shall comply with state and federal regulation of the New Jersey Administrative Code in dealing with discipline and/or suspension of all students with disabilities.

## **Causes for Suspension or Expulsion**

Conduct that shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

1. Continued and willful disobedience (failure to comply with school rules).
2. Open defiance of the authority of any teacher or person having authority over him/her.
3. Conduct of such character as to constitute continuing danger to the physical well-being of other pupils or school personnel.
4. Taking pictures, attempting to take pictures, or taking videos with cell phone or any electronic device.
5. Taking, or attempting to take, personal property or money from another pupil or from his/her presence, by means of force or fear.
6. Willfully causing or attempting to cause damage to school property.
7. Participation in an unauthorized occupancy or by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Academy Administrator or other person then in charge of such building or facility -18A:37-2.
8. Fighting in, around the school building, or on school grounds will result in loss of privileges.
9. Gambling (playing dice) in or around the school building or on school grounds.
10. Visiting another school during school hours without written permission from authorities of that school.
11. Being on another school buildings grounds without permission before, during or after school.
12. Possession, selling, using, dispensing alcoholic beverages, narcotics, legend drugs, marijuana or any other controlled dangerous substance as defined by the laws of the State of New Jersey in the school building or on school grounds.
13. Disrupting or inciting to disrupt the educational atmosphere of the school.
14. Threatening or harassing another student or any school personnel.
15. Carrying an item that might reasonably be construed as a device that could cause bodily harm to another person or persons.
16. Assaulting a pupil, teacher or any person employed by the Board of Education.
17. Severe or chronic repetition of offenses, i.e., truancy, repeated tardiness, repeated class cutting.
18. Initiating a false alarm and/or a bomb threat.
19. Improper behavior in In-School Suspension.
20. Failure to complete more than two assignments while in In-School Suspension or failure to report to an assigned In-School Suspension.
21. Any violation of law.

## **IN-SCHOOL SUSPENSION PROGRAM**

The In-School Suspension Program (ISS) is a self-contained classroom with a full-time certified teacher. Students are assigned to ISS when a Student Facilitator or Academy Administrator finds they have broken a school rule. Parents/guardians will be notified in writing and/or by phone of the action taken. When assigned to ISS, students are restricted from interacting with other students during the length of the ISS assignment. The student is expected to take advantage of this opportunity to complete all work assigned by his/her classroom teacher and to make up any missed classroom assignments. Once all assignments are completed, any extra time must be spent in quiet, independent reading. Any student who does not cooperate will be referred to the School Facilitator or Administrator for appropriate action.

### **In-School Suspension Procedures**

1. ISS hours will be 8:00 am – 2:48 pm.
2. Any student arriving late will make up the time at the end of the school day.
3. Students must bring all books and materials needed for the entire day. Students must complete their assignments by the end of the day. Completed assignments will be given to the appropriate teachers.
4. ISS students may either bring lunch or receive a brown bag cold lunch from the cafeteria. No student will be permitted in the cafeteria at any time during his or her stay in ISS.
5. Parents/guardians will be notified in writing and/or by phone of the action taken.

## **OUT OF SCHOOL SUSPENSION**

Willful refusal to accomplish school tasks, insubordination, and disorderly, violent, illegal or inappropriate conduct are causes for out-of-school suspension. The length of the suspension will be determined by school authorities and will reflect the offense committed. Parents/guardians will be notified in writing and/or by phone of the action taken. Parents/guardians will have complete custody and jurisdiction of their child during the suspension period. A suspended student may not loiter or appear on school property and will not be allowed to attend any school-sponsored activity during the suspension period.

**Students who are suspended are not eligible to participate in any extra-curricular activities during their suspension as determined by the Academy Administrator. This includes In-School Suspension (ISS), Out-of-School Suspension (OSS) and Regional In-School Suspension (RISS).**

## **CENTRAL AND EXTENDED DETENTION**

Central detention will be held from 2:55 p.m. until 3:25 p.m. and extended detention will be held from 2:55 p.m. until 3:55 p.m. from Monday through Friday.



## **IMPROPER STUDENT ACTIVITIES**

Improper student activities are classified into two disciplinary action categories, Type I and Type II.

### **FORFEIT OF STUDENT PRIVILEGES**

Any student involved in serious or chronic discipline infractions or attendance violations may forfeit student privileges included but not limited to: extracurricular activities, trips, assemblies, dances, proms, and graduation ceremony.

