

DELRAN MIDDLE SCHOOL

## Student/Parent Handbook 2013 – 2014

Melanie A. Ogozalek, Ed.D.  
Principal

Rachel M. Medina  
Assistant Principal

### Our Mission:

- To foster academic excellence through a firm foundation in basic skills, critical thinking, and creative problem-solving that incorporates technology and promotes life-long learning skills.
- To deliver a non-biased educational experience which celebrates diversity, fosters mutual respect, and embraces uniqueness of individuals within the school and community.
- To nurture the positive development of social, emotional, physical and intellectual growth by encouraging students to build character, self-esteem and respect for others.
- To provide a safe, stimulating, supportive, and respectful environment, strengthened by communication and personal accountability, and directed toward success beyond the middle school level.
- To meet the needs of our diverse population through academics, fine and performing arts, athletics, and civic and community activities, to develop well-rounded individuals.
- To involve multiple community resources to provide all students with the necessary tools to function ethically and productively in the school, local, national and global communities.

905 Chester Avenue  
Delran, NJ 08075  
[www.delranschools.org](http://www.delranschools.org)  
Telephone: (856) 461-8822  
Fax: (856) 461-0311

This School Agenda belongs to:

Name\_\_\_\_\_

Address\_\_\_\_\_

Telephone\_\_\_\_\_ Homeroom\_\_\_\_\_



Dear Students and Parents,

On behalf of every member of the Delran Middle School team, I would like to extend to you a warm welcome. The school was built in 1960 and has been in continuous use ever since. Between six and seven hundred students are enrolled each year. The exterior of the building does not even begin to suggest the energy within the walls of this school. Our strength comes from our smart, energetic, caring teaching faculty and the phenomenal level of family support we receive. We work with families to ensure the success of every student. We are proud of the fine reputation our school has earned and feel certain that you will find it to be an excellent and student-centered school.

The purpose of this handbook is to acquaint our students and parents with the program of studies and some of the rules and procedures of Delran Middle School. We are fortunate to have a broad curriculum that can meet a wide variety of student interests and needs. In addition, we have numerous co-curricular activities, which offer students rewarding experiences beyond the scope of the classroom. We strongly encourage each of our students to take full advantage of the many programs and activities available at our school.

I recommend that you read this handbook carefully. It will assist you in experiencing a successful school year. All students have a fundamental right to a free and appropriate public education. They also have responsibility to live by the rules and regulations and to obey the school authorities who enforce them. This responsibility extends to the student's conduct to and from school, as well as in the school building itself. Within this handbook you will find relevant information for you and your child. If you have any questions, please feel free to contact your guidance counselor or any member of our administrative team.

I wish you a rewarding and productive school year and hope you will not only succeed in your studies, but also make a personal contribution to the positive school environment we all enjoy.

Respectfully,

Melanie Ogozalek  
Melanie A. Ogozalek, Ed.D.  
Principal

**\*\*PLEASE NOTE: STATEMENT OF ASSURANCE (TO BE SIGNED BY A PARENT) IS LOCATED AT THE END OF THE HANDBOOK.**



Delran Township School District Administration

52 Hartford Road  
Delran, New Jersey 08075  
Telephone: 856-461-6800

Dr. Patricia Camp, Superintendent  
Dr. Christopher Russo, Business Administrator/Board Secretary  
Mrs. Jennifer Grenger, Director of Pupil Personnel Services  
Ms. Linda Gringeri, Director of Curriculum

Delran Township Board of Education

Regular meetings of the board of education are normally held on the second Monday of each month and are open to the public. Meetings are held in the Administration Building at 52 Hartford Road.

Mr. Ingar Blossfelds, President Keegan	M r s .            N a n c y
Mrs. Kathleen Hammitt, Vice President McHugh	M r s .            J o a n
Mrs. Diane Zierler	Mrs. Amy Rafanello
Mrs. Sheri Garvey	Mr. Glenn Kitley
Mr. Colin Hewko	

Delran Middle School

[www.delranschools.com](http://www.delranschools.com) Select: Middle School

Dr. Melanie A. Ogozalek, Principal (461-8822 x4005)  
Mrs. Rachel M. Medina, Assistant Principal (461-8822 x4003)  
Mrs. Charlene Burd, Guidance Counselor (Letters A-L) (461-8822 x4007)  
Mr. Jeffrey DeNick, Guidance Counselor (Letters M-Z) (461-8822 x4004)  
Mrs. Madeline Nicastro, School Nurse (461-8822 x4006)  
Patrolman Mark Williams, School Resource Officer (461-6100 x4017)

Delran Middle and High School PTA Officers

President, Mrs. Marie Langer  
Vice President, Mrs. Celeste Taylor

Corresponding Secretary, Mrs. Lori Zataveski  
Recording Secretary, Mrs. Debbie Szymanski  
Treasurer, Mrs. Sue Hoeflich

