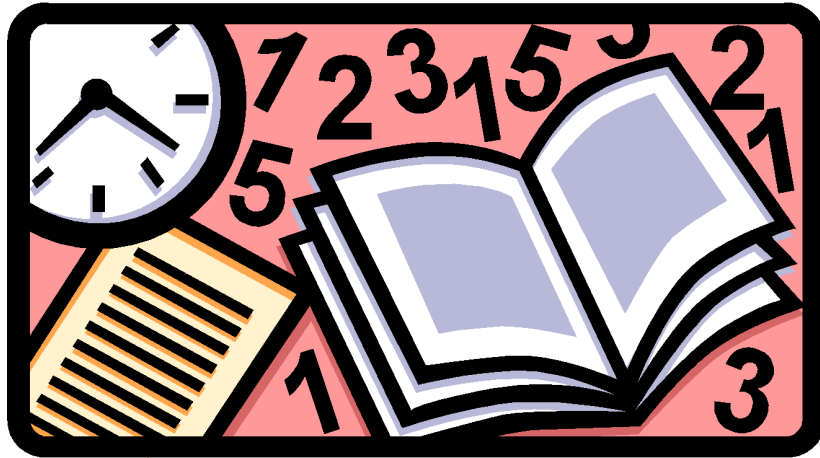


**DEERFIELD SCHOOL
STUDENT HANDBOOK FOR GRADES 6-8**



**(A GUIDE TO POLICIES, PROCEDURES, AND PROGRAMS INCLUDING THE CODE OF
CONDUCT FOR THE 2019-2020 SCHOOL YEAR)**

**Mrs. Kimberly Richards
Deerfield School Principal**

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I. MOUNTAINSIDE SCHOOL DISTRICT VISION

The vision is to ensure that Mountainside remains a premier suburban school district in which all students acquire the knowledge, skills, and values necessary to live rich and full lives as productive and enlightened members of society, empowering them to shape, build, and achieve their dreams.

II. MOUNTAINSIDE SCHOOL DISTRICT MISSION

The Mountainside School District will provide an exceptional, well-rounded education with equitable opportunities, which align with the New Jersey Core Curriculum Standards, for all students that will empower them with the knowledge, literacy and skills to compete and thrive in a global environment, while becoming responsible on personal, community, and world levels. The Board of Education, administration and staff, working together with students, parents and the community, are accountable for achieving this vision.

III. MOUNTAINSIDE SCHOOL DISTRICT GOALS

1. To create high quality 21st Century schools that will prepare our PreK-8 students to face the rigorous academic challenges of secondary and post-secondary education and/or challenging careers.
2. To maximize the efficient use of district resources and funding opportunities.
3. To provide the best technological learning tools, and a reliable and dynamic infrastructure and environment for our students and faculty.
4. To maintain/improve communication and community engagement within the district and between the school district and all stakeholders.
5. To promote and maintain a safe and secure school environment.

WE CONTINUE TO BELIEVE...

- That children are society's most valuable asset and every decision should be in their best interest.
- That schools should give all students opportunities to achieve and succeed to the best of their abilities.
- That schools should provide a safe, positive and welcoming environment that emphasizes integrity, pride, acceptance and mutual respect and will allow students to become responsible and caring adults.
- That students must understand the value of education and the opportunities it provides.
- That schools must address the needs of the whole child in areas such as: social, emotional, physical, intellectual, and civic preparation.
- That schools should create a comprehensive curriculum incorporating 21st century creative and critical thinking, technology, communication, entrepreneurial, and problem-solving skills imperative to succeeding in a global society.
- That well-rounded academic and extracurricular experiences (athletics, fine arts, and clubs) should be available and encouraged for all students.
- That parents are essential to the success of the educational process.

- That staff members should be knowledgeable in their subject areas, with a vigorous emphasis on professional development and creative, innovative instructional methods to ensure all students achieve at their highest levels.
- That facing budgetary and economic issues, the district will find the best funding resources available to support its mission and to provide efficient, effective and safe school facilities and infrastructure.
- That an excellent school system is crucial to the economic development and vitality of the community.
- That community involvement is critical in the educational process.
- That we must commit to continually improving communication and maintaining a strong relationship between the schools, residents and Mountainside community at large.

IV. OVERVIEW OF STUDENT HANDBOOK COMPONENTS

Middle school educators are committed to pursuing and maintaining an academically excellent, developmentally responsive, and socially equitable learning environment for every student. Regarding this commitment, we have identified parents/guardians as partners in the educational process and have created the Student Handbook to inform you and your child of the various student rights and responsibilities pertaining to academics, attendance, and conduct. Disciplinary measures have been identified according to Titles 6 & 6A of the *New Jersey Administrative Code* and Title 18A of the *New Jersey Statutes*. We urge you to read and review this school document with your child so that your child's middle school experience is one rooted in clear expectations.

V. ACADEMICS

A. Homework Guidelines and Requests

Homework is an extension and reinforcement of what occurs in the classroom. It enables students to reflect upon and react to learning experiences in a meaningful way. We expect every student to accept the responsibility for completing homework neatly, accurately, and on time. While parents/guardians are supportive and encouraging, it is ultimately the student's responsibility to complete assignments that represent the student's best quality and effort. On average, middle school students are to expect to receive 1-2.5 hours of homework per evening. Homework constitutes a significant portion of the marking period grade. For more specific homework policy information, parents/guardians can contact individual teachers.

If a student is absent for any reason, it is the student's responsibility to gather missed assignments from teachers upon the student's return to school, complete missed assignments based on a schedule arranged by the teacher and student, and submit missed assignments to the teacher. In general, students will be allowed two days to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for students. In the event a student was or is going to be absent from school for two days or more due to illness, the student's parent/guardian may notify the main office at (908) 232-8828, extension 300 or 301 and request work.

For those students who were or are going to be absent from school for two days or more due to illness, we recommend that parents/guardians contact the main office before 11:30 a.m. so that anticipated missed assignments can be completed by students while they are absent from school (if possible). Once the main office has been notified, teachers will provide work for the student.

