

2016-2017 Student Handbook

Tenaflly Middle School

“A Community of Caring & Excellence”

10 Sunset Lane
Tenaflly, NJ 07670
(201) 816-4900

***“Take Care of Yourself, Take Care of Each Other,
Take Care of This Place”***



TMS Administration

Mr. John Fabbo, *Principal*
Mrs. Daryl George, *Vice Principal*
Ms. Miriam d'Adolf, *Supervisor of Students*

TMS School Counselors

Mrs. Ellie Zerling, *6th Grade Counselor*
Miss Colleen Rusek, *7th Grade Counselor*
Mr. David Dickson, *8th Grade Counselor*

TMS School Nurse

Mrs. Kathleen Russenberger, RN

Tenaflly Middle School: What We Believe

As middle school educators, we recognize the important interdependence that exists between the academic and social-emotional learning of young adolescents. These principles are reflected in our TMS mission and vision statement. We hope that you will take the time to read and give thought to the document below.

TENAFLY MIDDLE SCHOOL

A Community of Caring and Excellence

"Take Care of Yourself; Take Care of Each Other; Take Care of This Place"

Our Mission and Vision

"Tenaflly Middle School, in partnership with parents and the larger community, is dedicated to the growth and development of young adolescents by providing an environment that promotes academic rigor, academic integrity, social responsibility and lifelong learning."

Therefore, in recognition of the unique needs and characteristics of these students...

Our curriculum and instruction emphasizes:

- Content mastery as well as applied skills in all disciplines so students can think critically, communicate effectively and become informed decision makers
- Instructional pacing matched to students' abilities and competencies
- Understanding for systems of knowledge, themes and concepts
- Open-ended yet guided questioning that encourages student inquiry
- Meaningful homework and individual projects that promote higher order thinking
- Making valid and important connections among disciplines
- Self-reflection, goal setting and self-monitoring
- Real world applications that are problem or issue-based

Our school culture promotes:

- A safe, supportive, and nurturing environment in which every individual feels a sense of belonging
- Acts of kindness, respect, and recognition between and among all members of the school community
- Willing and active involvement in service to the school and greater community
- Honest, respectful, and responsible behavior
- Understanding and appreciation of diverse cultures, talents, ideas and learning styles
- Opportunities to take risks, explore personal interests and abilities, and engage in self-expression with the freedom, support and encouragement to do so
- Personal growth through effective self-management
- An atmosphere in which everyone in the T.M.S. community shares the responsibility to act on these beliefs and to help each other to do the same

To this end, students, teachers, staff, administrators and the community will work together in the spirit of mutual respect and cooperation.

WELCOME TO TENAFLY MIDDLE SCHOOL

Welcome to Tenafly Middle School and the 2016-2017 school year!

The planner and handbook were specifically designed for you so that you could have easy access to all of the information you need to have a great year. One habit that you need to build in your middle school years is organization. Staying organized in your busy life is so important to your success. Use the planner to be responsible and to reach your goals.

This year promises to be a great one with new and exciting events being planned. We are welcoming Mrs. George as our new Vice Principal and our teachers and staff have been working all summer to prepare for the new year. I hope that you are as excited as I am about getting back to school!

Please remember that at Tenafly Middle School, we believe in these simple rules:

- Take care of yourself
- Take care of each other
- Take care of this place

If you remember these and always think about how you can make our school better, then we can continue to grow into the best middle school in the country.

Middle school is a place where children grow and change in so many ways. Growth is something that I want you to keep in mind. We do not expect perfect students, but we expect you to come to school ready to work hard and to be resilient. We expect you to grow intellectually, grow socially, and grow to be independent young adults. An important ingredient in successful growth is failure. Do not fear failure, embrace it. You learn from failing and you grow stronger because of it, so never see failure as the end of something, but rather the beginning of your growth. We want you to set goals and to reach them, but along the way there will be obstacles and failure. Stay strong and positive so that you overcome these obstacles and learn from your mistakes.

Tenafly Middle School is a special place filled with love, laughter, and positive spirit. I am proud to welcome you to the new school year and I hope we build lasting memories together. Thank you, in advance, for helping to make our school the best it can be and remember to live your dreams every day!

John Fabbo, *Principal*

YOUR PLANNER

Every student is given a PLANNER at the start of the new school year which has been paid for by the HSA. All of your teachers will expect you to use it. You will find that it will help you organize yourself.

Do not lose it and PLEASE DO NOT REMOVE ANY PAGE!

ATTENDANCE

Daily attendance in all classes is essential for the successful completion of the course requirements at Tenafly Middle School. The Tenafly Middle School staff expects students to attend school for 183 days.

A pupil must be in attendance for 162 or more school days in order to be considered to have successfully completed the instructional program requirements to which he/she is assigned. A waiver of these attendance requirements may be granted for good cause by the school principal.

