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## INTRODUCTION

This Student Handbook has been prepared to better acquaint you with the George G. White School, its policies, rules, and regulations. Students should familiarize themselves with the information contained within this handbook. It should be kept handy throughout the school year, reviewed periodically, and referred to whenever necessary.

Remember too, that your teachers, counselors, and administrators are here to give you sound advice and assistance. Rely upon them whenever you have problems or questions.

## CITIZENSHIP

The George G. White School offers an interesting and practical variety to subjects developed into a program designed to make you better prepared as you continued your education. You will be provided with quality instruction, guidance, and experiences which will enhance your academic, social, and vocational development.

Developing into a good citizen is as important as improving your academic skills. The positive habits and attitudes that you develop at the George G. White School will greatly influence you for the rest of your life.

Rules and regulations are necessary when large groups of people are to live and work together constructively and harmoniously. A good citizen will be honest, tolerant, and considerate of others under all circumstances. A good citizen will become actively involved in encouraging others to respect each other and their school. With all students striving to be good students and good citizens, the George G. White School will be a productive and pleasant environment.

## ARRIVAL AND DISMISSAL

### Arrival

Students may enter the building beginning 7:45 a.m.

Prior to 8:00 a.m. all students should report to the gymnasium.

Students wishing to visit a teacher prior to 8:00 a.m. **must** get a pass in advance. At 8:00 a.m. students will be released to their lockers and homerooms.

Students who arrive after 8:00 a.m. should proceed to their lockers and report to their first period class.

Students who arrive after 8:15 a.m. should report to the Main Office and receive a pass for their first period class.

### Dismissal

School is dismissed at 2:44 p.m., for all students. Bus students will exit the front of the building.

Students who have a dismissal before 12:15 p.m., will be considered absent for the afternoon.

Students remaining for extra help or extra curricular activities will go to the designated areas at this time. All other students should leave the school grounds promptly and report directly home. There is to be no play on the basketball courts until the student has reported to the home.

## ATTENDANCE

Regular attendance is essential for good school work. According to New Jersey State Law, quarantine, death in the immediate family, and state approved religious holidays are the only legal reasons for absence from school.

Your parent or guardian should notify the school nurse or the Main Office that you will be absent or tardy on any given day. At that time your parent should request homework for you. All homework requests must be requested by 9:00 a.m. Homework requests will be in the Main Office for parent pick up after 3:00 p.m.

Absence without parent's/guardian's knowledge, or leaving the building without authorization from the office, will be considered a truancy. Truants may be referred to the Hillsdale Police for appropriate follow-up. (This may include possible legal action through the juvenile courts.) (Board Policy # 5113).

It will be the student's responsibility to contact teachers regarding make-up work, and to complete all missed assignments. Home instruction is available to students who are going to be absent for an extended period of time. An arrangement is made whereby a teacher visits your home to keep you current with your studies. To obtain further information regarding placement on home instruction, your parents/guardians may call the principal.

Students who are absent from school are not to be on school property and may not attend after school activities on the day of their absence.

When your child is absent, please follow the guidelines which are listed in the school calendar. This is VERY IMPORTANT for we need to account for each student.

## TARDINESS

Students who are late to school must report to the office for a pass before reporting to their scheduled classes. A parental note explaining the lateness will be accepted in the office up until the following morning. Excessive tardiness may result in detention. As always, students are responsible for make-up work.

Persistent tardiness will first be handled by the school disciplinarian who will keep the students for detention after school. If the situation continues, the student will be referred to the Principal's office to be handled in accordance with Board of Education policy and New Jersey State Law.

It is the responsibility of the student to arrive to classes on time. Any student detained after class by a teacher, should ask for a pass to the next class. Students who are tardy to class and not in possession of a teacher pass, will receive teacher detention. Consistent tardiness will be reported to the Principal.

Tardiness due to orthodontist or doctor appointments, etc., should be called into the office no later than 8:30 a.m.

## EARLY DISMISSAL

Any student needing to be excused during the school day must bring a signed note from home stating the reason and the time for the early dismissal. All notes requesting an early dismissal are to be shown to your homeroom teacher in the morning and you are to bring the note to the office. The office staff with the approval of the principal will sign the note and return the note to you. This note is your pass to leave the class that you are in at the designated dismissal time. It is the responsibility of the student to leave the class at the designated time. The main office will not call you down for dismissal.

**A PARENT OR GUARDIAN MUST COME INTO THE MAIN OFFICE & SIGN THE STUDENT OUT.**

## STUDENT MEDICATION AND USE

Medication required by students during the school day is governed by the requirements of policy #5141.

1. Medication must be brought to the School Nurse in its original container.
2. Both prescription and over-the-counter medication must be accompanied by a physician's order, and a parental note authorizing and specifying the conditions for its administration.
3. Medication shall be dispensed by the School Nurse only under authorization of the School Physician.
4. Information for students who are on a regular program of medication must be renewed at the beginning of each school year.

NO CHILD IS TO BRING ANY MEDICATION TO SCHOOL UNLESS THE ABOVE PROCEDURES ARE FOLLOWED.

