



**Hazlet Middle School**

**Student-Parent Handbook**

**2019 - 2020**

*Educating our students...to achieve their maximum potential.*

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# Mission

Educating our students...to achieve their maximum potential.

# Vision

In the pursuit of excellence, the Hazlet Township Public School District, through a rigorous academic program with high expectations, will provide students with opportunities that lead them to become responsible, independent-thinking, global citizens. The school community will implement this vision through ongoing and honest self-reflection with a commitment to continuous improvement.

## The Hazlet Township Public School District vision is one where:

- Students are actively engaged in developing twenty-first century skills.
- Communication among our community of learners is open and engaging.
- Rigor, relevance, and relationships are the cornerstone of our daily practice.
- Data-informed decision-making guides our path to continuous improvement.
- Challenging programs and relevant learning opportunities are provided for our community of learners.
- Active collaboration occurs with partners in Pre K-16 institutions, businesses, and community organizations on a local, regional, national, and global level.
- Staff members are committed towards achieving high expectations for themselves and our students and model the skills needed to inspire students to maximize their achievement.

# Goals

- Academic Excellence
- Highly Effective Professional Staff
- Effective Communication with All Stakeholders

# Core Beliefs

- Environment impacts learning.
- High expectations promote high achievement.
- Communities benefit when people act responsibly and respectfully.
- Education is a partnership among students, families, educators and the community.
- Commitment of resources to public education provides long-term benefits to society.
- Continuous improvement is achieved by promoting and managing change effectively.
- All students are capable of ongoing educational growth and behavioral improvement.
- Professional development that is personalized is a core tenet for creating highly effective staff.

# Hazlet Township School District

## Profile of the Graduate

Graduates of the Hazlet Township School District will be prepared to make significant contributions to their community and the larger global society while continuing their life-long journey of personal growth and self-fulfillment. They will demonstrate proficiency in all of the following areas:

### **Core Areas of Knowledge**

English (reading, writing, listening and speaking)

Mathematics

Civics and Government

Physical Science

Biology

Chemistry

At least one world language other than their native language

Physical Education

Economics

History

Geography

At least one of the visual or performing arts

### **21<sup>st</sup> Century Literacy**

Global awareness and the United States' place in the world

Understanding the inter-connective nature of governments and societies

Ability to effectively utilize technology to communicate ideas via a variety of media

### **Learning and Thinking Skills**

Critical thinking and problem solving

Written and oral communication

Creativity and innovation

Collaboration

Contextual learning

Information and media literacy

### **Life Skills**

Leadership

Ethics

Accountability

Adaptability

Personal productivity/responsibility

Self-direction and reflection

Social responsibility

### **Personal Attributes**

Self-discipline and a strong work ethic

Leading a healthy lifestyle

Self-respect and concern for all life

# Hazlet Township Public Schools

## Parental/Guardian Consent Form

We are sending you this parental consent form to both inform you and to request your permission for your child's photo/image and personally identifiable information to be published on the district and/or schools web site including permission for the New Jersey Department of Education to use photos/images and personally identifiable information on their Twitter and other forms of social media outlets.

**As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however we as schools do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child.**

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes student names, photo or image, grade level, academic, athletic or co-curricular accomplishments, media articles and video highlights. **It does not include** residential addresses, e-mail address, phone numbers and locations and times of class trips.

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal of your child's school and such rescission will take effect upon receipt by the school.

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Check one of the following choices:

\_\_\_\_\_ I/We GRANT permission for a photo/image that includes this student without any other personal identifiers to be published on the school and/or district's public internet site, NJDOE public internet site, and local media.

\_\_\_\_\_ I/We GRANT permission for this student's photo/image and name to be published on the school and/or district's public internet site, NJDOE public internet site, and local media.

\_\_\_\_\_ I/We GRANT permission for this student's photo/image and all other personal identifiers listed above to be published on the school and/or district's public internet site, NJDOE public internet site, and local media.

\_\_\_\_\_ I/We **DO NOT GRANT** permission for photo/image that includes this student to be published on the school and/or district's public internet site, NJDOE public internet site, and local media.

Student's Name (please print) \_\_\_\_\_ Grade \_\_\_\_\_

Name of Parent/Guardian (print) \_\_\_\_\_

Signature of Parent/Guardian (sign) \_\_\_\_\_

Relationship to student \_\_\_\_\_

Date \_\_\_\_\_

Revised: 7/19

## **JOIN HAZLET MIDDLE SCHOOL PTO! YOUR MEMBERSHIP MATTERS**

Our goal is to enhance the learning experience of every HMS student by increasing parental involvement and raising needed funds.

The PTO provides students with awards recognition, bagel breakfasts, scholarships, graduation flowers, and the 8<sup>th</sup> grade trip in June. We also offer teacher grants for additional supplies in the classroom.

You can show your support for the students and staff at HMS by joining the HMS PTO. Membership is only \$7.00 per family, and your dues alone are a big help! Membership does not require any of your time, unless you want it to. By working together we can do great things at HMS!

