

LONG BRANCH PUBLIC SCHOOLS

"Where Children Matter Most"

2019

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Long Branch Middle School

Where Children Matter Most

STUDENT HANDBOOK 2019– 2020

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Jeremy Martin - Guidance Counselor

JoAnne Montanti - Student Facilitator

Dactilia Booth – Secretary

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Sean Mallon - Guidance Counselor

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ACADEMY OF LEADERSHIP

ADMINISTRATOR/PRINCIPAL

KIM HYDE

Megan Renzo-Mazza- Guidance Counselor

Sue Harrison - Student Facilitator

Juliette Trombetta - Secretary

Middle School Contact Numbers

Main Number: 732-229-5533

Fax Number: 732-229-4898



LONG BRANCH PUBLIC SCHOOLS

"Where Children Matter Most"

2019-2020 SCHOOL CALENDAR

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

KEY	
	SCHOOLS CLOSED FOR ALL
	FIRST DAY OF SCHOOL
	SCHOOLS CLOSED - PD FOR STAFF
	HALF DAY - PD FOR STAFF
	CLOSED - INCLEMENT WEATHER
	LAST DAY OF SCHOOL - HALF DAY

TOTAL DAYS	
180	= STUDENTS
183	= STAFF
186	= NEW CERTIFIED STAFF
<i>(AUGUST 28-30, 2019)</i>	

IN THE EVENT OF SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER, THE CALENDAR WILL BE ADJUSTED AS FOLLOWS:

- 1ST INCLEMENT WEATHER DAY: SCHOOLS OPEN ON **FEB 14** - *IF SNOW DAY OCCURS BEFORE JAN 30*
- 2ND INCLEMENT WEATHER DAY: SCHOOLS OPEN ON **MAY 22** - *IF SNOW DAY OCCURS AFTER JAN 30*
- 3RD + INCLEMENT WEATHER DAY: EXTENDED SCHOOL YEAR JUNE 18, 2019 +

SUMMARY OF DAYS

Month	Staff	Students
September	20	18
October	23	22
November	17	17
December	15	15
January	19	19
February	18	18
March	22	22
April	16	16
May	19	19
June	14	14
Total	183	180
New staff attends August 28-30, 2019 for New Teacher Orientation		

Long Branch Public Schools Calendar 2019 - 2020 School Year

2019

Wednesday, August 28	New Teacher Orientation: All New Certified Staff
Thursday, August 29	New Teacher Orientation: All New Certified Staff
Friday, August 30	New Teacher Orientation: All New Certified Staff
Monday, September 2	Labor Day: Schools Closed
Tuesday, September 3	Schools Closed for Students: PD Day for Staff
Wednesday, September 4	Schools Closed for Students: PD Day for Staff
Thursday, September 5	First day of School: Welcome Back!
Monday, October 14	Columbus Day: Schools Closed- PD Day for Staff
Thurs, Nov 7 – Fri, Nov 8	NJEA Convention: Schools Closed
Thurs, Nov 28 – Fri, Nov 29	Thanksgiving Recess: School Closed
Mon, Dec 23 – Fri, Jan 3	Winter Recess: Schools Closed

2020

Monday, January 6	Schools Reopen: Welcome Back!
Monday, January 20	Martin Luther King Day: Schools Closed
Friday, January 24	½ Day for Students: PD Day for Staff
Fri, Feb 14 – Mon, Feb 17	President's Day Weekend: Schools Closed
Friday, February 28	½ Day for Students: PD Day for Staff
Friday, March 27	½ Day for Students: PD Day for Staff
Fri, April 10 – Fri, April 17	Spring Recess: Schools Closed
Monday, April 20	Schools Reopen: Welcome Back!
Fri, May 22 – Mon, May 25	Memorial Day Weekend: Schools Closed
Wed, June 17 – Thurs, June 18	½ Day for Students: PD Day for Staff
Thursday, June 18	Last day for Students & Staff

Note: School calendar subject to revision due to inclement weather conditions/emergency closings.

