

**Christopher Columbus
&
Woodrow Wilson
Middle Schools**
“Excellence in Education”
2011-2012

This Agenda Belongs to:

Name _____

Address _____

School _____ Homeroom _____

Christopher Columbus Middle School
350 Piaget Avenue
Clifton, New Jersey 07011

Woodrow Wilson Middle School
1400 Van Houten Avenue
Clifton, New Jersey 07013

Principal – Susan E. Peters 470-2360
 Vice Principal – Joseph Vespignani 779-5449
 Counselor – Jennifer Bergmann 470-2363
 Counselor – Colleen Sarduy 470-2366
 Counselor – Dominick D’Andrea 470-2364
 Counselor – Uma Vakil 591-6827
 Clinic – Donna Rohlf 470-2368
 Clinic – Gale Kutzleb 470-2368
 Secretary – Theresa Valeri 470-2360
 Secretary – Susan Araneo 470-2362
 Secretary – Alice DeLiberto 470-2367
 Absentee Calls - 470-2362

Principal – Andrew Piotrowski 470-2348
 Vice Principal – Elaine Flynn 470-2604
 Counselor – Michelle Walsh 470-2347
 Counselor – Shawna Grossman 470-2346
 Counselor – Mirta Lopez 249-5102
 Counselor – Anne Friedland 470-2604
 Clinic – Ann Orlando – Fasola 470-2354
 Clinic – Gale Kutzleb 470-2354
 Secretary – Irene Puleo 470-2348
 Secretary – Chris Roveccio 470-2350
 Secretary - Cyndy Eromenok 470-2348
 Absentee Calls - 470-2348

CLIFTON BOARD OF EDUCATION
2011-2012

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Mark Tietjen	Assistant Superintendent470-2436 of Schools
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Thomas Kryger	Assistant Business Administrator/.470-2275 Board Secretary
Kathleen McDonald	Transportation Supervisor470-2277

CLIFTON PUBLIC SCHOOLS WEBSITE

The district maintains an Internet website that contains pertinent information about each school with interesting facts and references furnished regarding the Board of Education, administration, school calendar, athletic schedules, and other programs.

Clifton Public Schools web site - www.clifton.k12.nj.us

MESSAGE FROM THE SUPERINTENDENT
2011-2012

Dear Parents and Students,

As the Clifton Superintendent of Schools, I am proud to welcome each of you on behalf of the Clifton Board of Education. The Clifton Middle Schools will continue to provide a quality educational experience for all of the children that attend the Clifton Schools. During the 2011-2012 school year we will be continuing extended periods in the core instructional areas. Our goal is to raise the bar and challenge each student to achieve their maximum potential. We are focusing on students being active readers. All students are required to have an independent reading book with them at all times and to actively participate in the Accelerated Reading Program.

This booklet is an important resource that contains all of the policies and procedures to be followed at both Christopher Columbus and Woodrow Wilson Middle Schools. We believe it will answer many of your questions and concerns. We further encourage you to utilize the enclosed calendar to mark the important dates in your child's school year.

We invite you to get involved in your child's education. Visit the school and make a connection with your child's teachers, join the Parent Teacher Organizations, come in and meet the school principal as education has been shown to be most effective when there is a partnership between the schools and the parents. Please check our website for additional information regarding our programs at www.clifton.k12.nj.us and also note that report cards will be available online according to the calendar on page eight.

We thank you for trusting us to educate your most precious possession your child and wish you a successful 2011-2012 school year.

Sincerely yours,

Richard Tardella
Superintendent of Schools

MESSAGE FROM THE PRINCIPALS

Welcome to an exciting and most rewarding time of your life...the Middle School experience.

The faculty and staff at both Christopher Columbus Middle School and Woodrow Wilson Middle School are committed to providing a comprehensive and caring program of instruction of each and every pupil. Through the process of active participation in both the academic and extra curricula programs available at the middle schools, a thorough and comprehensive developmental program can be yours. The teachers are prepared and ready to assist you with the essential materials, advice and knowledge essential to success.

As in any aspect of life, sound decision making is essential to personal growth. As you spend your time in Middle School, our goal is to provide you with the foundations and skills necessary to prosper as members of our community, both locally and globally.

Parents and pupils are both reminded that effective communication is critical to a sound school experience. You are encouraged to take an active part in the educational process by meeting with teachers, counselors, and available staff when needed. We are here to assist in making the middle school years positive and productive. Working together, we can make the years valuable and exciting ones that will provide everyone with fond memories, a high regard for education, and a love for learning.

Andrew R. Pietrowski

Susan E. Peters

Andrew Piotrowski, Principal
Woodrow Wilson Middle School

Susan E. Peters, Principal
Christopher Columbus Middle School

TABLE OF CONTENTS

	PAGE
Absence.....	24
Administering Medication.....	26
Administration(MiddleSchools).....	1
Affirmative Action Policy.....	39
Alcohol and Other Drug Abuse Prevention	32
Announcements.....	37
Assemblies	21
Assignments for Absent Students.....	25
Attendance, Tardiness, and Excuses	22
Backpack Policy.....	13
Basic School Rules.....	18
Bell Schedule.....	9,10
Board of Education.....	2
Bus Transportation.....	13, 14
Cafeteria Privileges and Procedures.....	19
Cell Phone Policy.....	38
Central Administration.....	2
Clinic Pass for Illness.....	26
Clubs.....	21
Code of Conduct.....	12
Computer Use Policy.....	49
Computer Use Policy (FORM).....	52
Counseling.....	14
Delayed Opening -Inclement Weather.....	38
Dress Code.....	30
Drug, Alcohol, Tobacco & Controlled Dangerous Substances Policy	32
Early Dismissal Requests.....	25
Emergency References (FORM).....	45
Emergency School Closing.....	38
Entering and Leaving School.....	14
Family Life Parent Information.....	41
Family Life Consent (FORM).....	43
Fire Drills.....	37
Four-Hour Session Schedule.....	39
Gum Chewing Policy.....	18
Harassment, Intimidation & Bullying Policy.....	53
Home Instruction.....	40
Homeroom.....	14
Homework Program.....	15
Honor Roll.....	29
Honor Society.....	29
Intramural/Interscholastic Activities.....	21
Immunization Requirements.....	40 ⁴

Leaving School Grounds.....	18
Lockers.....	19
Lost and Found.....	37

TABLE OF CONTENTS

	PAGE
Lunch/Study.....	20
Media Center.....	16
Medical Counseling Services.....	26
Message from the Principals.....	3
Message from the Superintendent.....	3
Parent Handbook Acknowledgment (FORM).....	44
Parent Notification Policy.....	39
Parent/Teacher Conferences.....	28
Philosophy – District.....	11
Photographs/Video Tapes - Public Relations.....	16
Physical Education Policies.....	16
Physical Examination - Grade 8 (FORM).....	44
Prescription Medications.....	26
Progress Report Distribution Dates.....	8
Project CHILD FIND.....	61
Promotion and Retention.....	28
Pupil Records.....	15
Pupil Supervision After School Dismissal Policy.....	46
Pupil Supervision After School Dismissal FORM.....	48
Religious Holidays.....	24
Remedial Period.....	16
Report Card Distribution Dates.....	8
Report Card Marking Policy.....	27
Research Citations.....	62
Safety.....	13
School Calendar.....	6
School Calendar for Special Events.....	8
School Parent Student Compact.....	60
School Property & Textbooks.....	19
School Service Organization.....	21
School Store.....	16
School Work During Absence.....	25
Scoliosis Screening Consent (FORM).....	44
Search and Seizure.....	36
Section 504.....	15
Student Council.....	20
Student Identification Badges.....	18
Student Support Services.....	15
Summer School.....	26
Suspension/Expulsion.....	31
Table of Contents.....	4, 5
Tardiness.....	24
Television/Radio Announcements - School Closing.....	38
Telephone.....	5
.....	37

Tobacco Use	36
Visitors.....	38
Web Site.....	2

2011-2012 SCHOOL CALENDAR

September 1 (Thursday)	Staff Professional Development Days
September 5 (Monday)	Labor Day (Legal Holiday)
September 6 (Tuesday)	Schools Reopen for Pupils
September 15 (Thursday) (Four-Hour Session for Pupils)	Middle Schools Back-to-School Night
September 20 (Tuesday) (Four-Hour Session for Pupils)	High School Back-to-School Night
September 22 (Thursday) (Four-Hour Session for Pupils)	Elementary Schools Back-to-School Night
September 29, 30 (Thursday, Friday)	Rosh Hashanah
October 10, (Monday)	Columbus Day Observance (Staff Professional Development Day- Schools Closed for Pupils)
November 8 (Tuesday)	Election Day (Four-Hour Session for Pupils)
November 10, 11(Thursday, Friday)	N.J.E.A. Convention (Schools Closed)
November 23 (Wednesday)	Thanksgiving Eve (Four-Hour Session for Pupils)
November 24, 25 (Thursday, Friday)	Thanksgiving Recess
December 23 (Friday)	Early Dismissal (Four-Hour Session for Pupils)
December 24 (Friday)	Christmas Eve
December 26 - 30	Holiday Recess
January 2 (Monday)	New Year's Day Observance (Schools Closed)
January 16 (Monday)	Martin Luther King, Jr. Birthday Observance (Staff Development Day- Schools Closed for Pupils)
February 6 (Monday)	Elementary Schools Parent Evening Conferences
February 8 (Wednesday)	High School Parent Evening Conferences
February 9 (Thursday)	Middle Schools Parent Evening Conferences
February 20 - 24 (Monday-Friday)	Winter Recess (Schools Closed)
April 6 (Friday)	Good Friday (Legal Holiday)
April 9- 13 (Monday-Friday)	Spring Recess (Schools Closed)
April 17 (Tuesday)	School Board Elections (Early Dismissal)
April 23-26 (Monday-Thursday)	NJASK 7 & 8 Testing Period
April 30-May 3 (Monday – Thursday)	NJASK 5 & 6 Testing Period
May 28 (Monday)	Memorial Day Observance (Legal Holiday)
June 5 (Tuesday)	Primary Election Day (Four-Hour Session for Pupils)
June 18, 19, 20, 21, 22 &25 (Monday – Friday & Monday)	Four-Hour Session for All Pupils
June 25 (Monday)	Schools Closed for Summer Vacation
June 25 (Monday)	High School Graduation

Note: This School Calendar is tentative, depending on weather conditions, and may be modified as required to provide a minimum of 180 days. If additional days are required, they will be taken from the Spring Recess, beginning with Monday, April 9, 2012.

**CALENDAR OF EVENTS 2011-2012
WOODROW WILSON MIDDLE SCHOOL**

Monday	Sept. 12, 2011	School Photographs	All Day
Thursday	Sept. 15, 2011	Back to School Night	6:30 PM
Mon - Fri	Sept. 12-16, 2011	Book Fair	7:00PM
Friday	October 7, 2011	6 th Grade Activity Day (Rain Date 10/14/11)	All Day
Wednesday	October 12, 2011	Family Math Night	7-8:30PM
Thursday	October 27, 2011	School Photographs Make-up	All Day
Friday	October 28, 2011	6 th , 7 th , 8 th Grade Dance	7-9:30PM
Thursday	Nov. 17, 2011	School Photographs(Groups/Clubs)	All Day
Friday	Nov. 18, 2011	6 th , 7 th & 8 th Grade Dance	7-9:30PM
Mon & Tuesday	Dec. 12-13, 2011	Winter Concerts	7:00-9:00PM
Thurs & Friday	Feb. 2-3, 2012	Musical/Play	7:00-9:00PM
Wednesday	Feb. 8, 2012	Back to School Night [Eve. Conf.]	7:00 PM
Friday	March 9, 2011	Tricky Tray Boy's & Girl's Club	6:00PM
Thursday	March 22, 2012	Family Math Night	7:00-8:30 PM
Friday	April 13, 2012	6 th 7 th & 8 th Winter Dance	6:30/7:30 PM
Mon.-Fri.	April 30 - May 4, 2012	State Testing-Grades 6,7 & 8	AM
Thursday	May 16, 2012	Parent Orientation 5 th Grade	6:30 PM
Mon. & Tues.	May 21-22, 2012	Spring Concerts	7:00 PM
Mon - Fri	May 21 & 25, 2012	Spring Book Fair	All Day & Evening
Wed & Thurs	June 6 - 7, 2012	Fifth Graders' Pupil Orientation	9-10:30 AM
Thursday	June 14, 2012	National Jr. Honor Soc Induction	7:00PM
Friday	June 15, 2012	8 th Grade Farewell Dance	7:00 PM
Friday	June 22, 2012	Class Day/Awards Assembly	9:00 AM
Monday	June 25, 2012	Who's Who Assembly	9:00PM