## SPORTS RELATED PHYSICAL EXAMINATION

Sixth, seventh and eighth grade students participating in interscholastic/intramural sports are required to have a comprehensive athletic physical examination within 12 months of the date of the try-out or practice. Completion of the appropriate medical forms along with a Health History Questionnaire and the Parental Permit/Student Enrollment Form, are necessary for participation.

## SCHOOL COUNSELING

There is an open-door policy for the counseling offices and students may email the school counselor anytime to set up an appointment. In an emergency or urgent situation students may request to see the school counselor immediately. Students may be sent to the school counselor by the classroom teacher on an as needed basis. Also, parents are invited to share information and request school intervention for their child.

Students will be afforded the opportunity to sign up for different committees directed by the school counselors. Please see our web site for more complete information.

## CORRIDOR AND STAIRWELL COURTESY

1. Keep corridors and stairwells open to traffic by walking to the right. Single file must be maintained in the stairwells.
2. Pass from place to place quietly, being considerate of others in their classrooms.
3. Do not block traffic by standing in groups. No running or horseplay is ever in order.

## HALLS

1. All students, in moving from one place to another within the building, should keep to the right.
2. Always pass through the right-hand doors.
3. No more than two lines abreast under normal conditions.
4. No running or horseplay in the halls.
5. No loud talking in the halls.
6. No loitering in the halls.
7. Use assigned doors for entrance and exit unless given special permission.

## STAIRWELLS

1. Students should keep to the right.
2. Students should walk in a single file.
3. Students should utilize the handrails.
4. No students should run or engage in horseplay.
5. Students should not loiter in the stairwells.

## HALLWAY LOCKERS

Hall lockers with combination locks are assigned to students on the first day of school. Lockers are used to store and safeguard your books and personal property. Students must accept full responsibility for their lockers and their possessions maintained in their lockers.

1. DO NOT DISCLOSE YOUR COMBINATION TO ANOTHER STUDENT!
2. Students are not permitted to share lockers.
3. Only school issued locks may be used on lockers.
4. Keep your locker CLEAN and organized at all times.
5. NO STICKERS are to be placed on or inside lockers, and no writing of any kind is permitted on any portion of the locker.
6. Never force a locker, kick a locker, hang on the locker doors, slam it, or damage the locker in any way. If you have problems with your locker you should NOTIFY THE OFFICE for help.
7. Under no circumstances should you tamper with or open a locker other than your own.
8. Money and other valuables such as rings, pins, etc., should not be left in lockers.
9. Ipods, electronic games, etc., MAY NOT be brought to school.

Please be informed that all lockers are school property and will be subjected to regular inspection and clean-up by the school administration.

**\*\*NEW JERSEY LAW PERMITS SCHOOL OFFICIALS TO INSPECT STUDENTS' LOCKERS AT ANY TIME.**

## GYM & LOCKER ROOM RULES

1. No rough or boisterous play in the locker room.
2. Place all backpacks and books in the outer hallway, single file against the wall.
3. No food or drink permitted in locker room or the gym.
4. No glass objects permitted.
5. Long lockers are used for clothing storage during class.
6. All personal items (jewelry, etc.,) must be locked in your gym locker during class or sports activities.
7. When entering the gym from the locker rooms sit in squads of Physical Education class and wait for instructions.
8. Do not leave the gym until bell rings. Line up at the hallway doors.
9. During a fire drill be sure to use the designated exit when leaving the gym.

When a teacher or coach must cover a locker room of the opposite sex, that adult will have no choice to enter the locker room for any disruptive behavior that does not stop after a warning has been given.

During any emergency the teacher or coach will enter the locker room immediately.

### Lockdown

All students will go to the locker room of their assigned teacher. Students should sit quietly on the benches or floor of the locker room. The teacher will take attendance after locking the doors. Silence is to be observed until all is clear.



## GUIDELINES FOR PHYSICAL EDUCATION

Being prepared for class includes the following appropriate dress:  
i.e., clothing suitable and compatible for all activities.

- a. T-shirt, shorts, socks, sneakers and/or sweats (no tank tops or boxer type shorts., i.e., underwear).
- b. No-shorts worn above mid-thigh or below the hips.
- c. No-shirt length above the hips.
- d. No appearance embarrassing to other students or teachers. No one should be made to feel uncomfortable.
- e. Proper health and safety habits:
  1. no gum/candy/food etc.
  2. no jewelry, etc.
  3. use of deodorant is encouraged.
- f. George White spirit wear is highly recommended.
- g. No hats or sweatbands.
- h. Sneakers must be worn during Physical Education class.

## PHYSICAL EDUCATION CLASS RULES

1. Follow directions first time given.
2. Raise hand and wait to be called on.
3. When you hear the whistle, STOP, LOOK AND LISTEN.
4. Wear appropriate clothing and be jewelry free.
5. Keep the gym free of food, candy, drinks and gum.
6. Always show good sportsmanship and be courteous to others.  
Treat others as you would want to be treated.

## DRESSING AND GROOMING

It is expected that students of the *George G. White School* will exercise sound judgment and good taste in determining what to wear to school.