Please fill out this form and return it to your child's homeroom teacher along with your \$7.00 dues. If paying by check, please make it out to **Hazlet Middle School PTO**. If you'd like to volunteer for any of our committees, just put a check mark next to that committee. Parents may be members of more than one committee.

- |       |                                      |   |
|-------|--------------------------------------|---|
| _____ | <b>Bagel Breakfast</b>               | Organize and assist in breakfast for the 8 <sup>th</sup> grade bagel breakfast                                    |
| _____ | <b>Bakers</b>                        | Supply baked goods for Back to School Night and PTO meetings  |
| _____ | <b>Fundraisers</b>                   | Organizing and participating in distribution, collection and separating items for the fall and spring fundraisers |
| _____ | <b>Hospitality</b>                   | Set-up refreshments for the PTO meetings and events   |
| _____ | <b>Teacher Appreciation Luncheon</b> | Supply food, organize, set-up, and clean-up   |
| _____ | <b>HMS Gift Auction</b>              | Help organize, set-up, sell tickets, and solicitation for the event   |

Parent/Guardian Name: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Number \_\_\_\_\_

Email Address: \_\_\_\_\_ Homeroom: \_\_\_\_\_

**THANK YOU FOR YOUR CONTINUED SUPPORT!**

# **HAZLET TOWNSHIP PUBLIC SCHOOLS**

## **BOARD OF EDUCATION**

Lauri J. O’Leary – President  
Victor Iannello – Vice President

David Asfour  
Edward Barrett  
Kathryn Bolen  
Steve Grossman  
William J. Kolibas, Jr.  
Jodie Moreno  
George Theis  
Student Member: William Zinckgraf

## **ADMINISTRATION**

Scott Ridley, Ed.D. – Superintendent of Schools  
Joseph Annibale – Assistant Superintendent of Schools  
Christopher J. Mullins – School Business Administrator/Board Secretary  
Heather Schwarz – Director of Curriculum, Instruction & Testing  
Jacqueline Hafner – Director of Special Services  
Julie Ciccarone – Director of Guidance  
John DeGenito – Director of Athletics  
Andrew Piotrowski – District Affirmative Action Officer  
Suzanne Capraro – Supervisor of Language Arts K-12 & District Title IX Coordinator  
Chantal Molino – Supervisor of Special Education  
Jennifer Martins – Supervisor of Mathematics K-12/Ed. Tech. K-8  
Michael Miller – Supervisor of Science 7-12  
Charles Hildner – Supervisor of Buildings & Grounds  
Joseph Emerson – Network Administrator

## **SCHOOL ADMINISTRATION**

Christine McCoid – Principal  
Paul S. Zicker – Assistant Principal  
Jacqueline Allen – School Counselor  
Paige Quigley – School Counselor  
Laura Broderick – Nurse  
Christine Matarese – Secretary  
Annette Rothchild – Secretary

## **AFFIRMATIVE ACTION OFFICERS**

Doug Turner - HMS  
Robin Beaudry – HMS

**HAZLET MIDDLE SCHOOL**  
1639 Union Avenue Hazlet, NJ 07730  
**Phone: 732 264-0940**  
**Fax: 732 264-0571**

Please dial the main number at **732 264-0940** for all calls. You will be directed to the following extensions:

<b><u>Absence Number</u></b> /Nurse's Office/Attendance	Extension 2006
<i>Counselor's Office</i>	
Jacqueline Allen	Extension 2005
Paige Quigley	Extension 2007
<i>Child Study Team</i>	
Kerri Kelleher	Extension 2011
Frank Murano	Extension 2008
Main Office	Extension 2001
Principal's Office	Extension 2002
Athletic Updates	Check website: <a href="http://www.hazlet.org">www.hazlet.org</a>

**Instant Alert Notifications!**

Log into the parent portal to check and update your contact information. While you are logged into parent portal you will also be able to verify what notification categories for which you would like to receive alerts. To do this, click on the "contacts" tab on the left side of the page. Once on the contacts page, you will see a link on the bottom right of the page titled "Update Phone/Email." Click that link and you will be able to make changes to your contact information and notification categories. (Full instructions are on the website.)



## **SCHOOL CALENDAR**

*Click on the link below to view the most up-to-date calendar of school closings, marking period closing dates, and graduation/promotion dates.*

**<http://www.hazlet.org/Content2/490>**

*The calendar is located on the home page of the district's website: [www.hazlet.org](http://www.hazlet.org)*

## AFFIRMATIVE ACTION

Hazlet Township Public Schools has an Affirmative Action Policy of Equal Educational Opportunity on file in the office of assistant superintendent of schools. The district's affirmative action officer is Loretta Zimmer, principal, Middle Road School, (732) 264-9012.

## ATHLETIC AND EXTRA CURRICULAR ELIGIBILITY

To be eligible to participate on an athletic team or activity, a student must have a good academic and discipline record. If a student is failing any class at the progress report or report card time, they will be placed on probation. After a two-week probation period, if the student is not passing, they will be removed from all after school activities. A student may not participate in extra-curricular activities again until they are removed from the ineligible list by the principal.

## ATTENDANCE POLICY

The school day begins officially at **8:10 a.m.** with first block class. Students are expected to arrive at school each day in time to enter the building, go to their lockers and get to class at or before 8:10 AM. Students are not to arrive before 7:50 AM.