**CALENDAR OF EVENTS 2011-2012
CHRISTOPHER COLUMBUS MIDDLE SCHOOL**

Monday-Friday	Sept. 12-16, 2011	Book Fair	All Day/Evening 9/15
Thursday.	Sept. 15, 2011	Back to School Night	7:00 PM
Monday	Sept. 26, 2011	School Photographs	All Day
Tues – Thur	Oct. 11-13, 2011	Gang Awareness Workshops	9- 11:00AM
Wednesday	Oct. 12, 2011	Gang Awareness Workshop	6-8:00PM
Thursday	Oct. 20, 2011	Family Math Night	7-8:30 PM
Friday	Oct. 21, 2011	6 th , 7 th & 8 th Grade Dance	6:30-9:30 PM
Tuesday	Nov. 15, 2011	School Photographs (Make-ups)	All Day
Friday	Dec 2, 2011	Awards Assembly	Per. 1-3
Mon & Tues	Dec. 5, 6 2011	Winter Concerts	7:00-9:00 PM
Tues-Thurs	Dec 6-8, 2011	Cyber Bullying Workshop	9-11:00AM
Thursday	Dec. 8, 2011	Cyber Bullying Workshop	6-8:00PM
Tues-Frid	Dec 6-9, 2011	Book Fair	All Day/Evening 12/8
Wednesday	Feb. 8, 2012	Back to School Night (Alt Date 2/15)	7:00PM
Mon- Wed	Feb. 13-15, 2012	Internet Safety Workshops	Per 1-3
Thursday	Feb 16, 2012	Internet Safety Workshop	6-8:00PM
Friday	Feb 17, 2012	Awards Assembly	Per 1-3
Thurs & Friday	March 8-9, 2012	Musical/Play	7:00-9:00 PM
Wednesday	March 14, 2012	Family Math Night	7-8:30 PM

Friday	March 23, 2012	HSA Tricky Tray	7:00 PM
Friday	March 30, 2012	Diversity Dinner	7:00PM
Mon-Fri.	April 30-May 4, 2012	State Testing-Grades 6,7 & 8	AM
Thursday	May 3, 2012	5 th Grade Parent Orientation	7:00PM
Thursday	May 10, 2012	Nat Art Honor Society	7:00PM
Monday-Friday	May 14-17, 2012	Book Fair	All Day
Mon & Tues	May 14 & 15, 2012	Spring Concerts	7:00-9:00
Mon & Tues	May 21-22, 2012	5 th Grade Orientation	9:00-10:30 AM
Thursday	May 24, 2012	Nat'l Jr. Honor Society Induction	7:00 PM
Friday	June 15, 2012	8 th Grade Farewell Dance	7:00-10:30 PM
Friday	June 22, 2012	Class Day Assembly	9:00 AM

**CLIFTON PUBLIC SCHOOLS
REPORT CARD MARKING PERIOD 2011/2012**

MARKING PERIOD	1	2	3	4
MARKING PERIOD BEGINS	9/6/11 Tues	11/15/11 Tues	1/31/12 Tues	4/11/12 Wed
PROGRESS REPORTS DISTRIBUTED	10/14/11 Fri	1/3/12 Tues	3/13/12 Tues	5/22/12 Tues
NUMBER OF DAYS IN PROGRESS REPORT PERIOD	26	28	26	25
MARKING PERIOD ENDS	11/14/11 Mon	1/30/12 Mon	4/10/12 Tues	6/25/12 Mon
NUMBER OF DAYS IN MARKING PERIOD	45	46	45	48
REPORT CARDS DISTRIBUTED	11/21/11 Mon	2/6/12 Mon	4/16/12 Mon	6/25/12 Mon

CONFERENCE DATES – Middle Schools

PROGRESS REPORTS	October 18, 19, 20	January 4,5,10	March 14, 15, 20	May 23, 24, 29
REPORT CARDS	November 22, 29, 30	February 7, 9	April	Report Cards 17, 18, 19 ₈
Mailed Home				

FOUR HOUR SESSION

9/22/11 & 2/6/12 - Elementary Schools Back-to-School Night

9/15/11 & 2/8/12 - Middle Schools Back-to-School Night

9/20/11 & 2/9/12 - High School Back-to-School Night

CHRISTOPHER COLUMBUS MIDDLE SCHOOLS' DAILY BELL SCHEDULE

8:05 a.m.....Staff on Duty
8:07 a.m.....Doors open for students
8:15 a.m.....Homeroom Begins
8:28 a.m.....Homeroom Ends

STUDENTS ARE TARDY IF NOT PRESENT AT THE BEGINNING OF HOMEROOM

8:32 a.m. -- 9:16 a.m.Period 1
9:20 a.m. -- 10:04 a.m.Period 2
10:08 a.m. -- 10:52 a.m.Period 3

10:56 a.m. -- 11:17 a.m.Period 4A
11:20 a.m. -- 11:41 a.m.Period 4B

11:45 a.m. -- 12:06 p.m.Period 5A
12:09 p.m. -- 12:30 p.m.Period 5B

12:34 p.m. -- 12:55 p.m.Period 6A
12:58 p.m. -- 1:19 p.m.Period 6B

1:23 p.m. - 2:07 p.m.Period 7

2:11 p.m. - 2:55 p.m.Period 8

2:53 p.m. - 2:55 p.m. Announcements

3:00 p.m. - 3:25 p.m. Remedial/Enrichment

4:00 p.m.Activity Bus Departs

WOODROW WILSON MIDDLE SCHOOLS' DAILY BELL SCHEDULE

8:05 a.m.....Staff on Duty
8:07 a.m.....Doors open for students
8:15 a.m.....Homeroom Begins
8:33 a.m.....Homeroom Ends

STUDENTS ARE TARDY IF NOT PRESENT AT THE BEGINNING OF HOMEROOM

8:36 a.m. -- 9:20 a.m.Period 1
9:23 a.m. -- 10:07 a.m.Period 2
10:10 a.m. -- 10:54 a.m.Period 3

10:57 a.m. -- 11:18 a.m.Period 4A
11:21 a.m. -- 11:42 a.m.Period 4B

11:45 a.m. -- 12:06 p.m.Period 5A
12:09 p.m. -- 12:30 p.m.Period 5B

12:33 p.m. -- 12:54 p.m.Period 6A
12:57 p.m. -- 1:18 p.m.Period 6B

1:21 p.m. - 2:05 p.m.Period 7

2:08 p.m. - 2:52 p.m.Period 8

2:53 p.m. - 2:55 p.m.Announcements

2:58 p.m. - 3:25 p.m.Remedial/Enrichment

4:00 p.m.Activity Bus

Departs

PHILOSOPHY

The Clifton Board of Education firmly believes that it is the inherent right of every child enrolled in the public schools to receive a sound education rooted in equal opportunity and delivered in an environment which ensures physical and mental security. In today's pluralistic technological society, our first and foremost task is to instruct students in the democratic principles found within the ethical framework of the Constitutions of the United States and the State of New Jersey.

The Clifton Board of Education recognizes the importance of promoting early literacy as a foundation for academic success. Through its instructional program and co- and extra-curricular experiences, students will become independent thinkers, good decision-makers, and self-supporting, productive citizens.

The Clifton Board of Education promulgates the following outcome goals:

1. To provide students with the skills essential to obtaining information, thinking critically, solving problems, and communicating effectively.
2. To create an atmosphere which encourages students to obtain knowledge and to develop the life skills necessary to enter the work force and/or pursue higher education.
3. To furnish students with knowledge of current and changing technologies across the curriculum.
4. To encourage the school community to become responsible contributors to the decision-making process.
5. To develop an appreciation for the creative process through problem solving and technology.
6. To foster understanding, sensitivity, and respect regarding all cultures.
7. To impart knowledge, practices, and perspectives that promote personal and global health and safety.
8. To nurture an appreciation for the fine, applied, and performing arts.

To attain these goals, the Clifton Board of Education shall provide meaningful instruction, an environment conducive to learning, an opportunity for community input, and a professional staff of the highest quality.

EXPECTATIONS FOR STUDENT BEHAVIOR
CODE OF CONDUCT

Positive student commitment and behavior are essential for effective learning. Your attitudes and acts are directly related to your school experience and that of your classmates. It is expected that you will behave in ways that will enhance social relationships in the school and facilitate learning. You are expected to fulfill the behavioral expectations of the school community, and to:

Prepare yourself mentally and physically for the process of learning

- Come to school properly nourished, rested, and groomed
- Come to school prepared to learn

Demonstrate respect for people and property

- Exhibit honest, courteous, and polite actions
- Respect the property of others
- Accept the rights of others to their own opinions
- Settle differences peacefully
- Display good sportsmanship at school-related functions
- Participate in the maintenance and cleanliness of school facilities and property

Take responsibility for your own behavior and learning

- Recognize that school is work and academic development is the primary purpose
- Complete all homework, classwork, and tests
- Accept constructive criticism
- Accept the consequences of your actions

Use time and other resources responsibly

- Attend school regularly and punctually
- Use study periods and library time for school work
- Use books and other equipment appropriately

Share responsibilities when working as members of a group

- Cooperate, contribute, and share in the work of a group
- Accept and assume leadership when appropriate
- Listen to the points of view of others

Meet the unique requirement of each class

- Participate actively in classwork

- Follow class rules and procedures
- Bring to class textbooks, clothes, and other materials necessary for participation
- Observe rules for safe handling of class equipment

Communicate with parents and school personnel about school related matters

- Take time to discuss academic learning and school progress with parents and teachers
- Transmit information to parents and return responses to appropriate school personnel when requested
- Know the appropriate people to involve when a problem occurs

"BIRTHDAY TAPS" - Category III Disciplinary Offense

"Birthday Taps" (punches that are given to a student on their birthday), are to be considered an assault on another student, a suspendable Category III disciplinary offense. (Fighting/assaulting another student or person.) Aggressive behavior will not be tolerated.

Terrorist threats, or violence by any means, are considered real threats. Weapons or weapon look a likes, or any device used to cause potential injury will be handled in accordance with zero tolerance.

Any students demonstrating membership or association with any gang, or gang related activity, will be reported to the Clifton Police Department for further investigation. Additionally, appropriate disciplinary action will be taken at school.

Back Packs

Back Packs are not permitted to be used in the school building during the school day. Students may carry their back packs to school and store them in their assigned locker. After the end of school day bell, students will be permitted to use their back packs and then leave the school premises. Back packs with wheels are not permitted in the school building. The only pack packs that are permitted are those that can be stored in the school locker.

Discipline for Special Education Students

Discipline for classified students will be consistent with Board Policy and in compliance with State law and the student's Individual Education Plan (I.E.P.)

HOW OUR SCHOOLS OPERATE

SAFETY IN TRAVELING TO AND FROM SCHOOL

Whether you walk to school or ride a bus, practice every safety rule and protect yourself at all times with continuous safety consciousness. Cooperate cheerfully and willingly with police officers and with the Safety Patrol. They need your help to help you. Bus students must obey the requests of the driver.

It must be remembered that a student's behavior traveling to and from school is a reflection upon the reputation of our school. Any problem that may arise during this time comes under the jurisdiction of the school's disciplinary policy.

STUDENT TRANSPORTATION

Riding a school bus is an integral part of the school system, and it becomes an extension of the classroom, which warrants the same standard of conduct.

Good pupil conduct on the bus attributes to safe transportation because it helps to avoid accidents, which may result from the distraction of the driver. It also helps reduce the number of accidents within the bus to the students.

STUDENTS MUST CARRY THEIR I.D. BUS PASS AT ALL TIMES.

Eligible students, who travel a great distance (beyond two miles) to school, have the privilege of utilizing the school's buses to arrive and depart from school. The expense of the transportation is shared by the taxpayers of Clifton, and every student riding a bus has been issued a ticket, which permits him/her to ride on a particular bus. While riding the bus, each student is expected to abide by certain rules of conduct, and the rules are stated on the instruction sheet distributed with the bus tickets. If the student does not comply with these rules, the administration has the authority to deny the bus privilege in accordance with Board of Education Policy 5800. If a ticket is lost, a replacement fee of \$2.00 will be charged. Riding the school bus is a privilege, not a right, and appropriate behavior and actions will guarantee this privilege. While riding the school bus the child is governed by New Jersey State Law. Any student who continually misbehaves will be suspended from the bus, and the parents must provide future transportation.

ENTERING AND LEAVING THE SCHOOL

Students should use the approved exit and entrance as announced in school. Tardy students are to utilize the designated entrance and report to the attendance teacher for a late pass. Promptly leave the school building upon dismissal or conclusion of remedial, detention, or other after school activities. All school doors are locked to the outside when school is in session to protect pupils and students from unauthorized visitors. Any student who admits persons to the building will be subject to disciplinary action.

School doors that are opened earlier due to inclement or very cold weather allow students to enter the cafeteria at 7:30 a.m. quietly and await the bell. NO students are permitted in any other part of the building before the opening bell.

HOMEROOM REGULATIONS

Every student is a member of a homeroom group under the direction of a homeroom teacher, and every morning, after going to his or her locker, the student is to report directly to his/her homeroom and remain there unless excused by the teacher for some valid reason. The homeroom class assembles in the morning for the purpose of opening exercises, attendance, and announcements. Homeroom period is also devoted to the reading of a self-selected book and preparation for the day's activities.