TABLE OF CONTENTS

ATTENDANCE/TARDY POLICY	6-7
BATHROOMS	7
BICYCLES	7
CAFFEINATED ENERGY DRINKS	7
CELL PHONES/ELECTRONIC DEVICES	7-8
DRESS CODE	8
EARLY RELEASE FOR STUDENTS	8
EMERGENCY DRILLS	9
EXTRACURRICULAR ACTIVITIES ELIGIBILITY & PARTICIPATION	9
FIRE DRILLS	9
GRADES & GRADING POLICY	9-10
GUEST/VISITOR PROCEDURES	10-11
LOCKERS	11
LUNCH PROCEDURES	11
PHYSICAL EDUCATION POLICY	11-12
PROMOTION POLICY	12
REFERRAL SERVICES	13
REPORT CARDS	13
SCHOOL HOURS	5
SCHEDULE – PERIOD TIMES, MARKING PERIODS	5
STUDENT CODE OF CONDUCT	13
STUDENT DISCIPLINE	13-23
STUDENT RECOGNITION	23

SCHOOL HOURS

Regular school hours for students are 8:00a.m. to 2:48p.m.

Half Day hours are 8:00a.m. - 1:03p.m.

Breakfast is served daily from 7:30a.m-7:55a.m.

2-Hour Delayed Opening hours are 10:00a.m. - 2:48p.m.

Breakfast is served from 9:30-9:55a.m.

SCHEDULE – PERIOD TIMES

PERIOD	START	END	MINUTES	
Breakfast	7:30	7:55	20	
HR*	8:00	8:15	15	
*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				

2019-2020 SCHOOL YEAR MARKING PERIODS

FIRST MARKING PERIOD

September 5, 2019- November 11, 2019

SECOND MARKING PERIOD

November 12, 2019 – January 30, 2020

THIRD MARKING PERIOD

January 31, 2020 – April 6, 2020

FOURTH MARKING PERIOD

April 7, 2020 – June 18, 2020

ATTENDANCE/TARDY POLICY

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

"Chronic Absenteeism" is defined in New Jersey's ESSA State plan as "not present for 10 percent or more of the days that he or she was 'in membership' (enrolled) at a school."

Absences

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

Five allowable reasons for an excused absence as per the NJDOE: A school may have a day in session that would not be counted as a day in membership for a particular student for the following reasons (New Jersey School Register, Ch.3):

- o Religious observance (N.J.A.C. 6A:32-8.3(h));
- o A college visit (up to 3 days per school year, only for students in grades 11 and 12);
- o "Take Our Children to Work Day" (pursuant to the memo issued by the Commissioner to all districts on April 25, 2017) or other rule issued by the Commissioner;
- o Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33); or
- o The closure of a busing district that prevents a student from having transportation to the receiving school.

An unexcused absence shall be defined as an absence not recognized as an allowable absence as mandated by the NJDOE (see above). Examples include, but are not limited to, activities such as shopping, working, faulty private transportation, hairdresser appointments, personal prom preparations, and vacations. **If a student leaves school without permission from the nurse or the Academy Administrator they will receive a consequence for cutting and will not count as an excused absence. Additionally, absences due to being sent home for dress code violations will be considered as an unexcused absence.**

As per NJ State mandate a student with 10 (ten) consecutive unexcused absences will be removed from the rolls after a designated investigation period.

Attendance Policy

Absences	Action
For each Absence	- Parent of any student who is absent for the day will be contacted via the school's automated phone system. It is essential that the school has all updated contact information so that contact can be made. - 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.
3 Unexcused Absences	- Phone Call Home from Guidance Counselor - Letter Home from Data Administrator
5 Unexcused Absences	- Meet with Guidance Counselor - 5 Day Letter sent from Attendance Officer - Must attend one Saturday Credit Recovery * If the student does not attend Saturday Credit Recovery, he/she will automatically be placed in "failure status" for all classes in his/her schedule for that marking period.
6 or more Unexcused Absences	- Meet with Guidance Counselor - Must attend a Saturday Credit Recovery for EACH absence after 4 (not to exceed 8 absences total) in order to obtain the grades earned - Court Complaint Signed by Attendance Officer * If the student does not attend Saturday Credit Recovery, he/she will automatically be placed in "failure status" for all classes in his/her schedule for that marking period.

There will be FOUR Saturday Credit Recovery opportunities offered per marking period.

- The student's daily attendance will be listed on report cards that are mailed home at the end of each marking period.

- Teachers will make contact with the parents/guardians of students whose attendance is negatively affecting their academic performance.
- Parents of students who have chronic attendance issues will be contacted by Counselors and Attendance Officers. Any student who accumulates 10 or more Unexcused Absences will be referred to Long Branch Municipal Court.