New Jersey law requires that students attend school each day. Exceptions will be made for religious holidays with written excuse provided in advance. Parents of students who are absent should notify the school of the absence. In addition, students who are absent must bring a written excuse from home and give it to the homeroom teacher upon their return from any absence. Illegal absences will be considered truancy and will require disciplinary action.

Students who miss school have the responsibility of making up work covered during their absence. It is the student's responsibility to arrange with their teacher(s) to make up the work within a time period equivalent to double the duration of the absence. Failure to do so forfeits the right of make-up.

Students must be in school for a minimum of one (1) hour of classroom instruction before the lunch/learning lab block **AND** one (1) of classroom instruction after the lunch/learning lab block in order to NOT be considered absent. (Students **must arrive at school no later than 9:55 a.m. and remain in school until at least 1:05 p.m.** to avoid being charged with a full day's absence. Students who are not present for the minimum two (2) hours of instruction will not be permitted to participate in athletic or any extra curricular activities.

## REPORTING STUDENT ABSENCE

A parent/guardian is to notify the nurse's office, prior to 9:00 AM, that your child will be absent by calling **732-264-0940, extension #2006**. Within two (2) days of his/her return, the student must present a written note signed by his/her parent/guardian to his/her homeroom teacher. The note must include the student's name, date(s) of absence and the reason(s) for the absence(s).

## Excused and Unexcused Absences for School

REVISED AUGUST, 2019

In collaboration with central office, the Hazlet school-based administrators revised Regulation 5200-Attendance by more closely aligning our district's attendance procedures with New Jersey Department of Education guidelines. Chronically absent students miss 10% or more of the school year, or 18 days for most students. Research shows that chronic absenteeism in schools is a primary cause of low academic achievement and is a powerful predictor of which students are at a higher risk for dropping out. The effects of chronic absenteeism begin as early as kindergarten and are compounded each year following.

The new attendance requirements, which will be implemented at the start of the 2019-2020 school year, include the following changes to **Regulation 5200 – Student Attendance**.

- **Elementary and middle school students may be retained at grade level, in accordance with Policy 5410, on the 17<sup>th</sup> unexcused absence.**
- **In alignment with NJDOE regulations, the following absence reasons are excused absences and do not count toward loss of credit or retention.**
  - Observance of religious holidays
  - Visits to post-secondary educational institutions (maximum of 3 per year for 11<sup>th</sup> and 12<sup>th</sup> grade students only).
  - *Take Your Child to Work Day*

**All other absence reasons**, including medical absences, are **unexcused**. If your child has excessive absences, the principal will work closely with the guidance counselor to identify obstacles that are preventing your child from attending school, and develop strategies that will support and improve attendance. If a student has a chronic medical condition, please provide the school with this information as soon as possible, so that we can work with you to provide supports and resources for your child.

If you have any further questions regarding attendance procedures, please call the principal's office for further clarification.

## **BICYCLES**

Students are permitted to ride their bicycles to and from school. There is a bicycle rack provided on school grounds which must be used. Students are responsible for securing their bicycles to the rack with a personal locking system as none will be provided by the school. Proper riding is expected and privileges to ride may be revoked if proper conduct is not adhered to.

## **BUS POLICY**

The school bus is considered school property; therefore, all school rules apply. Poor conduct places all students and drivers in a dangerous situation and will not be tolerated.

1. Students may only ride their assigned bus. Any student found riding a bus that has not been assigned to him/her will be suspended from the bus at the discretion of the building principal and transportation manager.
2. Show respect for the driver at all times.
3. Enter and leave the bus without pushing or crowding.
4. Remain in your seat while the bus is in motion.
5. Talk in a reasonable tone of voice. No calling out to passers-by and no profane or abusive language.
6. Music devices must be kept to a minimum so as not to distract the bus driver or other students.
7. Keep the bus clean. No throwing of any objects on the bus or out the windows.
8. No extension of any body part out of the window. No jumping over seats.
9. No smoking or eating on the bus.

The building principal may remove a student from the bus when the welfare and safety of the others are in jeopardy. This is an extreme measure for habitual or repeat offenders or for a very serious offense. All school rules apply for consequences and may include suspension from bus privileges, suspension and/or loss of extra-curricular activities deemed by the building administration.

## **USE OF DRUGS - DETECTION CANINES (Policy 9325)**

The Hazlet Township Board of Education has an express policy that permits student lockers to be inspected at any time. Locker inspections form a key component of the district's continuing effort to maintain a safe and orderly academic environment within the district's schools. The Hazlet Township Board of Education has determined that it is in the best interest of the students to authorize drug-scent dogs to conduct suspicionless inspections on school property. These inspections will be conducted by handlers and dogs trained and qualified according to national standards. Handlers will be licensed by the U.S. Drug Enforcement Agency (DEA) and the State of New Jersey. In addition to lockers, the drug-detection dogs may inspect classrooms, vehicles parked on school property, desks, handbags/purses, backpacks, portable containers and outer clothing removed from students.