It is essential to recognize that the homeroom period is as important as every other class. Therefore, it is imperative to attend homeroom regularly, and behave appropriately.

COUNSELING DEPARTMENT

The Counseling Department is located near the main office. Each student has a counselor who is eager to help in solving personal or school problems. Students should not hesitate to seek the assistance of their counselor. Counselors are available for conferences in the morning prior to the

homeroom period and after eighth period. During the regular periods of the day, you must obtain an appointment arranged through your homeroom teacher. **GOING TO THE COUNSELING OFFICE WITHOUT AN APPOINTMENT OR PASS WILL BE CONSIDERED AN UNEXCUSED ABSENCE FROM CLASS.**

STUDENTS ARE NOT PERMITTED TO GO TO THE COUNSELING OFFICE BETWEEN PERIODS.

SECTION 504 - REHABILITATION ACT OF 1973

Section 504 of the above act requires a barrier free environment for all pupils and personnel in the district. Parents, students, and teachers are advised to report concerns to the Assistant Superintendent, in the Administration Building, who also serves as the Coordinator for implementation of Section 504.

PUPIL RECORDS

Parents/guardians and adult pupils are advised that they have the right to review pupil records in accordance with N.J.S.A. 18A: 36-19; New Jersey Administrative Code: Title 6, Education, Sub-Title A, chapter 3, 2.1-2.8 and the Clifton Board of Education Policy manual. Such requests must be directed to the building principal for prior approval.

STUDENT SUPPORT SERVICES

All Clifton schools provide services for identification and early intervention with students having academic, behavioral, or other problems, which may interfere with a successful school experience. In some instances, parents/guardians may know of conditions at home, which, while not currently affecting school performance, present a risk factor requiring assistance. Each school has a Pupil Assistance Committee, which includes teachers, administrators, and counselors who review and plan strategies to assist students in "maximizing their potential". Parents/guardians are encouraged to make use of these services as part of the Pre-referral Intervention process prior to requesting a referral to the Child Study Team. Further information about programs available at the school or those offered to parents/guardians in the evening may be obtained by contacting the school's Counseling Office or the Department of Counseling and Student Service (470-5697).

In addition to the services offered by the Department of Counseling and Student Services, the Special Education Department provides special services for those students who need additional help. Child Study Team evaluations and related services to education such as counseling, physical therapy, occupational therapy, speech and language therapy, are some examples. Children who are classified as having an educational handicap per N.J.A.C. 6:28 are provided a program in special education which best fits their needs. The Special Education Department can provide these services for children ages 3 through 21. For additional information, call 470-2285 or 470-2286.

HOMEWORK PROGRAM

Homework practices are an important part of the educational process enhancing schoolwork and helping develop good study habits. Requisite study skills must be taught by teachers and strengthened at home. Homework serves to reinforce learning and giving students the additional opportunity to practice and/or explore related subject matter. As an integral part of the curriculum, homework is related to the educational goal of the district.

The amount of time students in the same grade spend on homework varies. Students should be ¹/₅ assigned homework on a daily basis that is appropriate to their grade and instructional level.

Class time is not allotted for the completion of homework assignments. If a student consistently states that he/she has completed an assignment in school, parents should contact the teacher or principal for verification.

PHOTOGRAPHS/VIDEO TAPE - PUBLIC RELATIONS

There may be occasions when your child may be photographed or videotaped participating in school functions. If you DO NOT WISH TO HAVE YOUR CHILD PHOTOGRAPHED/VIDEO TAPED, please advise the school principal in writing.

REMEDIAL PERIOD

The ninth period from 2:55 p.m. to 3:25 p.m. on Tuesdays, Wednesdays, and Thursdays is devoted to remedial, make-up, and enrichment work. The remedial period has been established so that every teacher will be available to give assistance to students. Other remedial opportunities are available with teacher approval.

If a student is having difficulty with any of his/her subjects, he/she may make use of the remedial period to seek the help of his/her teachers and to improve his/her grades. He/she may also, during this time, make up all work that has been missed because of absence. Remedial is part of the school day.

NOTE: ACTIVE STUDENT PARTICIPATION IN THE REMEDIAL PROGRAM IS REQUIRED IN ORDER TO BE ELIGIBLE TO ATTEND ANY CLIFTON SUMMER SCHOOL PROGRAM.

MEDIA CENTER

All Middle School students are cordially invited to make use of the Media Center for reference work, supplementary reading, and to borrow books and periodicals. We want you to feel the Media Center is for your use, and that it also belongs to your fellow students as well.

Students may use the Media Center freely before the first period and after the eighth period. A study hall teacher will also admit students to the Media Center from study hall or class for the day indicated.

SCHOOL STORE

The School Store provides a convenient place for students to purchase school supplies and other items such as school emblems, pencils, notebooks, locks, etc. Check with your homeroom teacher for the hours of the School Store.

PHYSICAL EDUCATION POLICIES

Physical Education is a mandated school program in which all pupils are expected to participate.

In order to promote a healthy learning environment in Physical Education classes, the following is required:

- Red, white, burgundy, or gray Clifton T-shirt or a plain unmarked T-shirt of the same colors.
- Red, white, burgundy, or gray Clifton shorts or unmarked athletic shorts of the same colors.
- Red, white, burgundy, or gray Clifton sweat suit or unmarked sweat suit of the same colors.
- Socks. 16
- Sneakers must be secured tightly to feet.

- No cutoffs or shorts shorter than finger tip length.

1. **CLOTHING**-Be reminded that clothing worn during the school day may not be worn to physical education class. It is also helpful to put your child's last name on all clothing. This will help in returning all lost or misplaced items.

Students will be expected to have proper physical education attire by the second week of school. Thank you for your cooperation.

2. **LOCKERS AND LOCKS** - Each student is assigned a locker to use during his/her gym period. Uniforms are to be carried to class daily and taken home for washing weekly. It is your responsibility to lockup your clothes and valuables.

3. **EXCUSED** - A dated note from a parent requesting a student to be excused from gym for three days may be honored. Participation in the regular class activity will be excused. In order to be excused for more than three days due to illness or injury, a medical excuse issued by a doctor is required. This will be signed by the physical education teacher and school nurse and kept on file in the counseling office. Excused students will be expected to participate in an adaptive or remedial physical education program.

Every student begins each marking period with a 100 average. Points are deducted for the following:

POINTS DEDUCTED

Full Unprepared (note required for remedial)	-8 points
Missing one article of gym attire	-2 points
Tardy for class	-2 points
Medical excuse from home (Three day maximum, if more, Then Doctor's note is required)	-8 points (if not made-up in remedial**)
Clinic excuse (from school nurse)	-8 points (If not made-up in remedial**)
Absent from class (without Doctor's note)	-2 points
Absent from class (with Doctor's note)	0 points
Absent from class for band, chorus, TAG, BSI, or any other school related activity	0 points
Doctor's excuse (should include date student Is to be excused)	17

0 points

** Remedial is offered Tuesday, Wednesday, and Thursday.
For each remedial day attended, 8 points are added to the student's grade.

Skills testing (15%) - 5% for each of the three units taught during the marking period.

Written testing (15%) - One test at the conclusion of each marking period, comprised of 15 questions (5 question each unit).

BASIC SCHOOL RULES AND REGULATIONS

Students are expected to know and obey the following school rules and regulations:

CHANGING CLASSES

When the bell rings at the end of each period, students are to await permission from the teacher before passing to their next class. Lavatories are not to be used during the changing of classes.

HALL TRAFFIC

Students are expected to pass to their classes in an orderly manner. Running and/or horseplay are not permitted and such actions are subject to disciplinary consequences. Once students have reached their classroom, they are to enter the room and remain there until the start of class. No student is to be permitted out of his/her homeroom after opening exercises.

STUDENT IDENTIFICATION BADGES (IDs)

Student IDs are distributed in early fall. Once the IDs are distributed all students are required to properly display their ID on the grade appropriate lanyard whenever on school property. Failure to comply will result in disciplinary actions imposed by the administration.

GUM CHEWING

It has always been established policy that gum chewing is prohibited in school.

RADIOS/TAPE RECORDERS/BICYCLES SKATEBOARDS/MOPEDS/ROLLERBLADES

Radios or tape recorders are not permitted for use in school. Bicycles, mopeds, skateboards or rollerblades are not to be ridden to school. Radios, tape recorders, bicycles, skateboards and rollerblades brought to school will be confiscated and returned only to a parent or guardian. Any other objects that interfere with classroom learning will be turned over to the vice-principal. Parents may make arrangements to pick up such items from the office.

LEAVING THE BUILDING WITHOUT PERMISSION

Do not leave the school or any assigned period during the day without the permission of the teacher or principal. Leaving the building without permission is a serious violation of school rules. Returning to school will not be permitted except through the principal's office, accompanied by one or both parents or guardian. Makeup work and/or tests missed during this time will not be allowed.

HALL PASS

Students are not permitted in the halls during class period unless a teacher accompanies them nor have a valid hall pass.

The hall pass is a privilege and should not be abused. Students who abuse this privilege will be put on a restricted hall pass list and the use of the pass must be approved by the administration.

TEXTBOOKS

Once a book is given to you, you will be responsible for it. If it is lost, damaged, or misused, you will be expected to pay for it. Check at the designated area for lost books and other articles.

In case of withdrawal from school, you must return all books to the teachers who issued them. They will be identified, credited to your name, and returned to the storage area.

SCHOOL LOCKERS

LOCKERS ARE SUPPLIED AS A CONVENIENCE TO STUDENTS. SCHOOL OFFICIALS, HOWEVER, RESERVE THE RIGHT TO INSPECT STUDENT LOCKERS. STUDENTS SHOULD HAVE NO EXPECTATIONS THAT THEIR LOCKERS WILL NOT BE OPENED FOR INSPECTION.

1. Your locker should be locked when not in use. Do not set the lock so that turning the last number will open it.
2. Your locker should be neat and orderly and at all times ready for inspection.
3. Do not force your lock or mutilate it at any time. Report any defects to your homeroom teacher.
4. Know your combination and keep it to yourself.
5. Immediate disciplinary action will be taken against anyone caught opening another student's locker.
6. No hanging lock is to be put on a hall locker. If a lock is put on a hall locker, it will be cut off.

Students may go to their lockers before Homeroom, before and after Lunch Periods, and after school. Students found at their lockers at any other time will be subject to disciplinary action. Teachers will not issue locker passes.

It is your responsibility to be prepared for class with the proper books and homework. "Forgotten" items may not be retrieved during the class or in between classes.

SCHOOL PROPERTY

The appearance of your school grounds and corridors reflects upon the entire school, particularly the students. All waste paper is to be placed in the receptacles provided for that purpose. Marking or marring doors, walls, floors, lockers, desks or any other school property is prohibited. Students caught defacing school property will be subject to disciplinary action and parents will be held liable.

CAFETERIA PRIVILEGES AND PROCEDURES

The middle school provides a hot lunch and breakfast program.

Each student is expected to conscientiously follow each of the following regulations:

1. In order to maintain a pleasant mealtime atmosphere, it is necessary for students to conduct themselves in a quiet and orderly manner.
2. Enter the cafeteria through designated entrances.
3. As you enter the cafeteria line, pick up a tray and other necessary utensils. Pay the cashiers as you leave the serving area. A lunch menu is posted in each homeroom and in the cafeteria.
4. Remain seated at your table except when getting food or taking a tray back. When leaving, push your chair up to the table.
5. Never leave the cafeteria without permission from one of the teachers in charge.
6. **NO FOOD IS TO BE TAKEN OUT OF THE CAFETERIA.**
7. Free or reduced lunch tickets are available to those students whose families meet Federal guidelines. Applications can be made at any time the family's economic situation changes.
8. State and Federal Statutes regulate lunch tickets. Any misuse or fraudulent activity will result in disciplinary action.

LUNCH/STUDY

Students are required to eat lunch in school. Twenty-two minutes of the lunch/study period are reserved for participation in a School Service Organization activity, in a Foreign Language Orientation program, in the Band or in the Chorus. Library Study may be preferred by those who desire to do homework, research, or borrow a book.

STUDENT COUNCIL

The School Student Council is an organization of students, faculty, and administrators, which governs the many activities of the Middle School. All students have the opportunity to participate in the functioning of the Student Council. The problems and views that you bring to your representative's attention are discussed at the council meeting. They are your contribution for improving the school and its activities. The Student Council depends on the students for their views and new ideas. Each student, moreover, has the privilege and RESPONSIBILITY to contribute to the Student Council activities, and as citizens, have the privilege and duty to participate in democratic civic affairs.

The Student Council represents the entire school body and has the authority to represent school opinions. It has the power to initiate, consider, and act on questions and problems, which relate to the general welfare of the school. The Principal, however, shall have the power to veto the action of the Council if necessary, since 20 he/she is legally responsible for their actions.

