

BACK-TO-SCHOOL PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to Dennis Township Elementary and Middle Schools. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This handbook has been developed by our faculty and administrators to help you and your parents learn as much as possible about school policies and procedures and the services we offer students. It is a quick reference you will find extremely useful as questions arise throughout the school year. You can visit our website anytime at www.dennistwpschools.org.

Whether you are joining us for the first time or have been with us for a number of years, we encourage you to become an active member of your school. In addition to an excellent academic foundation, we offer many activities, clubs, and sports to help our middle school students become well-rounded, mature young adults. Our "Commitment to Excellence" is our promise to you and our expectation of every student.

We look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year.

Once again, welcome!

Joseph LaRosa, Jr. Ed.D.

Elementary/Middle School Principal

SCHOOL HOURS

	Regular Hours	Early Dismissal
Middle School	7:45 AM-2:15 PM	7:45 AM-12:15 PM
Elementary School	8:45 AM-3:15 PM	8:45 AM – 1:15 PM

Middle School students should report *no earlier* than 7:30 AM. Homeroom begins **promptly** at 7:45.

Elementary School students should report *no earlier* than 8:30 AM. Homeroom begins **promptly** at 8:45.

A student is considered late after 7:45 or 8:45 respectively. Middle school students that arrive after 9:15 or leave before 12:15 will be charged with a half day absence. Elementary students who arrive after 10:15 or leave before 1:15 will be charged with a half day absence.

- ❑ Parents are discouraged from picking up their children before dismissal time. Exceptions are for emergencies. Parents are encouraged to schedule all medical and dental appointments after school hours. Students must present a parent-signed note to the office for the appointments. Parents are requested to have their children ride the buses, as it is difficult at the end of the day to serve a large population of parents requesting their children be called to the office at dismissal. **Any student who wishes to walk to or from school must have a parent note on file in the office stating they are allowed to do so on early and regular dismissal days.**
- ❑ Parents may not enter or park in the bus dismissal area. Parents may not remove their children from buses.
- ❑ Parents must report to the Front Office sign their children in *late* or out *early*.
- ❑ Any student attending indoor athletic games must bring a note signed by their parents stating that they will be picked up after the game. Students may not stay after school unless arrangements are made to pick them up **promptly**.

VISITORS

For the safety and security of your children, it is important that all parents and visitors sign in and out at the front office and obtain a visitor's pass. This will help the faculty and administration ensure that all people in the building are supposed to be here. Your help and cooperation with this effort is appreciated.

For the safety and security of our students and staff:

- ❑ All parents and visitors must sign in and out at front office and have proper identification.
- ❑ Students are instructed not to open school doors for visitors/adults at any time.
- ❑ All students are to be picked up and signed out by parents/guardians only from the front office.
- ❑ Parents and visitors must report directly to their intended destination. Stopping by classrooms and other areas of the building is prohibited.
- ❑ Arrangements for tours of the building or visits to classrooms should be made in advance with permission from the administration.
- ❑ Smoking is strictly forbidden on school grounds.

INCLEMENT WEATHER EMERGENCY CLOSING

For emergency school closing, please listen to radio stations and TV stations: 10 NBC, 6 ACB CBS 3, Channel 40, FOX5/WNYW, WCMC AM 1230 & WZXL, The Coast 94.3, WTKU 98.3, WFPG 96.9, KYW 1060 AM, South Jersey 97.3

In some instances during inclement weather, the district may announce a late opening. At this time schools will open either one or two hours later than normal. Please listen carefully to the announcement to determine if the school will open one hour or two hours later than usual!

INSURANCE

The Dennis Township Board of Education provides each student with an accident insurance policy. Student insurance is secondary to other insurance held by parents. In the event of injury, and subsequent claim, notify the school nurse as soon as possible.