### **PENALTIES FOR IMPROPER STUDENT BEHAVIOR**

Following an investigation by the Student Facilitator or Academy Administrator, the penalties and procedures listed below may include but are not limited to:

1. Conference
2. Detention – a. Teacher detention; b. Central detention (30 minutes); c. Extended detention (60 minutes)
3. Community Service
4. Counseling
5. Suspension – a. in-school; b. out-of-school; c. regional school suspension (540 Broadway 8:30-2:30)
6. Juvenile complaint
7. Middle School discipline contract
8. Intermediate Principal Panel Hearing
9. Expulsion Hearing
10. Expulsion

### **DISCIPLINARY ACTION – TWO TYPES OF INFRACTION**

- **TYPE 1 - AGAINST GOOD ORDER, PROPERTY AND NECESSARY CONDITIONS FOR THE HEALTH AND SAFETY OF STUDENTS OR SCHOOL PERSONNEL**
- **TYPE 2 - ANY SERIOUS ACT AS IDENTIFIED UNDER TITLE 18A: 37-2 (ET. SEQ.) OR VIOLATIONS OF NJDOE REPORTABLE OFFENSES UNDER THE VIOLENCE, VANDALISM, WEAPONS AND DRUG ABUSE LAWS**

### **TYPE 1 – INFRACTIONS: AGAINST GOOD ORDER, PROPERTY AND NECESSARY CONDITIONS FOR THE HEALTH AND SAFETY OF STUDENTS OR SCHOOL PERSONNEL**

**Cheating** – Cheating takes various forms, including copying from another student, plagiarizing, using cheat sheets or other unauthorized sources, allowing others to copy, or using online research paper or language translation services.

- Any form of cheating will result in a grade of zero (0) for the test or assignment for which it occurred.
- The teacher will contact the parent or guardian as well as the guidance counselor.
- The guidance counselor will meet with student a minimum of two times to discuss how to prevent cheating behaviors from repeating.
- Any recorded incident of cheating or plagiarism will jeopardize a student's consideration for membership in the National Honor Society.

#### **Cutting Class or Walking Out without permission**

- 1st Offense – Parent contact by teacher; Teacher will send referral to School Facilitator and Counselor; one day extended detention per period
- 2nd Offense – Parent contact by the teacher; Teacher will send referral to School Facilitator and Counselor; one days ISS
- 3<sup>rd</sup> Offense and all other- Parent contact by the teacher; Teacher will send referral to School Facilitator and Counselor; two days to five days of ISS

#### **Cutting Teacher Detention**

- 1st Offense – Parent contact by teacher; Teacher will send referral to School Facilitator and Counselor; one day extended detention per period
- 2nd Offense – Parent contact by the teacher; Teacher will send referral to School Facilitator and Counselor; one days ISS
- 3<sup>rd</sup> Offense and all other- Parent contact by the teacher; Teacher will send referral to School Facilitator and Counselor; two days to five days of ISS

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#### **Electronic Devices/Cell Phones**

Electronic devices are encouraged to be used for educational purposes. Cell phones are not to be used in the hallways or bathrooms under any circumstances. If a student is using an electronic device for the purpose of social media or any activities deemed as inappropriate for school use, the device will be confiscated. A student's phone/electronic device may be confiscated at any time based on staff member's discretion. The student will pick up their phone at 2:49 from the academy office. Certain situations may deem it necessary for a parent to pick up the

phone/electronic device. If a student repeatedly violates the cell phone/electronic device policy, parents will be asked to keep the phone/electronic device at home.

**Students who bring cell phones/electronic devices to school do so at their own risk. Long Branch Middle School will not be held responsible for lost, stolen, or damaged phones/electronic devices, nor will administration investigate such incidents. Students bring these devices to school at their own risk.**

**A. Procedure for Handling Issues of Non-Compliance with Cell Phones/Electronic Devices**

- **1<sup>st</sup> Offense:** Student will receive a reminder about the school policy and will be instructed to put the mobile phone/electronic device away.
- **2<sup>nd</sup> Offense:** Student will be issued a referral for violating the policy for continuing to disregard the cell phone/electronic school policy. The teacher will contact the parent and send a referral to the Student Facilitator; One day extended detention
- **3<sup>rd</sup> Offense:** Student will be removed from the classroom or school setting for violating policy and sent to the Student Facilitator. The teacher will contact the parent and send a referral to the Student Facilitator; One day ISS
- **\*\*\* If a student refuses to put their phone/electronic device away at any time, they will immediately be removed from the classroom/school activity and sent to the student facilitator or designee for consequences.** The teacher will contact the parent and send a referral to the Student Facilitator. **1-3 days ISS (Insubordination)**

**B. Inappropriate/Nonconsensual Recording or Taking Pictures of Students**

Use of any recording equipment, taking picture, or attempting to take pictures without the consent of the Superintendent of Schools is strictly prohibited. It is the Parent/Guardian responsibility to make sure pictures and/or videos are deleted from the recording or picture taking device.

