



ENGLEWOOD PUBLIC SCHOOL DISTRICT

Janis E. Dismus Middle School

325 Tryon Avenue, Englewood 07631

Student / Parent Handbook 2018-2019

DISTRICT POLICIES, REGULATIONS & PROCEDURES

STUDENT CODE OF CONDUCT

ACADEMIC POLICIES & PROCEDURES

CAMPUS POLICIES & PROCEDURES



“HOME OF THE JR. RAIDERS”

The content of this handbook is current as of June 2018. All information contained in this publication is subject to change. For the most current information and policies referenced in this handbook, go to the district website: www.epsd.org.

Welcome to the 2018-2019 school year!

Message from your Superintendent

It is with great pleasure that I welcome you to the Englewood Public School District. Englewood is a district rich in history with its best years yet to come. As we begin another school year, we pride ourselves on being better than we were yesterday. This will be our legacy.

As you read our school handbook, please remember that together we can achieve anything; together we will make our schools the best! Thank you for being part of our school community.

With Raider Pride,

Robert Krawitz

Board of Education Members 2018-2019

Molly Craig-Berry, Board President
Dalia Lerner, Board Vice-President
Henry Pruitt III
George Garrison, III
Kim Donaldson
Angela Midgette-David
Brent Watson
Elisabeth Schwartz
Michelle Marom

mrcraigberry@epsd.org
dlerner@epsd.org
hpruitt@epsd.org
ggarrison3@epsd.org
kdonaldson@epsd.org
amidgettedavid@epsd.org
bwatson@epsd.org
eschwartz@epsd.org
mmarom@epsd.org

Message from the Board of Education

On behalf of the Englewood Board of Education, we are proud to welcome you to the Englewood Public School District for the 2018-2019 School Year. We are committed to delivering the best educational experience possible to every student in our community.

The Board serves as the policy-making body for the district. It reviews and adopts policies on almost every aspect of the school district. This manual was prepared to serve as a resource for students and parents alike. Please use this handbook to get an understanding of regulations and procedures that affect all of us. If you still need clarity, please feel free to contact any member of our administration.

Englewood Public School District Directory 2018-2019			
School Name	Mailing Address City Zip	Phone Fax	Grade Span
DISTRICT OFFICE			
Englewood Superintendent of Schools	50 Durie Avenue Englewood 07631	P 201-862-6000 F 201-862-6226	PK - 12
ELEMENTARY SCHOOLS			
Donald A. Quarles Early Childhood Center	155 Davison Place Englewood 07631	P 201-862-6115 F 201-871-4751	PK-K
Dr. John Grieco Elementary School	50 Durie Avenue Englewood 07631	P 201-862-6167 F 201-871-5884	1-2
Dr. Leroy McCloud Elementary School	325 Tenafly Road Englewood 07631	P 201-862-6203 F 201-871-8573	3-5
MIDDLE/JUNIOR SCHOOLS			
Janis E. Dismus Middle School	325 Tryon Avenue Englewood 07631	P 201-862-6005 F 201-833-9103	6-8
HIGH SCHOOLS			
Dwight Morrow High School/ Academies @ Englewood	274 Knickerbocker Rd. Englewood 07631	P 201-862-6039 F 201-833-9620	9-12

<u>SCHOOL</u>	<u>GRADES</u>	<u>ARRIVAL TIME</u>	<u>DEPARTURE TIME</u>	<u>Early Dismissal</u>	<u>Delayed Opening</u>
Donald A. Quarles Early Childhood Center	Pre-K – Kindergarten	7:55 a.m.	2:15 p.m.	12: 30 p.m.	10:00 a.m.
Dr. John Grieco Elementary School	Grades: 1-2	8:25 a.m.	3:00 p.m.	1:35 p.m.	10:25 a.m.
Dr. Leroy McCloud Elementary School	Grades: 3-5	8:25 a.m.	3:00 p.m.	1:25 p.m.	10:30 a.m.
Janis E. Dismus Middle School	Grades: 6-8	7:45 a.m.	2:30p.m.	12:35 p.m.	10:00 a.m.
Dwight Morrow High School/ Academies @ Englewood	Grades: 9-12	7:50 a.m.	3:00 p.m.	12:54 p.m.	10:00 a.m.

Emergency Announcements

In case of snow, ice, or other unusual conditions such as power outages and excessive heat, school officials may decide to close school, delay school opening, or send students home early. News about these decisions is communicated as soon as the decision is made in these following ways:

- Posted on the EPSD website.
- District message in English and in Spanish.
- E-mail sent by SchoolMessenger, a notification service used by the nation's leading school systems to connect with parents, students and staff through voice, SMS text, email, and social media for those who elect to receive emergency announcements.
- Called in to television stations: Channel 12, Channel 4, Channel 9, Channel 5 and Channel 7 <http://7online.com/>
- Posted on FIOS 1 News, NY 1.