Procedure for Absences

1. Parents shall notify the school the morning of the absence before 7:40 a.m. by telephone or note. Call 732-229-5533 ext. 42000.
2. When the student returns to school, he/she must bring documentation as to the reason for the absence, including, but not limited to, a note from a licensed medical practitioner or court documentation. This documentation is to be presented to the Attendance Officer, Guidance Counselor, or Academy office within 24 hours of the student's return to school. The Attendance Officer and/or Academy Administrator will then make the determination if the absence is to be considered excused. **Please Note: Parental notes or phone calls are not listed in the board absence policy as documentation for an excused absence.**
3. All documentation of student absences will not be accepted after the individual marking period concludes (1 week prior for the 4th marking period). Dates for absence documentation deadlines are as follows: MP1 November 11, 2019, MP2 January 30, 2020, MP3 April 6, 2020, and MP4 June 11, 2020

Tardy to School

All students who are tardy must report to the 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 10 unexcused tardies to school in a marking period will be placed into "failure status". He/she must attend one Saturday Credit Recovery in order to receive the grade earned in his/her Period 1/2 classes.
- Any student who accumulates 11 tardies to school in a marking period will automatically receive a failing grade of 60 for his/her Period 1/2 classes.

Late to Class

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

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

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

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. These types of drinks may be disposed of or confiscated.

CELL PHONES/ELECTRONIC DEVICES

Cell phones/electronic devices 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. Electronic devices may be encouraged to be used for educational purposes within classroom settings under staff supervision.

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.

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.
- No skin-tight pants, spandex-styled pants, leggings, or yoga pants will be permitted
- No blue jeans, cut-offs, sweatpants, or athletic pants will be permitted
- No clothing that is see-through or with holes will be permitted
- 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, or any Long Branch logo tops.

- 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/slides), 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.)
- Hoods are to be put down upon entering the building and kept off the entire school day.
- Head coverings (scarves, hats, 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.

EARLY RELEASE FOR STUDENTS

Students must be signed out in the main 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 so 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 your child out of school early may impact their learning as they will be missing instructional time. A student must be in school for a minimum of 4 hours to be considered present for that day.

EMERGENCY DRILLS

Emergency drills are held once a month in order to provide practice and knowledge of 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 lockdown, students are not permitted to talk and must follow the teacher's instructions.

EXTRACURRICULAR ACTIVITIES ELIGIBILITY & PARTICIPATION

The following criteria will be considered for determining eligibility for participation in any extracurricular activity (i.e. clubs, sports):

1. To be eligible to participate in extracurricular activities during the first semester, a pupil must have received a grade of 77 or higher in all scheduled 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 all scheduled courses at the close of the preceding semester or mid-year point.
3. A pupil who is eligible to participate in extracurricular activities must maintain a passing grade in all scheduled courses.
4. A pupil is barred from further participation in an extracurricular activity if he/she has not accounted for all equipment issued to him/her in connection with any activity.
5. A student otherwise eligible for participation in any extracurricular activity must:
 - a. Attend school for a minimum of 4 hours the day of the activity.
 - b. 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). The Academy Administrator may grant for legitimate reasons, individual exceptions to the attendance eligibility rules.
6. Teacher detention, extra help, or test makeup will take priority over participation in an extracurricular activity.
7. A student who is suspended is excluded from all extracurricular activities during the period of that suspension.
8. 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.
9. Coaches and advisors will be responsible for monitoring extracurricular 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 & GRADING POLICY

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

A	B	C	D	Failure
92-100	84-91	77-83	70-76	Below 70

Grading Policy

Formative Assessments are 30% of the grade	Summative Assessments are 70% of the grade
Examples of Formative Assessment: <ul style="list-style-type: none"> ● Homework ● Classwork Assignments/Do Nows ● Group Projects or Group Assignments ● Quizzes ● Running Records ● Exit Tickets ● Self-Assessments ● Notebook Scores 	Examples of Summative Assessments: <ul style="list-style-type: none"> ● 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:

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 card 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 Policy

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 after school Tuesday through Friday.

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 and valid photo identification 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 valid 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.
- Only those listed on the contact and/or emergency contact list will be allowed to pick up students with valid photo identification.

- 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.

