



ERIC S.
SMITH
MIDDLE
SCHOOL

Student Handbook
2019-2020

Mr. Andrew Herre, Principal
Mrs. Christine Davis, Supervisor of K-8 Education and Student Welfare

TABLE OF CONTENTS

	<u>Page</u>
Bus Conduct	18
Cheating/Plagiarism	17
Computer and Internet Usage	17
District Policies	26
Dress Code	18
Ethical Principles for the Ramsey Public Schools	4
Extra-Curricular Activities	11
Fire Drills & Emergency Procedures	18
Grade Scale	12
Guidance Department	12
Harassment, Intimidation, & Bullying	25
Helpful Hints for Students	11
Lockers	16
Lost and Found	13
Mission Statement	3
Parent Concern Procedure	11
Parent-Student Phone Messages and Dropped off Items	11
Philosophy of Eric S. Smith Middle School	3
Physical Education	14
Physical Examinations	14
Principal's Message	2
Progress Reports	12
Profile of a Ramsey Graduate/Quality Standards	3
Quality Standards	4
Report Cards	12
Rules/Regulations & Procedures	15
School Calendar	8
School Hours and Schedule	8
Staff Directory	6
Student Detentions/Suspensions	23
Student Code of Conduct & Expectations	20
Visitors	15
What to Do If ...	13

Dear Students,

Welcome to Eric S. Smith Middle School. Over the years, Smith has established a reputation for educational excellence, and I hope that you are excited about being part of that tradition. As your principal, I am looking forward to working with you and the Smith staff to provide a program that will enable you to develop your academic skills, encourage you to explore new interests, and ensure that you foster positive social relationships. Overall, I hope that your middle school experience will inspire a love of learning and the desire to fulfill your potential as an individual.

Our school is organized in a teaming structure, offering you a broad academic program in a supportive environment. As a District, we have placed an emphasis on 21st Century Skills, most notably Critical Thinking and Problem Solving. Successful development of these skills and others will prepare you to thrive in your future education.

Outside the classroom, there are many opportunities to participate in extracurricular activities, including athletics, music, drama, and special interest clubs. I hope you will take advantage of the many programs that are designed to encourage the varied facets of your growth as an adolescent.

You will notice that as you make the transition to the middle school, you will gain more independence and responsibility. We are confident that as you enter our school, you are ready to take on new challenges and meet higher expectations. It is very important that you be an active participant in your education. The staff will work very hard to provide you with an academic program that will prepare you well for high school, and with your dedication to the learning process, we are certain that you will be successful in the pursuit of your educational goals.

This handbook is designed to provide both students and parents with the rules, regulations, and procedures of Smith. It will help to answer the questions you may have regarding common situations you may face and provide the basis of information to have a productive school environment. Your understanding and knowledge of the contents of this handbook will assist you, guide you, and make it easier for you to be an informed and productive member of our school. If you need clarification regarding the information contained in the handbook, please contact your guidance counselor, Mrs. Davis, or me.

It is my pleasure to welcome you to Smith, and I wish you the best for a productive and successful school year. If Mrs. Davis or I can be of assistance, please feel free to contact us.

Sincerely,

Mr. Andrew Herre
Principal

MISSION STATEMENT

The mission of Ramsey Public School is to develop successful individuals who will possess the knowledge, skills, and values necessary to become independent self-fulfilled persons in a complex global society and to raise the level of expectations for all students through a challenging/academic and co-curricular program conducted in a caring and intellectual stimulating environment.

PHILOSOPHY OF ERIC S. SMITH SCHOOL

Eric S. Smith Middle School is designed specifically to meet the unique developmental needs of young adolescents. The school is organized by “teams,” which provide a support system to help students through the important, and sometimes difficult, transition from childhood to adolescence and from elementary to secondary education. To assist with this transition, teams meet daily to monitor student progress, address specific student needs, and to develop and coordinate team policies and the academic program. As a result of the “team approach,” students receive the guidance and attention they need to gain the confidence and academic preparation required for a successful transition to high school.

