

## DMS STUDENT HANDBOOK

### Daily Schedule

#### Grades 5, 6, 7 and 8

Period	Time
Homeroom	8:20 – 8:26
1	8:28 – 9:10
2	9:12 – 9:54
3	9:56 – 10:38
4	10:40 – 11:22
5 - Lunch	11:24 – 12:09
6	12:11 – 12:53
7	12:55 – 1:37
8	1:39 – 2:21
9	2:23 – 3:05

### Emergency School Closings

In the event of a severe storm or other emergency, information will be given through “Reverse 911,” email, text, and the district website.

In the case of inclement weather and no announcement that schools will be closed, parents/guardians are advised to use their own judgment as to whether their children should be sent to school or picked up from school before regular dismissal. It is our policy to keep schools open once the school day has started.

Whenever possible school will be open. To facilitate this, a “delayed opening policy” has been developed. School will begin at 10:00 a.m. and end at the regular time.

### Attendance

**A student must be in attendance for 160 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.**

Parents/guardians are responsible for notifying the school early in the day when a child will be absent

and for informing the school of the reason for the absence.

### Absences:

A. In order for administrators to be certain that parents are aware of their children's attendance and to provide greater assurance that children arrive at school safely, the parent/guardian must notify the school no later than 8:30 a.m. that the pupil will be absent that day. Such notification must take place each day the pupil is absent from school. Parents should call (201)-768-6060

B. The parent/guardian must provide a written excuse clearly stating the reason for the absence when the student returns to school.

C. If a pupil is absent for three consecutive days or more, the parent/guardian must provide a written note from a doctor clearly stating the reason for the absence.

D. If a student arrives to school after 10:30 a.m., the student is considered absent for the morning. If a student leaves before 1:30 p.m., the student will be considered absent for the afternoon.

The board considers the following as causes for an excused absence:

- Required court attendance
- Death in the family
- Illness or accident
- Religious observance
- Such good cause as may be acceptable to the principal.

If your child will be absent for several days, please inform the school office so that appropriate arrangements may be made.

If the absence will be for several weeks because of a disability, home instruction can be arranged. It is necessary that the attending physicians and the school medical inspector certify that the child cannot attend school to establish home instruction eligibility.

Parents are advised that the decision to remove children from school because of vacations or trips may have adverse consequences on the child's instructional progress. If an extended absence cannot be avoided, parents are expected to notify the

building administrator at least two weeks prior to the anticipated absence.

If a student misses school because he/she is on vacation, work will be given upon his/her return. Under no circumstances will work be provided beforehand for a vacation.

Good attendance is critical in order to succeed in school. It is the student's responsibility to be present and on time to homeroom and each of his or her classes.

Students arriving in homeroom after 8:20 are marked tardy. Each homeroom teacher has the right to give detention for students arriving after homeroom begins at 8:20. All tardy students arriving at school after the homeroom period (8:20 - 8:26) must report directly to the main office and sign in. These students then report to their lockers to pick up books for class.

The following procedure shall be used in those instances where disciplinary action is required in dealing with student tardiness, if the student arrives after 8:26:

- Three tardies in a marking period will result in a warning to the student.
- If there is a fourth tardy, the student will be given a detention, and a letter will notify the parent/guardian.
- A fifth tardy will result in an additional detention.
- If tardiness continues, a possible school suspension or loss of privilege
- may be issued.
- In addition, students will be ineligible to go on school trips.

### **Attendance and School Activities**

In order to participate in, or be a spectator at any co-curricular athletic or social event (dances, plays, concerts, etc.) the student shall be in attendance on the day of such an activity. Students will be considered absent from school if they sign in to school after 12:00 p.m. or if they sign out of school before 12:00 p.m. and do not return. Participation is subject to the discretion of the building administration. The decision for participation in any

such event must be made by the end of the school day, not at the event in question.

### **Late Arrival and Early Dismissal**

It is understood that from time to time certain circumstances will require that a student be late to school or dismissed before the end of the day. Parents/guardians are to notify the school in advance of such absences by written request, which shall state the reason for tardiness or early dismissal. Justifiable reasons may include:

- A. Medical or dental appointments which cannot be scheduled outside of school hours
- B. Medical disability
- C. Family emergency
- D. Court appearance

Parents are advised to make every effort to schedule medical or dental appointments at times other than school hours.