Here is what happens in each situation when the school schedule changes:

Schools Closed- All school buildings are closed. The decision is usually announced by 5 a.m. - 6 a.m. on all information outlets. Extended Day and Aftercare are also closed. All school activities are canceled unless otherwise announced.

Delayed Opening- Schools will open two hours later than usual. The decision is usually announced by 5 a.m.-6 a.m. The morning bus route schedule is also delayed by two hours. Field trips are canceled. Breakfast is served on a two-hour delay. The Extended Day program will begin at its normal time. In the event that delayed opening occurs on a half day, the early release is canceled and students remain until the regular daily dismissal time.

Early Dismissal- Schools will dismiss two hours early, if conditions require. This decision is normally announced by 11:30 a.m. Extended Day will be closed. Extracurricular activities, team practices, field trips, and recreation programs in schools and on school grounds will be canceled. Please check with the Aftercare program for hours.

Englewood Public Schools Days of Attendance

<u>Month</u>	<u>Students</u>	<u>Teachers</u>	
<u>August</u>	<u>0</u>	<u>1 All Staff</u>	<u>New 2 days</u>
<u>September</u>	<u>17</u>	<u>17</u>	
<u>October</u>	<u>22</u>	<u>23</u>	
<u>November</u>	<u>17</u>	<u>18</u>	
<u>December</u>	<u>15</u>	<u>15</u>	
<u>January</u>	<u>21</u>	<u>21</u>	
<u>February</u>	<u>18</u>	<u>18</u>	
<u>March</u>	<u>20</u>	<u>21</u>	
<u>April</u>	<u>17</u>	<u>17</u>	
<u>May</u>	<u>22</u>	<u>22</u>	
<u>June</u>	<u>14</u>	<u>15</u>	
<u>Total</u>	<u>183</u>	<u>188</u>	

Last day of school for students is June 20 and June 21 for teachers.
There are three (3) emergency closing days built into the calendar.

JULY

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

AUGUST

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

SEPTEMBER

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**EPSD 2018-2019
SCHOOL CALENDAR**

JULY 4	Independence Day/District Closed
AUGUST 28-29	New Teacher Orientation
30	Teachers Orientation Day One & Day Two All Staff /No Students District Closed
31	
SEPTEMBER 3	Labor Day/District Closed
4	Opening Day for Students (Full Day)
10	Rosh Hashanah/District Closed
19	Yom Kippur/District Closed
OCTOBER 8	All Staff /No Students- Prof. Develop
NOVEMBER 6	All Staff /No Students- Prof. Develop
8-9	NJEA Convention-Schools/Offices Closed
21	Early Dismissal Staff & Students
22-23	Thanksgiving/District Closed
DECEMBER 21	Early Dismissal Staff & Students
24-31	Winter Recess/ District Closed
JANUARY 1	New Year's Day/District Closed
2	Schools Reopen
21	MLK Birthday/District Closed
FEBRUARY 15 & 18	President's Day/District Closed
MARCH 11	Superintendent's Day/ All Staff /No Students- Prof. Develop
APRIL 15-18	Spring Break/Schools Closed & Offices Open
19	Good Friday/District Closed
MAY 27	Memorial Day/District Closed
JUNE 18-20	Early Dismissal Students
19	Graduation Day- DMHS Office Closes @1pm
20	Last Day (Students)- Rain Date for Graduation
21	Last Day (Staff)
Make-up Days:	Summer hours begin Monday, June 24, 2018 and end August 26, 2018. Offices open Monday - Friday 8:00 a.m.-3:00 p.m. with 1 hour for lunch.
1-Apr 18,	
2-Apr 17,	
3-Apr 16	
Or add on end of the year;	
June 21,	
June 24,	
June 25	
Staff 26	

- District Closed
- New Teachers Only
- Schools Closed/Offices Open
- Early Dismissal Students/ Staff
- Staff Only in Attendance
- Early Dismissal Students Only

JANUARY

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

MARCH

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Back to School Night Dates for 2018-19 School Calendar

September 11-Quarles Pre-K-Half Day for all Quarles Students
September 12-Quarles Kindergarten-Full Day for all Quarles Students
September 20-Grieco-Half Day for Grieco Students
September 25-McCloud Students-Half Day for McCloud Students
September 26-JDMS-Half Day for JDMS Students
September 27-DMHS/A@E-Half Day for DMHS/A@E

Parent/Teacher Conference Dates for 2018-19 School Calendar

October 10 & 11-JDMS P/T Conference-Half Day for JDMS Students
October 16 & 17-Quarles Pre-K & Kindergarten P/T Conference -Half Day for all Quarles Students
October 24 & 25-DMHS/A@E P/T Conference-Half Day for DMHS/A@E
November 1 & 2-McCloud P/T Conference-Half Day for McCloud Students
November 13 & 14-Grieco P/T Conference-Half Day for Grieco Students
February 5 & 6-JDMS P/T Conference-Half Day for JDMS Students
February 12 & February 13 -McCloud P/T Conference-Half Day for McCloud Students
March 5 & 6 -Quarles Pre-K & Kindergarten P/T Conference-Half Day for all Quarles Students
March 12 & 13-DMHS/A@E P/T Conference-Half Day for DMHS/A@E
March 20 & 21-Grieco P/T Conference-Half Day for Grieco Students