**BELL SCHEDULES:**

**REGULAR DAY SCHEDULE**

Homeroom	7:30 - 7:38
Period 1	7:42 - 8:28
Period 2	8:32 - 9:18
Period 3	9:22 - 10:08
Period 4	10:12 - 10:36
Period 5	10:40 - 11:04
Period 6	11:08 - 11:32
Period 7	11:36 - 12:00
Period 8	12:04 - 12:28
Period 9	12:32 - 12:56
Period 10	1:00 - 1:24
Period 11	1:28 - 2:15

**SHORTENED DAY SCHEDULE**

Homeroom	7:30 - 7:38
Period 1	7:41 - 8:16
Period 2	8:19 - 8:54
Period 3	8:57 - 9:32
Period 4	9:35 - 9:49
Period 5	9:52 - 10:06
Period 6	10:09 - 10:23
Period 7	10:26 - 10:40
Period 8	10:43 - 10:57
Period 9	11:00 - 11:14
Period 10	11:17 - 11:31
Period 11	11:34 - 12:09

**TWO HOUR DELAY SCHEDULE**

Homeroom	9:30 - 9:38
Period 1	9:41 - 10:16
Period 2	10:19 - 10:54
Period 3	10:57 - 11:32
Period 4	11:35 - 11:49
Period 5	11:52 - 12:06
Period 6	12:09 - 12:23
Period 7	12:26 - 12:40
Period 8	12:43 - 12:57
Period 9	1:00 - 1:14
Period 10	1:17 - 1:31
Period 11	1:34 - 2:15

**ACADEMIC INFORMATION**

Parent Portal

Please use the Parent Portal available on our district website to access your child's grades on a weekly basis.

**Grading System**

Four report periods have been designated for student evaluations. Grades are reported numerically, and correspond to the letters below.

A-Excellent	90-100
B-Above Average	80- 89
C-Average	70- 79
D-Below Average	60- 69
F-Failure	0- 59

**Incomplete Grades:**

If extenuating circumstances prevail, an incomplete grade may be given. An incomplete grade will be calculated within two weeks of the end of the marking period. The grade will be calculated with zeros for the missing work, unless other circumstances result in assignments being excused. Incompletes are not given for the fourth marking period.

**Make-up Work:**

Students should check teacher website for nightly homework. If absent 3 or more days, call 461-8822 ext. 4003 to request assignments; they may be picked up at the end of the next school day.

**Interim Progress Reports**

Interim progress reports are issued approximately 22 days after the beginning of each 45-day marking period.

**Honor Roll**

The Honor Roll is designed to honor and commend those students who excel in all areas of the Middle School curriculum.

*Principal's List - All A's*

*Honor Roll - All A's and B's*

**Course credit values are as follows:**

Full year courses	5 credits
Physical Education	3 credits
Health	1 credit
Cycle courses	1 credit

Retention

Students who fail courses worth a total of 10 credits or are absent more than 30 days will be retained. Eighth grade students will not participate in promotion.

#### Eighth Grade Promotion Ceremony

Promotion is an honor and privilege, which is earned through academic achievement and adherence to socially acceptable behavior. Inappropriate student behavior, accruing more than 30 points, or exceeding 20 days of unexcused absence may exclude a student from participation in promotion exercises. The final decision regarding promotion, retention, and graduation rests with the principal.

### **ADMINISTRATIVE INFORMATION**

#### Student Absences

When a student is absent, a parent should please call the school before 8:00 AM, 461-8822, ext. 4350, to advise us of the student's absence.

Absences are excused when we receive an official note from a physician, court, or social agency. A religious holiday or death in the family is also an excused absence with a parental note delivered to the Main Office.

#### Truancy

Charges will be signed in Delran Municipal Court against the parent of any student with a pattern of excessive absence (typically ten or more unexcused absences).

#### **Attendance Requirement for Promotion**

**A pupil with fewer than 150 days in attendance will not be promoted to the next grade level.**

**Attendance Eligibility:** absence during a school day will disqualify a student from attending any school event -that day or evening. **A student with 20 or more unexcused absences is ineligible for all extracurricular activities and the promotion ceremony.**

#### Arrival at School

Students should arrive to school after 7:15 AM. Prior to this time, no supervision is provided.

#### Student Lateness

If a student reports to school after the late bell at 7:30 AM, the student should report to the Main Office to sign in. A medical, court or social agency note is required for a lateness to be excused. Unexcused latenesses will result in the following consequences (per marking period):

Lateness 1-4 (2pts assigned for each lateness)  
Lateness 5 and 6 (4 points assigned for each)  
Lateness 7 and beyond (4 points and detention)

#### Signing Out

Parents in need of an early dismissal for their son/daughter must come to the school office to pick up their child and to sign the child out. Only when the office receives a note in advance can a parent sign out another parent's child.

#### Spectators for Inter-scholastic Sports

Students should leave the school grounds and go directly home unless they are involved in a supervised after-school activity. Spectators for home interscholastic events should not arrive back to school before 3:30 P.M.

#### Transfer Policy

When a student is moving out of the district during the school year, please notify the Guidance Office by phone one week in advance of the student's departure. We will need to know:

1. Name and address of the new school.
2. New home address.
3. Last day student will attend DMS.

All books must be returned to teachers before records will be released. A parent/guardian must come in to sign a release form for records to be sent to the student's new school.

