

“We believe in growing all **WILDCATS** to thrive!”

# PTMS

## Pittsgrove Township Middle School

1082 ALMOND ROAD, PITTSGROVE, NEW JERSEY 08318  
(856)358-8529 FAX: (856)358-2686  
[www.pittsgrove.net](http://www.pittsgrove.net)

## STUDENT HANDBOOK 2022 - 2023



**Mr. Ryan Hudson**  
Principal (Ext. 4501)

**Mrs. Erika Kirschner-Stabile**  
Assistant Principal (Ext. 4502)

**PITTSGROVE TOWNSHIP BOARD OF EDUCATION**

Dr. Emily Cannon-President  
Steven DiMatteo- Vice President

Andrea Foster  
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Elisa Moll

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Jason Berks  
Angie Bradley

**CENTRAL OFFICE ADMINISTRATION**

Thomas Coleman – Interim Superintendent of Schools  
Stefanie Fox-Manno – Chief Academic Officer  
Darren Harris – Business Administrator /Board Secretary

**BOARD OFFICE NUMBER**

(856)358-3094

**PTMS ADMINISTRATION**

Ryan Hudson – Principal  
Erika Kirschner-Stabile – Assistant Principal  
Phone: (856)358-8529 FAX: (856)358-268

**NOTE**

All Board of Education Policies can be found on the District website. Hard copies are available upon request.

**DISCLAIMER**

All information contained herein is as of September 1, 2022. Changes may occur through administrative/Board of Education action.

**VISION STATEMENT**

Pittsgrove Township Middle School is committed to creating an environment where all students reach their highest level of academic and social achievement. All members of the school community will strive to create a safe environment where students demonstrate PRIDE, and will be able to develop into productive global citizens.

**MISSION STATEMENT**

Pittsgrove Township Middle School will provide a program designed to meet the distinct physical, social, emotional, and intellectual needs of its students and provide for the transition between elementary and high school education. To address these needs, the school community will strive for excellence with the expectation that each student demonstrate:

Patience, Respect, Integrity, Diligence, Empathy.

## PTMS HOURS

Office: 7:30 a.m. to 4:00 p.m.  
Students: 8:10 a.m. to 2:46 p.m. (**Entry bell 8:05 am**)  
Teachers: 7:55 a.m. to 3:01 p.m.

## SCHOOL COLORS

**GREEN**

and

**Gold**

## SCHOOL MASCOT

*Wildcat*



## PTMS WEBSITE and SOCIAL MEDIA

Information about the Pittsgrove Township Middle School and other schools in the district can be found at **www.pittsgrove.net**. Our Staff Directory provides access to teacher sites, email address and phone extensions. The link to PowerSchool can also be found on the website; PowerSchool can be used to access your child's grades, attendance, assignments and more. If you have not received your password, please contact the main office at 358-8529 ext. 4504 for your password. If your child had a child previously, the username and password would remain the same. *Our school calendar is also located on our website.*

**SCHOOL BLOG**-<https://ptmswildcats.blogspot.com/>

**FACEBOOK**-<https://www.facebook.com/Pittsgrove-Township-Middle-School-430180264492951>

## AFFIRMATIVE ACTION

The Pittsgrove Township Board of Education affirms its responsibility to ensure all students in public schools of the Pittsgrove Township equal educational access and opportunity and all employees equal employment access and opportunity without regard to race, creed, color, national or ethnical origin, ancestry, age, marital and civil union status, unlawful consideration of sex, sexual orientation, gender (including gender identity and/or expression), pregnancy, religion or philosophical beliefs, developmental or physical disability, socioeconomic status, citizenship status, genetic information, veteran status or any personal attribute or characteristic that is protected by applicable local, state and federal laws. To fulfill this responsibility the Board will continually re-examine and monitor policies, school and classroom programs and practices as well as employment and contract practices and will identify and correct inequities in either area of responsibility. The Board shall maintain both instructional and work environments that are free from harassment of any kind.

Pittsgrove Township School District's Affirmative Action Officer is in accordance with N.J.A.C. 6A: 7-1.6, 1.7 & 1.8 will oversee the compliance with the Board Affirmative Action Policies, and will receive all complaints protecting the rights of the person making the complaint and the alleged harasser. The district's Comprehensive Equity Plan, grievance procedures and annual reports are located in the Central Office at 1076 Almond Road.

The district Affirmative Action Officer is:  
Mrs. Gabrielle Chinnici-Heyel  
718 Centerton Road  
Pittsgrove, NJ 08318  
[856-358-2054 ext. 4111](tel:856-358-2054)  
[gchinnici-heyel@pittsgrove.net](mailto:gchinnici-heyel@pittsgrove.net)

The Pittsgrove Township Middle School representative for the Affirmative Action Team is:  
Ryan Hudson - Principal

### ATTENDANCE

Regular attendance is required of all public school students by New Jersey State Law. The educational process demands regular attendance to foster class participation and training for the future. No amount of make-up work can substitute for these.

Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instruction, classroom participation, learning experiences and study to obtain maximum benefits of a thorough and efficient educational program. Poor attendance limits accomplishments and reinforces a habit that will handicap the individual in future education or employment. Therefore, the Pittsgrove Township Board of Education requires the regular attendance of all students each day school is in session.

Responsibility for having children attend school lies with the parents/guardians. It is important that children attend school unless they are ill. Asking that a child leave before the end of a school day disrupt the continuity of the program. Please try to arrange appointments after school. You have received a school calendar, so please try to confine vacation trips to those days that school is not in session. **If for any reason a student is absent five consecutive days or more, the parent/guardian is required to obtain a note from the doctor stating that the child may return to school.** During each marking period, **the appropriate documentation to excuse an absence must be submitted within ten (10) school days of the absence or it will not be accepted.**

It is important that every effort be made to insure prompt and consistent daily attendance. The school will, in turn, notify parents of any concerns regarding a student's attendance by completing these steps:

**5 days** – Warning notice to parents from Administration.

**8 days** – 2nd warning notice to parents from Administration.

**More than 10 days** – Certified letter to parents from Administration **and** referral to Truancy Court

### **(Attendance is also indicated on Progress Reports, Report Cards and in PowerSchool) Appeal Process for Unexcused Absences**

The adult student or his/her parent/guardian or the parent/guardian of the minor student must notify the assistant principal in writing (**within 10 school days of receiving the first notification that the student has exceeded the maximum number of unexcused absences permitted**) that a meeting with the Attendance Appeals Committee for the purpose of reviewing this student's attendance record is desired. This written notification must state the reason for the appeal and any documentation or other information relative to the absences should be enclosed. Documentation of the nature and causes of absences shall be the responsibility of the parent/guardian of the minor student. At the meeting with the Attendance Appeals Committee the opportunity will be given to present any other extenuating circumstances.

The parent/guardian of the minor student will be notified as to the outcome of the appeal. If not satisfied, an appeal may be made to the Superintendent.

The parent/guardian of the minor student, if not satisfied with the Superintendent's decision, may appeal to the Board of Education.

During each marking period, **the appropriate documentation to excuse an absence must be submitted within ten (10) school days of the absence or it will not be accepted.** At the first meeting with the Attendance Appeals Committee, the parent/guardian will be permitted to bring documentation to the meeting to excuse absences that occurred more than ten (10) school days from the absence. However, if the student meets with the Attendance Appeals Committee in two or more consecutive marking periods, no documentation waiver will be permitted.

### **Excused Absences**

A student will be considered absent any time he/she does not appear in class as scheduled. It is recognized that certain extreme and unavoidable circumstances may prevent a student from attending school. In the event a student is absent for any of the reasons listed, it will be considered an excused absence. It is requested that scheduled appointments be made after school hours whenever possible. All work missed as a result of the absence must be made up at the initiative of the student. Excused absences will be allowed for the following reasons:

- Illness after reporting to school (sent home by School Nurse)
- Illness – Fever. If a student was sent home by the school nurse with a fever, the student will be issued an “Excused Absence- Nurse Excused” for the following day. Students with a temperature over 100 must be fever free for 24 hours without the use of fever reducing medicine before returning to school. The school nurse will handle notification to the attendance secretary in such cases.
- Serious illness or medical condition as verified by a physician
- Death in the immediate family when accompanied by appropriate documentation
- Religious holidays as prescribed by the State Department of Education when accompanied by a note from a parent/guardian
- Required court attendance when accompanied by documentation from the court
- Administrative permission to attend special programs, i.e., approved field trips, verifiable guidance activities and programs or special appearances
- Parent Notification - **Maximum 5 days.** Parents may appeal to the School Administrator for 5 days of Parent Excused Absences. This may include, but not be limited to: illness, vacation, or other pertinent request(s).

### **FAMILY VACATIONS:** (Vacation Days are NOT excused absences)

School personnel do not have the legal authority to give students permission to be absent during school hours for the purpose of taking vacations during the school year. This is a decision that can only be made by a parent/guardian. These days will be unexcused absences.

Students who take a vacation during school hours do so with the full understanding that they are responsible for the course work covered during their absence. Since a part of a student's evaluation may include daily contribution and class discussion, absence from school has a direct effect upon learning and its subsequent evaluation. Due to the nature of some course work, it is not possible to “make up” the material. Vacations during class time may affect your son/daughter's progress.

For family vacations, a written notice form must be obtained from the Main Office. This notice form must be signed by the student's parent/guardian and initiated by the student's teachers, and then submitted to the Attendance Secretary at least ten (10) school days prior to leaving. Turning this form into the Attendance Secretary does NOT excuse the students' absences.

Students are responsible for getting all makeup assignments and homework from their teachers. Make-up assignments and homework may not be available until after the vacation.

### Lateness

Students are expected to report to school/class on time. Lateness to school will be excused following the same criteria for excused absences (See *Excused Absences*). All other reasons for lateness will not be excused. ***Students must be in their homeroom by 8:10 to avoid being marked absent or late.*** Any student not in homeroom by 8:10 will be sent to the office to sign in and receive a "Late Slip." Students will not be readmitted into class without this slip."

**\*\*PLEASE NOTE - Students will not be permitted to enter the building prior to 7:55AM in order to ensure the safety of our students.**

### ATTENDANCE - TELEPHONE CALL-IN SYSTEM

Pittsgrove Township Middle School utilizes a call-in system to report student absences. For this telephone call-in system to work, it is vital that a parent contact Pittsgrove Township Middle School when your child(ren) is (are) absent.

Please follow the procedure listed below.

1. If your child will be absent from school for any reason, please call the Pittsgrove Township Middle School at (856)358-8529. **Press 4546** for the attendance office or "O" for further choices. **Please wait for the beep and then state the student's name, grade and reason for the absence.**
2. If your child will be absent for an extended period of time, it will only be necessary to call the first day of the absence and indicate the number of days your child will be out. Also, you may send a note with a brother or sister to inform us about an extended absence.
3. Please keep in mind, even if you call the attendance line, you will still receive the automated call.
4. Two telephone calls may be placed in the following order:
  - a. Home
  - b. Work or emergency number

### ATTENDANCE PROCEDURES

In accordance with B.O.E. Policy 5113, regular attendance is essential to a student's success in school. Persistent absenteeism, tardiness and early pick-ups create a genuine hardship for the student and his or her classmates. Only those absences that are health related and/or have a doctor's note is considered excused. It is therefore considered a very serious issue. Consequently, responsibility for having children attend school regularly lies with parents. ***If for any reason your child is sick for five or more days, a note from your family doctor stating he or she may return to school is required.***

Student attendance will be recorded during homeroom. **Students must meet State requirements to get credit for a full day, exclusive of lunch periods.**

Students arriving after 8:10 a.m. must sign in at the Main Office where they will obtain a Late/Tardy Slip for entry into class. Students should be in school on time. Unexcused late arrivals to school will lead to disciplinary action. **Continued or habitual lateness to school could result in detention and a mandatory parent conference before return to school.**

If the student is going to be absent, parents are encouraged to contact the main office and advise the school. For pre-arranged appointments, a note signed by the parent/guardian, including a phone number where the appointment can be verified and a phone number where the parent/guardian can be reached, should be provided to the main office secretary at the start of the school day.

If a student is scheduled to miss school due to a school/class activity, the student is to notify the respective teacher(s) the day before to obtain the day's assignments.

***Re-admittance to School***

**\*\* Students absent from school more than five consecutive school days will need to submit written permission from a doctor to return to school.**

Any student with crutches, slings, plaster casts, collars, sutures, splints, and/or braces are not to be in school without a note from a doctor.

# PTMS BELL SCHEDULES



## PTMS Bell Schedule 2022 - 2023

<b>5<sup>TH</sup> GRADE</b>	
7:55 – 8:15	ARRIVAL/BREAKFAST/HOMEROOM (1)
8:16 – 8:46	PERIOD (2) THRIVE
8:47 – 9:27	PERIOD (3)
9:28 – 10:08	PERIOD (4)
10:09 – 10:49	PERIOD (5)
10:50 – 11:30	PERIOD (6)
11:31 – 12:01	PERIOD (7) Lunch
12:02 – 12:42	PERIOD (8) Expl./PE-Health
11:43 – 1:23	PERIOD (9) Expl./PE-Health
1:24-2:04	PERIOD (13)
2:05-2:45	PERIOD (14)
2:46	Dismissal
***Pds. 10, 11, 12 do not exist for 5 <sup>th</sup> graders***	

<b>6<sup>TH</sup> GRADE</b>	
7:55 – 8:15	ARRIVAL/BREAKFAST/HOMEROOM (1)
8:16 – 8:46	PERIOD (2) THRIVE
8:47 – 9:27	PERIOD (3)
9:28 – 10:08	PERIOD (4)
10:09 – 10:49	PERIOD (5) Expl./PE-Health
10:50 – 11:30	PERIOD (6) Expl./PE-Health
11:31 – 12:01	PERIOD (7) Lunch
12:02 – 12:42	PERIOD (8)
11:43 – 1:23	PERIOD (9)
1:24-2:04	PERIOD (13)
2:05-2:45	PERIOD (14)
2:46	Dismissal
***Pds. 10, 11, 12 do not exist for 6 <sup>th</sup> graders***	



<b>7<sup>TH</sup> GRADE</b>	
7:55 – 8:15	ARRIVAL/BREAKFAST/HOMEROOM (1)
8:16 – 8:46	PERIOD (2) THRIVE
8:47 – 9:27	PERIOD (3)
9:28 – 10:08	PERIOD (4)
10:09 – 10:49	PERIOD (5)
10:50 – 11:30	PERIOD (6)
11:31 – 12:11	PERIOD (10)
12:12 – 12:52	PERIOD (11)
12:53 – 1:23	PERIOD (12) Lunch
1:24-2:04	PERIOD (13) Expl./PE-Health
2:05-2:45	PERIOD (14) Expl./PE-Health
2:46	Dismissal
** Pds. 7, 8, 9 do not exist for 7 <sup>th</sup> Graders***	

<b>8<sup>TH</sup> GRADE</b>	
7:55 – 8:15	ARRIVAL/BREAKFAST/HOMEROOM (1)
8:16 – 8:46	PERIOD (2) THRIVE
8:47 – 9:27	PERIOD (3) Expl./PE-Health
9:28 – 10:08	PERIOD (4) Expl./PE-Health
10:09 – 10:49	PERIOD (5)
10:50 – 11:30	PERIOD (6)
11:31 – 12:11	PERIOD (10)
12:12 – 12:52	PERIOD (11)
12:53 – 1:23	PERIOD (12) Lunch
1:24-2:04	PERIOD (13)
2:05-2:45	PERIOD (14)
2:46	Dismissal
** Pds. 7, 8, 9 do not exist for 8 <sup>th</sup> Graders***	