ATTENDANCE

Parents/guardians are responsible for children to attend school. The Board of Education requires that the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The education program offered by the district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance at school may be excused by the administration when the demonstrated mental or physical condition of the pupil is such as to interfere with learning or prevent attendance, or by the observance of the pupil's religion on a day approved by the Board as a religious holiday, or by such circumstances as the building principal may determine constitute good cause. No pupil, staff member, or visitor may attend or visit school if he or she has an un-coverable and/or uncovered weeping skin lesion, whether or not the person has been screened for HIV. Limits may be set on the number of excused absences granted to a child during the school year. All other absences are unexcused.

Parent(s) guardian(s) are responsible for notifying the school in the morning when a student is

absent. They must call school at 861-2821 ext. 213. These calls will notify the school that the home is aware of the absence and the student is not truant.

Excused Absences

The administration considers the following as cause for excused absence:

1. Disabling illness that requires long term medical care;
2. Recovery from accident;
3. Required court attendance;
4. Death in the family;
5. Religious observance;
6. Such good cause as may be acceptable to the administration. A student who is absent from the regular school program may not participate in an extra curricular activity on the date of absence. Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. Students will be allowed one day to make up missed work for every day they were absent from school. No student excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Prolonged or repeated absences or tardiness, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level in accordance with policies of this Board. A warning notice shall be given to any pupil, and to the parent or legal guardian of any minor pupil, who has been excessively absent excluding any absence attributable to disciplinary suspension.

The total of absences, for any reason, shall not exceed 18 during the school year, or 9 during any semester. Absences or tardiness in excess of these numbers will be grounds for legal action.

Unexcused absences and lateness from school or from classes within the school day constitute trancies and shall be subject to the disciplinary rules of the Board and legal sanctions. Repeated trancies that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the suspension or exclusion of any pupil from the course of study during which absences have occurred or the suspension or expulsion from school of a pupil over 16 years of age, in accordance with Board policy. Before any such action is taken, every effort shall be made to identify the habitual truant, investigate the cause or causes of the pupil's behavior, and consider the modification of the pupil's educational program.

LATE ARRIVAL & EARLY DISMISSAL

There are varying situations that may justify release of certain pupils from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the pupil's educational program and the reasons for such release can be shown to have positive benefits for the pupil. Extra curricular practice sessions shall not interrupt regular curricular programs, and pupils shall not be excused from classes for any practice session.

If a child arrives in school after a session begins, he/she shall be marked tardy and must be signed in by a parent/guardian. The Board recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the Board requests that the school be notified in advance of such late arrival and early dismissal by written request of the pupil's parent/guardian, which shall state the reason for the tardiness or early dismissal.

No pupils in grades kindergarten through eight shall be permitted to leave the school before the close of the day unless they are met in the school office by a parent/guardian or a person authorized by the parent/guardian to act on his/her behalf.

Tardiness not covered by the causes listed shall be cumulative, will be followed up the same as absences, and may affect promotional status.

TRANSPORTATION BY PARENTS/ GUARDIANS

For the protection of your child no student will be allowed to remain after school unsupervised. If a child is not picked up prior to bus departure, the child will automatically be placed on his/her bus and be sent home.

Transportation is provided by the school district and should be utilized by students. If parents/guardians transport a student, students should not be dropped off earlier than 7:30 am for middle school, 8:30am for elementary students. Students who walk must have a parent/guardian letter on file in the office stating they are permitted to do so on both early dismissal and regular school days.

EARLY DISMISSAL OF STUDENTS

Students are expected to stay in school for the entire length of the school day. Occasionally, it may be necessary for students to leave school early. Parents are required to write a short note to the teacher stating the reason and the time the student will be picked up. No student will be released to a parent from a classroom. All students must be dismissed from the Main Office. Parents may not remove their children from buses.

WALKERS AND STUDENTS PICKED UP BY PARENTS

AUTOMOBILES ARE NOT PERMITTED IN THE BUS LOADING AREA FROM 7:20-9:00 AND 2:10-3:45! DO NOT USE ANY AREA WHEN BUSES AND STUDENTS ARE OBSERVED.

Parents who bring their children to school in the morning must sign in their child at the Main School Office.

Any student who walks home after school will be required to remain in his/her class until dismissal time.