#### Lost/Damaged Books and Equipment

Students must exercise care and responsibility for school equipment and materials used. Parents are responsible for the cost of replacement or repair of damaged property. If a text is damaged, the damage will be evaluated by the teacher and a fee will be charged. The following schedule shows the price for lost or damaged books:

Age of book -	1 year	Full Price
	2 years	4/5 of Full Price
	3+ years	1/2 of Full Price

**Note:** All debts must be satisfied for promotion and/or participation in graduation exercises.

#### Lost and Found

Lost and Found boxes for gym clothes are available in each locker room. Other clothing items are hung in the lost and found. Books and small items (purses, eyeglasses, etc.) are held in the office.

#### Emergency School Closings

Inclement weather may require closing school. Our district number, 666, is broadcast on radio stations. The NTI Connect-ED phone system and the district email list are also used to relay information on school closings. Parents should sign up for email notification on the school web site and ensure the school is provided with an accurate home phone number.

## LOCKS AND LOCKERS

Gym locker: Each student is assigned to a **gym locker**, and must purchase a strong, solid combination lock at the start of 6<sup>th</sup> grade. Bicycle locks are not sufficient. Jewelry (especially expensive or sentimentally valuable jewelry) should be avoided, since it must be removed for physical education class.

Hall locker: A **hall locker**, equipped with a built-in combination lock, is assigned to each student. Students are reminded that all lockers are school property and, as such, may be searched at any time by appropriate school personnel. Consequently, students should have no expectation of privacy with respect to school lockers. Students should not bring electronics, valuables or large sums of money to school. **DMS cannot be held responsible for loss, theft or damage of cell phones, iPods, eReaders, Nooks, Kindles, iPads or any other student electronics or other personal property.**

## SOCIAL SUPPORTS

### Student Problems and Counseling

Facing new challenges and problems is part of growing up. Counselors, administrators, and teachers are here to help students resolve their problems. A student can meet with a counselor as needed by asking a secretary for an appointment, or having a parent make a request by telephone or in writing. There is an “open door policy” for times of crisis.

### Groups

The Counseling Office provides individual and group counseling to address academic, social, emotional, and behavioral needs. Groups run throughout the year might be focused on topics such as divorce, grief, social skills, anger, or students new to the district. If a student could benefit from participating in one of the groups, please contact your guidance counselor for more information and a permission slip.

### Academic Assistance

The staff and administration are committed to ensuring the success of every student. Our interdisciplinary grade level teams are structured to support students. The Intervention and Referral Services Team (I&RS) and the Child Study Team (CST) also offer support to our parents and students. If you have concerns about your child’s academic progress or development, these professionals are available to support you and your student. Both parents and educators can request the support of

either team. If your child is having difficulty please contact his or her counselor or team of teachers, who can explain options and provide additional information and support.

Parent/teacher conferences can be requested by the parent (via email or by telephone) and are held with an individual teacher or with the grade-level team of teachers. Communication is the key to a positive and successful school year.

### Child Study Team (CST) Referral

Referrals can originate from the Intervention and Referral Services Team, by faculty, guidance or administration. A parent may also make a written request for CST evaluation, addressed to the Director of the CST. Most often when there is considerable concern regarding academic and/or behavioral difficulties, referral to Intervention and Referral Services (I&RS) is a first step. There may be some situations, however, where direct referral to the CST (without I&RS) may be advisable. A formal Child Study Team referral form is forwarded from the principal or his/her designee to the CST Director. The referral would include I&RS forms/sheets (if available) and any other relevant data/information. After review by the director, the referral goes to the CST office for processing. An Identification Meeting is arranged, with notification going to the parent/guardian and appropriate school personnel. The DMS guidance office works closely with the CST.

## STUDENT ACTIVITIES

Delran Middle School offers an array of student activities and events to enrich the educational experience of our students. Participation is a privilege students earn through their citizenship, attendance and academic standing. (A student who accrues 20 unexcused absences or 30 discipline points is ineligible for all activities.)

### ASSEMBLIES

Assemblies will occasionally be scheduled to enrich our curriculum. Students must always treat presenters and participants with respect. Applaud when appropriate; do not whistle, scream, boo or stomp. Remain seated and stay quiet during a performance. (Students with 30 or more points are ineligible to attend assemblies.)

### DANCES

The Student Council and 8th grade class sponsor school dances. Dances are held from 7:00 to 9:00pm for DMS students in grades 6, 7, and 8, except for the 8<sup>th</sup> grade dance which is for 8th grade DMS

students only and lasts from 7:30 to 10:00pm. Parents should be waiting outside for their children at the conclusion of the dance.

Students must follow the school's dress code and behave in a socially acceptable manner. All school rules apply and no suggestive dancing is permitted. Parents may be called to pick up students who misbehave. Students are prohibited from attending dances if, on the day of the dance, they:

1. Have 30 or more points
2. Are assigned in- or out-of-school suspension
3. Are absent from school
4. Have 20 or more unexcused absences

The administration can prohibit *any* student from any dance regardless of point totals, if necessary. Middle school students are not permitted to attend Delran High School dances.