Testing Days for the High School

June 12, 13, 14 & 17- DMHS/A@E -Half Day for DMHS/A@E

Marking Periods

1st Marking Period Begins: September 4	Ends: November 12
2nd Marking Period Begins: November 13	Ends: January 28
3rd Marking Period Begins: January 29	Ends: April 8
4th Marking Period Begins: April 9	Ends: June 18

EXPECTATIONS FOR THE JANIS E. DISMUS MIDDLE SCHOOL STUDENTS

To create and maintain a climate conducive to teaching and learning in the Englewood Public Schools, the following expectations are to be adhered to by all students, teaching and support staff, administrators, Board of Education Members, and parents/guardians who comprise the school community.

- **EACH PERSON WILL STRIVE TOWARD EXCELLENCE** as well as encourage and reward excellence in others.
- **PRIDE IN LEARNING** will be encouraged and nurtured and each person's successes will be celebrated.
- **EACH PERSON WILL HELP TO CREATE AND MAINTAIN A SAFE ENVIRONMENT** to optimize personal and group satisfaction and pride as members of the school community.
- **FAIR PLAY AND EQUITY WILL PREVAIL** for each person and each group and will be recognized as one medium for community building.
- **ETHICAL CONDUCT WILL BE PRIZED AS A PERSONAL AND GROUP VALUE** that will bring integrity to the school community.
- **EACH PERSON WILL ABIDE BY SCHOOL AND DISTRICT POLICIES AND STANDARDS** to ensure consistency and order.
- **CONSISTENT ATTENDANCE AND PUNCTUALITY WILL BE EXPECTED AND MODELED** as a means to maintaining viability of the school community.
- **EACH PERSON WILL USE CORRECT AND APPROPRIATE LANGUAGE** recognizing that the spoken word reflects the quality of our thinking.
- **EACH PERSON WILL CHOOSE APPROPRIATE CLOTHING** recognizing that school is an education enterprise and workplace.
- **EACH PERSON WILL CHOOSE APPROPRIATE BEHAVIOR** recognizing that behavior is one indicator of character and that which we value.
- **SELF-RESPECT AND INNER PRIDE** will be reflected in each person's behavior and actions at all times.
- **MUTUAL RESPECT AND SUPPORT** among all members of the school community will be encouraged, modeled and valued.
- **PRIDE IN THE SCHOOLS AND SCHOOL SYSTEM** will be encouraged and valued.

ANNUAL SCHOOL INTEGRATED PEST MANAGEMENT PLAN - Policy 7422

The Annual Integrated Pest Management Notice and the Asbestos Hazard Emergency Response Act (AHERA) yearly notification can be found on the EPSD website www.epsd.org. The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the Englewood School District.

Lead-testing requirements for New Jersey schools

On July 13, 2016, the New Jersey State Board of Education adopted regulations requiring testing for lead in drinking water in public schools throughout the state. The regulations require “testing for lead in all drinking water outlets within 365 days of the effective date of the regulations, “which was July 13, 2016. All districts are directed to develop a lead sampling plan that will govern the collection and analysis of drinking water samples. Samples must then be sent to a certified testing laboratory for analysis.

ATTENDANCE & PARTICPATION IN INCIDENTAL EVENTS

Good attendance provides the first step to a great education. Because so much learning takes place in the classroom, any absence takes on educational consequences. Pupils shall be required to attend school in accordance with the provisions of the Compulsory Education Law.

The Board of Education recognizes the value of a wide variety of events that are extensions of the school community. Many of these involve fund raising, recreational, or social events. Such activities enrich the student’s experience in the school and can contribute to improved grades and increased affiliation with the institution. The Board of Education supports such activities by providing pay to advisors, allocating space, providing security, and altering custodial service schedules.

Incidental events are those that occur as single occurrences such as dances, car washes, talent shows, ski trips, comedy nights, and non-educational trips. Under this grouping large events such as the Prom, 8th grade Semi-Formal dance, Englewood Idol are included.

Participation in such events is considered a privilege open to students in good standing. Students whose actions make the school unsafe for others or whose actions disrupt the learning environment, or whose attendance pattern inhibits their meeting academic expectations are not in good standing and their participation will be limited according to the schedule listed below.

Any student who commits any of these actions may not participate in incidental activities for a period of 12 months from the date of the incident:

- Assault on a student or employee while under school authority or staff member at the time
- Possession or use of a weapon in a location under school authority
- Arson or attempted arson or intentional false reporting of a fire on school district property
- Criminal or terroristic threat, including bomb threat
- Fireworks offense
- Theft of school property or property of any person at the school
- Robbery of staff or student
- Threat to staff or staff property
- Vandalism

Any student who commits two or more or any combination of these actions may not participate in incidental activities for a period of 12 months from the date of the most recent incident:

- Fighting
- Possession of or being under the influence of CDS while under school authority
- Bullying, harassment, or intimidation of students or staff
- Initiating or prolonging a public disturbance

Student may not participate in an incidental activity if, within the current school year and at the time of the activity, the student has an unexcused absence rate (daily or in any class) in excess of 10% or has a greater than 10% unexcused late arrival rate to school.