The timing of each trained drug detection dog inspection will be kept strictly confidential. When conducted during normal school hours, the building may be evacuated using established fire-drill procedures or students and staff will be restricted from hallway use during the check. Students may be directed to leave behind handbags, purses, book bags/backpacks and outer clothing which will be available for inspection by the drug-detection dogs. No students shall be present during the drug-detection dog inspection of the parking lots. The dogs and handlers will enter the building through the main entrance.

The school's main office will be designated as the command post for the duration of the inspection from which all activities are to be coordinated. The room will be equipped with a telephone, facsimile, word processor, photocopier and secured two-way radio communication facilities. The secretaries assigned to the main office along with an administrator will remain at the office during the check to oversee the operation and to respond to problems that might arise.

The decision to conduct an inspection will be made by the Superintendent of Schools or his designee. The Superintendent will contact the Police Chief and notify the Board President.

All efforts must be made by the K-9 drug detection teams to avoid direct contact with students.

If the drug detection team is a component of law enforcement and indicates the presence of drugs, normal law enforcement procedures will be instituted. If the drug detection team represents a private entity and indicates the presence of drugs, a school administrator will perform the search. The administrator will assist law enforcement officials in identifying the individual(s) responsible for bringing the substance(s) onto school property. The administrator will be responsible for imposing appropriate disciplinary consequences upon any and all individuals identified as responsible for being in possession of drugs and/or alcohol on school property. The administrator will communicate the outcome of the inspection to the Superintendent.

Adopted: 28 April 2014

## **DATING VIOLENCE AT SCHOOL**

The board of education shall make available to pupils and their families information on safe, appropriate school, family, peer, and community resources available to address dating violence.

Age-appropriate dating violence education will take place in grades 7-12 through the health education curriculum. Upon written request to the school principal, a parent/legal guardian of a pupil less than 18 shall be permitted to examine the dating violence education instruction materials. Dating violence statements and investigations shall be kept in separate files from pupil academic and discipline records. Every act or incident of dating violence shall be documented in an appropriate manner. (Documentation and Timelines). All school personnel will be trained.

## **DELIVERIES TO STUDENTS**

Items dropped off to students during the school day are to be left at the front desk. Students may pick up items during their lunch period or after school. Class instruction time WILL NOT be interrupted for any reason. Items needed for class are to be brought to school by the student.

## **DRESS CODE**

Although the type of dress one decides on depends to a larger degree upon an individual's likes, dislikes and one's own personal point of view, there are certain standards that should be followed while one is in school. Proper dress is but one standard in the foundation of good etiquette as students relate with each other in school. A student should be encouraged to take pride in his/her appearance as well as have respect for those around him/her.

Being neat, clean and modest in dress are societal standards for which all students should be required to strive. **All students must keep in mind the following requirements:**

1. The health and safety of the student(s) must not be jeopardized.
2. Dress and groom must be sanitary.
3. The student(s) dress and appearance must not distract from the educational process.
4. The educational process should not be disturbed by extremes in any manner.
5. Short shorts (girls and boys) are not acceptable. Shorts must have at least a 3" inseam.
6. Clothing, which is more appropriate for beachwear (bathing suits, flip-flops) will not be worn to school.
7. Apparel with offensive or profane messages will not be allowed.
8. Tube tops, midriffs, strapless garments, torn garments, muscle shirts, pajama attire and loungewear will not be allowed.
9. Clothing must cover one's upper torso.
10. Students may not walk barefoot in school.
11. Hats, bandanas and sweatbands are not to be worn or carried around in school.
12. Coats or gloves are not to be worn in class.

The administration reserves the right to discipline any student who is not dressed properly. Students dressed inappropriately may be sent home and receive a detention.

## **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities will be conducted after school is dismissed for the day and will be supervised by teacher advisors. Students who are normally bused to school each day will not be provided late buses to return them home at the conclusion of the extracurricular activity in which they may be involved. (A late bus is provided on Tuesdays and Thursdays, departing from HMS at approximately 3:50 p.m. for students who remain after regular dismissal under the direct supervision of a teacher.) Students must be present in school in order to participate in an extracurricular activity.

***Extracurricular and end of year activities are considered privileges and may be denied for disciplinary infractions.***

## **FIRE DRILLS**

A fire evacuation plan is posted in each room. Students should be aware of the procedures and follow them to the letter. When the fire alarm sounds, students will immediately stand and form a simple single line as they leave the room. No one is to pass another or break the line of march. Running is not permitted. The first students to reach the outside door are to hold it open until all have left the building. Students are not permitted to talk during a fire drill and are to remain at least 50 feet away from the building until the principal or the authorized representative gives the return signal. Fire drills should be considered serious business and everyone is encouraged to cooperate fully in carrying out the established procedures to insure the safe, quick and orderly evacuation of the building.