A student is officially absent when recorded absent from homeroom. **Parents should call the designated attendance line at 201-816-4910 as early as possible to report the reasons for, and the expected duration of, the absence.** If no call is received from the parent, the school will attempt to call the parent. A student is considered truant when absent without parental permission. Parents may request that homework be sent home if a student has been absent for two or more days, or if a long-term absence is anticipated. To request homework, a parent or student may email the teachers, check the teachers' websites or call the School Counseling Office (**before 9:30 a.m. on the second day of absence at 201-816-4922 or 4923**). An absence from school will be excused upon receipt of a written explanation to the main office for illness or a doctor's appointment, or phone message from a parent/guardian to the attendance line or the nurse.

Absences, due to vacations while school is in session or other activities that can be scheduled at another time, are discouraged and recorded as unexcused absences. These situations disrupt your child's education.

Students are responsible for work missed during an absence. When a student has a single absence on the date of an assessment or due date of an extended project, the student is expected to complete the assessment and/or submit the project on the day of their return to school. For all other school work, such as classwork or homework, students will have an amount of time equal to the time absent to make up missed work required by the teacher.

EARLY DISMISSAL

Every effort should be made to schedule appointments for students outside of school hours. Early dismissal should be requested only when no other reasonable alternative is available. If a student must be excused from school before dismissal, a request in writing must be presented to the Main Office before or during homeroom. **This note must contain the reasons for the request. A parent must sign a student out in the Main Office.**

LATENESS TO SCHOOL

Lateness to school causes problems both for the student and the school. The student misses an opportunity to interact with his/her teachers before the day begins, important morning announcements are not received, and often the student's class is disrupted. Students who arrive late to school (after 8:20) **MUST** report to the office to be signed in.

The categories of "lateness" are:

- **EXCUSED** only with a parent-signed note or a call to the attendance line for illness or doctor's visit and
- **UNEXCUSED** for any other reason.

If a student comes in after 8:45 a.m., the parent/guardian should leave a message on the attendance line with reason for the lateness or provide the student with a note. If they do not have a note or a call has not been made to the attendance line, they will have to call home and parent/guardian should verify with the attendance secretary why the student is late. Daily lateness records are kept and limitations for each student are set per marking period. When a student exceeds 2 unexcused latenesses or totals more than 5 excused or unexcused in any marking period, students are expected to serve a 30-minute detention after school for each subsequent lateness that marking period.

Students must sign in by 10:50 a.m. and be present for 4 hours in order to participate in any after school or evening activities (i.e. concerts, sports events, debate, etc.).

New Jersey School regulations require parents or guardians to have the student in school daily and on time. It is in the best interest of the student that the school and home work together to minimize the frequency of latenesses.

NURSE

Students who become ill during the school day must report to the Health Office after receiving a pass from their classroom teacher. If the nurse decides that the student is too ill to remain in school, she will telephone the student's parents/guardians and ask them to pick up the student. **Students are NOT to**

call home. For safety reasons they must report to the nurse. Using a cell phone to call home will earn detention, as per school policy.

It is the policy of the Tenafly Public Schools that each sixth grade student and each student new to the school district have a physical examination by a private physician or clinic and furnish a report to the school. The report is to be in the form of a completed health card distributed by the school. Each Grade 8 student will receive a health card in the spring which must be completed by a physician and returned to the High School by September.

An immunization report for each student new to the school district is required. The parent(s) must show evidence that the student has completed the immunizations required by the State of New Jersey.

Medicines may be dispensed by the nurse only with written parental and physician approval.

This includes aspirin and other non-prescription medicines and prescription medicines issued by his/her own doctor. All prescription and over-the-counter medicines which students must use during school hours must be kept at the nurse's office. Permission from both the parent and the physician must accompany the prescription. **Under no circumstances are students permitted to keep medication with them while in school.**

HOMEWORK

Homework is an integral part of the curriculum and will be assigned regularly in most subjects. It is every student's responsibility to complete the required assignments according to the teachers' directions. The Planner has been provided to each student to assist with recording assignments. The Planner must be taken to every class and brought home each day. Parents may request that homework be sent home if a student has been absent or if a long-term absence is anticipated. To request homework, a parent or student may email the teachers, check the teachers' websites or call the School Counseling Office (**before 9:30 a.m. on the second day of absence at 201-816-4922 or 4923**). If homework needs to be picked up, it can be found in the School Counseling Office before 3:30 p.m. or in an envelope outside of the School Counseling Office after 3:30 p.m.

A committee of teachers, parents, students, board of education members, and the superintendent of schools prepared guidelines for homework for the school system.

Guidelines for the Middle School state that assignments should be given at least four nights per week for each academic subject, that no new assignments should be given for completion during school holidays or school vacations, that all

homework assignments should be evaluated by the teacher in some way, and that the suggested average daily time allocations by grade level are:

- Grades 6 and 7: An average of 1 1/2 hours per day
- Grade 8: An average of 1 3/4 hours per day
- Homework in accelerated classes may require more time.