Each year one student from each homeroom is chosen to represent his group in the Student Council. A representative or alternate representative acts as liaison between the Council and the student body by bringing your views to the Council's attention and keeping you informed on Council activities. The executive board of the Student Council shall be elected from the body of homeroom representatives and alternates. A copy of the Student Council's constitution is available to all students.

SCHOOL SERVICE ORGANIZATION

The School Service Organization provides students the opportunity to serve their school in a variety of ways. Students may participate in an activity before and after school or during study and homeroom periods. Students may work for one or more of the following: Principal's office, guidance office, clinic, school store, hall, bus, cafe proctors, media center, AVA, helping teachers, and school newspaper. Activity advisors will monitor student production and time spent for each activity. Honor Society service credit may be earned for participation in any of the above listed activities.

CLUBS, INTRAMURAL & INTERSCHOLASTIC ACTIVITIES

The middle school program offers diversified clubs and intramural/interscholastic programs. The clubs serve to broaden interests and encourage development of well-rounded students. They also provide enjoyment and variety to the school day. Each student may select the club of his/her choice at the beginning of the school year. Sheets summarizing the activities of each club enable you to make your decision. Although clubs are provided for your enjoyment, each club can only be as good as its members help to make it. Cooperation and consideration of others is necessary.

CLUBS are provided to broaden the interests through participation with their fellow peers in a variety of areas.

INTRAMURALS are programs provided to broaden the interests through active participation against their fellow peers in a variety of after school sports.

INTERSCHOLASTIC programs are highly competitive sports which take place against other school districts. Tryouts are held and medical physical exams are required for participation.

INTERSCHOLASTIC SPORTS GRADING POLICY

Any students selected for a team must submit his/her most recent report card/progress report to the coach for approval. Students with citizenship grades less than 3 in the previous marking period and/or failing in three subjects or more, inclusive of Physical Education, may NOT participate in the Interscholastic Sports Program. As in any activity, a student may be placed on probation or removed from an activity if it is deemed that he/she is neglecting his/her school work or not representing his/her school and Clifton in an appropriate manner.

ASSEMBLIES

The object of the school assemblies is to present programs that are both instructive and entertaining. The faculty, student committees, and participants are diligent in their efforts to prepare worthwhile programs for everyone's enjoyment.

We can all share in the success of our individual assembly programs by observing the following suggestions:

1. **DO** exhibit the utmost courtesy and respect for performers.
2. **DO** enter and leave quietly.
3. **DO** show appreciation for the efforts and talents of the performers by enthusiastic and courteous applause.

4. **DO** sit with your homeroom group in the section assigned.
5. **PLEASE** raise the seat of your chair before leaving.

ATTENDANCE, TARDINESS, AND EXCUSES

The Board acknowledges the importance of regular attendance in an effective instructional program. To this end it will observe and enforce the laws requiring the attendance of all children between the ages of six and sixteen and establish its own rules for the attendance of all students enrolled in the schools of this district.

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session unless it is shown to the satisfaction of the building principal that an acceptable cause exists to justify the student's absence. In accordance with statute, the Board shall require from the parent of each child who has been absent from school a written statement which shall be submitted within 5 school days of that absence of the reason for such absence. The Board reserves the right to verify such statements and to investigate the cause of each absence of more than three days duration and repeated unexplained absences or tardiness.

Students not in attendance during any school day are not permitted to engage in school related activities before or after school on the day of said absence.

ATTENDANCE POLICY

Attendance enforcement procedures (File No. 5112.1A) must be carefully adhered to. NOTE: Parents/guardians and students must sign and return the enclosed Contract/Statement of Understanding about this policy. Signing does not mean agreement but rather does mean that both parties have read and are familiar with this policy.

1. **Maximum Number of Absences Permitted for Full Year Students:**

Full Year Courses - 16 Absences

All absences will be counted. It is the intention of this policy that the permitted number of absences will provide for normal illnesses.
2. **Transfer Students**
The maximum number of absences permitted will be prorated to the number of days registered in the Clifton Public Schools at the rate of 1 per month. Students who have acceptable attendance records from their previous school may appeal if they exceed the number of prorated absences.
3. **Definition of "Absent"**
A student will be considered absent for the purpose of this policy, for the following reasons:
 - a. When the student fails to report to school on the first day of school and on any other school day.
 - b. During a single session school day, when the student is not present for at least two (4) hours.
 - c. In schools where attendance is recorded for

A.M./P.M. session,
when the student is not present for at least half the time of each session.

- d. When the student fails to report at the start of the school day to homeroom unless the student signs in at the designated office on arrival.
- e. When the student, following a warning, fails to report at the start of the school day to homeroom or first period unless the student signs in at the designated office on arrival.

4. Truancy

Truancy from school is defined as being absent from school without a parent or guardian's permission. Truancy will be subject to disciplinary action by the administration and treated by each subject teacher as a class cut. New Jersey State regulations: NJ18A: 38-25 and NJSA18A: 38-31.

5. Absences That May Be Excluded

Students may have certain absences excluded from the maximum allowable number of absences upon the presentation of acceptable evidence to a Review Committee. Absences for the following reasons may be excluded:

- a. Certified hospital stays.
- b. Periods during which students receive bedside/home instruction.
- c. School approved reasons such as field trips and suspensions.
- d. Verified medical absences as evidenced by a medical doctor's note, confirmed by a telephone contact, of five (5) or more consecutive school days will be excused.
- f. All lateness for school will be counted toward the maximum of ten (10) lates on the attendance policy.

6. Guidelines

- a. All absences will be counted except as excluded by this policy.
- b. All lates will be counted.
- c. The students who use their quota for other than illness will not be able to claim relief on the basis that they did not expect to become ill after using the absences for other purposes.
- d. All lateness to school after homeroom period which results in a student missing class that does not meet the exclusionary provisions of the Attendance Policy shall be charged to a student under the Cut 23 Policy.

FAMILY TRIPS/VACATIONS SHOULD BE PLANNED OUTSIDE THE SCHOOL CALENDAR; THAT IS, WHEN SCHOOL IS NOT IN SESSION (e.g., Holiday, Winter, or Spring Recess, or in summer).

Cooperative procedures for dealing with absences and issues regarding absences are detailed by Board Policy 5200.

ABSENCE

Regular attendance is important. In the event of absence, the parent or guardian is requested to notify the **Counseling Office** by telephone after 8:00 a.m. (see inside cover for telephone number). Upon the student's return to school, a written explanation from the parent/doctor must be presented to the homeroom teacher.

RELIGIOUS HOLIDAYS

The following Board of Education policy is presented with regard to religious holiday absenteeism. Pertinent extracts from N.J.S.A. 18:36-16, are as follows:

1. No pupil who is absent from school because of a religious holiday may be deprived of any award or eligibility or opportunity to compete for any award because of such absence.
2. If a pupil misses a test or examination because of a religious holiday, he must be given the right to take an alternate test or examination.
3. To be entitled to the privileges set forth above, the pupil must present a written excuse signed by a parent or person standing in place of a parent.
4. Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence.

A list of religious holidays for the current school year can be provided upon request.

TARDINESS

Avoid tardiness. Be seated in your classroom at 8:15 a.m. If you are tardy, you must secure a late pass from the attendance teacher or the main office and present the pass to your teacher for admittance to class.

Morning tardiness carries the penalty of one day of central detention. The detention will take place on the next school day, except on Mondays and Fridays.

Tardiness to school or class that is caused by a pupil's illness, an emergency in the pupil's family, the observance of a religious holiday, a death in the pupil's family, or by the pupil's compliance with a request or 24

directive of a administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused. The penalties for tardiness will be determined in accordance with administrative guidelines. You will not be considered tardy if you are a pupil who rides on a school bus, which arrives at school late. In this case, report directly to the office and then to class.

A pupil who develops a pattern of tardiness, excused or unexcused, will be offered counseling with the appropriate staff member to determine the cause of the tardiness.

Tardy students are to use the designated entrance.

Tardiness to class will be treated in the same way as tardiness to school.
N.J.S.A. 18A: 36-14; 18A: 36-15; 18A: 36-25 et seq.

The Tardiness Policy is detailed in the Board of Education Policy; Tardiness 5240

EARLY DISMISSALS

All requests for early dismissal must be in writing and brought to school with the student. Without prior written consent, the student will not be released. In all cases parents/guardians must accompany the child from school.

SCHOOL WORK DURING ABSENCES

1. All missed classwork and homework assignments are to be made up within a time period specified by the classroom teacher or administrator, not to exceed 10 school days, unless there are extenuating circumstances.
2. Homework will be sent home dependent on the medical condition of the pupil(s) and/or placement on home instruction.
3. Upon his/her return to school, the student is required to make up tests and missed assignments.
4. The student is expected to show initiative in seeking out each teacher to determine missed assignments and due dates.

[NOTE: SHOULD A STUDENT BE ABSENT DUE TO PARTICIPATION IN A FAMILY TRIP OR OTHER UNAUTHORIZED LEAVE FROM THE SCHEDULED SCHOOL CALENDAR, MISSED WORK WILL BE ASSIGNED AS HOMEWORK UPON RETURNING TO SCHOOL. NO WORK WILL BE PROVIDED PRIOR TO THE ABSENCE.]

ASSIGNMENTS FOR ABSENT STUDENTS

The policy for release of homework assignments for absent students is:

1. Students absent for one or two days are encouraged to obtain assignments from classmates.
2. Students who will be or are absent from school for three or more days may secure homework assignments through their guidance counselor using the 25 following procedures:

- a. Call before 10:00 a.m. for homework assignments.
- b. Be prepared to give the counselor the names of courses and teachers plus locker number and combination if materials are needed.
- c. Be specific about whom, when, and where the assignments will be picked up. This is your responsibility.
- d. Make sure assignments are returned to the subject teacher, homeroom, or any class on time, one cut absence will be awarded for each five (5) latenesses. Lateness is defined as failing to be in the classroom prior to the tone sounding.

SUMMER SCHOOL

THE CLIFTON BOARD OF EDUCATION RESERVES THE RIGHT TO PROVIDE SUMMER PROGRAMMING. DECISIONS AS TO WHICH PROGRAMS WILL BE ADMINISTERED WILL BE MADE ON AN ANNUAL BASIS. NOTIFICATION OF THE PROGRAMS AND SCHEDULES WILL BE MADE IN A TIMELY MANNER EACH SPRING.

CLINIC PASS FOR ILLNESS

In case of illness during the school day, request a clinic pass from the classroom teacher. No student is allowed in the clinic without this pass. In an extreme emergency, report to the office. Under no circumstances should a student leave the building unless excused by the office or the nurse and signed out by a parent/guardian. Any accident occurring in the classroom or building must be immediately reported to the nearest teacher, or the nurse, or to the office.

MEDICAL COUNSELING SERVICES

The service assists students who are experiencing temporary medical/physical problems.

ADMINISTERING MEDICATION

There will be times when a student will be required to take medication during school hours which has been prescribed by a physician. The administration of prescribed medication will be permitted only when failure to take such medication would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours.

Before any medication may be administered to or by any pupil during school hours, parents are required to submit a written request for such medication and relieve the Board of education and its employees of liability for actions related to the administration of medication.

The Board shall permit self-administration for asthma or other potentially life-threatening illnesses by pupils in grades four through twelve, both on school premises during regular school hours and off-site or after regular school hours when a pupil is participating in field trips or extra curricular activities.

Copies of District Policy #5330 Administering Medication and required forms are available in the 26 Nurse's Office in all schools. The Parent Permission slip requires the signatures of the

parent/guardian and prescribing physician.

REPORT CARD MARKING POLICY

The regular reporting of pupil progress is an essential part of your child's school experiences. Parents are encouraged to review progress reports and report cards thoroughly, and discuss the performance levels with their child. Grades are administered in the following way:

GRADING SCALE

70 - 100 Passing
0 - 69 Failing

School Citizenship Scale

1 - Outstanding
2 - Good
3 - Satisfactory
4 - Needs Improvement
5 - Unsatisfactory

A. Determination of Grade for the Marking Period

The grade for the marking period represents an average of tests, quizzes, oral and/or written reports, homework, and classwork as determined by school policy and the teacher. Major tests will be given at the completion of a unit. In arriving at the report card grade, these tests should be weighed 1/4 and all other work as 3/4.

B. Determination of Final Report Card Grade

1. The following scale is used to evaluate final grades

70 - 100 Passing
0 - 69 Failing

A grade of 70 or better is required for promotion to the next grade level. In addition to report cards, progress reports are issued four times a year indicating the student's academic status in each subject.

2. Only grades appearing each marking period on the report card may be used in determining the final grade. Teachers will adhere to the administrative policy for determining the average. This policy is available for parent and student review.

IN EXCEPTIONAL CASES, THE FINAL GRADE SHALL BE DETERMINED AFTER CONSULTATION WITH THE PRINCIPAL.

C. Incompletes

1. Marking period incompletes must be resolved by the second week

of the next marking period. Unresolved incompletes by students will result in a failing grade for the marking period.