Patience **R**espect **I**ntegrity **D**iligence **E**mpathy





## PTMS Early Dismissal Schedule 2022 - 2023

<b>5<sup>TH</sup> GRADE</b>	
7:55 – 8:15	PTMS ARRIVAL/HOMEROOM
8:16 – 8:41	PERIOD (2) THRIVE
8:42 – 9:07	PERIOD (3)
9:08 – 9:33	PERIOD (4)
9:34 – 9:59	PERIOD (5)
10:00 – 10:25	PERIOD (6)
10:26 – 10:51	PERIOD (8) Expl./PE-Health
10:52 – 11:17	PERIOD (9) Expl./PE-Health
11:18 – 11:43	PERIOD (13)
11:44 – 12:09	PERIOD (14)
12:10 – 12:15	Homeroom/Lunch pick-up
*** Pds. 10, 11, 12 do not exist for 5 <sup>th</sup> graders***	

<b>6<sup>TH</sup> GRADE</b>	
7:55 – 8:15	PTMS ARRIVAL/HOMEROOM
8:16 – 8:41	PERIOD (2) THRIVE
8:42 – 9:07	PERIOD (3)
9:08 – 9:33	PERIOD (4)
9:34 – 9:59	PERIOD (5) Expl./PE-Health
10:00 – 10:25	PERIOD (6) Expl./PE-Health
10:26 – 10:51	PERIOD (8)
10:52 – 11:17	PERIOD (9)
11:18 – 11:43	PERIOD (13)
11:44 – 12:09	PERIOD (14)
12:10 – 12:15	Homeroom/Lunch pick-up
*** Pds. 10, 11, 12 do not exist for 6 <sup>th</sup> graders***	



<b>7<sup>TH</sup> GRADE</b>	
7:55 – 8:15	PTMS ARRIVAL/HOMEROOM
8:16 – 8:41	PERIOD (2) THRIVE
8:42 – 9:07	PERIOD (3)
9:08 – 9:33	PERIOD (4)
9:34 – 9:59	PERIOD (5)
10:00 – 10:25	PERIOD (6)
10:26 – 10:51	PERIOD (10)
10:52 – 11:17	PERIOD (11)
11:18 – 11:43	PERIOD (13) Expl./PE-Health
11:44 – 12:09	PERIOD (14) Expl./PE-Health
12:10 – 12:15	Homeroom/Lunch pick-up
*** Pds. 7, 8, 9 do not exist for 7 <sup>th</sup> graders***	

<b>8<sup>TH</sup> GRADE</b>	
7:55 – 8:15	PTMS ARRIVAL/HOMEROOM
8:16 – 8:41	PERIOD (2) THRIVE
8:42 – 9:07	PERIOD (3) Expl./PE-Health
9:08 – 9:33	PERIOD (4) Expl./PE-Health
9:34 – 9:59	PERIOD (5)
10:00 – 10:25	PERIOD (6)
10:26 – 10:51	PERIOD (10)
10:52 – 11:17	PERIOD (11)
11:18 – 11:43	PERIOD (13)
11:44 – 12:09	PERIOD (14)
12:10 – 12:15	Homeroom/Lunch pick-up
*** Pds. 7, 8, 9 do not exist for 8 <sup>th</sup> graders***	

Patience Respect Integrity Diligence Empathy

**In the event there is a delayed opening, the following start and end times will apply:**

**PTMS - DELAYED OPENING SCHEDULES  
2022-2023**



1 HOUR DELAY		1 ½ HOUR DELAY		2 HOUR DELAY	
5 <sup>TH</sup> GRADE		5 <sup>TH</sup> GRADE		5 <sup>TH</sup> GRADE	
Homeroom	8:55 – 9:10	Homeroom	9:25 – 9:40	Homeroom	9:55 – 10:10
Period 2	9:11 – 9:43	Period 2	9:41 – 10:10	Period 2	10:11 – 10:37
Period 3	9:44 – 10:16	Period 3	10:11 – 10:40	Period 3	10:38 – 11:04
Period 4	10:17 – 10:49	Period 4	10:41 – 11:10	Period 4	11:05 – 11:31
Period 5	10:50 – 11:22	Period 5	11:11 – 11:40	Period 5	11:32 – 11:58
Period 6	11:23 – 11:55	Period 6	11:41 – 12:10	Period 6	11:59 – 12:25
Lunch	11:56 – 12:28	Lunch	12:11 – 12:40	Lunch	12:26 – 12:52
Period 8	12:29 – 1:01	Period 8	12:41 – 1:10	Period 8	12:53 – 1:19
Period 9	1:02 – 1:34	Period 9	1:11 – 1:40	Period 9	1:20 – 1:46
Period 13	1:35 – 2:07	Period 13	1:41 – 2:10	Period 13	1:47 – 2:13
Period 14	2:08 – 2:40	Period 14	2:11 – 2:40	Period 14	2:14 – 2:40
Homeroom	2:41-2:46	Homeroom	2:41-2:46	Homeroom	2:41-2:46
6 <sup>TH</sup> GRADE		6 <sup>TH</sup> GRADE		6 <sup>TH</sup> GRADE	
Homeroom	8:55 – 9:10	Homeroom	9:25 – 9:40	Homeroom	9:55 – 10:10
Period 2	9:11 – 9:43	Period 2	9:41 – 10:10	Period 2	10:11 – 10:37
Period 3	9:44 – 10:16	Period 3	10:11 – 10:40	Period 3	10:38 – 11:04
Period 4	10:17 – 10:49	Period 4	10:41 – 11:10	Period 4	11:05 – 11:31
Period 5	10:50 – 11:22	Period 5	11:11 – 11:40	Period 5	11:32 – 11:58
Period 6	11:23 – 11:55	Period 6	11:41 – 12:10	Period 6	11:59 – 12:25
Lunch	11:56 – 12:28	Lunch	12:11 – 12:40	Lunch	12:26 – 12:52
Period 8	12:29 – 1:01	Period 8	12:41 – 1:10	Period 8	12:53 – 1:19
Period 9	1:02 – 1:34	Period 9	1:11 – 1:40	Period 9	1:20 – 1:46
Period 13	1:35 – 2:07	Period 13	1:41 – 2:10	Period 13	1:47 – 2:13
Period 14	2:08 – 2:40	Period 14	2:11 – 2:40	Period 14	2:14 – 2:40
Homeroom	2:41-2:46	Homeroom	2:41-2:46	Homeroom	2:41-2:46
7 <sup>TH</sup> GRADE		7 <sup>TH</sup> GRADE		7 <sup>TH</sup> GRADE	
Homeroom	8:55 – 9:10	Homeroom	9:25 – 9:40	Homeroom	9:55 – 10:10
Period 2	9:11 – 9:43	Period 2	9:41 – 10:10	Period 2	10:11 – 10:37
Period 3	9:44 – 10:16	Period 3	10:11 – 10:40	Period 3	10:38 – 11:04
Period 4	10:17 – 10:49	Period 4	10:41 – 11:10	Period 4	11:05 – 11:31
Period 5	10:50 – 11:22	Period 5	11:11 – 11:40	Period 5	11:32 – 11:58
Period 6	11:23 – 11:55	Period 6	11:41 – 12:10	Period 6	11:59 – 12:25
Period 10	11:56 – 12:28	Period 10	12:11 – 12:40	Period 10	12:26 – 12:52
Period 11	12:29 – 1:01	Period 11	12:41 – 1:10	Period 11	12:53 – 1:19
Lunch	1:02 – 1:34	Lunch	1:11 – 1:40	Lunch	1:20 – 1:46
Period 13	1:35 – 2:07	Period 13	1:41 – 2:10	Period 13	1:47 – 2:13
Period 14	2:08 – 2:40	Period 14	2:11 – 2:40	Period 14	2:14 – 2:40
Homeroom	2:41-2:46	Homeroom	2:41-2:46	Homeroom	2:41-2:46
8 <sup>TH</sup> GRADE		8 <sup>TH</sup> GRADE		8 <sup>TH</sup> GRADE	
Homeroom	8:55 – 9:10	Homeroom	9:25 – 9:40	Homeroom	9:55 – 10:10
Period 2	9:11 – 9:43	Period 2	9:41 – 10:10	Period 2	10:11 – 10:37
Period 3	9:44 – 10:16	Period 3	10:11 – 10:40	Period 3	10:38 – 11:04
Period 4	10:17 – 10:49	Period 4	10:41 – 11:10	Period 4	11:05 – 11:31
Period 5	10:50 – 11:22	Period 5	11:11 – 11:40	Period 5	11:32 – 11:58
Period 6	11:23 – 11:55	Period 6	11:41 – 12:10	Period 6	11:59 – 12:25
Period 10	11:56 – 12:28	Period 10	12:11 – 12:40	Period 10	12:26 – 12:52
Period 11	12:29 – 1:01	Period 11	12:41 – 1:10	Period 11	12:53 – 1:19
Lunch	1:02 – 1:34	Lunch	1:11 – 1:40	Lunch	1:20 – 1:46
Period 13	1:35 – 2:07	Period 13	1:41 – 2:10	Period 13	1:47 – 2:13
Period 14	2:08 – 2:40	Period 14	2:11 – 2:40	Period 14	2:14 – 2:40
Homeroom	2:41-2:46	Homeroom	2:41-2:46	Homeroom	2:41-2:46

Patience Respect Integrity Diligence Empathy

### BOOK BAGS

Students may use book bags to bring materials to school and to take materials home. Students will be allowed to carry book bags from class to class. Students will be able to go to their lockers at designated times throughout the school day.

### BUSES

All students at the Pittsgrove Township Middle School are transported by bus. Riding a bus is a privilege that must not be abused. If the privilege is abused, a student may be suspended from the bus for a short or extended period of time. Bus problems relating to discipline problems traveling from home to the bus, at the bus stop, or on the bus must be referred to the Assistant Principal or the Principal. All other problems are referred to the Transportation Supervisor (358-7072) ext. 4823.

### CAFETERIA

The cafeteria serves breakfasts and lunches daily to all students. The school breakfast program starts the second full week of school.

While the lunch period serves an essential function, it is recognized that it is also a social period. However, appropriate conduct is mandatory. Students who do not abide by cafeteria rules will be subject to disciplinary actions (See *PTMS Code of Conduct*).

### CASH AND OTHER VALUABLES

It is strongly recommended that students place their items in their locker prior to Physical Education class and lunch so jewelry, money, and other personal belongings are safe. In addition, students must keep their hallway lockers locked at all times. Lockers are property of the BOE and administration reserves the right to perform random searches at any time.

### CELL PHONES & OTHER ELECTRONIC DEVICES

It is parental discretion to have their child carry a cellular phone or electronic device. However, the cellular phones are **NOT** allowed to be turned on, operated, or displayed once the students are entering the building and until students are dismissed for the school day. In essence, students are not permitted to use their cellphones while on school grounds, unless instructed by administration. Violation will result in disciplinary action. Bluetooth ear buds can be used in the classroom. Bluetooth ear buds cannot be used or worn in the hallway at any time. (See *PTMS Code of Conduct*)

Safe keeping of the cell phone is the student's responsibility and the school cannot be held liable. Administration and staff will not be held responsible for any lost or stolen electronic devices. Students bring these items to school *AT THEIR OWN RISK*. Telephones are available in the main office to students in case of an emergency.

## CHAIN OF COMMUNICATION

### PITTSBORO TOWNSHIP SCHOOLS CHAIN OF COMMAND

This document is designed to offer you the most effective path to resolving any issue you may encounter with your child's educational experience. Please follow these important steps in our staff hierarchy to ensure your concern is handled in an efficient manner.

#### **On matters involving Instruction at your child's School:**

1. Classroom teacher
2. Case Manager if your child has an IEP
3. Instructional Supervisor/School Counselor
4. Principal
5. Chief Academic Officer
6. Superintendent
7. Board of Education

#### **On matters involving student discipline at your child's school:**

1. Classroom teacher
2. Case Manager if your child has an IEP
3. Assistant Principal (only applies to middle and high school)
4. Principal
5. Superintendent
6. Board of Education

#### **On matters involving student social, emotional, behavioral concerns:**

1. School Counselor or case manager if your child has an IEP
2. Director of Guidance
3. Principal
4. Superintendent
5. Board of Education

#### **On matters involving IEP and Special Education services:**

1. Classroom Teacher
2. Case manager
3. Child Study Team Supervisor
4. Superintendent
5. Board of Education

#### **On matters involving facilities or buildings & grounds:**

1. Buildings and Grounds Supervisor
2. Business Administrator
3. Superintendent
4. Board of Education

#### **On matters involving School Security:**

1. School Safety Specialist
2. Principal
3. Superintendent
4. Board of Education

#### **On matters involving athletics:**

1. Coach
2. Athletic Director
3. Principal
4. Superintendent
5. Board of Education

## CHANGE OF ADDRESS OR PHONE NUMBER

For the safety of your child, it is vital that the school office be notified immediately when you change your address, telephone number, emergency number, place of employment, contact information, and phone/cell number of either parent/guardian during the school year. Please contact the main office at (856) 358-8529.

## CO-CURRICULAR EVENTS, AFTER SCHOOL ACTIVITIES, DANCES, and ALL OTHER AFTERNOON/EVENING EVENTS, and SPORTING EVENTS

Students attending or participating in **ANY** event after regular school hours (8:10am-2:46pm) are required to be in school on the same day for the **minimum number of hours required on their regular scheduled school day**. This includes but is not limited to sport events, dances, skating parties, performances, 8<sup>th</sup> grade ceremony, etc. Students who are on the restricted list may not participate in after school club/activities/school events. ***Also, students MUST be picked up by 4:00PM for ALL after school clubs***, unless the student is riding the after school bus home.

## COMMUNITY CONTACTS

### Hospitals

#### **Salem Medical Center**

310 Woodstown Rd., Salem, NJ 08079  
856-935-1000

#### **Inspira Medical Center – Elmer**

501 West Front Street, Elmer, NJ 08318  
856-363-1000

#### **Inspira Medical Center – Vineland**

1505 West Sherman Ave., Vineland, NJ 08360  
856-641-8000

#### **Inspira Health Center – Bridgeton** (formerly Bridgeton Hospital)

333 Irving Avenue, Bridgeton, NJ 08302  
856-575-4500

#### **Inspira Health Center – Vineland**

1038 East Chestnut, Vineland, NMJ 08360  
856-507-8548

<http://www.inspirahealthnetwork.org/>

### Dental

#### **Southern NJ Family Medical Center**

235 Broad Street, Salem, NJ 08079  
856-935-7711

[www.sjfmcc.org](http://www.sjfmcc.org)

Bring proof of income, utility bill for proof of residency, identification for guardian and for child.

#### **Mobile Dentist “Smile Programs”**

888-833-8441

Will come to the school twice a year. They will do examinations, fluoride treatments, fluoride varnish, x-rays, cleanings, sealants, and help set up grants for those in need.