### CLASS TRIPS

Trips which enrich student learning may be offered. Any student who has accumulated 30 or more points due to behavior problems or lateness will be excluded from attending a class trip, as will any student who is suspended or has had 20 or more unexcused absences.

**We occasionally transport students from one district building to another for an activity or assembly, or in case of an emergency.**

### CO-CURRICULAR ACTIVITY ELIGIBILITY

#### A. Academic Eligibility

The following requirements for participation shall apply:

1. Academic eligibility shall be based on the marking periods. In order to be eligible for the next marking period, a co-curricular participant may not fail more than one course that he/she has taken the previous marking period.
2. A student may not have a failure in two consecutive marking periods (in any single subject).
3. Once a student has been classified as ineligible, he/she is considered to be ineligible until the end of the next marking period.
4. Eligibility will be evaluated at the end of each marking period

Beginning of the school year (Sept.) -

1. All incoming 6th grade students are eligible for any activity 1st marking period.
2. 7th and 8th grade students have eligibility based on final grades from the prior year.
3. Approved summer school grades replace final grades for subjects failed the prior year.

#### B. Citizenship

Students representing the school in co-curricular activities not only represent themselves, they also present to the public an image of Delran Schools, and must follow rules and regulations at all times. Students in disciplinary difficulty shall have their privilege of participation in co-curricular activities suspended in accordance with administrative procedures.

**Students with 30 points are automatically excluded from co-curricular activities and all other activities as determined by the Principal, as well as anyone who is suspended on the day of the activity.**

#### C. Attendance

As per school policy, students are expected to be in school every day school is in session. On the day of an event, students must be in school for at least four hours. If the activity occurs on a Saturday or holiday, the student must attend school the last school day prior to the activity. **Students with 20 unexcused absences are excluded from extracurricular activities.**

### CO-CURRICULAR ACTIVITIES

The following activities are considered co-curricular as outlined by the Board of Education policy:

Art Club	Dance Club
Band	Drama Club
Boys' Baseball	Field Hockey
Girls' Softball	Foreign Lang. Club
Boys' Basketball	Homework Club
Girls' Basketball	Intramural Sports
Cheerleading	Lacrosse
Choir	Sign Lg. Club
Class Officers	Student
Council	
Cub Courier	Wrestling
ACE Culture Club	Yearbook
Cross Country	Track

*As per NJSIAA guidelines:*

*Males shall be excluded from female athletic teams although there are no teams for boys in the same sport.*

### STUDENT COUNCIL

The students of Delran Middle School are represented by students who are nominated and elected as a part of the spring seventh grade Civics curriculum. Those students who run for a Student Council office must gather signatures as outlined in the election procedures by the advisor. To qualify for an office of Student Council, the candidate must:

- Be in eighth grade (executive office only).
- Not have been assigned 3 or more days in-school, or 1 day out-of-school suspension

- during the prior school year or before the elections in the current school year.
- Must not have failed any year-long subject during the previous school year.
- Any Student Council member or class officer suspended from school, or who has 30 or more points, or 20 or more unexcused absences, may be removed from their position by the Principal.

*\*\*Students should approach Student Council representatives with ideas, comments, complaints and suggestions, since Student Council is the "sounding board" for the students.*

### STUDENT OF THE MONTH

Each month students are nominated for Student of the Month by staff members on the basis of courtesy, politeness, effort and citizenship. The student from each grade with the most nominations is selected. These students will go out to lunch with the Principal.

### MEDICAL INFORMATION

#### The School Nurse

In order for our nurse to be of the greatest help, students can assist her by practicing safety and reporting all accidents that happen in school. Students should report to the nurse if they feel ill or are injured during the school day. If your child feels ill, stress that he or she should go to the nurse, not call you from a cell phone. The nurse will contact you, as necessary.

#### Health Screening

Scoliosis screening will be done, as required by state law, on all students who have not had a physical exam. A student may be excused from this screening with a note from the parent.

#### Health Immunization Requirements

According to Chapter 14 of the New Jersey State Statutes, any child who has not obtained proper immunizations can either be excluded from school immediately or can be given a provisional admittance for a specific period of time. The immunization requirements for a student over age 7 are:

- Polio- three doses of O.P.V.
- D.P.T. - Diphtheria, Tetanus, and Pertussis Series; 3 doses.
- Measles - 2 doses
- Hepatitis B - Series of 3 doses
- Rubella and Mumps-1 dose
- Varicella- 1 dose

- Children enrolled in Grade Six are to receive one booster dose of the tetanus, diphtheria, and pertussis (Tdap) vaccine and one dose of Meningococcal vaccine.

A doctor's certificate must be presented to the school nurse as evidence of immunization. Immunization procedures must have begun before the child can be admitted to school.

### MEDICATION POLICY

#### Self-administered

A student may not carry prescription OR over-the-counter medication in school. This includes aspirin, Tylenol, Advil, Motrin, cough drops, throat lozenges, allergy pills, etc. In the case of life-threatening conditions such as asthma or anaphylaxis reaction, students requiring asthma inhalers and epipens may carry those after the appropriate form from the nurse has been filled out by the parent and physician.