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

### **Student Behavior**

#### **Student Responsibilities**

The Demarest Middle School believes that it is essential to help students realize that their own attitudes and acts are directly related to their school experiences and that of their classmates.

Safety is a constitutional right. Students, teachers, school staff, and parents need to work together to see that these rights are maintained and obeyed by everyone in our school district. Video cameras are present throughout the building for the safety and wellbeing of all students. Video recordings can be reviewed and/or shared for disciplinary incidents and/or investigations.

Demarest Middle School's students' rights and responsibilities are as follows:

#### **Student Rights**

Students have the right to:

- a free public education

- equal protection under school policies and regulations
- a safe and orderly school environment in which to learn

### **Student Responsibilities**

Students have the responsibility to:

- obey school policies and procedures and the school authorities who enforce them
- respect one another
- observe the district acceptable use policy for technology
- treat school property and the property of others with respect
- act in a way that does not interfere with rights of others and is not harmful to the health and safety of others
- Understand that the student is responsible for his/her own property. The school does not assume responsibility for lost, stolen, or damaged property, including but not limited to laptops, tablet computers, cell phones, iPods, iPads, earphones/earbuds, or any other electronic device students bring into the school building.
- Enter and exit the building through assigned exits only.

### **Appropriate Behavior**

Students will:

- arrive on time prepared for the day's work and complete assignments as required
- exhibit self-respect and show consideration toward teachers, staff members, substitutes, parents, school volunteers, aides, and fellow students
- use school property and equipment with care
- use considerate and safe behavior in classrooms, hallways, bathrooms, lunchrooms, and other areas
- use appropriate language and behavior at all times
- wear clothing that is presentable and does not interfere with the educational process
- ask for teacher assistance when necessary
- demonstrate responsibility while participating in or attending school-sponsored events on school grounds or elsewhere
- keep their hands to their own selves

- treat others with kindness, caring, and respect

### **Inappropriate Behavior**

Please note inappropriate behavior will result in consequences including but not limited to: detention (after school or lunch/recess), in school suspension, out of school suspension, loss of field trips and/or overnight trips.

#### **Students will not:**

- disturb any class or person within the school by being disrespectful, or by refusing to obey any staff member or substitute, or otherwise being insubordinate
- break school or classroom rules (i.e. running in the halls, throwing objects, fighting, gum chewing or defacing school property)
- harm any student by verbal or physical abuse, extortion, or destruction of personal property
- commit any criminal act in or on school property
- bring alcohol, tobacco, illegal drugs, or weapons to school
- use insulting, profane or offensive language or make obscene gestures or remarks.
- wear clothing with sexist pseudo-humor or containing inappropriate language
- use a cellular phone, radio, and /or electronic games during instructional time. Students may not operate cell phones to make calls, play games, or send messages, etc., during the school day. If a student is found using a cell phone during school hours, the phone will be confiscated and a parent will be required to pick it up from the Principal's office
- distribute invitations to out of school events on school grounds.
- steal any property belonging to either the school, a teacher, or any other student
- sell any items on school grounds
- Inappropriate and/or unwanted touching of another student

#### **Consequences:**

Students need to accept responsibility for their behavior. Professional judgment will determine when to move from level to level. Consequences will generally include, but are not limited to:

#### **Level One – The Teacher**

1. Formal detention(s) with the teacher in an effort to change the behavior and to problem-solve;
2. Communication with parents via telephone, e-mail and/or conference.

Parents will receive 24 hours' notice of the date and time of a detention that has been issued to their child. Failure of the student to report for a detention will result in further disciplinary action.

**Level Two – The Guidance Counselor**

A guidance-oriented approach could be utilized to reinforce teacher measures and examine the causes of behavior.

**Level Three – The Administration**

If a student fails to respond to the teacher's authority and/or counseling, the following will tend to occur: (Not necessarily in this sequence.)