Parents/guardians are to allow 24 hours after notification for the work to be provided by the teacher(s). When students are absent for one day, students or parents/guardians can contact a classmate to obtain assignments rather than the main office or check the teacher's e-board.

B. Grading

The following list provides guidelines for interpreting numerical grades on student report cards for academic content areas.

Grades

A+ =	100	C+ =	77 - 79
A =	93 - 99	C =	73 - 76
A- =	90 - 92	C- =	70 - 72
B+ =	87 - 89	D =	65 - 69
B =	83 - 86	F =	64 and Below
B- =	80 - 82		

C. Power School

Student grading and attendance information is available online through Power School. Students and parents will be issued a Power School Access Account with a User ID and Password. Parents have 24 hour access to Power School by selecting the parent/child icon on the bottom of the Deerfield School and Mountainside School District websites at (www.mountainsideschools.org. and www.mountainsideschools.org/school/df). It is highly recommended that parents take advantage of the automatic e-mail alerts and regularly check student progress in each class.

Report Cards will be issued in hard copy ONLY at the end of the first and fourth marking periods.

Progress Reports will be issued for students on a as needed basis by teachers.

Progress reports are issued at the midpoint of each of the four marking periods. The purpose of the progress report is to reflect student progress or lack thereof. Progress reports are distributed through Friday folders for sixth, seventh and eighth grade students on these dates.

Marking Period Closes	Report Cards Released on Power School
November 12, 2019	Friday, November 22, 2019
January 31, 2020	Friday, February 7, 2020
April 15, 2020	Friday, April 24, 2020
June 18, 2020	Thursday, June 18, 2020

Progress Reports and 1st Report Cards must be signed and returned to the homeroom teacher.

D. Honor Roll

At the conclusion of each marking period, a list of all students who have qualified for the High Honor Roll and Honor Roll is published. Students must meet the following criteria in order to qualify for the High Honor Roll and Honor Roll.

Sixth Grade High Honor Roll - a grade of A- or higher in mathematics, reading, science, social

studies, writing and a grade of A- or higher in cycle classes including art, project based learning, health, life skills, music, physical education, Spanish, study skills.

Sixth Grade Honor Roll - a grade of B or higher in mathematics, reading, science, social studies, writing and a grade of B or higher in cycle classes including art, project based learning, health, life skills, music, physical education, Spanish, study skills.

Seventh Grade High Honor Roll - a grade of A- or higher in language arts literacy, mathematics, science, social studies, Spanish and a grade of A- or higher in cycle classes including art, project based learning, health, Research Inquiry, life skills, music, physical education.

Seventh Grade Honor Roll - a grade of B or higher in language arts literacy, mathematics, science, social studies, Spanish and a grade of B or higher in cycle classes including art, project based learning, health, Research Inquiry, life skills, music, physical education.

Eighth Grade High Honor Roll - a grade of A- or higher in language arts literacy, mathematics, science, social studies, Spanish and a grade of A- or higher in cycle classes including art, project based learning, health, life skills, music, physical education.

Eighth Grade Honor Roll - a grade of B or higher in language arts literacy, mathematics, science, social studies, Spanish and a grade of B or higher in cycle classes including art, project based learning, health, life skills, music, physical education.

E. Standardized Testing

Standardized tests are administered in grades 3-8. The purpose of these assessments is to determine how well students have mastered the skills and concepts identified in the New Jersey Core Curriculum Content Standards.

Assessment	Grade	Administration Dates
NJSLA LAL & MATH	6, 7, 8	May 4, 2020 – May 14, 2020*
NJSLA SCIENCE	8	May 19 & 20, 2020*

*These dates are tentative and subject to change.

Standardized test scores are mailed home once the district receives the results.

VI. ATTENDANCE

A. General Provisions

New Jersey state law requires that students attend school regularly, and that it is the responsibility of the parents/guardians to see that their children attend school on the days/hours that the public schools are in session in the district (N.J.S.A. 18A: 38-25). In order to facilitate students' chances for success, Deerfield staff members will work cooperatively with parents/guardians to assure that

students attend school daily.

If a student is absent, a parent/guardian is to call the school nurse at (908) 232-8828, extension 304 to inform the school of the absence prior to 8:30 a.m. on the day of the absence. This number can be accessed 24 hours a day. If a student is absent and the school nurse has not been notified, the school nurse will attempt to call the parent/guardian emergency contacts listed on the yellow health card. If no one can be reached to verify the student's whereabouts, a police officer and the principal will be dispatched to the student's home.

Those students not in attendance for a minimum of four hours on any given school day may not participate in or attend any extracurricular activities that are held that day. With respect to N.J.A.C. 6A: 32-8.3, "for purposes of school attendance, a day in session shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process....A school day shall consist of not less than four hours of actual instruction."

It is recognized that certain legitimate occurrences may occasionally cause a student to be absent from school. Those occurrences which constitute legitimate absences from school and classes include the following:

- Family Illness or Death;
- Educational Opportunities;
- Excused Religious Observances (pursuant to N.J.S.A. 18A:36-14 through 16);
- Suspension from School or School Sponsored Activity; and
- Other Reasons Which Receive the Prior Written Approval of the Principal.

Students returning to school from an absence are required to submit a note to the homeroom teacher within two days of their return. Students must submit a note indicating the reason for the absence upon their return to school in order for excused absences to be recorded as such.

Students who do not submit notes for excused absences will have those absences recorded as unexcused. To verify an excused absence, a doctor's note or parent's/guardian's note for an absence due to illness, a parent's/guardian's note for a death in the family, and/or a parent's/guardian's note for a religious holiday, which is recognized by the state of New Jersey, must be provided.

For attendance, students and parents/guardians are to be aware of the following additional expectations and regulations:

Students under the age of 16 who exceed 20 days of unexcused absences during the course of one school year may have a complaint filed against their parents/guardians in municipal court;

Students who have an extended or serious illness shall not be charged with absences provided they are under a doctor's care or are receiving home instruction;

Students who are absent from school due to observance of a religious holiday shall not be deprived of any award or eligibility thereof or opportunity to compete for any award, or of the right to take an alternate test/examination, as long as an absence note is submitted as described herein;

Student absences from school as a result of students being assigned in-school and/or out-of-school suspension are excused absences; and

Students vacationing during school days will accrue unexcused absences. The scheduling of vacations during the school year is not encouraged in that students miss valuable instructional time. Teachers will not be able to provide a list of specific assignments in advance but will make general assignments available to students within a reasonable amount of time. This being the case, teachers will establish guidelines for due dates that the principal will support.

