

JOHN H. WALKER MIDDLE SCHOOL
STUDENT HANDBOOK
2009-2010

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PRINCIPAL'S MESSAGE TO PARENTS, STUDENTS, AND STAFF

The mission of the John H. Walker Middle School is to provide a quality education for all the students, an education that develops the skills, abilities, and attitudes that will enable all the students to be successful now and in the future. All our resources must be concentrated on the overall goal of continuous improvement of student learning.

Our thrust during the school year is to improve student achievement, maintain a clean, safe, and orderly learning climate, and to use all our resources effectively and efficiently.

In order to attain those goals, it is important for students to assume responsibility for their actions and respect the rights of others. These rights become more significant as students realize the relationship between their behavior and learning.

The John H. Walker Middle School's disciplinary code is designed to have all the students understand and use acceptable and appropriate behavior. We encourage parents and students to read and discuss the contents of this handbook. With parental support, we will ensure an orderly learning environment in the John H. Walker Middle School.

I thank you for your cooperation as we all work together to achieve our goals.

Sincerely,

John Calicchio
Principal

INTRODUCTION

This handbook has been designed to provide a general overview of the policies and procedures that exist at the John H. Walker Middle School. The information provided will assist students in adjusting to school and will help them understand their responsibilities as good school citizens. Students should refer to this handbook frequently since they are expected to know and follow these guidelines that have been established for the welfare of the entire student body.

EMERGENCY CLOSING OF SCHOOLS

The policy of the Board of Education, in effect since 1944, is that the best interests of all will be served by keeping schools open except in cases of disaster or when it is impossible for children or teachers to reach school. If it becomes necessary for a delayed opening or to close the schools for the whole day due to inclement weather, or for other emergency reasons, tune to the following media stations for school closing information:

WOR-710 WINS-1010 WNYW-CHANNEL 5 NEWS 12-NEW JERSEY

DELAYED OPENING

After consultation with the Office of Emergency Management in Nutley and the Supervisor of Buildings and Grounds, the Superintendent will make the decision to either close school or implement a delayed opening. This decision will be made no later than 6:00 a.m. The regular school telephone, radio and TV procedures will be placed in effect advising parents of school delayed openings.

	<u>1 hr. 15 min. delay</u>	<u>Normal</u>	<u>90 Minute Delay</u>
	<u>Professional Staff</u>	<u>Entrance</u>	<u>Students</u>
High School	9:15 a.m.	8:05 a.m.	9:35 a.m.
JHW Mid.School	9:30 a.m.	8:10 a.m.	9:40 a.m.
Elementary*	9:45 a.m.	8:30 a.m.	10:00 a.m.

* There will be no extended day MORNING program on days where there is a delayed opening.

JOHN H. WALKER MIDDLE SCHOOL TIME SCHEDULE

Entry Bell	-	8:10	
Homeroom	-	8:20	- 8:28
Period 1	-	8:31	- 9:16
Period 2	-	9:19	- 10:04
Period 3	-	10:07	- 10:50
Period 4	-	10:55	- 11:38
Period 5	-	11:42	- 12:25
Period 6	-	12:29	- 1:13
Period 7	-	1:16	- 1:59
Period 8	-	2:03	- 2:45
Dismissal	-	2:45	
Central			
Detention	-	2:50	- 3:40

WALKER MIDDLE SCHOOL
DELAYED OPENING BELL SCHEDULE

STUDENTS ENTER AT 9:40

HOMEROOM	9:45	-	9:52
PERIOD 1	9:55	-	10:11
PERIOD 2	10:14	-	10:30
PERIOD 3	10:33	-	10:50

PERIODS 4 THROUGH 8 - NORMAL TIME

JOHN H. WALKER SINGLE SESSION DAY BELL SCHEDULE

ENTRANCE BELL	-	8:10
H.R.	- 8:20	- 8:27
PERIOD 1	8:30	- 8:58
PERIOD 2	9:01	- 9:29
PERIOD 3	9:32	- 10:00
PERIOD 4	10:03	- 10:31
PERIOD 5	10:34	- 11:02
PERIOD 6	11:05	- 11:33
PERIOD 7	11:36	- 12:04
PERIOD 8	12:07	- 12:35

DATES SCHOOL WILL NOT BE IN SESSION 2009-2010

September 7	Labor Day
October 12	Columbus Day
October 19 (single session*)	Articulation Day
November 3	Election Day
November 5 & 6	NJEA Convention
November 25 (single session*)	Thanksgiving recess
November 26 & 27	"
December 23 (single session*)	Holiday recess
December 24 - January 1	"
January 18	Dr. Martin L. King, Jr. Day
February 15 - February 19	Mid-winter recess
April 2	Good Friday
April 12 - April 16	Spring Recess
April 20 (single session)	School Bd. Election
May 31	Memorial Day
Tentative last day of school	- June 23

*JOHN H. WALKER MIDDLE SCHOOL single-session days - 12:35 p.m. dismissal

MARKING SYSTEM

The marking system is as follows:

A+ - 98-100	C+ - 82-83	F-Failure
A - 94-97	C - 78-81	I-Incomplete or held
A- - 92-93	C- - 76-77	
B+ - 90-91	D+ - 74-75	P-Pass
B - 86-89	D - 70-73	X-Excused
B- - 84-85		

Any initial marking period incomplete grade must be replaced by

the actual grade by the day that report cards are distributed.

HONOR ROLL

Academic subjects include English, social studies, mathematics, science and world language. Honor students must have A's and B's in all academic subjects and no lower than a C in the nonacademic subjects. High Honor students must achieve a minimum of A- in all academic subjects and a minimum of C in all nonacademic subjects. At the end of each marking period, the honor roll is published in the Nutley Sun and posted in the guidance office. Honor students are also presented with a certificate noting their achievement.

PROMOTION POLICY

To be promoted from grade 7 to 8, or from 8 to 9, pupils must pass four required academic subjects (English, social studies, mathematics, and science). Pupils who fail one or two of these subjects during the school year will have the opportunity to attend summer school. If he/she attends an approved summer school program, fulfills all summer school requirements, and successfully completes the failed subject(s), the student will be placed in the appropriate grade. In the event the above requirements are not met, he/she will be retained in that grade for the next school year.

Pupils who fail more than two of the above subjects during the regular school year will not have the opportunity to attend summer school. In addition, an 8th grade student who fails one or more subjects will not be permitted to participate in promotion exercises.

ATTENDANCE

Daily attendance in school is required by law and is important to one's educational development. All absences are checked. Chronic absenteeism may result in failing grades and possible retention. Parents should call the school office as soon after 7:45 a.m. as possible on the day of an absence. If no call is made by 10:00 a.m., the school will make an effort to call parents. If no contact is made, parents must send a written excuse on the day following the student absence.

Students are not to enter the building before the 8:10 a.m. entry bell unless they have a note to see a teacher. They are to use the entrance assigned to their homeroom and should go directly to lockers before reporting to homeroom. The tardy bell rings at

8:20 a.m. Students are expected to be in their seats at that time.

