



Galloway Township Middle School

“Home of the Grizzlies”



**“Growing Toward Maturity and Success...
Embracing an Excellent Future”**

School Handbook 2015-2016

Student Hours: 7:30 am – 2:20 pm

Principal.....	Paula Junker
Assistant Principals	Michael Silvestri
.....	Dave Ragazzi
Main Office Secretary (Ext. 5010).....	Ms. Darlene Derry
Main Office Secretary (Ext. 5005).....	Mr. Bill Manganiello
Main Office Secretary (Ext. 5058).....	Ms. Sharon Dubitsky
Library Secretary (Ext. 5075).....	Ms. Patti Santoro

Name: _____

Homeroom Teacher: _____

MISSION STATEMENT

The Galloway Township Middle School community of educators, students, and parents is dedicated to providing the most appropriate educational experiences and opportunities necessary to enable all students to develop their potential within the framework of the New Jersey Core Curriculum Content Standards. We serve as the bridge between childhood and young adulthood by strengthening and broadening the foundation built in elementary school and preparing students for their transition to high school. The professional staff seeks to create an unparalleled level of excellence as active participants in the educational network. **Our mission is to develop in students a respect for learning and the life skills required to contribute positively as citizens in a diverse and technological world.**



STATEMENT OF PHILOSOPHY

The Galloway Township Middle School bases its educational programs and practices on the belief that **all children can learn and actively contribute toward their own education.** We seek to address the whole child as a member of a family community and world society, with a focus on the developmentally appropriate academic, social, emotional, and physical attributes and needs of the adolescent. Our curriculum serves to build and integrate proficiencies in the areas of communication arts, mathematics, science, social studies, physical education/health, arts/humanities, and technology through independent, cooperative, and interdisciplinary approaches. Emphasis is placed on assisting students in: discovering interests, talents, and abilities; maturing in self-discipline; strengthening self-esteem; learning effective study skills; enhancing personal wellness, physical fitness, and leisure time usage; and developing skills of leadership and cooperation. While learning in a safe, secure environment with clearly communicated and shared expectations, students can meet the challenge of growing toward maturity and success during middle school, the high school level, and beyond.

What Makes a Good Citizen?

Galloway Township Middle School administration, faculty and staff are dedicated to fulfilling our goal of creating an environment free from bullying, intolerance of cultural differences and disrespectful conduct. We are working towards 'Building Better Relationships' through Character Education with the emphasis on RESPECT.



Through our Good Citizen and our Recognition Luncheons, we hope to achieve our goal of instilling good character traits in our students.

SCHOOL PRIDE & SPIRIT

"Spirit Song"

We are the Galloway Grizzlies
Standing proud and true,
A tribute to our township
Our colors white, black, and blue.

We strive for excellence in school and on the field,
And to our opponents we shall never yield.
Fierce, strong, united as a team
We'll meet every challenge, fulfill our every dream.

So remember we are the Grizzlies and forever our spirit soars
Stand and listen up and soon you can hear
Our mighty grizzly roar!!!
- Written by: Mrs. Patti Kelly's 8th grade class 2001

School Mascot

"Gilbert the Grizzly"
- donated by Student Council (2000)
- named by Student Body (2001)

Gymnasium

"The Den"
- named by the Student Body (2001)

Colors

Royal Blue and Black

Slogan

"RESPECT THE PAW"

STUDENT SERVICES

The Pupil Personnel Services Department offers a variety of programs and services to our students. The following programs are included: Counseling, Health, Child Study Team, Speech and Language, Attendance, Occupational and Physical Therapy, and Special Education Programs and Services.

Health Office

The school nurse is a certified professional who, together with other school personnel, plans and implements a total school health program. The nurse helps to meet student needs for good health care. **Medication may only be dispensed by the school nurse under the following guidelines:**

1. There must be a written request from the parent/guardian.
2. A doctor must provide written orders for all medications, both over-the-counter and prescribed.
3. Medication must be brought to school by the parent/guardian in the original container and kept in the nurse's office.

Unless the above conditions are met, the nurse will be unable to administer medication. **Students may not carry medication, prescription, or over-the-counter drugs.** Please be advised that should your child experience a life-threatening allergic reaction, Emergency Medical Services (EMS) will be activated and epinephrine may be administered by the School Nurse as per District Policy and District Standing Orders. Those students with known anaphylaxis will be cared for in accordance with their physician's orders.

Intervention & Referral Services

The Intervention & Referral Service (I&RS) assists teachers with strategies for working with any student who is experiencing mild learning or behavioral problems. The building administrators chair committees of professional staff members who offer structured support and assistance to teachers by providing instructional strategies to promote student competence. Parents/guardians are notified when consultation with the Intervention & Referral Service occurs and, as appropriate, are invited to participate in I&RS meetings.

School Counselors

This department exists to help students and their parents/guardians handle the challenges and adjustments normally found in the middle school population. Students who are experiencing a concern of academic, emotional, or social nature are encouraged to see their counselor for assistance. Students should obtain a pass from their teacher or counselor. Parent/guardian conferences with counselors can be arranged by contacting the school office. In accordance with District Policy, our counselors also assist in maintaining permanent record files, administering standardized tests, scheduling students, and welcoming new students.

CURRICULUM AND INSTRUCTION

Our curriculum is based upon the New Jersey Common Core Curriculum Content Standards, as well as national subject matter standards and the expertise of our professional staff. Our teachers employ a variety of instructional strategies that reflect best practices research, middle level philosophy, learners' needs, and the teachers' own experience. Details regarding each curricular area are provided by the teacher during class and at Back-to-School Night.

Student Progress

Interim progress reports are issued at the midpoint of each marking period showing the students' positive efforts and/or as a reminder that the student is making unsatisfactory progress and may be in danger of subject failure. Report cards are issued at the end of each marking period and will reflect numerical averages, not letter grades. The numerical grade is equivalent to the following letters listed below:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

Each subject also employs a particular grading policy, which is explained to students. Note the following:

Reading:

Tests/Projects – 50%
Quizzes/Other Assessments – 25%
Classwork/Homework – 25%

Mathematics

Tests, long-term projects – 50%
Quizzes, small projects – 30%
Classwork/Homework – 20%

Algebra/Geometry:

Tests, long term projects – 50%
Quizzes, small projects – 30%
Classwork/Homework – 20%

Physical Education:

Preparation – 15%
Participation – 35%
Skills Development – 25%
Tests/Quizzes – 25%

Arts & Humanities:

Participation/Homework – 50%
Projects/ Tests/Quizzes – 50%

Writing:

Tests/Projects – 50%
Quizzes/Other – 25%
Classwork/Homework – 25%

Science:

Classwork/Homework – 33%
Projects/Labs – 33%
Tests/Quizzes – 34%

Social Studies:

Tests/Projects – 50%
Quizzes – 30%
Homework/Participation – 20%

Health:

Classwork/Homework /Participation – 30%
Quizzes– 30%
Tests/Projects – 40%

Spanish:

Homework/Participation – 25%
Quizzes – 25%
Tests/Projects– 50%

ESL (English as a Second Language)

English as a Second Language (ESL) services are provided to students whose native or dominant language is not English, thereby causing them difficulty in class participation and work completion. Students are assigned to this program based on their individual language needs.