Any student who rides a bike or walks to school **MUST HAVE A NOTE SIGNED BY A PARENT/GUARDIAN AND ON FILE** with the office giving permission for them to do so.

BICYCLES AND WALKING

Students may ride their bicycles or walk to school provided a note or permission slip is written and signed by the students' parents. Bicycles should be placed on the bicycle rack. Bicycles should be locked. The school will not be held responsible for bicycles that are stolen or damaged.

Rollerblades must be removed before entering the building. **Helmets must be worn at all times by students bicycling or rollerblading.** (Failure to follow these procedures will result in loss of these privileges). Special Note: Mopeds, skateboards, and go-carts are not allowed on school grounds at anytime.

GENERAL RULES OF CONDUCT

School rules have been developed to encourage respect for self, others, and property. Students and staff must be guaranteed an environment that is safe. Mutual respect is the underlying principle in the classroom, in the hallways, on school grounds, and buses. All rules will be publicized, explained and equitably enforced.

1. Students must remain on the school grounds at all times during the school day. Students may not leave the school grounds under any circumstances without approval from the main office.
2. This school is located in a “Drug Free” school zone. Possession of cigarettes, chewing tobacco, alcohol, or drugs of any type including drug paraphernalia is prohibited on school grounds. Proper authorities will be notified.
3. Smoking is prohibited at all times on school grounds.
4. The possession of matches, knives, firearms, or any other dangerous materials are not allowed.
5. Chewing gum is prohibited at all times.
6. I-Pods, radios, walkmans, tape recorders, video recorders, cameras, cell phones and other potentially disruptive or harmful items will be confiscated and returned at a later time.

CAFETERIA

Students may bring lunch to school or purchase lunch in the cafeteria. Milk, ice-cream, pretzels, popcorn, potato chips, orange juice, apple juice, frozen yogurt, and cookies are also for sale.

Cafeteria Rules Students are expected to obey cafeteria supervisors and follow the procedure of the cafeteria program. They should enter the cafeteria quietly, remain in assigned seats, request permission to move around the cafeteria, and clean their areas. **NO FOOD OR DRINKS MAY LEAVE THE CAFETERIA!**

HANDLING OF SUBSTANCES, FIREARMS, AND OTHER ITEMS

Any school employee who seizes or discovers any substance or item believed to be a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall immediately notify and turn over the substance or item to the principal or designee. Either the principal or designee shall then immediately notify the Superintendent or designee who in turn shall notify the appropriate county prosecutor or other law enforcement official. The school employee, principal or designee, shall safeguard the substance or paraphernalia against further use or destruction and shall secure the substance or paraphernalia until such time as the substance or paraphernalia can be turned over to legal authorities.

“ZERO TOLERANCE FOR GUNS ACT”

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at school-sponsored function shall be immediately removed from

the school's regular education program pending a hearing before the local Board of Education to remove the pupil from the regular education program for a period of not less than one calendar year subject to modification on a case-by-case basis by the Superintendent.

SUSPENSION AND EXPULSION

While our Board of Education believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize pupils for violations of school regulations and policies to ensure the good order of the school and to teach them the consequences of disruptive behavior. In accordance with Board of Education policy and NJSA 18:37-2, pupils who indulge in disruptive behavior may be suspended or expelled.

1. Continued and willful disobedience and/or disruption.
2. Open defiance of the authority of any teacher or person having authority over a pupil
3. Actions that constitute a continuing danger to the physical well-being of other pupils
4. Physical assault or threatening physical assault (as defined by NJSA 2C:12-1) upon another pupil, teacher, visitor, or school employee
5. Taking, or attempting to take, personal property, money or school property
6. Willfully causing, or attempting to cause, substantial damage to school property
7. Continued verbal or physical threats/harassment toward other students or staff (bullying)
8. Truancy and class cutting; leaving school property without permission
9. Use or possession of unsafe/illegal articles or substances on school property
10. Use of, possession or sale of a controlled dangerous substance or misrepresenting any substance as a controlled dangerous substance
11. Use of profanity or abusive language
12. Turning in a false alarm
13. Tampering with or damaging property of other pupils (includes lockers) or staff members
14. Unwanted or unwelcome sexual comments or advances
15. Use of racial slurs or epithets
16. Inappropriate behavior (bus, school; cafeteria), violation of Internet usage contract.
17. Off-campus events (N.J.A.C.6A:16-7.6)
18. Cutting assigned detention or inappropriate behavior while in detention.
19. Cheating on tests/quizzes.
20. Trespassing restricted areas of the building.
21. Inappropriate behavior with substitute teachers.
22. Possession of a cell phone or electronic device.