Although certain medical appointments may be considered excused absences, parents/guardians are urged to schedule doctor and dental appointments after school hours.

B. Late Arrivals/Early Dismissals

Students are expected to be in their homerooms by 8:20 a.m. Students who arrive late to school are to report directly to the main office upon entering the school. The main office will then issue passes to students who are late to school before they proceed to their classes.

Each marking period, students will receive one detention for every three unexcused tardy arrivals to school, which will be assigned within 2 weeks of the third unexcused late arrival. When possible, detentions will be assigned before school from 7:45-8:15 a.m. Parents will receive a letter from the school with the assigned date, time and location.

Students who wish to be dismissed early from school must have a written request to do so from a parent/guardian. That request is to be presented to the main office as soon as the student arrives at school the morning of the request. The student is not to submit notes for early dismissals to teachers. The request must state the reason and time for the early dismissal.

The parent/guardian who is picking up the student must personally sign out and pick up the child in the main office, at which time, he/she may be asked to display personal identification and/or to identify the Family Security Code listed on the emergency card. This is for security purposes.

Siblings who are under the age of 18 will not be permitted to sign students out under any circumstances. Students being dismissed early from school will be called to the main office just prior to the stated dismissal time. If the student is returning later in the day, the student is to sign in with the main office upon arrival and receive a pass before proceeding to class.

VII. SCHOOL PROGRAMS AND SERVICES

A. Communication with Staff Members

Parents/guardians are partners in the educational process. It is essential for parents/guardians and staff members to communicate with one another in terms of student progress and behavior.

Frequent contact through telephone calls, e-mail, conferences, and publications is vital in that the success of elementary school students is contingent upon continual communication.

Staff members can be contacted by telephone at (908) 232-8828 followed by the respective extension. A list of staff members, telephone extensions, and e-mail addresses is linked to the district website. In the event parents/guardians are contacting a teacher for the first time by telephone, parents/guardians are reminded that most teachers are required to arrive at 8:00 a.m. and are required to remain in the building until 3:20 p.m. At Back-to-School Night, parents/guardians are encouraged to ask teachers for an appointment for a parent conference.

To contact staff members through e-mail, simply type the first letter of the first name of the staff member you wish to contact followed by the last name of the staff member you wish to contact. The final step is to attach: @mountainsideschools.org. For example, if you wished to contact Ms. Mary Smith (fictitious teacher for example only), you would use this address: msmith@mountainsideschools.org.

If a parent/guardian wishes to schedule a conference with a staff member(s), that parent/guardian is to contact the staff member(s). Parents/guardians of third, fourth, and fifth grade students are to be aware that conferences can be scheduled. A conference is to be scheduled on Back-to-School Night so that parents/guardians can meet with their child's teachers in November to review student progress for the first marking period. In most instances, the counselor and Principal are available to meet with parents/guardians in conference settings if appropriate.

Additional school information is available to parents/guardians through the district website (<http://www.mountainsideschools.org>).

B. Support Services

Counseling

Ms. Kristen Dal Cortivo, 908-232-8828 x303

Parents/guardians are to make every effort to contact the school counselor in the event they notice a significant change in their child's behavior and/or attitude. The counselor can be quite helpful regarding conflict resolution if a parent/guardian notices that students are having difficulty relating to one another. Our school counselor is instrumental in dealing with the many personalities and challenges associated with elementary school as the counselor addresses various developmentally responsive themes. Specifically, the elementary school counseling program focuses on the following areas: transition/orientation, character education, crisis intervention, problem solving, individual counseling, small group counseling, classroom developmental counseling, parent/family involvement, and consultation/collaboration with staff members, parents/guardians, mental health professionals, and community members.

Intervention and Referral Services

Deerfield also has an Intervention and Referral Services (I&RS) Committee, which is comprised of teachers, the school counselor, a Child Study Team representative, and the school nurse. When a concern(s) arises pertaining to the academic and/or social-emotional growth of a student, parents/guardians or staff members may share the concern with the principal and school counselor. After the concern is shared, a recommendation may be made to schedule an I&RS Committee meeting. The purpose of an I&RS Committee meeting is often for teachers to communicate with the student's parents/guardians in order to identify the difficulties the student is experiencing. Strategies for assisting the student in school are established. When necessary, the

Child Study Team (CST) conducts a complete evaluation of the student.

Child Study Team

Deerfield provides special education services to classified students through the Child Study Team (CST). The CST includes the Learning Disabilities Teacher-Consultant (LDT-C), the school psychologist, the school social worker, and the school speech therapist. The LDT-C works directly with classroom teachers, observing and offering academic and classroom management strategies to assist students who are experiencing difficulties. The school psychologist is available to students for counseling purposes and to parents/guardians for additional support strategies relative to student behavior. In addition, the school social worker can guide the development of social skills. The CST may conduct an evaluation to determine whether or not a student is eligible for special education and related services. Each CST member may serve as case manager for students who are referred for evaluation or who are identified as needing special education services. The case manager coordinates the development, monitoring, and evaluation of the effectiveness of the Individualized Education Program (IEP). This staff member facilitates communication between home and school and facilitates the annual review and re-evaluation process.

Nurse

Mrs. Sonia Branco, 908-232-8828 x304, 908-232-7338 (fax)

The Deerfield school nurse is a health professional whose responsibilities include providing basic health care for students, acting as a liaison to parents/guardians specific to student illness and absence from school, handling emergency situations, and serving as a resource person for the Child Study Team and I&RS Committee.

AIM

Deerfield has implemented basic skills instruction as one of its support services. This program, AIM, includes instruction in the content areas of language arts literacy and mathematics and is available to students during school hours. Students are eligible for this supplemental program based on teacher recommendations, assessment data, and the I&RS Committee. The teachers who provide this instruction collaborate with the respective classroom teacher primarily through an in-class model and monitor student progress in a similar vein.