Homework

Homework is an important component of a child's education allowing for practice and application of learning. While there are occasions when homework levels vary, a 60-90 minute daily guideline is utilized. Homework is usually given Monday through Thursday. The amount may vary by subject and grade level. Attention to ongoing assignments (i.e. reading logs) and long term projects is needed. Parent/guardian monitoring of homework is strongly encouraged.

Parent Conferences

Strong home-school communication is essential to a student's success. For all students, conferences are scheduled each fall and parents/guardians are notified of dates/times. However, parents/guardians are encouraged to contact the appropriate school personnel if a question or concern arises at any time during the school year. For an academic question, the specific teacher is the person to contact. For general questions, you may contact the team teacher(s), counselor, or administrator. Parents/guardians are respectfully asked to communicate with the appropriate teacher/staff member prior to referring a concern to administration.

Parent Portal

The Parent Portal is a web-based service attached to our student recordkeeping system (SMARTS), that will allow you to view your child(ren)'s schedule, attendance, report card, progress reports, current grades and demographic information using any computer with internet access. A link to this service can be found on the district website, titled "Parent Portal".

Promotion & Retention Policy

The Board of Education has established stringent promotion policies based upon high standards of achievement and adherence to the compulsory laws of the State of New Jersey. **Academically, students with final grades consisting of one or more F's (failure) are in danger of retention.** Students must also be in attendance at least 162 days with all their absences being for legitimate purposes with doctor's excuses provided. Students not meeting these compulsory laws of attendance are also in danger of retention. If a student's promotion is "in danger," school staff and parents/guardians must meet to discuss a plan to assist the student. **Eighth grade students must meet the requirements for promotion in order to participate in the end-of-the-year activities, including but not limited to, the promotional ceremony. Eighth grade students who fail one or more subjects for the school year (or Physical Education/Health alone), have been referred to I&RS, and parental contact has been made by the teacher(s) will not be permitted to "walk" at the promotional ceremony.**

Textbooks

Textbooks are loaned to students for use during the school year. Books should be treated with care and covered at all times. In some classes, textbooks are used in school and at home, while in other classes textbooks are used only in the classroom. Please note: **If a textbook is lost or damaged, a fine will be assessed.**

CO-CURRICULAR ACTIVITIES/INTERSCHOLASTIC SPORTS

The Galloway Township Middle School offers a variety of after-school activities. Specific information regarding these activities is provided at the beginning of the school year and/or prior to the start of an activity. Students should listen to announcements and watch GMTV for updates, as well as check the activities bulletin board in the cafetorium.

GTMS activities are designed to promote school spirit, develop students' leadership and service, and enable students to expand or explore interests and abilities. All students are encouraged to participate—remember, you can't be ***IN***, if you're not ***IN***olved. Activity buses are available to transport students home Mondays, Tuesdays, Wednesdays, and Thursdays. The buses depart GTMS at approximately 3:45 pm on activity days. **Students wishing to watch after school events must go home first and then return with a parent/guardian. See Mr. Waldman for the policy and permission slip.**

To participate in co-curricular activities and interscholastic sports:

- *You must have a physical, permission slip, and tryout for the team.
- *You must dress for and participate in physical education on the day of the activity.
- *You may not have: five or more Administrative Detentions, two or more In-School Suspensions, two or more suspensions in one marking period, and you may not have two or more F's on your most recent report card.

MAKE THE RIGHT CHOICES...DO THE RIGHT THING!!

And you will have the privilege of participating in our activities and athletic programs!

Activities and clubs include (as of June 30, 2012):

- | | |
|--|---|
| <input type="checkbox"/> Art Club | <input type="checkbox"/> GMTV |
| <input type="checkbox"/> Band | <input type="checkbox"/> Indoor Soccer |
| <input type="checkbox"/> Builders Club | <input type="checkbox"/> Instrumental/Percussion Ensemble |
| <input type="checkbox"/> Chess Club | <input type="checkbox"/> Life Skills |
| <input type="checkbox"/> Chorus | <input type="checkbox"/> Math Club |
| <input type="checkbox"/> Crime Stoppers | <input type="checkbox"/> PLAYHARD |
| <input type="checkbox"/> Drama | <input type="checkbox"/> Science Club |
| <input type="checkbox"/> Drill/Step Team | <input type="checkbox"/> Student Council |
| <input type="checkbox"/> Engineering Design Club | <input type="checkbox"/> Tech Club |
| <input type="checkbox"/> Environmental Club | <input type="checkbox"/> Think Day |
| <input type="checkbox"/> Flag Football | <input type="checkbox"/> URSA |
| <input type="checkbox"/> Floor Hockey | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Golf Club | <input type="checkbox"/> Wrestling |

Interscholastic sports include:

- | | |
|--|--|
| <input type="checkbox"/> Baseball (Spring) | <input type="checkbox"/> Boys and Girls Track and Field (Spring) |
| <input type="checkbox"/> Boys and Girls Basketball (Winter) | <input type="checkbox"/> Field Hockey (Fall) |
| <input type="checkbox"/> Boys and Girls Cross-Country (Fall) | <input type="checkbox"/> Softball (Spring) |
| <input type="checkbox"/> Boys and Girls Soccer (Fall) | <input type="checkbox"/> Volleyball – Coed (Winter) |

Recognition Programs

The Galloway Township Middle School staff is committed to working with students toward success. To that end, we seek to recognize students for their academic achievement, positive efforts, and good citizenship. Accordingly, we provide the following incentive programs:

Honor Roll Gold: *All A's*

Students receive an achievement certificate and other special rewards.

Honor Roll Silver: *A's and B's*

Students receive a certificate and other special rewards.

Students of the Month: Each month every team selects a student who demonstrates positive citizenship, achievement, and/or improvement. Students of the Month attend a special luncheon with building and district administration. In June, Students of the Year are selected from among the monthly recipients.

Citizens of the Month: Each month every team will also recognize students who exhibit qualities that make them good citizens based on the values of the month.