## **GRADING SYSTEM**

### **ACADEMIC PERFORMANCE CODE:**

94–100% Excellent  
87 – 93% Very Good  
80 – 86% Good  
74 – 79% Fair  
65 – 73% Improvement Needed  
Below 65% Failing

*At the conclusion of each of the first three marking periods of a full year class, no student will receive a marking period grade lower than 55 in any class. At the end of the fourth marking period, students will receive the numerical grade they have earned in each class for that marking period. Each student's final class average will be calculated using all four marking period grades.*

*In a semester class, students will receive a minimum grade of 55 for the first marking period of the semester and will receive their actual earned grade for the second marking period of the semester. Each student's final class average will be calculated using both marking period grades.*

## HARASSMENT, INTIMIDATION AND BULLYING POLICY #5131.9

The Hazlet Township Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

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

- a) 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
- b) By any other distinguishing characteristic; and
- c) A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- d) Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in or substantial interference with, the orderly operation of the school.

## HOMEWORK DURING ABSENCE

When a student is absent from school, he/she is responsible for calling a classmate for assignments and/or checking the teacher's webpage. Arrangements should be made by the parent to secure the pupil's books, if necessary, from his/her locker, preferably after regular school hours.

In cases where a student may be absent from school because of an extended illness (**a minimum of three days**) home assignments will be provided on request of parents by calling the nurse's office. Please allow one day's time to gather the material from teachers. For periods of long-term illness, home instruction will be provided by securing the proper medical forms from the nurse's office and having them completed and returned by a physician.

## HIGH HONOR ROLL & HONOR ROLL

Shortly after each marking period ends and report cards are issued, an honor roll will be published listing those students who have performed well academically during the previous marking period.

This board of education policy includes the following provisions:

**ALL** subjects, including special subjects, will be used to compute the honor roll. There will be two designations made – High Honors and Honors. **High Honors: a grade point average of 94% or above in all subjects with no grade lower than an 88%. Honors: a grade point average of 87% or higher in all subjects with no grade lower than 80%.**



## **NATIONAL JUNIOR HONOR SOCIETY**

Membership in the Hazlet Middle School chapter of National Junior Honor Society (NJHS) is determined at the completion of marking period one of the student's 7th grade year. Students are eligible to apply for NJHS if they have an overall grade average of 94% or higher, with no class grade lower than 88%, and are enrolled in a minimum of two honors classes. A weighted average is applied for classes that are considered high school level, i.e. Algebra 1 and Geometry. The application process for NJHS includes a review of the student's academic eligibility, as well as evidence of their leadership, service, citizenship and character. All applications are reviewed by the Hazlet Middle School NJHS Faculty Council, and the Faculty Council makes the final determination for acceptance into the HMS chapter.

Students who are inducted into NJHS in 7th grade will have the right to continue their membership in 8th grade, as long as they continue to uphold excellence in academics, leadership, service, citizenship and character. Any instances of significant academic drop or disciplinary infractions will be reviewed by the Faculty Council, and students in question will be permitted a probationary period to improve their performance before being reviewed for removal from NJHS.

## **INTERNET ACCESS GOALS**

1. To stimulate personal growth in information gathering techniques, critical thinking and communication skills, to significantly expand each user's knowledge base; and to promote intellectual inquiry and awareness of global diversity through worldwide communication and exploration.
2. To assist students in developing the intellectual skills needed to discriminate among information sources and to evaluate and use information to meet educational goals, as posed to the student by the instructor.

## **INTERNET UNACCEPTABLE USE**

1. Accessing or transmitting material, which advocates violence or hatred against a particular individual or groups of individuals.
2. Illegal distribution of copyrighted software. Software piracy is a federal offense, punishable by fine or imprisonment.
3. Accessing pornographic material.
4. Students attempting to log onto the Internet as a district administrator or teacher.
5. Posting of threats that disrupt the functioning of schools will cause the arrest of the originators.
6. Harassing: the persistent annoyance of another user or interference in another's work or e-mail. The sending of unwanted or duplicate e-mail is also defined as harassment.
7. Posting anonymous messages.
8. Vandalizing: gaining or seeking unauthorized access of another user's files in order to steal, change or disrupt data.
9. Falsifying one's identity to others while using the Internet.

10. Users will not use the networked computer/Internet systems to purchase **any** products or to engage in any illegal activities, such as arranging for a drug sale or the purchase of alcohol, or engaging in criminal activity.
11. Receiving information that may be helpful or descriptive in making devices, which may be harmful to the user or others.
12. Using downloaded materials in assignments, reports or papers, without proper citation of the source of those downloaded materials.
13. Using the Internet for gambling.
14. Changing any computer file that does not belong to the user.

## **POLICY 7523- SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS**

Section: Property

Date Created: August, 2013

Date Edited: August, 2013

The Board of Education may provide technology devices to pupils in the district school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to pupils of this district. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to pupils to be used as part of their educational program.

A technology device made available to pupils will not be considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to a successful completion of the classroom curriculum. Therefore, because a technology device defined in this Policy is not mandatory to a successful completion of a pupil's classroom curriculum, a pupil will not be required to obtain a technology device provided by the school district as defined in this Policy. In the event the school district provides a technology device that is deemed mandatory to a successful completion of the classroom curriculum, the district will provide pupils with such a technology device consistent with its textbook or supply policies. Nothing in this Policy prohibits a pupil from using their personal technology device in accordance with school rules and regulations.