Smith School is committed to a tradition of academic excellence. It has received recognition as one of New Jersey’s best ten schools. Teachers have been trained in a variety of teaching practices that enhance the effectiveness of instruction. Interdisciplinary units, school-wide “quality standards”, computer applications, and innovative teaching strategies are an integral part of the instructional program. The middle school also offers a comprehensive and diverse program of extra-curricular activities.

PROFILE OF A RAMSEY GRADUATE



Smith School recognizes that our students will face a variety of new challenges and opportunities in the years ahead as a result of a changing technological and global economy. The Ramsey School District has developed A Profile of a Ramsey Graduate, a district-wide initiative to prepare students for the unique demands of the 21st Century.

The following skills and competencies will be essential for success and will be emphasized throughout the K-12 curriculum:

- Essential knowledge (content mastery)
- Key skills (4c’s - critical thinking, collaboration, communication and creativity)
- Personal competencies (responsibility, academic mindset, self-direction)
- Interpersonal attributes (empathy, adaptability)
- Habits of mind (reflection)

QUALITY STANDARDS

Smith School has established school-wide standards that provide a clear definition of the academic expectations we have for our students. These standards were developed by our teachers to help students understand the characteristics of strong academic work. Our students have found the standards to be very helpful as a guide to producing “quality” assignments and projects. As a result of the implementation of these standards, student achievement has consistently improved during the past few years.

- **Following Directions** (Directions are read carefully and followed throughout the assignment)
- **Presentation** (Work is neat, complete, and accurate)
- **Supporting Details** (Statements and conclusions are justified and supported with evidence)
- **Connections** (Meaningful connections are made to previous learning, other subject areas, real life situations, and personal experience)
- **Higher Level Thinking** (Students demonstrate the ability to comprehend, apply, analyze, synthesize, and evaluate information)
- **Evaluation and Revision** (Changes are made to improve the quality of the assignment)

ETHICAL PRINCIPLES FOR THE RAMSEY PUBLIC SCHOOLS

The Board of Education has adopted a series of ethical principles for the Ramsey Public Schools. The middle school staff will address them throughout the year. They include:

1. CIVIC RESPONSIBILITY

- a. **Acknowledgement of Authority.** Acceptance of the need for primacy of authority in given circumstances. An acknowledgement that privileges and rights in a democracy should be balanced by a sense of obligation to others. Socially conscious conduct, though neither passive nor obsequious.
- b. **Global Awareness.** Consciousness of the interdependence of all peoples, social systems, and natural systems, which necessitates cooperation among all nations.
- c. **Justice, Fairness.** The entitlement of every person to that treatment which is his or her impartial and unprejudiced due.
- d. **Patriotism.** The support of, or love of one’s country especially through an understanding of its advantages; not inconsistent with vigorous opposition to specific government policies or actions. Implies respect for an adherence to democracy, equality, equal opportunity for all.
- e. **Property Rights.** Acknowledgement of the right of others to possession of their property without interference.

2. RESPECT FOR NATURAL ENVIRONMENT

- a. Care for and conservation of **all** the other living inhabitants of the earth.
- b. Care for and conservation of those prerequisites to life that were given to us in fertile, treed and flowering land; clear air; and pure water.
- c. Conduct based upon knowledge that the natural environment is not locally or nationally severable, but is everywhere a part of a larger and interdependent whole.

3. RESPECT FOR OTHERS

- a. **Compassion. Service to Others.** Genuine concern for and responding to the feelings and needs of others which leads to providing personal assistance and comfort to them.