2. A final grade of incomplete may not be given without the approval of the principal and specific instructions for making up the incomplete grade.

D. Grade Changes After Submitting Course Grades

A teacher must have the principal's approval to change a grade for a marking period, final exam, or final grade.

PROMOTION AND RETENTION

The Board recognizes that the personal, social, emotional, and educational growth of children varies and therefore students should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

- A. Pupils in grades 6, 7, and 8 may be promoted with one major subject failure and the recommendation that the subject be made up in summer school.
- B. Pupils failing two full-year subjects will be retained unless one subject is made up in summer school. If Reading/Literature or Mathematics is one of the two failed subjects, it must be the elected summer school selection. However, it is also recommended that the other failed subject be made up in summer school.
- C. Pupils failing three subjects are required to make up two subjects in a summer school session.
- D. Any pupil failing four or more subjects will be retained in that grade level. For a second time retention, Crisis Team or Child Study Team involvement and recommendation is required.

REPORTING ON STUDENT PROGRESS

The Clifton Board of Education believes that education must be a cooperative venture between a student's parents and the school system. Consequently, regular progress reports in the form of an end-of-the-marking period report card and a middle-of-the-marking period progress report will be sent to parents concerning each student's program and progress. Progress reports and report cards must be signed by either parent or guardian and returned the following day to the homeroom teacher.

Additionally, interim progress reports may be issued by teachers as needed to indicate decline in student progress. The parent through their child's counselor may request student progress updates.

PARENT/TEACHER CONFERENCES

Communication is a must. In-person meetings or telephone conferences between teachers and parents may be arranged for by Guidance or directly with a note at any time. Special time is set aside in place of remedial time two or three afternoons following issuance of report cards and progress reports. Additional conference time may also be scheduled during a teacher's P & C period via a telephone call to guidance or a note to the teacher.

A Back-to-School night shall be held early in the school year for teachers to explain the course of

study.

HONOR ROLL

Each student who attains a grade of 85 or better in each subject and meets high standards of citizenship (1-2-3), achieves Honor Roll status.

HONOR SOCIETY

The Middle School Chapter of the National Junior Honor Society is an eighth grade activity.

To be eligible for National Junior Honor Society, students must meet Honor Roll requirements for at least two of the first three marking periods of the eighth grade and maintain an 85 or better overall average in the other subjects. No eighth grade student is eligible for induction into the Honor Society if he/she receives a failing grade in any subject or a citizenship grade of four (4) or five (5) in any marking period. Prospective members must demonstrate characteristics of good citizenship, character, leadership, and service and must have earned school service points. Examples of citizenship, character, leadership and service are:

Citizenship:

1. Contributes ideas, which improve life of the school.
2. Cooperates by complying with school regulations (follows regulations concerning books, property, program, office, halls, lockers, etc.).
3. Demonstrates courtesy by assisting teachers, visitors, and students.
4. Shows eagerness to render service to the community.

Character:

1. Meets individual pledges and responsibility promptly to school and to teachers.
2. Demonstrates the highest standards of attitude.
3. Constantly demonstrates desirable qualities of personality, such as cheerfulness, friendliness, neatness, and poise.
4. Upholds principles of morality and ethics.

Leadership:

1. Demonstrates leadership in the classroom.
2. Demonstrates leadership in promoting school activities.
3. Successfully holds school offices or positions of responsibility.
4. Exerts the type of leadership, which directly influences others for the good.

Service:

1. Willingness to render any service to the school when called upon as demonstrated in membership in a school service club.
2. Willingness to represent the school in intra-class or interschool competition.
3. Willingness to render worthwhile service to the school or to the community.

period to determine which students are academically eligible. These students will be invited to become probationary members. As such, they may attend meetings and participate in activities of the group during the second marking period.

The evaluation process is repeated following each marking period. Probationary members may be asked to leave and new ones who qualify may be invited to join after second and third marking periods.

After the faculty approves the group that is academically acceptable, the list is finalized. Honor Society induction ceremonies are held in May or June.

STUDENT SCHOOL DRESS CODE

Philosophy

Parents have the primary responsibility for determining appropriate dress and grooming for their children. While it is not the intent of these regulations to usurp parent or student prerogatives in the selection of clothing styles, which frequently change and reflect personal taste, it is necessary to establish guidelines and limits of what will be permitted within the school environment. Of paramount importance in this dress code are the health and safety of the students and the avoidance of disorder and/or distractions to the educational process. Optimum learning conditions are of utmost importance and are our focus. This dress code reinforces that value.

Purpose

The purpose of the school dress code is to establish standards for what is acceptable dress and grooming within the school setting with particular concern for the health and safety of the students. In addition, the code is designed to encourage a mode of dress and grooming that is conducive to establishing a climate of discipline, order, teaching and an effective learning environment.

THE DRESS CODE

Clothing

The following items of clothing shall *not* be permitted in schools during school hours:

1. Fashion or materials that exaggerate, emphasize, reveal, or call attention to anatomical details;
2. Torn or cut articles of clothing;
3. Muscle shirts, tank tops, mesh shirts, or biker shorts; oversized baggy pants, pajama bottoms, pajama types, Fleece pants, or pant legs that hang over the sneakers or shoes;
4. Skirts or shorts above the extended finger tips (placed at the student's sides);
5. Sweatbands, bandanas and similar headgear are not permitted unless used for religious purposes;
6. Pants not worn at the waist or hip;
7. Messages on clothing by picture or word may not be lewd, obscene, drug/alcohol oriented, or profane, and may not infer violence/weapons;
8. Shirts in which the shoulders are not covered from the base of the neck to the edge of the ₃₀ shoulder or that expose the midriff;

9. Any shirt that falls below the extended finger tips must be tucked in to the waistband;
10. Jewelry that poses a safety hazard such as: spike bracelets or necklaces or heavy chains are not permitted. No jewelry is permitted in physical education classes.
11. Sunglasses.

Footwear

For safety, footwear that provides a firm walking surface and good balance must be worn. Therefore; loose, untied laces or straps, flip-flops, slippers, or any footwear that poses a safety hazard are not permitted.

Miscellaneous Dress Code Information

Coats, jackets, hats, headbands and head coverings - Students are required to place coats, jackets, hats and headbands in their lockers during school hours. These articles may not be carried in any way inside the school after the first period class begins.

In situations in which health and/or safety factors become critical, temporary modifications of the dress code may be necessary and will be established before the activity by the classroom teacher and/or building administrator (e.g., in lab classes, at special events, in physical education classes, or on field trips).

Clothing worn specifically for religious purposes will be permitted after the religious tenet of faith is shared with the building principal.

Enforcement

Enforcement and disciplining for infractions of this policy will be decided by the grade level administrator. Progressive discipline will be age level appropriate (K-5, 6-8, 9-12).

NOTE: IN ALL INSTANCES, THE BUILDING ADMINISTRATOR SHALL BE THE FINAL ARBITER OF THE SCHOOL DRESS CODE.

SUSPENSION/EXPULSION

The Board of Education recognizes that from time to time circumstances will exist wherein a student must be disciplined in a manner to include suspension and/or expulsion. The provisions for such action are outlined in Board of Education Policy 5805 and are in compliance with New Jersey Statutes 18A: 37-2. Included in Policy 5805 is the provision for individual due process prior to the enactment of any suspension (in and/or out of school) or expulsion. Policy 5805 is available for review in its entirety.

This policy embodies loss of privileges as part of the discipline procedures.

**POLICY CONCERNING DRUGS, ALCOHOL,
TOBACCO AND
CONTROLLED DANGEROUS SUBSTANCES**

Policy Statement

The Board of Education, acting upon the community's expectation that their public schools will provide the most conducive learning environment, recognizes that unless schools and their students are free of alcohol and other drugs, optimum conditions for learning do not exist.

The following are excerpts from the Board of Education's policy and procedure on alcohol, tobacco, and other drug abuse. This is an informational overview and is not intended as full text.

For interpretation of the full policy and procedures, contact:

**District Substance Awareness Coordinator
Supervisor of Counseling and Student Services
973-470-5697**

Students are prohibited from possessing, consuming, or distributing drugs or alcohol in any form while at school, in co-curricular and extra-curricular programs, on school grounds, attending a school-related function on or off campus, and when coming to and going from school. Students are further prohibited from smoking cigarettes or using tobacco products in any form in school buildings.

In accordance with NJSA 18A:40A Article 2 and NJAC 6:29-6.1-6.5, students suspected of being "under the influence" shall be subject to medical examination, suspension, and other disciplinary measures as established by this policy. In order to insure that all students receive the required physical examination and lab testing, the Board of Education shall designate annually a physician or medical group to provide these services as part of the Districts budget expenses. Students and their parent(s)/guardian(s) are advised that New Jersey laws may require additional penalties beyond school sanctions for drug-related offenses on and off school grounds in accordance with Drug Free School Zones statute.

The Board of Education intends to use the disciplinary sanctions of this policy as a means of helping students recover from the debilitating effects of substance abuse. It is in this spirit that the development and enforcement of this Policy is intended.

STUDENTS VOLUNTARILY SEEKING HELP

Students are encouraged to seek help for problems with or related to drug and/or alcohol use. Specific staff members and services are provided for direct assistance or confidential referral for students seeking help with an alcohol, drug or other problem related to their substance use or use by someone in a close relationship with them.

1. The Student Assistance Counselor will provide full disclosure, orally and in writing, of the confidentiality Regulations CFR-42 Part 2.
2. Voluntarily seeking help does not prevent the school staff from charging a student with suspicion of being under the influence at another time.
3. The Student Assistance Counselor will be allowed to maintain confidentiality of conversations with students meeting the following criteria:
 - a. student's health is not in imminent danger;
 - b. information does not make the staff member an accessory to an illegal action;
 - c. the information does not indicate that the health or safety of the student or individual is threatened.
4. The individual Student Assistance Counselor may continue to work with a student voluntarily seeking help for a reasonable period of time. The Student Assistance Counselor and student will design a plan, which may include time frames, parent/guardian role, and possible treatment assessment referral.

STUDENTS SUSPECTED OF BEING UNDER THE INFLUENCE OF SUBSTANCES

In conformance with NJAC 6:29-6.1-6.5, staff members must immediately report any student exhibiting behavior, or a pattern of behavior, or whose physical condition is consistent with the signs and symptoms of being under the influence of alcohol or other drugs.

1. When a student is suspected of being under the influence of drugs or alcohol, the steps below will be followed:
 - a. Immediate contact with the parent/guardian shall be initiated.
 - b. The parent/guardian shall be directed to take the student for an immediate examination by either the Board of Education's physician or a physician of their own choosing, which shall then be at the family's expense.
 - c. A written report of that examination shall be furnished within 24 hours by the examining physician to the parent or guardian of the student and to the Student Assistance Counselor/Substance Awareness Coordinator or the principal's designee.
 - d. The student shall receive an immediate medical dismissal for the remainder of the school day and be picked up at school as soon as possible.

Failure to comply with the requirement to complete an immediate physical examination and/or failure to submit a written report of the examination within 24 hours will be considered a positive diagnosis resulting in an immediate suspension.

Reinstatement will occur only upon submission to the Principal evidence that a Chemical Dependency Assessment has been initiated within five (5) school days of the incident.

READMISSION CRITERIA

1. Return to school is prohibited until the student can present:
 - a. The Physician's Assessment form and a Re-entry Note (pending the results of any lab work from the examining physician stating that the student is medically able to return to school.
 - b. Meeting the above criteria, the student will be readmitted without suspension, pending the results of the lab reports.

2. A positive diagnosis will cause the student to be suspended immediately for a duration of not more than 21 days with return prohibited until:
 3. Parents/guardians complete a signed Release of Confidential Information from a New Jersey Department of Health approved program.
 4. Results of a Chemical Dependency Assessment from a program approved by the Local Committee on Alcoholism and Drug Abuse (LACADA) received within 5 school days.
 5. Meeting the criteria may lessen the length of suspension.
 6. Students enrolled in an approved outpatient treatment program may continue to attend school only as long as participation can be documented.
-
7. Parents who fail to comply with the assessing program's recommendation will result in the school's filing a report of alleged child neglect with the Division of Youth and Family Services, as well as the option of filing a formal complaint in municipal court.
 8. Students not enrolled in a program, or leaving a program against the recommendations of that program, will be placed on Alternative Instruction at the Administration Building.

Second Offense - Being under the influence of alcohol and/or other drugs:

1. Medical confirmation of being under the influence will require the student to complete, at the parent/guardian's expense, a minimum 21-day residential treatment program or, if acceptable to the Intervention and Referral Services Committee, participation in an out-patient alcohol or drug treatment program.
2. Failure to comply with these requirements may result in immediate suspension or expulsion at the recommendation of the Intervention and Referral Services Committee.

Third Offense - Being under the influence of alcohol and/or other drugs:

The Administration, in conjunction with the Pupil Assistance Committee and District Substance Awareness Coordinator, retains the option to recommend expulsion to the Board of Education for any chronic violator of this Policy. Third offenders will automatically be presented to the Board of Education for an expulsion hearing as a danger to him/herself, and to others. If the student is not expelled, an individual program shall be developed for him/her.