ALL ABSENCES WILL COUNT TOWARD THIS LIMIT WITH THE EXCEPTION OF NON-COUNTABLE ABSENCES LISTED BELOW:

- Religious holidays
- Court-ordered appearances
- Suspension from school
- Death in the immediate family
- Official appointments with administrators, guidance counselors or medical staff
- Personal illness of five (5) days or more with a doctor's note submitted within three (3) days of return to school.

In order to keep parents and guardians aware of the number of absences, the following procedures will be followed: The school will keep a record of all absences and a copy of the excuse notes written by parents and guardians. Students are allowed to make up the work they missed if they have an excuse note from a parent or guardian. The absence still counts as an absence.

State law requires that written excuses from parents and guardians include the reason for each absence. The school will file excuse notes sent to school for every student. Excuse notes must be received in school within 24 hours of the student's return to school. Bring them to the Attendance Office.

Parents should call the attendance line 201.862.6005 to report all absences. If a student's absence has not been reported by the Parent/Guardian, the district's automated "SchoolMessenger" system will call the home telephone number.

NOTE: Every day a student is absent he/she incurs a countable absence. A student who is absent for 5 days or more and does not bring in a doctor's note incurs countable absences. Parents and guardians write excuse notes so that the school knows the family is aware of the absence and the reason for it. Excuse notes entitle students to make up the work they miss. The absence still counts. All unexcused absences are countable. In order for an absence to be non-countable, a reason for the absence must appear on the above list of exceptions. Students must show appropriate documentation for each non-countable absence.

ATTENDANCE REQUIREMENTS FOR PROMOTION

School attendance shall be a factor in the determination of a student's promotion or retention. Only extenuating circumstances will permit the promotion of a student who has been in attendance fewer than one hundred sixty-two (162) days out of one hundred eighty (180) days for a student enrolled at the elementary, middle, and high school levels, including the granting of high school course credit. A request to consider extenuating circumstances must be articulated by parents/guardians to the School Principal, who will approve or deny the request.

THE NATURE OF OFFENSES AND CORRECTIVE ACTIONS

Janis E. Dismus Middle School is a community of students, faculty, administrators, staff, parents and outside resources. We encourage all members of our community to work toward mutual respect. The community members are asked to recognize each other's rights, feelings, and dignity. Students are further requested to be aware that the staff performs many duties and directs students in various capacities. Students should comply with requests from all staff that may ask students' names, question a behavior, or give a direction. Working together as a community will only enhance the atmosphere in which we all work and learn. Teachers are in charge of the classroom. It is expected that they will discipline their students in a fair and consistent manner. Teachers are expected to establish and publish classroom rules and regulations and to review them periodically.

PERIOD OR CLASS ATTENDANCE

Teachers take attendance in every class every day. If a student exceeds these absence guidelines in a particular class, the student's family will be notified.

STUDENT LATENESS

Arriving to school late interferes with instruction and causes class interruptions. Parents/Guardians are responsible for making sure that their child arrives to school on time every day. Please note that for every (3) days late, your child will accumulate (1) absence.

It is mandatory for students to be in class and on time every day. Students who are late to class will be required to make up that time during the next tutorial the teacher holds for that class. Students who are repeatedly late to class will have their parents or guardians notified and a plan

will be established to find a solution to the problem. These 14 students will also be reported to the disciplinarians for action. Unexcused lateness to a class more than twenty-two (22) minutes will result in an absence from that class. This is applicable to all classes, including period 1. We will hold after-school detention from 2:30-3:30 pm every day. If your child arrives late to school repeatedly, he/she will serve a detention. If he/she is constantly late to class and does not show up for the teacher's detention, the student will serve an after-school detention. You will be contacted about the detention. Saturday detention may be assigned for continued tardiness.

HARASSMENT, INTIMIDATION, AND BULLYING -Policy 5512

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a) A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - b) Has the effect of insulting or demeaning any student or group of students; or
 - c) Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the

school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

Janis E. Dismus Middle School’s administration and staff take allegations of harassment, bullying and intimidation very seriously by any student who feels as though he or she were a victim as described in the abovementioned H.I.B. definition and should report the incident to a staff member immediately. This incident will be shared with the principal, who will initiate an investigation by the school’s Anti-Bullying Specialist. The guardians of all students involved will be notified of the incident. In some cases, where extended investigations are needed, guardians will receive updated information within 10 school days. Parents reserve the right to request information about the incident. All findings will be forwarded to the Superintendent of Schools, who will share the incident with the Board of Education at the following Board of Education meeting. The Superintendent of Schools reserves the right to amend and/or impose further consequences.