- b. **Courtesy, Cooperativeness.** The recognition of our mutual interdependence upon our fellow human beings which causes us to treat them politely, to respect their utterance and wishes, and to work jointly with them for our common good. Innovation, spontaneous creativity, critical judgment, and dissent are all complimentary and essential outgrowths of this attribute.
- c. **Honesty.** Trustworthiness and fairness in speaking and acting. The absence of fraud, deceit, and lying.
- d. **Loyalty.** Steadfastness of faithfulness to a person, custom or idea.
- e. **Moderation.** Conduct, which is maintained within reasonable limits, so as to avoid excessive or violent extremes.
- f. **Recognition and Understanding of Various Religious Traditions.** A social and historical perspective based upon an appreciation of the contributions of various religious and cultural traditions.
- g. **Regard for Human Life.** Acknowledgement of the overriding importance of human life and the right of every human to the peaceful continuation of life. Includes understanding and practicing responsible sexual behavior. Also includes rejection of whatever endangers or diminishes the value of human life—such as violence, drug and alcohol abuse.
- h. **Acceptance.** The capacity for the practice of allowing and respecting the differing natures, beliefs, and standards of others. The avoidance of racial, religious, or gender arrogance or animosity with an emphasis on gender issues in our society. The ability to permit dissenting beliefs, customs, or standards.

4. RESPECT FOR SELF

- a. **Responsibility.** The obligation each of us carries to explain, to justify our conduct. The resultant circumstance of being answerable for our actions and an understanding that our actions have consequences.
- b. **Courage.** The willingness to face obstacles, including danger, with determination.
- c. **Diligence. Commitment. Reliability.** The persistent desire and ability to apply oneself with care and effort to occupations and relationships.
- d. **Frugality. Thrift.** Wise economy in the management of assets, including natural resources. The avoidance of unnecessary expenditures.
- e. **Knowledge and Learning.** A desire for learning informed by a rational inquiry. The devotion to development of the mind. Value-based education rightly assumes that learning will be transformed into positive character and behavior patterns.
- f. **Moral Courage.** Firm adherence to morally based actions without regard to whether the consequences will be personally advantageous or disadvantageous. Includes integrity and self-honesty. Together, these are prerequisites to principled conduct.
- g. **Self-esteem. Pride.** Belief in oneself and one's own potential for successful participation in our society. Must be moderated with tolerance for others.

Smith School Staff Directory 2019-2020

Mr. Andrew Herre – Principal

Mrs. Christine Davis – Supervisor of K-8 Education & Student Welfare

Team 6-1

Mrs. Deborah Nixon, Math/Team Leader
Mrs. Bethany Csengeto, English
Mrs. Christine Young, Social Studies
Mrs. Douglas Salmanowitz, Science
Mr. Joseph D'Amato, Science
Mrs. Josephine Zinhobl, English
Mrs. Jodi Kubasta, Math
Mr. Jeremy Taylor, Social Studies

Team 6-2

Mrs. Dawn Meyers, Science/Team Leader
Mrs. Carolyn Chakmakjian, English
Mrs. Josephine Zinhobl, English
Mrs. Laura Natelli, Math
Mrs. Jodi Kubasta, Math
Ms. Brett Roscoe, Social Studies
Mr. Jeremy Taylor, Social Studies
Mr. Joseph D'Amato, Science

Team 7-1

Mr. Tim Cichewicz, Social Studies/Team Leader
Mrs. Kimberly Johnson, English
Mrs. Nancy Shortway, Math
Mr. Thomas Santulli, Math
Mr. Bill Abma, Social Studies
Ms. Kristen Sausville, Science
Mrs. Barbara Ung, Social Studies
Ms. Courtney Roach, Science
Mrs. Christine Larsen, English

Team 7-2

Mrs. Christine Salerni, English/Team Leader
Mrs. Kim Calendrillo, Math
Mrs. Barbara Ung, Social Studies
Ms. Courtney Roach, Science
Mrs. Iwona Jadamiec, Science
Mrs. Christine Larsen, English

Team 8-1

Mrs. Kristin Fullam, World Cultures/Team Leader
Mr. Dale Poage, English
Mrs. Christine Larsen, English
Mr. Russell Martone, Math