Students suspected of, or admitting to the use of steroids will be subject to the same procedures outlined for other alcohol or drug violations, with the following exceptions:

A positive diagnosis requires that the student be referred for follow-up with the building's Intervention and Referral Services Committee, which shall then determine if a referral to an appropriate assessment or treatment facility is warranted.

STUDENTS RETURNING FROM TREATMENT: VOLUNTARY AND POLICY-ORDERED
Students voluntarily (non-school ordered) attending a treatment program causing an extended absence will be readmitted only upon receipt of a written recommendation from the treatment program. The absences will be considered in the same manner as other "chronically ill" students.

POSSESSION OR DISTRIBUTION OF ALCOHOL AND/OR OTHER DRUGS

When a student is found to be in possession of any quantity of illegal substances (drugs or alcohol), on school grounds or at a school activity, a Resource Officer or the City Police Youth Services Bureau, subject to availability, will be called in to investigate.

1. When illegal substances are found, it shall be the responsibility of the Police to complete their normal reporting procedures, and any other legal actions, such as complaints, depending on the quantity of substances.
2. Students found in possession of any quantity of illegal substances (drugs and alcohol), on school grounds or at a school activity will follow the same procedures for suspected of **BEING UNDER THE INFLUENCE OF SUBSTANCES** of the district policy as described above.
3. The Board of Education maintains the right to conduct an expulsion hearing on any student found selling, possessing or distributing illegal substances.

4. Students charged with distribution or intent to distribute drugs, or when a student is neither treatment-appropriate or tests positive on a urine screen, will receive the following additional disciplinary measures:
 - a. Out-of-School Suspension for a minimum of 21 days;
 - b. Appear at an automatic expulsion hearing;
 - c. Failure to comply with established guidelines, or a determination that the student is a risk to the school community, will result in *Alternative Instruction at the Administration Building*.

Upon the second, and any subsequent offenses, or those involving action by the Court due to the quantity of substances involved, an automatic Expulsion Hearing by the Board of Education shall be held.

Students arrested for non-school related drug or alcohol violations shall be permitted to attend school unless it is demonstrated that the student is a danger to him/herself, or to other students in the school. Based on reports from local police, if the school building Principal determines that the student’s continued attendance presents a danger to the health and safety of other students in the building, the offending student shall:

1. Be suspended immediately;
2. Have Alternative Instruction ordered immediately;
3. Have written recommendations or a program designed by the Intervention and

Referral Services Committee and District Substance Awareness Coordinator.

Return to school will be conditioned upon meeting criteria established by the Intervention and Referral Services Committee and/or building Principal.

The Child Study Team shall not accept referrals of new cases where the cause for evaluation indicates possible use of alcohol or other drugs until the Intervention and Referral Services Committee and/or District Substance Awareness Coordinator have been consulted.

STUDENT WEEKEND USE, OR SUSPECTED USE, OF SUBSTANCES

The school has an obligation to identify and assist students whose drug or alcohol use or other behavior is of concern, regardless of when or where it occurs.

1. Any expression of concern about parties or substance-related incidents

involving students will be handled in the following manner:

- a. Any information deemed reliable will be passed on to the affected parent/guardian;
 - b. The Intervention & Referral Services Committee may call a student in to express concern about "use."
2. A Behavioral Health Assessment of the student may be conducted.

CHILDREN OF ALCOHOLICS AND FROM CHEMICALLY-DEPENDENT FAMILIES

Children who are identified as having parents, guardians or family members with active alcoholism, substance abuse, or chemical dependency, or a history of such difficulties, shall receive support services in the form of individual or group counseling, referral to community services and "self-help" programs available within the school district and community.

Parents or guardians who have been informed of detrimental effects of a family member's chemical use, and who fail to take appropriate action, shall cause a referral to DYFS to be made.

TOBACCO USE

- A. **Students are not permitted to smoke at any time in school buildings, or anywhere within school boundaries, or on school buses, or when on a school-sponsored trip or during off-site school sponsored activities.**
- B. **Students are not to carry cigarettes or other tobacco related products, such as chewing tobacco, pipes or cigarette rolling papers while on school property.**
- C. **The building administrator shall notify the students and their parents/guardians regarding these procedures in the following manner:**
 - **Letter sent to the home;**
 - **Assembly with the students;**
 - **Statements over public address system;**
 - **Signs at entrances prohibiting smoking in the building and on school grounds at all times;**

Cigarettes and matches or lighters found in possession of students will be confiscated.

- D. **The use or possession of tobacco products anywhere in school buildings or on school grounds will result in the following disciplinary actions:**
 1. **First Offense**
Five days out-of-school suspension. With administrator approval, a student who agrees to attend a district sponsored program, if available, or a district approved center program, at his/her family's expense, may do so in lieu of out-of-school suspension.
 2. **Second Offense**
Ten days out-of-school suspension.
 3. **Subsequent Offenses**
Twenty-one days out-of-school suspension. The Principal shall file a Municipal Court Complaint pursuant to NJSA 2A:4-23 charging the offender with a violation of that act.

STEROID PREVENTION PROGRAM

As a requirement for participation in interscholastic sports, all parents/guardians are required to give permission for the school physician or medical practitioner of their choosing to perform an examination and possible testing for steroid use.

SEARCH AND SEIZURE

NOTE: "Lockers are school property and, therefore, subject to search by school administration at any time."

1. Searches conducted of students' possessions, lockers or vehicles must be warranted by "**reasonable suspicion**" in compliance with standards established in U.S., vs. *TLO*.

2. These searches shall include the following guidelines:
 - a. "Reasonable Suspicion" shall mean suspicion based on statements of concern by staff or students, and physical condition and behavior of a suspicious nature, which indicates possible substance use or possession, and/or weapons possession or contraband.
 - b. Searches of a "cursory" nature may be conducted, including a visual inspection and request that students empty pockets, purses and other belongings.

Students refusing to cooperate in "searches" will have their parent/guardian contacted immediately to inform them of the student's refusal to cooperate, could cause possible police involvement in the incident.

FIRE DRILLS

All of the teachers will discuss with you very thoroughly the directions you must follow during fire and air raid drills. These directions are placed in a conspicuous place in each room of the school. For your own safety and that of your fellow students, follow all instructions carefully. Obey the following simple rules during all drills:

1. Do not talk from the time the alarm is sounded until you have returned to your room or place of instruction.
2. Move quickly; **DO NOT PUSH OR RUN**.
3. Form lines without any confusion.
4. Meet unusual situations with calmness and clear thinking.
5. In case an exit is blocked, proceed in orderly formation to the nearest exit.
6. In the event of smoke, stay low to the floor.
7. The first pupils who pass through an exit will hold the doors open.

ANNOUNCEMENTS

Announcements of concern to pupils and teachers will be made when necessary over the public address system. Through this system, the Student Council, teachers, and counselors also supply students with additional information concerning activities and organizations not mentioned in this handbook.

Announcements will be made only if they have been approved by the Principal and presented to the main office before 8:20 a.m. 37

LOST AND FOUND

Any found articles are to be taken to the main office. This includes books, money, glasses, and other valuable items. Anyone wishing to recover lost articles may do so by checking at the office during the noon activity period, or after school. Lost items (books, gym clothes, etc.) may be recovered at the Lost and Found Recovery Room. The location of that room is announced over the school public address system.

TELEPHONE

Generally, telephone use is prohibited during the school day. In case of a problem or an emergency during the school day, the student may check with a secretary in the office who will make the call on the office phone.

CELL PHONES

Students are not permitted to bring or possess a remotely activated paging device, beeper, in any district building or property at any time whether school is in session or not. Cell phones, including any communication device, must be turned off while the student is in the school building and may be turned on after school has concluded for the day and outside of the school building. They shall not be openly displayed and must be stored in the locker, or on their person completely out of sight.

1 st Offense	A warning
2 nd Offense	Confiscated by the building Administration until the unit is retrieved by the parent or guardian.
3 rd Offense	Consequences will be assigned and a cell phone will be forbidden in or on school premises for the balance of the school year.

VISITORS

A visitor of the building must first obtain a visitor's pass from the main office. No visitor is authorized to be anywhere in the building without a pass. Students are not to open any door for strangers, but should direct them to use the main entrance and report to the central office.

EMERGENCY SCHOOL CLOSING

Parents should make arrangements with neighbors or other responsible individuals to receive and care for the children if there is an early dismissal and the parents cannot be at home. Children are to be instructed by the parents exactly what they are to do if this should occur.

Parents are requested not to phone the school office to make arrangements to "pick-up" their children early.

Students who ride the Clifton school bus will be transported home if there is an emergency closing.

"The Boys and Girls Club" closes when the schools close for early dismissal due to inclement weather. No bus will be provided on these days for "The Boys and Girls Club"

STORMY WEATHER ALL-DAY CLOSINGS **DISTRICT WEB SITE**

Notice of school closings will be posted on the Clifton Board of Education Web Site

www.clifton.k12.nj.us. This information will be available at approximately 6:00 a.m.

TELEVISION ANNOUNCEMENT CHANNEL 5 – FOX NETWORK

“GOOD DAY NEW YORK”

Will give school closing and delayed opening announcements from: 6:00 a.m. - 9:00 a.m.

CHANNEL 12 – NJ NEWS NETWORK

Closing information will be displayed at the bottom of the television screen during the morning news broadcast beginning at 5:30 a.m.

DELAYED OPENING PUPIL TIME SCHEDULES

High School ...9:15 a.m.

Middle School ...9:50 a.m.

Elementary Schools ...10:15 a.m.

Lunch and dismissal times remain the same as on a regular full-day schedule.

FOUR-HOUR DISMISSAL SCHEDULE

Dismissal for four-hour and emergency dismissal session days, the High School will be dismissed at 12:08 p.m.; Middle Schools will be dismissed at 12:30 p.m. and the Elementary Schools will be dismissed at 1:00 p.m.; pre-school handicapped 11:30 a.m.

Parent Notification System

The Parent Notification System will be used for both crisis and non-crisis situations to notify parents of the Clifton School District relative to important information as deemed necessary by the Superintendent of Schools or his/her designee. Examples of information that may be communicated through the Parent Notification System are:

1. School closings
2. School emergencies
3. School events
4. School calendar changes
5. Time sensitive notifications that require an immediate response

The Parent Notification System for the Clifton School District shall be activated only when approved by the Superintendent of Schools or his/her designee. The Parent Notification System shall not be used for non-school purposes.

AFFIRMATIVE ACTION POLICY

It is the policy of the Clifton Board of Education not to discriminate on the basis of race, color, creed, religious, sex, ancestry, national origin, or social or economic status in its educational programs or activities and employment policies as required by Title IX of the Educational Amendments of 1972 and N.J.A.C. 6:4-1.1 et seq.

In keeping with federal and state legislation, the Clifton Board of Education believes that students have a right to learn and work in an environment that is free from sexual harassment and/or discrimination.

It shall be a violation of this policy for any student of the Clifton Public Schools to engage in any form of harassment or discrimination that occurs student to student, staff to student, or student to staff.

Any student who alleges sexual harassment and /or discrimination by any staff member or student in the school district may choose to report alleged acts to a professional staff member and /or the building principal.

Inquiries regarding compliance may be directed to the district's Affirmative Action Officer at The District Administration Building: 973-470-2260.

HOME INSTRUCTION

Home instruction is available for those students who cannot otherwise attend school due to a medically related confinement at his/her residence of record for at least a two-week period of time. Home instruction shall be administered by the Special Services Department under regulations contained in N.J.A.C. 6:28-4.5. In addition, all attempts shall be made to provide home instruction within seven days of receipt of the attending physician's notice of confinement simultaneously seeking the school physician's approval. If the school physician approves, home instruction will continue for the requested confinement time.

PUPIL IMMUNIZATION REQUIREMENTS

All students MUST MEET NJ STATE IMMUNIZATION REQUIREMENTS, Chapter 14 of the State Sanitary Code. The school is required to maintain official school records indicating:

1. DTP Vaccine (diphtheria and tetanus toxoid and pertussis vaccine)
2. Tdap Vaccine (Boostrix or Adacel) Required for students born on or after 1/1/1997
3. Polio Vaccine
4. Measles Vaccine
5. Rubella Vaccine
6. Mumps Vaccine

7. Hepatitis B Vaccination Series
8. Varicella Vaccine or documented proof of disease. Required for students born on or after 1/1/1998
9. Meningococcal (Menactra) Vaccine. Required for students born on or after 1/1/1997 and Age 11

The school nurse will annually review records and advise students of deficiencies or updated requirements. Students transferring into a Clifton public school must submit documentation of compliance with the law in the form of official school records, records from a public health department, or a certificate signed by a licensed doctor.

NON-COMPLIANCE WITH THESE REQUIREMENTS MAY RESULT IN A STUDENT
BEING EXCLUDED FROM SCHOOL.