- 1<sup>st</sup> Offense: Referral to student facilitator; Student facilitator will contact parent; 1-2 days of OSS
- 2<sup>nd</sup> Offense: Referral to student facilitator; Student facilitator will contact parent; 3-4 days OSS
- 3<sup>rd</sup> Offense and all other- Referral to student facilitator; Student facilitator will contact parent; 5-10 days OSS

**Videos**

- 1<sup>st</sup> Offense: Referral to student facilitator; Student facilitator will contact parent; 1-2 days of OSS
- 2<sup>nd</sup> Offense: Referral to student facilitator; Student facilitator will contact parent; 3-4 days OSS
- 3<sup>rd</sup> Offense and all other- Referral to student facilitator; Student facilitator will contact parent; 5-10 days OSS

**Videos Posted or Shared**

- Referral to student facilitator; Student facilitator will contact parent; 1-4 days OSS

**Failure to follow the reasonable request of a Faculty/Staff Member (i.e. failure to provide your name to a staff member etc.)**

- 1<sup>st</sup> Offense – Two days detention.
- 2<sup>nd</sup> Offense – ISS.
- 3<sup>rd</sup> Offense – Two days ISS.

**Gambling or Possession of Instruments of Gambling** – This includes but is not limited to the distribution or possession of organized sports pools, dice, cards or other instruments of gambling and placing and/or accepting wagers on sporting events.

- 1st Offense – Parent contact by teacher; Teacher will send referral to Student Facilitator; Two days central detention
- 2nd and all other offenses – Parent contact by teacher; Teacher will send referral to Student Facilitator; One to three days OSS and a parent conference to return to regular classes.

**General Misconduct/Disruption (i.e. throwing objects, pranks, stinging, name calling)**

- All offenses will result in detentions, ISS or OSS. The Student Facilitator will consider the severity of the offense when assigning consequences. – Parent contact by teacher; Teacher will send referral to Student Facilitator

**Continued or Willful Misconduct**

- Parent contact by teacher; Teacher will send referral to Student Facilitator; One to five days OSS and parent/teacher conference.

**Inappropriate Behavior/Unsportsmanlike Conduct at Any School Function**

- 1st Offense – The student will be suspended from the school function for a designated period of time as determined by administration.
- 2nd Offense and all other offenses – Students may be prohibited from attending any school functions.

### **Inappropriate Dress**

Inappropriate dress is defined as clothing or other styles and color, which deviate from the acceptable dress code policy. Homeroom teachers, as well as classroom teachers, will monitor the “Uniformity of Dress” policy (see Dress Code pages 17-18) during daily attendance. Procedures for students inappropriately dressed are as follows:

- 1st offense- the Student Facilitator/ISS teacher will send home a copy of the dress code reminder slip. The teacher will refer the student to the Student Facilitator. The Student Facilitator will call the parent / guardian to remind them of the proper uniform attire and identify if the parent/guardian can correct the dress code violation. Student will remain in In-School Suspension until the parent / guardian brings them the proper uniform.
- Additional offenses will result in suspension and loss of privileges, including but not limited to extracurricular activities and class trips.
- Please Note: ultimately, the Academy Administrator will determine all dress code violations and their consequences.

### **Inappropriate Use of Media Equipment (i.e. computer violations, etc.)**

- Immediate parent contact and meeting with the Student Facilitator is required to discuss future computer privileges and consequences.
- Disciplinary consequences may include detention, ISS or OSS depending on severity

**Insubordination** – This includes disrespectful acts toward staff members and acts that interfere with school employees who are re-enforcing the policies of the District or any aspect of the Discipline Code.