ESL

Deerfield students whose primary spoken language is one other than English are tested to determine their level of English proficiency. During this process, state criteria are utilized to ascertain eligibility for assistance in language acquisition. Any student who falls below the cut-off score will receive direct instruction in English for one class period per day.

C. Extracurricular Programs

Activities

The Deerfield activity program is designed so that middle school students can explore their interests. The activities for the 2019-2020 school year are (but may not be limited to): Art Studio, Robotics Club, Literary Magazine, Yearbook, and Ecology Club. Some activities are available for different grade levels based on the nature of the activity.

Performing Arts

There are several opportunities for middle school students to participate in performing arts.

These programs consist of the following: Deerfield School Band, Jazz Band, Chorus as part of the general music curriculum and Select Chorus, and possibly the school play production. Whole group instrumental and vocal instruction prepares our band and chorus students to perform at school concerts, community affairs, and additional school events.

Student Council

The Student Council is an active service association, which has made charitable donations as a result of its fundraising efforts. The Student Council is comprised of homeroom representatives, and eighth grade students serve as officers following an annual election. The officers are responsible for organizing, coordinating, and leading school spirit activities, projects, and assemblies.

VIII. POLICIES AND PROCEDURES

In the section that follows, we have provided an alphabetical listing of several guidelines parents/guardians and students can familiarize themselves with to better understand general school policies and procedures.

A. Assemblies

Assemblies will occur at various times throughout the school year. When attending assemblies, students will be accompanied and supervised by staff members. Students are expected to proceed to and from assemblies in an orderly fashion with a minimum amount of noise. Audience members are to commend assembly participants through applause. There is to be no whistling, booing, or excessive noise made during assemblies. Students who choose not to demonstrate proper behavior will lose the privilege of attending assemblies. Constant talking during assemblies will not be tolerated.

B. Bicycles

Students are permitted to ride bicycles to school. Students with bicycles must secure them in the racks with their own locks. One rack is located in the front of the school near the circle, and a second rack is located in the back of the school near the tennis courts or girls' locker room. The school is not responsible for bicycles that are stolen. Those students who ride bicycles to school are reminded that New Jersey state law dictates that individuals **14 years of age and younger are required to wear a helmet when riding a bicycle**. As such, students are to store bicycle helmets in their hallway lockers when they enter school. Students may not ride and/or bring skateboards, roller blades, or scooters to school for safety reasons and storage purposes. Parents/guardians are to remind their child to cross with the assistance of the crossing guard.

C. Books/Equipment

Students are responsible for the care of all textbooks, equipment, and materials that are assigned or loaned to them during the school year. Textbooks are to be kept covered so they can be returned with a minimum amount of wear. Students are to examine their textbooks carefully when they receive them. Students are also to call their teachers' attention to any marks or ripped pages in order not to be held responsible for previous damages. Fines will be levied in June for any marks, ripped pages, or additional damages inflicted by students. For textbooks, parents/guardians and students are reminded that fine amounts may be for the replacement cost of the damaged or lost textbook contingent upon the degree of damage.

D. Building Appearance

Deerfield School is kept very well by our custodial staff. Every student is to respect and care for

the building with a great degree of enthusiasm in order to contribute toward maintaining a pleasant learning environment. Students are to take pride in the appearance of our school by refraining from defacing and vandalizing school property and by removing debris when appropriate.

E. Bus Evacuation Drills

New Jersey state law requires schools to conduct bus evacuation drills for all students. During a bus evacuation drill, students are to leave all of their personal belongings on the bus (should they have them with them) and exit the rear of the bus quickly, silently, and in a single file line. Upon exiting, students are to bend down and use their hands and arms to brace themselves as they get out of the actual bus. Students are not to jump out of the bus. Once students have exited the bus, they are to stand quietly and wait until the signal is given for them to return to the bus and gather their personal belongings. Students can then proceed to their classes in an orderly fashion.

F. Cellphones

Staff members recognize that students need to be able to communicate with their parents/guardians before, during, and after school hours about family obligations, after-school activities, jobs, appointments, carpooling, etc., therefore, students will be permitted to bring cellphones to school. However, these devices must be turned off and stored in hallway lockers during school hours, which is from 8:20 a.m. - 3:00 p.m, unless specific permission has been granted by an administrator or staff member.

Picture taking in school with personal cell phone without direction or permission of a Staff Member is strictly prohibited.

Posting of pictures on the internet without permission (e.g. Facebook, Instagram, Text, etc.) may be subject to discipline according to cyberbullying policies.

Cell phones in use without permission will be confiscated. The phone will be returned at the end of the day on the first offense and will require a parent/guardian to come to the school to retrieve the cell phone on the second offense. On the third offense students may lose the privilege to bring their cell phone to school.

Students shall be personally and solely responsible for the security of their cell phones. The school is not responsible for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

G. Computers (School)

The computer lab, Chromebooks on carts, and iPads serve as informational and instructional resources for students and staff members. While students utilize the computer lab and Chromebooks on carts, students are reminded that the equipment is not to be vandalized in any way, shape, or form. Absolutely no food and drinks of any kind are permitted near the equipment. Chewing gum in the computer lab and when working with the Chromebooks on carts is forbidden. Students may only enter the computer lab and/or use the Chromebooks on carts if supervised by a staff member.

H. Delayed Openings/Early Dismissals/Emergency School Closings

In the event of a delayed opening, Deerfield School will open at 10:20 a.m. This is 2 hours later

than usual. Deerfield bus students will be picked up 2 hours later than their daily pickup time. When there is a delayed opening, parents/guardians will receive a call from the automated telephone system, a service provided by the district. The Mountainside School District website (www.mountainideschools.org) is another resource for this information. Third, fourth, and fifth grade students will have their regularly scheduled lunch periods when we have delayed openings.

Should an early dismissal occur, school will close at 12:50 p.m. with a limited lunch to be served, meaning a full, hot lunch selection will not be available. Parents/guardians will receive a call from the automated telephone system when there is an early dismissal. The Mountainside School District website is another resource for this information.