END OF YEAR EXAMS AND TESTS

Any exam, test, or form of in-class writing assignment given during the last two and one half weeks of school must conform to the exam/final test schedule. The content of end-of-year exams and tests is restricted. In grade 8, an exam or test may cover as much as (but no more than) the fourth marking period. In grades 6 and 7, an exam or test may cover only as much as a unit of study. Exceptions to the restrictions are the algebra exam and world language exams for 8th grade. Students and/or parents must be permitted to review corrected final tests, if requested. They must do so in the presence of a school staff member.

BOOKS AND EQUIPMENT

The school loans textbooks, Media Center books, musical instruments, and some other materials to students. Students are responsible to maintain items loaned to them in the same condition as they were at the time loaned. Textbooks **must be covered** in order to protect them from excessive wear. Lost or damaged objects must be paid for, or replaced. Students who owe items to the media center will be given ample notice. If the deadline is not met, they will serve a 45 minute detention until the obligation is met or be removed from end-of-year activities.

TELEPHONE /MESSAGES/FORGOTTEN ITEMS

Students may use office phones to call a parent. **They should not use their cell phones.** If a parent needs to speak to their child during school hours, the parent should call the main office at (201) 816-4900. The child will be called down from class and instructed to call the parent.

If a student has forgotten an item from home and a parent brings it to school, **it will be the student's responsibility to pick it up in the Main Office; students are not called to retrieve items from the main office as it is disruptive to class instruction.**

COMPUTER/INTERNET USE

Students are given specific guidelines for computer/internet use. The district policy in its entirety is online and can be read on the district website at www.tenafly.k12.nj.us under "Board of Education - Policies"

Tenafly School District

Internet Usage Policy

Connection to the Internet via Tenafly School District's network will provide access to a vast number of resources that can be beneficial to both staff and students. Because electronic data is both varied and immense, a usage policy must be established to regulate some of the exchange of data that will occur.

Inappropriate usage of the network will result in disciplinary action as deemed necessary by the administration. It may also result in criminal and/or legal action taken against the violator. Inappropriate usage includes, but is not restricted to the following:

- Using the network to trespass into others' folders, work or files
- Using the network to access pornography of any type
- Using the network to send/receive messages that are discriminatory in any manner
- Using the network to send/receive messages that contain obscenities
- Using the network for commercial advertising
- Using copyrighted material in reports without permission
- Using the network to lobby for votes
- Using the network to provide personal information that others may use inappropriately
- Using the network to send/receive messages that are racist and/or sexist
- Using the network to send/receive inflammatory messages
- Creating a computer virus and placing it on the network
- Using the network to send/receive a message with someone else's name on it
- Accessing the network from an unauthorized station
- Using the network to send/receive a message that is inconsistent with a District code of conduct

THESE GUIDELINES MUST BE FOLLOWED TO ENSURE BOTH SAFETY AND PROPER BEHAVIOR WITH ELECTRONIC EQUIPMENT.

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PERSONAL PROPERTY/LOST AND FOUND

Students must assume responsibility for loss or damage of any school or personal property issued to or belonging to them. The school is not responsible for lost or stolen articles. If a student brings in a large sum of money, it can be checked in the office for safekeeping during the day.

The Main Office is the area designated for valuable lost and found articles (jewelry, wallets, purses, etc.). Anyone who finds other types of lost or misplaced articles should take them to the Lost and Found Table in the cafeteria as soon as possible. **Lost clothing and school supplies will be located there.** Students should label personal property with their first and last name. If lost and found articles are not claimed within a reasonable amount of time, they will be donated to charity or discarded.

CELL PHONES/ELECTRONICS

Cell phones and other electronics such as tablets, laptops and e-readers have become an integral tool for time management and communication. Unfortunately, they may also disrupt instruction, distract students and provide opportunities for inappropriate use of technology. To proactively address these concerns, **TMS requires all students turn off their cell phones and keep them in their lockers for the duration of the school day (8:20-2:50).** Students may use smartphones in the classroom for an assigned teacher-approved educational activity with the permission of the supervising teacher. Cell phones are not to be used during the school day for personal recordings, messaging or to access personal social media accounts. Any student who needs to reach a parent/guardian during the school day may use the student phone in the main office at any time. Similarly, if a parent has an urgent need to reach his/her child, please phone the main office (201) 816-4900. The child will be called down from class and instructed to call the parent.

When a student accesses and/or uses personal electronics, including cell phones, during the school day (8:20-2:50) without permission of the supervising teacher, or in a manner that disrupts the classroom or violates the Tenafly Public Schools Acceptable Use of Technology (AUP) policy, the device will be taken and given to an administrator in the main office. The device must be picked up by a parent or legal guardian and the student will be assigned a 45 minute detention. Repeated violations of the policy may result in school restriction.