Cumulative detentions and/or suspensions which will result in exclusion from one or more of the following:

- Lunchroom/recess privileges
- Extra-curricular activities
- Field Trips
- End-of-the-year activities.

It is expected that each student will accept the responsibilities included in the Demarest Middle School "Code of Conduct." The following disciplinary action(s) have been established and may be used as needed:

- Verbal warning
- Detention
- Conference with guidance counselor
- Parent/teacher conference
- Referral to principal
- Exclusion from extracurricular activities/class trips
- School suspension
- In School suspension
- Expulsion

**All disciplinary action taken against any student is done in accordance with NJ State Law under the N.J.S.A. Title 18A, as well as, district policy. Disciplinary action against a student is not subject to negotiation by parents.**

**Discipline Policy/Point System**

Positive behavior and kindness are encouraged in all of our students at all times. However, misbehavior and/or violations of the discipline code will result in a "point" issued by the principal. The following chart details potential violations as well as their point equivalency:

Repeated Dress Code Violations (3+)	2 points
Cheating	3 points
Each Day of Detention	3 points
Fighting/Physical Contact	5 points
Suspension and In School Suspension	6 points

If a student accumulates a certain amount of points, the following consequences will occur:

10 points or more	Loss of lunch/recess privileges
15 points or more	Loss of field trips, school-wide events, overnight trips

Points will be accumulated via Realtime and will be available to view at all times through the Parent Portal and/or Student Portal. Each year, students will begin the school year with zero points.

**Classroom/School Rules**

1. Talking will be permitted until the late bell rings.
2. You should be in your seat, ready to work when the late bell rings.
3. There will be no candy or gum chewing.
4. Writing on desktops, tables, etc. is forbidden.
5. All assignments must have the proper class heading.

Name                      Date  
Class                      Assignment

6. Raise your hand for permission to talk or leave your seat.
7. If a student receives permission to go to the lavatory, he or she must sign the pass booklet.
8. All textbooks and any other books issued to the student must be covered at all times.
9. At the end of the period, the class will be excused by the teacher.
10. The teachers' desk/work area is off limits to all students without permission.
11. The room must be kept neat and clean at all times desks and chairs must be in order before leaving the class.
12. In the event the regular classroom teacher is absent, students are expected to treat the substitute with respect and follow the rules above.
13. Follow, adhere to, and uphold **Demarest Board of Education Network and Internet Computing Regulations** as stated and signed by the parent and student for general computing, use of the internet, security system, responsibility, and use.

### **Student Dress**

The basic responsibility for the appearance of the student rests with the parents. Students are, however, expected to attend school dressed for the business of learning. It is expected that students dress in good taste considering the age, weather, community norms, the need for safety, and the need to take the process of education seriously. Traditional standards for good taste and modesty are expected.

Students should not wear to school:

- Hats, bandanas and scarves once inside the building
- Clothing that makes reference to alcohol, drugs, violent behavior, or offensive language including harm to self or others
- Items that communicate vulgarity, sexual or mixed messages, or messages that tend to agitate others (especially ethnic, religious or cultural groups)
- Clothing that does not cover all undergarments
- Halter tops, spaghetti straps, tank tops, or clothing exposing midriffs or chests. Shirts can only expose arms.
- Shirts cut off at the shoulder or waist

- Shorts or skirts shorter than mid-thigh length (fingertip length is a guideline)
- Shoes that cause imbalance or inability to maneuver quickly or safely
- Footwear that does not secure both the front and the back of the foot (no flip-flops)
- Heavy chains or dog collars
- Pajama pants or boxer shorts

**Parents/guardians will be called to bring a change of clothing or students will be provided appropriate clothes in the event that clothing is deemed unacceptable.**

### **Vandalism and Property Damage**

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. All accidental damages should be reported to a teacher or office immediately.

### **Rules and Regulations for Physical Education**

1. Sneakers and appropriate athletic wear are required. Sneakers (not hiking shoes) should be laced up and tied properly for reasons of safety.
2. Students are responsible for following the directions of the teacher in order to ensure the safety of all students
3. Students must conduct themselves with appropriate sportsmanship and kindness to their peers during all athletic endeavors.
4. In order to be excused from taking part in physical education class, a note from a parent will be acceptable. If more than one class will be missed, a doctor's note is required.
5. Gum and/or candy chewing is not permitted.