Academic Excellence: All students earning Honor Roll Gold for the entire school year are invited to a luncheon and an awards ceremony. -

Awards Ceremonies: At grade level or team level assemblies, students are recognized for their participation, service, and success. Students with perfect attendance are also recognized.

*Our thanks to the **Board of Education** and **Family-School Association (FSA)** for their funding and support of our positive incentive programs.*

BEHAVIOR AND DISCIPLINE

In order to provide our students with a safe, orderly environment in which to learn, we must have the cooperation of all students and all parents/guardians. We expect all students to conduct themselves as responsible individuals who show respect for self, peers, and adults. In an effort to see that rules are enforced in a fair and consistent manner, Galloway Township Middle School has adopted a discipline code, consistent with Board of Education policy. This code explains what is expected of students and outlines the consequences assigned to a student who violates the rules during the school day, as well as during all school sponsored activities, on school property, and on school buses.

Discipline Procedures

When students are referred to the office for disciplinary reasons, they meet with one of the administrators to discuss the situation. Students are informed of the types of behavior that they have been referred for and have an opportunity to share their views with the administrator. Together with the administrator, the student discusses what improvements need to be made in order to prevent any further incidents. The appropriate consequences are applied and thoroughly explained to each student. Parent contact, discipline letters, and parent conferences are utilized where indicated. Parents are encouraged to contact the office whenever they have a concern about a discipline matter. It is through working together that we can assist students to mature and develop self-control and good character.

The G.T.M.S. Discipline Code is intended to list the most obvious violations of school rules, but is not intended as a complete list. The omission of a particular behavior from the list does not mean it is an acceptable behavior if it is disruptive to the good order of Galloway Township Middle School or any sponsored program, activity, or event. The disciplinary procedures may include some administrative judgment where the cases do not exactly fit the descriptions. Nevertheless, unless there are specific and considerable extenuating circumstances, the code is followed.

Students who are assigned a **p.m. administrative detention** are expected to serve it on the designated day. In the event that a student is issued an administrative detention on the same day a teacher detention has been issued, the administrative detention must be served. It is the student's responsibility to contact the teacher to reschedule the detention for the next available day. **Out-of-school suspensions** and **In-school Suspensions** begin on the same or next day, depending upon the time of day the suspension is assigned, the nature of the incident, and parent/guardian availability. **Students assigned administrative detentions, and/or In/Out-of-School suspensions are not permitted to attend/participate in any after school activity that day or during the duration of the suspension.**

Galloway Township Middle School Discipline Code

(As of June 30, 2015**)**

A good citizen is respectful. The GTMS discipline code is divided into the following sections: Respect for Learning Environment, Self, Peers, Adults, Property, and Laws/Rules. There are three levels of offenses based on severity in each section.

Level I: Documentation utilizing the Team/Teacher Level I intervention form will be completed by the teacher and forwarded to the administrator with each accumulation of **three offenses in a marking period**. With each accumulation of **three offenses**, the student will receive one administrative action on the discipline code. Interventions at the Team/Teacher level might include the following: Parent contact, student-team/teacher conference, and think sheets. Cooperative efforts with guidance should be initiated by the teachers to assist students with behavioral improvement strategies. Additional measures may include, but are not limited to: behavioral contracts, team restrictions, restricted passes, loss of locker privilege, I&RS referral, and teacher detentions.

Level II: Behaviors categorized as Level II are referred to the administration. They are investigated and handled by the building administration. Cooperative efforts with guidance may be initiated. Peer Mediation, I&RS or Child Study Team (CST) interventions are also initiated as appropriate.

Level III: Behaviors categorized as Level III are considered to be the most serious and are immediately referred to administration for investigation and resolution. Guidance, I&RS and/or CST intervention may also be initiated as appropriate.

NOTE: (**) GTMS administration reserves the right to administer the appropriate level of action as it relates to the nature and severity of the offense committed.

I. Respect for Learning Environment – Level I ()**

TYPES OF LEVEL I BEHAVIORS	1st & 2nd Offenses-Teacher Action	1st Administrative ACTION (3 offenses in same quarter)	2nd Administrative ACTION (6 offenses in same quarter)	3rd and Subsequent Administrative ACTION (9 – 15 offenses)	Excessive Misconduct (18 or more offenses)
1. General Misconduct ☞ Inappropriate behaviors ☞ Ignoring directions ☞ Misuse of pass ☞ Unexcused lateness to class ☞ Inappropriate display of affection ☞ Horseplay ☞ Willful disobedience ☞ Disruptive behavior in class	Refer to the Level 1 paragraph above.	1 pm detention Parent contact	2 pm detentions Parent contact	1 ISS PC, SP, AAS RP-1 month	1-3 OSS PC, SP, AAS RP-3 months

II. Respect for Learning Environment – Level II ()**

TYPES OF LEVEL II BEHAVIORS	1st Administrative ACTION	2nd Administrative ACTION	3rd and Subsequent ACTION
1. Late to school	Administrative warning 3 times per marking period PC	1 p.m. detention 5 times per marking period PC	2 p.m. detentions 7 times per marking period PC, SP, AAS
2A. Cutting homeroom/Portion of a class	1 p.m. detention PC	2 p.m. detentions PC	1 ISS PC, SP, AAS
2B. Cutting class	2 p.m. detentions PC RP – 5 days	1 ISS PC RP – 1 month	1 – 3 OSS PC, SP, AAS RP – 3 months
3. Use/possession of cell phone/electronic device during school hours	1 p.m. detention PC Parent pick-up	2 p.m. detentions PC Parent pick-up	1 ISS PC, SP, AAS Parent pick-up

III. Respect for Self - Level II ()**

TYPES OF LEVEL II BEHAVIORS	1st Administrative ACTION	2nd Administrative ACTION	3rd and Subsequent ACTION
4. Violation of dress code	Administrative warning PC Isolation until appropriate clothing is brought to school	1 p.m. detention PC, SP Isolation until appropriate clothing is brought to school	2 p.m. detentions PC, SP, AAS Isolation until appropriate clothing is brought to school

IV. Respect for Peers - Level II ()**

TYPES OF LEVEL II BEHAVIORS	1st Administrative ACTION	2nd Administrative ACTION	3rd and Subsequent ACTION
5. Obscene or vulgar language or gestures.	1 p.m. detention PC	2 p.m. detentions PC	1 ISS PC, SP, AAS
6. (HIB) Harassment/Intimidate/Bully	2 p.m. detention PC	1-2 ISS PC, SP, AAS RP – 1 month	1 -2 OSS PC, SP, AAS RP – 3 months
7. Verbal abuse/threatening comments, repeated put-downs, etc.	1 p.m. detention PC	2 p.m. detention PC, SP, AAS	1-2 ISS PC, SP, AAS RP – 1 month
8. Endangering the safety of oneself / another Dangerous behavior with no intent to harm.	1 p.m. detentions PC	2 p.m. detention PC, SP, AAS	1-2 ISS PC, SP, AAS RP – 1 month
9. Potentially dangerous conduct - Includes scuffling, pushing, shoving, throwing things and horseplay.	2 p.m. detentions PC, SP, AAS	1 ISS PC, SP, AAS	1 - 3 OSS PC, SP, AAS RP – 1 month