[www.mobiledentists.com](http://www.mobiledentists.com)

#### **Dental for Students with Special Needs**

If insured, call:

#### **Dr. Beck**

3071 East Chestnut Ave., Suite D-10  
Vineland, NJ 08360  
856-205-0099

#### **Dr. Nussbaum**

188 Fries Mill Road, Suite K-1,  
Turnersville, NJ 08012  
856-629-0222

[www.dentistryforspecialpeople.com](http://www.dentistryforspecialpeople.com)

#### **If using Medicaid University Dental (Camden County):**

#### **Signature Smiles**

Call Janet Periconi – Special Needs and Pediatric Dentistry Coordinator  
Vineland Office – 1103 West Sherman Avenue,  
Vineland, NJ 08360  
856-692-5530

Vineland Office – 120 S. 6<sup>th</sup> St., Vineland, NJ  
08360  
856-692-5666

Pennsville Office – 370 N. Broadway,  
Pennsville, NJ 08070  
856-299-0030

Carneys Point Office - 266 Georgetown Rd,  
Carneys Point, NJ 08069  
856-299-0030  
[www.signsmiles.com](http://www.signsmiles.com)

### **Vision**

#### **Commission for the Blind – Southern Regional Office**

2201 Rt. 38 East, Suite 600  
Cherry Hill, NJ 08002  
856-482-3700  
Counties served: Atlantic, Burlington, Camden,  
Cape May, Cumberland, Salem and Gloucester

#### **Gift of Sight (Lens Crafters)**

Cumberland Mall  
856-825-6622; fax 856-825-6658  
To make an appointment for an eye exam –  
856-825-8999

#### **Bridgeton Lions Club**

Michael Cudemo  
43 Pineview Terrace  
Bridgeton, NJ 08302  
856-358-2262

### **Health Departments**

#### **Cumberland County Health Department**

309 Buck Street  
Millville, NJ 08332  
856-327-7602  
[www.co.cumberland.nj.us/ccdoh](http://www.co.cumberland.nj.us/ccdoh)

#### **Salem County Health Department**

98 Market Street, Salem, NJ 08098  
856-935-7510  
[www.salemcountynj.gov](http://www.salemcountynj.gov)

### **Insurance**

#### **NJ Family Care**

[www.njfamilycare.org](http://www.njfamilycare.org)  
800-701-0710

### **Clinics**

#### **Southern Jersey Family Medical Center**

238 East Broadway  
Salem, NJ 08079  
856-935-7711

#### **Memorial Hospital of Salem County**

301 Woodstown Road, 3<sup>rd</sup> Floor

Salem, NJ 08079  
856-935-1000  
STD Clinic – Monday  
HIV testing – Every other Monday  
Shots for Tots – Second Thursday  
Cancer Screening Program – 856-935-7510

### **Complete Care Network**

#### **Bridgeton Clinic**

265 Irving Avenue  
Bridgeton, NJ 08302  
856-451-4700

### **NJ Department of Human Services**

PO Box 728  
Trenton, NJ 08625-0728  
609-292-0600  
Family Info. Line: 1-800-335-3863  
<https://nj.gov/health/>

### **Tri-County Community Services**

Call this number for assistance: 856-935-0944

### **Salem County Board of Social Services**

147 S. Virginia Avenue  
Penns Grove, NJ 08069  
856-299-7200

- Food stamps
- Welfare
- Cash assistance (TANF)

<https://www.scbssnj.org/>

### **Salem County Interagency Council**

Inter Agency Council  
98 Market St. 2nd Floor  
Salem, NJ 08079  
856-935-7747  
[www.salemcountynj.gov/departments/inter-agency-council/](http://www.salemcountynj.gov/departments/inter-agency-council/)

### **Salem County Office for Autism**

390 N. Broadway # 1200  
Pennsville, NJ 08070  
856-678-9400  
<http://www.salemcountycenterforautism.org/>

### **Department of Developmental Disabilities**

Counties Served: Atlantic-Cape May-  
Cumberland-Salem  
512 Atlantic Ave. Suite 205  
Mays Landing, NJ 08330  
<https://nj.gov/humanservices/ddd/home/>

**Church Assistance/Food Pantries**

**South Jersey Food Bank**

1501 John Tipton Boulevard  
Pennsauken, NJ 08110  
856-963-3663  
[www.foodbanksj.org](http://www.foodbanksj.org)

**St. Mary's Church**

732 Morton Avenue  
Rosenhayn, NJ 08352  
856-451-8763

**Olivet United Methodist Church**

933 Centerton Road  
Elmer, NJ 08318  
856-358-3232

**Elmer United Methodist Church – Peter's  
Pantry 21**

South Main Street  
Elmer, NJ 08318  
856-358-0135

**Miscellaneous**

**Bassetti Photo "Coats for Kids"**

Free coats. A letter of request from the principal on school letterhead should be faxed to: 856-697-4224 – Attn: Carol  
Indicate gender and size in letter. This is usually from November 1<sup>st</sup> to February 15<sup>th</sup> of each year.

**Free Educational Programs**

**Salem County Public Health**

856-935-7510 x8302  
<https://health.salemcountynj.gov/>



## COUNSELING SERVICES

We have school counselors for grades 5, 6, 7, & 8. The counseling services at PTMS are designed to help each student make good educational choices as well as aide in the development of attitudes and skills helpful in a student's life. The counselor is available throughout the school day. If a student would like to arrange an appointment with the counselor, a "Counseling Request" form should be completed and submitted to the school counselors. Conferences are then made by appointment. Parents/Guardians may call Ms. Botto at (856)358-8529, ext. 4507 or Ms. Ford at (856)358-8529, ext. 4506 to arrange conferences with the counselor or teachers.

### **What is a school counselor?**

A school counselor is a person who cares very much about you and is trained to help you. You may visit him/her to discuss any problem that is bothering you. He/she will not think that any of your problems are silly or unimportant. If something is worrying you, the counselor will be very happy to help you with the problem.

### **Does it mean that you have something wrong with you if you talk with the counselor?**

**Definitely not!** All middle school students meet with the counselor during the year for various reasons. The counselor does not discuss your questions and problems with other students. The counselor is part of the middle school program and will be seeing many students at the request of the students, parents, and teachers. A visit to the counselor is a normal part of the program; it is not a sign of something bad.

## CHROMEBOOKS

As you are aware, Pittsgrove Township Middle School implemented a 1:1 Chromebook initiative for all of our students. This initiative has been a huge success and continues to exceed our expectations as we provide our students with technology-rich environments to be engaged and successful members of a digital society and workforce. Please reference the **Blended Learning District 1:1 Technology Handbook** for Chromebook care, guidelines, expectations and policy.

### **Financial Responsibilities for Chromebook Repair**

As a parent or guardian of this student, you will be required to sign a Technology Agreement for our 1:1 Chromebook Initiative. By signing the Agreement Page of the **Blended Learning District 1:1 Technology Handbook**, I acknowledge that I will be held accountable for:

- Rules and regulations outlined for care, maintenance and student responsibility of District Issued Devices apply to all Pittsgrove Township issued technology, including desktop computers, iPads, laptops, etc.
- Violation of the Student Code of Conduct Computer/technology offenses will be addressed through each school's Code of Conduct. This includes, but is not limited to minor infractions (playing games, chatting, etc.) or major infractions (hacking, identity theft, hijacking someone else's account, etc.).
- The financial burden of repairs due to damages caused by my child for the following areas:

#### **PART / COMPONENT COST**

- District Issued Device Screen \$40.00
- District Issued Device Keyboard \$20.00
- Unit Replacement \$150.00



## **Violation of the Student Code of Conduct**

Computer/technology offenses will be addressed through the PTMS Code of Conduct. This includes, but is not limited to minor infractions (playing games, chatting, etc.) or major infractions (hacking, identity theft, hijacking someone else's account, etc.). I understand that if I violate any of these rules, I could receive consequences, lose my Chromebook privileges, and/or pay for any damages. (Board of Education Policy 6142.10). Payment for damages will be required within 30 days and is to be made out to Pittsgrove Board of Education. Rules and regulations outlined for care, maintenance and student responsibility of Chromebooks apply to all Pittsgrove Township issued technology, including desktop computers, iPads, laptops, etc.

## **DRESS CODE**

Dress Code enforcement begins at home. Parents/Guardians have the primary responsibility of making sure their children understand and adhere to the Pittsgrove Township Middle School dress code, and arrive at school appropriately dressed and groomed.

The dress code described below cannot fully predict all circumstances. For that reason, the principal or designee reserves the right to determine whether a student's dress is appropriate for the educational environment.

### **Clothing:**

- Sleeveless attire is permitted as long as the straps are at least three fingers wide.
- Off-the-shoulder tops, halter-tops and tube tops are not permitted.
- No low-cut tops (no exposed cleavage).
- No bare midriffs or bare backs. Tops and bottoms must meet at all times – sitting and standing.
- All clothing that is transparent/see-through (including fishnet fabrics or fabric that is too thin) is prohibited.
- Clothing shall conceal undergarments at all times, including boxer shorts, bra straps, etc. Undergarments are never to be worn as outer garments.
- Skirts/dresses/shorts must be mid-thigh in length
- Pants are to be worn at the waistline with undergarments not exposed.
- No boxer shorts, skin-tight shorts, spandex, pajamas or similar clothing considered "loungewear."
- Clothing must be properly buttoned.
- All apparel must be clean--not ragged, ripped, frayed, or contain holes. If jeans, pants, shorts or skirts have holes in them, leggings, colored pantyhose or patches must be behind each hole higher than mid-thigh in length

### **Headwear:**

- No head coverings or headwear of any type are permitted in the building. This includes hats, bandannas, sweatshirt hoods "hoodies", head/sweatbands (unless they are pulling hair back off of face), goggles, and sunglasses.

### **Footwear:**

- No slippers, or other shoes that pose a safety hazard. Sandals may be worn unless other footwear is required by the teacher during a class activity that may pose a potential safety hazard. In such cases, teachers will notify students in advance.

### **Other Items:**

- No chains, spikes, dog collars, or other sharp objects on any type or clothing, accessories, or jewelry that may pose a danger to the wearer of others.

- No gloves or mittens.
- No blankets, “snuggies”, pillows, stuffed animals, or blanket-like items.
- No clothing, book bags, or other possessions that display inappropriate pictures, drawings, wording, or gestures that is offensive to others.
- No double meanings or crude phrases, references to or direct display of profanity, sexual or violent activity, terroristic, racist or sexist symbols, or promotion of harmful and/or illegal substances – including alcohol and advertisements for taverns/bars.
- Any item of clothing (or jewelry) which depicts bias symbols or hate messages or is intended to harass, threaten, intimidate or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation and which, in the judgment of the administration, has substantial risk of creating a material disruption to the learning environment and/or school operation shall be prohibited.

Students in violation of the dress code will be given **ONE** opportunity to change their clothes, call a family member to bring a change of clothes, or borrow clothes from a friend. Subsequent dress code violations will be noted in the student’s discipline file. See PTMS Code of Conduct for disciplinary action due to dress code violations.

**DRUG & ALCOHOL ABUSE POLICY/WEAPONS  
& DANGEROUS INSTRUMENTS POLICY**

These two policies will be distributed to and reviewed with students and parents/guardians at Back-to- School Night. **All district policies are available at [www.pittsgrove.net](http://www.pittsgrove.net).**

**EARLY SCHOOL DISMISSAL**

During early dismissal days, all students are dismissed at 12:15 p.m. Please note that In addition to the early dismissal dates listed on the district calendar, **all students will be dismissed at 12:15PM on the following dates for Parent/Teacher Conferences:**

*November 21-22, 2022*

**If the Pittsgrove Township Middle School must dismiss students early due to an emergency, your child should know where she/he should go. All emergency early dismissals will be posted on our website and an automated call will be made to parents/guardians. It is imperative that we have the updated parent/guardian and emergency contact information. Please contact the main office for changes needed.**

**EMERGENCY SCHOOL CLOSING**

In the event that school has to be closed due to inclement weather/emergency conditions, please listen to the following radio stations, which will announce either the name of our school district (Pittsgrove Township Schools) or our code #895:

KYW	1060 AM	Philadelphia
KYW	TV 3	Philadelphia
NBC	TV 10	Philadelphia
WPVI	TV 6	Philadelphia

School closing decisions are made no later than 6:00 a.m., you will receive an automated phone call notifying you of the school closing, at which time radio stations are notified. **Please do not call the stations or the school.**

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

This act affords parents and students over 18 years of age certain rights with respect to the student's educational records. These rights include:

1. Right to inspect and review records.
2. Correction of inaccurate information.
3. Right to consent to disclosures.
4. Right to file a complaint.

For more information, please contact the superintendent's office.

## FOOD / DRINKS

No food or drinks are permitted in the hallways or classrooms from the time students enter the building until they exit the building at the end of their school day, with the exception of water bottles. In addition, students are not permitted to have food or drinks as they exit the cafeteria from lunch; all items must be either discarded or placed in their lunch bag. Food or drinks are permitted in the classrooms when a special event or board approved sale of items are arranged, or under circumstances deemed necessary by the building Principal.

## FUNDRAISERS

Several groups do fundraising at PTMS. Funds raised by the PTSO are used to support school programs and activities. Grade levels also conduct fund raising activities. Grade level fundraisers are conducted for the sole purpose of helping to pay for grade level activities and trip(s) for that school year. Any additional money raised will go into the grade level treasury for use by the grade level. **STUDENTS MAY NOT GO DOOR-TO-DOOR FOR FUND RAISING ACTIVITIES.**

## GIFTED AND TALENTED

The Gifted and Talented Handbook can be located on our website at [http://www.pittsgrove.net/programs/gifted\\_program](http://www.pittsgrove.net/programs/gifted_program)

## GRADING CRITERIA

### **Language Arts Literacy, Math, Science, Social Studies**

- |   |              |
|---|--------------|
| 1. Summative Assessments/Projects/Tests | 40% of grade |
| 2. Formative Assessments/Quizzes        | 30% of grade |
| 3. Classwork                            | 25% of grade |
| 4. Homework                             | 5% of grade  |

### **Algebra**

- |                |              |
|----------------|--------------|
| 1. Tests       | 60% of grade |
| 2. Assignments | 40% of grade |

### **Exploratory**

- |   |              |
|---|--------------|
| 1. Summative Assessments/Projects/Tests | 40% of grade |
| 2. Formative Assessments/Quizzes        | 30% of grade |
| 3. Classwork                            | 30% of grade |

### **Health/PE: PE/Health will continue to count as one course.**

- |                       |              |
|-----------------------|--------------|
| 1. Daily Requirements | 40% of grade |
| 2. Activity           | 30% of grade |
| 3. Test/Quizzes       | 30% of grade |

**Formative Assessment/Quizzes:** Designed to provide feedback to inform the teacher and student during the learning process. As assessment for learning, formative assessment/quizzes provide students with clear learning targets, examples and models of strong and weak work, regular descriptive feedback, and the ability to self-assess, track learning, and set goals. May include, but not limited to, classwork, journals, quizzes, quick writes, graded warm up activities, minor writing assignments, daily or weekly assignments, minor projects, exit slips.

**Summative Assessments/Tests/Projects:** Cumulative evaluations used to measure student learning after instruction to determine if students met specific long-term learning goals and outcomes outlined in the curricula. May include, but not limited to, tests, major projects, final writing assignments, quarterly assessments.