A technology device provided by the school district may include pre-loaded software. A pupil is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

To receive a school district provided technology device, the parent and pupil must sign a School District Provided Technology Device Form requiring the parent and the pupil to comply with certain provisions. These provisions may include, but are not limited to:

1. A school district provided technology device must be used only by the pupil for school district authorized use;
2. A pupil shall comply with the school district's acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in their use of any school district provided technology device;
3. Any school district provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil;
4. The parent or pupil shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
5. The district may require, or offer as an option, depending on the type of technology device provided to the pupil, an insurance policy to be purchased by the parent or pupil that would cover certain losses or damage

to a technology device during the time period the pupil has possession of the device. The parent or the pupil shall pay any insurance policy required deductibles in the event of a loss;

6. In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or pupil elects not to purchase optional insurance, the parent and/or pupil shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;
7. A pupil will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;
8. A pupil must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;
9. A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;
10. A pupil shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
11. The pupil shall have the technology device in their possession in school as required; and
12. Any other provisions the Superintendent of Schools determines should be included on the School District Provided Technology Device Form.

The school district will provide the pupil and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the pupil retains the use of the school district provided technology device. The parent acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a pupil. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per pupil, per incident. The fine shall be remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils as defined in N.J.S.A. 18A:7F-45.

Pupils shall comply with all school district policies for the use of a school district provided technology device. A pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's acceptable use policies; pupil code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

N.J.S.A. 18A:34-1

P.L. 2013, Chapter 44 – "The Anti-Big Brother Act"

Adopted: 12 August 2013

## **Hazlet Middle School's One-to-One Chromebooks:**

All students will use their Chromebooks daily as part of their classroom activities. They will access their Google Classrooms, download and complete assignments electronically, communicate with peers and teachers using district-provided email, collaborate on written assignments using Google Docs or partner for presentations using Google Slides.

Students are expected to:

- Take good care of the Chromebook.
- Bring their assigned Chromebook to school every day, in its carrying case.
- Charge the Chromebook nightly and begin each day with a fully charged battery.
- Bring the Chromebook to all classes, unless specifically advised not to by the teacher.
- DO NOT bring the Chromebook to lunch. Secure it in your locked locker during lunch.

**Be sure to review the "One-to-One" tab located on the Hazlet Middle School webpage. FAQs are addressed as well as the required responsibility contract regarding student use of the school distributed Chromebooks.**

## LATENESS POLICY

Students arriving to school late, after block 1 has begun, are to report directly to the main office upon arrival. Unexcused tardiness to school is not acceptable and students will receive an office detention for every fourth late. Any classes missed due to being signed in late, will be recorded an absence for that class.

## LOCKERS

Students at Hazlet Township Middle School will be provided with a hall locker with a combination lock. Students are required to take care of their lockers and keep their combinations confidential. *Decals, stickers etc. are not permitted in the locker or on the outside.*

Students are **NOT** permitted to carry back packs/book bags and/or coats to class. They may go to their lockers before homeroom period in the morning, before lunch, after classes are dismissed for the day, AND in between classes provided that the student is NOT late for class. Being at your locker is not an excuse for being late to class. Gym lockers are available to use during physical education classes. Students must provide their own gym locks. **Valuables should not be brought to school and should never be left outside an unsecured locker.**

**Chromebooks are to be secured in your locker during your lunch period. Chromebooks are not permitted in the cafeteria during lunch periods.**

## MEDICATION POLICY

When the administration of medication in school is an issue, the following guidelines will apply:

1. The parent or guardian should provide a written request for the administration of the prescribed medication at school.
2. Written orders are to be provided to the school from the private physician, detailing the diagnosis or type of illness involved, the name of the drug, dosage, time of administration and the side effects.
3. The medication should be brought to school by the parents in the **original container**, appropriately labeled by the pharmacy or physician.
4. The school physician will review and approve, in writing, the orders of the private physician.
5. The school will provide a secured, locked space for the safe storage of medication. Prescription drugs should be kept locked at all times.
6. The certified school nurse or parent/guardian under most circumstances is the only one permitted to administer medication in the schools.
7. The record or documentation process is required to be maintained by the school nurse.
8. Parents who have submitted a doctor's written authorization to the school nurse may obtain permission for a student to self medicate themselves for asthma.

## PROMOTION AND FAILURE POLICIES

The following information concerning seventh and eighth grade promotion standards should be of vital importance to each student. You are urged to read it carefully and become familiar with the requirements so as to avoid disappointment at the conclusion of the school year.

### Seventh Grade Promotion Standards:

1. Students who fail three (3) or more major subjects\* will be retained.
2. Students who fail any major subject will be required to attend summer school to repeat the subject(s).
3. Failure to pass any subject in summer school will result in automatic retention.