DRESS CODE

To support a safe, secure, and respectful school environment for our students, appropriate choice of clothing is expected. Clothing that may disrupt or interfere with the school environment or that

endangers the health or safety of students is not permitted in school. This includes:

- Flip flops
- Clothing that exposes the midriff
- Spaghetti straps
- Short shorts (When standing tall, use the fingertips as a guide for appropriate length.)
- Loose or drooping clothing that obviously displays undergarments or is inappropriately revealing
- Clothing with offensive or inappropriately suggestive language, references, or graphics
- Any clothing or item which interferes with the identification of a student, (hats, sunglasses, hoods, etc.)

BICYCLES

Some students choose to ride bikes to school as a good form of transportation and as healthful exercise. A bike rack is located on the south side of the building outside the windows of the Main Office and outside of the cafeteria. You are encouraged to register your bike with the Police Department, to mark it with an etching tool, and to use a secure chain lock. Helmets are required by law to be worn by any child under the age of 17.

PHYSICAL EDUCATION ATTIRE/

MEDICAL NOTES

All students are required to have a change of clothing and acceptable shoes for Physical Education classes. The school recommends that students wear sweatpants/shorts, a shirt, white socks, and sneakers.

Medical excuses from physical education must be given to the nurse and the nurse determines where the child spends class time.

LOCKERS

A hall locker for storage of coats, hats, books and supplies is assigned by the administration. It is the responsibility of each student to keep the locker neat, clean and locked. Periodic locker clean-outs will be scheduled throughout the year. The Physical Education teachers assign another locker, for storage of regular clothes during Physical Education class.

Student lockers (hall and gym) are the property of the Board of Education and are on loan to the students. **The administration retains the right to open and inspect school lockers with or without the knowledge or presence of students or parents when issues of safety, school security or improper behavior demand such action.**

Students who wish to recognize another student's birthday will be permitted to decorate the outer

locker door area with appropriate materials (i.e.: paper, ribbon, bows, card, etc.) **NO FOOD** items of any kind will be placed inside or on the outer locker door area and tape cannot be used on the outside of the locker as it damages the locker's paint. Decorations must be removed after two weeks.

There is a limit of 4 student decorators. A Locker Decoration pass must be obtained in advance from the School Counseling Office.

THE CAFETERIA

All students eat lunch in the cafeteria. No one is excused to go home for lunch. You may buy your lunch or bring it from home, (with the exception of glass bottles). Prices change annually and will be posted on the school website.

Due to time constraints, no deliveries of food are permitted to the cafeteria. For birthday celebrations, students may bring in cupcakes or similar easy-to-serve treats to be shared with his/her lunch table. Students should bring their treats to school in the morning and may keep them in the main office until lunch.

Good behavior is expected during lunch. All students are to remain seated in the cafeteria except when they are getting food or cleaning up. **No food or drinks (excluding clear water) may be taken from the cafeteria.** If a student fails to obey the adults in charge, or misbehaves continually, a referral will be made to the administrator in charge. Removal from the cafeteria, detention, and/or contact with a parent, are possible courses of action taken in such circumstances.

MEDIA CENTER

The Middle School Media Center contains a varied collection of resources (books, periodicals, computer software, and AV materials) for student research and pleasure reading. Classes, group, and individual students may use the Media Center for research, book selection and reading during the school day. Students are also welcome to use the Media Center after school to read, select a book, do research, or complete homework assignments. Media Center projects are planned by teachers, with assistance provided by the Media Center staff, to help students learn how to use the Media Center. All sixth graders receive Media Center orientation by the librarian/media specialist at the beginning of September.

The Media Center is open 7:50 a.m. to 3:30 p.m. daily, except on the day of a faculty meeting, when the Media Center closes at 2:50 p.m. During school hours, individual students must have a pass from a

teacher to use the Media Center and before school students must obtain a pass from the School Counseling Office or from the cafeteria (during the winter).

LEAVING CLASS (HALL PASSES)

Students are permitted to leave class only in special circumstances. Frequent requests to use the restroom will be referred to the nurse. Students are excused to go to the School Counseling Office only with a note from a counselor or when an obvious emergency exists. Students must sign out and carry a hall pass when leaving a room during a class period. The pass indicates that the student is out of the room with the permission of the teacher.

SAFETY DRILLS

Fire and security drills are necessary for the safety of the students and faculty. Specific directions for reaching a point of safety are posted in each classroom. The fire alarm is a sound different from all other bells at school. Be serious about fire drills and know the route. If a student is walking through the halls and the fire alarm sounds, join the class closest and exit from the building.

Students must follow their teacher's exit instructions, walk silently in an orderly file, and proceed to a distance approximately 100 feet from the building.