Pupils under suspension are prohibited from participating in or attending any after school activities or co-curricular activities during the period of their suspension. They may not enter the

school buildings or grounds of this district without the permission of the Superintendent or Principal. A parent conference with an administrator and or other appropriate personnel may be requested. In order for suspension or expulsion to occur all students are entitled to and must receive procedures of due process.

SOCIAL PROBATION

Students will receive five school days of social probation for each day of suspension assigned. (Two days suspension equals ten days of social probation). Each discipline write-up will result in two days of social probation. Students who receive social probation will not be allowed to participate in any classroom parties, celebrations, field trips, after-school or co-curricular activities. Students receiving a discipline write up will make that student ineligible to participate in that day's sporting event as a spectator or as a player. The Principal or Administrator has the authority to amend the terms of social probation on an individual, by case basis.

***Any suspension may disqualify you from attending the end of the year trip.**

DENNIS TOWNSHIP CODE OF CONDUCT

Students in The Dennis Township School District, like members of any community, have both rights and responsibilities. The School District must protect those rights and insist upon those responsibilities.

The purpose of this Code of Conduct is to ensure that all students understand their rights and responsibilities, as well as the procedures for dealing with any violations. In addition, this Code of Conduct identifies classifications of violations and standard disciplinary actions and procedures.

It is expected that all teachers and administrators will faithfully enforce the Code of Conduct and abide by its intent and spirit and that parents will support the efforts of the school to provide a safe learning environment.

The Dennis Township School District will make every reasonable effort to keep students within the school's sphere of influence; suspension and/or expulsion will be used only as a last resort. Nevertheless, any student conduct that disrupts class work, brings disorder to the school, or infringes upon the rights or safety of others is a basis for intervention, suspension, and/or expulsion of students.

DENNIS TOWNSHIP SCHOOL DISTRICT ANTI-BULLYING POLICY

**To review the district's entire Bullying and Harassment Policy please visit
our website at**

www.dennistwpschools.org

Behavioral Expectations

The Dennis Township Board of Education expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capability with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facility and equipment.

The Board of Education believes that standards for student behavior must be set cooperatively through interaction among the student, parent/guardians, staff, and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

Reporting Procedures and Consequences

1. Student, parent/guardian, or other witnessing individual reports harassment incident to a teacher and/or administrator. Reports may be made verbally or in written form. Reports may be made anonymously, but formal disciplinary action may not be based solely on anonymous reports.
2. In cases of serious or repeated incidents of harassment, the teacher will record the incidents and will provide a copy of the written records to the building administrator.
3. In cases of serious or repeated incidents of harassment, the administrator will conduct a prompt, thorough, and complete investigation of the alleged incidents and document findings.
4. If necessary and appropriate, the building administrator will arrange for mediation for the students.
5. In cases of serious or repeated incidents of harassment, parents/guardians will be notified and will be asked to attend a meeting to discuss the issue.
6. If necessary and appropriate, the building administrator will take other disciplinary actions in accordance with the school district disciplinary policies.
7. If necessary and appropriate, the building administrator, after consultation with the chief school administrator, will consult the police.
8. The Board of Education prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. If necessary and appropriate, the building administrator will take disciplinary and legal action in accordance with school district policy if an individual retaliates against someone who reports a violation of the “Anti-Bullying Policy.”
9. If necessary and appropriate, the building administrator will take disciplinary and legal action in accordance with school district policy if any individual falsely reports allegations of harassment, intimidation, or bullying.