### **School Suspension (File Code 5610-Board Policy)**

While the school administrator believes positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize pupils for violations of school regulations to ensure the good order of the school and to teach pupils the consequence of disruptive behavior.

Pupils who indulge in disruptive behavior in school or at school-related activities and locales may be suspended or expelled. Disruptive behavior includes, but is not limited to:

- Continued and willful disobedience;
- Open defiance of the authority of any teacher or person having authority over a pupil;
- Actions that constitute a continuing danger to the physical well-being of other pupils;
- Physical assault upon another pupil, teacher, or any school employee with or without a firearm or other weapon;
- Taking, or attempting to take, personal property or money from another pupil whether by force or fear;
- Willfully causing, or attempting to cause, substantial damage to school property;
- Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority;
- Inciting others to take part in an unauthorized occupancy;
- Inciting other pupils to truancy;
- Truancy and class cutting; leaving school property without permission;
- Use of any tobacco product on school property;
- Use, possession or sale of a controlled dangerous substance, drug paraphernalia, anabolic steroids or alcohol;
- Use of profanity, obscenity or abusive language;
- Turning in a false alarm; [this includes fire alarms, and the lockdown alert system]
- Tampering with or damaging property of other pupils or staff members;
- Selling or buying lottery tickets or any other gambling paraphernalia on school property.
- Theft
- Vandalism of property owned by the school, staff or other pupils.

Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) with or without a weapon upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

Any person who is convicted or adjudicated delinquent for possession of a firearm or crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year.

### **In-school Suspension**

ISS may at times be provided as a consequence in lieu of suspension at the discretion of the Principal

### **General**

Students may also receive out of school suspension for disruptive behavior. Every pupil will be given a written warning form of a disciplinary notice that subsequent violation of school regulations may result in his/her exclusion or suspension.

Pupils under suspension are prohibited from participating in or attending any school-regulated activity during the period of suspension. They may not enter the school buildings or grounds of the district without the permission of the chief school administrator. Any pupil under suspension who enters the school buildings or grounds without the permission of the chief administrator may have the period of his/her suspension extended.

Serious violations of school regulations that create a dangerous or unsafe condition for other pupils shall cause a pupil to be suspended upon the first offense.

Pupils who are under suspension will be required to make up all assignments missed during the period of their suspension and will be given adequate opportunity to make up this work. Upon readmission, failure to complete the makeup assignments will result in a meeting with the parents/guardians.

### **Student Eligibility for Eighth Grade Activities**

Eligibility for participation in 8th grade activities (Washington, D.C. Trip, Graduation, Dinner Dance, Field Trips, etc.) will be determined by student adherence to the school policies and rules. A student may be subject to removal from participation in 8th

grade activities, inclusive of graduation exercises, if behavior and conduct is not in compliance with school policies. **Additionally, excessive tardiness and/or unexcused absences will prevent a student from attending these types of activities.**

### **1:1 Laptop Initiative**

At Demarest Middle School District each student will be given a school-issued laptop, in order to enhance learning in and out of the classroom by utilizing the Internet and various applications. Our goal is to enhance student achievement and engagement in school as 21st century skills are built. The computers will be issued to each student for the entire school year, but they will remain property of the Demarest Board of Education. Students are expected to adhere to the rules and guidelines in our Acceptable Use Policy while using their school-issued computers. The following is a “*top ten list*” of student guidelines.

1. Students must properly take care of their computers and must not deface the covers in any way. Students must also leave their name tags in place in their original condition and not put anything else on the inside cover. **Students should not put stickers or images anywhere on the laptop.**
2. The school can inspect and/or confiscate laptops if there is suspicion of wrongdoing. The same is true of students’ Google Drive account.
3. Students can only use laptops when allowed by teachers. Teachers have the right to close a student’s device if they perceive it has become a distraction to learning. Students must not touch the laptop of another student without permission.
4. Students must not take pictures or videos of others without consent, and must not use social media or a private email address while on school grounds.
5. Students must only use the school Internet connection during school hours. Students are to remain logged into their Google accounts. Students are not to use a separate Google ID on their school issued device. **Virtual private networks are strictly prohibited.**

6. Students must allow the district to download all the software necessary to fulfill the purposes of the laptops
7. The school is not responsible for damage to devices brought from home. Accidents and missing laptops must be reported within one day.
8. E-mail and Google Docs are not to be used for off task behavior.
9. Students must not share passwords and are not allowed to erase their browser history.
10. The computers must not be used for inappropriate behavior or HIB. Students must practice proper Internet safety. All HIB will be dealt with in accordance with school policy and state laws.