**THE FOLLOWING PAGES ARE OFFERED FOR YOUR REVIEW.
PLEASE DO NOT SEPARATE ANY PAGES OF THIS BOOK FOR ANY REASON.
FOR YOUR CONVENIENCE, THESE PAGES WILL BE DUPLICATED
AND GIVEN TO EACH PUPIL FOR
PARENT OR GUARDIAN SIGNATURES.**

FAMILY LIFE PARENT INFORMATION

New Jersey statutes mandate the teaching of a Family Life Education Program. Included in these regulations is the requirement that parents and guardians shall receive annually an outline of the curriculum that will be used in the grade of their child. This outline is presented below.

In addition, parents or guardians may request, in writing, the opportunity to review the complete curriculum and all current instruction materials prior to use in the classroom through the principal's office.

The parent or guardian may request their child be excused from instruction in those parts of Family Life Education Programs that are in conflict with his or her conscience or sincerely held moral or religious beliefs, without penalties to the pupil.

Family Life Curriculum Outline Grade 6

- I. Successful Decisions & Goals
 - A. Building self-esteem
 - B. Decisions & Consequences
 - C. Steps to Decision Making
 - D. Setting Healthy Goals
 - F. Skills for Success
- II. Systems of the Body- Skeletal System

- A. Functions
 - B. Structures
 - C. Maintenance
 - D. Diseases and Injuries
 - E. Affects of Substance abuse
- III. Systems of the Body – Muscular System
- A. Functions
 - B. Structures
 - C. Maintenance
 - D. Diseases and Injuries
 - E. Affects of Substance abuse
- IV. Systems of the Body – Digestive System
- A. Functions
 - B. Structures
 - C. Maintenance
 - D. Diseases and Injuries
 - E. Affects of Substance abuse
- V. Systems of the Body – Urinary System
- A. Functions
 - B. Structures
 - C. Maintenance
 - D. Diseases and Injuries
 - E. Affects of Substance abuse
- VI. Systems of the Body – Circulatory System
- A. Functions
 - B. Structures
 - C. Maintenance
 - D. Diseases and Injuries
 - E. Affects of Substance abuse
- VII. Systems of the Body – Respiratory System
- A. Functions
 - B. Structures
 - C. Maintenance
 - D. Diseases and Injuries
 - E. Affects of Substance abuse
- VIII. Systems of the Body – Nervous System
- A. Functions
 - B. Structures
 - C. Maintenance
 - D. Diseases and Injuries
 - E. Affects of Substance abuse
- IX. Growth & Development
- A. Reproductive Systems
 - B. Puberty

Family Life Curriculum Outline
Grade 7

- I. Social and Emotional Health
- A. Friends

- B. Family
- C. Communication
- D. Managing Stress
- E. Substance Abuse
- II. Human Growth & Development
 - A. Endocrine System
 - B. Fertilization
 - C. In-utero Development
 - D. Labor & Development
- III. Gangs
 - A. Teen Concerns
 - B. Characteristics of Gangs
 - C. What You Can Do
- IV. Eating Disorders
 - A. Teen Concerns
 - B. Common Eating Disorders
 - C. What You Can Do
- V. Domestic Violence
 - A. Forms of Abuse
 - B. Facts About
 - C. Teen Concerns
 - D. Signs of Child Abuse
 - E. What You Can Do

Family Life Curriculum Outline
Grade 8

- I. Social Health
 - A. Building healthy relationships
 - B. Communication Styles
 - C. Dating
 - D. Relationships
- II. Human Sexuality
 - A. Sexuality
 - B. Review of Conception & Fertilization
 - C. Review the Stages of Labor & Delivery
 - D. Review Male/Female Reproductive System
 - E. Affects of Substance Abuse
- III. Parenting
 - A. Resources Needed for Parenthood
 - B. Teen Pregnancy
- IV. Contraception
 - A. Types
 - B. Effectiveness
 - C. Side effects
- V. Sexually Transmitted Diseases
 - A. Description
 - B. Protection
- VII. Dating Violence
 - A. Cycle
 - B. Signs of Abusive Relationships
 - C. What You Can Do
 - D. Date or Acquaintance Rape

VIII. Club Drugs

- A. Types
- B. Effects on the Human Body

PARENT/GUARDIAN NOTIFICATION

Student's Name

Grade/Section

Physical Education Teacher

Period

_____ The above named pupil has my permission to participate in the total Family Life Curriculum as outlined above.

_____ I am requesting the above named pupil be excluded only from those sections listed below, without penalty, for the following reasons:

Print Parent/Guardian's Name

Signature of Parent/Guardian

Date

PLEASE DETACH THIS SECTION AND RETURN SIGNED AND COMPLETED FORM TO YOUR PHYSICAL EDUCATION TEACHER.

CLIFTON PUBLIC SCHOOLS

STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT FORM

We have read the Student/Parent Handbook and are aware of its contents.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

SCHOOL _____ Homeroom # _____

THIS SIGNED FORM **MUST** BE RETURNED TO THE HOMEROOM TEACHER AS SOON AS POSSIBLE. SIGNING THE ABOVE MEANS THAT YOU HAVE READ THE POLICY AS IT WILL BE APPLIED TO YOUR CHILD/PARENT/GUARDIAN.

PLEASE DETACH THIS PAGE AND RETURN SIGNED AND COMPLETED FORM TO YOUR HOMEROOM TEACHER.

PHYSICAL EXAMINATION

The Clifton Board of Education, in compliance with New Jersey Administrative Code, has determined that each student shall present with a copy of a physical exam upon entry into the school district. This physical examination must state what, if any, modifications are required for full participation in the school program. This medical examination must be completed at the students' 'medical home'. It is very important that the students receive a physical exam at least once during each development stage. The stages are as follows:

- Early childhood: (pre-school through Grade 3)
- Pre-adolescence: (Grades 4-6)
- Adolescence: (Grades 7-12)

STUDENT NAME _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____

7TH GRADE - SCOLIOSIS SCREENING
Scoliosis Screening

In compliance with New Jersey State Law N.J.A.C. 6A:16-2.2(f); N.J.S.A. 18A: 40-4.3 to 4.5 & A-1183 Pamphlet Law 2000c.126, every Board of Education must provide the biennial examination for scoliosis of every student between the ages of 10 and 18.

Students who are in the seventh grade will be screened.

The purpose of this screening is to detect possible spinal problems at its earliest stage so that the need for treatment can be determined.

In conducting the scoliosis screening of the pupils the trained staff may require the pupils to loosen, open or remove their clothing above the waist in a manner to facilitate inspection and examination. You may be present for this screening and there will be notification of the date of this screening.

If a spinal problem is suspected, parents/guardian of the child will be notified and requested to see their own physician for further evaluation.

If you wish your child not to participate in the screening for scoliosis, you must send a letter to the School Nurse requesting that your child not be screened.

If your child is under the care of a physician for scoliosis, please send a letter to the School Nurse and also submit a report from the physician.

CLIFTON PUBLIC SCHOOLS
EMERGENCY REFERENCE SHEET

From: School Nurse

Name of Student _____
Teacher/Homeroom _____ Grade _____
Last Name _____ First Name _____ Date of Birth _____
ID# _____
Address _____
Home Phone _____

Mother's Name _____ Work Phone _____
Cell Phone _____

Father's Name _____ Work Phone _____
Cell Phone _____

List two neighbors or nearby relatives who will assume temporary care of your child if you cannot be reached:

Name _____ Name _____

Relationship _____

Relationship _____

Home Phone _____ Home Phone _____

Work/Cell Phone _____ Work/Cell Phone _____

Please list other children in family (including those not yet in school)

Name _____ Date of Birth _____ School _____

Does child have any health insurance including NJ Family Care/Medicaid, Medicare, private or other?

{ **NO** My child **does not** have health insurance. You may release my name and address to NJ FamilyCare Program to contact me about health insurance.
Written consent required pursuant to 20 U.S.C. § 1232g (b)(1) and 34 C.F.R. 99.30 (b).
NJ FamilyCare provides free or low cost health insurance for uninsured children and certain low income parents.
For more information call 800-701-0710 or visit www.njfamilycare.org to apply online.

Signature: _____ **Printed Name:** _____
Date: _____

{ **YES** My child has health insurance.

List any medical/surgical care your child received during the past year: Also list any medication your child takes at home.

Allergy _____ Immunizations _____
Doctor's Name _____ Telephone _____
Dentist's Name _____ Telephone _____
Hospital Preference _____

I, the undersigned, do hereby authorize officials of New Jersey Public Schools to contact directly the persons named on this card and do authorize the named physicians to render such treatment as may be deemed necessary in an emergency, for the health of my child. In the event that physicians, other persons named on this card, or parents cannot be contacted, the school officials are hereby authorized to take whatever action is deemed necessary in their judgment, for the health of the my child.
I will not hold the school district financially responsible for the emergency care and/ or transportation for my child.

I hereby give permission to the school nurse to share any medical information about my child to other school staff on a need to know basis.

Signature of Parent(s)/Guardian(s)
Date

PLEASE CONTACT THE SCHOOL IF YOUR CHILD IS ABSENT.

PUPIL SUPERVISION AFTER SCHOOL DISMISSAL

as a result of the New Jersey Supreme Court's decision in *Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson; Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemay Clarke*.

The New Jersey Supreme Court, in *Jerkins*, indicated dangers exist for younger pupils at dismissal as children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601 for the supervision of younger pupils after dismissal. The supervision provisions of Policy Guide 8601 are applicable to parents or legal guardians of pupils attending district-operated schools or programs in grades Pre-K to 8 who are not eligible for district-provided transportation after dismissal or are eligible and elect not to use district-provided transportation after dismissal.

Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades Pre K to 8, where the pupil is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the school or program not to release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee, or program administrator.

The form shall be made available on the school or school district website to parent(s) or legal guardian(s) in the beginning of the school year.

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

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

The Principal or designee, or program administrator upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff member(s) who has supervision of the pupil at dismissal time at the end of the school day of the parent's or legal guardian's request. The supervising staff member that receives such notice shall retain supervision of the pupil when other pupils are dismissed from school at the end of the school day.

Each principal or program administrator will develop and implement a written Pupil Supervision After School Dismissal Plan for their school building or program location. This plan shall include the school building's or program's supervision procedures for pupils at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The plan shall be based on the school's or program's ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school's or program's Pupil Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) that have submitted a request form.

In the event the parent(s) or legal guardian(s) or designated escort does not arrive to

pick up their child(ren) after the dismissal time of school, the principal or designee will attempt to contact the parent(s) or legal guardian(s) using the district's emergency call procedures.

For school districts that do not have after-school programs or elect not to use the after-school program for the supervision of children who are not permitted to walk home alone unless escorted by a parent(s) or legal guardian(s) or designated escort, the pupil(s) shall be supervised by school staff in the designated area of the building and will only be released when the parent(s) or legal guardian(s) or designated escort arrives to pick up the pupil **and signs the pupil out of school.**

In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other pupils within the building, and to avoid traffic and vehicular safety problems outside the school building, the principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination shall be made by each principal or program administrator after considering the unique circumstances at the school building and the building's typical dismissal protocol.

In the event of an emergency such that, when an unforeseen event prevents a parent or legal guardian or designated escort from arriving for the child(ren) at dismissal within the time period designated by the principal or program administrator, the pupil will be relocated to the main office in the school building and will remain in the main office supervised by the main office staff until the parent(s) or legal guardian(s) or designated escort arrives **and signs the pupil out of school.**

The school will provide parent(s) or legal guardian(s) information regarding any supervised after-school services, if any, that may be available to pupils at the school's facilities after formal school dismissal. Pupils that are not picked up within 45 minutes of dismissal time will be placed in the After School Program (if one exists) at the expense of the parent.

This policy shall be published in pupil/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half-session, and early dismissal days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the pupil/school handbook, which shall include this policy and the school calendar. In addition, any changes to the school's calendar made during the school year shall also be provided to parent(s) or legal guardian(s). Adopted: December 10, 2008

Dismissal From School For Pupils in Grades Pre K to 8

Child's Name/Grade _____ Teacher's Name _____

Child's Name/Grade _____ Teacher's Name _____

Child's Name/Grade _____ Teacher's Name _____

Parent/Legal Guardian Name _____

Phone Numbers _____

Home Work Cell

Please initial all areas that apply:

_____ 1. I acknowledge that I have received and reviewed Board Policy 8601 and understand my obligations in authorizing the school district to maintain/not maintain supervision of my child after school dismissal. **I understand that this Policy is not intended to serve as after school child care.**

_____ 2. I am requesting my child listed above **be permitted** to leave school at dismissal (end of school day) and walk) _____ (Home) or to the

_____ (Designate location, responsible adult and phone number).

____ 3. I am requesting my child listed above **not be permitted** to leave school at dismissal (end of school day) unless escorted by a parent/guardian or designated escort. Therefore, I am requesting the school only release my child listed above to a parent/guardian or to the designated escort(s) under the following conditions:

- I and/or my designated escort may not be able to enter the school building until after bus dismissal.
- I and/or my designated escort will enter the building and meet my child in the office to sign out my child. I or my designated escort will leave the building promptly upon signing out my child.
- I understand this request shall be for every school day, including 4 hour session/early closing days due to emergencies, and shall apply for the duration of the entire school year unless the principal is informed in writing of any desired changes.