V. Respect for Adults – Level II ()**

TYPES OF LEVEL II BEHAVIORS	1st Administrative ACTION	2nd Administrative ACTION	3rd and Subsequent ACTION
10. Sexual Harassment – comments about one’s body, sexual jokes, gestures, and/or drawings.	2 p.m. detentions PC	1 ISS PC, SP, AAS RP-1 month	1 – 3 OSS PC, SP, AAS RP-3 months Police Complaint
11. Misbehavior towards a substitute teacher	1 p.m. detention PC	2 p.m. detentions PC RP-5 days	1 ISS PC, SP, AAS RP-1 month
12. Severely disruptive/inappropriate behavior	1 p.m. detention PC	2 p.m. detentions PC RP-5 days	1-3 ISS PC, SP, AAS RP-1 month
13. Disrespect / Insubordination/Dishonesty- inappropriate verbal or nonverbal response to an adult including defiance	2 p.m. detentions PC, SP, AAS	1 ISS PC, SP, AAS RP-1 month	1-3 OSS PC, SP, AAS RP- 3 months

VI. Respect for Property - Level II ()**

TYPES OF LEVEL II BEHAVIORS	1st Administrative ACTION	2nd Administrative ACTION	3rd and Subsequent ACTION
14. Destroying/Defacing the property of another	2 p.m. detentions Possible restitution PC	1 ISS Possible restitution PC, SP, AAS	1 – 3 OSS Possible restitution PC, SP, AAS

15. Vandalism – Destroying/Defacing Property/building	1 ISS Possible restitution PC, SP, AAS RP – 1 month	1 – 2 OSS Possible restitution PC, SP, AAS RP-3 months Police Complaint	3 - 4 OSS Possible restitution PC, SP, AAS RP- Indefinite Police Complaint
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VII. Respect for Laws/Rules – Level II ()**

TYPES OF LEVEL II BEHAVIORS	1st Administrative ACTION	2nd Administrative ACTION	3rd and Subsequent ACTION
16. Forgery on a school document	1 p.m. detention PC, SP	2 p.m. detentions PC, SP	1 ISS PC, SP, AAS
17. Cheating on tests/quiz and/or Plagiarism	1 p.m. detention PC, SP	2 p.m. detentions PC, SP	1 ISS PC, SP, AAS
18. Stay after school without signed permission slip	Administrative warning PC	2 p.m. detentions PC	1 ISS PC, SP, AAS
19. Cutting teacher detention	1 p.m. detention PC	2 p.m. detentions PC, SP	1 ISS PC, SP, AAS RP - 1 month
20. Cutting / Misbehaving administrative detention	Make-up detention 1 additional detention PC	1 ISS PC, SP, AAS RP- 1 month	1 – 3 OSS PC, SP, AAS RP - 3 months
21. Cutting In-School Suspension	1 ISS Rescheduled In-School Suspension PC, SP, AAS	1 OSS Rescheduled In-School Suspension PC, SP, AAS RP- 1 month	2 OSS Rescheduled In-School Suspension PC, SP, AAS RP- 3 months
22. Truancy - absent from school without permission from parent or guardian	1 p.m. detention PC, SP, AAS	2 p.m. detentions PC, SP, AAS Report to truancy officer	1-2 ISS PC, SP, AAS Report to truancy officer
23. Possession of cigarettes or tobacco products	1 ISS PC, SP, AAS RP - 1 month Confiscation	1 -2 OSS PC, SP, AAS RP - 3 months confiscation	2 – 4 OSS PC, SP, AAS RP – Indefinite confiscation
24. Possession of inappropriate materials (lighters, matches, stink bomb, etc.)	2 p.m. detentions PC, SP, AAS RP - 1 month Confiscation	1 ISS PC, SP, AAS RP - 3 months confiscation	1 – 3 OSS PC, SP, AAS RP – Indefinite confiscation
25. Use of inappropriate materials / non tobacco: lighters, matches, stink bombs, etc.)	1- 2 OSS PC, SP, AAS RP – 1 month	2 - 3 OSS PC, SP, AAS RP – 3 months	3 - 5 OSS PC, SP, AAS RP- Indefinite Review of academic program
26. Unauthorized area without permission (locker rooms, storage rooms, offices)	1 p.m. detention PC	1 ISS PC, SP, AAS RP- 1 month	1 OSS PC, SP, AAS RP- 3 months

VIII. Respect for Adults – Level III ()**

TYPES OF LEVEL III BEHAVIORS	1st Administrative ACTION	2nd Administrative ACTION	3rd and Subsequent ACTION
1. Gross Disrespect: the use of profanity or inappropriate gestures directed towards a faculty / staff member	1 OSS PC, SP, AAS	2 - 3 OSS PC, SP, AAS	3 - 5 OSS PC, SP, AAS, SR Review of academic program
2. Disorderly Conduct – Behavior that is deemed out of control	1- 2 OSS PC, SP, AAS	3 - 5 OSS PC, SP, AAS Police Complaint	5 OSS PC, SP, AAS, SR Police Complaint Review of academic program

IX. Respect for others - Level III ()**

TYPES OF LEVEL III BEHAVIORS	1st Administrative ACTION	2nd Administrative ACTION	3rd and Subsequent ACTION
3. False accusations of a less severe nature against any student, faculty or staff member	2 p.m. detentions PC, SP, AAS	1 ISS PC, SP, AAS RP – 1 month	1 – 3 OSS PC, SP, AAS RP – 3 months
4. False accusations of a severe nature against any student, faculty or staff member	2 – 3 OSS PC, SP, AAS RP - 1 month	3 – 5 OSS PC, SP, AAS RP – 3 months	5 -7 OSS PC, SP, AAS RP - Indefinite