**Homework:** Independent practice completed outside of class.

### GRADE SCALE

The Pittsgrove Township Middle School grade scale is as follows:

A (100 – 93)      B (92 – 85)      C (84 – 75)      D (74 – 70)      F (69 – 0)

### HALLWAY PASSES

Students are to remain in their classrooms at all times unless they have a pass. Leaving class should not be a regular occurrence for students. Students who regularly ask to leave may be denied privileges. Anytime a student leaves their assigned class, he/she must have an appropriate pass and may be asked to display the pass to make sure that they are in the appropriate area. In short, **no student is to be in the halls without an appropriate pass.**

### HARASSMENT INTIMIDATION AND BULLYING

Pittsgrove Township School District strives to provide students with the highest conditions for learning by preserving a school community where each student is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated or bullied by others in the school community, at school sponsored events, on a school bus or when such actions create a substantial disruption in or substantial interference with the orderly operation of the school.

The Pittsgrove Township School Board of Education and administration believes that educating children is a shared responsibility between the parent/guardian and the school community. Students will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics.

As per New Jersey Statute, Title 18A:37-1 through 19, the consequences for any student who commits acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. However, the Chief School Administrator may modify a student's removal on a case-by-case basis. In addition, the appropriate law enforcement agency may be notified.

To ensure that the harassment, intimidation and bullying policy is understood, please read the district policy online at [www.pittsgrove.net](http://www.pittsgrove.net). To report an incident of Harassment, Intimidation and Bullying, please download a HIB reporting form from the district website and submit it to the main office or guidance office. If you have questions or concerns regarding an HIB case or the district policy, please contact:

Mrs. Allison Ford, HIB Specialist  
Pittsgrove Township Middle School  
1082 Almond Rd.  
Pittsgrove, NJ 08318  
(856)358-8529 ext. 4102  
[aford@pittsgrove.net](mailto:aford@pittsgrove.net)

Mrs. Gabrielle Chinnici-Heyel, District HIB Coordinator  
A.P. Schalick High  
1078 Almond Rd.  
Pittsgrove, NJ 08318  
(856)358-2054 ext. 4111  
[gchinnici-heyel@pittsgrove.net](mailto:gchinnici-heyel@pittsgrove.net)

### The 10 Steps of the HIB Complaint and Investigation Process

A school is required to take specific steps when HIB is reported. For information on the Pittsgrove Township School Board's HIB policy 5131.1, please visit the website [www.pittsgrove.net](http://www.pittsgrove.net) under the HIB policy.

The steps a school district and school must take when addressing a suspected incident of HIB are provided below. These steps can be found in *N.J.S.A. 18A:37-15* of the ABR:

**Step 1: The Verbal Report** – All reports of HIB acts must be reported to the principal the *same day* the incident occurs when a school staff member, a contractor, or a volunteer:

- Personally witnesses an act of HIB; or
- Receives reliable information indicating that a HIB act occurred.

Parents, students and others also may make verbal reports.

**Step 2: Parent Notification** – As soon as possible following any verbal report of HIB to the principal, the principal must inform the parents of all suspected student offenders and suspected student victims. If it is appropriate to the situation, the principal may discuss the availability of counseling and other intervention services.

**Step 3: The Investigation** – After receiving the verbal/written report, the principal, or his or her designee, in consultation with the anti-bullying specialist, makes a preliminary determination as to whether a reported incident or complaint, assuming all facts presented are true, is a report within the scope of the HIB law. If so, the principal or the principal's designee must start an investigation of the act. The school anti-bullying specialist conducts the investigation, in coordination with the principal. If the decision is NOT to initiate an investigation, the parent may appeal to the BOE.

*Length of Investigation* – The investigation should be completed as soon as possible, but must be completed no later than *10 school days* from the date of the *written* report (see Step 4: The Written Report below). During the investigation:

- The principal might appoint other school staff to help with the investigation; and
- The administrator might administer discipline or take other steps under the board of education's anti-bullying policy or code of student conduct if the facts show there is enough information to do so.

**Step 4: The Written Report** – Within *two school days* of the verbal report, the school employee, contractor or volunteer must also report the act of HIB to the principal, in writing. The written report requirement does not apply to parents.

**Step 5: The Investigation Report** – Within *two school days* of the completion of the investigation, the results of the investigation must be reported to the CSA.

*Amending the Investigation Report (Depends on the Facts)*: If there is information related to the investigation that is received after the 10 school day deadline, the ABS may amend the original results of the report to include the information. There is no deadline for making an amendment to the report. The district would make a decision on the way to respond to the additional information, depending on the facts.

**Step 6: CSA Actions** – Based on the investigation report, the CSA may choose to take any one of the following additional actions:

- Impose discipline;
- Provide intervention services;
- Create training programs to reduce HIB, improve school climate and make the school safer and more accepting of all students;
- Order counseling; or
- Take any other actions necessary to address the incident or reduce HIB in the schools.

**Step 7: The CSA’s Report to the Board of Education** – The CSA must report the results of the investigation and any actions taken to the board of education by its next meeting following the completion of the investigation.

**Step 8: Information to Parents** – Within *five school days* after the results of the investigation are reported to the board of education, the school district must provide the parents with information about the investigation that is limited to the following:

- The type of investigation that was conducted;
- Whether or not the district found evidence of HIB, as defined in the ABR; and
- Whether or not discipline was imposed or services were provided to address the HIB.

*Limited Information and Student Privacy Laws:* Due to student records and privacy laws and regulations, parents are only entitled to review their child’s educational records; a parent is not entitled to view the records of other students. This means that parents are not permitted to receive the entire HIB investigation report if it in any way would identify a student other than their own. If parents believe they are entitled to more information than has been provided by the school district, the parents may request a hearing before the board of education. The process for the board hearing and other options available to parents are explained in the following section (Based on 20 U.S.C. §1232g, the *Family Education Rights and Privacy Act*, and *N.J.A.C. 6A:32-7*, Student Records).

**Step 9: Optional Hearing or Appeal** – Parents may request a hearing, no later than 60 calendar days after the parent or guardian receives written notice of the outcome of the investigation. Parents have the right, but are not required, to request a hearing with the board of education, if they are unsatisfied with the investigation findings or any other actions taken by the school or school district. If the parent requests this hearing, it must be held within 10 days of the parents’ request.

**Step 10: Board of Education Decision** – At the board of education’s *next meeting* following its receipt of the CSA’s report (Step 7), the board must produce a decision, in writing. The decision must either uphold, reject or change the CSA’s decision.

### **HEALTH INFORMATION**

Children all learn better when they are in the best of health, the school nurses will be busy promoting good health habits, detecting problems, and providing care and counseling for your children. The following is an explanation of the health related experiences in which your child will be involved throughout the schools:

Height and Weight	Grades Preschool - 12
Vision	Grades Preschool, K, 2, 4, 6, 8, 10
Hearing	Grades Preschool, 4, 6, 8, 10
Color Deficiency	Grades 1
Blood Pressure	Grades Preschool - 12

Screenings may be done more frequently than stated at the discretion of the individual school nurse. In addition to the above screenings, all students in grades 5, 7, 9 and 11 will be checked for scoliosis. State law requires biennial examination of every student between the ages of 10-18. Scoliosis is defined as a condition of the spine in which the spine may curve to the right or left. It is most commonly found during the time of rapid growth and may progress if not treated. The purpose of the screening program is an attempt to recognize scoliosis in its earliest stages.

A student may be exempt from this examination if requested in writing by the parent or guardian.

School nurses and/or physical education teachers will do screening. Girls will be required to remove their outer garments and boys will be required to strip to the waist.

You are invited to be present if you so desire. However, you will need to notify the nurse in writing so that you can be advised of the time and date. Whether or not you are present, you will be notified of any concerns.

### **PHYSICAL EXAMINATIONS**

A physical exam is required of all students moving into the district (all grade levels). This exam should be performed by the student's family physician. This exam must be done no more than 365 days prior to entry. Parents should be reminded of the importance of obtaining a physical examination at least once during each of the student's developmental stages:

- Early Childhood (preschool through grade 3)
- Pre-adolescence (grades 4 through 6)
- Adolescence (grade 7 through 12)

### **IMMUNIZATIONS**

Recent changes in immunization mandates (Chapter 14, N.J.A.C. 8:57-4.1 to 8:57-4.17) now require all students born after January 1, 1997 and entering or attending Grade 6 to receive the following vaccinations:

#### **DPT vaccine**

- Every child born on or after January 1, 1997 and entering or attending Grade 6, or a comparable age level special education program with an unassigned grade, on or after September 1, 2014 shall have received one dose of Tdap given no earlier than the 10<sup>th</sup> birthday.
  - If the child received a Td booster dose less than five years prior to entry or attendance, he/she will not be required to receive the booster until five years have elapsed since the last documented dose of DTP/DTaP or Td.
- Children born on or after January 1, 1997 and transferring into a New Jersey school from another state or country after September 1, 2014 shall have received one dose of Tdap, provided at least five years have elapsed since the last documented Td dose.

#### **Meningococcal vaccine**

- Every child born on or after January 1, 1997, and entering or attending grade 6, or a comparable age level special education program with an unassigned grade, on or after September 1, 2014 shall have received one dose of meningococcal-containing vaccine, such as the medically-preferred meningococcal conjugate vaccine.
- Children born on or after January 1, 1997 and transferring into a New Jersey school from another state or country shall have received one dose meningococcal vaccine.

### **MEDICATION IN SCHOOL**

No medication will be given in school without written permission from parent/guardian and physician. If medication must be given during school hours, the following procedures are to be followed to comply with school regulations.



1. Written orders from a physician should give: name of drug, dosage, and time medication is to be taken. A diagnosis may be given if the physician determines it necessary.
2. Written permission provided by parent/guardian requesting school to comply with physician's order.
3. Medication must be brought to school in an original container and labeled by pharmacy or physician.
4. Nonprescription medication (ointments, cold tablets, etc.) cannot be given without prior written consent of parent and physician except for Tylenol and Advil, which can be given with written consent of parent.
5. Parents or guardians are to bring medication to the Nurse's Office. Medications are not to be sent on the bus with students.
6. The nurse is to administer medication.
7. Single pills out of the original container will not be administered.

Your attention and cooperation in this matter will be appreciated.

### **ILLNESS, INJURY AND COMMUNICABLE DISEASES**

Our teachers and nurses will keep a close watch on your child. If illness occurs, we will attempt to notify you. If your child has been hospitalized or absent from school for any illness lasting five consecutive days or more, a note from your family physician is required before your child may return to school.

If your child has been injured and must return to school with crutches, a cast, brace, sling, neck brace, sutures, etc., a note from your physician is required.

If your child must be excused from participating in physical education activities due to illness or injury, a note from your physician is required. In such a case, he/she will also be exempt from participating in other physical activities in school (recess, athletics, etc.).

Any student suspected of having a "nuisance" disease; namely, impetigo, ringworm, pink eye (conjunctivitis), lice (pediculosis), scabies (mites under the skin), or any questionable rash, will be excluded from school and may only return with a physician's note.

If there are any health problems you feel the school should be aware of, please do not hesitate to notify us. If there are any problems we feel you should be aware of, you can be assured we will notify you.

We appreciate your cooperation in caring for the well being of your child. Please feel free to call your child's school nurse if you have any questions on the above information.

#### **Gayle Nelson-Middle School Nurse**

Phone: (856) 358-8529 ext. 4509

Email: gnelson@pittsgrove.net

### **HONOR ROLL**

Students who meet the following requirements for **ALL** courses will be on the Pittsgrove Township Middle School Honor Roll:

- Superintendent's List- All A's
- Principal's List-Any combination of A's and B's

Students who achieve one of the above honors will be recognized each marking period at the Marking Period Student Awards Assembly held during the school day.



## **INTERVENTION SERVICES**

### **RTI (RESPONSE TO INTERVENTION)**

“Response to intervention integrates assessment and intervention within a multi-level prevention system to maximize student achievement and to reduce behavior problems. With RTI, schools identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student’s responsiveness, and identify students with learning disabilities” (National Center on Response to Intervention, 2009).

The Response to Intervention Program (RTI) for Pittsgrove Township School District will follow the aforementioned problem-solving framework. The district will utilize the framework, or early detection and intervention, of students in danger of inadequate learning outcomes in the content areas of literacy and math. RTI will be an intricate piece to increasing performance levels of the students in the school district. RTI will include the identification of students with academic delays, the implementation of research-based interventions, and the systematic monitoring of progress to determine student responsiveness. The RTI program will not only provide early interventions for students at risk, but also provide the district with a valid procedure for identifying students with learning disabilities.

RTI Goals:

- Support all students to meet their full potential.
- Gather, analyze, and utilize data to drive instruction.
- Use research-based materials and instructional practices.
- Utilize a problem-solving model and team approach to enhance student growth.
- Be proactive instead of reactive.
- Provide early intervention.
- Increase the number of students that meet or exceed state standards.

For more information, please see our district handbook.

[http://www.pittsgrove.net/programs/response\\_to\\_intervention](http://www.pittsgrove.net/programs/response_to_intervention)

### **I&RS (INTERVENTION & REFERRAL SERVICE)**

An I&RS team is one of the many resources used to intervene with student problems or concerns prior to Child Study Team (CST) evaluation. Areas addressed are academic, behavioral, or health related.

The Intervention and Referral Services (I&RS) for general education students is intended as a primary way in which general education teachers or specialists can assist a student who is at risk for school problems within the general education environment. I&RS programs are not intended to replace traditional methods or resources for helping students to function effectively in school. Rather, they exist primarily to focus on particular student problems using available resources within the general education environment.

The term intervention is used when teachers and other school personnel study and creatively solve educational issues that place a student at risk for school failure. Using a team approach that also significantly involves parents, each school carefully considers the needs of students who are identified “at risk” for learning, behavior, and health problems. After careful consideration, strategies are put in place to work with the student and effectively address the issues at hand.

#### **I&RS PHASES**

1. Request for Assistance
2. Information Collection
3. Parent/Guardian Notification and Participation

4. Problem Solve
5. Develop I&RS Action Plan
6. Support, Monitor and Continue the Process
7. Problem resolved or referral to CST

For more information, see Ms. Kirschner-Stable, Assistant Principal, your child's School Counselor or go to [www.state.nj.us/njded/students/irs/](http://www.state.nj.us/njded/students/irs/)

### Late Work/Make-Up Work Policies

Students are expected to turn work in on time. However, students will have the opportunity to complete late assignments with the following expectations:

#### **Grades 5-6**

- Teachers will accept student work up to 24 hours from the due date with no penalty.
- **Days 2-5** 5 points will be deducted per day for the next four days. No work will be accepted after 5<sup>th</sup> day of lateness. This is for all classes including Exploratory and PE/Health
- **Heath/Physical Education/Exploratory-** Student work needs to be completed during the time of the course. Work submitted after the course has ended, will not be accepted.

#### **Grades 7-8**

- Teachers will accept student work up to 24 hours from the due date with no penalty.
- **Days 2-5** late work receives a 10% deduction per day. No work will be accepted after 5<sup>th</sup> day of lateness. This is for all classes including Exploratory and PE/Health
- **Heath/Physical Education/Exploratory-** Student work needs to be completed during the time of the course. Work submitted after the course has ended, will not be accepted.

### **School-wide support(s) to help our students meet the expectation**

- When students are out of school due to illness, students have the same number of days they were out to make up assignments.
- Z.A.P. (Zeroes Aren't Permitted) will be offered daily during student's lunchtime to provide additional time to complete late assignments.
- Students will also be taught organizational skills, using their agenda, PowerSchool access, how to email their teacher, using an agenda, managing time, etc.
- Homework club is available to each grade level after school
- Parent Contact
- IR&S

Students who miss work because of an absence will receive the opportunity to make up missed work. For work assigned during an absence, students are given one calendar day for each day absent plus one extra day to turn in their work. It is the students' responsibility to get work missed due to illness or absence.