In addition there will be monthly security drills such as lockdown and evacuation drills. Students are to listen for directions and follow teachers' instructions. No cell phones are to be used during safety drills.

TENAFLY BOARD OF EDUCATION Policy, File Codes 5600, 8467 and 8461

CODE OF STUDENT CONDUCT

The Tenafly Public Schools values a community of students who work together to create a productive learning environment in which all students feels safe, secure and comfortable. To this end students are expected to act responsibly in demonstrating mutual respect, trust, and compassion. The faculty and staff work together to create a nurturing environment as they strive to meet our children's needs, instill in our children a love for learning, and develop in them an understanding of others. Students have a right to a good education, to receive respect, to be treated with kindness, and to be trusted. In turn, children are expected to study and participate actively in their learning, work cooperatively and to follow directions, to seek help in solving problems, to settle differences in an appropriate manner, to accept responsibility for their actions, to report instances of violations of which they are aware with the expectation of no retaliation for such reporting, to respect others' person and

property, to use appropriate language, to dress appropriately, to be sensitive to others' feelings, and to help others.

In accordance with New Jersey Administrative Codes, 6A and 18A the district has developed guidelines for a code of student conduct. These guidelines address any violations of the code and specific areas of misconduct. These include fighting, physical contact (both that considered a danger and that not considered a danger), non-sexual harassment and bullying (both verbal and written – including notes and hit lists), internet in-school violation (inappropriate use), internet out-of-school violation (inappropriate use, e.g., slander or threats), sexual harassment and bullying (verbal – both mild and severe – physical – exposing oneself or sexual assault including exposing another), vandalism (both minor and major). Disciplinary sanctions include a number of responses to such disruptive behaviors ranging from a student and/or parent conferences to detention or suspension. The degree of sanction is contingent upon grade level (i.e., primary, intermediate, middle or high school) and whether or not the misconduct is a first or second offense. Violations regarding weapons or substance abuse are addressed in Board Policies #8467, #5611 and #5530. Violations involving bullying or harassment will be addressed in accordance with Board Policies #5512 and #5751 Students are accorded Due Process. The first step in this process is a conference with the principal who will designate the appropriate consequence with reference to the guidelines for district code of conduct. Dissatisfaction with the consequence can be appealed to the superintendent or his/her designee. Appeals to the Board can be made only in accordance with New Jersey code and statute. Students are responsible for being familiar with these policies.

**TENAFLY BOARD OF EDUCATION
Policy, FILE CODES: 5512**

**PROHIBITING HARASSMENT, INTIMIDATION
AND BULLYING ON SCHOOL PROPERTY, AT
SCHOOL-SPONSORED FUNCTIONS AND ON
SCHOOL BUSES**

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

In compliance with state law, the Tenafly Board of Education prohibits acts of harassment, intimidation or bullying." Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that: 1) Is reasonably perceived as being motivated by either an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or 2) By any other distinguishing characteristic; and that 3) Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that 4) A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or 5) Has the effect of insulting or demeaning any pupil or group of pupils; or 6) Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil. "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

When students are found to be violating the policy, engaging in reprisal or retaliation against someone who reports a violation of the policy or falsely reporting allegations of harassment, intimidation or bullying as a means of retaliation or as a means of harassment, intimidation or bullying, the school district will take appropriate actions. Consequences and appropriate remedial action for a pupil or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performances and must be consistent with the Board's approved Code of Pupil conduct and N.J.A.C. 6A:16-7, Student Conduct.

At each school, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy. All Board members, school employees and volunteers and contracted service providers who have contact with pupils are required to verbally report alleged violations of this

Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received information regarding any such incident. The Board required a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist. The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident.

The Principal shall proceed in accordance with the Code of Pupil Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation.

The district will identify a range of strategies and resources, which could include, but not be limited to, the following actions for individual victims: counseling; teacher aides; hallway and playground monitors; schedule changes; before and after school supervision; school transportation supervision; school transfers; and therapy.

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations and district policies and procedures.

This policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with pupils, school volunteers, pupils, and parent who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

Provisions shall be made for informing parents/guardians whose primary language is other than English.

Pursuant to *N.J.S.A.*: 18A:37-14 information regarding the district's policy against harassment, intimidation and bullying shall be incorporated into each school employee's, contracted service providers, and volunteers who have significant contact with pupils.

Pursuant to *N.J.S.A.*: 37-17(5)(a), the district and its schools will establish bullying prevention programs, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members. Each public school teacher shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention in each professional development period as part of the professional development requirement pursuant to *N.J.S.A.* 18A:37-22.d

FOR A COMPLETE COPY OF THE STATE MANDATED POLICY ON HARASSMENT, INTIMIDATION, AND BULLYING, PLEASE GO TO OUR DISTRICT WEBSITE. www.tenafly.k12.nj.us TENAFLY BOARD OF EDUCATION Policy, File Code 5519

DATING VIOLENCE AT SCHOOL

Dating Violence is defined as a pattern of behavior where a dating partner (an individual involved in an intimate association with another that is characterized by the expectation of affection whether it is casual, serious or long term) threatens to use or uses physical, sexual, verbal or emotional abuse to control the other individual or dating partner.