LOCKERS

In the beginning of the year, students will be assigned a hallway locker. Backpacks are not permitted in the classroom and must be kept in the lockers. Additionally, books, outer clothing, and lunch may be kept in the locker. Students are not to share their locker or lock combination with anyone else. Students should keep their locker clean (i.e. no food stored in lockers overnight). It is suggested that students do not keep any personal valuables, such as jewelry, money, etc. in their locker. The school is not responsible for lost or missing items. Lockers are subject to unannounced inspection at any time.

LUNCH PROCEDURES & RULES

During the 43-minute daily lunch period, students:

- are required to enter their assigned cafeteria, sit at their assigned table, and wait to be called up for lunch.
- are not permitted to switch assigned cafeterias or seats.
- must have their ID card in order to receive school lunch.
- walk in a quiet and orderly manner to and from the cafeteria.
- maintain an orderly line while waiting for lunch.
- cannot leave the cafeteria with open food/drink.
- must leave a clean table/area.
- must use appropriate table manners (i.e. no yelling, no horseplay, no throwing food).
- must treat lunchroom staff with respect.
- must receive permission in order to leave the cafeteria.

PHYSICAL EDUCATION POLICIES AND PROCEDURES:

All students are required to take Physical Education and Health each year they are in school.

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%)** - Students must show sportsmanship and follow the expectations stated below (i.e. cell phone procedure).
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 2nd unprepared.
3. The student’s parent/guardian will be notified on a 3rd unprepared.
4. The student will be sent to the discipline facilitator on a 4th unprepared.
5. The student will be sent to the Academy Administrator and subject to fail after the 5th unprepared.

Dress Code:

1. Each student is expected to dress in proper P.E. 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 t-shirts or sweatshirts, athletic shorts or sweatpants, and sneakers **with the laces tied**.
2. Tank tops and cut off 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 t-shirt (We will be going outside until about Thanksgiving, so sweatpants and sweatshirts are recommended).
 - 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 PE area without teacher permission.

Procedure for Short Term Medicals:

1. All students who request a medical excuse for *one to three days* must present the nurse with a 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.
2. A student who becomes ill during PE 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

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/valuable items or money to PE class.
3. Do not leave anything in an unlocked locker.
4. Backpacks, bags, and belongings must not be left on the gym floor or in the bleachers.
5. 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/Electronics:

Cell phones/electronics are not allowed in Physical Education.

Food and beverage:

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

Physical Education Policy for Athletes:

Athletes are to dress (in non-athletic uniform attire) and participate in their regular Physical Education class program each day. 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

English/Language Arts, Mathematics, Social Studies, Science, and Physical Education are considered major subjects in Long Branch Middle School and all must be completed in order to be promoted to the next highest grade:

- 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 more than 2 major subjects, he/she will be ineligible for summer school and therefore 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 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). Grades are also available for parents to view online on the Genesis Parent Portal. In addition, interim progress reports will be sent indicating a student's success and/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. To gain access to Parent Portal, please refer to the "Genesis Parent Portal" directions on the Long Branch School District website in the "Site Shortcuts" section.

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.
7. 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 a 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 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.
9. Gambling (playing dice) in or around the school building or on school grounds.
10. Being on another school buildings grounds without permission before, during, or after school.
11. 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.
12. Disrupting or inciting to disrupt the educational atmosphere of the school.
13. Threatening or harassing another student or any school personnel.
14. Carrying an item that might reasonably be construed as a device that could cause bodily harm to another person or persons.
15. Assaulting a pupil, teacher, or any person employed by the Board of Education.
16. Severe or chronic repetition of offenses, i.e., truancy, repeated tardiness, repeated class cutting.
17. Initiating a false alarm and/or a bomb threat.
18. Improper behavior in Back on Track Program.
19. Any violation of law.

RESTORATION ROOM

The Restoration Room is a designated area for students who are having difficulties meeting the Student Code of Conduct expectations within the school day. Students will take this opportunity to reflect upon their actions and learn positive decision-making strategies with the assistance of a staff member. If behaviors are repeated, further disciplinary actions will be taken.

CENTRAL, EXTENDED, & SATURDAY DETENTION

Central Detention will be held from 2:55 p.m. until 3:25 p.m. in Room 1132 every Monday through Friday.