These processes, along with schoolwide behavioral expectations, are in place to better ensure a safe and productive school community.

LOCKERS

The Board acknowledges the need for the in-school storage of students’ possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, students may lock them against incursion by other students. However, in storage places provided by the Board, no student shall have such an expectation of privacy as to prevent examination by a school official.

MEDICAL EXCUSE FROM GYM PARTICIPATION

When a student is physically unable to participate in gym classes, he/she will be given an alternative assignment if the student provides the teacher with an excuse from a physician or the school nurse. The burden of providing the excuse is solely upon the student. Until the excuse is provided, the teacher will grade the student on the same basis as everyone else in the class who does participate. A student with a medical excuse and an assignment for written work must turn the work in before the last day of the marking period or by a date given by the teacher. Work turned in after the end of the marking period will not be accepted by the teacher unless prior arrangements have been made.

GRADING SYSTEM

When a student receives a grade in a course, the grade is converted into a letter grade. The Janis E. Dismus Middle School Grading Policy:

Retakes/Redos:

1. Retakes will stop
 - 2 weeks before the marking period.
 - 2. Before a teacher issues a “retake” there must be evidence that the student spent time RE-LEARNING the material through:
 - Tutorial sessions
 - Completed homework
 - Oral quizzes
 - Other evidences of learning

The 2018/2019 grading scale for Core Classes will be as follows:

Tests (30%)

Quizzes (20%)

Projects (20%)

Performances (25%)

- Essays
- Research papers
- Presentations
- Lab experiments

Homework (5%)

The 2018- 2019 grading scale for Related Arts will be as follows:

Tests (30%)

Quizzes (20%)

Projects/Performances (45%)

Homework (5%)

By virtue of this policy, teachers will not accept work from students that does not meet minimal standards. What that means is that students may be required to participate in mandatory after-school tutorials with their teachers, or Saturday assistance. It is our hope that students will understand that they are expected to complete their assignments in a timely manner and submit quality work that they can be proud of. Your cooperation and support in this endeavor will help us to instill in our students a work ethic which stresses that only their best work is acceptable. The following chart shows the letter grades and the numerical equivalents:

Grade	Numerical Grade
A+	98-100
A	93-97
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D	65-69
F	<-65

Students who do not meet the grade level benchmarks will not graduate to the next grade. Eighth graders with failing averages for the year will not be promoted nor will they participate in graduation.

DEFINITION OF PLAGIARISM

To plagiarize is to steal and use (the ideas or writings of another) as one's own (American Heritage Dictionary, 1973:1001). Legally, plagiarism has been defined as the act of appropriating the literary composition of another, or parts or passages of his/her writings, or language of the same, and passing them off as the product of one's own mind (O'Rourke v. RKO Radio Pictures: 483). The student should note that neither of these definitions includes intention or motivation – it is the act itself which constitutes plagiarism. Ignorance, naiveté or sloppiness is no excuse.

Penalties for plagiarism or cheating – cumulative for the school year

1st Offense:

1. Zero “0” for the assignment or test.
2. Option to re-do assignment with the grade for the redone assignment averaged with a zero for a final average not to exceed 50%.
3. If a student is caught cheating on a test, the student may retake the test; the zero on the first test will be averaged with the score on the retake for a maximum final test grade of 50%.
4. Parent notification; required parent conference with an administrator, or designee, to determine what further action, if any, should be taken.
5. A formal recording of the incident is placed in the student's folder.

2nd Offense:

1. Zero “0” for the assignment or test.
2. No make-up option.
3. Parent notification; required parent conference with an administrator, or designee, to determine what further action, if any, should be taken.
4. A formal recording of the incident is placed in the student's permanent record.

PROMOTION AND RETENTION – POLICY 5410

Students not meeting standards

A teacher who determines that a student's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) and the student. The teacher will offer immediate consultation to the student's parent(s) or legal guardian(s). Every effort shall be made to provide a remedial plan for an educationally deficient student before retention is recommended. The parent(s) or legal guardian(s) and, where appropriate, the student, shall be notified in advance of the possibility of the student's retention at grade level. Whenever feasible, notification will be provided no later than eight (8) weeks prior to the end of the school year. Attendance Requirements for Promotion.

DRESS POLICY 5511

The Board of Education recognizes each student's mode of dress and grooming is a manifestation of the student's personal style and individual preferences. The Board will impose its judgment on students and parent(s) or legal guardian(s) only when a student's dress and grooming affect the educational program of the schools.