#### Administered at school

The Delran Township Board of Education policy states that Health Services personnel are to administer prescription or over-the-counter medication to a student only if the medication has been prescribed by the child's physician detailing the type of illness or reason, drug use, dosage, and time of administration. The parent/guardian and physician must sign the permission form and return it to the school nurse, who will keep the form along with the medication. A permission form is required for both prescription and over-the-counter medications. All prescription medicine sent to school must be in original pharmaceutical containers. Over-the-counter medication must also be in the original container. An adult must deliver the medication to school. If your child is well enough to be in school but must take medication temporarily, please contact the school nurse for the proper form to dispense medication.

### PHYSICALS

#### Routine Physicals

The Delran Board of Education suggests all new students to the District to have a routine physical with their own doctor. Parents/guardians are encouraged to obtain a physical examination for their child at least once during the middle school years. Anyone who does not have medical insurance or their own doctor should contact the school nurse at 461-8822, ext. 4006.

#### Sports Physicals

Students who want to try out for or participate in Delran Middle Interscholastic Team Sports and intramurals must have a physical conducted at the "medical home" (own doctor) and a full report sent



to the school on District approved forms. These forms are available on line, from the school nurse, or in the main office. **All students must have a school approved physical examination before any try-outs or practice.** A sports physical is valid for one year (365 days). It is strongly recommended that physicals be completed during the summer months; this ensures that no student will lose an opportunity to be a participant due to a missing physical.

## STUDENT CONDUCT

### Expectations for Student Behavior

Students, parents, school administrators, and our Board of Education all agree that positive student commitment and behavior are essential to effective learning. It is important that students realize their own attitudes and acts are directly related to their school experience. All students can behave in ways that enhance the social relationships of the school and facilitate learning.

Therefore, it is expected that all students fulfill the behavioral expectations of the school community, and:

- Prepare mentally and physically for learning.
- Demonstrate respect for people and property.
- Take responsibility for learning and behavior.
- Use time and resources responsibly.
- Share responsibility when working as a member of a group.
- Meet the requirements of each class.
- Monitor progress toward objectives.
- Communicate with parents and school personnel about school-related matters.

### Affirmative Action Assurance

No student in the Delran Middle School shall be excluded from participation in any education program or activity on the basis of sex, race, creed, national origin, economic status, or handicap. **Violations are to be reported to the Assistant Principal.**

## STUDENT DISCIPLINE CONSEQUENCES

Disobedience and/or disrespect towards a teacher, secretary, custodian, administrator, teacher aide, or anyone having authority over the students will not be tolerated and is punishable by points, detention and/or suspension. When adjudicating specific instances of misconduct, past disciplinary records will be considered. **Students showing repeated defiance or disregard for the authority of school personnel will be subject to serious consequences, which can include removal from the educational program with a hearing before the Board of Education.**

**Demerit Point System** (Withdrawal of Privilege Point System) Demerit points affect student eligibility to participate in after-school activities, field days, dances, class trips, assemblies, and pep rallies, etc. Points are assigned when a student has been late to school or referred to the office due to misconduct. Students are assessed points depending upon the nature of the misbehavior involved. **An accumulation of 30 points will result in withdrawal of activities.**

Points will be deducted at a rate of 5 points for every 5 straight school days the student has maintained positive student conduct and has not been late to school or class.

**Teacher Detention** - the student reports to the teacher's classroom immediately after school.

**General Detention** - the student reports to a designated classroom immediately after school. This detention is assigned by the assistant principal and is accompanied by points.

### Detention Rules and Regulations

The student will be given a notice, which is taken home, signed by the parent, and returned the next day to the person who issued the detention. **A request to change a detention must be submitted in writing by the parent on or prior to the date of the detention.** If a student is absent when scheduled to serve a detention, the detention will be served on the first day back to school after the absence.

Detention begins at 2:20 PM and ends at 3:15 PM. Students will spend a minimum of 50 minutes in detention. During this time, students must work on assignments. Absolute silence will be required during detention. The teacher will be the final judge as to whether or not the student will get credit for the detention.

Students who fail to attend an assigned detention will be reassigned a make-up detention and five points; they may also be assigned an additional detention. Students who cut detention twice may be assigned to an in-school suspension.

## STUDENT DISCIPLINE GUIDELINES

**Banned Items:** Students are not to bring balls, laser pointers, electric shock devices, skateboards, or roller blades to school. Hairspray, perfume, and cologne are not to be used in school. Students may not bring fireworks, stink bombs, snappers, or any type of incendiary device into school. Spray gas canisters such as pepper gas, tear gas, and/or electrical protective devices are not permitted on school grounds. Students who bring such items are

subject to disciplinary action including detention and suspension.

**Bicycle Policy:** Bicycles may be ridden to and from school. The following safety procedures must be followed.

- \*Students must wear a certified helmet.
- \*Walk the bike through pedestrian or vehicular zones on school property.
- \*Students may not ride other students on their bike.
- \*Bike must be parked at the bike rack. All bikes must be locked.

Violations may result in temporary or permanent loss of bike riding privileges or other disciplinary consequences.