TARDINESS

The school day starts at 8:10 a.m. All students are required to be on time. Students who enter after 8:20 a.m. must report to the office annex for an entry pass. Students who are tardy without legitimate excuses will be assigned detention. Repeated instances of unexcused tardiness will necessitate a parental conference or possible suspension. The maximum number of excused tardies is nine. Progressive discipline will be assigned after four or more unexcused tardies or ten excused tardies.

Students who are tardy to class will be given teacher detention for the first two tardies. On the third tardy the student will be referred to the vice-principal and progressive discipline will be assigned.

DISCIPLINARY ACTIONS FOR TARDIES

Second Unexcused Tardy - Warning

Third Unexcused Tardy - Vice Principal's Detention

Fourth Unexcused Tardy- Central Detention

Fifth Unexcused Tardy- Two Central Detentions

Sixth Unexcused Tardy- Saturday Detention

More Than Six Unexcused Tardies - Administrative Discretion

(Only nine excused tardies will be allowed.)

After the Ninth Excused Tardy - Administrative Discretion

JOHN H. WALKER MIDDLE SCHOOL PLEDGE

The following is a pledge developed by John H. Walker Middle School students:

1. I will treat others as I would like them to treat me. This requires that I must respect my teachers and fellow students, cooperate with them and handle my responsibilities seriously and honorably.
2. I will respect school property and the property of others without constant reminder. I will avoid defacing lockers, walls, courts and desks. I will make neatness and cleanliness of the school building one of my individual responsibilities.
3. I will encourage courtesy and honesty. I will develop character and maturity through acceptance of responsibility and self-control. I will make every effort to be prompt,

- dependable and trustworthy.
4. I will do the best of which I am capable to bring credit to myself, my home, my school and my community.
 5. I will personally help to maintain law and order in my school and community. I will know of all school regulations and abide by them with full understanding.
 6. I will try to outgrow immature habits and actions. I will also approach my problems in a more constructive manner, and as a responsible young adult would.
 7. I will accept correction as well as constructive criticism with a strong desire to improve mistakes.
 8. I will recognize and respect the many different races, nationalities and cultures of my fellow classmates and try to cooperate and learn together in harmony throughout the school year.

CONDUCT

It is important that all students follow established standards of conduct to ensure a well-disciplined atmosphere conducive to learning. Students should refrain from:

1. Chewing gum in school.
2. Fighting, pushing, tripping, or wrestling students at school or on the way to or from school.
3. Throwing objects, including snowballs, which may injure others.
4. Smoking in school or on school property.
5. Running in halls and stairwells.
6. Using profanity or obscenities.
7. Bringing alcohol or other drugs to school.
8. Bringing weapons of any nature, such as guns, knives, razors, etc.(or a facsimile thereof, e.g., toy guns, knives, etc.), stink bombs, chains, fireworks, chemical sprays, etc. to school.
9. Bringing cigarettes, matches, or lighters to school.
10. Stealing or gambling.
11. Showing affection toward other students, such as holding hands, kissing or hugging.
12. Playing ball around the school building before and after school hours.
13. Bringing cameras, radios, bicycles, scooters, skateboards, or rollerblades to school.
14. Having paging devices or cellular phones/picture phones visible and/or turned on in school.

15. Defacing school property (e.g. desks, walls, courts, etc.)
16. Participating in any form of verbal or physical harassment of a prejudiced nature.
17. No loitering around the middle school at the conclusion of the school day.
18. No student will be permitted in the building prior to 8:10 a.m. unless they have a pass from the teacher with whom they want to see for extra help, etc.

Students whose conduct is not conducive to learning will be sent to the vice-principal and will be dealt with in a fair and consistent manner.

STUDENT IDENTIFICATION CARDS

Students will be issued one identification card per year which must be worn each school day. If a student forgets their card, a temporary one will be issued for that day by the main office. Students will be responsible for replacing lost cards from Joseph's Photography, which is located at 168 Chestnut Street in Nutley. A \$10.00 replacement fee will be paid directly to Joseph's. Students without ID cards will be disciplined as follows, up to and including suspension:

First Offense	-	Warning
Second Offense	-	Vice Principal's Detention
Third Offense	-	Central Detention
Fourth Offense	-	2 Central Detentions
Fifth Offense	-	Saturday Detention
Sixth Offense	-	Suspension
Beyond the Sixth Offense	-	Discipline- Administrative Discretion
Any Defacing/Damage to School Issued I.D. or Temporary I.D.	-	2 Central Detentions
Not displaying I.D. Cards Per Board of Education Policy	-	Discipline- Administrative Discretion
Failure to Report to Office for Missing or Forgotten I.D. Card		Discipline- Administrative Discretion
Wearing Another Student's I.D.		Discipline- Administrative Discretion
Wearing a Different Year's I.D.		Discipline- Administrative Discretion
I.D.'s must be brought in before 10:50 a.m. or the increment toward discipline will still count.		

HARASSMENT, INTIMIDATION AND BULLYING

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards.

Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

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

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

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

CENTRAL DETENTION

Central detention is held in Room 105 Monday through Friday, from 2:50 to 3:40 p.m. Students may be assigned to central detention for disciplinary reasons by the principal or vice-principal. Students who have been assigned central detention are to report to central detention as soon as the dismissal bell rings. They may not leave the building, but must report directly to central detention.

While in detention, students are expected to be quiet and to do school work. No talking, gum chewing, or disturbances of any kind will be tolerated. Improper conduct in central detention, or failure to report as directed, are causes for suspension.

A Saturday detention will be assigned in certain situations. Students who are assigned Saturday detention will report to the John H. Walker Middle School at 8:30 a.m. and will remain until 11:30 a.m. The length of a Saturday detention is three hours.

HALL TRAFFIC

Students are to pass between rooms in an orderly manner, keeping to the right and talking in normal voice tones. Students are to be considerate of others and should not gather in groups. Running and pushing are not permitted. Students are not allowed to use drinking fountains and courts while passing to and from class.

SUSPENSION PROGRAM

Suspension is a very serious form of discipline. Generally, students are suspended for repeated and willful refusal to follow policies and procedures, or for serious violation of student conduct. During the period of suspension, students are not allowed to participate in any school-related activities, or to loiter or appear on school property. If students are suspended out of school, they will not receive credit for the work missed.

If students are assigned alternate education, they remain in a supervised assigned room and complete assignments sent to them by their subject teachers.

ENTERING AND LEAVING THE SCHOOL

When entering or leaving the building, students are to use the doors assigned to their homeroom. Students who are late or who are dismissed early may use the main entrance. Cutting of classes or leaving the building at any time without permission will be grounds for disciplinary action. Students who are going

for extra help before school must have a pass from that teacher. Once arriving for extra help, that student is to remain in that class until 8:10 a.m.

EARLY DISMISSAL

Students who need to be dismissed during the school day must bring a written request from a parent or guardian. This request must be presented to the main office for processing before classes begin in the morning. Students must report to the main office before leaving and hand in their note. Parents are asked to come into the building if a written request was not sent in. Students are not to leave the school or any assigned period without permission of a teacher or administrator.