### Eighth Grade Promotion Standards:

1. Students who fail three (3) or more subjects will be retained.
2. Students who fail one (1) major subject will be required to attend summer school to repeat the subject. They will be permitted to take part in the promotion exercises but **will not receive a certificate of promotion** until they have successfully completed summer school.
3. Students who fail two (2) major subjects will be required to attend summer school to repeat the subjects failed. They **will not** be permitted to take part in the promotion exercises and **will receive a certificate of promotion only upon successfully completing summer school.**

\*The following are considered major subjects:  
English – Mathematics – Science – History

## **SPORTS**

In the belief that a sound mind develops best within a sound body, athletics will be an important part of the student life at the middle school level. In addition to the formal physical education activities, which will take place in the classes during the school day, interscholastic athletics will be conducted after school hours. Some sports require formal tryouts. All students must have a complete physical on the district form prior to try-outs. **Soccer, field hockey and cross-country** are played in the fall; **basketball, cheerleading and wrestling** during the winter; and **baseball and softball**, in the spring. The teams participate in an interscholastic league with other middle and junior high schools in the local area. Schedules for games will be worked out by the coaching staffs of the schools involved and schedules of games will be printed each season for distribution to students, parents and interested persons. The athletic programs are contingent upon board of education approval.

Coaches will conduct the athletic program. Teams will practice and play after school hours. Parents will be responsible for transportation after practices and games.

**PLEASE CHECK OUR WEBSITE FOR ATHLETIC SCHEDULES & CANCELLATIONS.**

## **TEXTBOOKS**

Students and their parents/guardians are responsible for fines assessed for damages or loss of school textbooks.

## **VACATIONS**

School vacations are noted on the school calendar. Parents are requested to make vacation arrangements to coincide with the designated school vacation periods. A vacation taken during the school year is considered truancy.

## MIDDLE SCHOOL DISCIPLINE POLICY

Type of Offense	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Possession of drug paraphernalia not containing any controlled substances otherwise identified in N.J.A.C. 6A:16-4.1(a)	Parent notification. 2 office detentions. 1 day of OSS. Police notification.	Parent notification. 3 days of OSS. Police notification.	Parent notification. 4 days of OSS. Police notification.
Drugs Abuse Violation on or off school grounds	The Board of Education reserves the right to take any action necessary to protect the rights and well being of the entire school body. Parent notification.		
Malicious damage to school personnel's property	4 days of OSS. Monetary restitution. Police complaint.	7 days of OSS. Monetary restitution. Police complaint.	9 days of OSS. Monetary restitution. Police complaint.
Plagiarism/Cheating/Falsification of documents	Depending on value of the assignment, penalty may range from an office detention to 4 days of OSS.	Depending on the value of the assignment up to 7 days of OSS.	Depending on the value of the assignment up to 9 days of OSS.
Failure to report to teacher detention	Office detention.	Office detention.	Office detention.
Failure to report to main office detention	2 office detentions.	3 office detentions.	1 day of OSS.
Fighting/peer assault	2 office detentions. 3 days of OSS. Parent notification. Police notification. Privileges revoked for 60 days.	3 office detentions. 4 days of OSS. Parent notification. Police notification. Privileges revoked for 365 days.	9 days of OSS. Parent notification. Police notification. Privileges revoked.
Harassing/threatening/stalking another student	3 days of OSS. Parent notification Police notification if appropriate.	4 days of OSS. Parent notification. Police notification if appropriate.	5 days of OSS. Parent notification. Police notification if appropriate.



<b>Type of Offense</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Incitement to cause a disturbance	4 days of OSS. Police notification if appropriate	7 days OSS. Police notification if appropriate	9 days of OSS. Police notification if appropriate
Stealing/Theft	3 days of OSS. Monetary restitution. Police notification.	4 days of OSS. Monetary restitution. Police notification.	7 days of OSS. Monetary restitution. Police notification.
Profanity directed at staff	3 days of OSS.	5 days of OSS.	9 days of OSS.
Leaving building but not grounds	1 office detention.	2 office detentions.	3 office detentions.
Insubordination/failure to identify oneself upon request and/or prevarication	Up to 3 days of OSS.	Up to 4 days of OSS.	4 days of OSS.
Truancy	2 office detentions.	Up to 3 days of OSS.	4 days of OSS.
Food/drink outside of cafeteria during school hours (w/out permission)	1 office detention.	2 office detentions.	3 office detentions.
Inappropriate public display of affection	1 office detention.	2 office detentions.	3 office detentions.
Terroristic threat	Parent notification. Student placed on home instruction.		
Inappropriate use of cell phone or electronic device	Office detention. Confiscation if appropriate.	2 office detentions. Confiscation. Parent/guardian pick up of device.	4 office detentions. Confiscation. Parent/guardian pick up of device.