Prior to an emergency school closing, parents/guardians will receive a call from the Honeywell Alert automated telephone system. The Mountainside School District website is another resource for this information. Parents/guardians are advised to plan ahead and to make arrangements for child care should no one be home during the school day.

I. Drop Off/Pickup

For students who are transported to and from school by car, the respective parents/guardians are to adhere to these guidelines to ensure their child's safety.

The start of the school day is 8:20 a.m. With this in mind, parents/guardians are not to drop off students prior to 8:00 a.m. The Child Care Program is available from 7:15–8:15 a.m. should parents/guardians wish to drop off students before 8:00 a.m. There is no other type of supervision available for students dropped off prior to 8:00 a.m., and those students will have to wait outside the school before proceeding to the cafeteria. Parents/guardians who are dropping off and picking up students are to do so only in the front of the building off of the Central Avenue entrance to Deerfield School. The Sawmill Road entrance is reserved for bus traffic only.

Students coming to meet with a teacher for extra help in the morning will be required to receive a pass from the particular teacher prior to arriving in the morning. If a student does not have a pass, he/she will have to wait in the cafeteria, or gym, if the student was transported by bus.

Parking of cars is to be in parking lot spaces only so as to assist with the flow of traffic along the designated, coned off route.

K. Extracurricular Activities

Students must demonstrate adequate academic progress in order to maintain participation in extracurricular activities. Parents/guardians of students who are not demonstrating an overall C average or better across the content areas will be contacted to discuss continued participation at the onset, middle, or conclusion of a sport season.

Parents/guardians and students are to be aware that detentions take precedence over after-school activities and athletics. Detentions will not be scheduled around students' extracurricular activities. Parents/guardians and students are reminded that any student who is suspended in or out of school on the day of an extracurricular activity will not be permitted to participate in that activity.

L. Fax Machine Usage

Deerfield does have a fax machine that is for staff members. Parents/guardians are asked not to

fax permission slips, physical forms, etc., to school for their child. It is the student's responsibility to bring the necessary documents to and from school. Parents/guardians are only to fax school documents in the event of a true emergency.

M. Field Trips

Field trips are designed to stimulate student interest and inquiry. Field trips provide opportunities for social growth and development and are considered appropriate extensions of the classroom or school program. In order to attend a field trip, students must provide school officials with signed permission slips. As for conduct, students may be denied the privilege of attending a field trip if their behavior shows a negative pattern.

Should sixth, seventh, and eighth grade students consistently engage in gross insubordination or other high level infractions, they will not attend field trips and/or other grade level activities such as (but not limited to) the eighth grade Washington, D.C. trip.

If parents/guardians decide not to give their child permission to participate in a field trip, their child is expected to be in school for the entire day of the trip. Appropriate lessons for each student remaining behind will be developed by teachers. Students and parents/guardians are also to be aware that the Code of Conduct extends to field trips.

N. Security Drills

New Jersey state law requires schools to conduct fire drills and School Safety Drills. Every classroom and shared space such as the gymnasium has posted drill procedures as well as a map of escape routes.

During a safety drill, students are to walk quickly, silently, and in a single file line from the classroom. Students who are not with their regular class when the fire alarm sounds are to report to the nearest staff member and give his/her name to that individual for attendance/security purposes.

While outside, students are to stand quietly and wait for the signal to return to the building. After the signal has sounded, students can return to their classrooms in an orderly fashion.

Students are to be aware of alternate routes to evacuate the building should designated escape routes be blocked. In collaboration with the Mountainside Police Department, staff and students will be trained and practice school safety drills on a regular basis. Students are to follow the lead of staff members and police during Safety and Security Drills.

O. Hall Passes

All students are to have a pass if they leave their classrooms during class time. If a student needs to use the bathroom while in class, the student must obtain permission to do so from the teacher, sign the classroom bathroom log, and take the classroom hallway pass to the bathroom. Students are permitted to use the bathroom when classes change as long as they are on time to their next class. Students who wish to visit the nurse must have a pass from a staff member except in the case of a true emergency. No student is to visit the nurse's office during the change of classes except in the case of a true emergency. Any student who feels he/she cannot remain in school for any reason is to receive a pass from his/her teacher and report directly to the nurse. Students may request to see the counselor at any time for assistance with any school or personal difficulties or for information concerning future school or career plans. To arrange a counseling appointment,

students are to come to the main office. Before meeting with the counselor, students must report to their classroom teacher for attendance purposes. Parents/guardians and students are reminded that each time a student leaves a class he/she is missing valuable instructional time. This being the case, students are to limit their visits to the bathrooms, etc.

P. Hallway Traffic/Backpacks and Book Bags

Students are expected to walk on the right side of the hallways. No running is permitted in the school building. Students are to be orderly and reasonably quiet whenever they are in the hallways in an effort not to disturb classes that are in session. To assist with the flow of hallway traffic, student backpacks and bookbags with and without wheels are to be kept in hallway lockers during the school day.

Q. Lockers (Hallway and Gymnasium)

Sixth, seventh, and eighth grade students are required to utilize the combination locks provided by the school for their hallway and gym lockers. Students who choose to substitute those locks with their own locks will have substitute locks cut off immediately. The cost to replace lost locks will be \$8.00 per lock and will be incurred by parents/guardians.

Hallway lockers are designed to provide students with a safe place to store their books and clothing when they are not in use. Non-essential items such as jewelry, large amounts of money, and other valuables are not to be brought to school or kept in a hallway locker. The school is not responsible for items that are stolen or lost.

Sixth, seventh, and eighth grade students are only permitted to visit their hallway lockers before homeroom, before lunch, after lunch, and at dismissal, unless teachers direct the students to visit their lockers at other times during the school day. Sixth, seventh, and eighth grade students are responsible for their own combinations and are not to reveal or share them with other students. To properly maintain hallway lockers, students are to refrain from adding permanent fixtures to hallway lockers and defacing hallway lockers with writing. Students are expected to clean out hallway and gym lockers on a regular basis and during the end of the marking period cleanouts. Also, hallway and gym lockers are the property of the Mountainside Board of Education and are subject to periodic inspections by staff members and/or administrators.