For previously assigned work, if a due date falls during a student's absence, the work is due immediately upon the student's return to school. Teachers will enter missing assignments due to absence as a "1" in the gradebook.

### **LOCKERS (Grades 7 and 8)**

**LOCKERS MUST REMAIN CLOSED AND LOCKED. NEVER** give out your combination or leave the combination set. **This makes theft very easy.** It is expected that students will keep the lockers neat and orderly at all times. Lockers may be inspected periodically. You are responsible for your locker's contents. Use only the locker that was assigned to you.

### **LOST AND FOUND**

In the event that you lose something, please check the lost and found located in the cafeteria and in each pod/wing. Should you find something around the building belonging to someone else, please take it to the lost and found. Items will be held until the end of each marking period.

### **MARKING PERIODS/TRIMESTERS AND REPORT CARDS**

Midpoint of 1st marking period:	October 6
First marking period ends:	November 9 (45 days)

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Midpoint of 2nd marking period:	December 19
Second marking period ends:	January 27 (90 days)

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Midpoint of 3rd marking period:	March 6
Third marking period ends:	April 14 (135 days)

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Midpoint of 4th marking period:	May 17
Fourth marking period ends:	June 13 (180 days)

Trimester 1:	December 7 (60 days)
Trimester 2:	March 22 (120 days)
Trimester 3:	June 13 (180 days)

This schedule is subject to change due to unplanned school closings.

PLEASE NOTE – Exploratory classes are as follows:  
Grade 5-6-Exploratory Classes change every marking period  
Grade 7-8-Exploratory Classes change every trimester

PE/Health classes are held daily throughout the school year.

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### **PARENT PICK-UP / DROP OFF**

For safety reasons, the following procedures should be followed when picking-up or dropping off students. During AM drop off, all parents are to pull up their vehicles to the staff member positioned at the end of the side parking lot. Parents should drop off students as quickly as possible and proceed out of the parking lot.

**\*\*PLEASE NOTE** - Students will not be permitted to enter the building prior to 7:55 AM in order to ensure the safety of our students.

### PARENTAL REQUESTS FOR ASSIGNMENTS

Periodically a student is unable to attend school for a period of time due to a medical problem. If your child will be absent for more than one day, we invite parents/guardians to make requests to have schoolwork sent home or picked up. **Requests for assignments for a one (1) day absence will not be honored.**

There has been an increase in the number of vacations taken during the school year. If a family decides to vacation during the regular school year, **it is the student's responsibility to pursue any make-up work and/or tests upon return to school. Requests for long-term assignments will not be honored.** The vacation form must be signed by each of your child's teachers.

### PARENT/TEACHER CONFERENCES

Parent/Teacher conference dates are November **21-22, 2022**

### PERMISSION SLIPS

Any time a student is staying after school with a teacher, a signed permission slip must be turned in to either the office or the teacher. In addition, permission slips must be completed and signed by a parent/guardian before attending a school-sponsored trip.

### PHYSICAL EDUCATION/HEALTH PROGRAM

Uniforms and getting dressed are not a required part of physical education classes. Students must be prepared to participate in their physical education class daily. Students should wear **supportive sneakers with laces**. Things to avoid are pants or shorts with lots of zippers or pockets, jeans, khakis, collared shirts, dress/skirts, converse, vans or sneakers designed for style. In keeping with the school's dress code policy, bare midriffs, dresses, skirts, and see-through clothing are not acceptable. Also, cut-offs, boxers, makeshift shorts and pajama bottoms will not be permitted. When your instructor observes that you are not prepared by wearing the proper clothing or sneakers, your classwork grade will be lowered, and you will miss the opportunity to participate in the planned activity.

Students should wear **supportive sneakers with laces**. Sweatpants, leggings, tank tops are all allowed as well. Things to avoid are pants or shorts with lots of zippers or pockets, jeans, khakis, collared shirts, dress/skirts, converse, vans or sneakers designed for style.

#### **Physical Education Program Medical Excuse**

Students on a short-term medical excuse (four days or less) will remain in their physical education class and must dress appropriately unless otherwise indicated by the school nurse. Students may, upon their request, complete a daily written assignment sheet or other subject-related duty to receive participation credit.

Students on short-term medical excuse must:

- Be ready and dressed for Physical Education class
- Student will turn in the assigned packet on the due date as established by the Physical Education teacher

Students on a long-term medical excuse (five or more days) may be assigned to another location for the duration of the medical excuse. Students must work on academic assignments to receive credit. Students are to remain in their assigned work area. Students will be required to complete an assignment for each week on medical to receive participation credit. As long as a student is excused from other play or sport activities.

Students on long-term medical excuse must:

- Report to their Physical education class so attendance can be taken
- Student will turn in the assigned work on the due date as established by the Physical Education teacher

### **Physical Education Jewelry Policy**

The first and foremost concern of our Physical Education Department is student safety. Striving to promote the well being of those involved in our program, we attempt to eliminate any potential safety hazards. One such hazard is the wearing of jewelry during class time. In an effort to reduce the likelihood of injury and to protect valuable personal property, no jewelry is to be worn in physical education class. Jewelry includes but is not limited to: watches, rings, all piercing (e. g., ear, nose, eyebrow, lip, cheek), ankle bracelets, necklaces and any other visible items. Refusal to remove jewelry for your physical education class will result in the student being prohibited from participation and will be treated as a safety violation thus lowering the student's grade. In the interest of personal and public safety, jewelry must be removed and placed in student locker or book bag. Safe keeping of jewelry is the student's responsibility and the school cannot be held liable. Administration and staff will not be held responsible for any lost or stolen jewelry.

### ***Salus Populi Suprema Lex Esto* (The welfare of the people shall be the extreme law)**

To this end, and in an effort to protect all people involved in the Physical Education Program at Pittsgrove Township Middle School, we request that all students conduct themselves in a safe and sportsmanlike manner. No horseplay or dangerous action of any kind will be tolerated in the locker room, gymnasium, or other physical education area. Any behavior deemed to be potentially dangerous or detrimental to the well being of self or others will result in removal from the activity and the lowering of one's grade. Willfully attempting/succeeding in pulling down another student's pants/gym shorts is a form of sexual harassment and will result in disciplinary action (See *PTMS Code of Conduct*).

### **PROGRESS REPORTS**

With parental access to PowerSchool, Pittsgrove Township Middle School has decided to move forward with electronic progress reports and report cards since parents have 24/7 access to their child's grades via PowerSchool. Households without Internet or anyone desiring a paper copy may obtain one by contacting the Main Office at 358-8529.

### **PROJECT LEAD THE WAY**

The Pittsgrove Township School District is pleased to announce its partnership with Project Lead the Way (PLTW), beginning in the 2016-2017 school year. Project Lead the Way is a national program that offers curricula and learning experiences for students in Kindergarten through 12<sup>th</sup> grade. Its goal is to provide engaging activities that will help students develop: content area knowledge, problem-solving and critical-thinking skills, and 21<sup>st</sup> Century skills in the various fields of Science, Technology, Engineering, and Mathematics (STEM). The collection of student data and progress results by PLTW will assist the District in identifying potential career pathways in STEM, as well as ways to improve program instruction. In addition, the data will guide decisions to determine what additional STEM opportunities should be offered to meet both industry demand and student interest.

Students at the Pittsgrove Township Middle School will participate in one or more PLTW courses and assessments through the Exploratory rotations. The purpose of this notification is to inform you that student educational records will be released to Project Lead The Way, Inc. in connection with the PLTW Exploratory course(s). This information will be used by Project Lead The Way, Inc. to register the student in the PLTW learning management system, which provides students with online access to curricula, assignments, assessments, and other course materials. In addition, the PLTW learning management system administers and validates assessments, and allows school leaders to study the effectiveness of the PLTW Program to make informed decisions to improve future instruction.

## NOTIFICATION AND CONSENT TO DISCLOSURE STUDENT RECORDS

The following student records will be released: student first and last name, state ID number, grade level, gender, date of birth (DOB), race, and ethnicity.

By signing the Pittsgrove Township Middle School Student Handbook Parent Check-Off Sheet, I consent to the Pittsgrove Township School District's disclosure of the above personally identifiable information from my child's education records to PLTW for the educational purposes described above. Any further disclosure by PLTW shall only occur with the District's prior written consent, and shall be for an appropriate educational purpose, as determined by the District.

## PROMOTION AND RETENTION

It is important to recognize that some children will benefit from the opportunity to continue in the same grade for another year. Several significant factors should be considered and certain procedures should be followed during the retention process.

The intention of parents, teachers and principals toward promotion and retention is for the best interest and the future of the student are the primary considerations for decisions regarding grade placement.

By mid marking period or prior to the end of the marking period, the teacher will notify the parent of the possibility of failing their course and the possibility of it leading to the student being retained. By the end of each marking period, the teacher will notify the parent if a child has failed their course. At that time, the teacher will reach out to the grade level Lead Teacher so that a Team Conference could be scheduled with the student and the parent.

Any student in danger of failing will be evaluated by a committee of various stakeholders who will study all available data before a decision is reached. This data will include standardized testing, which helps measure achievement from year to year.

The Child Study Team will make recommendations regarding those students who have been referred to them or classified by them.

It is not advisable to retain a student for more than one year during the elementary and middle school timeframe.

Any student in grades 5th through 8th who fails any one of the following core subjects: Language Arts Reading, Language Arts Writing, Math, Science, Social Studies may be retained in his/her respective grade level. Such students will have the option of attending summer school of their parent's choice to obtain a passing grade in any subject failure.

If the parent(s) or legal guardian(s) and/or student elect not to pursue the summer school option, then the student will be retained in his/her grade level. The cost of the summer school would be the sole responsibility of the parent(s) or legal guardian(s) and the student.

When unusual or unforeseen circumstances make it impossible to implement the above policy requirements in the best interest of the student and school, the administrative staff shall review the situation and render an appropriate decision based upon the known facts and circumstances.

***Students who have excessive unexcused absences during the school year will be in danger of having truancy charges filed and in danger of being retained, depending on academic status (standing), as absenteeism hinders progress.***

The final decision for the promotion or retention of an individual student ultimately rests with the building Principal. Parents/Guardians have the right to appeal the decision to retain a student.

## RENAISSANCE PROGRAM

### Renaissance Level Criteria

Platinum	Gold	Green	White
<p style="text-align: center;">Criteria</p> <p>-Grade of 90 or higher in all classes</p> <p>-No discipline offenses resulting in detention or suspension</p> <p>-No more than 1 unexcused absence or late per marking period</p>	<p style="text-align: center;">Criteria</p> <p>-Grades of 85 or higher in all classes.</p> <p>-No disciplinary office referrals that result in the assignment of 1 detentions or a suspension.</p> <p>-No more than 2 unexcused absences or lates per marking period</p>	<p style="text-align: center;">Criteria</p> <p>-Grade of 80 or higher in all classes</p> <p>-No disciplinary office referrals that result in the assignment of 2 detentions or a suspension.</p> <p>--No more than 3 unexcused absences or lates per marking period</p>	<p style="text-align: center;">Criteria</p> <p>-Grade of 75 or higher in all classes</p> <p>-No disciplinary office referrals that result in the assignment of 3 detentions or a suspension.</p> <p>--No more than 4 unexcused absences or lates per marking period</p>
<p>Rewards</p> <p>5 tickets</p>	<p>Rewards</p> <p>4 tickets</p>	<p>Rewards</p> <p>3 tickets</p>	<p>Rewards</p> <p>2 tickets</p>

- \*\* All subjects, including Exploratory and PE/Health are used to determine Renaissance status
- \*\*Student cards are for the school year in which grades are earned
- \*\*All 8<sup>th</sup>-grade students are removed from the PTMS Renaissance program upon successful completion of their 8<sup>th</sup>-grade requirements.

#### **VIP: Teacher Recommendation**

- Students being recommended for a VIP Card must have shown improvement from one marking period to the next, missed qualifying for a Renaissance Card in only one criteria category, and received final VIP approval from the Renaissance Committee.
- Under a VIP, students will NOT be entitled to any in-school privileges.
- **Students can only receive a VIP Card one time during the school year!**
- **Students cannot participate in a reward if they are on the restricted list when the reward is held.**

The PTMS Renaissance Program is sponsored by the Salem County Youth Services Commission and the New Jersey Juvenile Justice Commission.

#### RIDING BICYCLES TO SCHOOL

Riding a bike to school is a privilege and requires a permission slip that can be obtained from the office. **STUDENTS ARE REQUIRED TO WEAR A HELMET AND HAVE A PERMISSION SLIP ON FILE.**

The student shall:

- **Make sure bike is operating properly.**
- **Ride directly to school in the morning and directly home after school.**
- **Properly park and lock bike on the bike rack.**



- **Not loiter or perform tricks on school property.**
- **Comply with all state safety and riding regulations, including wearing a helmet, which is mandatory.**

Failure to follow any of these regulations will result in permission being revoked. Pittsgrove Township School is not responsible for theft or vandalism.

\*Important – Bicycling in New Jersey is regulated under Title 39 of the Motor Vehicle and Traffic Regulation laws. As per Title 39:4-10.1 – In New Jersey, anyone under 17 years of age that rides a bicycle or is a passenger on a bicycle, or is towed as a passenger by a bicycle **must** wear a safety helmet.

### **SCHOOL PROPERTY**

Students are responsible for taking care of all school property. Any damage must be paid for immediately. Deliberate destruction of school property will be grounds for disciplinary action.

### **SPECIAL STUDENT DISMISSAL**

A note should be written and given to the secretary in the main office stating that you or a designated individual will be coming to school at a specified time to pick up your child(ren).

You should report to the office upon arrival because each student must be signed out before they are dismissed. Please note that the student will not be called to the office until the parent/guardian has arrived. Secretaries are not permitted to remove a child from an instructional setting without the parent/guardian being present in the main office. Once the parent/guardian has arrived, the teacher will then be notified, and your child will be sent to meet you in the office.

### **STATE TESTING**

The NJSLA testing dates are TBD. Please look on our district website parent section for updated testing dates. [http://www.pittsgrove.net/for\\_parents/student\\_assessment\\_schedule](http://www.pittsgrove.net/for_parents/student_assessment_schedule) A copy of the test results will be mailed to you. Another copy of the test results will be placed in each student's cumulative folder.

### **STUDENT CODE OF CONDUCT**

Pittsgrove Township Middle School is committed to providing safe and orderly classrooms for all students. When classrooms are orderly, teachers are able to teach, and students are able to learn. An important part of your education is learning to make correct decisions and to accept responsibility for your behavior.

To protect your rights and the rights of others, student guidelines have been established.

**When special circumstances demand, the sequence for disciplinary action will be adjusted to fit the seriousness of the situation. In some instances, a combination of actions may also be employed.**

**All discipline is subject to administrative discretion and infractions are cumulative in nature of consequences issued.**

**Administration has the right to contact the New Jersey State Police if they deem it necessary.**



**NOTE: EMERGENCY REFERRALS MAY WARRANT ADDITIONAL CONSEQUENCES PENDING THE SERIOUSNESS OF THE OFFENSE. PLEASE REFERENCE BOARD POLICIES**

**\*\* Please note: In the event there is an urgent matter, please contact the main office**

Below are the disciplinary consequences used in accordance with the PTMS Student Code of Conduct (available upon request).