Extended Detention will be held from 2:55 p.m. until 3:55 p.m. in Room 1132 every Monday through Friday.

Saturday Detention students will be notified of the time and report to the LBMS School Base Youth Services room.

BACK ON TRACK PROGRAM

The Back on Track Program (BOT) is a self-contained classroom with a full-time certified teacher. Students are assigned to BOT when a Student Facilitator and/or Academy Administrator finds they have violated the Student Code of Conduct and deems it necessary to restrict interaction with other students in the school. Parents/guardians will be notified in writing and/or by phone of the action taken. When assigned to BOT, students are restricted from interacting with other students during the length of the BOT assignment. The student is expected to take advantage of this opportunity to complete all work assigned by his/her classroom teachers 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 and/or Administrator for appropriate action.

Back on Track Program Procedures

1. BOT hours will be 8:00A.M.– 3:30P.M.
2. Students will enter and exit BOT using the doors at the rear of the building at door number A18. They are not to enter through any other door of the building.
3. Any student arriving late will make up the time at the end of the school day.
4. Students will be provided with materials and assignments from their classes to complete during their time at BOT.
5. Students may either bring lunch or receive a brown bag cold school lunch. No student will be permitted into the cafeteria at any time during his or her stay in BOT.
6. If a student is in BOT, he/she is not permitted to participate in any school activities (i.e. clubs, sports, during and after-school events).

REGIONAL SUSPENSION PROGRAM

The Regional Suspension Program (RSP) is a self-contained location with a full-time social worker. Students are assigned to the RSP when a Student Facilitator and/or Academy Administrator finds they have violated the Student Code of Conduct and deems it necessary to restrict interaction with other students in the school. Parents/guardians will be notified in writing and/or by phone of the action taken. When assigned to RSP, students are restricted from interacting with other students during the length of the RSP 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 and/or Administrator for appropriate action.

Regional Suspension Program Procedures

1. Students and parents will be informed of their hours for RSP.
2. Students and parents will be informed of the off-site location for RSP.
3. Any student arriving late will be required to make up the day.
4. Students will be provided with materials and assignments from their classes to complete during their time at RSP.
5. Students may either bring lunch or receive a brown bag cold school lunch.
6. If a student is in RSP, he/she is not permitted to participate in any school activities (i.e. clubs, sports, during and after-school events).

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 (i.e. clubs, sports, during and after-school events).

PENALTIES FOR IMPROPER STUDENT BEHAVIOR

* Additionally, demerits will be issued for each infraction as per page 20-22.*

Behavior/Action	Description	1st Offense	2nd Offense	3rd Offense
Cutting Class/ Tardiness/ Walking Out without permission	Not showing up to class during the scheduled period or leaving classroom without permission from the teacher.	-Parent Contact by teacher -Teacher referral to Student Facilitator -1 day Extended Detention PER Period	-Parent Contact by teacher -Teacher referral to Facilitator & Counselor -1 day BOT	-Parent Contact by teacher -Teacher referral to Facilitator & Counselor - 2-5 Days of BOT
Cutting Teacher Detention	Failure to report to assigned detention from teacher.	-Parent Contact by teacher -Teacher referral to Student Facilitator - 1 day extended detention PER Period	-Parent Contact by teacher -Teacher referral to Facilitator - 1 day BOT	-Parent Contact by teacher -Teacher referral to Facilitator & Counselor - 2-5 Days of BOT
Gambling	Includes but not limited to distribution of organized sports pools, dice, cards, or other instruments of gambling and placing and/or accepting wagers on sporting events	-Parent Contact by teacher -Teacher referral to Student Facilitator -2 days of central detention	-Parent Contact by teacher -Teacher referral to Facilitator & Counselor - 2-3 Days of BOT/RSP/OSS -Parent Conference to return to regular classes	-Same as 2nd
Failure to follow reasonable request of Faculty/Staff member	Failure to provide name to a staff member, cutting teacher detention, refusal to put away cell phone/electronic device, etc.	- Parent Contact by teacher - Restoration Room - Detention	- 1 day BOT	- 2 days BOT
General Misconduct /	Throwing objects, pranks, stinging, name calling etc.	All offenses will result in	<u>Continued or Willful Misconduct:</u> -Parent Contact by teacher	