X. Respect for Peers - Level III ()**

TYPES OF LEVEL III BEHAVIORS	1st Administrative ACTION	2nd Administrative ACTION	3rd and Subsequent ACTION
5. Fighting – two students (willful, deliberate intent to do harm)	2-3 OSS** PC, SP, AAS RP - 1 month	4-6 OSS** PC, SP, AAS RP - 3 months Police Complaint	Minimum 7 days OSS** PC, SP, AAS RP – Indefinite Review of academic program Police Complaint
6. Incitement to Fight - encouraging others to fight	1 OSS PC, SP, AAS RP-1 Month	2 -3 OSS PC, SP, AAS RP-3 Months	3 - 5 OSS PC, SP, AAS RP-Indefinite Police Complaint
7. Physically Violating the Rights of Others: attacking another, punching, hitting, etc. (not including a fight)	3-5 OSS** PC, SP, AAS RP - 1 Month	5 - 7 OSS** PC, SP, AAS RP – 3 Months Police Complaint	8 - 10 OSS** PC, SP, AAS RP - Indefinite Police Complaint
8. Sexual Misconduct – physical / sexual touching of other student/students.	1-3 OSS** PC, SP, AAS RP – 1 month	4-6 OSS** PC, SP, AAS RP-3 months Police complaint	7-10 OSS** PC, SP, AAS RP-Indefinite Police Complaint Review of academic program

XI. Respect for Laws/Rules – Level III ()**

TYPES OF LEVEL III BEHAVIORS	1st Administrative ACTION	2nd Administrative ACTION	3rd and Subsequent ACTION
9. Leaving school grounds without proper authorization	1 ISS PC, SP, AAS RP – 3 months Police notified	1 – 3 OSS PC, SP, AAS RP – Indefinite Police complaint	3-5 OSS PC, SP, AAS RP – Indefinite Police complaint Possible alternative placement
10. Smoking in or on school grounds – Including the bus, during school functions/games, dances, etc.	3- 5 OSS PC, SP, AAS RP - 1 month Police complaint	5 - 7 OSS PC, SP, AAS RP – 3 months Police complaint	8 – 10 OSS PC, SP, AAS RP – Indefinite Police complaint Review of academic program
11. Stealing - Taking possession of school property and/or of another person without permission	1 ISS PC, SP, AAS RP - 1 month Possible Restitution (teacher/school Police Complaint)	1 – 3 OSS PC, SP, AAS RP - 3 months Possible Restitution Police Complaint	4 – 6 OSS PC, SP, AAS RP-Indefinite Possible Restitution Police Complaint

12. Violation of Acceptable Use Policy – includes identity theft which is the use of another’s name and/or password	1-2 p.m. detentions PC, SP, AAS RP – 1 month 15 day technology exclusion	1 – 2 ISS PC, SP, AAS RP – 3 months 30 day technology exclusion	1 – 2 OSS PC, SP, AAS RP - Indefinite Indefinite technology exclusion Review of academic program
13. Sharing of sexually explicit pictures/photos	1 OSS** PC, SP, AAS RP – 1 month Possible Police Complaint	2-3 OSS** PC, SP, AAS RP – 1 month Possible Police Complaint	5-7 OSS** PC, SP, AAS RP – 1 month Police Complaint
14. Medication – Possession / Use of medication without specific medical and school authorization on school property or during a school sponsored activity; includes Prescription - (antibiotics, penicillin, diet pills, etc.) or Non-Prescription - (over the counter drugs, aspirin, Tylenol, Nodoz, Vivarin, laxatives, etc.)	1-3 OSS** PC, SP, AAS RP – 1 month	4-6 OSS** PC, SP, AAS RP – 3 months	7-9 OSS** PC, SP, AAS, SR Review of academic program RP –Indefinite
15. Medication - Possession/ Intent to distribute medication.	3 - 5 OSS** PC, SP, AAS RP-1 month	5 - 7 OSS** PC, SP, AAS RP – 3 months Police Complaint	7 – 10 OSS** PC, SP, AAS, SR RP- Indefinite Police Complaint
16. Setting off alarms/ calling 911 / Causing alarm within the school	3 - 5 OSS** PC, SP, AAS RP-1 month Police Complaint	5 - 7 OSS** PC, SP, AAS RP-3 months Police Complaint	7 - 10 OSS** PC, SP, AAS RP-Indefinite Police Complaint
17. Possession or the sale of fireworks	3 – 5 OSS** PC, SP, AAS RP- 1 month Police Complaint	5 – 7 OSS** PC, SP, AAS RP- 3 months Police Complaint	7 - 10 OSS** PC, SP, AAS RP- Indefinite Police Complaint
18. Extortion - to obtain money or something of value by force or threat of harm.	3 – 5 OSS** PC, SP, AAS RP-1 month	5 – 7 OSS** PC, SP, AAS RP-3 months Police Complaint	7 - 10 OSS** PC, SP, AAS RP-Indefinite Police Complaint
19. Weapons - Possession/Intent to Do Harm – possession of a weapon including razor blades, box cutters, knives, guns, etc. (Please Note: Incident to be reviewed by administration for determining additional days of OSS.)	5 – 7 OSS** PC, SP, AAS, SR BOE RP-1 month Possible alternative placement Police Complaint	8 – 10 OSS** PC, SP, AAS, SR BOE RP-3 months Possible alternative placement Police Complaint	Minimum 10 OSS** PC, SP, AAS, SR BOE RP- Indefinite Possible alternative placement Police Complaint
20. Drugs/Alcohol - possession, distribution, or use of intoxicants or narcotics. (Please Note: Any student exhibiting behavioral, physical and/or emotional characteristics of substance abuse will be required to undergo a medical screening as per Galloway Township Board of Education policy. Failure to comply with screening will result in a 5 day suspension.)	5 – 7 OSS** PC, SP, AAS, SR RP - 1 month Police Complaint	8 – 10 OSS** PC, SP, AAS, SR RP- 3 months Possible alternative placement Police Complaint	Minimum 10 OSS** PC, SP, AAS, SR BOE RP- Indefinite Alternative placement Police Complaint

21. Assault – Any physical act of aggression or attack towards faculty, staff, student or administration.	5 – 7 OSS** PC, SP, AAS RP-1 month Police Complaint	8 - 10 OSS** PC, SP, AAS, SR RP-3 months Police Complaint	Minimum 10 OSS** PC, SP, AAS, SR, BOE RP- Indefinite Police Complaint
22. Terroristic Threat – Threats against faculty, staff, student, administration or school building. (Please Note: Incident will be reviewed by administration for determining additional days of OSS.)	3 – 5 OSS** PC, SP, AAS, SR RP – 1 month Police Complaint	6 – 8 OSS** PC, SP, AAS, SR RP- 3 months Possible alternative placement Police Complaint	Minimum 10 OSS** PC, SP, AAS, SR, BOE RP- Indefinite Alternative placement Police Complaint
23. Physical Threat - Verbal or implied threats to do harm to faculty, staff, student or administration. (Please note: Incident to be reviewed by administration for determining additional days of OSS.)	3 – 5 OSS** PC, SP, AAS, SR RP- 1 month Police Complaint	6 – 8 OSS** PC, SP, AAS, SR BOE RP- 3 months Police Complaint	Minimum 10 OSS** PC, SP, AAS, SR, BOE RP- Indefinite Alternative placement Police Complaint
24. Recording of Disorderly Conduct- Use of technology to record and/or post on social media incidences of disorderly conduct	1 ISS PC, SP, AAS RP – 1 months	1 – 2 ISS PC, SP, AAS RP – 3 months	1-2 OSS PC, SP, AAS RP – Indefinite