- **Warning (Verbal)** – Administered by a certificated staff or administrator.
- **Warning (Written)** – The student is given a formal disciplinary referral. A copy is provided to the student immediately, and a duplicate copy is mailed home.
- **Lunch Detention** – Is given by a certified staff member for minor infractions.
- **Office Detention** – Is assigned by the administration. Detentions occur after-school from Monday – Thursday until 4:00PM. Detentions are served in a designated area. Parents/guardians are required to provide transportation. A student is considered “cutting a detention” when the student skips the assigned detention. Please note that office detentions will not be rescheduled unless the student is absent or as per administration.
- **Restricted List** – It is stipulated that the disciplinary action for certain offenses requires that the student be placed on the restricted list. Students placed on the restricted list for disciplinary reasons will not be permitted to participate in/attend school-related events during and outside the regular school hours. School-related events outside the regular school hours are events such as: sports, dances, skating parties, special events, etc. In addition, students on the restricted list will be prohibited from attending/participating in the following events held during the school day: Wildcat Wildness, Field Day, and Class/Field Trips. In addition, students who qualify for the Renaissance Program may also be restricted from the Renaissance activities. Attending an event while on the Restricted List will result in further disciplinary action. If a student is restricted from a field trip due to a violation of the PTMS Code of Conduct, the parents/guardians may not receive a full refund. The cost of the buses will not be refunded regardless of the location of the trip. Also, tickets may not be refunded; this would depend on whether or not the company refunds PTMS for the cost of the ticket.
- **Out-of-School Suspension (OSS)** – Students are removed temporarily from the school for a set number of days. When a student receives an out-of-school suspension, a parent/guardian conference will be held with the building Principal or Assistant Principal. Upon dismissal from school, he/she is **NOT** permitted to return on school property or attend any school function/activity. If the student will be suspended out of school for more than one day, we invite parents to request to have the schoolwork picked up.

## PTMS Student Code of Conduct Discipline Matrix

**All discipline is subject to administrative discretion and infractions are cumulative in nature of consequences issued. Infractions beyond the 5th offense, where otherwise not indicated, will have consequences at the discretion of the administrator.**

**\*\* Please note that students who are restricted may be restricted from participating in the renaissance program.**

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense	5 <sup>th</sup> offense
<b>Academic Honesty Violation (AHV) – Minor- Homework, classwork, and any other assignment designated by the teacher as a minor assignment.</b>	Student shall receive zero credit for the assignment; teacher contacts parent/guardian;  Administrative Warning.	Student shall receive zero credit for the assignment.  1 Office Detention	Student shall receive zero credit for the assignment.  2 Office Detentions  Possible Restrictions	1 day ISS  5 days on the Restricted List	2 days ISS  15 days on the Restricted List
<b>Academic Honesty Violation (AHV) - Major- Quizzes, tests, lab reports, essays, research projects, and any other assignments designated by the teacher as a major assignment.</b>	Student shall receive zero credit for the assignment  1 Office Detention	Student shall receive zero credit for the assignment  1-3 Office Detention(s) assigned  5 Days on the Restricted List	Student shall receive zero credit for assignment  1 day ISS  10 Days on the Restricted List	2 days ISS  15 days on the Restricted List	1 day OSS  20 days on the Restricted List
<b>Altercation - Verbal (ALTV) A noisy argument or disagreement</b>	Administrative warning 1-3 days of Office Detention//ISS/OSS (depending on severity)  5-10 days on the Restricted List	2 - 5 days Office Detentions/ISS/OSS  10-20 days on the Restricted List.	3-5 days ISS/OSS  50 days on the Restricted List.	Severity will determine OSS and the number of days.  Restriction to be determined by administration	
<b>Altercation - Physical (ALT) Pushing/shoving/ minor hitting/ minor kicking; such offenses do cause physical injury to the victim</b>	1-3 days of Office Detention/ISS/OSS (depending on severity)  10-20 days on the Restricted List	2-3 days ISS/OSS  20-30 days on the Restricted List.	4-5 days OSS  50 days on the Restricted List.	Severity will determine OSS and the number of days.  Restriction to be determined by administration	

<b>Assault On A Staff Member (ASM)</b>	<p>10 Days OSS Possible Board of Ed. Hearing to determine possible expulsion</p> <p>Placed on the Restricted List for the remainder of the school year</p> <p>NJSP Notified</p> <p>Psychological assessment and clearance to return to school may be required.</p>				
<b>Assault On A Student (AAS) - Victim does not retaliate in any manner.</b>	<p>3 - 5 days OSS</p> <p>NJSP notified</p> <p>20 – 30 Days on the Restricted list</p> <p>Anger Management Counseling; Peer Mediation ; possible psychological evaluation</p>	<p>5-10 days OSS</p> <p>NJSP notified</p> <p>35 – 50 Days on the Restricted list</p> <p>Anger Management Counseling; Peer Mediation ; possible psychological evaluation</p>	<p>Suspension until review and/or possible Board of Ed. Hearing.</p> <p>NJSP notified</p> <p>Placed on Restriction until BOE hearing results;</p>		
<b>Attending Event While on Restricted List (SAR)</b>	<p>1 - 2 days of Office Detentions</p> <p>10 days on the Restricted List</p>	<p>1 day ISS</p> <p>20 days on the Restricted List</p>	<p>2 days ISS</p> <p>30 days on the Restricted List</p>	<p>1 day OSS.</p> <p>Restricted from attendance of any future events until end of school year.</p>	
<b>Attended School Event While Suspended (AES)</b>	<p>1 day OSS</p> <p>90 Days on the Restricted List</p> <p>NJSP notified for trespassing</p> <p>Parent/Student Conference with the Principal</p>	<p>2-3 days OSS</p> <p>180 Days on the Restricted List</p> <p>NJSP notified for trespassing</p> <p>Parent/Student Conference with the Principal</p>	<p>Severity will determine OSS and the number of days.</p> <p>Restriction to be determined by administration.</p>		
<b>Bullying/Harassment or Intimidation (BUL) This may also include falsely accusing an individual of an offense</b>	<p>* Severity will determine number of days of Office Detention, ISS or OSS.</p>				

	<ul style="list-style-type: none"> <li>* Parent/Student Conference with Administration may be required.</li> <li>* Student referred to support services as needed</li> <li>* Possible referral to Affirmative Action Officer.</li> <li>* Possible NJ State Police notification</li> <li>* Mandatory Parent/Student Conference with Administration.</li> <li>* Restriction to be determined depending on severity.</li> </ul>				
<p><b>Bus Behavior (BB)</b></p> <p>Bus Suspension means a student is restricted from riding ALL buses. Mandatory parent conference before student is allowed to resume riding the bus.</p> <p>*** Severe Behavior may result in a jump of levels to more severe consequences</p>	<p>Administrative Warning/ 1-3 days of Office Detentions</p> <p><b>* Bus Suspension possible depending upon severity</b></p> <p>May include a change in bus or bus arrangement</p>	<p>2-5 Office Detentions</p> <p><b>*Bus Suspension 1-3 day(s) depending upon severity</b></p> <p>May include a change in bus or bus arrangement</p> <p>5 days on the Restricted List</p>	<p>1-2 days ISS</p> <p><b>*Bus Suspension 3-5 day(s) depending upon severity</b></p> <p>May include a change in bus or bus arrangement</p> <p>10 days on the Restricted List</p>	<p>3-4 days ISS</p> <p><b>*Bus Suspension 5-10 day(s) depending upon severity</b></p> <p>May include a change in bus or bus arrangement</p> <p>15 days on the Restricted List</p>	<p>1-2 days OSS</p> <p><i>Continued Referrals could yield - Bus Suspension 10+ Days</i></p> <p>30 days on the Restricted List</p>
<p><b>Cafeteria Violation (CAV)</b> - <i>Failure to follow rules and directives of cafeteria Staff/Monitors.</i></p>	<p>Administrative Warning/ 1-3 days of Office Detention</p> <p>Change of seating, if necessary</p> <p>1-5 days on the Restricted List</p>	<p>1-3 days of Office Detention//ISS</p> <p>Change of seating, if necessary</p> <p>5-10 days on the Restricted List</p>	<p>1-3 days ISS/OSS</p> <p>Change of seating, if necessary</p> <p>10-15 days on the Restricted List</p>	<p>3-5 days ISS/OSS</p> <p>Change of seating, if necessary</p> <p>15-20 days on the Restricted List</p>	<p>Discipline will be at the discretion of the Administrator</p>
<p><b>Cell Phone/ Electronics Violation (CPV)</b></p> <p><i>Use of cell phone or other electronic in the classroom or other unauthorized areas/events.</i></p>	<p>Administrative Warning/1 Office Detention/</p> <p>1-5 days on the Restricted List</p> <p><i>* Item will be confiscated and parent/guardian will be required to pick up at school.</i></p>	<p>2 - 4 days Office Detentions</p> <p>5-10 days on the Restricted List</p> <p><i>* Item will be confiscated and parent/guardian will be required to pick up at school.</i></p>	<p>3 - 5 days Office Detentions/ 1-2 days ISS</p> <p>10-15 days on the Restricted List</p> <p><i>* Item will be confiscated and parent/guardian will be required to pick up at school.</i></p>	<p>2-3 days ISS 1-2 days OSS</p> <p>15-20 days on the Restricted List</p> <p><i>* Item will be confiscated and parent/guardian will be required to pick up at school.</i></p>	<p>Discipline will be at the discretion of the Administrator</p>

<b>Classroom Behavior</b> <i>Infractions such as throwing paper, talking, etc.</i>	Administrative Warning/1 Office Detention  5 days on the Restricted List	1 - 3 Office Detentions  10 days on the Restricted List	1-2 days ISS/OSS  15 days on the Restricted List	3-5 days ISS/OSS  20 days on the Restricted List	Discipline will be at the discretion of the Administrator
<b>Computer/Technology Offense (CV)</b> Including, but not limited to: inappropriate websites, inappropriate content, using someone else's account, sharing documents without staff approval****Severe Behavior (such as: nature of inappropriate websites/content and/or accessing staff accounts) may result in a jump of levels to more severe consequences.	Teacher Warning / Administrative Warning/1 - 3 days of Office Detention/ISS/OSS  5-10 days Restricted List  Restitution for damage or repair	1 - 4 days of Office Detention/ISS/OSS  15-20 days Restricted List and 5 days Computer Restriction  Restitution for damage or repair	1-3 days ISS/OSS  30 days Restriction List and 10 days Computer Restriction  Restitution for damage or repair	3-5 ISS/OSS  60 days Restricted List and 20 days Computer Restriction  Restitution for damage or repair	Discipline will be at the discretion of the Administrator
<b>Conduct Unbecoming A Student (CUS)</b>	Administrative Warning/1 - 3 days of Office Detention/ISS/OSS  5 days on the Restricted List	1 - 3 days of Office Detention/ISS/OSS  10 days on the Restricted List	1 – 3 ISS/OSS  20 days on the Restricted List	1 – 3 ISS/OSS  30 days on the Restricted List	
<b>Cut Office Detention (COD)</b> <i>* Note: Detentions will not be rescheduled unless the student is absent or approval obtained by Administration</i>	2 Office Detentions  5 days on the Restricted List	1-2 days ISS  10 days on the Restricted List	1-2 days ISS/OSS  15 days on the Restricted List	2 days OSS  20 days on the Restricted List	3-5 OSS  30 days on the Restricted List
<b>Cut Staff Detention (CPD)</b>	1 day Office Detention  5 days on the Restricted List	2 days Office Detention  10 days on the Restricted List	1 day ISS  20 days on the Restricted List		

<p><b>Cut Class or Missing 5 or more minutes of a class (CC)</b></p> <p><i>(Without an approved excuse from the teacher whose class you are scheduled to attend.)</i></p>	<p>1 Office Detentions</p> <p>5 days on the Restricted List</p>	<p>2 Office Detentions</p> <p>10 days on the Restricted List</p>	<p>1-2 days ISS</p> <p>15 days on the Restricted List</p>	<p>1 - 2 day OSS</p> <p>20 days on the Restricted List</p>	<p>2-3 day OSS</p> <p>30 days on the Restricted List</p>
<p><b>Cut Class &amp; Leaving School Property (CCL)</b></p> <p><i>(This includes leaving school property without permission or signing out without permission)</i></p>	<p>1 day ISS</p> <p>5 days on the Restricted List</p>	<p>2 days ISS</p> <p>10 days on the Restricted List</p>	<p>1 day OSS</p> <p>30 days on the Restricted List</p>	<p>Discipline will be at the discretion of the Administrator.</p>	
<p><b>Cyber/Technology Offenses (CBS)</b></p>	<p>Discipline will be at the discretion of the Administrator. Restriction to be determined depending upon the severity of the offense</p>				
<p><b>Dangerous Behavior/Dangerous Instrument (DB)</b></p>	<p>Discipline will be at the discretion of the Administrator.</p> <p>Reference Board Policy and information listed below.</p>				
<p><b>Disrespect to Staff (DTS)</b> - (including substitutes and coaches) Examples:</p> <p><i>* Inappropriate - gestures, comments, language, drawings, writing to a Staff Member (Direct or Indirect); disrespectful back talk or banter</i></p>	<p>1 - 3 days Office Detentions/ISS/OSS</p> <p>5-10 days on the Restricted List</p>	<p>3-5 days ISS/OSS</p> <p>10-20 days on the Restricted List</p>	<p>Discipline will be at the discretion of the Administrator</p> <p>30-50 days on the Restricted List</p>		
<p><b>Disrespect to Students (DS)</b></p> <p><i>* Inappropriate comments/language/gestures directed to another student.</i></p>	<p>Administrative Warning/1 - 3 days of Office Detention/ISS/OSS</p> <p>5 – 10 days on the Restricted List</p>	<p>1-3 days Office Detentions/ISS/OS S</p> <p>10 – 20 days on the Restricted List</p>	<p>1-3 days ISS/OSS</p> <p>20 – 30 days on the Restricted List</p>	<p>3 - 5 days ISS/OSS</p> <p>30-50 days on the Restricted List</p>	<p><i>Discipline may also be at the discretion of the administration.</i></p>