<b>Type of Offense</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Tobacco use or possession	Parent notification. 2 office detentions. Police fine. Referral to SAC.	Parent notification. 4 office detentions. Police fine. Referral to SAC.	Parent Notification. 3 days of OSS. Police fine. Referral to SAC.
Possession of alcohol/drugs/steroid use or substances identified in N.J.A.C 6A:14-4.1(a)	Parent notification. Police notification. 4 days of OSS. Loss of co-curricular & athletic privileges for 60 days minimum. Completion of a rehabilitation program before re-instatement.	Parent notification. Police notification. 4 days of OSS. Expulsion hearing. Loss of co-curricular and athletic privileges for 364 days.	
Under influence of alcohol/drugs/steroid use or substances in N.J.A.C. 6A:16-4.1(a)	Parent notification. Immediate medical exam including urinalysis. If positive: 3 days of OSS. Medical statement verifying student's well being. Referral to SAC. Police notification. Loss of Co-curricular and athletic privileges for 60 minimum. Completion of a rehabilitation program before reinstatement	Parent notification. Immediate medical exam including urinalysis. If positive: 10 days of OSS. Medical statement verifying student's well being. Referral to SAC. Police notification. Expulsion hearing. Loss of co-curricular and athletic privileges for 364 days	
Distribution or transferring or selling controlled dangerous substance or possession of amount large enough to indicate possible intent to distribute/transfer or sell.	Parent notification. Minimum 10 days of OSS. Police notification. Expulsion hearing. Loss of co-curricular and athletic privileges for 364 days		

*Note: The principal/superintendent/board of education retains broad discretionary authority to deviate from the Code of Conduct when addressing the operational security of the district and the overall wellbeing of the students.*

## The Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents/guardians certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"), if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  - a. Political affiliations or beliefs of the student or student's parent/guardian.
  - b. Mental or psychological problems of the student or student's family.
  - c. Sex behavior or attitudes.
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior.
  - e. Critical appraisals of others with whom respondents have close family relationships.
  - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
  - g. Religious practices, affiliations, or beliefs of the student or parents/guardians.
  - h. Income, other than as required by law to determine program eligibility.
  
2. Receive notice and an opportunity to opt a student out of:
  - a. Any other protected information survey, regardless of funding.
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student.
  - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
3. Inspect, upon request and before administration or use:
  - a. Protected information surveys of students.
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
  - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor ("eligible student") under state law.

The district will develop and adopt policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The district will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify, such as through U.S. Mail or electronic mail, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted above and will provide an opportunity for the parent/guardian to opt his or her child out of participation in the specific activity or survey. The district will make this notification to parents/guardians at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents/guardians and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

## Model Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Hazlet School District receives a request for access.

Parents or eligible students should submit to the school principal [a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school district to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## Regular Bell Schedule

Lunch 1					Lunch 2			
-	<u>Start</u>	<u>End</u>	-	-	<u>Start</u>	<u>End</u>	-	
<i>Warning Bell</i>					<i>Warning Bell</i>			
8:06 AM					8:06 AM			
Block 1	8:10 AM	9:31 AM			Block 1	8:10 AM	9:31 AM	
Block 2	9:35 AM	10:56 AM			Block 2	9:35 AM	10:56 AM	
LUNCH 1	11:00 AM	11:25 AM			Learning Lab	11:00 AM	11:28 AM	
Passing	11:25 AM	11:28 AM				11:31 AM	11:34 AM	
Announcements	11:28 AM	11:31 AM			Announcements	11:28 AM	11:31 AM	
Learning Lab	11:31 AM	11:59 AM			Passing	11:31 AM	11:34 AM	
					LUNCH 2	11:34 AM	11:59 AM	
Block 3	12:02 PM	1:24 PM			Block 3	12:02 PM	1:24 PM	
Block 4	1:28 PM	2:50 PM			Block 4	1:28 PM	2:50 PM	

## Early Dismissal Schedule

<b>Lunch 1</b>					<b>Lunch 2</b>			
-	<u>Start</u>	<u>End</u>		-	-	<u>Start</u>	<u>End</u>	
<i>Warning Bell</i>					<i>Warning Bell</i>			
						<i>8:06 AM</i>		
Block 1	8:10 AM	9:06 AM			Block 1	8:10 AM	9:06 AM	
Block 2	9:10 AM	10:06 AM			Block 2	9:10 AM	10:06 AM	
LL/Announcements	10:10 AM	10:15 AM			LL/Announcements	10:10 AM	10:15 AM	
Block 3	10:19 AM	11:15 AM			Block 3	10:19 AM	11:15 AM	
Block 4	11:19 AM	12:15 PM			Block 4	11:19 AM	12:15 PM	

## Delayed Opening Schedule

<b>Lunch 1</b>					<b>Lunch 2</b>			
-	<u>Start</u>	<u>End</u>		-		<u>Start</u>	<u>End</u>	
<i>Warning Bell</i>	<i>9:36 AM</i>				<i>Warning Bell</i>	<i>9:36 AM</i>		
Block 1	9:40 AM	10:39 AM			Block 1	9:40 AM	10:39 AM	
Block 2	10:43 AM	11:42 AM			Block 2	10:43 AM	11:42 AM	
LUNCH 1	11:46 AM	12:11 PM			Learning Lab	11:46 AM	12:14 PM	
Passing	12:11 PM	12:14 PM				12:17 PM	12:20 PM	
Announcements	12:14 PM	12:17 PM			Announcements	12:14 PM	12:17 PM	
Learning Lab	12:17 PM	12:45 PM			Passing	12:17 PM	12:20 PM	
					LUNCH 2	12:20 PM	12:45 PM	
Block 3	12:48 PM	1:47 PM			Block 3	12:48 PM	1:47 PM	
Block 4	1:51 PM	2:50 PM			Block 4	1:51 PM	2:50 PM	