- 1st Offense – Parent contact by teacher; Referral to Student Facilitator; One to three days ISS
- 2nd Offense – Parent contact by teacher; Referral to Student Facilitator; Four to five days OSS
- 3rd Offense – Parent contact by teacher; Referral to Student Facilitator; Five to nine days OSS

### **Leaving the building/School Grounds**

Students under the care of Long Branch Middle School administration and faculty are not to be permitted to leave the building without parent and administration approval. If a student leaves the building without permission from administration or parent approval a disciplinary action will be warranted.

- 1<sup>st</sup> offenses- Three to five days ISS
- 2<sup>nd</sup> offenses- Five days OSS

**Lewd and/or Bizarre Behavior-** (may include possession or viewing of pornographic material) – Any student who exhibits lewd, and/or bizarre behavior shall face the following consequences and will be referred to Guidance Counselor and/or CST will be notified.

- 1st Offense – Parent contact by teacher; Teacher will send referral to Student Facilitator; Three days ISS and conference with Guidance, student, parent and Student Facilitator before student returns to class.
- 2<sup>nd</sup> Offense- Five Days OSS

### **Littering on School Grounds**

- 1st Offense – Warning and student must remove litter to appropriate container.
- 2nd Offense and all other offenses – One day of detention.

**Loitering, Presence in Unauthorized Areas or Roaming Halls** – Students must remain in the room or area indicated by his or her schedule. Students found in areas of the school other than those indicated on their schedule, students who are in the halls without a valid pass from a teacher or student facilitator, or students who are loitering and not taking the most direct route between destinations are subject to discipline. This includes after school. All students must be under supervision of a teacher until 2:48 p.m.

- Disciplinary consequences may include detention, ISS or OSS depending on severity.

### **Play fighting/Horse playing/Pushing/Tackling**

- Parent contact by teacher; Teacher will send referral to Student Facilitator; Disciplinary consequences may include detention, ISS or OSS depending on severity.

### **Profanity, Obscene Language, Inappropriate Language (including racial remarks) or Lewd Gestures**

- 1st Offense – Parent contact by teacher; Teacher will send referral to Student Facilitator; One day extended detention
- 2nd Offense– Parent contact by teacher; Teacher will send referral to Student Facilitator; One day ISS
- All other offenses- Student Facilitator discretion will be used when determining the consequence; Two to four days ISS; Parental conference required

### **Running in the Halls**

- 1st Offense – Parent contact by teacher; Teacher will send referral to Student Facilitator; One day central detention; (NOTE: Consequence will be increased if a student, students and/or adult are injured.)
- 2nd Offense– Parent contact by teacher; Teacher will send referral to Student Facilitator; One day ISS
- All other offenses- Student Facilitator discretion will be used when determining the consequence; Two to four days ISS; Parental conference required

**TYPE 2 – INFRACTIONS: ANY SERIOUS ACT AS IDENTIFIED UNDER TITLE 18A: 37-2 (ET. SEQ.) OR VIOLATIONS OF NJDOE REPORTABLE OFFENSES UNDER THE VIOLENCE, VANDALISM, WEAPONS AND DRUG ABUSE LAWS**

**Alcohol/Narcotics and Steroids**

The Long Branch Board of Education recognizes that misuse of drugs, alcohol or any other controlled substance, including steroids, by any pupil, seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of drug abuse and alcohol abuse and the rehabilitation of drug users by educational means. In addition, the Board will take all necessary and appropriate steps to protect the school community from harm and exposure to unlawful substances. State statute, as well as Board of Education Policy #5131.6 requires students to be immediately taken to a physician for a drug and/or alcohol screening. The Long Branch Board of Education prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, including on school buses or at school-sponsored functions according to N.J.S.A. 18A:40A-9, 10, and 11. If a student is found in possession of these substances/paraphernalia, the parents/guardians will be notified in addition to a referral to the Substance Awareness Counselor (SAC) and the student will be suspended out of school for ten days as an alternative placement is determined by administration. (See policy regulations R5530)

**Bias Incident/Crime** - Engaging in biased conduct that either directly or indirectly causes intimidation, harassment or physical harm to another member of the school community or disrupts the educational process.

- Harassment, Intimidation, Bullying (HIB) referral/investigation; Suspension up to 10 days pending Principal Hearing/Expulsion Hearing/police intervention.

**Destruction of School Property** (Willful destruction of school property- Examples: Graffiti, Destruction of Computers):

- All Offenses – Parent contact by teacher; Referral to Student Facilitator; two to five days OSS, cost reimbursement to the school district for replacement, possible further disciplinary action/police notification.