FIRE AND EVACUATION DRILLS AND SECURE IN PLACE

Fire and major evacuation drills are held periodically throughout the school year to prepare students and teachers for emergencies. Each drill should be considered real. Absolute silence is to be maintained during these drills in order to prevent confusion and to receive emergency instructions. Teachers will lead students out of the building following the directions that are posted in each room and in the hallways.

CAFETERIA

All students must eat in the cafeteria. A hot or cold lunch may be purchased. Students may bring all or part of their lunch. Desserts, ice cream, and milk are also on sale for those who do not wish to purchase a lunch. Students are to enter the cafeteria in an orderly manner. Eighth grade students are to enter the cafeteria via the northwest doors. Seventh grade students are to enter the cafeteria via the northeast. Eight grade students will proceed to the serving line when directed to do so. Seventh grade students are to remain seated until directed to go to the serving line.

For efficient use of the cafeteria, the following regulations are to be followed:

1. During the school day, students may buy food in the cafeteria only during their lunch period.
2. Students who wish to buy food/drinks must get in the appropriate line. Good manners and the respect for the rights of others require that students do not break into a line of students ahead of them.
3. No food or drink may ever be taken out of the cafeteria.
4. When students have finished eating, they are to take their

trays, bags, and debris to the area provided. Tables and floor are to be left clean.

5. Students must receive permission from a staff member prior to leaving the cafeteria. Students must sign out when leaving the cafeteria with their name and time and then sign in when returning to the cafeteria.

HOMEROOMS

Homeroms have been established to maintain an organized method of keeping records and to provide time to attend to routine matters. Homeroms are organized in alphabetical order and by grade. The morning homerom period is used to take attendance, to pledge allegiance to the flag, and to read notices.

PERSONAL PROPERTY

Students should not bring radios, tape players, bicycles, scooters, rollerblades, skateboards, or other personal property to school. If it is necessary to bring a large sum of money, it should be left in the office for safekeeping. At no time will the school assume responsibility for any loss or damage to personal property or money.

LIBRARY

The library is available during the school day and until 3:00 p.m. for student and teacher use. At the beginning of each year, the librarian conducts orientation classes for all seventh graders to better acquaint them with the library. The library offers a wide variety of materials in all subject areas as well as for personal reading.

Students may borrow library books. Books are due three weeks from the day they are checked out. Students are held responsible for overdue, lost or otherwise damaged books. If a student returns a book late, there is a \$.10 per day fine (weekends included). Students will receive overdue notices in their homeroms. If a student loses a book, he/she is responsible for paying for that item (\$5.00 for paperbacks and \$10.00 for hard covers). Cooperation is necessary to make the library a pleasant place to work. Appropriate behavior is essential to proper study.

LOCKERS

Each student is assigned a hall locker and is responsible for its upkeep. Students are to use the locker assigned to them. Lockers, as well as locker combinations, are not to be shared with anyone. Valuables or non-school materials are not to be kept in lockers. Students may use lockers during the passing of classes. Backpacks are to be left in the lockers prior to homeroom and are to be retrieved at dismissal time. A gym lock will be issued at the beginning of the school year. If it is not returned at the end of the year, a \$5.00 fine will be imposed.

Lockers (hall and gym) are to be kept locked so that items in the locker can remain secure.

A Pupil Right To Privacy Policy is included in this handbook.

TEXTBOOKS

Students are responsible for all textbooks and other school property issued to them. When books are issued, teachers will record book numbers and condition. Until books are returned, students are responsible for them. If books are lost or damaged, a charge will be imposed. All fines must be paid in full prior to the conclusion of the school year. Report cards and certificates will be held until the fines are paid.

To prevent excessive wear, all textbooks must be covered.

ASSEMBLIES

When attending an assembly program, students are expected to conduct themselves properly by entering and leaving the auditorium in an orderly manner. Good assembly behavior on the part of each student is important in making an assembly a success. Appreciation should be expressed by applause. Whistling is not allowed. Individual conduct is a reflection on both the student and the school. Students who fail to act in an acceptable manner will lose the privilege of attending future assembly programs.

HELP CLASSES

Teachers are available after school to assist students who have been absent or those who are in need of additional help. Teachers may request that students report for help classes or students may ask to report. A schedule of help classes is posted in each classroom. Scheduled help classes take precedence over all others.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities include clubs, intramurals, athletics, and school activities not considered a regular part of the school day. They are available to all students. The purpose of extra-curricular activities is to give students an opportunity to enlarge and develop interests in special activities. They also aid in getting acquainted and developing friendships. Usually teachers will initiate a club activity. However, if enough students express an interest in forming a club, efforts will be made to find a teacher/sponsor.

SCHOOL PROPERTY

The appearance of the school building and property reflects upon the entire school, but particularly the students. Everyone likes to live and work in neat, clean surroundings. Students have a responsibility to assist in keeping the building neat and clean. Waste paper should be placed in receptacles provided for that purpose. Doors, walls, floors, lockers, furniture, bulletin boards, or any other school property should not be marred in any manner. Any student caught defacing school property will be subject to disciplinary action. Any loss or damage must be paid for by the student.

GUIDANCE SERVICE

There are two guidance counselors at John H. Walker Middle School. Each one is assigned to a grade level and remains with the same students in both seventh and eighth grades. Guidance services are provided to aid students in adjusting to the middle school. Counselors are concerned with social adjustments as well as academic progress.

Periodically during the year, counselors will schedule conferences in order to evaluate student progress and discuss problems that may exist. Students who wish to speak to their counselor should leave their names with the guidance secretary. Counselors will send for students as soon as possible.

During the year the guidance department will administer students tests to evaluate achievement and measure abilities. The results of these tests enable counselors to assist students and parents in evaluating school progress and discussing plans for the future. Parents are also encouraged to contact the guidance office for an appointment to discuss matters pertaining to their child.

HEALTH SERVICES

The main responsibility of the school nurse is to aid students who need medical attention in case of accident or illness. Students who become ill during the school day must report to their class teacher and obtain permission to visit the nurse. Except for an emergency, students without a written pass will not be seen by the nurse. If the nurse is not in her office, the student is to report to the main office.

If it becomes necessary to send a student home, a parent or guardian will be contacted. No student is to leave the building without permission. Students must wait in the office for parental pickup (parents are asked to come into the building to pick up their child). If it is necessary for a student to take medication during school hours, school district policy requires that the school nurse be given a written note from a physician. At no time is a student to take medication in school on her/his own.