Board of Education policy strictly prohibits dress and grooming practices which:

1. Present a hazard to the health or safety of the student himself, or to others in school.
2. Materially interfere with school work, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Clothing and other articles which are distracting, revealing or may draw unwanted attention to the wearer are not permitted. These might include, but are not limited to, clothing that is extremely tight or form fitting. Clothing must fully cover the midriff. Shirts must not contain any inappropriate or offensive sayings or graphics. Specific items that are not acceptable in school setting include short-shorts, half or three quarter length T-shirts, mesh shirts and thin-strapped shirts. The wearing of footwear such as high heels or clogs is discouraged for safety reasons. All students should keep their shoes or sneakers tied at all times.

Students are not permitted to wear clothing advertising tobacco or alcohol products. Inappropriate sayings on T-shirts are unacceptable. No HOODS, HATS or SWEATBANDS are to be worn by ANY student during the school day.

Students who report to school in attire that is not appropriate will have their parents contacted to arrange for a change of clothing. All missed work shall be made up.

### FORGOTTEN ITEMS

When students call home for items that they may have forgotten, it is **their responsibility** to check in the office periodically to see if that item has been brought in by the parent. Parents are to inform us of any materials about which the student may not know.

### CHANGING CLASSES

Students are allowed two (2) minutes to change classes. To insure a smooth flow of traffic, students must keep to the right. Courteous behavior is expected of all students. Running and loud talking or shouting are not permitted. If the student is detained in the previous class they are to obtain a late pass before proceeding to the next class.

### LAVATORY USE

Lavatory facilities for students are located in each wing of the building. The most appropriate times to use the lavatories are before and after school and before and after lunch.

If a student needs to use the lavatory facilities at other times, a pass must be issued by the teacher or they must sign out on the appropriate sign out sheet.

### LOST AND FOUND

In the event, you have lost any items:

If you find jewelry or money, please bring these items to the Main Office. It is your responsibility to check with the Main Office to ascertain if it has been turned in. All other items are to be brought to the Lost and Found box which is located in the back of the cafetorium.

### TELEPHONE USE

Students who have an emergency and need to call home during the school day should get a pass from their teacher and report to the Main Office. The office telephone may be used only by expressed permission from office personnel. Please refrain from using the phone for play dates or any other personal business.

### LASERS

Laser pointers are prohibited items in the George G. White School. They will be confiscated and turned over to the Hillsdale Police Department for retrieval. The bearer of these objects within the school will be suspended.

### PERSONAL GAMES, TOYS OR MUSIC APPARATUS

Any of these items are not to be brought to school. These will be removed from the students and returned to the parents.

### COMPUTER LAB USAGE

A complete Internet Usage Policy will be given to students in grade 5 at the beginning of the school year. These forms will be kept on file for the duration of the students' years at George White. Both the parent and student will sign this policy which indicates their knowledge of the rules and regulations. Any infraction will result in disciplinary action as per Board of Education Policy #6142.

## BICYCLES, SKATEBOARDS & ROLLERBLADES

Students in grades 5-8 are permitted to ride bicycles and use skateboards to and from school, in compliance with the following guidelines which had been established to ensure student safety and bicycle security.

1. The student is responsible to ascertain that his/her bike is in proper and safe working condition.
2. Bicycles must be ridden on the right hand side of the street and in compliance with all traffic laws.
3. Only one student may ride a bike at a time.
4. Students are to follow the directions of crossing guards.
5. Students are expected to display courtesy and consideration towards others.
6. Upon arriving on school property, bicycles are to be dismounted and walked. Bicycles may NOT be ridden on school property.
7. All bikes should be secured with locks at the bike racks.
8. Bicycle helmets are required in keeping with the New Jersey law.
9. The use of Skateboards and Rollerblades IS NOT PERMITTED on school grounds. Students should dismount and carry the skateboard.

NOTE: These regulations are cited in conjunction with Hillsdale Board of Education Policy #5131.

The preceding guidelines will be strictly enforced by both school officials and the Police Department. The Board of Education will not assume responsibility for bicycles which are lost, stolen or damaged.

## BUS RIDER RULES

Students should refrain from:

1. Being late at their designed bus stops and pick-up locations.
2. Approaching the bus before it comes to a complete stop before trying to enter.
3. Horseplay in or around the bus.
4. Putting any part of the body out of windows.
5. Loud talking and shouting.
6. Throwing anything out of the windows.
7. Leaving any personal articles on the bus.
8. Leaving seats while the bus is moving.
9. Students must use seat belts.

At all times, students should be courteous towards other students and to the bus driver.

Failure to comply with the rules will result in suspension of bus privileges.

## CROSSING GUARDS AND SAFETY GUIDELINES

Crossing guards are on duty before and after school, and during lunch. They are special officers of the Hillsdale Police Department, and are to be obeyed at all times. For your safety, please abide by the following safety guidelines.

1. Use sidewalks where they are available.
2. On streets where sidewalks do not exist, use the extreme edge of the street, walking in the direction facing traffic.
3. Obey all traffic lights and signals of the crossing guards.
4. Cross at intersections where crossing guards are posted.
5. When crossing streets where crossing guards are not stationed, cross only at the intersection, and use extreme caution.