The following items are not to be worn at JDMS:

- See-through clothing or overly revealing clothing
- Pants that are worn low or "sagging"
- Bare feet or unsafe footwear (i.e. loose sandals, flip flops, slippers, sport slides, etc.)
- Cut off clothing not properly tailored or torn with holes
- Clothing with studs and other potentially injurious material
- Clothing which advertises tobacco, drugs or alcohol, and is offensive/obscene/immoral.
- Skirts no shorter than 2" above the knees
- Clothing that excessively exposes the anatomy (i.e. spandex, tank tops, bodycon, etc.)
- Blouses must cover both shoulders
- Spaghetti straps are not permitted
- Any outer garment that can be construed as an undergarment (undershirts, boxer shorts, etc.)
- Hats and other headgear
- Bandanas, "flags", beads, or other clothing or paraphernalia that is associated with gang colors
- Other headgear includes, but is not limited to: bandannas, wave caps, "do-rags", headbands, and scarves.

Parents will be notified of inappropriate student attire and will be given the opportunity to bring an appropriate covering to school for their child, or to bring their child home to secure a change of clothing.

GUIDANCE AND COUNSELING

Regulation 2411

Our schools are staffed by professional school counselors and is an integral part of the total educational program. Counselors assist students in their educational, personal, social and emotional development. The counseling program is designed to provide developmentally appropriate services to all students.

NATIONAL JUNIOR HONOR SOCIETY

The purpose of the National Junior Honor Society (NJHS) is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage development of character in all JEDMS students.

Delta Mu Sigma Chapter of the NJHS sponsors various school and community projects in which all members are expected to participate. The major school service project is peer tutoring which gives members the opportunity to reinforce their own skills in subject areas while helping others to raise their level of academic achievement.

Membership in the honor society is extended to seventh and eighth grade students who have maintained high standards of scholarship, leadership, service, and character. Selection is made by the Honor Society Faculty Council, which considers candidates' academic records, school and community activities and recommendations of the JEDMS faculty and staff. All members must maintain the above standards after induction, or their membership may be terminated.

PROCEDURE TO SELECT CANDIDATES FOR THE NATIONAL JUNIOR HONOR SOCIETY

1. The selection procedure should be determined by the faculty council and must be published.* 2. Students' academic records should be reviewed to determine scholastic eligibility.
2. Students who are eligible scholastically should be notified and told that for further consideration for selection to the NJHS Chapter they may complete the Student Activity Information Form.
3. If additional faculty input would be beneficial, all faculty members could be invited to make comments on candidates. However, the five appointed members of the faculty council must make the actual selections. It is no longer permissible to take an entire faculty vote.
4. The faculty council, along with any other verifiable information about each candidate, should review the Student Activity Information Form. Some faculty councils may wish to interview a candidate personally. Candidates receiving a majority vote of the faculty council should be inducted into the chapter. If a point system is used to evaluate candidates, the cut-off point should be determined prior to reviewing candidates.

*Required under any selection procedure used by the Chapter.

CAFETERIA

Each school operates a cafeteria program that provides breakfast each morning before school and a lunch meal. All students are required to complete a lunch form application on a yearly basis. Please return the application to your child's school on the first day of school. You can also access a copy of the application, price list and school menu on our district website under Cafeteria. Information on prices and menus for both breakfast and lunch may be obtained from your child's school. If you have any questions, please direct your calls to Ms. Heather Waldron, 201-862-6214, or the Director of Food Services at 201-862-6020.

- **Pomptonian Food Service**

Pomptonian is committed to creating a healthy food environment. They believe that giving students a variety of healthy options will encourage them to make nutritious choices. Pomptonian is pleased to have won NJASBO's prestigious Above and Beyond award for this successful program. The Farm Stand is proven to increase fruit and vegetable consumption by allowing students to choose from their favorite fruits and vegetables. A selection of fresh vegetables with low-fat dip is available daily, as well as at least three fresh fruit choices. This innovative, healthy food option is offered on every serving line each day.

- **Wellness Policy/Nutrient Standards for Meals and other Foods-Policy 8505**

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA) funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.

HEALTHY EATING: Students should eat breakfast prior to coming to school or during the Breakfast Program at school. Snack Suggestions: non-sugary cookies, fresh fruits, vegetables and/or a small juice

- **School Nutrition Programs --Policy 8540**

The Board of Education recognizes the importance of a child receiving a nutritious, well-balanced meal to promote sound eating habits, to foster good health and academic achievement, and to reinforce the nutrition education taught in the classroom. Therefore, the Board of Education may participate in the school nutrition programs of the New Jersey Department of Agriculture in accordance with the eligibility criteria of the program. These programs may include the National School Lunch Program, the School Breakfast Program and the Special Milk Program.

Students may be eligible for free or reduced pricing in accordance with the requirements of the program operating in the school district. Prices charged to paying children shall be established by the Board of Education, but must be within the maximum prices established by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

- **Outstanding Food Service Charges - Policy 8550**

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will: provide a student a breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast or lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student's school lunch or breakfast bill is in arrears in excess of \$40.00 which would total 2 weeks of meals, the student will continue to receive lunch or breakfast and their account will be charged accordingly. The Principal or designee shall contact the student's parent to provide

notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's breakfast or lunch bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student will be provided an alternate breakfast or lunch, as applicable, that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture and the Food and Nutrition Services of the United State Department of Agriculture beginning the eighth calendar day from the date of the second notice. This alternate meal will be provided until the bill is in arrears in excess of \$40.00 which would total 2 weeks of meals, at which time the student will not be served school breakfast or lunch, as applicable.