N.J.S.A. 2C 4, Harassment N.J.S.A. 10:5-1 et seq. N.J.S.A. 18A:37-13 et seq. N.J.S.A. 18A:38-5.1 Saxe v. State College Area School Dist., F. 3d 200 (3d Cir. 2001)

GRADE 3-8 DISCIPLINARY PLANS

*Teacher actions are cumulative.

LEVEL 1

This level includes student misbehavior that impedes orderly classroom procedures or interferes with the orderly operation of the school. These are misbehaviors that can usually be handled by the individual teacher but sometimes may require the intervention of the school administrator.

Examples of typical offenses (not all inclusive): Disregard for personal property; Argumentative stance (example-refusing to work, sit in seat, or follow rules); Disrespectful response to teacher or students (not profanity); Bringing in disruptive toys, electronics, beepers, or phones; Eating or drinking in classroom or halls without permission; Classroom or hallway misconduct; Cafeteria misconduct.

First Offense: Social skills reminder; Conference with student; Warning; Clean up area; Confiscation of item (return to parent only).

Second Offense: Verbal reprimand; Clean up area; Confiscation of item (to be returned to parent only); 1 detention

Third Offense: Written communication to parent; Confiscation of item (to be returned to parent only); Clean up area; 2 detentions B.I.P. revision and monitoring.

Fourth Offense: Written communication to parent; Clean up area; 3 detentions; Confiscation of item (to be returned to parent only); Possible counselor referral; Administrative discretion B.I.P. revision and monitoring.

LEVEL II

*For students who receive Special Education the CST case manager will be notified and consulted when appropriate.

This level includes infractions that tend to disrupt the learning climate because of their seriousness. The infractions require the intervention of administrative staff. Included in this level are misbehaviors that do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action. Some of the actions may require a referral to the legal authorities. Examples of typical offenses (not all inclusive): Absence excuse note not returned within three days; Abusive or profane language; Rude or inappropriate comment or symbol; Defiant, insubordinate, or disrespectful behavior to teacher; Constant classroom interruption (excessive talking or distracting noise); Detention or class cut; Leaving room without permission; Unexcused late or absence from classroom (over ten minutes); Bus violation (minor); Computer misconduct: Minor vandalism (less than \$10,000); Cheating, forgery, or lying; Smoking.

First Offense: Social skills reminder; Conference with student; Parent contact; Verbal reprimand; No credit for assignment; Clean up area; 1 detention; Restitution; Administrative discretion.

Second Offense: Lose privilege; Parent contact; No credit for assignment; Clean up area; Restitution; 2 detentions; Possible suspension; Administrative discretion.

Third Offense: Lose privilege; Parent contact; No credit for assignment; Clean up area; Restitution; 3 detentions; Possible suspension; Administrative discretion, B.I.P. revision and monitoring.

Fourth Offense: Lose privilege; Parent contact; No credit for assignment; Clean up area; Restitution; Suspension; Administrative discretion; Possible referral to Superintendent and Board, B.I.P. revision and monitoring.

LEVEL III

For students who receive Special Education the CST case manager will be notified and consulted

when appropriate.

These are acts directed against person or property, but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal, but frequently can be handled by the disciplinary mechanism of the school. Where applicable, appropriate legal action may be taken. Restitution of property and damages will be made when the situation warrants it. Examples of typical offenses (not all inclusive): Abusive or profane language directed toward school personnel; Minor stealing/theft; Vandalism (\$10.01-\$100.00); Unlawful harassment or threats (based on race, color, national origin, ethnicity, sex, disability, sexual orientation, or religion); Fighting (verbal and/or physical assault); Smoking; Bus violation (major); Possession of pornography; Truancy.

First Offense: Parental contact; 1-3 detention; Possible suspension; Restitution; Written apology; Possible removal from bus.

Second Offense: Parental contact; Suspension; Restitution; Written apology; Contact with legal authorities; Administrative discretion B.I.P. revision and monitoring.

Third Offense: Family/administrative meeting; Written apology; Restitution; Suspension (5-10 days); Contact with legal authorities; Administrative discretion B.I.P. revision and monitoring.