STUDENT DRESS CODE

John H. Walker Middle School is a center of learning whose purpose is to provide educational opportunities for the youth of our town. The school is a community in which teachers and students can develop their talents and abilities in an atmosphere of mutual respect. Being neat, clean, and modest in dress are societal standards. However, there are certain standards of dress that should be followed while one is in an educational environment. Students should be encouraged to take pride in their appearance as well as to have respect for those around them. In order to maintain a proper atmosphere for learning, the following rules pertaining to dress are to be followed:

1. Clothing should be clean, in good repair, and worn neatly.
2. Every consideration should be given to personal hygiene and appearance.
3. Safe footwear is to be worn by all students. Students may not go barefoot and are not allowed in stocking feet. No beach footwear or slippers will be allowed as acceptable footwear.
4. Sunglasses may not be worn in the building.
5. Obscene, indecent, or suggestive graphics are not permitted. The same applies to messages favoring substance abuse, illegal activities or any objectionable messages.
6. Attire sold as sleepwear is unacceptable attire for an educational setting.

7. Hats, headbands, do-rags, bandanas, wristbands and chains must be removed while in the building.
8. Gang wear will not be allowed as per New Jersey State Title 18A-11:3.
9. Outerwear (such as jackets, vests, scarves, etc.) is not to be worn during the school day.
10. Sleeveless shirts, tank tops, tube tops, see-through tops, and bare back or midriff tops are not permitted.
11. Shorts may be worn during designated times of the year as determined by the administration if they conform to the following:
 - a. Shorts must be appropriate and not distracting.
 - b. No shorts designed as underwear are to be worn.
 - c. Shorts are to be of an appropriate length.
 - d. Shorts must be loose fitting (no spandex or skin-tight shorts).
 - e. Cut-off sweats are unacceptable.
 - f. Gym shorts are unacceptable.

The building administration reserves the right to interpret what is appropriate dress or attire.

SEXUAL HARASSMENT

The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil by an employee of the district or by another pupil. The sexual harassment of a pupil includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile, or offensive educational environment.

The Superintendent shall direct the instruction of all pupils of their right to be free of sexual harassment and innuendo and shall encourage pupils to report any incident of sexual harassment to any teaching staff member.

Any employee who receives such a report or who has independent cause to suspect that a pupil has been subjected to sexual harassment shall promptly notify the building principal, who shall immediately instigate an investigation of the matter and report his or her findings to the Superintendent. An act of sexual harassment that appears to constitute child abuse shall be immediately reported to the Division of Youth and Family Services for investigation by that agency.

An employee who engages in the sexual harassment of a pupil will be subject to stringent discipline and may be terminated.

A pupil who engages in the sexual harassment of another pupil will be subject to discipline.

PHYSICAL EDUCATION

State law requires that all students take physical education unless a medical excuse, signed by a physician, is presented to the school nurse.

Short-term excuses from gym due to illness (one to three days in a marking period) may be arranged with the physical education teacher unless these requests become frequent. Requests for any gym excuse of a longer duration must be accompanied by a medical excuse signed by a physician, and processed through the school nurse.

All students are expected to wear gym shorts, maroon or gray shirt, and sneakers. Sweat suits are optional.

SCHOOL INSURANCE

School insurance is available to all students. Both school-time insurance and 24-hour, 12-month coverage is available. Information explaining insurance costs and coverage will be distributed to all students at the beginning of the school year.

ELEVATOR USAGE

A student with a medical problem may use the elevator after the nurse has issued an elevator pass signed by the principal.

TELEPHONE

While the office telephones are for business use, students are permitted to use them in an emergency, and incoming messages to students will be relayed in an emergency. There is also a pay phone located in the lobby.

Students wishing to use the phone during the school day must first receive permission from teachers, administrators, or other authorized personnel. During study hall, teachers will grant permission discreetly and keep a log of students' telephone usage.

Cell phones and pagers must be turned off and kept from view. Their use is not permitted during the course of the school day.

HOMEWORK

Students are expected to supplement their classroom studies with homework. These assignments are intended to stimulate the intellectual development of each student, reinforce skills, and broaden desirable habits of responsibility. As an average, up to one-half hour of assigned work is given daily for each academic subject. The type and length of assignments vary according to the lesson being taught. Homework is not always of a written nature but may involve reading and research. The amount of time a student devotes to homework depends on his/her individual schedule, ability, and work habits.

MAKE-UP WORK

Students who are absent from school are expected to make up work they have missed. When the absence is less than three days, class assignments should be obtained from classmates. When the absence is for three days or more, the guidance department will gather assignments if parents request it by calling prior to 10 a.m. Assignments requested later than 10 a.m. are to be picked up the day following the request. Teachers will allow a reasonable amount of time for make-up work to be completed following an absence. Any changes regarding make up of a class assignment due to absence is at the discretion of the principal pending individual review.

For homework assignments - Work must be turned in no later than one additional day for each day a student is absent (i.e., if a student is absent for three days, then make-up work is due no later than the third day after the student returns.)

For tests and quizzes - The test or quiz must be made up no later than the next help night designated for the specific department.

In cases of extenuating circumstances, teachers may use their discretion.

LOST AND FOUND

Lost articles such as books, money, jewelry, eyeglasses, or other valuables should be turned in to the main office. These articles will be kept for a reasonable amount of time until the rightful owner can be found.

PUPIL RIGHT TO PRIVACY

The Board of Education recognizes that a pupil's right to privacy

may not be violated by unreasonable search and seizure and directs that no pupil be searched without reasonable suspicion or in an unreasonable manner.

Teaching staff members are charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and well being of the pupils in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a pupil as authorized by this policy, with or without the pupil's consent, whenever he or she has a reasonable suspicion that the search is required to discover evidence of a violation of law or of school rules.

The extent of the search will be governed by the seriousness of the alleged infraction, the pupil's age, and the pupil's disciplinary history. Except in exigent circumstances, an intrusive search of a pupil's person or intimate personal belongings shall be conducted by a person of the pupil's gender. A strip search shall not be conducted under this policy. Whenever possible, a search of a pupil or pupil's private possessions will be conducted by the principal in the presence of the pupil, his or her parent or a representative of the parent, and a teaching staff member other than the principal.

The Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official. Pupils shall be notified in writing by the beginning of each school year that inspections of their lockers, desks and other related storage areas may be conducted. The school principal or his designee is directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

Except as required by exigent circumstances, a request for the search of a pupil's private possessions will be directed to the building principal. The principal shall be responsible for prompt recording in writing of each pupil search, including the reasons for the search; information received that established the need for the search; the persons present when the search was conducted; any substances or objects found; and the disposition made of all confiscated substances or items. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a pupil.

ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES

The Internet is a global computer network that offers a wealth of resources. Students can use the Internet to locate material to meet their educational needs, to ask questions and consult with experts, and to connect to many of the world's best museums, libraries, and global news services. As information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate or use. They might encounter information that is controversial and inappropriate.

The school staff does not permit nor condone the use of inappropriate material in school, regardless of format. Parents

and guardians are, therefore, encouraged to discuss the use of the Internet as an information source with their child.

To ensure that students will benefit from the school's Internet resources, all users are expected to adhere to the guidelines. The district's computers and network exist to support its curricular objectives. All uses consonant with these objectives are permitted. Any breach of this policy will result in progressive disciplinary action.