## FIRE ALARM PROCEDURES

School emergencies are handled best when students understand the serious meaning of a fire drill. Surviving an actual disaster is often the difference between a well-rehearsed student and an unpracticed one:

Panic is avoided when students cooperate in following the proper fire drill procedures.

### A FEW RULES WILL HELP:

1. When the alarm sounds, stop working immediately and move toward the assigned exit in an orderly fashion.
2. In each room there is a notice indicating which exit to use in leaving the building. Your teachers will acquaint you with these directions the first few days of school.
3. If an exit customarily used has been blocked, proceed to the nearest useable exit, listen for instructions from your teacher, and walk quietly and quickly in a single, orderly line to the designated location.
4. ABSOLUTE SILENCE IS NECESSARY!!  
When outside, proceed until the group is away from the building. A teacher will take attendance. Permission to go back into the building will be given by the administration.
5. Follow the directions of your teacher AT ALL TIMES!!
6. Teachers will be taking their roll books with them during a fire drill for the taking of attendance. Classroom doors should be closed upon exiting the building.

## LOCKDOWN PROCEDURES

1. When a lockdown or lockdown drill is called, stop working immediately and move toward the back corner of the room.
2. If you are outside your classroom, enter the closest room when you hear the announcement.
3. Your teacher will close the lights & lock the door to the classroom.
4. Remain absolutely silent to hear all directions.
5. Await directions from the Main Office regarding the end of the lockdown.

## LUNCH

Lunch menus are sent home each month with the weekly Parent Bulletin, and are posted on the website.

Prices are as follows:

Student Lunch.....\$3.05 \*\* (subject to change)  
includes milk or juice, fresh fruit and the entrée

Free and reduced price lunches are available for students who are eligible to receive them. Application forms for participation in the Free/Reduced Lunch Program are sent home the first day of school, and thereafter are available in the Main Office.

### Forgotten Lunches

If you have forgotten your lunch, please check in the office for your lunch before going to the cafetorium and if your lunch is not there, check the stage area in the cafetorium for your lunch. If no lunch has been brought in and you have no money, you may see the guidance counselors for a *lunch loan*. Our "lunch loan program" is separate from the school's lunch program and loans *must be repaid in cash to guidance* as soon as possible.

Charged lunches must be paid on a regular basis.

## OFF-CAMPUS

No students are permitted to leave the school grounds during lunch. Parents who wish to take the child out to lunch may do so by signing them out in the office. A student may not be signed out by another parent unless a note from the student's parent states that he/she may take the child to lunch.

LEAVING THE SCHOOL GROUNDS WITHOUT PERMISSION CAN RESULT IN SUSPENSION.

## CAFETERIA PROCEDURES AND RULES

Cafeteria procedures and rules have been established to allow all students to eat their meals in a safe, orderly and pleasant atmosphere.

1. Students are to report to the cafeteria, walking in an orderly manner.
2. Students purchasing lunch should form a single file line along the wall. Cutting in line is not permitted. Students are required to wait quietly and patiently in line.
3. Students bringing lunches from home may purchase a drink of their choice.
4. Stealing from the cafeteria will be considered grounds for suspension from school.
5. Food, snacks or juice MAY NOT BE TAKEN OUT OF THE CAFETORIUM.
6. Students are to remain seated during the time in the cafetorium and to conduct themselves in an appropriate manner.
7. Talking should be conducted at a normal conversational level. Loud talking, yelling, or shouting is not permitted.
8. Throwing of food, containers or objects of any kind will be considered a serious disciplinary matter.
9. Students may not leave the cafetorium until dismissal. Students needing to use the lavatory or see the nurse must obtain permission from an aide or teacher on duty.
10. All garbage is to be deposited in the trash barrels at the end of the lunch period, as directed by the aides. All glass and aluminum containers should be placed in the recycling containers provided.
11. Students assigned to the homework table must remain there for the entire period.

Any student who violates the lunchroom rules will be reported to the Principal's office and subject to disciplinary action. In a case of continual misbehavior, the student may not be permitted to each lunch in the cafetorium.

## PLAYGROUND AND RECESS ADVISORIES

1. All students will observe safety regulations on the playgrounds under the direction of the professional staff and teacher aides in charge.
2. Students may, in emergency, get drinks and use the lavatory facilities with permission from the teacher or teacher aides.
3. The equipment and facilities available on the playground are for all students to use, and it is expected that those students using the equipment will use it properly.
4. At no time may a student leave the playground to chase a ball. Report to the playground supervisor, and he/she will retrieve the ball for you.
5. Swearing and the use of vulgar words, sayings, and actions are not acceptable.
6. Food/drink are not to be brought to recess.
7. Do not climb or sit on the fences and backstops. There is never a reason for climbing the fences.
8. All games on the playground must include any students who wish to play them, up to a reasonable number. Equipment belongs to an area, not a person.
9. There is to be absolutely no running as you move back into the building from the playground.
10. There is to be no food or drink on the playground.
11. If you are injured you must report to the nurse.
12. At the sound of the whistle, students should reenter the building in an orderly fashion using the designated entrance.
13. Failure to comply with these rules will result in disciplinary action.