<p><b>Dress Code Violation (DCV)</b></p> <p>Refusal to remove item or change clothing as requested will be considered "Insubordination"</p> <p>This includes:  undergarments showing, spaghetti strap tops, strapless tops, tank tops, excessive visible cleavage, shorts that do not mid thigh, mid-drift visible, rude or inappropriate themes, wearing hoodies with the hood up in the building, etc. <i>Refer to the handbook for dress code violations.</i></p>	<p>Administrative Warning</p> <p>Possible Restriction</p> <p>Student will be requested to change/remove the inappropriate item</p> <p>If appropriate clothing is unavailable in the middle school, a parent/guardian will be contacted and the student will be placed in the main office or nurse's office until his/her attire is appropriate.</p>	<p>1-2 Office Detentions</p> <p>5-10 days on the Restricted List</p>	<p>1-2 days Office Detentions</p> <p>10-15 days on the Restricted List</p> <p>* Mandatory Parent-Student Conference with Administration</p>	<p>1-2 days ISS</p> <p>30 days on the Restricted List</p> <p>* Mandatory Parent-Student Conference with Administration</p>	
<p><b>Drugs/Alcohol – possession or influence (DA)</b></p>	<p>Minimum of seven (7) days suspension (4 days out-of-school and 3 days in school) upon verification of positive diagnosis of alcohol/drug use.</p> <p>Law Enforcement notified and appropriate action taken for possession. Parent/Guardian notified. Superintendent notified.</p> <ul style="list-style-type: none"> <li>• Immediate medical examination including urinalysis and/or blood test</li> </ul> <p>A medical note substantiating the student's state of well-being to return to school is required</p> <p>Re-Entry Meeting to include Administrator, Student, Parent/Guardian, School Nurse, SAC/ Guidance Counselor will be arranged to develop re-entry plan.</p> <p>70 days on the Restricted List</p>	<p>(10) days OSS upon verification of positive diagnosis of alcohol/drug use.</p> <p>Law Enforcement notified and appropriate action taken for possession. Parent/Guardian notified. Superintendent notified.</p> <ul style="list-style-type: none"> <li>• Immediate medical examination including urinalysis and/or blood test</li> </ul> <p>A medical note substantiating the student's state of well-being to return to school is required</p> <p>Re-Entry Meeting to include Administrator, Student, Parent/Guardian, School Nurse, SAC/ Guidance Counselor will be arranged to develop re-entry plan.</p> <p>Subject to further administrative disciplinary consequences.</p> <p>Expulsion hearing before the Board of</p>	<p>Same as 2<sup>nd</sup> Offence including expulsion hearing before the BOE.</p>		

		<p>Education.</p> <p>100 days on the Restricted List</p>			
<p><b>Smoking/Possession / Use of Tobacco (SMK)</b>  <i>Included, but not limited to electronic devices (vaporizers/e-cigarettes) and/or related devices.</i>          Law and/or Board of Education Policy do not allow smoking on school property. This also includes while a student is participating in a school-sponsored event/field trip. The use of tobacco <b>in any form</b> is prohibited.</p> <p><b>DO NOT BRING TOBACCO INTO THE BUILDING. IT WILL BE CONFISCATED</b></p>	<p>(2) days OSS</p> <ul style="list-style-type: none"> <li>• Parent/Guardian notified.</li> <li>• Superintendent notified.</li> <li>• Mandatory drug screening for possession or use of electronic devices and/or related juice/wax/oil. Refusal to test will be recorded as positive. Positive will result in Drug/Alcohol consequences.</li> <li>• Issued State Health Department complaint (i.e. fine and court cost).</li> <li>• Required notification to parents/guardians and/or pursuit of additional fines, pursuant to N.J.S.A. 26:3d-20.</li> </ul> <p>NJSP Notified</p> <p>Student placed on Restricted List for 10 days per each day of out-of-school suspension.</p>	<p>(3) days OSS</p> <ul style="list-style-type: none"> <li>• Parent/Guardian notified.</li> <li>• Superintendent notified.</li> <li>• Mandatory drug screening for possession or use of electronic devices and/or related juice/wax/oil. Refusal to test will be recorded as positive. Positive will result in Drug/Alcohol consequences.</li> <li>• Issued State Health Department complaint (i.e. fine and court cost).</li> <li>• Required notification to parents/guardians and/or pursuit of additional fines, pursuant to N.J.S.A. 26:3d-20.</li> </ul> <p>Student placed on Restricted List for 10 days per each day of out-of-school suspension.</p>			



<p><b>Possession or Distribution of Over-the-Counter (OTC) Medication:</b></p>	<p>Up to three (3) days OSS</p> <p>Law Enforcement notified and appropriate action taken for possession.</p> <ul style="list-style-type: none"> <li>• Parent/Guardian notified.</li> <li>• Superintendent notified.</li> <li>• Re-Entry Meeting to include Administrator, Student, Parent/Guardian, School Nurse, SAC/ Guidance Counselor will be arranged to develop re-entry plan.</li> </ul> <ul style="list-style-type: none"> <li>• Student placed on the Restricted List for 10 days per each day of out-of-school suspension.</li> </ul>	<p>Up to five (5) days OSS</p> <p>Notification of the police and appropriate action taken for possession.</p> <ul style="list-style-type: none"> <li>• Parent/Guardian notified.</li> <li>• Superintendent notified.</li> <li>• Re-Entry Meeting to include Administrator, Student, Parent/Guardian, School Nurse, SAC/ Guidance Counselor will be arranged to develop re-entry plan.</li> </ul> <ul style="list-style-type: none"> <li>• Subject to further administrative disciplinary consequences.</li> </ul> <ul style="list-style-type: none"> <li>• Student placed on the Restricted List for 10 days per each day of out-of-school suspension.</li> </ul>			
<p><b>Drugs/Alcohol – Sale or Distribution (DAS)</b></p>	<p>(7) days OSS pending expulsion hearing before the Board of Education.</p> <p>Law Enforcement notified and appropriate action taken for possession.</p> <ul style="list-style-type: none"> <li>• Parent/Guardian notified.</li> <li>• Superintendent notified.</li> <li>• Immediate medical examination including urinalysis and/or blood test</li> <li>• A medical note substantiating the student’s state of well-being to return to school is required prior to returning to school.</li> <li>• Re-Entry Meeting to include Administrator, Student, Parent/ Guardian, School Nurse, SAC/ Guidance Counselor will be arranged to develop re-entry plan.</li> <li>• 70 days on the Restricted List.</li> </ul>	<p>(10) days OSS upon verification of positive diagnosis of alcohol/drug use.</p> <p>Law Enforcement notified and appropriate action taken for possession.</p> <ul style="list-style-type: none"> <li>• Parent/Guardian notified.</li> <li>• Superintendent notified.</li> <li>• Immediate medical examination including urinalysis and/or blood test</li> <li>• A medical note substantiating the student’s state of well-being to return to school is required prior to returning to school.</li> <li>• Re-Entry Meeting to include Administrator, Student, Parent/ Guardian, School Nurse, SAC/ Guidance Counselor will be arranged to develop re-entry plan.</li> </ul>	<p>Same as 2<sup>nd</sup> Offence including expulsion hearing before the BOE.</p>		

		<ul style="list-style-type: none"> <li>• Subject to further administrative disciplinary consequences.</li> <li>• Expulsion hearing before the Board of Education.</li> <li>• 100 days on the Restricted List</li> </ul>			
<b>Fighting (FGT) -Whether or Not the Aggressor</b>  <i>Peer Mediation and counseling are available to students to resolve interpersonal conflicts before they reach the confrontational stage. The maximum suspension penalty is possible if peer mediation and/or counseling are refused prior to an altercation</i>	3 days OSS  Anger Management counseling may be required  NJSP Notified  30 days on the Restricted List	3-5 days OSS  Anger Management counseling will be required  NJSP Notified  50 days on the Restricted List	5-10 days OSS  Anger Management counseling will be required  NJSP Notified  100 days on the Restricted List	Suspension pending board hearing.	
<b>Food/Drink in Hall or Classroom (FDC)</b>	Administrative Warning/1 day Office Detentions	1-2 days of Office Detentions  5 days on the Restricted List	1-2 days ISS  10 days on the Restricted List	3 days OSS  15 days on the Restricted List	
<b>Forged Pass or Parent Note (FRG)</b>	Administrative Warning/1 - 2 Office Detentions  5 days on the Restricted List	1-2 days of Office Detention/ISS  5-10 days on the Restricted List	1-2 days ISS  10-15 days on the Restricted List	1-2 days OSS  15-20 days on the Restricted List	
<b>Found in Inappropriate Area (FIA)</b>	Administrative Warning/1-2 days of Office Detention  5 days on the Restricted List	1-2 days of Office Detention  5-10 days on the Restricted List	1 day ISS  10-15 days on the Restricted List	2 days ISS  15-20 days on the Restricted List	
<b>Inappropriate Conduct in Administrative Detention (ACI)</b>	1 - 3 days of Office Detention/ISS	1-3 days ISS/OSS	3-5 days ISS/OSS	<i>Discipline is at the discretion of the Administration.</i>	

	10 days on the Restricted List	20 days on the Restricted List	30 days on the Restricted List		
<b>Inappropriate Conduct in ISS (ICI)</b>	Administrative Warning/1 day OSS  10 days on the Restricted List	1 days ISS  20 days on the Restricted List	2-3 days ISS/OSS  30 days on the Restricted List	<i>Discipline is at the discretion of the Administration.</i>	
<b>Inappropriate Conduct at Sporting Events and other School Functions (ICSE)</b>  <i>Conduct which includes name-calling, profanity, booing, trash talk or extremely loud screaming and yelling at our opponents, their fans or officials is unacceptable</i>	1 - 3 days of Office Detention/ISS  Possible ejection from the activity and student will receive a written warning.  5 days on the Restricted List	3 - 5 days ISS  Possible ejection from the activity.  Mandatory Parent/Student Conference with Administration.  10-15 days on the Restricted List	5 – 6 Office Detentions 3 - 5 days OSS  Possible ejection from activity  Mandatory Parent/Student Conference with Administration.  60 days on the Restricted List	OSS to be determined by Administration. Restricted from attendance of any future events until the end of school year.	
<b>Inappropriate/ Unacceptable Display of Affection (UDA)</b>  Including, but not limited to: inappropriate touching, kissing, embraces, etc.	Administrative Warning/1 day of Office Detention  5 days on the Restricted List	1-3 days of Office Detention  5-10 days on the Restricted List	1 day ISS  10-15 days on the Restricted List	1-3 days ISS  15-20 days on the Restricted List	1 day OSS  30 days on the Restricted List
<b>Inappropriate Non-Violent Conduct of a Serious Nature (INVC)</b>  Examples include but are not limited to: * <i>Instigating a fight</i> * <i>Blocking a staff member from a fight or altercation</i> * <i>Minor confrontations such as shoving</i> * <i>Verbal altercations/confrontations</i>	Administrative Warning/1 - 3 days of Office Detention/ISS/OSS  10 days on the Restricted List	3 - 5 days Office Detentions/ISS/OSS  20 days on the Restricted List	5 days ISS/OSS  30 days on the Restricted List	OSS to be determined by Administration. Restricted from attendance of any future events until the end of school year.	
<b>Insubordination (INS) -</b> Failure to follow a directive/willful disobedience.	Administrative Warning/1 day of Office Detention/	1-3 days Office Detentions/ISS	1 day OSS	1-3 days OSS	

<i>Examples include, but are not limited to: not doing as requested by staff member, leaving the classroom without permission</i>	5 days on the Restricted List	10 days on the Restricted List	20 days on the Restricted List	30 days on the Restricted List	
<b>Late To Class (LC)</b>  A referral to the office occurs every three (3) times a student is late to one class period. Students consistently late to classes may be referred to I&RS and/or receive a Behavior Contract  <i>Less than 5 minutes</i>	1 Office detention	2 Office detentions  5 days on the Restricted List	1 day ISS  10 days on the Restricted List	2-3 days ISS  20 days on the Restricted List	Discipline and Restriction will be at the discretion of the Administration.
<b>Late To School (LS) - Arrival After 8:10 AM -</b> Students must obtain a pass from the main office when signing in to school late.	5 unexcused late arrival to school/Warning	10 unexcused late arrival to school  1 Office Detention  5 days on the Restricted List	15 unexcused late arrival to school  2 Office Detentions  10 days on the Restricted List	20 unexcused late arrivals to school  1 day ISS  15 days on the Restricted List	
<b>Possession Inappropriate Item (PIO)</b> Possession of water balloons, noise making devices and other toys/items deemed inappropriate by administration. <i>See "Prohibited Items" in student handbook</i>	Administrative Warning/1-3 days of Office Detention/ISS/OSS  5 days on the Restricted List (May be at the discretion of Administration based on the severity of the infraction/item.)  NJ State Police possibly notified	1-3 days of Office Detention/ISS/OSS  10 days on the Restricted List  NJ State Police possibly notified	1-3 days of ISS/OSS  20 days on the Restricted List  NJ State Police possibly notified	3-5 days ISS/OSS  30 days on the Restricted List  NJ State Police possibly notified	
<b>Profanity, Obscene Language or Actions (UP)</b>  Not directed to staff member (could be overheard or directed to another student)	Administrative Warning/1-3 days of Office Detention/ISS/OSS  5 days on the Restricted List	1-3 ISS/OSS  10 days on the Restricted List	1-3 days OSS  20 days on the Restricted List		

<p><b>Pulled Fire Alarm or 911 False Alarm Call (PFA)</b></p>	<p>5 days OSS</p> <p>50 days on the Restricted List</p> <p>NJSP Notified</p> <p>Mandatory Parent/Student Conference with Administration.</p>	<p>10 days OSS pending a Superintendent's Hearing/Board Hearing</p> <p>100 days on the Restricted List</p> <p>NJSP Notified</p>			
<p><b>Smoking/Possession / Use of Tobacco (SMK)</b></p> <p><i>Included, but not limited to electronic devices (vaporizers/ecigarettes) and/or related devices.</i></p> <p><i>Law and/or Board of Education Policy do not allow smoking on school property. This also includes while a student is participating in a school sponsored event/field trip. The use of tobacco in any form is prohibited.</i></p> <p>Reference NJ Smoke-Free Air Act, N.J.S.A. 26:3d-55.</p> <p><b>DO NOT BRING TOBACCO INTO THE BUILDING. IT WILL BE CONFISCATED.</b></p>	<p><b>Refer to ATOD DISCIPLINE outlined at the end of this matrix.</b></p> <p>** Mandatory drug screening for possession or use of electronic devices and/or related juice/wax/oil. Refusal to test will be recorded as positive. Positive test will result in Drug/Alcohol consequence.</p> <p>Conference with Guidance Counselor.</p> <p>Student-Athletes and their parent must meet with Athletic Director and coach. NJSIAA regulations will determine continued athletic eligibility.</p>				
<p><b>Theft (TFT)</b></p> <p><i>This includes but is not limited to cafeteria food and drink, money, school equipment, staff member's belongings and/or another student's belongings. Theft may occur on or off school grounds if directly involved in a school event. Items such as cell phones, iPads, cameras, etc. must be kept in a secured locked location.</i></p>	<p>1-3 Office Detention/ISS</p> <p>10-20 days on the Restricted List</p> <p>NJSP Notified</p> <p>Restitution for item stolen if valid receipt is presented.</p>	<p>3-5 days ISS/OSS</p> <p>20-30 days on the Restricted List</p> <p>NJSP Notified</p> <p>Restitution for item stolen if valid receipt is presented.</p>	<p>Discipline and Restriction will be at the discretion of the Administration.</p> <p>NJSP Notified</p> <p>Restitution for item stolen if valid receipt is presented.</p>		
<p><b>Threat On A Staff Member</b></p>	<p>3-5 days OSS</p> <p>NJSP Notified</p>	<p>Discipline in at the discretion of the</p>			

	<p>Possibly long-term suspension and/or expulsion; possible Board of Ed. Hearing.</p> <p>50 days on the Restricted List.</p> <p>Psychological assessment and clearance to return to school may be required.</p>	<p>administration.</p> <p>Referral to the Superintendent</p>			
<p><b>Threats to Students (TC)</b> <i>A verbal, written, text, email, or social media post that threatens to harm another student and that which is found to interfere with the school environment</i></p>	<p>1 - 3 days OSS</p> <p>30 days on the Restricted List</p> <p>NJSP Notified Mandatory</p> <p>Parent/Student Conference with Administration.</p>	<p>3-5 days OSS</p> <p>50 days on the Restricted List</p> <p>NJSP Notified</p> <p>Referral to Superintendent</p>	<p>Discipline and Restriction will be at the discretion of the Administration</p> <p>Psychological assessment and clearance to return to school may be required.</p> <p>The matter may be reviewed at the next meeting of the Board of Education</p>		
<p><b>Unauthorized Use of Pass (UPU)</b></p>	<p>Administrative Warning/1day of Office Detention</p>	<p>1-3 days of Office Detention</p> <p>5 days on the Restricted List</p>	<p>1 day of ISS</p> <p>10 days on the Restricted List</p>	<p>3 days ISS</p> <p>15 days on the Restricted List</p>	<p>1 day of OSS</p> <p>30 days on the Restricted List</p>
<p><b>Vandalism/ Defacing School Property (VAN)</b></p> <p>Depending on the severity of the infraction, discipline will be at the discretion of the school administration. This includes inappropriate conduct in bathrooms, cafeteria, hallways, etc.</p>	<p>1-3 days Office Detentions/ISS</p> <p>10 days on the Restricted List</p> <p>NJSP Notified</p> <p>Restitution for item(s) damaged</p>	<p>1-3 days ISS/OSS</p> <p>20 days on the Restricted List</p> <p>NJSP Notified</p> <p>Restitution for item(s) damaged</p>	<p>3 days OSS</p> <p>30 days on the Restricted List</p> <p>NJSP Notified</p> <p>Restitution for item(s) damaged</p>	<p>Discipline will be at the discretion of the Administration. Possible Board hearing.</p>	
<p><b>Violence (VIO)</b></p>	<p>Discipline will be at the discretion of the Administration.</p> <p>Referral to Superintendent for conference and/or review.</p> <p>NJSP Notified</p>				

	Mandatory Parent/Student Conference with Administration.				
<b>Weapons Offense</b>	See Board Policy  Referral to Superintendent for conference and/or review.  NJSP Notified  Mandatory Parent/Student Conference with Administration.				