Fourth Offense: Family/administrative meeting; Suspension (10 days); Contact with legal authorities; Administrative discretion; Referral to Superintendent and Board for expulsion B.I.P. revision and monitoring.

LEVEL IV

*For students who receive Special Education the CST case manager will be notified and consulted when appropriate. These are acts that result in violence and that pose a threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative action that results in the immediate removal of the student from the school, the intervention of law enforcement authorities; and action by the Board.

Examples of typical offenses (not all inclusive): Unmodified levels I, 2, or 3 offenses; Possession or use of drugs or alcohol; Creating or risking a catastrophe; Computer hacking/Internet misuse related to school personnel or students/tampering with school website; Bomb threat; Vandalism (\$100.01+); Assault and battery; Threat of violence; Possession, use, transfer of guns, firearms, look-alikes, and other dangerous weapons.

All Level IV infractions result in: Immediate full suspension, Referral to legal authorities, Referral to Superintendent for Board action, Possible CST action.

GRADING SCALE

Grading Scale: A+ =98-100, A =95-97, A- =93-94, B+ =90-92, B =85-89, B- =83-84, C+ = 80-82, C =75-79, C- =73-74, D+ =70-72, D =67-69, D- =65-66, F = Below 65%

HONOR ROLL

The purpose of the honor roll is to encourage, recognize, and reward excellence among students demonstrating outstanding achievement in academics. All students enrolled in grades sixth, seventh, or eighth are eligible.

Distinguished Honor Roll: Attain all A's in all subject areas. **Honor Roll:** Attain any

combination of A's and B's in all subject areas.

REPORT CARDS AND PROGRESS REPORTS

Report cards will be issued four times during the school year.

Progress reports will be sent home every marking period on an as needed basis to students that receive a grade of D or F.

Students receiving Special Education will be issued progress reports every marking period.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will be held the 3rd week in November. You will receive notification of exact dates of Parent/Teacher Conferences. Certain dates have been set aside to provide time for parents to discuss their child's report card and educational progress. Notices to schedule the conferences will be brought home by your child.

HOMEWORK HOTLINE

The homework hotline allows students and parents' access to classroom assignments 24 hours a day by calling 861-2821 and the teacher's homework extension number from the homework hotline list.

GUIDANCE

Counseling services are available to all students. Students may come to the guidance office to get information, to ask questions, or to discuss concerns.

Students wishing to see a guidance counselor should fill out a guidance request form with their homeroom teacher. Upon receiving request forms, counselors will then arrange an appointment with individual students.

HEALTH SERVICES

Our nurse is fully certified and is available during the school day to answer any questions regarding health services and immunizations. Call 861-2821 Ext. 223.

ALL MEDICATION MUST BE ADMINISTERED BY THE NURSE.

NO student is permitted to self-administer medication or have it in his/her possession unless a medical release form is signed by the parent and physician for the self-administration of medication for a life threatening condition only.

Medication must be accompanied by a signed order from the physician and parent/guardian stating the name of the child, name and dose of the medication, and the time it is to be given. This applies to all medication including over the counter drugs with the exception of Tylenol. The medical emergency form must be signed on the appropriate line if your child is to receive Tylenol for pain or headache.

Injuries sustained at home should be treated by parents at home and not during the school day.

Should a student be suspected of taking an unknown substance and display symptoms of serious medical concern, a call to a custodial adult will be made and that adult will be asked to meet an appropriate administrator or police officer at Burdette Tomlin Emergency Room where a clear medical analysis will be made.

CLUBS & ORGANIZATIONS

Interscholastic Sports Programs **Fall** – Soccer, Field Hockey **Winter** – Basketball (Boys & Girls) **Spring** – Baseball (Boys), Softball Girls

Extra curricular activities include competitive sports teams in Soccer, Field Hockey, Basketball, Softball and Baseball. These programs are open to those students in grades 6-8, if they are not on disciplinary or academic probation.

Students with any failing grades (F's) on their report card will not be permitted to participate in

our Interscholastic Sports Programs. Students suspended are automatically on social probation. This means they may not participate in any extra curricular activities during that time.