**Fighting/Instigating** – Any/all individuals involved in fighting will be disciplined in accordance with the regulations described below. Involvement in fighting includes but is not limited to, all combative behaviors, verbal instigations, or any behaviors that may result in student fighting with each other.

- 1st Offense – three to ten days OSS and parent conference to return to regular school program, referred to Student Facilitator and Administrator.
- 2nd Offense – seven to ten days OSS and parent conference to return to regular school program and discipline contract; Referred to Student Facilitator and Administrator
- 3<sup>rd</sup> Offense- Expulsion hearing

**\*The Student Facilitator and/or Administrator will consider the severity of the offense when assigning consequences**

**Fire Alarm- Pulling or Tampering with a Fire Alarm or Causing a False Fire Alarm**

**Note: Student may face penalties and fines from local law enforcement authorities.**

- 1<sup>st</sup> Offense – Five to ten days OSS with a fine and complaint signed for each offense to the Long Branch Police Department.
- 2<sup>nd</sup> Offense – Ten-day OSS, pending Administrative Review/Superintendent's Hearing/Expulsion Hearing/Police Intervention.

**Fireworks/Firecrackers, smoke bombs:** - The use or possession of such materials or substances in school, on school property, on school bus or at a school-sponsored activity is prohibited.

- 1st Offense – Five to ten days OSS and parent conference to return to school.
- Repeat Offenders - Referral to the Long Branch Board of Education for an expulsion hearing.

**Gross Misconduct** – Overt and obvious improper conduct of an individual toward others or property.

- 1st Offense – Parent contact by teacher; Referral to Student Facilitator; Two to five days OSS
- 2nd Offense – Parent contact by teacher; Referral to Student Facilitator; Five to ten days OSS with a possible hearing for expulsion before Superintendent of Schools.

**Harassment/Hazing, Intimidation or Bullying**

The Board of Education, in accordance with the Anti-Bullying Bill of Rights Act of 2011, prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability; or by any other distinguishing characteristic.
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils.
3. A reasonable person should know, under circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or has the effect of insulting or demeaning any pupil or group of pupils; or
4. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

Each incident will be handled individually per Long Branch Board of Education Policy.

To view the Long Branch Public Schools Anti Bullying Policy in its entirety, please visit the district website at

<http://www.longbranch.k12.nj.us>

### **School Gang Policy**

The board recognizes that a school campus is a place that has appropriate rules and regulations to ensure a safe and healthy environment, which is conducive to learning for all students. All persons shall be knowledgeable of the conduct and expectations on which this School District operates.

It is the policy of this District that membership or affiliation in secret fraternities or in other clubs or gangs not sponsored by established agencies or organizations and recognized by this School District is strictly prohibited.

Persons who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety or well-being of persons or property, which disrupt the school environment and/or are harmful to the education process will be dealt with as if they committed an offense of the most serious category.

The use of hand signals, written or oral comments, stances, stares, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with a gang or group, whether real or implied, present a clear and present danger to the school environment, its staff and students, and the educational objectives of the community and State and is strictly prohibited.

Any incident involving initiations, intimidation and/or related activity of such gangs affiliates will hereby be considered actions, which present the danger or likelihood of bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students or staff, and is strictly prohibited.

Any person wearing, carrying, distributing, displaying gang/group paraphernalia; exhibiting behavior or gestures, which symbolize gang/group membership; causing and/or participating in activities which intimidate or affect the attendance or sense of personal safety or well-being of another student or staff member will be subject to disciplinary action including suspensions and/or permanent expulsions. The Principal or designee will also inform the Superintendent of Schools and local law enforcement. Each incident will be handled individually per Long Branch Board of Education Policy. To view the Long Branch Public Schools Suspected Gang Policy N.J.S.A. 18A:11-9 N.J.S.A. 2C:44-3.h. in its entirety, please visit the district website at <http://www.longbranch.k12.nj.us>

### **Sexual Harassment**

Long Branch Public Schools will not tolerate any form of sexual harassment. Any student who engages in sexual harassment of another student or school employee will be subject to suspension from school, a parental conference, and may have criminal charges filed against him/her on behalf of the offended student(s) or school employee. Examples of student sexual harassment include but are not limited to such acts as remarks or sexual graffiti, sexual jokes and catcalls of sexual nature, or acts of physical abuse. Each incident will be handled individually per Long Branch Board of Education Policy. To view the Long Branch Public Schools Sexual Harassment Policy in its entirety, please visit the district website at <http://www.longbranch.k12.nj.us>