A parent who has received a second notice their child's lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or Business Administrator shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate. Also, the Business Administrator will utilize an approved collections bureau for uncollected balances.

When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

If the student's breakfast or lunch bill is in arrears, but the student has the money to purchase breakfast or lunch, the student will be provided breakfast or lunch and the food service program will not use the student's money to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.

The food service program will prevent the overt identification of children through the method of payment used to purchase a meal and whose breakfast or lunch bill is in arrears.

In accordance with the provisions of the United States Department of Agriculture, this Policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. The school district may post this Policy on the school or school district's website provided there is a method in place to ensure this Policy reaches all households, particularly those households without access to a computer or the Internet.

- **PayForIt.net**

PayForIt was developed by QSP, LLC and is your portal to convenient, secure meal account management of your child's lunch account. We make it easy to apply funds to your child's account and check your account balance. No more worrying about having cash for lunch, no more lost or stolen lunch money. Convenient, easy and secure...prepaying with PayForIt makes your life easier. By letting parents fund their children's account from the comfort of their home or office, night or day.

- **Prices**

<u>Prices:</u>	<u>Regular:</u>	<u>Reduced:</u>
Breakfast	1.10	.30
Lunch	2.60	.40

C.A.R.E. PROGRAM

The purpose of the C.A.R.E. Program is to hold students accountable for their behavior and their school assignments while they remain in school after having committed an infraction.

Please remember, education cannot proceed effectively without good, consistent discipline.

Discipline is the training of the mind and character in order to improve the quality of life.

Discipline provides the orderly conduct needed to operate the school. Students are expected to behave in a mannerly and cooperative way to promote their educational, social and emotional development. Students who do not comply with the expected Code of Conduct Standards will be disciplined in accordance with the Englewood Board of Education Policies. Any infraction disrupting the C.A.R.E. Program expectations will result in the following:

- 1st Incident: Verbal Warning = Re-teaching expectations
- 2nd Incident: Strike One = Redirection and re-teaching expectations
- 3rd Incident: Strike Two = Redirection, re-teaching expectations, additional supports/interventions
- 4th Incident: Strike Three = Additional day of C.A.R.E.

C.A.R.E. INFRACTIONS
Leaving seat without permission
Excessive Talking: examples include but are not limited to the following; inappropriate conversation, profanity, etc.
Disruptive Noise (tapping, whistling, loud yawns, sighs, etc.)
Sleeping/appearance of sleeping
Disrespectful to staff/students
Disruptive Behavior/Uncooperative
Verbal Altercation
Other Student Code-of-Conduct violations

Students who receive three strikes due to infractions while in the C.A.R.E. Program will be assigned an additional day. Students who do not complete all of their classroom assignments given by their teachers must complete the assignment(s) for homework.

C.A.R.E. STUDENT EXPECTATIONS

- Students will be assigned a specific seat.
- All C.A.R.E. activities/assignments must be completed on the day assigned.
- Students must stay in their seats unless given permission from the C.A.R.E. instructor.
- Food, drinks, candy and PEDs are a distraction to the classroom and they are not allowed.
- The student will take two scheduled restroom breaks during the day.
- Students must be alert and participating in all C.A.R.E. activities.
- Lunch will be eaten in the C.A.R.E. room.
- Students are expected to follow school rules and procedures while in the C.A.R.E. Program.
- Absences from C.A.R.E. will be made up before returning to regular classes.

A typical day in the C.A.R.E. Program will include the following:

- Math Support
- Referral to the student's Guidance Counselor
- Classwork
- The ZONE Support
- Lunch
- Character Education
- Restorative Conference if applicable
- Day ends at 3:30 unless the student takes a school bus

Students must bring their school-related materials to the C.A.R.E. Program. Students will not attend any extracurricular activities during their time in the C.A.R.E. Program (school activities, sports, etc.).

HEALTH SERVICES-Policy/Regulation 5310

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services.

TEXTBOOKS AND SCHOOL EQUIPMENT

Textbooks and school equipment, including library books and calculators, are provided for your use by the Englewood City Board of Education. You are expected to take good care of the textbooks issued to you. You are expected to reimburse the Board of Education for any lost or damaged books before receiving your diploma, your transcripts or any other books.

RETURN OF SCHOOL BOOKS AND EQUIPMENT

All books and equipment issued by the school are to be returned to the teacher before the last class meeting (normally the final examination). The student is responsible for the return of the book and equipment actually issued.