GOAL OF STUDENT ASSISTANCE COORDINATOR

The goal of the Student Assistance Coordinator (SAC) is to assist all students to utilize their educational opportunities to the fullest by eliminating, to the extent possible, those problems that prevent or interfere with student learning. Supervised by Barbara Hirsch, Director of Special Services, the SAC position requires one to hold a State of New Jersey certification as a Substance Awareness Coordinator.

INTERVENTION AND REFERRAL SERVICE TEAM

The school's program of I&RS is an ancillary student support service for helping staff and parents address the complete spectrum of student learning, behavior, and health problems. It is not intended to supersede traditional methods or resources for helping students to function effectively in the general education program.

The I&RS Committee consists of ten faculty and administrative members who collaborate to provide pre-referral intervention services to those regular education students who are demonstrating difficulty in adjusting to the social and academic demands of the school setting.

SUBSTANCE ABUSE POLICY

POLICY STATEMENT

The Nutley Board of Education recognizes that substance abuse presents a problem in society and is a violation of law that presents a danger to the student involved and to other students. It is the Board's responsibility to provide a safe school environment and to help our students reach their potential. To this end, the Board has developed and implemented a proactive substance abuse policy to include clear procedures and a comprehensive student assistance program (SAP). The policy and SAP focus on rewarding positive behaviors and intervening upon the negative effects of alcohol/drug usage.

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

DISCIPLINE

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

In accordance with state and federal laws and regulations, students suspected of being "under the influence" shall be subject to medical examination at the parent/guardian's expense, suspension, and other disciplinary measures as established by this policy.

The Board pledges its full cooperation with law enforcement officials in the conduct of their duties to maintain a drug-free school zone in a cooperative agreement between the school district and Nutley Police. Students and their parent(s)/guardian(s) are advised that New Jersey laws may require additional penalties beyond school sanctions for drug-related offenses on and off school grounds in accordance with Drug Free School Zones statute. The Board intends to use the disciplinary sanctions of this policy as a means of helping students recover from the debilitating effects of substance abuse. It is in this spirit that the development and enforcement of this policy is intended.

STUDENTS VOLUNTARILY SEEKING HELP
FOR DRUG, TOBACCO, OR ALCOHOL USE

- A. Students are encouraged to seek help for problems with or related to tobacco, drug and/or alcohol use. Specific staff members and services are provided for direct assistance or confidential referral for students seeking help with a tobacco, alcohol, drug or other problem related to their substance use or use by someone in a close relationship with such students.
1. The Student Assistance Coordinator (SAC) will be allowed to maintain confidentiality of conversations with students meeting the following criteria:
 - a. The student's health is not in imminent danger;
 - b. The information does not make the staff member accessory to any illegal actions;
 - c. The information does not indicate that the health or safety of the student or another individual is threatened.
 - d. Every effort shall be made to have the student discuss their involvement with alcohol and other drugs with the I&RS Team and parent/guardian.
 2. Voluntarily seeking help does not prevent the school staff from charging a student with suspicion of being under the influence at another time.

STUDENTS SUSPECTED OF BEING
UNDER THE INFLUENCE OF SUBSTANCES

- A. In conformance with N.J.A.C. 6A:16-4.3, staff members must immediately report to the designated building administrator and the school nurse any student exhibiting behavior, or a pattern of behavior, or whose physical condition is consistent with the signs and symptoms of being under the influence of alcohol or other drugs.
1. When a student is suspected of being under the influence of drugs or alcohol, the steps below will be followed in the order listed:
 - a. The staff member who expresses concern shall immediately contact either the building principal or his/her designee, and subsequently complete the Violence, Vandalism and Substance Abuse Incident Report, according to the requirements of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-5.3;
 - b. The administrator will locate the student and

escort him/her directly to a confidential and inconspicuous location where the nurse, appropriate administrator, SAC, and/or a representative of the I&RS Team will meet with the student, as soon as possible;

- c. When a student is in need of immediate medical attention, the building administrator shall take appropriate action to insure that Emergency Medical Services or the Nutley Police transport the student to the nearest hospital emergency room;
- d. Immediate contact with parent/guardian shall be initiated, except in cases where a student is 18 years old and has not waived his/her rights;
- e. The parent/guardian shall be directed to take the student for an immediate medical examination by either the Board of Education Physician (to be designated annually), or a physician of their own choosing which shall then be at the family's expense instead of being performed at no charge;
- f. The student shall receive an immediate medical dismissal for the remainder of the school day and be picked up by his/her parent or guardian to receive a medical examination and drug screen within two hours;
- g. If the parent or guardian is UNAVAILABLE to have the student tested in the allotted time, the parent may grant a verbal or written release that permits the administrator to accompany the student to the Board of Education Physician or other appropriate facility along with a release for the facility to perform a medical examination and administer the chemical screen. If, in the opinion of the nurse, it is inadvisable for the administrator to accompany the student, 911 will be called to escort the student to the nearest emergency room or approved medical facility;
- h. If the parent or guardian is UNWILLING to have the student tested in the allotted time, 911 will be called to escort the student to the nearest emergency room.
- i. IN ALL CIRCUMSTANCES, IF A TEST IS NOT ADMINISTERED WITHIN TWO (2) HOURS, AN EVALUATION AT A NEW JERSEY DEPARTMENT OF HEALTH APPROVED AGENCY SHALL BE MANDATED.

- j. During the physician's examination, a monitored urine sample shall be collected and appropriate chain of custody will be documented.
- k. Upon a parent or guardian picking up his/her child from school, failure to comply with the requirements to complete a medical examination and laboratory tests within 2 hours will be considered a positive diagnosis resulting in an immediate suspension.

Reinstatement will occur only upon submission to the Principal of evidence that an evaluation has been initiated within 5 school days from this incident.

B. Temporary Admission Pending Results

1. Return to school is prohibited until the student can present:

- a. Physician's Assessment Form and a Re-entry Note (pending the results of any lab work within 24 hours) including the date and time from the examining physician stating that the student is free from alcohol or other drugs, and is able to return to school;
- b. Evidence that a urine screen for drugs has been collected within the appropriate time frame (two hours) and is being processed by a lab.
- c. Meeting the above criteria, the student will be re-admitted the next school day without suspension, pending the results of the physician's completed examination including the date and time.

2. Positive Diagnosis - A positive diagnosis will cause the student to be suspended immediately for a duration of not more than 21 calendar days, not to exceed the second monthly meeting of the Board of Education without

informing the Superintendent in writing with return prohibited until:

- a. Evidence of a negative urine screen has been provided. The Board of Education will be responsible for the initial urine screening but subsequent urine tests shall be at the parent/guardians' expense;
- b. Parents/guardians and the student present have signed Release of Confidential Information (appended) from a

New Jersey Department of Health approved program which indicates that an evaluation is in progress in order for the school and treatment program to communicate about the student's progress without breaching confidentiality;

- c. Results of an evaluation from a program approved by the Local Advisory Committee on Alcoholism and Drug Abuse (LACADA) received within 5 school days. Nothing in these procedures shall prevent a parent/guardian from seeking a second opinion from an approved program at their own expense;
- d. The selection of a treatment or evaluation facility shall be done by the parent/guardian who shall be informed by the referring staff member that this will be "at the parent/guardian's expense".
- e. Meeting the following criteria may result in the reduction in the length of suspension:
 - 1. Students enrolled in an approved outpatient treatment program may continue to attend school only as long as participation can be documented.
 - 2. Parents/guardians who fail to comply with the assessing program's recommendation will result in the school's filing a report of alleged child neglect filed with the Division of Youth and Family Services as well as the option of filing a formal complaint in municipal court.
 - 3. Participation in all extra-curricular and/or co-curricular activities including athletics, proms, and other school activities will be denied until the student takes the necessary steps to be in compliance with state law and this policy.