For periodic locker inspections, the Fourth Amendment of the United States Constitution safeguards the privacy of individuals by protecting them from unreasonable searches and seizures by government officials. However, the New Jersey State Supreme Court has stated the standards applicable to school searches differ from those which apply to police searches of criminal suspects. Deerfield School reserves the right to reasonable searches of lockers and possessions within these guidelines.

The search will be justified before it is conducted. That is, the staff members conducting the search will have reasonable grounds to suspect that the search may reveal a student has violated a school rule and/or is jeopardizing the health or safety of students or staff members.

The extent or scope of the search will be related to the objectives of the search and not excessively intrusive in light of the age of the student or the nature of the infractions.

R. Lunch Money

Deerfield families are encouraged to take advantage of the online lunch accounts,

mySchoolBucks.com. to pay in advance for lunches. Should a student not have a lunch, lunch money, or (point of sale credit) to spend, he/she may use the main office telephone to call home. In the event no one is available to drop off a lunch or lunch money for a student, the student is to see the cashier in the cafeteria to obtain a meal. If a pattern emerges whereby a student is frequently taking advantage of this courtesy, the office will contact his/her parent/guardian. For safety reasons, students are not permitted to share food.

S. Media Center

The media center serves as an informational and instructional resource for students and staff members. Sixth, seventh, and eighth grade students will not be assigned a weekly media center period. However, teachers who provide instruction for sixth, seventh, and eighth graders will have students utilize the media center for certain class projects, research, collaborate on joint lessons, booktalks, etc.

Students may come to the media center with a pass during the day to checkout items from the library in addition to homeroom and OP. Students may have up to three books and one magazine on their account. Library items will be loaned to students for two weeks. Items can be renewed if the student needs more time to finish reading the book.

Overdue notices will be issued to the student. Parents/guardians will be notified if the overdue items are not returned by the third week. It is ultimately the responsibility of the student to pay for any media center materials that are lost or damaged. The library catalog is online and can be accessed at <http://dfs.msd.kari.opalsinfo.net/bin/home>

T. Medication Procedures/Notes for the Nurse

The school nurse must supervise the administration of any medication, prescription or nonprescription, to any student during the school day. All medications must be contained in original-labeled bottles, must be accompanied by a doctor's note, and must include written parent/guardian permission.

As for excuses from physical education classes, any student who receives an injury requiring doctor's care must submit a doctor's note to the nurse stating how long he/she will not be participating in physical education activities. Parent/guardian requests excusing students from physical education classes for more than three days of time will not be honored. Students with medical conditions that prohibit participation in physical education activities for the school year must submit new doctor's notes every September to the school nurse excusing them from physical education classes.

U. Nut Free Class

A peanut and nut free classroom is a classroom where all food brought into the classroom is peanut and nut free. This includes not only food with explicit peanut and/or nut products listed in the ingredients, but also those that may contain a warning such as: "may be processed in a facility that contains nuts or peanuts". A nut free classroom pertains to snacks in the classroom, birthday and holiday treats, and food used in the classroom curriculum

V. Personal Possessions (Lost and Found)

Personal possessions are brought to school at the student's own risk. Staff members are not responsible for any damages, thefts, or losses relative to personal possessions. This includes jewelry, money, and other valuables. Students may check the lost and found for missing items.

The lost and found has four locations: the metal bins outside the all-purpose room, the box in the boys' locker room, the box in the girls' locker room, and the main office for valuables and items other than clothing.

W. Pets/Animals

No pets or animals are permitted in school given this may negatively impact students with allergies. If a student wishes to utilize a pet/animal as part of a presentation directly related to the curriculum, the student must obtain permission from the principal and school nurse in advance.

X. Recording Devices

Students are not permitted to take pictures or videos at Deerfield School except when it is part of a teacher approved and school-related project. Cell phones and cameras will be confiscated by staff members if students are handling or using them. Once a staff member has confiscated a recording device, it will be turned over to the principal. The first time this occurs, the item will be returned to the student at the end of the school day. The second incident will result in the item being returned on the last day of the school year.

Y. Telephone Usage

A student is permitted to use the main office telephone or a classroom phone (when supervised by a teacher). Students are not permitted to use personal cell phones during the school day (8:15 a.m. – 3:00 p.m.).

IX. CODE OF CONDUCT

Addressing student behavior issues involves different degrees of support and interaction depending upon the behavior and its severity. These steps will be followed by middle school staff members.

A. Low Level Infractions

Before the following steps occur, the staff member will address the inappropriate behavior and contact the parent/guardian via telephone, email, or note as to how he/she is going to proceed.

The individual staff member will then meet with the student to identify the inappropriate behavior, discuss the inappropriate behavior and help the student problem-solve, and involve the student in writing an action plan for a change in behavior that the student and staff member agree upon.

The individual staff member may also choose to conduct a staff member/parent/student conference.

If a change in student behavior is not observed after the first conference, a second conference will take place with the staff member and the student during which a second action plan will be written by the student with the staff member. A parent/guardian and counselor may be present at this second conference.

If a change in student behavior is not observed after the second conference, the student will be referred directly to the principal. Upon receipt of a referral, the principal will take the appropriate administrative action as outlined in the consequences section of this Code of Conduct.

B. Middle Level Infractions

Before the following steps occur, the staff member will address the inappropriate behavior and contact the parent/guardian via telephone, email, or note as to how he/she is going to proceed.

The individual staff member will then meet with the student to identify the inappropriate behavior, discuss the inappropriate behavior and help the student problem-solve, and involve the student in writing an action plan for a change in behavior that the student and staff member agree upon.

The individual staff member may also choose to conduct a conference with the parent and/or counselor present.

If a change in student behavior is not observed after the conference, the student will be referred directly to the principal. Upon receipt of a referral, the principal will take the appropriate administrative action as outlined in the consequences section of this Code of Conduct.

C. High Level Infractions

Staff members will complete a student disciplinary referral form and submit it directly to the principal for high level infractions. Upon receipt of a referral, the principal will take the appropriate administrative action as outlined in the consequences section of this Code of Conduct.