**APPEAL OF AN ADMINISTRATIVE DECISION**

A. Definition

The appeal process may take place after due process and disciplinary action are administered, relative to short-term suspensions from school. Detentions, or lesser consequences, are not considered appealable in that they do not deprive a student of his/her regular educational program.

In that the Assistant Principal is normally the administrator at the first level of administration of discipline, the appeal of the action taken is directed to the Principal, and subsequent administration, as needed.

An appeal may be considered if:

1. The specific nature of the incident and facts support an appeal.
2. Detentions, or lesser consequences, are not considered appealable.

Based on the merits of the written report filed by the complainant the appeal may be heard or denied, with clear and sufficient reasons, in writing, to the complainant if the appeal is denied.

B. Hearing of Appeals - Procedure

1. An appeal must be expressed in writing by the complainant.
2. An appeal must be filed in the Principal's office by the third (3) school day after the day of the incident and due process conference.
3. Short-term suspensions will be held while the appeal process is in progress.
4. Clear and concise reasons must be expressed in writing as to the facts surrounding the immediate suspension/disciplinary action. Opinions, assumptions or unrelated information will not be considered. Only specifics related to the current incident will be entertained.
5. If the written appeal is completed in satisfactory order, every effort will be made by both parties to meet within three school days after receipt of the appeal.
6. If the information provided in the written appeal has merit, the administrator hearing the appeal will establish the date and time in conjunction with both parties.

If the appeal is deemed to be without merit, the administrator to have heard the appeal will reply in writing noting the reason for rejecting the appeal.

The administrator hearing the appeal may accept the statements presented from witnesses or other contributors from the due process hearing and/or previous appeal conference. The administrator hearing the appeal may elect to request if additional information can be added to the statement.

#### An Advocate's Role:

1. An advocate will have no participation in the conference except to advise the complainant. He/she may speak to the complainant and offer advice, without interruption or annoyance to the process. The administrator hearing the appeal may remove the advocate if this procedure is violated.
2. Cross-examination will not take place between parties as all questions must be directed to the administrator hearing the appeal.

#### C. Disposition of an Appeal

1. The administrator hearing the appeal will close the hearing when he/she has determined that all information appropriate to the appeal has been gathered. He/she will render a decision, in writing, within three school days.
2. Any action pending from the issue being appealed will be continued on the first school day following the written disposition of the administrator hearing the appeal.
3. If an appeal is found in favor of the complainant, all suspension days will be expunged from the record.

#### D. Appeals beyond the Principal's Level

The procedure will remain the same as A, B, C, above; however, the Superintendent may elect to render a decision based on the evidence presented from the due process hearing and the appeal at the Principal's level with a review of facts and further investigation if necessary. A formal appeal conference may or may not take place.

1. The Superintendent will, under normal operating circumstances, render a written decision within 10 school days of the receipt of the appeal. The Superintendent may hold a hearing in order to better determine the facts of the case. An aggrieved party not satisfied with the decision of the Superintendent of Schools may appeal the decision within 10 school days to the Board of Education. Such requests for an appeal shall be filed, in writing, with all necessary papers with the Board Secretary.
2. The Board of Education shall, within 30 school days, render a decision. The Board may conduct a hearing if it deems a hearing is appropriate.

### **DISCIPLINE**

The following are guidelines; however, the **administration reserves the right to bypass steps** depending on the seriousness and/or sufficient frequency of the incident as to disrupt the safe, orderly operation of school. Infractions shall be dealt with in a cumulative fashion.

Be aware that substitute teachers, instructional aides, school counselors, school nurse, supervisors, and security personnel have the same responsibility for control as regular teaching faculty members and administrators and the same level of cooperation is expected toward them; therefore, discipline referrals made by substitute teachers, instructional aides, school counselors,



school nurse, supervisors, and security personnel carry the same disciplinary consequences as listed below.

When a student is sent from a class/activity, he/she is to report directly to the Main Office. In the event that a disturbance occurs in the hallway, students are to report to the nearest open classroom so the halls will be clear. Any student who purposely hinders staff from addressing such a situation will face disciplinary action.

Student accountability begins upon leaving home for school and ends upon returning home from school.

### **Possible Disciplinary Actions**

Please note that Disciplinary infractions may be a factor in the Renaissance criteria.

**Office Detention** is a period of time in which students are assigned to stay after school and are separated from the mainstream of the student body. Detention rules are reviewed with students when the detention is assigned. Failure to stay for Office Detention will result in disciplinary action. ***Please note that office detentions will not be rescheduled unless the student is absent or as per administration.***

### **Suspension (OSS)**

There is one form of suspension used at Pittsgrove Township Middle School, Out of School Suspension (OSS)

During the period of **Out of School Suspension**, students are removed temporarily from the school for a set number of days. When a student receives an out-of-school suspension, he/she is **NOT** permitted on school grounds. Students, who receive OSS, must have a re-entry conference with the building Principal or Assistant Principal. Parents/guardians are required to attend the re-entry conference. If the student will be suspended out of school for more than one day, we invite parents to request to have the schoolwork picked up.

Certain infractions of the PTMS Code of Conduct may warrant more severe disciplinary action, up to and including long-term suspension and/or expulsion from school.

All illegal behaviors will be referred to the New Jersey State Police.

### **Academic Instruction Due to Suspension**

Starting on the 5th consecutive day of a suspension and every consecutive day thereafter, two hours of instructional tutoring by a certified instructor is required (*See Board Policy*).

In addition, upon reaching the 11th suspension day during one school year, classified students are required to have two hours of instructional tutoring on the 11th day and any suspension day thereafter.

A school administrator or his/her designee will arrange the academic instruction time required due to a suspension(s) with the student and parent. This instruction is in addition to the regular school day.

### **FIGHTING / ASSAULT ON A STUDENT**

*Counseling is available to students to resolve interpersonal conflicts before they reach the confrontational stage. The maximum suspension penalty is possible if peer mediation and/or counseling are refused prior to an altercation.*

*“Defending oneself” will not excuse the student(s) from disciplinary action. Fighting is when both parties are involved. Assault is when one (or more) student hits someone and that person does not retaliate or fight back. (See PTMS Code of Conduct)*

NJSP may be notified when a student is involved in an assault or fight. This could result in a complaint being signed.

**PROHIBITED ITEMS NOT TO BE IN SCHOOL (i.e. contraband)**

Items that could possibly interfere with the instructional program are prohibited INCLUDING, BUT NOT LIMITED TO POSSESSION OF, THE FOLLOWING:

- |  |  |
|--|--|
| Balloons, flowers, and/or gift deliveries  | Toy Guns/Water Pistols                   |
| Personal Laptops   | Noise makers                             |
| Laser Pointers   | Paraphernalia                            |
| Cameras  | Open Containers, Alcohol                 |
| Computer Games   | Illegal Substances                       |
| Matches/Lighters   | Weapons (including pocket or pen knives) |
| Vapes/Juul or any other similar type of Cigarettes/“Snuff”/“Dip”/or other tobacco products |  |

***Disciplinary actions will follow the Pittsgrove Township Board Policies***

\*See Substance Abuse Policy & Weapons Policy for disciplinary action

Items deemed inappropriate that cause a distraction or interfere with the educational process may be confiscated and will be returned to parents **ONLY**. As per law, possession of a toy gun will result in suspension and legal action.

The school will ban anything it deems to be disruptive and distracting to the educational process of others including but not limited to the above. In addition, the school reserves the right to amend the above at any time.

**SEARCH AND SEIZURE**

Searches may be conducted of students’ personal effects and belongings when school administrators have reasonable suspicion to believe that a student is in possession of or has within easy access any form of drug, drug paraphernalia, weapons, stolen property, contraband, alcoholic beverages or other dangerous substances or objects. “Reasonable suspicion” shall mean suspicion based on statements of concern by staff or students, and/or a physical condition or behavior that indicates possible substance abuse or possession. This includes, but is not limited to, a student’s backpack, purse, gym bag, locker, or vehicle on school property. A student refusing to cooperate in searches or impeding a search will be subject to disciplinary action and possible police involvement in the incident.

**VANDALISM**

Our school and school equipment are public property. Willfully damaging or destroying this property is cause for immediate suspension. The school requires that vandal damage be paid for. If a student accidentally causes damage, they should report it to their teacher immediately so that damage is not misconstrued as vandalism.

**STUDENT GRIEVANCE PROCEDURE**

The Board of Education believes that all students have the right to seek redress of individual grievances through established channels. A grievance is defined as an official statement of a complaint over something believed to be wrong or unfair. Should an individual student seek redress, the procedure is as follows:

- An individual student with a grievance, which arises at his/her association with the school, shall indicate in writing, the action that caused the grievance, the reason the student believes it is a grievance, and the relief sought.
- Within 10 days of the date of the alleged grievance, the student shall submit the written form to the office of the Assistant Principal.
- Within 7 school days the Assistant Principal shall render a written decision to the student. The Assistant Principal may hold a hearing in the interim with the student and those involved to elicit facts, if the Assistant Principal deems it necessary. Should the individual student not agree with the decision of the Assistant Principal, within 5 school days of receipt of the Assistant Principal's decision, all paperwork to date must be submitted to the Principal along with the reason for dissatisfaction of the Assistant Principal's decision.
- The Principal, within 7 school days, shall render a written decision.
- The Principal may hold a hearing, if he deems necessary, to determine all facts. Should the student not be satisfied with the decision of the Principal, the student may appeal it to the Superintendent of Schools within 5 school days of receipt of the Principal's decision--forwarding all paperwork thus far accumulated, in addition to the reasons for the dissatisfaction of the Principal's decision.
- The Superintendent will, under normal operating circumstances, render a written decision within 10 school days of the receipt of the appeal. The Superintendent may hold a hearing in order to better determine the facts of the case. An aggrieved party not satisfied with the decision of the Superintendent of Schools may appeal the decision within 10 school days to the Board of Education. Such requests for an appeal shall be filed, in writing, with all necessary papers with the Secretary of the Board of Education.
- The Board of Education shall, within 30 school days, render a decision. The Board may conduct a hearing if it deems a hearing is appropriate.
- Final authority rests with the Board of Education.

Students who wish to offer suggestions or express collective concerns that pertain directly to the school and its related activities, are encouraged to do so through the Student Council. Should the Student Council adjudge the matter as worthy of support, it shall pursue an appropriate and acceptable course of action in cooperation with, and under the direction of, the regularly-appointed faculty sponsor or advisor. Should the Student Council deny its support to the cause or proposition or concern, the aggrieved may appeal by seeking a meeting directly with the Principal. Subsequent appeals may be made to the Superintendent and the Board of Education in the manner prescribed for handling individual student grievances.

Student Grievance Forms may be obtained in the Main Office.

#### STUDENT SALES

Students may not conduct any sales in school except when they are a part of a board- approved school activity.

#### STUDENTS NOT RIDING BUSES

Students not riding the bus in the morning may arrive as early as **7:55 a.m.** Students not riding the bus in the afternoon **must** be picked up by **2:46 p.m.** Students not riding a bus **must** be signed out in the office, unless you have completed, signed, and submitted to the main office a student walker/pick-up form.

#### SUBSTITUTE TEACHERS

Substitute teachers are to be treated as members of the PTMS faculty. Any student causing a problem for the substitute teacher will be referred to the administration for appropriate disciplinary action. (See *PTMS Student Code of Conduct*)

### TEXTBOOKS/BOOKS - LOST OR DAMAGED

The textbooks are the students' responsibility and represent a large investment of taxpayer's money. Please take care of them. Keep them covered. Lost, stolen, damaged, or mutilated books will be charged to the students when it was issued. Students must report loss of textbooks to their teachers. Upon receipt of payment for the book and when a new book can be obtained, the student will receive a new book.

#### **FEES:**

1. Lost books: Replacement cost of book
2. Badly damaged books: Replacement cost of book. The teacher who issues the book shall determine the extent of the damage and if the book will remain usable.

### TRANSFER INFORMATION

If you are moving, please notify the main office so that transfer cards can be prepared. A **minimum of twenty-four (24) hours notice is necessary to process papers.**

### VISITORS

Visitors, especially parents/guardians, are welcome to visit the school. Please contact the building Principal to schedule a time. Visitors are not permitted to attend classes as PTMS without administrative approval. In addition, **ALL** visitors **MUST** report to the office when entering the building before going to any other part of the building. You will receive a visitor's pass when you sign in.

### WALKING HOME FROM SCHOOL

If a student is to walk home, a signed note from the parents must be brought to the office for approval. Any students that will be walking should go to the front of the building and wait to be dismissed after the buses leave.

### WEAPONS AND DANGEROUS INSTRUMENTS

The policy of the Pittsgrove Township Board of Education is to recognize that there is the potential for the presence of weapons and dangerous instruments in any school setting, which not only directly endangers the safety and well being of all members of the school community, but also undermines the educational environment. Appropriate, prompt response is necessary to minimize these dangers and to ensure compliance with N.J. S.A.18A: 37 – 1, et seq. and the Federal Gun –Free Schools Act.

The possession of any weapon and/or dangerous instrument by any person is prohibited on school properties or at any school related activities. Students in possession of such weapons or dangerous instruments while in route to and from school shall also be subject to the conditions of this policy.



## CONCLUSION

*The goal of all members of the Pittsgrove Township Middle School family is that each student has a successful school experience. As a result, the PTMS staff strongly feels that this school student handbook contains useful information that will help each student set goals and manage time. We request that students review the PTMS handbook with their parents/guardians. If you have any questions, please do not hesitate to contact us.*