Violation of these rules will lead to confiscation of student devices, detention and/or other school based consequences. Further clarification of these 10 rules and a description of the program is available on the District Page under the tab 1:1 Initiative.

Furthermore, all students are advised to bring in ear buds or low-cost headphones. Students are strongly advised not to bring in expensive headphones. Missing expensive headphones, such as “Beats by Dre”, “Airpods” or the like, will not be investigated and the school is not responsible for the missing property. Headphones are only to be used under the direction of a teacher and are not to be worn in the hallways.

### **Academics**

#### **Grading**

Student grades are a reflection of their academic achievement. The grade reflects the student’s daily work, homework assignments, test and quiz grades, classroom participation, and any projects, which are assigned.

The following marking code is used to describe and report the achievement level of students based upon the following symbols and descriptions:

A (94-100)	A - (90-93)	
B+ (87-89)	B (84-86)	B- (80-83)
C+ (77-79)	C (74-76)	C- (70-73)
D (65-69)		

F (64 and below)

Each marking period, students are identified for placement on the Honor Roll. The following criteria issued:

- High Honor Roll: All A's in every subject area
- Honor Roll: A minimum of four A's (at least three in the basic academic areas-math, language arts, social studies, science, or reading) and no grade lower than a B-

### **Student Progress Reporting**

Report cards are issued four (4) times annually for grades 5-8. Grades are posted on a continual basis for all students through our parent portal. Please review the school calendar for such important dates as report card distribution, parent-teacher conferences and Back-to-School Night. It is important that parents feel free to request conferences with teachers whenever warranted. Conferences are scheduled in the fall and on an as needed basis in February. The progress of a child in school is the mutual responsibility of the home and the school. Both must be ready and willing to work together to insure the best possible instructional program for the child.

**Promotion/Graduation Requirements** Prior to a recommendation for promotion or graduation, each child's performance will be reviewed by the staff to assure satisfactory completion of course requirements. Pupils are required to be present 160 days except for medical reasons and/or extenuating circumstances.

The Demarest Board of Education has established eighth grade promotion requirements in the areas of required subjects, academic testing and attendance. Criteria have also been established for students with limited English proficiency. Copies of applicable policies are available in the school office.

Graduation diplomas will be awarded to eighth grade students who have successfully completed the instructional program appropriate to the achievement of the district's goals and objectives and who have achieved minimum levels of proficiency in basic communication and computational skills.

### **Homework**

Homework assignments are determined by an individual teacher's judgment, which takes into consideration the variables of student age and ability, the pertinent subject area, and the purpose of a specific assignment. The majority of assignments are posted on teacher's websites and/or Powerschool.

The following guidelines are used in determining homework assignments for Demarest students:

1. As the student matures and advances to higher grade levels, it is expected that total homework time per week will increase. In addition, the complexity of assignments, as well as the time span needed to complete individual assignments, may increase.
2. Students who are excused to take part in field trips, concerts, competitions, or any other school-sponsored activity must make arrangements with the teachers of the missed classes to make up the work.
3. Work brought home may also include unfinished homework and unfinished class work. **Students are expected to be present at school unless legitimate reasons such as illness or family emergencies warrant absence. Extended absences result in loss of instructional time and disrupt the continuity of the student's educational program. The school will not be responsible for make-up work or class time missed for reasons other than legitimate absence.**

### **Makeup Work**

Students will have a specific amount of time to makeup work or assessments they have missed from being absent or missing class due to field trips, etc. This time will be proportionate to the amount of time missed. For example, if a student is absent two days, they will have two days to makeup the work and complete any assessments/projects they may have missed. Please be sure to check all teachers' websites for daily updates and changes.