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

- 1. Completion of all procedures outlined under first offense;
- 2. Medical confirmation of being under the influence will require the student to complete, at the parent or guardian's expense, a residential treatment program or,

if acceptable to the I&RS Team, participation in an intensive outpatient alcohol or drug treatment program. Formal release from treatment at the program's recommendation will be the only reason accepted for termination.

- D. Third Offense - Being under the influence of drugs or alcohol:
1. Completion of all procedures outlined in the first and second offense;
 2. The Administration, in conjunction with the I&RS Team and Student Assistance Coordinator(s) retain the option to recommend expulsion to the Board of Education for any chronic violator of this Policy. Third offenders will automatically be presented to the Board for an expulsion hearing as a danger to him/herself, and others.
- E. Students suspected of, or admitting to the use of steroids will be subject to the same procedures outlined for other alcohol or drug violations, with the following exceptions in accordance with N.J.A.C. 6A:16.

STUDENTS RETURNING FROM TREATMENT:
VOLUNTARY AND POLICY ORDERED

Any student who attends treatment following an alcohol or drug suspension must comply with the re-admission criteria described in Part II.

1. Students attending a treatment program causing an extended absence will be re-admitted only upon receipt of a written recommendation from the treatment program.
2. The absences will be considered in the same manner as other "chronically ill" students.

SEARCH AND SEIZURE

Lockers are school property and may be subject to search at the direction of school administration at any time.

1. Searches conducted of students' possessions must be warranted by "reasonable suspicion" in compliance with standards established by state and federal law.
2. These searches shall include the following guidelines:
 - a. "Reasonable suspicion" shall mean suspicion based

on statements of concern by staff or students, and physical condition and behavior of a suspicious nature that indicates possible substance use or possession;

- b. Searches of a " cursory " nature may be conducted, including a visual inspection and request that students empty pockets, purses and other belongings.
3. Students refusing to cooperate in searches will have their parent/guardian contacted to inform them of the student's refusal to cooperate, stressing possible police involvement in the incident.

POSSESSION OR DISTRIBUTION OF ALCOHOL
AND/OR OTHER DRUGS

- A. When a student is found to be in possession of any quantity of illegal substances, drugs, or alcohol on school grounds or at a school activity or on a school-provided mode of transportation or school-related trip, the administrator in charge will contact the Nutley Police or other agency to investigate.

When illegal substances are found, it shall be the responsibility of the Police to complete their normal reporting procedures, and any other legal actions, such as complaints, depending on the quantity of substances.

- B. Students found "in possession" will follow the same criteria as outlined in Part II of this procedure.
 1. However, the Board of Education maintains the right to conduct a suspension or expulsion hearing on any student found selling, possessing or distributing illegal substances, as outlined in this Policy.
 2. Students charged with distribution, or intent to distribute drugs or when a student is neither treatment appropriate, nor tests positive on a urine screen, will receive the following additional disciplinary measures:
 - a. Out-of-School Suspension for a maximum of 21 days, not to exceed the second monthly Board of Education meeting without Board action;
 - b. Appear at an automatic expulsion hearing before the Board of Education;
 - c. If reinstated, a monitoring program and monthly

reports to the Board of Education shall be developed by the I&RS Team in consultation with the Student Assistance Coordinator.

- d. Failure to comply with established guidelines, or a determination that the student is a risk to the school community, will result in extended Alternative Instruction until the Board of Education is satisfied.
- C. Upon the second, and any subsequent offenses, or those involving actions by the Court due to the quantity of substances involved, an expulsion hearing by the Board of Education shall be held.
- D. Students arrested for non-school related drug or alcohol violations shall be permitted to attend school unless it is demonstrated that the student is a danger to him/herself, or to other students in the school.

Based on reports from local police, if the school building principal, in consultation with the I&RS Team, determines that the student's continued attendance presents danger to the health and safety of other students in the building, the offending student shall:

- 1. Be suspended immediately, for a number of days not to exceed the second monthly Board of Education meeting;
 - 2. Have Alternative Instruction immediately;
 - 3. Have written recommendations, or a program designed by the I&RS Team and the Student Assistance Coordinator.
- E. Return to school will be conditional upon meeting criteria established by the I&RS Team and the building principal.

ROLE OF THE CHILD STUDY TEAM

The Child Study Team shall not accept referrals of new cases where the cause for evaluation indicates possible use of alcohol or other drugs, until the I&RS and/or Student Assistance Coordinator(s) have been consulted.

STUDENT USE OR SUSPECTED USE OF SUBSTANCES OFF CAMPUS

- A. The Nutley School District must identify and assist students whose drug or alcohol use or other behavior is of concern,

regardless of when it occurs.

1. Any expression of concern about parties or substance-related incidents involving students will be handled in the following manner:
 - a. The staff member will ensure that any information deemed reliable will be passed on to the building administrator and the Student Assistance Coordinator whose expertise may facilitate parent cooperation in a manner which ensures the confidentiality of each student and/or family;
 - b. A member of the I&RS Team may call a student in to express concern about "use" when a parent/guardian or fellow student issues a "statement of concern", or to discuss parent/guardian chemical dependency.

The contents of this meeting will remain confidential; however, this will not protect the student from future sanctions under existing procedures of this Policy.
2. The I&RS Team may conduct a Confidential Behavioral Health Assessment of the student in order to determine to what extent chemical use may be affecting performance or behavior.

CHILDREN OF ALCOHOLICS AND
FROM CHEMICALLY-DEPENDENT FAMILIES

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

CONFIDENTIAL CONSULTATION
WITH PARENTS WITHOUT A STUDENT'S KNOWLEDGE

Parents/guardians may receive confidential voluntary consultation from professional staff for concerns about their child's possible substance abuse, without informing the student of such a meeting.

The information obtained by the staff member during this meeting shall remain confidential with the I&RS Team and shall not be used for disciplinary action against the student.

TOBACCO USE

- A. The Nutley Board of Education's smoking policy is strictly enforced by district employees. For the purpose of this policy, "smoking means the burning of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco." Chewing tobacco is also specifically prohibited.

- B. Smoking or the use of tobacco products by students within all school buildings and on school grounds is prohibited. Additionally, the use of tobacco is prohibited on any school-provided transportation or on any school-related trip, including school field trips, athletic events, competitions, camps, etc. Students may be subject to appropriate discipline as determined by the building administrator.