Disruption		Detentions, BOT, or BOT/RSP/OSS *Severity determined by Student Facilitator -Parent contact by teacher -Referral sent to Student Facilitator	-Referral to Facilitator - 1-5 days BOT/RSP/OSS -Parent/Teacher Conference	
Inappropriate Behavior/ Unsportsman-like Conduct at School Function	*See school policy	-Parent contact by teacher/student facilitator -Student suspended from school function for designated period of time *Determined by administrator	-Student may be prohibited from attending any school functions	-Same as 2nd
Inappropriate Use of Media Equipment	Computer violations etc.	-Parent contact with Student Facilitator to discuss future computer privileges and consequences -Any offense may include detention, BOT, or BOT/RSP/OSS depending on severity		
Insubordination	Disrespectful acts toward staff members and acts that interfere with school employees who are reinforcing the policies of the District or any aspect of the Discipline Code	-Parent Contact by teacher -Teacher referral to Student Facilitator - 1- 3 Days BOT	-Parent Contact by teacher -Teacher referral to Facilitator - 4-5 days BOT/RSP/OSS	-Parent Contact by teacher -Teacher referral to Facilitator - 5-9 Days BOT/RSP/OSS
Leaving Building/ School Grounds/ Cutting School	Students under care of LBMS administration and faculty are not permitted to leave the building without a parent and administration approval. If student leaves without approval disciplinary actions will be warranted	-Parent contact by teacher/facilitator / administrator - 3-5 days BOT/BOT/RSP/OSS	-Parent contact by teacher/facilitator or/ administrator -5 days BOT/RSP/OSS	Same as 2nd
Littering on School Grounds		Warning and student must remove litter to appropriate container	-Parent contact by teacher/facilitator or/ administrator -1 day of detention	Same as 2nd
Play fighting / horse playing / pushing / tackling	*See School Policy	-Parent Contact by teacher -Teacher referral to Student Facilitator - Consequences may include detention, ISS or BOT/RSP/OSS depending on severity		
Lewd and/or Bizarre Behavior	May also include viewing or possession of pornographic material	-Parent Contact by teacher -Teacher referral	-Parent contact by teacher/facilitator	Same as 2nd

	Any student exhibiting behavior will also be referred to Guidance Counselor and/or CST will be notified	to Student Facilitator -3 days BOT -Conference with guidance, student, parent & facilitator before returning to class	or/ administrator -5 days BOT/RSP/OSS	
Loitering, Presence in Unauthorized Areas, or Roaming Halls	Students shall remain in room designated on their schedule. Students found in areas of the school other than scheduled areas, in halls without a pass from teacher or facilitator or students who are loitering and not taking the most direct route between destinations. All students must be under a Supervision of a teacher until 2:48 P.M.	May Include detention, BOT, or BOT/RSP/OSS depending on the severity		
Profanity, Obscene Language, Inappropriate Language, or Lewd gesture	*Note: Offenses that are racially and/or culturally insensitive require mandatory counseling.	-Parent Contact by teacher -Teacher referral to Student Facilitator - 1 day extended detention	-Parent Contact by teacher -Teacher referral to Facilitator - 1 day BOT	Student Facilitator discretion will be used when determining the consequence -2-4 days BOT -Parent Conference required
Destruction of School Property	Willful destruction of school property. Examples include, but are not limited to, graffiti, destruction of computers, textbooks, school materials, etc.	* <u>ALL OFFENSES:</u> -Referral to Student Facilitator -2-5 days BOT/BOT/RSP/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 in the chart. 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	-7-10 Days BOT/BOT/RSP/OSS -Parent Conference to return to regular school program -Referred to Student Facilitator and Administrator who will consider the severity of the offense when assigning consequence	10 days BOT/BOT/RSP/OSS -Parent conference to return to regular school program -Discipline Contract -Potential Alternative Placement	Expulsion Hearing
Running in the Halls	*Note consequences will be increased if student, students and/or adult are injured	-Teacher referral to Student Facilitator - 1 day central detention	-Teacher referral to Facilitator - 1 day BOT	Student Facilitator discretion will be used when determining the consequence -2-4 days BOT -Parent Conference required as informed by student facilitator