Students are encouraged to directly contact each classroom teacher to create a schedule for completion of tests, projects, missed work, etc. This policy allows students to remain up to date with the fast



paced curriculum and complete missing work in a timely fashion.

### **Demarest Middle School Citation Policy**

When requested by the teacher, students are required to create an MLA works cited for all research related work including print and electronic materials (this includes images such as maps, illustrations, charts, etc.). Plagiarism or inappropriately taking credit for another's work will result in the student redoing the assignment. Potential consequences include detention and reduction in the student's grade.

### **Textbooks**

All basic textbooks are loaned to students for their use during the school year. All other personal supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Please be sure your child's name, grade and school are written on the book label in case the book is misplaced. Parents/guardians will be required to pay for lost or damaged books.

### **Academic Standards for Participation in Co-Curricular Activities**

It shall be the policy of the Demarest School District to establish scholastic thresholds, which will encourage participation in co-curricular activities with the student's best realization in the academic program. The academic standards for participation of middle school students in co-curricular activities are as follows:

1. During the first marking period, all students will be eligible.
2. For the second through fourth marking periods, all students are eligible who successfully pass all major subject areas (Language Arts, Science, Social Studies, Mathematics, and Foreign Language for the previous marking period).

If a student is determined to be ineligible based upon the above standards, he or she shall be excluded from co-curricular activities for the entire ensuing marking period.

Co-curricular activities include, but are not limited to, interscholastic and intramural sports, student council, yearbook, and dramatic and musical productions.

### **Guidance Services**

Demarest Middle School provides a guidance counselor to work closely with students, parents and teachers to facilitate academic, social and emotional growth throughout the students' years at the school. Students and parents may forward their concerns to the guidance counselor. Their phone number is 201-768-6060 X53215.

### **Procedures for Processing Concerns**

When parents or students have a concern, they should follow the "Chain of Command" in order to clarify the concern as soon as possible.

1. Begin by expressing your concern to the teacher. Discuss the issue with the teacher. Direct and informal communication should generally be your first step.
2. If the matter is unresolved, speak with the Guidance Counselor, who will conduct a problem-solving meeting between you and the teacher.
3. If still unresolved, you may appeal to the Principal, who will conduct a conflict resolution meeting with the parties involved.
4. If you believe that your situation has not been resolved, your appeal process will be presented to you, which could involve formal communication with the Board of Education.

Our goal is to resolve misunderstandings as close to their source as possible. Our procedure is designed to problem-solve conflicts.

### **Chain-of-Communication**

Contact the Teacher  
Contact the Guidance Counselor  
Contact the Principal  
Contact the Superintendent

### **Field Trips**

It is policy to take students on field trips only with permission from parents/guardians and only if children can exercise the needed decorum and self-control so important on an educational field trip.

When a trip is being planned, permission slips will be sent home for approval of parents/guardians. In the event of a breach of our code of conduct the principal may elect to send a student home early from the trip.

### **Extra-Curricular Activities for Grades 5-8**

The following activities may be offered for student participation:

- Basketball Team (6-8)
- Volleyball Team (6-8)
- DMS Math League
- K.A.R.E. Club
- Music-Choral
- Music-Instrumental
- Soccer Team (6-8)
- Spring Track Team (6-8)
- Student Council\*

\*In order to run for a student council officer position in 8th grade, a student must have participated in student council for a minimum of one year during Grade 5, 6, or 7.

### **Lunch**

The Demarest Middle School Lunch Program is available to all students on a voluntary basis. Students will remain on the middle school campus during lunch and recess. In order to best ensure the safety of the students and staff, students are not allowed to order lunch from an outside delivery service. Students are not allowed to have glass bottles. Students are not allowed to distribute food in the cafeteria. The cafeteria facilitates purchases through select vendors.

#### Scheduled lunch time:

Grades 7 & 8:

Lunch: 11:24 A.M. – 11:46 A.M.

Recess: 11:46 A.M. – 12:09 P.M.

Grades 5 & 6:

Recess: 11:24 A.M. – 11:46 A.M.