D. Consequences for Low, Middle, and High Level Infractions

Most behavioral issues can be resolved with staff members before referral to the principal. When the issue cannot be resolved at the staff member's level, then the chart on page 19 will guide the actions taken by the principal. At all times, the principal reserves the right to intervene and take action if student behavior is deemed inappropriate or in violation of district-wide policies.

Chart Key

D	Detention
CFS	Confiscation
CIC	Change Inappropriate Clothing
ISS	In-School Suspension (School Day or Saturday 8:30 am to 12:30 pm)
LD	Lunch/Recess Detention
OSS	Out-of-School Suspension
PC	Police Contact
R	Restitution Assignment
ROP	Removal/Suspension of Privileges
WARN	Verbal Warning

CODE OF CONDUCT CONSEQUENCES

	1st Offense	2nd Offense	3rd Offense
Low Level Infractions			
Tardy to Class or School	WARN	WARN	ASD
Inappropriate Dress	CIC	CIC+ASD	CIC+ASD
Inappropriate Personal Belongings	CFS+ROP	CFS+ASD	CFS+ASD
Inappropriate Displays of Affection	ASD	ASD	ASD
Behavior Interfering With Instruction	ASD	ASD	ASD
Undirected Profanity	ASD	ASD	ASD
Inappropriate Cell Phone Use (non-bullying)	CFS	CFS+ASD	CFS+ASD
Middle Level Infractions			
Repeated Behavior Interfering With Instruction	ASD	ASD	ISS

Horseplay	ASD	ASD	ISS
Defacing of School Property	ASD/R	ASD/R	ISS/PC
Lying, Cheating, Forgery, or Plagiarism	ASD/CFS	ASD/CFS	ISS
Abuse of Pass or Privilege	ROP	ASD	ASD/ISS
Directed Profanity	ASD	ASD/ISS	ASD/ISS
Disrespectful to Staff or Student	ASD	ASD/ISS	ISS
Cutting Class or Detention	ASD	ASD/ISS	ISS
High Level Infractions			
Leaving School Without Permission	ISS+PC	ISS+PC	OSS+PC
School Absence Without Parent/Guardian Permission	ISS+PC	ISS+PC	OSS+PC
Computer Violation (see AUP)	ROP+ASD/ISS	ROP+ISS	ROP+OSS+PC
Gross Insubordination	ISS	OSS	OSS+PC
Racial or Ethnic Slur	ISS	ISS	OSS+PC
Harassment/Intimidation/Bullying/Threats/ "Pantsing"	ISS	OSS+PC	OSS+PC
Harassment/Intimidation/Bullying on Internet	ISS	OSS+PC	OSS+PC
Vandalism or Destruction	ISS+R	ISS+R	OSS+R+PC
Theft	ISS	ISS	OSS+PC
Inappropriate Dialing of "911"	ISS+PC	ISS/OSS+PC	OSS+PC
Tampering With Safety Devices	ISS+PC	ISS/OSS+PC	OSS+PC
Endangering the Safety of Others	ISS	ISS/OSS	OSS+PC
Possession or Use of Alcohol, Drugs, Tobacco (including electronic smoking devices)	OSS+PC	OSS+PC	RE+PC
Inciting a Fight	ISS	ISS/OSS	OSS+PC
Fighting or Assault	ISS/OSS+PC	OSS+PC	RE+PC
Possession or Use of Matches/Lighters	ISS/OSS+PC	OSS+PC	RE+PC
Possession or Use of Weapons	OSS+PC	OSS+PC	RE+PC

Parents/guardians and students are to be aware that detentions take precedence over after-school activities and athletics. Detentions will not be scheduled around students' extracurricular activities. Parents/guardians and students are reminded that any student who is suspended in or out of school on the day of an extracurricular activity including Saturday ISS will not be permitted to participate in that activity.

It is also essential for students and parents/guardians to have a clear understanding of the terms fighting and assault. Any student who physically assaults another student will be held accountable according to the consequences listed in the chart. If a student assaults another student and the 2nd student retaliates by assaulting the 1st student, both students will be suspended. If additional consequences are relevant both students will be assigned those consequences as appropriate.

For consequences indicative of high level student infractions, parents/guardians and students are reminded that in the event a student exhibits an inappropriate behavior not identified in the Code of Conduct the principal reserves the right to determine an applicable consequence(s). Depending upon the severity of any inappropriate behavior exhibited, the principal reserves the right to impose consequences reflective of that severity by adjusting the leniency and/or harshness of listed consequences. The basis for suspensions and expulsions are outlined in Chapter 18A: 37-2 of the *New Jersey Statutes* and are representative of the following list:

Continued and willful disobedience;

Open defiance of the authority of any teacher or person, having authority over him;

Conduct of such character as to constitute a continuing danger to the physical well-being of other students;

Physical assault upon another student;

Taking or attempting to take personal property or money from another student, or from his presence, by means of force or fear;

Willfully causing, or attempting to cause, substantial damage to school property;

Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;

Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;

Incitement which is intended to and does result in truancy by other students;

Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises;

Harassment, intimidation, or bullying.

E. Acceptable Use Policy

Appropriate computer use is an expectation for six, seventh and eighth grade students. Recognizing that the Internet is neither a regulated nor policed entity, staff members require students to use this resource as an aid in the learning process according to the guidelines established in the Acceptable Use Policy. A copy of the Acceptable Use Policy was supplied on PowerSchool.

F. Dress Code

The purpose of the dress code is to develop an appropriate tone that contributes to a safe and positive learning environment with a minimal amount of distractions. We expect student apparel choices to be neat, clean, and modest throughout the school day.

Students may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual student or to others, materially interfere with schoolwork, create disorder or disrupt the educational program, cause excessive wear or damage to school property, and prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement. Staff members will determine whether or not the dress or grooming of students meets these expectations.

These are the specific requirements for dress and grooming:

Clothing that exposes the midriff or does not meet the waistband, that has an unreasonably low

neckline, or that is too revealing is not permitted to be worn in school.