STEROID PREVENTION PROGRAM

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

- B. Steroid identification and testing during the individual sport season will follow the following steps:
 - 1. Coaching and medical staff shall become educated on the signs/symptoms of steroid use and shall closely observe student athletes while participating in the individual sport or during medical examinations.

Coaches will identify players who display physical manifestations or behavior consistent with symptoms of steroid use and report candidates for possible testing to the Director of Athletics and/or the Student Assistance Coordinator.

 - 2. Random urine samples may be collected from athletes or students engaging in extra-curricular activities, clubs, or other organizations sponsored by the school district. Any random urine collection/tests shall be performed in accordance with state and federal law.

Failure to submit a sample will result in the student being declared ineligible to participate in ANY extra-curricular activity, sport, club, etc., until a sample has been submitted.

3. Students testing positive will be treated under the same procedures as outlined in this policy with the following sanctions:
 - a. First offense - ineligibility to participate in interscholastic sports for one calendar year from the date of the offense;
 - c. A second offense shall declare the student ineligible for the student's remaining career in the Nutley Public Schools.

REMOTELY ACTIVATING COMMUNICATION DEVICES - PAGERS & CELLULAR
TELEPHONES POLICY

Pupils are not permitted to bring or possess a remotely activating paging device on any school district property at any time regardless of whether school is in session or other persons are present.

Pupils are not permitted to use cellular telephone while school is in session. This includes instructional activities taking place outside of the school building during the school day. Cellular telephones must be turned off while the pupil is in the school building. Pupils involved in extra-curricular activities before or after school may utilize a cell phone on school premises for the purpose of notifying a parent/guardian provided they have been given permission to do so by the faculty advisor or coach in charge of the activity.

Cellular telephones that are turned on in violation of the policy may be confiscated by the building Principal and the pupil will be subject to appropriate disciplinary action.

The building Principal may grant permission for a pupil to bring or possess a remotely activated paging device on any school property only if the pupil provides a written request to the building Principal.

The pupil must establish to the satisfaction of the Principal a reasonable basis for the possession of the device. The written request must include the purpose for the pupil possessing and/or bringing the device on school property and the date or dates in which the pupil requests to possess and/or bring the device on the school property. The written request must also include the date in which the pupil will no longer need to bring

and/or possess the device on school property.

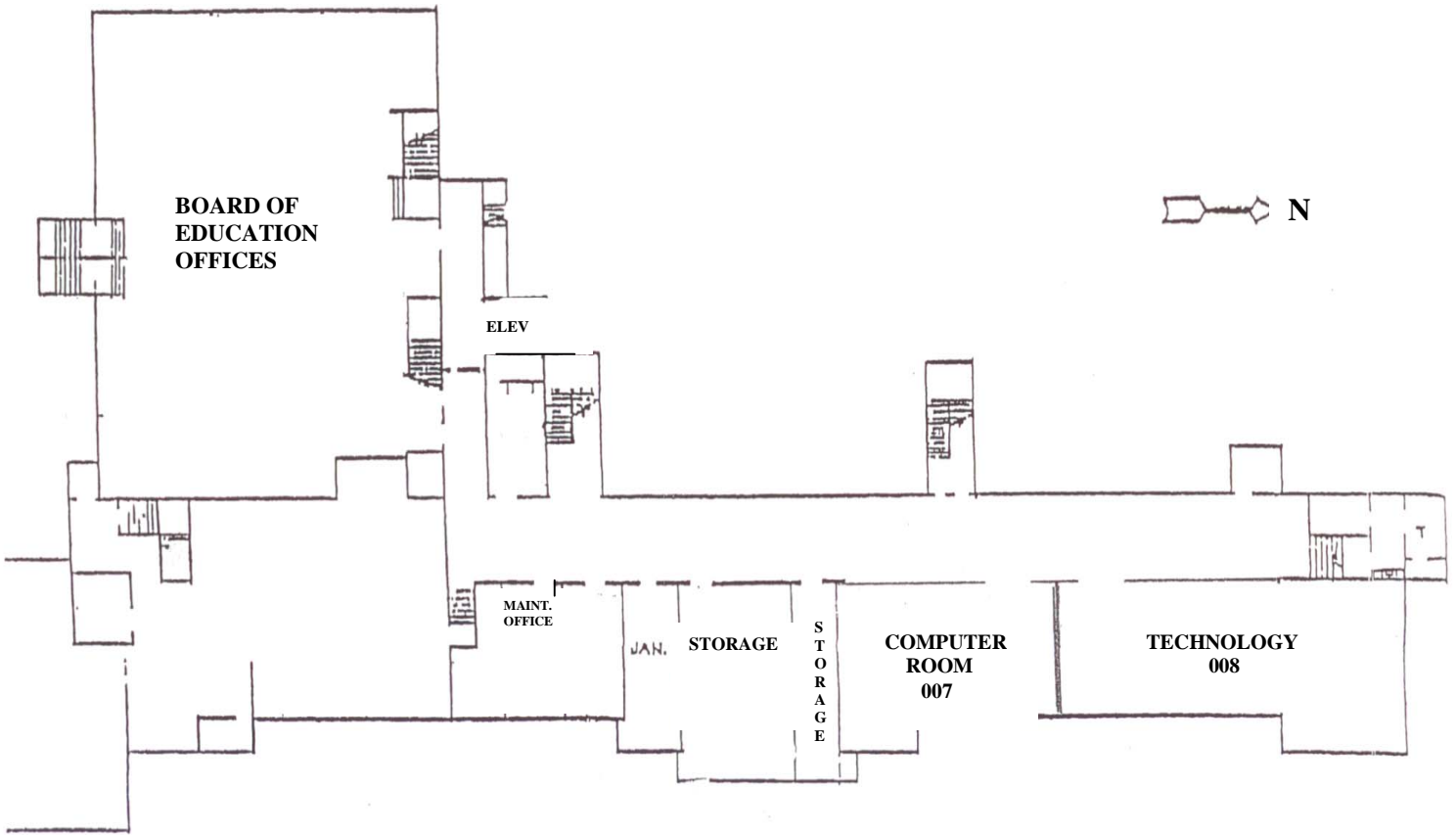
The building Principal, upon reviewing the request from the pupil, will make a determination. The determination will be in writing and if approved, written permission for the pupil to bring and/or possess a remotely activating paging device will be provided to the pupil. Permission will only be provided for a period not to exceed the school year.