Do not walk on the grass or on planted areas as you leave the playground area - indeed at no time should you walk on your school's grassed areas.

## TEXTBOOKS/CHROME BOOKS

All basic textbooks and supplementary materials are provided to you for use during the school year. Each student should place his/her name in issued books as directed by the teachers. It is school policy to have all textbooks covered immediately and to keep them covered throughout the school year.

You are personally responsible for all items that you are issued. It is very important that you take the time to check each book carefully and report any damage to your teacher immediately upon receipt of the book. All books and Chromebooks are to be kept clean and handled properly. Fines will be assessed for loss of any item, or the amount of abuse or misuse evidenced.

Students with outstanding books and/or fines will not receive report cards or diplomas. Promotion to the next grade and/or final withdrawal from the district is contingent upon meeting all financial obligations.

## CARE OF SCHOOL PROPERTY

The same basic rule applies to care of all property entrusted to our students. It is the Board of Education's belief that students must learn to respect property and develop feelings of pride in our community institutions.

In accordance with the law, pupils who cause damage to school property shall be subject to disciplinary measures. The Board authorizes the imposition of fines for the loss, damage or defacement of the textbooks and payment for acts of vandalism. Board Policy # 5131.

## STUDY AND WORK HABITS

Many factors enter into your grade for each of your subjects. Preparation for class, daily classroom performance, completion of homework assignments, quiz scores and test scores contribute to each marking period's grades. You should report to class on time, prepared with the necessary materials, and with a positive attitude. Listening attentively, participating by asking and answering questions, writing down important notes and assignments, and conscientiously completing written work are keys to learning the subject matter and earning good grades.

Homework will be assigned on a regular basis. These assignments serve to strengthen your knowledge and understanding of a subject. An assignment book should be utilized for recording assignments. Students will find that if a definite schedule of study is made, more will be accomplished and there will be more time for sports, hobbies, leisure reading and other activities. In addition, having success in school will help support a positive self-image and you will feel good about yourself!!

Quizzes, tests and exams measure the learning that has taken place. Keeping pace with the class, fulfilling the daily requirements, reviewing the textbook and your notebook on a regular basis along with the necessary specific preparation and study will contribute to satisfactory scores and grades.

There may be time when you miss some class work or when you are encountering difficulty understanding the subject matter. The teachers are available on most days after school for assistance. It is the STUDENT'S responsibility to make the effort to seek that help.

## REPORT CARDS

Report Cards are issued to Hillsdale students three times during the school year.

Report cards can be accessed through the parent portal; three times during the school year.

## GRADING - MARKING SYSTEM

Grades A, B, C, and D are passing. A indicates exceptionally fine work. B represents better than average work; C indicates average work; D indicates poor work. A grade of F indicates *unsatisfactory performance*. The grade given at the end of the semester is a cumulative grade for that semester which is recorded.

### Grades 5-8

Letter grades will be determined based on numerical averages unless not applicable as could be in terms of subject areas such as art, music, instrumental instruction, home economics, videography, etc. When letter grades are based on numerical averages, the following scale should be used for conversion:

|    |          |
|----|----------|
| A+ | 98-100   |
| A  | 93-97    |
| A- | 90-92    |
| B+ | 88-89    |
| B  | 83-87    |
| B- | 80-82    |
| C+ | 78-79    |
| C  | 73-77    |
| C- | 70-72    |
| D+ | 68-69    |
| D  | 65-67    |
| F  | Below 65 |

For those subject areas where numerical grades are not applicable, the following guidelines prevail:

- A - Excellent - The performance excels; it is far beyond expectation.
- B - Good - The performance is above the norm.
- C - Average - The performance is typical for students at this level.
- D - Below Average - The performance is below the norm; it is at the lowest acceptable level.
- F - Unsatisfactory - Below the minimal acceptable level; the performance is far below that which could be expected at this level.

# LIST OF PUNISHABLE INFRACTIONS FOR STUDENT BEHAVIOR AND CONDUCT AND PENALTIES SET FOR EACH

Infractions listed below have been placed in categories according to the gravity of the offense. The list is not intended to be exclusive or all-inclusive. All types of infractions may not be included and, if required, modifications will be made at the principal's discretion. In every case, discretion of interpretation is left to the principal or his designate to change suggested penalties when extenuating circumstances may be present, in order that punishment may be tempered with understanding.

Parents will be notified of their child's infraction by mail or telephone.

When required, conferences will take place with the appropriate school personnel and the parent. In addition, coordination will take place between the Child Study Team or its individual members, the parent and the school's administration when deemed appropriate by any involved party.