Fire Alarm Pulling	Includes pulling or tampering with a Fire Alarm or Causing a False Fire Alarm *Student may face penalties and fines from local law enforcement authorities	- 5-10 days BOT/RSP/OSS -Fine and complaint signed for each offense to the Long Branch Police Department	- 10 days BOT/RSP/OSS -Pending Administrative Review / Superintendent's Hearing/Expulsion hearing -Police Intervention	
Fireworks/ Firecrackers and 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.	- 5-10 days BOT/RSP/OSS -Parent Conference to return to school	Repeat Offenders: -Referral to LBPS Board of Education for Expulsion Hearing	
Gross Misconduct	Overt and obvious improper conduct of an individual toward others or property.	-Parent contact by teacher -Referral to Student Facilitator - 3-5 days BOT/RSP/OSS	-Parent contact by teacher -Referral to Student Facilitator - 5-10 days BOT/RSP/OSS -Possible Hearing for expulsion before the Superintendent of Schools	
Issues of Non-Compliance with Cell Phones/Electronic Devices	Student has cell phone/electronic device out without being instructed to do so from a staff member for educational purposes. *Note: Any student who refuses to put away phone/electronic device at any time will immediately be sent to the facilitator for consequences.	-Student will receive a reminder about the school policy and will be instructed to put the cell phone/ electronic device away.	-Referral issued to Student Facilitator -Teacher will contact parent - 1 day extended detention	-Student removed from classroom or school setting for violating policy -Sent to facilitator with referral -Parent contact by teacher - 1 day BOT
Inappropriate / Non Consensual Recording or Taking Pictures of Students	Use of any recording equipment, taking pictures, or attempting to take pictures without the consent of the Superintendent of Schools is strictly prohibited. *Note: Authorities will be notified.	<u>Photo/Video:</u> -Referral to Student Facilitator -Student Facilitator will contact parent -1-2 Days BOT/BOT/RSP/OSS <u>Videos Posted/Shared:</u> -Referral to Student Facilitator - 1-4 days BOT/BOT/RSP/OSS	<u>Photo/Video:</u> -Referral to facilitator -Facilitator will contact parent -3-4 Days BOT/RSP/OSS	<u>Photo/Video:</u> -Referral to facilitator -Facilitator will contact parent -5-10 days BOT/RSP/OSS
Out of Dress Code	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 page 7).	Teacher refer to Student Facilitator -Facilitator will make parent contact with uniform reminder -Facilitator will send home copy	**Additional offenses will result in suspension and loss of privileges, including, but not limited to, extracurricular activities and class trips	

		of dress code reminder slip -Student remains in BOT until parent/ guardian brings proper uniform	
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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 and police 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 and R5533)

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.

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.
- All students will be referred to Academy Administrator and further consequences may be issued.

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 pupils 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 or 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, Tobacco, and Vaping

Smoking or the use of tobacco, nicotine, or other controlled dangerous substances 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/vaping devices will have those items confiscated.

Use or possession of tobacco or smoking paraphernalia: Students found in the act of smoking, vaping, holding, possessing, using or disposing of a cigarette, tobacco products, electronic/vaping products, or related paraphernalia (including lighters, matches, oil, etc.) and related activities on school grounds will be subject to consequences, possible police involvement and possible drug testing. If a student is found in possession of these substances or items, the parents/guardians and police will be notified in addition to a referral to the Substance Awareness Counselor (SAC) and Student Facilitator. In addition, the student may be subject to drug screening and a medical examination.

Students found in the act of smoking, vaping, holding, possessing, using or disposing of a cigarette, tobacco product, electronic/vaping products or related paraphernalia (including lighters, matches, oil, etc.) and related activities on school grounds will be subject to the following disciplinary actions:

- **1st Offense** – Parent contact by Student Facilitator and/or Administrator; Referral to Student Facilitator and Substance Awareness Counselor (SAC); Three to five days OSS; possible police involvement and drug testing; prevention counseling services through SAC

- **2nd Offense** – Parent contact by Student Facilitator and/or Administrator; Referral to Student Facilitator and Substance Awareness Counselor (SAC); five to ten days OSS, possible police involvement and drug testing; prevention counseling services through SAC and required parent conference with Administrator and SAC.

(See Policy and Regulations R5530 and 5533)

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>

Terroristic Threats

Long Branch Middle School prohibits any student from communication (this includes verbal and digital communication) terroristic threats or terroristic acts directed at any student, employee, Board member, community member, or school building. Any student who makes a terroristic threat may be subjected to being suspended from school, having criminal charges filed, and a possible expulsion hearing.