#### **Cell Phones**

Student cell phones are not to be used during the school day. Students, who display a cell phone, receive a call, or make a call during the school day will be subject to points, detention, confiscation, and suspension from school. Parents will need to pick up confiscated cell phones. The school is not responsible for the loss or theft of cell phones. Please do not allow your child to call or text you from a cell phone during the school day and do not call or text your child. If you wish to contact your child, please call the main office or text him/her at 2:15 p.m.

**Computer Use Guidelines:** The DMS student use computer guidelines will regulate student access to telecommunications. It is the responsibility of students to be familiar with these rules and regulations.

- School district computers are to be used for educational purposes only.
- Students are prohibited from accessing inappropriate sites or information.
- Students must not harass, threaten, or offend others.
- Students are not permitted to circumvent computer or network security.
- Administrators of the computer network may monitor pupil activity on the computer network and the Internet and may access any file stored by pupils.

A complete set of guidelines are available in the library or main office. Failure to abide by these guidelines may result in the loss of computer privileges and other disciplinary action. NJ state law classifies computer hacking, the intentional spread of computer viruses, interfering with a network, or revealing confidential password information as a crime. Students who participate in any such activity will be prosecuted under the law as well as subject to school disciplinary measures.

#### **Forgery/Changing Grades**

In the case of students caught changing a progress report grade or forging a signature, parents will be contacted and the student will be disciplined.

**Gambling** is prohibited.

**Hallway Passing:** Stay to right and walk directly to room/bus without loitering, or detention may be assigned. Students must keep hands, feet and objects to themselves in the hallway.

#### **Harassment: Bullying, Intimidation, Bias**

Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. "Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, whether a single act or series of acts, that takes place on school property, at school functions, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of others.

Upon receiving a report of bullying, harassment or intimidation, an investigation procedure will be initiated and concluded in a timely manner. Parents of all students will be notified when the complaint is received. After the reporting and investigation procedures are completed, as required by N.J.A.C. 6A: 16-1.3, parents will receive a written report of the incident.

#### **Harassment: Sexual Harassment Policy**

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

#### **Harassment: Electronic Harassment**

If the harassment occurs on-line, please print any instant messages involved. If by text, Facebook or any other social network, please print and save messages for review. Take screen shots, if possible.

#### **Negative Bystander**

Our expectation is that every student actively works toward the safety of our school. Any student instrumental in encouraging or initiating harassment or assault will be held responsible for his or her negative behavior and subject to disciplinary consequences.

#### **Photographing and Videotaping**

Students and staff have an expectation of privacy at school and cannot be photographed or videotaped on school grounds. Students must have the permission of a teacher to take pictures, (which would be granted on an appropriate day such as field day), or for an educational reason such as a school project. Otherwise students MAY NOT take photos or video at school. Except in specific circumstances outlined below, videotaping is prohibited. Students must have the knowledge and agreement of all subjects, a teacher's permission and supervision, and a valid purpose to video tape any student or adult in the building. Violations will result in suspension. **Consequences are more severe if photos or video taken without permission are posted online.**

Plagiarism/Cheating: Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- \*copying another student's homework
- \*working with others on projects meant to be done individually
- \*looking at or copying another student's test or quiz answers
- \*allowing another student to look at or copy answers from your test or quiz
- \*using any other method to get/give test or quiz answers
- \*taking a test or quiz in part or in whole to use or to give others
- \*copying information from a source without proper attribution
- \*taking papers from other students, publications, or the Internet

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, or suspension.

Public display of affection is inappropriate at school.

Sale: The selling or distribution of any types of goods or materials in school or on school property is strictly forbidden unless the items are being sold as part of a school-sanctioned sale, approved by administration.

Smoking Regulations and Procedures: Strict smoking regulations are in effect at Delran Middle School. Students are not permitted to possess or smoke cigarettes or other tobacco/nicotine products such as chew or dip, or carry matches, lighters, etc., while in school or on school property. This regulation extends to after-school activities such as

club meetings, dances, concert programs, athletic contests, etc. Any student found in possession of cigarettes or other tobacco/nicotine products will be disciplined as follows:

- \*1st offense - 3 days in-school suspension and parental contact
- \*2nd offense - 3 days out-of-school suspension and parental contact

Any student found smoking in school or on school grounds will be suspended out of school.

Snow: Throwing snowballs on school property or at bus stops is prohibited.

Threats: A student threatening injury or the life of another student or adult will be subject to discipline which may include detention, suspension, and notification of the police. "Jokes" of this kind are not tolerated.

Transportation Guidelines: See below.

Violence: Under no circumstances are violent acts tolerated at Delran Middle School. A violent act is defined as any assault on another person including: (1) attempts to cause bodily injury on another; (2) negligently causing bodily injury; and (3) attempts by physical menace to put another in fear of imminent bodily injury. A student is guilty of assault when the act is premeditated or committed in a fight or scuffle entered into by mutual consent. Whether during school, after school, or at school-sponsored activities, an assault upon another person is considered a most serious disciplinary violation. An assault upon a staff member will result in immediate removal from school, a lengthy suspension and notification of police with possible charges.