## CHART OF DISCIPLINE

| <u>Infraction</u>   | <u>First Offense</u> | <u>Second Offense</u> | <u>Third Offense</u> |
|---|----------------------|-----------------------|----------------------|
| <b><u>MINOR INFRACTIONS</u></b>   |                      |                       |                      |
| Inappropriate use of social media   | 1 Detention          | 3 Detentions          | 5 Detentions         |
| Missed teacher detention  | 1 Detention          | 2 Detentions          | 3 Detentions         |
| Littering   | 1 Detention          | 3 Detentions          | 5 Detentions         |
| Lying   | 1 Detention          | 3 Detentions          | 5 Detentions         |
| Noncooperation  | 1 Detention          | 3 Detentions          | 5 Detentions         |
| Insubordination   | 2 Detentions         | 4 Detentions          | ISS                  |
| Using chrome book for non-educational purposes  | 1 Detention          | 2 Detentions          | 3 Detentions         |
| Disruption in class/lunch   | 2 Detentions         | 4 Detentions          | ISS                  |
| Falsifications/forgery  | 2 Detentions         | 4 Detentions          | 6 Detentions         |
| Cutting detention   | 2 or more Detentions | 4 or more Detentions  | ISS                  |
| Disobedience  | 2 Detentions         | 4 Detentions          | ISS                  |
| <b><u>MODERATE INFRACTIONS</u></b>  |                      |                       |                      |
| Language misuse   | 2 Detentions         | 4 Detentions          | ISS                  |
| Recklessness/pushing/shoving  | 2 Detentions         | 4 Detentions          | ISS                  |
| Gambling  | 2 Detentions         | 5 Detentions          | ISS                  |
| Taking pictures with cell phone   | 3 Detentions         | ISS                   | OSS                  |
| Direct/willful disrespect to teacher  | 5 Detentions         | ISS                   | OSS                  |
| Inappropriate actions/conduct that demeans or violates another students' private/personal space | 5 Detentions         | ISS                   | OSS                  |

### MAJOR INFRACTIONS

|   |                  |         |               |
|---|------------------|---------|---------------|
| Harassing behavior                      | 6 Detentions/ISS | ISS/OSS | OSS           |
| Obscene/provocative gestures or actions | 6 Detentions     | ISS     | OSS           |
| Use of force/threatening to others      | ISS              | OSS     | OSS           |
| Theft/damage/vandalism                  | ISS              | OSS     | OSS           |
| Extortion                               | ISS              | OSS     | OSS           |
| Truancy                                 | ISS              | OSS     | OSS           |
| Smoking                                 | ISS              | OSS     | OSS           |
| Fighting/contact to cause harm          | ISS              | OSS     | OSS/Expulsion |
| Misuse of computer networks/computers   | ISS              | OSS     | OSS           |
| Arson/exploding devices                 | OSS              | OSS     | Expulsion     |
| Falsifying alarm                        | OSS              | OSS     | Expulsion     |
| Substance abuse                         | OSS              | OSS     | Expulsion     |
| Weapon possession                       | OSS              | OSS     | Expulsion     |
| Wrongful entry                          | OSS              | OSS     | Expulsion     |

**The administration reserves the right to assign and alter consequences at George White Middle School whenever necessary.**

### CHEATING on QUIZ/TEST

Zero on assessment

### PLAGIARISM on PROJECT

Parental Notification

1<sup>st</sup> offense: zero with possibility to make up for partial credit

2<sup>nd</sup> offense: zero with make up for no credit

### CELL PHONE POLICY

1<sup>st</sup> offense: hand in phone to office and parent notified

2<sup>nd</sup> offense: hand in phone to office, parent picks up phone and phone is dropped off to the office at the beginning of the day for a month

3<sup>rd</sup> offense: phone is dropped off to the office in the morning for the remainder of the year

## EXPECTATIONS FOR STUDENT BEHAVIOR

In order for effective learning to take place, students must accept the responsibility to develop and to demonstrate positive attitudes and behaviors. The set of behavior expectations that appears below, approved and adopted by the Board of Education, should serve to guide students in their daily living.

### STUDENTS WILL:

Prepare themselves mentally and physically for the process of learning.

- Students are nourished, rested, clean, properly dressed and groomed.
- Students are free of drugs and alcohol.
- Students come to school prepared to learn.

Demonstrate respect for people and property.

- Students are honest, courteous and polite.
- Students respect the property of others.
- Students accept the rights of others to their own opinions.
- Students settle differences peacefully.
- Students display good sportsmanship.
- Students participate in the maintenance and cleanliness of school facilities and property.

Take responsibility for their own behavior and learning.

- Students recognize that school is work, and academic development is the primary purpose.
- Students complete all homework, classwork and examinations.
- Students make personal choices based on reasonable decision making processes.
- Students accept constructive criticism and disagreement when necessary and appropriate.
- Students accept the consequences of their actions.

## EXPECTATIONS FOR STUDENT BEHAVIOR, CONTINUED...

Use time and resources responsibly

- Students attend school regularly and punctually.
- Students use study periods and library time for school work.
- Students use books and other materials appropriately.

Share responsibilities when working as members of a group.

- Students cooperate, contribute and share in the work of a group.
- Students accept and assume leadership when appropriate.
- Students listen to the points of view of others.

Meet the unique requirements of each class.