DISCIPLINE CODE KEY:

OSS	OUT OF SCHOOL SUSPENSION	PC	PARENT CONFERENCE
ISS	IN SCHOOL SUSPENSION	E	EXPULSION
RP	RESTRICTED HALL PASS (limits time out of class)	SR	SUPERINTENDENT REVIEW
BOE	BOARD OF EDUCATION HEARING		
SP	SOCIAL PROBATION (DANCE AND/OR TRIP EXCLUSION)		
AAS	ATHLETIC AND ACTIVITIES SUSPENSION (See “Athletic Activity Suspension” under <i>General Information</i>)		
OSS*	DENOTES INCIDENT NEEDS TO BE REVIEWED BY ADMINISTRATION		

() GTMS administration reserves the right to administer the appropriate level of action as it relates to the nature and severity of the offense committed.**

Please note:

Administrative conferences **MUST** be held between a building administrator, parent/guardian and student upon a student’s return to school from **out of school suspensions**. School Service may be assigned when deemed appropriate by the administration. School Service activities are designed to enhance a student’s sense of school affiliation and pride and will be assigned based on the nature of the offense and the individual student. Activities may include clerical, restoration/maintenance, etc.

Galloway Township Middle School Cafeteria Code ()**

Types of Behaviors	1st ACTION	2nd ACTION	3rd and Subsequent ACTION
1. Not remaining seated at designated table	1 lunch detention	2 lunch detentions	3 lunch detentions PC
2. Throwing food or other objects	2 lunch detentions PC	3 lunch detentions PC	<i>Refer to GTMS discipline code</i>
3. Leaving the cafeteria without permission	1 lunch detention	2 lunch detentions	<i>Refer to GTMS discipline code</i>
4. Not waiting to be called for lunch, trash or dismissal	1 lunch detention	2 lunch detentions	3 lunch detentions PC
5. Not cleaning eating area	1 lunch detention	2 lunch detentions	3 lunch detentions PC
6. Taking food out of the cafeteria	1 lunch detention	2 lunch detentions	3 lunch detentions PC
7. General disruption	1 lunch detention	2 lunch detentions	3 lunch detentions PC

Other disciplinary measures might include assigned seats, cafeteria exclusion, school service time, or more serious consequences.

Galloway Township Middle School Bus Code ()**

TYPES OF BEHAVIORS	1ST Administrative ACTION	2ND Administrative ACTION	3RD and Subsequent ACTION
1. Eating/drinking	Administrative warning PC	1 p.m. detention PC	2 p.m. detentions PC
2. Excessive noise	Administrative warning PC	1 p.m. detention PC	2 p.m. detentions PC
3. Leaving bus stop without authorization	Administrative warning PC	1 p.m. detention PC	2 p.m. detentions PC
4. Failure to remain seated	Administrative warning PC	1 p.m. detention PC	2 p.m. detentions PC
5. Using obscene or vulgar language toward other students	1 p.m. detention PC	2 p.m. detentions PC 3 day bus suspension	1 ISS PC 5 day bus suspension
6. Throwing or shooting objects	1 p.m. detention PC	2 p.m. detentions PC 3 day bus suspension	1 ISS PC 5 day bus suspension
7. Spitting out bus windows and or on others	1 p.m. detention PC	2 p.m. detentions PC 3 day bus suspension	1 ISS PC 5 day bus suspension
8. Placing body or objects out of window	1 p.m. detention PC	2 p.m. detentions PC 3 day bus suspension	1 ISS PC 5 day bus suspension
9. Unauthorized bus or bus stop use	1 p.m. detention PC	2 p.m. detentions PC 3 day bus suspension	1 ISS PC 5 day bus suspension
10. Excessive misconduct (horseplay)	1 p.m. detention PC	2 p.m. detentions PC 3 day bus suspension	1 ISS PC 5 day bus suspension
11. Failure to comply with driver's directions	1 p.m. detention PC	2 p.m. detentions PC 3 day bus suspension	1 ISS PC 5 day bus suspension
12. Inappropriate response to driver	1 p.m. detention PC	2 p.m. detentions PC 3 day bus suspension	1 ISS PC, 5 day bus suspension Driver/Admin./Student conference
13. Endangering the safety of others	2 p.m. detentions PC	1 ISS PC 3 day bus suspension	1 – 3 OSS PC 5 day bus suspension
14. Possession of combustible materials	1 ISS PC 3 day bus suspension	1 – 3 OSS PC 5 day bus suspension	4 – 6 OSS PC 10 day bus suspension
15. Unauthorized use of bus emergency exits	2 p.m. detentions PC	1 ISS PC 3 day bus suspension	1 – 3 OSS PC 5 day bus suspension
16. Gross disrespect toward driver – the use of profanity towards the driver	1 OSS PC 3 day bus suspension	2 – 3 OSS PC 5 day bus suspension	4 - 5 OSS PC 10 day bus suspension
17. Vandalism – Damaging school bus (cutting, dismantling, writing on, etc.)	1 ISS PC, SP, AAS RP - 1 month 3 day bus suspension	1 – 2 OSS PC, SP, AAS RP – 3 month 5 day bus suspension	3 – 4 OSS PC, SP, AAS RP – Indefinite 10 day bus suspension

18. Fighting	2 – 3 OSS PC, SP, AAS RP – 1 month 5 day bus suspension	4 – 6 OSS PC, SP, AAS RP – 3 months 10 day bus suspension	Minimum 7 day OSS * PC, SP, AAS RP – Indefinite 15 day bus suspension
19. Potentially dangerous conduct	2 p.m. detentions PC, SP, AAS	1 ISS PC, SP, AAS 3 day bus suspension	1 – 3 OSS PC, SP, AAS 5 day bus suspension
20. Possession of weapons, firearms, and/or hazardous/injurious items	5 – 7 OSS PC, SP, AAS, SR RP - 1 month Police complaint 10 day bus suspension	8 - 10 OSS PC, SP, AAS, SR, BOE RP – 3 months Police complaint 20 day bus suspension	Minimum 10 day OSS * PC, SP, AAS, SR, BOE RP – Indefinite Police complaint 30 day bus suspension
21. Possession Drugs/Alcohol	5 – 7 OSS PC, SP, AAS, SR, RP – 1 month Police complaint 10 day bus suspension	8 – 10 OSS PC, SP, AAS, SR RP – 3 months Police complaint 20 day bus suspension	Minimum 10 OSS * PC, SP, AAS, SR, BOE RP – Indefinite Police complaint 30 day bus suspension