Dating Violence: The Delran Board of Education has determined that a safe and civil environment in school is necessary to learn. Acts or incidents of dating violence whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with according to the district student code of conduct. All acts or incidents of dating violence must be verbally reported to a counselor or administrator immediately. A written report should be generated within one day of the incident.

Weapons: Any student who brings a dangerous, potentially dangerous, or threatening object onto school property will be subject to confiscation, suspension, and notification of police with possible charges.

## **DRESS CODE GUIDELINES**

ATTIRE- clothing, jewelry, and accessories

**All attire must:**

- Be Neat & Clean
- Be well-fitting
- Reflect an appearance of modesty
- Be able to cover the stomach/back
- Have sleeves

**Attire must not be:**

- Tight-fitting
- Sheer
- Brief
- Low-cut
- Too short (above finger-tip length)
- Unsafe, distracting, or disruptive

**Prohibited items:**

- half-shirts
- strapless tops or tank tops-
- tube tops
- "spaghetti straps" (ok for 8<sup>th</sup> grade dance.)
- boxer shorts and pajama bottoms as attire
- mini-skirts (must be finger tip length)
- slippers
- high heels
- suggestive, obscene, or offensive graphics (e.g. alcohol, drugs, weapons, obscenities, gang affiliation, or words with double meanings)
- hats & baseball caps
- boys undershirts
- bandanas, scarves
  - All head coverings must be removed and stored in lockers.
- sunglasses
- spike jewelry and chain accessories
- Footwear must be worn at all times and should be appropriate and safe for each activity and/or class.

**Students will not be permitted to attend school functions (field trips, dances, and activities during or after school hours) unless properly attired.**

In all cases where a student's appearance is questionable, the Assistant Principal will evaluate and make the final decision.

Dress code remediation procedures

1. Violators of the dress code will be asked to change. If they cannot do so, they will be placed in in-school suspension until a parent brings a change of clothes. Warning given.
2. Points assessed, general detention assigned, and parental contact.
3. Points assessed, two general detentions assigned, and mandatory parent conference.
4. Continued violations will result in suspension.

**CAFETERIA GUIDELINES**Cafeteria Regulations and Procedures

The school lunch program is an integral part of the health program of our school. A varied nutritious menu is served. Students are expected to be courteous to cafeteria personnel and to be reasonably quiet and orderly while in the cafeteria serving line. Students are to arrive at the cafeteria on time, and may not leave without signing out and getting a hall pass. Only two snacks are allowed. Sitting on tables is not permitted. When finished eating, students are to dispose of all trash, place cans in the recycling bin, and return trays to the proper place. Each student is required to leave the floor, table, and seat neat and clean. Students will be dismissed by the teacher on duty. *Any student throwing food or other objects in the cafeteria may receive lunch detention, after school detention, or be suspended from school.* Students are not permitted to ask other students for money on school grounds or in the building. A violation of this will result in referral to the Asst. Principal's office.

Lunch detention/In-school suspension lunch

Discipline referrals arising from cafeteria behavior will often result in the student being placed in lunch detention. The student reports to the in-school suspension room during his or her given lunch period and may bring lunch from home or order a peanut butter and jelly or hoagie bag lunch at regular lunch price.

Lunch Payment/Charges

Students may use cash to pay for lunch daily. Students may also pre-pay by check or cash; therefore, having a positive account balance. Lunch charges are highly discouraged and a maximum of 2 charges are allowable; without payment, a student with a negative balance will be served PB&J only, and will not be served after June 1<sup>st</sup>.

**TRANSPORTATION**Bus Regulations

The same standards of conduct that apply to the school also apply to the school bus. Riding a school bus is a privilege – not a right.

For the safety of all riders, students will be required to:

1. Wear seatbelts (NJ Law).
2. Not eat or drink on the bus.
3. Show respect for the bus driver at all times.
4. Enter and leave the bus in turn. No pushing or crowding. Stay on the sidewalk until instructed to load the bus.
5. Keep the bus clean. No littering.

6. **Be seated while the bus is in motion at all times.** Do not put arms or objects out of the windows (NJ Law).
7. Keep hands, feet and objects to themselves.
8. Obey all of the rules and regulations that apply to the school building and school property.

**Note: Bus problems will result in bus suspension and/or removal of transportation privilege, detention, ISS or OSS. Buses provided by the Board of Education are subject to video surveillance.**

Students may not ride a bus other than the bus to which they are assigned. Any exception to this must be approved by the transportation office. A note from home—without first contacting transportation services—is NOT sufficient for a child to be permitted to ride a bus other than his or her own. To make any change, contact Mrs. Sandy Jankowski, Supervisor of Transportation at 461-1553.