- Students participate actively in classwork.
- Students follow class rules and procedures.
- Students bring to class all textbooks, clothing and other materials necessary for participation.
- Students observe rules for safe handling of class equipment and materials.
- Students are to maintain high standards of honesty in respect to homework completion, tests, quizzes and report writing.

Monitor their own progress towards objectives.

- Students record and maintain records of progress.
- Students plan courses of study and schedules.
- Students seek assistance from school staff and peers.
- Students value the relationship of learning to everyday life.

Communicate with parents and school personnel about school related matters.

- Students take time to discuss academic learning and school progress with parents and school personnel.

## EXPECTATIONS FOR STUDENT BEHAVIOR, CONTINUED..

Communicate with parents and school personnel, continued..

- Students transmit information to parents and return responses to appropriate school personnel when requested.
- Students know the appropriate people to involve when a problem occurs.
- Students outline with parents and teachers a clear and concise educational goal for the school year.

### IMPORTANT NOTE:!!

The Discipline Code applies to students from the time they leave home until the time they return home. Problems occurring walking to and from school, or during the time a student has left the building for lunch, will be handled according to these policies.

Also, please be aware that a student's behavior may impact his or her participation in extra curricula activities.

Any behavior that interferes with the education or safety of other students will be subject to disciplinary action. Conduct that is persistently contrary to the Discipline Code will result in suspension from school.

### **George White Middle School's Discipline Goals**

- To help students develop self-respect.
- To help students develop respect for others and their property.
- To help students see the need for self-discipline.
- To guide students toward choices that lead to improved behavior.

### **Shared Responsibility**

**Students:** Throughout the year, you will be expected to assume the following responsibilities:

- Be present and on time for school and classes each day.
- Treat all school personnel and fellow students with dignity and respect.
- Demonstrate respect for the school by taking care of facilities, property and equipment, as well as the property of others.
- Be a positive representative of your school at all times. Comply fully with all school and classroom policies and procedures.

Students who are placed in ISS or Suspended from school will not be permitted to attend school functions, including but not limited to dances, class trips and athletic events.

**Teachers:** A preventative approach to discipline communicates to students that the focus of the school discipline is to promote success and not to impose punishment. Infractions conducive to intervention include, but are not limited to, behaviors observed in the classroom such as talking, extraneous noises, inappropriate comments, name calling, not following teacher directions, and breaking classroom rules.

**Principal, Assistant Principal, Guidance Counselors:** The principal, assistant principal and guidance counselors share responsibility for contributing to the maintenance of an educational environment conducive to teaching and learning. This orderly learning environment with high expectations provide for the total growth, development, and maturation of all students physically, mentally, emotionally, and socially.

**Parents:** Administrators, faculty, staff members and parents have a shared responsibility for assisting in the total growth, development and maturation of all students. Parents are expected to be involved in the educational and social experiences of their children. Parents who are informed of school goals and are knowledgeable about school policies and procedures can assist their students in making good decisions. This partnership enhances the quality of a child's learning experiences. The parent must assume responsibility for the student's regular attendance in school. Regular, consistent school attendance is vital to a student's academic program. Students must attend school regularly and be on time to classes in order to maximize instructional benefits. The principal, assistant principal, and guidance counselors are available as their daily schedules permit. Parents should take advantage of these opportunities to strengthen the parent/teacher relationship so that our students can be successful.

**Consequences of violating school policy** may include, but are not limited to, the following:

1. Admonishment
2. Warning
3. Temporary removal from the classroom
4. Classroom or administrative detention
5. In-school suspension
6. Out-of-school suspension
7. Reports to law enforcement and/or
8. Expulsion

**Remedial measures/interventions** may include, but are not limited to, the following:

1. Parent conferences
2. Pupil counseling (all pupils involved in the act or incident)
3. Peer support group
4. Corrective instruction or other relevant learning or service experiences
5. Supportive pupil intervention (Intervention and Referral Services - I&RS)
6. Behavioral management plan and/or
7. Alternative placements

## DISCIPLINARY POINTS

Students' attendance on school trips and other special events are based upon positive citizenship and merit. Students who are issued disciplinary consequences risk the opportunity to attend such events. Consequences will be weighted upon a point system. Any combination of offenses totaling **10** will result in a loss of student privileges.

Detention (s) = 1 point

In School Suspension = 2 points

Out of School Suspension = 3 points

Students reaching 10 disciplinary points **will not** be permitted to attend or participate in the following activities including field trips, school dances, and the 8th Grade pool party as deemed so by the administration. At ten points a corrective action plan will be created so students can earn back points. Furthermore, students that are suspended three or more times throughout the school year, will not be permitted to attend the school trip. Students that bring weapons and/or drug/drug paraphernalia will not be permitted to attend the school trip. Vaping devices are considered drug paraphernalia.

Violations of the Board of Education policy regarding Drugs, Alcohol, Tobacco or Weapons and Dangerous Instruments will result in immediate consequences. Administrative review of a single aforementioned offense may eliminate a student from a field trip or special activities privileges.