Acts or incidents of dating violence at school – whether they are verbal, sexual, physical or emotional; or digital or electronic; or patterns of behavior which are threatening or controlling - will not be tolerated. The Tenafly Board of Education has adopted a dating violence policy, guidelines and procedures as outlined in Regulation 5519 for reporting and for responding to acts or incidents of dating violence at school.

Additional information regarding dating violence including the Board policy may be found on the district website.

STUDENT BEHAVIOR AND EXPECTATIONS

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Consequences will be administered when any individual's actions interfere with the right of teachers to teach and students to learn. Students are reminded that any teacher or staff member in the

school has the right to correct individuals at any place and at any time.

Students are expected to conduct themselves in an orderly, respectful and courteous manner at all times. The vast majority of the time, Tenafly Middle School students will meet these expectations. However, in the event a student acts inappropriately, there will be consequences in order to make it clear that this behavior is not acceptable and will not be tolerated.

At times, behavior off school premises and/or outside of school hours can have an effect at school. In matters where safety, well being, and good order of the school are threatened, disciplinary consequences may be imposed.

The philosophy of the Tenafly Middle School is based on the belief that as educators, we are responsible for providing each individual with opportunities to mature intellectually, creatively, emotionally, socially, ethically and physically. Such opportunities for growth are best provided in a positive learning environment characterized by an atmosphere of openness and mutual respect for the personal worth and dignity of each person.

GOALS:

1. Protection of the rights of all staff and students.
2. Protection of the rights of each individual through fair and reasonable treatment of violators of the school and district rules.
3. Development of self-discipline by clearly communicating to students their rights and responsibilities.
4. Respect for the rights and personal dignity of all students and staff in a safe school environment.
5. Compliance with Board of Education, state and federal laws.
6. Protection and maintenance of personal as well as school property.

DRUGS/ALCOHOL/TOBACCO/ANABOLIC STEROIDS AND CONTROLLED DANGEROUS SUBSTANCES POLICY (Substance Abuse)

Policy, File Codes 5530

The following procedures are designed to implement the Drug/Alcohol/Tobacco/Anabolic Steroids and Controlled Dangerous Substances Policy as adopted by the Tenafly Board of Education. They are designed to comply with statutory provision and to reflect the needs of the Tenafly schools. They apply during school hours, for students on school property, and for students at school activities. **The Drug/Alcohol/Tobacco/Anabolic Steroids and Controlled Dangerous Substances policy can be**

read in its entirety on the district website (www.tenafly.k12.nj.us).

Procedure for Referral of Student Suspected to be Under the Influence of a Substance

Whenever it shall appear to any staff member that a student may currently be under the influence of a substance, that staff member **shall** report the matter immediately to the school nurse, the Substance Awareness Coordinator, or medical inspector, and the principal and arrange for the immediate and tactful transfer of the student to the nurse's office. It is **not** the role of any staff member to make the determination of whether a student is under the influence. That determination will be made by an approved medical facility.

The nurse will assess the physical state of the student to determine whether a medical condition and/or emergency exists. It is **not** the nurse's role to determine if the student is under the influence of a substance. The school nurse, when present in school, shall document signs and symptoms and report findings to the principal or designee.

The administration shall file a Violence, Vandalism and Substance Abuse Incident Report with the Principal (if the test results are positive).

In instances where the school nurse, medical inspector, school physician, Substance Awareness Coordinator, and the principal are not in attendance, the staff member responsible for the school function shall be immediately notified.

The principal or his/her designee shall immediately notify the parent/guardian and the chief school administrator and arrange an immediate examination (within three hours of the initial referral) of the student by a physician licensed to practice medicine and osteopathy. The approved examination may be performed by a student's own health care provider if he/she can examine him/her within three hours at the parents own expense. If this is not possible, the examination shall be conducted by the school physician, or, if the school physician is not available, the student shall be taken to the nearest emergency room, hospital, or medical facility for examination. If available, a parent/guardian shall accompany the student, but this is not necessary if parents cannot be reached.

If the parent/guardian cannot be reached, a school administrator and/or designee accompanied by another staff member, acting "in loco parentis" shall accompany the student to the office of the school-appointed physician, hospital and/or medical facility.

If the parent/guardian transports the student they must go directly to the physician's office without

making any stops and must not allow the student to eat or drink anything.

The school will provide a "Physician's Report" form (medical clearance) that must be completed by the treating physician. The doctor will diagnose, through examination and urine and/or blood analysis (blood test is for alcohol only), whether or not the student is under the influence of a substance (N.J.A.C.6A:16-4.3). If, at the request of the parent/guardian, a physician other than the medical inspector (school physician) conducts the medical examination, such examination shall not be at the expense of the Board of Education.