Lunch: 11:46 A.M. – 12:09 P.M.

At the conclusion of the lunch period, students will assemble on the basketball courts and will enter the building through the side door

If your child forgets his/her lunch, it may be brought to the school and placed on the table in the front entrance to the building. Make sure your child's name is on the lunch bag.

Microwaves are available for student use in the cafeteria.

### School Procedures

#### **Fire Drills/Practice**

N.J. State Law requires schools to hold one fire drill per month and one school security drill per month. The following basic rules should be followed:

1. Absolutely no talking.
2. When required, students will leave the building in a single line led by the teacher.

Two emergency signals may be given:

1. Regular fire alarm
2. Verbal alarm.

#### **Lock Down and Evacuation Situations**

This is an administrative decision where special instructions are directed to all staff for the ultimate safety of everyone in the school.

Procedures are in place if such a decision is put into action. Students are expected to remain silent and follow the directions of the classroom teacher. Consequences will be rendered for those who do not follow directions.

#### **Emergency and Crisis Management Plan (ECMP)**

As required by the N.J. State code, a plan has been developed for the Middle School to respond to a variety of emergencies and crises. In addition to two fire drills a month, students will be trained and practice in school evacuation and lockdown procedures throughout the school year.

#### **Locker Regulations**

Lockers are provided for all students. Lockers are school property and are provided on a loan basis for use during the school year. The care and condition of the locker will be the total responsibility of the student. Students will be held financially responsible for any defacing or malicious acts of vandalism involving the use of their locker. **Lockers are considered school property and school authorities may open and inspect them when necessary.** Any problems with lockers should be reported to the homeroom teacher. **Cell phones are to be kept in lockers and turned off during the school day.**

Students are responsible to keep lockers clean and in good order. Writing in lockers is not acceptable and students should not apply stickers but magnets are acceptable. Students are to keep combinations to themselves and must assume responsibility for any missing items should combinations be shared.

Students are not to share a locker. Students are not to disable the lock. Students must accept the consequences of any problem caused by sharing.

Students may go to their lockers:  
Upon arrival in school Before lunch  
After lunch  
At the end of the school day

A student failing to meet these conditions will suffer the revocation of his/her locker privileges.

**Board Policy states lockers are subject to administrative search in the interest of school safety, sanitation, discipline, enforcement of school regulations, and to search by law enforcement officials on presentation of a proper warrant. Copy of the Board Policy is available in the principal's office.**

**The principal, or any other official designated by the Demarest Board of Education may inspect lockers or other storage facilities provided for use by students as long as students are informed in writing at the beginning of each school year that inspections may occur.**

#### **Lost and Found**

Since students are provided with lockers, it is the student's responsibility to see that lockers are used and kept locked. Locker combinations should not be revealed to other students in order to guarantee the safety of personal property.

**The school does not assume responsibility for lost or stolen personal property.** Lost and found articles are stored in the main office for a short time. Found property may be returned to the main office at any time during the school day. Lost articles may be reclaimed before and after school each day at the lost and found, which is located in the school cafeteria.

#### **Assemblies**

When an assembly program is held the students will be escorted to the assembly by either the homeroom teacher or subject teacher. As each class arrives, they will be seated as a group in a designated area. At the termination of the program each class will be dismissed by the person in charge and given further instructions.

#### **Code of Conduct for Assembly Programs**

Performers, speakers, etc. are to receive a well-mannered, attentive response.

- Students will sit with their assigned class and teacher in the designated location where attendance will be taken.
- Students will refrain from booing, whistling, yelling, or talking during a performance. It is not polite, and shows lack of common courtesy.
- Students will refrain from putting their feet on the seats in front of them.

#### **School Nurse and Information**

The school nurse will administer a screening test for vision, hearing, weight, and scoliosis under the direction of the school physician, according to the New Jersey State Department guidelines.

#### **Entering the Building**

During extremely cold (below 32 degrees) weather and/or precipitation, the teacher-in-charge will allow students to enter the building through a designated area. Fifth grade enters and lines up in the sixth grade wing. Sixth, seventh and eighth graders will report to the cafeteria. Students may be dropped off in the morning as early as 8:10 a.m. Supervision is provided both in the front and back of the buildings at that time. At 8:17 a.m. students will enter the schools and report to homeroom.