### AFFIRMATIVE ACTION

It is the policy of the Hillsdale Board of Education not to discriminate on the basis of sex in its educational programs, activities, employment practices or admission policies or practices, as required by Title IX of the Education Amendments Act of 1972 and J.J.A.C. 6:4-1.1 et. Seq.

It is the policy of the Hillsdale Board of Education not to discriminate against qualified handicapped persons regarding admissions, access, treatment or employment in its programs and activities, as required by section 504 of the Rehabilitation Act of 1973.

### SEXUAL HARASSMENT

A copy of the Affirmative Action Policy and Grievance Procedures is located in the Superintendent's Office, the Principal's Office and the Child Study Team Office. Inquiries regarding compliance may be directed to the Affirmative Action Officer, Mr. Christopher Bell.

### STUDENT COUNCIL

The Student Council is a democratic organization composed of officers and homeroom representatives elected by the student body. It is the responsibility of the Student Council members to represent the students and to work closely with the advisors and the administration. Meetings are conducted on a regular basis. The Student Council plans social activities, conducts fundraisers and participates in school and community projects.

### SPECTATOR CONDUCT

Spectators are an important part of athletic competitions, extra-curricular activities and other school functions. Spectators should conform to accepted standards of good sportsmanship and behavior at all times. Respect and consideration should be shown chaperones and fellow spectators. Students displaying inappropriate conduct will be directed to leave the event.

### WORKING PAPERS

State Law requires that any person under 18 years of age who desires to work must obtain an employment certificate (working papers). The required forms are available in the School Counselor's Office.

### EQUAL EDUCATIONAL OPPORTUNITY

The district shall provide an equal opportunity for all enrolled children to achieve their maximum potential through the programs offered in these schools regardless of race, color, creed, religion, sex, sexual or affectional orientation, ancestry, national origin, place of residence within the district, social or economic condition or non-applicable handicap. Enforcement of other district affirmative action policies (2224, 4111.1, 4211.1 and 6121) contribute to this legally required equality of educational opportunity.

Staff members are expected to maintain a professional relationship with pupils at all times and to develop wholesome and constructive relationships with pupils. Staff members shall be expected to regard each pupil as an individual and to accord each the rights and respect that is their due.

Staff members shall strive to provide a learning environment that promotes fulfillment of each pupil's potential in regard to his/her program, consistent with district goals and with optimum opportunities for pupils. This goal may be reached by adapting instruction to individual needs, by:

- A. Insisting on reasonable standards of scholastic accomplishment for all pupils;
- B. Creating a positive atmosphere in and out of the classroom;
- C. Extending the same courtesy and respect that is expected of pupils;
- D. Treating all pupils with consistent fairness.

The Hillsdale Board of Education guarantees to all pupils equal access to all academic programs within the learning environment.

The district's affirmative action program is part of each academic program regarding all pupils.

The Board of Education shall maintain an academic environment that is free from sexual harassment.

EQUAL EDUCATIONAL OPPORTUNITY (continued)

The administration will inform all pupils that sexual harassment is prohibited in the education setting. Specifically no individual in an administrative, teaching, secretarial or custodial position shall threaten or insinuate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect the pupil's standing in the school setting. Furthermore, it shall also be a violation of this policy for pupils to harass other pupils through conduct or communications of sexual nature within the school setting.

Any member of the student body may file a formal grievance related to sexual harassment. The Hillsdale Board of Education and district's affirmative action officer will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged harasser. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor affect future grades or class assignments.

Findings of discrimination in the form of sexual harassment will result in appropriate disciplinary action.

Procedures shall be made available for pupils and/or parents/guardians to file a grievance protesting alleged discriminatory or sexually (or other harassing action). An immediate report of the allegation should be made to the affirmative action officer or superintendent.

Date: February 2015

|                   |                 |                            |  |
|-------------------|-----------------|----------------------------|--|
| Legal References: | <u>N.J.S.A.</u> | 10:5                       | Law Against Discrimination   |
|                   | <u>N.J.S.A.</u> | 18A:36-20                  | Discrimination; prohibition  |
|                   | <u>N.J.S.A.</u> | 18A:38-5.1                 | No child to be excluded from school because of race, etc.                            |
|                   | <u>N.J.A.C.</u> | 6:4-1.3                    | Policy development   |
|                   | <u>N.J.A.C.</u> | 6:8-4.2(a)9i,<br>9ii, 9iii | Evaluation of elements and standards (equal educational opportunity and affirmative) |

Title IX of the Education Amendments of 1972, 20 U.S.C.A. 1681

HILLSDALE PUBLIC SCHOOLS

STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT FORM

We have read and discussed the ramifications of the behavioral and guidelines outlined in this manual.

|                                    |                   |
|------------------------------------|-------------------|
| _____<br>PARENT SIGNATURE          | _____<br>DATE     |
| _____<br><i>PRINT</i> Student Name | _____<br>Homeroom |
| _____<br>STUDENT SIGNATURE         | _____<br>DATE     |

\*\*\*THIS SIGNED FORM MUST BE RETURNED TO THE HOMEROOM TEACHER AS SOON AS POSSIBLE.

NOTE: Please feel free to contribute suggestions for the improvement of this manual at any time during the school year.