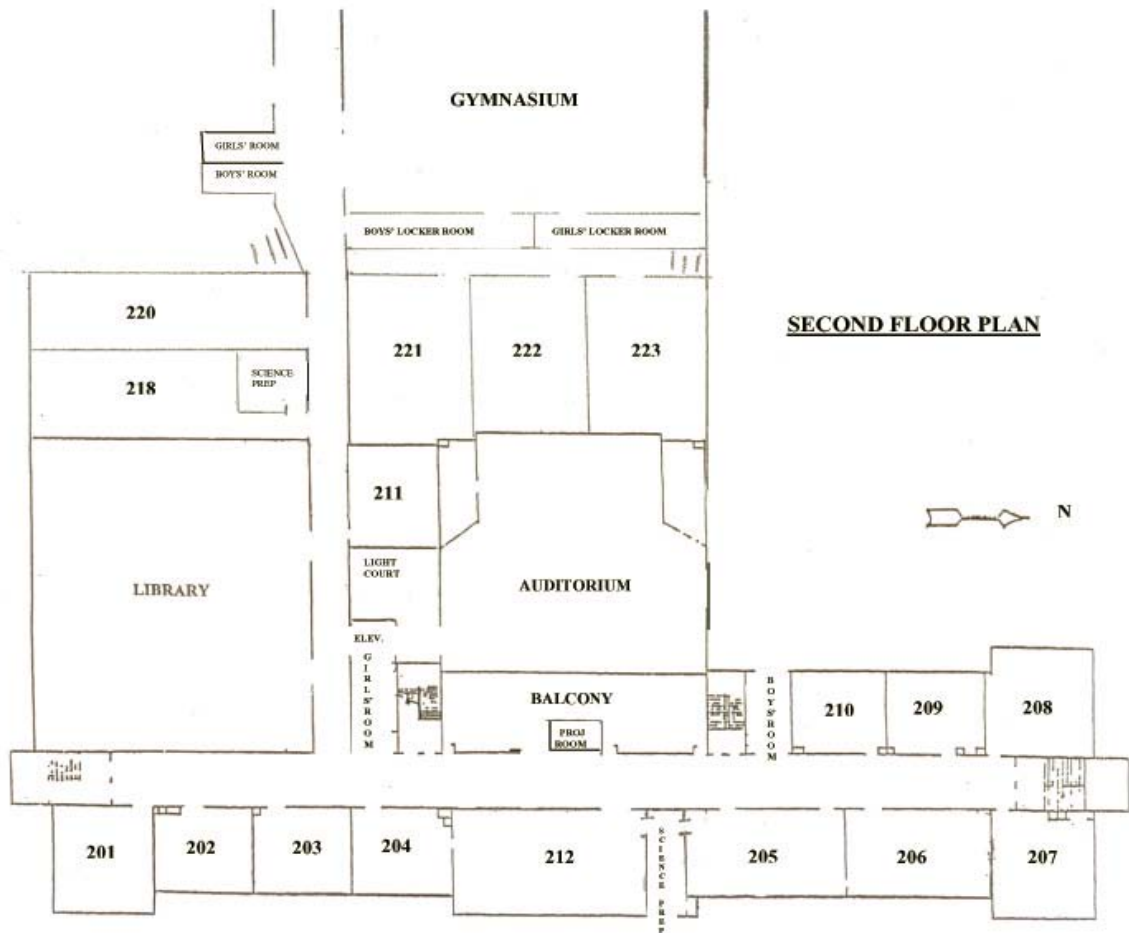
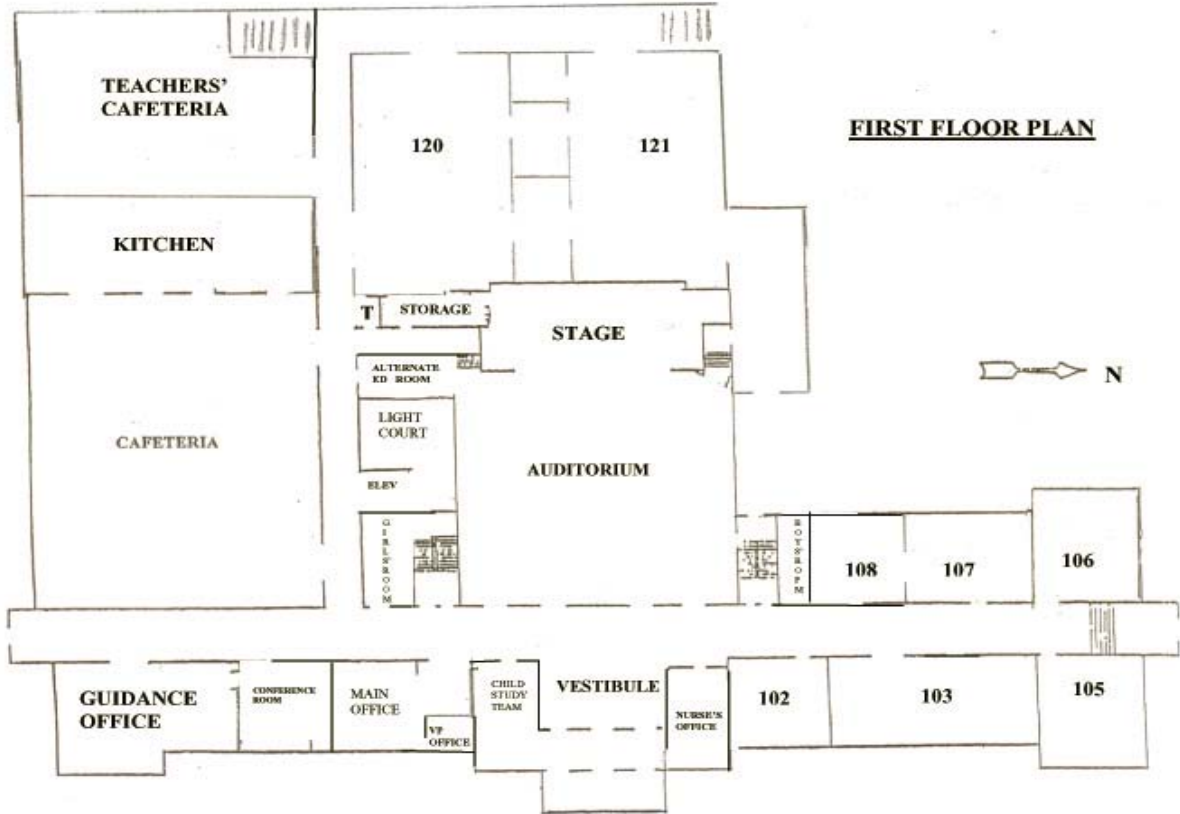
The pupil must submit a new request if the time in which permission is given to bring and/or possess a device expires. The pupil that is granted permission to possess and/or bring the device must be in the possession of the device at all times. A pupil who is an active member in good standing of a volunteer fire company, first aid, ambulance or rescue squad may bring or possess a remotely activated paging device on school property only if the pupil is required to respond to an emergency and the pupil provides a statement to the building Principal from the chief executive officer of the volunteer fire company, first aid, ambulance or rescue squad authorizing the possession of the device by the pupil at all times and that the pupil is required to respond to an emergency.

In the event a pupil violates this policy as to paging devices, the building Principal, or designee, will confiscate the device, take appropriate disciplinary actions and immediately notify the Superintendent and the local law enforcement agency.

JOHN H. WALKER MIDDLE SCHOOL

BASEMENT PLAN





THIRD FLOOR