FINES /CARE OF SCHOOL PROPERTY 5513

School equipment and books are expensive. Any loss or damage to equipment, books or school property will mean a fine for the student responsible for its care. Remember to pay such a fine if imposed on you. The Board of Education expects you to fulfill your obligations and may withhold your transcript and/or diploma for this reason. **There is a \$5.00 fee for replacement Identification cards.**

JANIS E. DISMUS MIDDLE SCHOOL'S DISCIPLINE POLICY

Janis E. Dismus Middle School's Policy seeks to ensure that all students are treated equitably. These standards of conduct apply to all students during school hours, before and after school while on school property, traveling to and from school and at all school-sponsored events. Furthermore, these standards of conduct apply off school grounds when such conduct can be demonstrated to negatively impact the educational process or endanger the health, safety, welfare or morals of our school community. Throughout this disciplinary policy it is of utmost importance that there is cooperation between the school and the home. Parents **MUST** be kept informed of their child's conduct in school. Of course, a student's age, maturational level, handicapping condition and intent are all to be considered when determining a level of severity. Our Student Assistance Counselor will also be involved whenever the need arises. For classified students, there should be notification to the Child Study Team whenever there is a recommendation for an out-of-school suspension.

ASSAULTS ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES- Policy 5612

Any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, shall be immediately removed from school pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7.

SUBSTANCE ABUSE

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11.

A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5 Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

WEAPONS-Regulation 8467

The Board of Education prohibits any individual from possessing, using, exchanging or threatening to possess, use or exchange any weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of a possessor duty.

USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECRD) POLICY 5516

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student, the students' parent or guardian, and/or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program.

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student, the students' parent or guardian, and/or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program.

A student is not permitted to have turned on or use an ECRD on school grounds during the school day or when the student is participating in a curricular or school-sponsored co-curricular activity. A student's personal ECRD may only be used on school grounds in an emergency situation or before and after the school day with the permission of a school staff member supervising the student in a curricular or school-sponsored co-curricular activity.

SUSPENSION-Policy 5610

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be

liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq.

For the purposes of this policy, "suspension" means the temporary removal of a student from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for one, but not more than ten consecutive school days and "long term suspension" means a suspension for more than ten consecutive school days.

VISITORS

(8:00 a.m. – 4:00 p.m.)

All visitors (including parents) to the schools **MUST**:

- Enter Main Entrance of the school building via Front Door. They must receive clearance from Security to enter.
- Proceed to Security Desk to receive an Identification Badge after providing proper identification and then report to the Main Office.
- A visitor who wishes to proceed to areas in the building must confirm their location with the office prior to entering the educational areas. A visitor shall not interrupt the instructional 23 program, speak to or disturb students or distract teachers. A visitor who wishes to confer with a teacher must make arrangements via telephone/email for a conference at a later date.
- The Principal reserves the right to set the parameters of all parent/guardian visits to Janis Dismus Middle School.

TECHNOLOGY USAGE FOR STUDENTS

The Englewood Public School District provides access for students and staff to state-of-the art computer technology, electronic mail and the Internet. All users must share the responsibility for seeing that our technology facilities are used in an effective, efficient, ethical and lawful manner. It is a privilege to have access to these extraordinary resources and therefore, all users must agree that they will comply with the guidelines listed below: Circumventing District Internet Filtering/Possession or use of the software that circumvents the school district's Internet filtering system is prohibited. Violations will result in disciplinary action and the removal of technology access. In order to use the technology available in the district, it is mandatory that all students obtain a district technology ID. Technology IDs will be issued to students only after the Technology Acceptable Use Agreement is returned to school with all the required signatures.

NETWORK GUIDELINES

1. Follow the rules explained to me by school staff.
2. Demonstrate appropriate behavior.
3. Be courteous to others and respect their documents and files.
4. Use the equipment with care.
5. Use only software that my teacher has assigned to me.
6. Connect only to sites on the Internet that have been allowed by the teacher.
7. Understand that the computer systems have been set up for me and may not be changed in any way.
8. Use only “school-appropriate” language, pictures, and other data on the computers or network; abide by any email instructions given to me by my teacher to protect me and to promote the health of our network.
9. Follow the copyright laws that protect programs, data, books and pictures.
10. Tell the teacher about problems.
11. Leave all materials, equipment, and parts in the lab or computer area so that the systems will be in good working order for next year.
12. Help to keep the lab or computer area clean and orderly by recycling unwanted paper, picking up personal items, etc.
13. Bring no food or liquids near the computers.
14. Get teacher’s permission for using the Internet, computer or lab.

If these guidelines are violated, a student’s computer and network privileges may be suspended and other school discipline and/or appropriate legal action may be taken.

ACKNOWLEDGMENT

I have received a copy of the Englewood Public School District Handbook. I have read and understand the contents. I agree that I shall abide by the policies and procedures contained in the Student Handbook.

I understand that the policies and procedures are evaluated continually and will be updated periodically. The school has the right to amend these policies and procedures at any time and will attempt to issue timely updates to you, should a change in policy or procedure occur.

To indicate your assent to the terms and conditions stated above, please sign and return this Acknowledgment to the main office by September 30 of each recurring school year.

Student Name Print

Student Signature

Parent Signature

Date Signed

School