#### **Exiting the Building**

Students must exit the building by 3:30PM. If they need to return for any reason after 4:00PM they must be accompanied by a parent. Students may exit the building through the front door, the black top door or the door leading to the flagpole. No other exits are to be used by students. Students are not to use the gym doors, cafeteria doors, or the doors by room 117 for anything other than a fire drill or evacuation drill.

#### **Letters/Flyers to Parents**

The administration must preview and approve any letter/flyer before it is sent home.

Letters/flyers that advertise organizations and/or functions that are not directly related to the Demarest Public Schools or its students will not be sent home through the school. Private event invitations will not be distributed by school and district personnel. THE

office cannot disseminate contact information of other families for privacy reasons.

### **Safety & Security**

In the interests of safety and security, the Demarest Middle School exterior doors will remain locked and secured after students; morning arrival. Upon entrance into the building, visitors, including parents/guardians, must report directly to the main office, sign-in and wear an identification tag while in the school building. Visitors will be asked to leave their keys to ensure the visitor returns their tag and to ensure the office knows who is in and/or who has left the building.

### **Parking Lots**

Designated spaces are clearly marked for **Visitor Parking**. If you are visiting the schools, please park your car in these visitor spaces. If these spaces are filled, you will need to park your car on the street. All other spaces are numbered for school staff. **Please do not park in the numbered parking spaces.** There is no stopping or standing in the Piermont parking lot adjacent to the school.

### **Crossing Guards**

Crossing Guards are located in front of Northwood Avenue, Orchard Road, and Hardenburgh Avenue. **Be sure to follow their directions at all times.**

### **Equal Educational Opportunity**

#### **Sexual Harassment**

The Demarest Public Schools shall maintain an academic environment that is free from sexual harassment. Sexual harassment shall consist of unwanted and unwelcome sexual advances, requests for sexual favors and other inappropriate conduct or communication of a sexual nature when made by any staff member to a pupil, to any pupil to another pupil or by any pupil to a staff member when;

A. Submission to such conduct is made either explicitly or implicitly a term or condition of a pupil's evaluation, promotion, opportunities, privileges, and other benefits of education.

B. Submission to or rejection of such conduct by a pupil is used as a basis for decisions affecting the pupil.

C. Such conduct has the purpose or effect of interfering with a pupil's academic performance or creating an intimidating or hostile educational environment.

### **Anti-Bullying Policy**

Students are expected to treat each other with civility and respect. Acts of harassment, intimidation, or bullying against any pupil will not be tolerated. The Board of Education shall also not tolerate an act of reprisal or retaliation against any pupil who reports an act of harassment, intimidation, or bullying, or who falsely accuses another of bullying as a means of harassment, intimidation, or bullying.

All aforementioned points are subject to the guidelines set forth by the Anti-Bullying Bill of Rights, which went into effect September 2011. For further information please visit:

<http://demarestsd.schoolwires.net>

### **Hate Crimes/Bias Incidents**

Any student or other staff person who becomes aware that a hate crime was committed or is about to be committed shall immediately inform the building principal and chief school administrator. All incidents of hate/bias shall be reported whether they occur during school hours on school grounds or otherwise.

### **Pupil Grievance Procedure**

#### **(File Code 5145.6-Board Policy)**

Each school shall establish procedures for the consideration of pupil problems and for the processing of their complaints and appeals. These procedures should be developed through the cooperative efforts of pupils, faculty and administrators. The chief school administrator or designee shall establish and maintain procedures for appeals beyond the decision of the principal. Details of those procedures should be made known to pupils and staff, and pupils who wish to use them should be assured of access to the appropriate personnel within a reasonable period of time.

In the event a problem arises during school involving unfairness or student rights, the following procedures should be adhered to:

1. Consultation with the teacher present at the time of the incident. [If the problem is not resolved at step #1, a student should proceed to the next step.]
2. Consultation with the school guidance counselor.
3. Consultation with the building principal.
4. Consultation with the superintendent of schools.