GENERAL INFORMATION

Absences

Good attendance is necessary for a successful school experience and building positive habits for adulthood. If a student is absent, a parent/guardian should call school on the day of the absence prior to 9:30 a.m. Upon the student's return, a note of explanation should be submitted. If a child is absent five or more days, a physician's note may be required. Absences totaling 5, 10, 15, and 20 days will require parent/guardian notification and documentation will be filed. **Students who have excessive absences (20 or more days) are subject to retention and/or legal action. The District Attendance Officer may visit your home to verify attendance.**

Acceptable Use Policy

The Galloway Township Middle School is very proud of our continuing innovations in terms of technological advancement. In order to insure technology is being used in an acceptable manner and for educational purposes, an Acceptable Use Policy (AUP) has been adopted by the Galloway School District's Board of Education. All students and their parents and/or guardians will be asked to review and sign this document at the beginning of the school year. Any student who fails to return this signed document will have limited or no access to the available technology until this signed form is returned to school. Students may not utilize disks or CD's to carry work between home and school without permission. Music CD's may only be used if they are approved by the student's teacher for use with a school project. **Any violations to the AUP result in disciplinary action in accordance with the discipline code.**

Affirmative Action

The Galloway Township Public School System is an equal opportunity employer, has an affirmation action program, and does not discriminate against applicants for employment, employees, applicants for admission or students because of race, color, religion, or national origin, ancestry, age, political affiliation, sex, armed forces liability, handicap, social or economic status. The district's Equity Objectives and Plans (School and Classroom Practices, Employment and Contract Practices and School Desegregation Plans) are available for public review by contacting the Affirmative Action Officer at 748-1250 ext. 1009.

Athletic Activity Suspension (AAS)

Students who are assigned a 'Detention', 'In-school suspension' and / or 'In/Out-of-School Suspension' will be suspended from their club/athletic team, as well as dances and other after school activities, based on the following:

1. Students who receive an after school detention will be suspended from all nonacademic after-school activities for 1 to 4 school days.
2. Students who receive an 'In-School Suspension(s)' will be suspended from all after-school activities and athletic teams/events and/or practices/rehearsals for 5 school days.
3. Students who receive their first and/or second 'Out-of-School Suspension(s)' will be suspended from all after school activities/athletic teams for 10 school days and will be placed on probation.
4. **A student with two failing grades in any marking period will be suspended from all non-academic after school activities and athletics for 15 school days or until the student's grade(s) improve.** The student may be referred to guidance or any after school academic activity as determined by administration.

Beverages

Students are not permitted to bring/consume outside beverages in school, unless appropriate for lunch or activities.

Book Bags

Students may use book bags to carry belongings to and from school. During the school day, however, **book bags may not be carried and must remain in the student's locker**. This includes "book bag type purses" which are also **not** allowed. Duffel/gym bags are also **not** permitted. To carry gym clothing, students may utilize a plastic drawstring or cloth bag.

Breakfast

Here at GTMS we offer a breakfast option for students in need of an early meal. Once students arrive to school and enter the building, 7th grade breakfast students are to report directly to the cafeteria. 8th grade breakfast students will report to homeroom first and then may proceed to breakfast from 7:30 to 7:40. Once there, students will pick up a bagged breakfast and then report to their lockers and homerooms. Students are expected to eat quickly each morning in their homerooms. Students who are late to school may miss breakfast.

Cafeteria

***Failure to comply with these guidelines will result in disciplinary action as per the GTMS discipline code.**

In order to maintain an orderly atmosphere in the cafeteria, the following practices must be followed:

- a. There is to be a REASONABLE level of noise in the cafeteria.
- b. Students sit at their designated tables and **remain** seated, unless other permission is granted.
- c. There is to be **NO** throwing of food or other objects.
- d. No one is to leave the cafeteria without permission.
- e. Students **wait** to be called for lunch, trash removal, and dismissal.
- f. Each student is **required** to leave the floor and table clean.
- g. No food is to be taken out of the cafeteria.

Dress Code

Another measure to maintain a safe, orderly learning climate for students is a dress code. This code provides guidelines for students to follow in **dressing appropriately for the school setting (see the GTMS discipline code)**.

- a. Pants, jeans, etc. must be worn appropriately. In particular, pants may not be worn below a student's natural hip. Undergarments must be fully covered and pants may not hang or drag on the floor. Shirts should be fingertip length when wearing leggings.
- b. Jewelry, accessories, etc. which could be used as a weapon may not be worn. This includes "wallet chains," spiked collars, and the like.
- c. Nothing that is made for outdoors or exercise may be worn on a student's head. This includes sunglasses, hats, wave caps, bandanas, sweatbands, etc. (Traditional barrettes, bows, etc. may be worn.)
- d. T-shirts must have slogans, pictures, etc. which are school appropriate. Therefore, beer logos, foul language, drug references, sexual innuendoes, demonic messages, inappropriate "play on words", etc. are **not** acceptable.
- e. Skirts, shorts and tops must properly cover a student's body. A general rule for skirt/short length is a student with her hands by her side must touch skirt, not skin. A 3" inseam rule is also a good guideline for shorts. We ask that students, with the assistance of parents/guardians, exercise good judgment when choosing to wear shorts based upon the weather. Shorts must be school appropriate – biker/lycra shorts, cut-offs, and "hot pants" are not permitted. **Tops must fully cover the chest, shoulder and midriff area. Tank tops and spaghetti straps are not permitted.**
- f. Any clothing style which promotes, represents, or symbolizes a gang or gang mentality is strictly prohibited.
- g. Appropriate shoes must be worn at all times including heels with less than one-inch (1") in height. **Sandals must have back straps. FLIP FLOPS/SLIDER SANDALS MAY NOT BE WORN TO SCHOOL .**

Drug/Weapon Free School Zones and Bias/Hate Crime Law

Our school district enforces and supports the Drug Free School Zone, Weapon Free School Zone, and the Bias/Hate Crime Law. In order to ensure a safe environment for our students, we have entered into an agreement with the Galloway Township Police Department and the Atlantic County Prosecutor's Office to prosecute anyone who violates these laws on school property. Please be aware that violations in these areas are reported to appropriate law enforcement agencies. If you have any questions about the Drug Free/Weapon Free laws or Hate/Bias Crime Laws, please contact the school.