BEHAVIOR WITH SUBSTITUTE TEACHERS

Substitute teachers have a very difficult job because they usually are brought in with very little time to prepare and often are unfamiliar with the students. In order to remove the temptation to take advantage of substitutes, very strict procedures are followed when a student is reported by a substitute for misbehavior.

When such a report is made, the student is assigned a 45 minute detention after school.

FIELD TRIPS

From time to time, teams or grade levels will organize class trips to enhance student learning. Permission to attend field trips is contingent upon consistently appropriate behavior in school. Information about all such trips will be communicated in writing by the organizing teachers and will require parent permission. Often a fee is required. Any parent who is unable to afford the fee should first contact their child's Guidance Counselor and a subsequent meeting with the superintendent of schools to discuss need will follow. Appropriate arrangements will be made. Due to the uncertainty of world conditions, it is possible that field trips might have to be cancelled for security reasons, even at the last moment. The school will do all it can to obtain refunds, however, this cannot be guaranteed.

During any field trip it is essential that students be on their best behavior. For the safety of all and the smooth operation of the trip, it is vital that all students follow the explicit instructions of any teacher, staff member or chaperone, as well as those of guides or representatives at the actual event. All regular school rules, including the dress code and cell phone use, will be in effect unless students are directed otherwise by the teacher in charge of the trip. **Failure to observe proper conduct during a field trip may result in suspension from future trips and/or school disciplinary action.** It is hoped that field trips can be an enriching experience that will benefit all students.

PROCEDURES FOR RESOLVING COMPLAINTS ABOUT CONDUCT OF SCHOOL EMPLOYEES

Constructive criticism of school employees is welcome on the assumption that it is motivated by a sincere desire to improve the quality of the educational program. It enables school employees to perform their job more effectively.

Persons making complaints about school employees shall be referred to the most immediate level at which the problems can be resolved and, as may be necessary, through lines of organization to the Superintendent of Schools.

While always standing ready to consider constructive criticism or a complaint, the Board places trust and confidence in its employees and will support their actions in such a manner that they are protected insofar as possible from anonymous, unreasonable, or ill-considered complaints.

Specific procedures and forms can be obtained from the Principal's office.

THE GRADING SYSTEM

Upon entering the Middle School, some students may experience a period of transition as they adjust to the expectations of their teachers and the traditional letter-grade system. Although a student's level of effort may be considered in an evaluation, teachers give strong consideration to a student's level of ability and independence when completing a task, demonstrating a skill, or understanding a concept.

Online grade books make students' grades available throughout the marking period. In addition, report cards and progress reports are each posted in the Genesis Parent Portal four times per year. The dates on which they are issued are posted on our website's monthly calendar. Progress Reports are posted in the Genesis Parent Portal at mid-marking period and are used to warn of difficulty, including when students are in danger of failing, or to commend improvement. A report may be sent at any time there is a sudden change in performance. A final copy of each student's report card will be placed in his or her permanent record.

Letter grades of A, B, C, D, F are used to report academic progress. Plus and minus designations are used along with the letters. The following percentage ranges are guidelines for the letter grades in most classes:

A = 90 to 100%
B = 80 to 89%
C = 70 to 79%
D = 60 to 69%
F = below 60%

SCHOOL COUNSELING

Grade 6	Ms. Ellie Zerling
Grade 7	Ms. Colleen Rusek
Grade 8	Mr. David Dickson

What Is A Counselor?

Your counselor is a person who is trained to understand that you are a unique and very important person. Counselors try to help you succeed in school and to reach what you are capable of achieving. Most of all, they will listen to your questions and problems and try to help you deal with them.

How Do You Use The School Counseling Office?

It's easy! Just walk in and say, "I'd like to see my counselor, please." Or call us at 201-816-4922 or 4923.

When Can You Use The School Counseling Office?

Come in anytime you have a pass from a class, at lunchtime, before school, or after school. Sometimes you have to wait a short time or even come back a little later, but you are always sure to see a counselor. In case of an emergency, come in anytime.

Talking It Over - Individual Counseling

This is one of the most important services we provide for you. Having difficulty in a class? Worried about a personal problem? Having a difference of opinion with a teacher? Come in and see your counselor. She/he will listen and try to help.

Parent Conferences

The best way for your parents to see how you're doing in class is to meet with your teachers. Parent/teacher conferences can be requested by your parents, your teachers, your counselors, or you. The Counseling Department will also interpret and discuss the results of standardized testing with your parents to keep them informed of another measure of academic achievement.

Family Conferences

It is not unusual for a student or a parent to request a conference that includes just the parent, the student, and the counselor. These conferences can be very helpful as they work together with you to make your experience at the Middle School a positive one.