#### Late Bus Regulations

The Delran Township Board of Education has provided a late bus service for students involved in legitimate school activities. These activities include:

1. Club activities
2. Academic activity: make-up work, extra help
3. Intramural activities
4. Students detained for other reasons by school personnel

1. Any student suspected to be under the influence of a controlled substance will be tested, whether the suspected use was before school, during school, or at an after-school activity. Possession of any controlled or unidentified substance will also result in drug testing - After parent notification, the student will immediately be sent to the school district medical examiner, Dr. Meeter, or the Rancocas/Lady of Lourdes Occupational Health Services Center for an examination, blood testing and/or urine screening for drugs and alcohol. After school hours and on weekends, the student will be sent to the Lady of Lourdes Medical Center Emergency Room (Willingboro, NJ). If the incident occurs while on a school-sponsored trip, the student will be sent to the closest appropriate emergency room. If such examination is conducted by the student's family physician, the examination will not be at the expense of the Delran School District. A written report of the medical examination (including test results) shall be furnished to the parent or guardian, the principal, and the chief school administrator by the examining physician within 24 hours. The student will be excluded from school until the test results are received. (If the test is positive for drugs and/or alcohol, the student will be suspended for five (5) days out of school and five (5) days in-school and

Middle school late buses are provided at 3:15 p.m. as an extra service for students with a legitimate reason for staying after school. Students must abide by all rules and regulations governing proper bus conduct at all times. Failure to do so will result in exclusion from the late bus.

## **DRUG/ALCOHOL VIOLATIONS**

### Drugs and Alcohol

Delran Middle School will not tolerate the use, possession, passing, selling, distribution, and general trafficking of drugs and/or alcohol. All students are subject to the state statutes as well as the Board of Education policy pertaining to drugs and alcohol.

The possession, use, passing, selling, distributing, and general trafficking of alcoholic beverages and/or drugs, including anabolic steroids, by students is strictly forbidden on school property and at school-sponsored activities. Any student found in violation of this policy will be suspended from school after notification of the parents and the police, and will be required to participate in the Student Assistance Program for counseling. Any drugs, drug remnants, drug paraphernalia, alcohol, etc., found on students, in their lockers, or in their possession while in school or attending school-sponsored activities, will be confiscated and forwarded to the Delran Police Department.

will be required to participate in the Student Assistance Program for counseling or further referral. On return to school, the student must furnish a note from the original examining physician or family physician certifying he or she is able to return to school. **Refusing to submit to drug/alcohol testing will result in immediate suspension, etc., as outlined above.** If there is a second or subsequent offense in regards to "use," the student will be subject to the above conditions, participate in an approved In-Patient assessment program, be referred to the Child Study Team, and appear before the Board of Education.

2. Possession - Once a positive identification has been made of the controlled substance and/or alcohol, the student will be suspended for five (5) days out of school and five (5) days in-school and will be required to participate in the Student Assistance Program. When and where necessary, the police will assist in the investigation. A student guilty of a second or subsequent offense in regards to "possession" will be subject to the above conditions,

be referred to the Child Study Team, and appear before the Board of Education.

**3. Selling/Distribution/General Trafficking**

The police will investigate any student found guilty of selling, distributing, and/or general trafficking. During that time the student will be suspended ten (10) days out-of-school and ten (10) days in-school, and will be required to participate in the Student Assistance Program. A student found guilty of a second or subsequent offense of this nature "selling, etc." will be subject to the above conditions, be referred to the Child Study Team and appear before the Board of Education for possible expulsion from school.

**Possession of Drug Paraphernalia**

Any student found in possession of drug paraphernalia on school grounds or at any school activity will be suspended from school.

**Please use our Delran Middle School website to stay informed of upcoming events and current information and teachers' individual websites to stay apprised of students' assignments. Our Parent Portal will allow you to track your child's grades and attendance weekly. It is a valuable resource.**

Student Rights and Responsibilities: You, as a student, have a fundamental right to a free public education. You also have a responsibility to live by the rules and to have equal protection under the rules in school, as in the larger society. It is your responsibility to obey school regulations and the school authorities that enforce them. This responsibility extends to your conduct to and from school, as well as in the school building itself.

Affirmative Action Assurance: No student at Delran Middle School shall be subjected to discrimination within any educational program or activity on the basis of sex, race, color, creed, religion, ancestry, national origin, or socio-economic status. Affirmative action concerns should be addressed to: Mrs. Rachel Medina (856)461-8822 x4003.

## Parent Assurance of the Behavioral Code

This certificate assures the Delran Middle School administration that I have read and discussed with my child the school's expectations for student behavior while in school and at school functions, as outlined in the student agenda. It is understood that student behavior should support student learning, and all students are responsible for doing their part to maintain a peaceful and congenial atmosphere in the school.

I also understand that misbehavior, disruption to the school day, or harm to others will result in consequences. The consequences will be in line with the misdeed and are designed to encourage more responsible conduct and behavior in the student.

I am aware that my child's participation in trips, dances and extracurricular activities is dependent upon satisfactory attendance, academic performance and positive behavior. I am also aware that promotion to the next grade is dependent upon satisfactory attendance and academic performance.

I know that I can monitor my child's attendance and grades on the Parent Portal available on the DelranSchools.com website.



SIGNATURE OF PARENT: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF STUDENT: \_\_\_\_\_

**\*\*\*\*\*Please sign, tear out, and return to the Delran Middle School main  
office no later than the 2nd week of September.\*\*\*\*\***