Early Dismissal/Signing Out Early

Parents/guardians are urged to allow students to attend a full school day. If a child does need an early dismissal, a note should be brought to the office or a phone call request made prior to the dismissal time. **To assist with the process, please pick up your child before 2:10 p.m.** Students will be released to their parent/guardian only, unless another adult is specifically confirmed by the parent/guardian. The child must be signed out from the main office. Positive identification may be required of any person meeting a student. **Copies of restraining orders or custody orders must be presented to the building principal in order to be enforced.**

Electronic Devices

Cell phones and all electronic devices such as, but not limited to, iPods, DS, Tablets, iPads, E readers, smartwatches, cameras of any kind, etc. may be brought to school for after school use only. Any student bringing an electronic device to school **MUST** have the device turned off and kept in their locker during the school day. Once the student arrives to school the item **MUST** be locked in a locker. **Administrative Action:** The item will be confiscated, given to an administrator, and the item must be picked up by a parent/guardian. Refer to the discipline code for additional consequences. **All electronic devices brought to school are the responsibility of the student. The school is not responsible for any device that is lost or stolen.**

Emergency Closing

Emergency closing, delayed openings, and early emergency dismissals will be announced by a phone call via our School Messenger system. **Please do not call the school, as it is important to keep school phone lines open.** Also, please check the district website at www.gtps.k12.nj.us or our Facebook page at <https://www.facebook.com/GallowaySchools>

Evacuation Drills

In case of a fire or other emergency, the signal to evacuate the building sounds, with any additional instructions as necessary. An evacuation plan is posted in each classroom/office. Students are expected to follow staff instructions in a quiet, orderly manner. Evacuation practice drills are conducted in accordance with district policy. They include fire, tornado, and lockdown drills.

Hall Passes

Hall passes are found in the students' agenda books, thus students must carry their agenda books with them at all times. **These passes must be used whenever a student leaves the classroom**, unless a period change is occurring. Students are responsible for keeping their agenda books safe and neat. New agenda books must be purchased/replaced if a student loses his/her book for a \$5.00 replacement fee.

I.D. Badges

I.D. badges must be worn during all school dances. I.D. Badges must be purchased/replaced if a student loses his/her badge for a \$1.00 replacement fee.

Library

Students are able to utilize our library facilities during the school day as part of their class or with an individual pass in homeroom (students must sign in with first and last names, etc.). Our library offers an extensive reading collection, as well as research materials and technological opportunities. All materials checked out are the individual's responsibility and must be returned in a timely manner. Late, lost, or damaged materials will result in fines being issued.

Lockers

Students are assigned a locker, which they need to keep clean, neat, and damage free. Students are reminded to keep their **locker combination confidential**, that is **do not share your combination**. Students may go to their lockers prior to AM homeroom, prior to bus dismissal, and as instructed by their team (usually before or after lunch). **Lockers are school property and, for the safety and welfare of all students, are subject to search and/or inspection.**

Rights of Parents

The Board of Education recognizes that the parents of each child are ultimately responsible for the care and custody of that child, and that both parents share that responsibility equally. The Board recognizes as well, that when only one parent has legal custody of a child, the custodial rights and responsibilities of the other parent may be limited. Copies of restraining orders or custody orders must be presented to the building principal in order to be enforced. Also, **please be sure to update the office each and every time that there is a change in phone number(s), emergency contacts, etc.**

School Buses

Students are not permitted to ride on any bus other than their assigned bus. In the event of an emergency, a request must be made by the parent/guardian in writing and **submitted to the main office 24 hours prior to the day the bus change would occur**. This allows for parental contact to be made. Additionally, students who are bus riders may not walk home/ride a bike home from school.

Riding the school bus is a **privilege**. It is imperative that all students observe the rules of proper conduct while riding the bus. To insure the safety of all passengers, students must follow these guidelines:

- a. The driver is in full charge of the bus and the students.
- b. Serious misbehavior by students will result in suspension from riding the bus. If this occurs, parents/guardians will be responsible for providing transportation to and from school.
- c. No student shall, at anytime, extend his/her hands, arms, head or other parts of the body out of the window, whether the bus is in motion or standing still.
- d. All students are to remain seated until the bus arrives at the destination and comes to a complete stop.
- e. Obscene language, throwing or shooting objects, excessive noise, and other actions distracting to the bus driver are prohibited.
- f. Any and all willful damage to the bus will be paid for by the offender or his/her parents.

**Violation of these rules will result in disciplinary action according to our bus code. If a student is suspended from the bus, it is the parent/guardian's responsibility to provide transportation. Students suspended from the bus are still required to attend school. In the event a student is suspended from school and suspended from riding the bus, when possible, the days will run concurrently.

***Please refer to the school wide and bus discipline codes on the previous pages.**

Student Telephone Usage

Students are permitted to use the telephone in the main office during their lunch period only when it is a legitimate reason and they have a signed pass. Permission of a staff member or administrator is required during the school day.

Tardiness

Promptness to school helps ensure students receive the full benefit of our school's program and helps to build positive habits for adulthood. All students are expected to be in homeroom **by 7:40 am**.

Excused tardy: Students who are tardy and excused should report to the student check in table (or front office) and must submit a doctor's note, dentist's note, or a dated letter from the court to be considered excused.

Unexcused tardy: Students arriving after 7:40 am without a doctor's note, dentist's note, or a dated letter from the court should report to the check-in table. **Unexcused tardiness may result in action as per our discipline code.**

Truancy

Absence from school without a parent's permission is a serious offense against school policy and state code. Consequences as per our discipline code will be enforced. Repeated truancy will result in legal action.

Visitors

All visitors are required to report directly to the Main Office upon entering the school building. Visitors will sign in using the visitor's book and be issued a visitor's badge to be worn while in the building or on the school property. Visitors without a badge will be sent to the main office.

Walkers /Bike Riders

Students are designated as either a bus rider or a walker. Students are permitted to ride bikes with **written permission from a parent/guardian. This document must be submitted to the main office.** Please note the following:

1. Students are to arrive between 7:25 am and 7:40 am and enter through the front/main office doors.
2. At dismissal, students are to go to their team leader's classroom. These students are dismissed **AFTER** the buses depart. Students will then exit the building from the front/main office doors. Please use the sidewalks and crosswalks to ensure your safety. Also, please be courteous to our neighbors' properties.
3. Students are reminded that if they ride a bike to school they **MUST** wear a helmet.