CLUBS AND CO-CURRICULAR ACTIVITIES

A program of clubs and activities are offered. More information will be provided shortly after school opens and will include a brief description of the club or activity, and dates and locations of meetings.

AFFIRMATIVE ACTION

The Tenafly Public Schools provide equal opportunity in all areas. Affirmative Action policies apply within the classroom and in personnel practices. Individuals are treated on the basis of qualification, without regard for race, color, sex, age, marital status, physical handicap, national origin, or other improper standard. The district works hard to maintain an environment free from all forms of sexual harassment or intimidation.

It shall be the policy of the Board of Education to maintain learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the Tenafly Public Schools staff to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students or staff members through conduct or communications of a sexual nature.

The Affirmative Action Officer is Assistant Superintendent Mrs. Barbara Laudicina at 201-816-4503.

STUDENT VISITORS

Guests of TMS students must have **prior written** approval by Mr. Fabbo and the host student's teachers. Forms are available in the Main Office and must be submitted prior to the date of the visit. Requests are generally granted unless they interfere with the day's program. **Visits are limited to one day.** Visits are not permitted on the day before a vacation.

TENAFLY MIDDLE SCHOOL HONOR CODE

An **academic honor code** is a set of rules or ethical principles governing an academic community based upon the values that define honest behavior in school. An honor code relies on the belief that students can be trusted to act honorably. Those who are in violation of the honor code can be subject to various consequences. Therefore,

- I will do my work to the best of my ability.
- I will be honest in all my work and my interactions with people. Cheating, plagiarism and copying homework are unacceptable. I will not cheat on a test or on a school assignment by using the words or ideas of another person.
- I will be honest in my statements and actions.

Teachers' expectations for all work are clearly stated. If a student is unsure of the requirements for any activity or assignment he/she is responsible for checking his/her understanding with the teacher in order to avoid a violation of the Honor Code.

Violations of the Honor Code include but are not limited to the following areas:

Cheating:

In cheating, a student is taking the work of another, including homework, and claiming it as his/her own. At Tenafly Middle School cheating includes but is not limited to:

- Copying and/or offering homework verbally, in written form, or by electronic means
- Copying and/or offering answers on tests or quizzes verbally, in written form, or by electronic means
- Pressuring other students to violate the Honor Code
- Bringing in and using unauthorized information during class time, including information stored in a calculator, cell phone, or other electronic device
- Offering or receiving information under circumstances when information is not to be shared.
- Having anyone, including parents or tutors, complete assignments and submitting the work as one's own.
- Presenting collaborative work as independent work and independent work as collaborative. (In group work, one person should not and will not bear the burden for the entire group assignment.)
- Copying answers from answer guides in texts
- Misrepresenting data, information, or sources.
- Forging a parent's or guardian's signature

Plagiarism:

The act of plagiarism may include direct copying, but it may also be more complex than verbatim repetition. A student, in preparing a project for a class, will have plagiarized if he/she has taken information from sources without citing what sources were used. Plagiarized material may appear in a student's paper as word-for-word copying, a summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work of another as his/her own.

- Submitting images and/or documents in whole or in part from the Internet without citation of the source(s).
- Copying another's work.
- Using another's ideas without proper citations.
- Incorporating portions of another's writing within the context of your own work.
- Failing to acknowledge a source of information.
- Using "unique" phrases without citations.
- Using graphics, charts, diagrams, illustrations without citations.

LEVELS OF CONSEQUENCE

1st Offense: The student will receive a failing grade for the assignment and the teacher will contact the student's parents. The incident will be documented and the appropriate administrator(s) will be notified. The guidance counselor will counsel the student concerning proactive measures that he/she might take to prevent further violations. The student may be assigned an office detention with a reflective essay and may be expected to redo the assignment. The student will be informed of further consequences should another violation of the Honor Code occur.

2nd Offense: The student will receive a failing grade on the assignment and the incident will be reported to the appropriate administrator(s). The administrator will contact the parents. Parents may be required to come to school and meet with their child, the counselor, an administrator and when appropriate, the teacher. The student will have a detention(s) with a reflective essay and may be expected to redo the assignment. The student will be informed of further consequences should another violation of the Honor Code occur.

3rd Offense: The student will receive a 0 for the assignment and may receive an F for the marking period grade for the course in which the infractions occur. Parents are required to come to school and meet with the Core Team Committee which includes teachers, Child Study team members, School Counselors, and administrators in order to develop a preventative action plan. The student may lose grade level and/or building activities (i.e. field trips, field day activities, etc.) as well as leadership positions. The student will be advised that should another violation occur, he/she may have to attend summer school.

If a student's infraction of the Honor Code is exceptional and seems to have violated more than one aspect of the Honor Code, the student will be held accountable for a second or third offense regardless of whether or not the student has committed a first or second offense. This decision will be made by an administrator.