The list of restricted items includes:

- standalone tube tops,
- sleeveless tops with straps that are less than three finger widths,
- halter tops,
- muscle shirts,
- mini-skirts, dresses, and shorts that are less than fingertip length,
- holes in jeans, tights, leggings, pants or skirts must be **below** fingertip length - or tights or leggings must be worn underneath
- **undergarments must not be visible**; this includes sports bras and bralettes
- tights, yoga pants, and leggings are to be worn with tops or dresses that are fingertip length

Clothing, accessories, or jewelry that includes messages associated with gangs, alcohol, drugs, tobacco products, illegal substances or paraphernalia, sexual connotations, indecent or lewd writings, and pictures or cartoon images that support or depict discrimination on the basis of age, handicap, national origin, marital status, race, religion, sexual orientation, or gender are not allowed.

Metal chains are not permitted to be worn. Chains suspended from wallets are not to be worn.

Clothes are to fit properly. No excessively loose or tight articles of clothing are to be worn.

Pants must be worn at the waist and must be securely fastened. Pants are not to have excessive or inappropriately placed holes.

There is to be no writing on the back side of pants. As an example, sweatpant with the saying "princess" or "dance" are not permitted to be worn.

Footwear must be worn in the building at all times.

Headgear is not to be worn in the building during school hours.

Hair accessories that complement students' dress and which pose no safety concern are permitted.

Head accessories worn for religious purposes will be permitted if accompanied by a note from an official representative of the religious institution or a parent/guardian.

Also, students having a medical condition, which may require headgear, will be permitted if accompanied by a parent/guardian note or medical excuse.

No sunglasses may be worn during the school day unless medically prescribed.

Students who do not adhere to the student dress code will be referred directly to the principal's designee. Students will be required to change the inappropriate clothing. Multiple dress code infractions will result in students being assigned detention. Parent/guardian notification will be inclusive of dress code offenses.

G. Lunch

Our aim regarding lunch is to provide students with a pleasant dining atmosphere. This requires appropriate student behavior. As soon as students enter the cafeteria, they are expected to adhere to these rules. Should students choose not to adhere to these rules, consequences will be imposed.

Lunch Rules:

- Students must be seated at all times and may not stand in groups to socialize;
- Every student is responsible for cleaning up his/her own garbage;
- Students may not throw food for any reason;
- Students must walk while in the cafeteria, particularly when entering the line for food.
- Students are not to cut or engage in horseplay while in line; and
- Disrespect or insubordination toward cafeteria staff members will not be tolerated. Cafeteria staff members deserve the same level of respect as do teachers and other staff members.

No food is to be taken out of the cafeteria unless the student has been given permission to do so by a lunch supervisor. On occasion, exceptions to this rule occur when students are receiving extra help from a teacher, are working on a project or school event, are making up schoolwork, or are serving lunch/recess detention. Although students are generally not permitted to take food out of the cafeteria, students are allowed to carry water bottles with them throughout the school day. Students are not permitted to carry beverages other than water with them.

A Peanut-Free table is provided for students use. Students must respect the rules of eating at that table.

Consequences for Lunch Infractions:

If a student does not follow the lunch rules, a lunch supervisor will change the student's seat for an extended period of time after meeting with the student to identify and discuss the inappropriate behavior. If a change in behavior is not observed after these steps have occurred, the student will either be assigned lunch/recess detention in which he/she does not have recess or will be referred to the principal. Parents/guardians will be contacted in regard to lunch offenses as needed.

H. Bus Discipline

The primary function of the bus driver is to transport students safely to and from school. If the driver is preoccupied with disciplining students, it increases the chance that an accident may occur. For bus safety purposes, a set of rules and consequences is listed below.

Bus Rules:

- Students are to remain in their assigned seats for the entire ride;
- Students are not permitted to eat or drink on the bus. This includes gum chewing, candy, water bottles, etc. Littering is not to occur either;
- Students are not permitted to use profanity or foul language on the bus;
- Students are not permitted to scream or make excessive noise on the bus;
- Students are not to be disrespectful or confrontational with the driver. Bus drivers deserve the same level of respect as do teachers and other staff members;
- Students must keep their hands and bodies inside the bus at all times;
- Students are not permitted to throw objects or spit out of the window;
- Students are not permitted to throw or shoot objects on the bus;
- Vandalism is not permitted on the bus. This includes writing on bus seats (floors, ceilings, sides, and windows) and/or ripping/cutting bus seats; and

- Fighting and horseplay are not permitted on the bus.

Students must ride the bus the transportation department has assigned for them. To be clear, a student may not ride on another student's bus to or from school at any time. Written and verbal requests to do so will be denied. Only those students who have been given permission to ride the bus may do so. Only routine, scheduled pickups and stops will be made. If a student needs to be dropped off at a stop other than his/her own, a note must be brought to the main office so that a staff member can fill out a bus pass for the bus driver.

Consequences for Bus Infractions:

If a student does not follow the bus rules, he/she will be referred to the principal. Students and parents/guardians are to note that appropriate administrative action will be taken which may include: the issuance of a bus contract, lunch/recess detention, after-school detention, suspension or removal of bus privileges, in-school suspension, out-of-school suspension, restitution assignment, and/or police contact. At all times, the principal reserves the right to intervene and take action if student behavior is deemed inappropriate or in violation of district-wide policies.

In addition, students and parents/guardians are to be aware of the fact that the school day begins as soon as students reach the bus stop and does not conclude until students exit the bus on the ride home. This extends to after-school activities and field trips as well. If students choose to misbehave at the bus stop on the way to or from school, they will be held accountable for their actions. Parents/guardians will be contacted in regard to bus offenses as needed.

With respect to the suspension of bus privileges, **New Jersey state law permits staff members to deny bus transportation privileges if a student's conduct warrants such action.** If transportation privileges are denied, it becomes the responsibility of the student's parents/guardians to see that he/she arrives at school and is transported home at dismissal.

X. A FINAL NOTE

We thank you for taking the time to read and review the Student Handbook with your child. Please understand that each child's safety is our primary concern. We look forward to working with you over your years at Deerfield and remind you to contact us if you have any questions or concerns.

XI. APPENDIX

Board of Education Policy 5512.01 – Harassment, Intimidation, and Bullying
Board of Education Policy 5512.02 – Cyber-Bullying