Textbooks and 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; five to seven days BOT/OSS/RSS, parent conference, and possible complaint signed with Long Branch Police Department.
- **2nd Offense** – Parent contact by teacher; Referral to Student Facilitator; seven to ten days BOT/OSS/RSS, 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; seven to ten days BOT/OSS/RSS, parent conference to return to school, possible police complaint signed.
- **2nd Offense** – Parent contact by teacher; Referral to Student Facilitator; ten days BOT/OSS/RSS, parent conference to return to school, possible police complaint signed.
- **3rd Offense** – Parent contact by teacher; Referral to Student Facilitator; ten days BOT/OSS/RSS, 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 NJSA 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.

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

Discipline/Demerit Guidelines

As part of this policy, a demerit limit has been established per marking period as a determination of eligibility in all Long Branch Middle School events and activities.

MP1	MP2	MP3	MP4
10	20	30	40

Events with Demerit Limits which include (but not limited to):

Event	Demerit Limit
Dances	MP 1: 10 cumulative, MP2: 20 cumulative, MP3: 30 cumulative, MP4: 40 cumulative
8th Grade Prom	40 cumulative
Pep Rally/Assemblies/Programs	MP 1: 10 cumulative, MP2: 20 cumulative, MP3: 30 cumulative, MP4: 40 cumulative
8th Grade Trip	40 cumulative
School Trips	MP 1: 10 cumulative, MP2: 20 cumulative, MP3: 30 cumulative, MP4: 40 cumulative
National Junior Honor Society (Probation)	At any given time 6 cumulative demerits accrued
National Junior Honor Society (Removal)	At any given time 12 cumulative demerits accrued

*Note: Demerits will accrue throughout the academic year based off students actions as outlined in the student handbook. Students will have the opportunity to earn merits throughout the year to reduce their demerits accrued.

Infraction	Demerits
Bias Incident/Crime	15
Cheating	5
Cutting Class	3
Destruction of School Property	6
Dress Code	2
Drinking	15
Failure to follow the request of a staff member	2
Fighting	12
Firework/Firecrackers/Smoke Bombs	12
Food Fight	12
Gambling	3
Gross Misconduct	8
Harassment, Intimidation, Bullying (confirmation with bias)	15
Harassment, Intimidation, Bullying (confirmation)	10
Inappropriate Behavior/Unsportsmanlike Conduct at a School Event	3
Inappropriate Use of Media Equipment/Technology	3
Instigating	8
Insubordination	6
Lewd or Bizarre Behavior	6
Littering on School Grounds	1

Loitering/Roaming Halls	2
Misconduct	3
Possession of Alcohol/Narcotics on School Grounds	15
Possession of Weapons/Firearms	Potential Alternative Placement/Expulsion
Profanity	2
Rough Housing (formerly known as horseplay)	4
Sexual Harassment (Physical)	12
Sexual Harassment (Verbal)	10
Smoking	10
Tampering with Fire Alarm/Causing False Disturbance	15
Terroristic Threats/Threatening Behavior	Potential Alternative Placement
Theft	10
Threat Level 1	6
Threat Level 2 (Bodily Harm)	10
Vandalism	2
Vaping	10
Verbal Altercations	5

Merit Activities to Reduce Demerits:

Merit Activity	Number of Merits Earned
Not receiving demerits over 2 week period	2
Peer Tutoring at Homework Club	1
Peer Tutoring at Saturday School	2
Volunteering at School Function/Event	2
Perfect Attendance for 2 weeks	1
Volunteering in School Garden	2

*Note: Merits earned will only count within the marking period of which they are accrued (max 4 merits removed per MP)

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. High Honors: a grade of 92 or higher in all scheduled courses. Honors: a grade of 84 or higher in all scheduled courses
- **National Junior Honor Society** - Membership is both an honor and a responsibility. Students who have a cumulative average of 90% or higher are eligible to apply. A steering committee reviews potential candidates on the basis of the NJHS guiding principles (students participation in school activities, leadership in and out of the classroom, and volunteering in the community). All current members must also maintain a 90% cumulative class average and complete 20 volunteer hours to maintain their membership.
- **8th Grade Award Ceremony** - At the end of the year, 8th graders will be recognized for achievements in a variety of areas, including academics, citizenship, athletics, and additional achievements.