### **Smoking and Tobacco**

Smoking or the use of tobacco is not allowed on the grounds or in the building of Long Branch Middle School. Anyone in possession of cigarettes, chewing tobacco, lighters, matches or smoking devices will have those items confiscated. Use or possession of tobacco or smoking paraphernalia: Students found in the act of smoking, holding, possessing, using or disposing of a cigarette, tobacco products, electronic or vaping products, or related objects (including lighters, matches oil, etc.) and related activities on school grounds will be subject to consequences. If a student is found in possession of these substances, the parents/guardians will be notified in addition to a referral to the Substance Awareness Counselor (SAC) and Student Facilitator. Students found in the act of smoking, holding, possessing, using or disposing of a cigarette, tobacco products or related objects (including lighters and matches) and related activities on school grounds will be subject to the following discipline:

- 1st Offense – Parent contact by teacher or Student Facilitator; Referral to Student Facilitator and Substance Awareness Counselor (SAC); Three to five days OSS; Counseling by the SAC
- 2nd Offense – Parent contact by teacher; Referral to Student Facilitator; five to ten days OSS, smoking cessation services through SAC and required parent conference with Student Facilitator and SAC.

### **Teen Dating Violence**

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a target of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling. Each incident will be handled individually per Long Branch Board of Education Policy while pupil(s) involved receive support from counselors and/or anti-bullying specialists. To view the Long Branch Public Schools Dating Violence Policy N.J.S.A. 18A:35-4.23a.; 18A:37-33; 18A:37-34; 18A:37-35; 18A:37-37 in its entirety, please visit the district website at <http://www.longbranch.k12.nj.us>

### **TEXTBOOKS & SCHOOL RELATED MATERIALS**

Students are responsible for all books and school related materials that are issued to them. Books that are misplaced damaged or lost must be accounted for financially. Students will not be allowed to participate in special school activities such as dances, field trips, end of the year activities etc if they owe for lost or damaged textbooks or school related materials.

### **Theft of, Possession of or Receiving Stolen Property**

- 1st Offense – Parent contact by teacher; Referral to Student Facilitator; One to three days OSS, parent conference, and possible complaint signed with Long Branch Police Department.
- 2nd Offense – Parent contact by teacher; Referral to Student Facilitator; Three to Five days OSS, parent conference, and complaint signed with Long Branch Police Department.

**Threats/Menace** - Students who threaten a student, teacher, administrator, board of education member or other school district employee with harm, death, or causes the person to fear for his/her safety shall be disciplined as follows:

- 1st Offense – Parent contact by teacher; Referral to Student Facilitator; Three to five days OSS, parent conference to return school, possible police complaint signed.
- 2nd Offense – Parent contact by teacher; Referral to Student Facilitator; Five to ten days OSS, parent conference to return school, possible police complaint signed.
- 3rd Offense – Parent contact by teacher; Referral to Student Facilitator; Ten days OSS, referral to Administrator for possible expulsion hearing before Superintendent of Schools,.

### **Zero Tolerance for Possession or Use of Weapons**

Weapons include but are not limited to the following: all firearms [those enumerated in NJS 2C: 39-11 (et. seq.) and 18 USC 921 (et. seq.)], razors, clubs, explosive devices, guns or look-a-alike weapons, open or wrapped belts, knives of any sort, sharp pointed objects intended to cause bodily harm, etc. These type of items are not to be brought to school. Any student who is found to be in possession of a firearm (whether operative or not) on school property, on school bus, or at a school sponsored function or found committing a crime while possessing a firearm or who is convicted or found to be delinquent for a firearm offense shall be immediately removed from the school's regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending an expulsion hearing before the Long Branch Board of Education.

Any student who assaults a student, teacher, administrator, Board of Education member, or other school district employee with or without a weapon other than a firearm on school property, a school bus, or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending an expulsion hearing before the Long Branch Board of Education.

- 1<sup>st</sup> Offense – Five to ten days OSS and/or Administrative Review/Superintendent's Hearing/Expulsion Hearing/Police Intervention.
- 2<sup>nd</sup> Offense – Ten days OSS and Superintendent's Hearing/Expulsion Hearing/Police Intervention.