Co-Curricular Activities – Student Council, Peer Leadership, Stage Band, Chorus, and Yearbook are open to students in grades 6-8.

BACKPACKS - Backpacks must be stored in your locker during the school day.

We all expect to see students taking textbooks and other study material home each afternoon. However, in recent years there has been a nationwide concern over the growing size and weight of student backpacks.

The teaching staff at Dennis Twp. Middle School, in an attempt to alleviate or lessen some of the physical burden has employed a variety of strategies when assigning homework/study (staggering projects/assignments by subject; staggering or alternating test/quiz dates; allowing certain tests/materials to remain at home, etc.)

ELECTRONIC & COMMUNICATION DEVICES

Electric games, audio and video equipment are not permitted on school property or on the school bus for any reason without the written consent of the principal.

Cell phones are not permitted for student use during the school day or during school sponsored events. Further, they are not permitted to be used on school buses. If a student opts to bring a cell phone to school, the phone must be placed in the student's locker during the school day and the student assumes responsibility if it is lost or stolen. Finally, a student who brings a cell phone onto school grounds agrees that the phone may be searched if there is reasonable suspicion that administration should do so. The loss of this equipment, *for any reason*, is the sole responsibility of the student. Any electronic items found on the student's possession during the school day, during a school sponsored event, or while on school transportation will be confiscated by administration. These items will be returned to the student on the last day of school in June or at a parental conference. However, items may remain in the possession of the administration if there is a disciplinary and/or legal action pending.

LOCKERS /CUBBY HOLES/CLOAK ROOMS

Based on the recommendation of the County Prosecutor's office and the Office of the Cape May County Superintendent of Schools, please be advised that, in order to confront and deter potential school violence and drug abuse, it may be necessary to conduct unannounced searches or inspections of lockers, desks, or other property, including items owned by students and brought onto school grounds, such as book bags, handbags, lunch boxes, etc. Utilization of such a procedure, if necessary, is designed to maintain order and discipline and to protect the safety and well being of our entire school community.

The purpose of this notice is to provide fair warning of these necessary, limited privacy intrusions to discourage students from bringing or keeping weapons, drugs, or other contraband on school grounds.

All lockers and storage areas in the school are property of the school, not the student. There is to be no expectation of privacy on the part of the student regarding lockers. As such, they are subject to searches by designated school officials. Searches will be conducted on a regular basis. This notice is provided in accordance with NJSA 18A:36-19.2.

SCHOOL SEARCH NOTICE

Please be advised that in order to combat and deter potential school violence and drug abuse, the Administration may conduct unannounced searches or inspections of lockers, desks, or other property including property owned by the students and brought onto school grounds (for example, book bags, handbags, lunch boxes, etc.) will be conducted as often as may be necessary to maintain order and discipline and to protect the safety and well-being of our entire school community.

PHYSICAL EDUCATION REQUIREMENTS

Dressing for P.E. is mandatory. Dress requirements: sneakers, shorts and plain white T-shirt, sweat pants and sweatshirt (cold weather). Do not bring jewelry or valuables to gym class.

Students may be excused from P.E. with note from a parent for (1) day. For more than one day, a doctor's note is required.

LOST OR DAMAGED LIBRARY BOOKS

All library books checked out in the fall must be returned to the library before the start of winter recess. Any student not returning his/her book(s) may not check out any additional books until the overdue book(s) are returned or paid for. Library books that have been checked out after the New Year must be returned or paid for before the end of the school year. Any students who have not satisfied this requirement will not receive a report card until this matter is resolved. The price of the book will be based on the initial cost of the book or replacement cost as necessary.

In addition, any student transferring from Dennis Township School to another school must return library books before his/her transcript is sent to the new school. A fee will also be collected from the student for repair necessary for any book returned in a damaged condition.