____ 4. Designated escorts who may pick-up my child(ren) in my absence are:

Name_____Relationship_____Phone#_____

Name_____Relationship_____Phone#_____

Name_____Relationship_____Phone#_____

Name of Parent/Legal Guardian (Please print)

Signature

Date

ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS
AND RESOURCES

The Board of Education recognizes that as telecommunications and other technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases, libraries, Internet sites, bulletin boards, etc. while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources but reserves the right to limit in school use to materials appropriate to educational purposes.

The Board also recognizes that telecommunications will allow pupils access to information sources that have not been pre-screened by educators using Board-approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action.

The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

- B. Using the computer network(s)/computers to forge documents, print illegal copies, violate copyrights, institutional or third party copyrights, license agreements or other contracts.

- C. Using the computer network(s) in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;
 - 2. Degrades or disrupts equipment or system performance;
 - 3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
 - 4. Steals data or other intellectual property;
 - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
 - 6. Gains or seeks unauthorized access to resources or entities;
 - 7. Forges electronic mail messages or uses an account owned by others;
 - 8. Invades privacy of others;
 - 9. Posts anonymous messages;
 - 10. Possesses any data which is a violation of this policy; and/or
 - 11. Circumvents district content filtering and/or security systems (including, but not limited to the use of proxy servers, anonymizers, circumventors).

- Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

Internet Safety/Protection

The school district is in compliance with the Children’s Internet Protection Act and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries that block and/or filter visual depictions that are obscene as defined in Section 1460 of

Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The school district will certify on an annual basis that the schools, including media centers/libraries, in the district are in compliance with the Children’s Internet Protection Act and the school district enforces the requirements of this policy.

This policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children’s Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including “hacking” and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors’ access to materials harmful to minors.

Consent Requirement

No pupil shall be allowed to use the computer network and the Internet unless they shall have filed a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which includes but are not limited to:

- Use of the network only under direct supervision;
- Suspension of network privileges;

3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act.

Adopted: November 14, 2007

Consent Requirement

No pupil shall be allowed to use the computer network and the Internet unless they have submitted to the building administration a consent form signed by the student and his/her parent(s) or guardian(s).

STUDENT ACCESS AGREEMENT

I understand that when I am using the Internet or any school computer network resources and equipment, I must adhere to all rules of conduct and the laws regarding access and copying of information as prescribed by either Federal, State, or Local law, Internet Service Provider and the Clifton Public School District. My signature below, and that of my parent(s) or guardian(s), means that I agree to follow the standards as outlined in this policy for the use of computer networks/computers and computer resources of the Clifton Public Schools.

Student Name

Student Signature

Date

PARENT or GUARDIAN (If applicant is under the age of 18, a parent or guardian must also read and sign this agreement.) We ask you to review this policy with your child and to sign the consent form. Your child's teacher has already discussed the policy with your son or daughter.

As the parent or guardian of this student, I have been afforded the opportunity to read, in the student handbook, the Clifton Public Schools' Acceptable Computer Use Policy and have discussed it with my child.

Parent/Guardian Name

Parent/Guardian Signature

Date

HARASSMENT, INTIMIDATION AND BULLYING

Policy Statement

The Board of Education 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.

Definition

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. *Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or*
2. *By any other distinguishing characteristic; and*
3. *A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or*
4. *Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.*

"Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

This policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C.6A:16-7.6, Conduct Away from School Grounds, and the district's code of pupil conduct, pursuant to N.J.A.C.6A:16-7.1. In all instances of harassment, intimidation or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

Expected Behavior

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment consistent with the code of pupil conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use instance of violations of the code of pupil conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply the best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent or Chief School Administrator, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules and guidelines.

The district prohibits active and passive support for acts of harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each Building Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils and staff members who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of pupil conduct.

The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), and consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the code of pupil conduct.

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation; and
10. Academic performance.

Environmental

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C.6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district's code of pupil conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take

corrective action for documented systemic problems related to harassment, intimidation, and bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension; (short-term or long term);
9. Legal action; and
10. Expulsion.

Examples of Remedial Measures – Personal

1. Restitution and restoration;
2. Mediation;
3. Peer support group;
4. Recommendations of a pupil behavior or ethics council;
5. Corrective instruction or other relevant learning or service experience;
6. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
7. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;

8. Behavioral management plan with benchmarks that are closely monitored;
9. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
10. Involvement of school disciplinarian;
11. Pupil counseling;
12. Parent conferences;
13. Pupil treatment; or
14. Pupil therapy.

Examples of Remedial Measures – Environmental (Classroom, School Building or School District)

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;

6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Targeted use of monitors (e.g., hallway, cafeteria, bus);
10. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
11. General professional development programs for certificated and non-certificated staff;
12. Professional development plans for involved staff;
- 13.
14. Parent conferences;
15. Family counseling;
16. Involvement of parent-teacher organizations;
17. Involvement of community-based organizations;
18. Development of a general bullying response plan;
19. Recommendations of a pupil behavior or ethics council;
20. Peer support groups;
21. School transfers; and
22. Law enforcement (e.g., school resource office, juvenile officer) involvement.

N.J.A.C. 6A:16-7.9(a) 2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not limited to, in or out-of- school counseling, professional development programs, and work environment modifications.

Complaints alleging violations of this policy shall be reported to the Principal or

designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this policy to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices or the reporting party may use a district's web-based reporting system. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

Investigation

The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation or bullying.

Response to an Incident of Harassment, Intimidation or Bullying

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, expulsions.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences, or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil and staff member behavior and the consequences of such actions and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying, including but not limited to school counseling services and environmental modifications.

Reprisal or Retaliation Prohibited

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for employees will range from admonishment to termination 58

of employment. The consequences for a volunteer will range from an admonishment to dismissal from the volunteer position.

Consequences for False Accusation

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be in accordance with district policies, procedures, and agreements.

Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, which may include a report to appropriate law enforcement officials.

Policy Publication

This policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the policy applies to all applicable acts of harassment, intimidation, or bullying that occur on school property, at school-sponsored functions or on a school bus. The Superintendent shall ensure notice of this Policy appears in any publication of the school district that sets forth the comprehensive rules, procedures, and standards for schools within the district, and in any pupil handbook that includes the pupil code of conduct. This notice shall also indicate the district's Harassment, Intimidation, and Bullying Policy is available on the district's website.

Harassment, Intimidation and Bullying Prevention Programs

Pursuant to N.J.S.A. 18A:37-17.(5)(c) and N.J.A.C. 6A:16-7.9(d)1.i, information regarding the district's Harassment, Intimidation and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required to annually review the extent and characteristics of harassment, intimidation, and bullying behavior in the schools of the district and implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)l, the school district is required to annually review the training needs of district staff for the effective implementation of the Harassment, Intimidation, and Bullying Policy, procedures, programs, and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's Harassment, Intimidation, and Bullying policy with pupils.

Pursuant to N.J.S.A. 18A:37-15.1, this Policy shall be transmitted to the Executive County Superintendent of Schools.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 59

18A:37-13 through N.J.S.A. 18A:37-18.

N.J.S.A. 18A:37-13 through 18A:37-19
N.J.A.C. 6A:16-7.9 et seq

Adopted: April 2, 2009

******Please note – at the time of publication, the Clifton Board of Education was in the process of amending the existing Bullying/Harassment policy to be in compliance with the NJ Department of Education guidelines for Anti-Bullying. Please see the Clifton Public Schools Website www.clifton.k12.nj.us for more information.**

CLIFTON MIDDLE SCHOOL
SCHOOL PARENT STUDENT COMPACT 2011-2012

Clifton Middle Schools, the parents, and students agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school, parents and students will build and develop a partnership that will help children achieve the State's high standards

This school-parent-student compact is in effect during 2011-2012 school year.

School Responsibilities

Clifton Middle Schools will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables all children to meet the New Jersey Core Curriculum Content Standards all content areas through aligned curriculum and rigorous assessment.
- Hold parent-teacher conferences four times per year (including two evening conferences) during which this compact will be discussed as it relates to the individual child's achievement. Conference dates are listed on the school calendar and indicated on the report card.
- Provide parents with four progress reports and four marking period report cards on their children's progress.
- Provide parents' reasonable access to staff by appointment through the guidance office and as indicated above.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Take a positive active role in supporting my child's education.
- Create an atmosphere fostering the positive impact of educators in my child life.

- Ensure that our children follow the district attendance policy.
- Make sure that homework is completed.
- Promote positive use of my child's free time.
- Develop a schedule to limit the amount of television my children watch.
- Volunteer in my child's school when requested.
- Stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district received either by my child or by mail and respond as appropriate.
- Serve to the extent possible, on school and district committees.

Student Responsibilities

As a student, I will share the responsibility to improve my academic achievement and achieve the State's high standards. Specifically, I will:

- I will do my homework every day and ask for help when I need to.
- I will attend remedial whenever asked by a teacher.
- I will ask for remedial when needed for assistance, make-up work and enrichment.
- I will follow directions the first time they are given.
- I will attend school every day and arrive on time.
- I will follow all school rules at all times.
- I will respect myself, teachers and others.
- I will be on time to all my classes.
- I will be prepared for all my classes with all required materials.
- I will have my independent reading book with me at ALL times.
- I will read at least 30 minutes every day outside of school time.
- I will give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Signatures below indicate that we have read, understand and agree to this compact:

Principal

Vice Principal

Parent / Guardian Name

Parent / Guardian Name

Student Name

Parent / Guardian Signature

Parent / Guardian Signature

Student Signature

Please keep this compact and refer to it with your child regularly. Please also sign on the next page and return the last page to school tomorrow:

Project CHILD FIND is a free referral service and public awareness campaign to assist in the identification of unserved/underserved youth with a delay or disability **from birth through twenty-one years of age.**

In addition Project CHILD FIND develops and distributes information to the public about early intervention services and special education programs throughout New Jersey.

Project CHILD FIND's comprehensive efforts include:

1. Assisting families of infants and toddlers, birth through two, concerned about their child's development by directing all requests regarding early intervention to a family's local Special Child Health Case Management Unit, call for information

PROJECT CHILD FIND

1-800-322-8164 (in service 7 days a week, 24-hours a day)

(All calls received are confidential)

2. Assisting families of preschoolers, three through five, concerned about their child's development by directing requests to their local school district.
3. Helping families access community services through referral.
4. Promoting community and public awareness of all children with disabilities by providing information.
5. Assisting local school district boards of education to identify unserved children from **age three through twenty-one** who are in need of special education and related services.

Project CHILD FIND was established by the New Jersey Department of Education through I.D.E.A., Part B funds from the U.S. Department of Education.

MIDDLE SCHOOL RESEARCH CITATIONS

The MLA citation system of "footnotes" and "endnotes" are greatly simplified. Instead of supplying a superscripted number for each citation and then listing each of these at the foot of the page or at the end of the essay, in the MLA system each reference in the text is followed by a parenthesis identifying the source and the page number.

- If the author of the excerpt is clear from the context- or if his name

Is specifically mentioned – you need only supply the page number at the end of the excerpt: thus (297).

- If the source is not made clear by context, then you must cite the author's last name and page number: thus (Eagleton 297)
- If you refer to two or more works by the same author, and the context does not specify the source of the excerpt, you must include the author's last name, an abbreviated title, and a page number: thus (Eagleton, Crazy John, 297)

WORKS CITED

Every work mentioned or paraphrased in the body of research must appear in the "Works Cited" at the end of the paper. Entries should be organized in alphabetical order by the author's last name (for a book written or edited by more than one person, you should use the last name of the first person listed on the title page.) If an author is not listed for an article or essay, the first letter of the first major word in the title dictates its position in your "Works Cited."

A SINGLE AUTHORED BOOK

Benson, Jackson J. *The True Adventures of John Steinbeck*
New York: Penguin Books, 1984.

BOOK BY TWO AUTHORS

Gielgud, John, and John Miller: *Acting Shakespeare*. New
York: Charles Scribner's Sons, 1991.

BOOK WITH AN EDITOR OR EDITORS

Polking, Kirk, Joan Bloss, and Colleen Cannon, eds. *Writer's
Encyclopedia*. Cincinnati: Writer's Digest books, 1983.

AN ARTICLE IN A MAGAZINE

Schlosser, Eric. "The Taking of the Presidency 2000."
Rolling Stone 1 Feb. 2001: 36-38, 64.

WEB SITE

Internet Public Library. 1 May 2002. 6 July 2002.
<http://www.ipl.org/>.

Sorenson, Sharon. *A Quick Reference to the Research Paper*.
New York: Amsco Publication, 1999.