STUDENT DRESS: The student and his/her parents must accept the responsibility of ensuring that students dress appropriately for all school occasions. Shorts are not to be worn to school from December through March 31st. **Shorts may be worn starting April 1st.** Shirts, blouses or tops of any kind must cover midriff, no tank or tube tops. Distasteful lettering or clothing using profanity, vulgarities, sexual innuendo alluding to profanity or promoting alcohol or drugs is inappropriate for school attire. No pajamas/PJ pants.

Teachers and administrators will have the prerogative to take appropriate action in any situation in which attire is judged indecent, inappropriate or interferes with the learning process.

TRANSPORTATION Students Code of Conduct

To ensure safe student transportation, the pupil shall ...

- Follow directions of the driver the first time given.
- Arrive at the bus stop before the bus arrives.
- Wait in a safe place, clear of traffic and away from where the bus stops.
- Cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver.
- Go to assigned seat when entering the bus.
- Remain seated and keep aisles and exits clear.
- Exhibit classroom conduct at all times.
- Refrain from throwing or passing objects on, from, or into the bus.
- Refrain from the use of profane language, shouting, loud noises that create a disruption to the driver, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance.
- Refrain from eating and drinking on the bus.
- Prohibited on the bus - hazardous materials, nuisance items, animals, cell phones, headphones, I-pods, radios and any item that could be used as a weapon.
- Respect the rights and safety of others.
- Refrain from leaving or boarding the bus at locations other than the assigned stops.
- Refrain from extending head, arms, or objects out of the bus windows.
- Refrain from hitching rides via the rear bumper or other parts of the bus.
- No snowballs!

Inappropriate Bus Behavior

It is one thing when inappropriate behavior on the school bus affects other children and annoys the driver. Its' quite another when such behavior compromises the bus driver's skill, concentration, and overall ability to transport the students in a safe manner. Here at Dennis Township School our focus is on the safe transport of our students to and from school. Because safety is non-negotiable our bus disciplinary guidelines are strictly enforced.

Bus Disciplinary Guidelines

Any behavior which compromises a driver's ability to safely operate his/her vehicle may result in:

- 1st Offense.....Warning, detention and/or 3 to 5 days bus exclusion
- 2nd Offense.....5 to 10 day bus exclusion
- 3rd Offense.....10 days bus exclusion with a possible referral to the superintendent for additional days off the bus.

*Additional Offenses ... Immediate suspension from the bus with referral to the superintendent for long-term suspension of bus riding privileges and/or suspension from school.

Procedures Waiting at the Bus Stop

Most accidents involving students occur either at the bus stop or while the student is crossing the road to board the bus.

1. Students will wait for the bus on the side of the road on which they reside. They should not wait on the shoulder of the road but in a location where they are visible to all drivers.
2. Students should not be allowed to play with balls or any other activity that may cause them to run into the street.
3. Students should not start approaching the bus until it has come to a complete stop and the driver has signaled that it is safe to board the bus. Small children board first.

4. Once the driver has signaled that it is clear, students should enter the bus single file, without pushing or shoving, crossing in the front of the bus in clear view of the driver.
5. At no time should students run to catch a bus. We ask the cooperation of all parents to ensure their children are at the bus stop 5-10 minutes prior to the normal arrival time.
6. If any student is habitually late for the bus, a conference will be set up with the parents to resolve this issue.

Transportation Requests

Special arrangements must be for a minimum five-month period. For mid-year changes, requests must be received in writing by February 1. Transportation to locations outside the township is not permitted. **No requests will be honored for daily bus stop changes except in the case of an extreme emergency.**

To assist us in transporting your child, please be sure he/she is at the designated bus stop at least five minutes prior to the scheduled pick up time. (Beeping by the bus and waiting for children to exit their homes is forbidden).

Concerns about Transportation

Disciplinary issues on the bus will be handled by building Principal.

AFFIRMATIVE ACTION STATEMENT The Dennis Twp. Middle School is committed to equality of opportunity for all persons in all areas. We operate under an Affirmative Action Program and Policy.

Copies of the Affirmative Action Plan and grievance procedure are located in the Superintendent's Office. The Action Plan is available for your perusal by making an appointment.

The district's Affirmative Action Officer is Joann Shilinsky (861-2821 Ext. 234)