Mrs. Shannon McPartland, Math
Mrs. Fran Kahn, Math
Mrs. Brandis Stracuzzi, Science
Mr. Matthew Wilson, Science
Mrs. Kaylin Bessler, World Cultures

Team 8-2

Mr. Edward Petrella, Special Ed/Team Leader
Mrs. Jennifer Callender, English
Mr. Dale Poage, English
Mrs. Aicha Weiss, Math
Mrs. Shannon McPartland, Math
Mrs. Fran Kahn, Math
Mrs. Kaylin Bessler, World Cultures
Mr. Timothy St. Thomas, World Cultures
Ms. Brittany Perrotti, Science
Mr. Matthew Wilson, Science

Exploratory Team

Mr. Jeremy Truppi, Technology/Team Leader
Mrs. Jenna Hanratty, Instrumental Music
Mr. Michael Stephenson, Instrumental Music
Mr. Paul Ricigliano, Music
Mrs. Kristin Patterson, Multi Media
Mrs. Christine Mugno, Art
Mr. Robert Kalman, Digital Design
Mrs. Brittany Smith, Life Skills
Mrs. Suzanne Wilson, Enrichment
Mr. Evan Franchini, Ecology, Survival...

World Language

Mrs. Melissa Groetsch, Spanish
Mrs. Georgeann King, Spanish
Mrs. Janet Merritt, Spanish
Mrs. Christina Stokes, Spanish
Mrs. Jennifer Back, French
Mrs. Tracy Kuhnel, French
Mrs. Caline Treger, French

Special Education

Ms. Courtney Dillon, Team Leader
Mrs. Gina Aiello
Mrs. Jennifer Barbrack
Mr. Kevin Breen
Mr. Jeremiah Clark
Mrs. Jennifer Fischer
Dr. Anne Marie Gwizdak
Mrs. Lori Militello
Mrs. Laura Moffitt
Mrs. Maryann Paone
Mr. Edward Petrella
Ms. Kimberly Youngling
Ms. Alexandra Rockefeller

Wellness/Physical Education

Mr. Mark Christiansen
Ms. Krista Occhiuto
Mr. Alfonse Romeo
Mr. Ceasar Blacido
Mrs. Karen Liptak

Speech Therapist

Mrs. Maureen Bartoli

ESL

Mrs. Margaret Cosgrove

Guidance Counselors

Mrs. Christine Bradley
Ms. Jennifer Roberts
Mr. James Steinemann

Student Support Counselor, HIB Specialist

Mrs. Christine Caporuscio, LCSW

Child Study Team

Mrs. Virginia Falcone, Social Worker
Mrs. Marie Gagliano, LDTC
Mrs. Allison Spoto, School Psychologist

Nurse

Mrs. Joanne Tillison, RN

Media Center

Mrs. Nicole Wohlrab, Librarian

Secretaries

Mrs. Mary Iorio, Main Office
Mrs. Laura Scerbo, Principal's Secretary
Mrs. Christine Shea, Guidance Secretary
Mrs. Hedy Tam, Media Center
Mrs. Dee Tobler, Supervisor of Education & Student Welfare's Secretary

Custodians

Mr. Robert Blackfield
Mr. Wayne Crawford
Mr. Dave Geils
Mr. Ralph Hirtler
Mr. Micchael Onorato, Head Custodian
Mrs. Lumi Sellaj

SCHOOL HOURS AND SCHEDULE

Homeroom begins at 8:25 a.m. Sixth grade students will be permitted to enter the building at 8:15 a.m. and seventh and eighth graders will enter at 8:18 a.m. Only under inclement weather conditions are students permitted in the building before 8:15 a.m. Therefore, students should arrive as close to 8:15 as possible and be appropriately dressed for the weather.

Regular Bell Schedule

6th Grade	7th Grade	8th Grade
8:25-8:30	8:25-8:30	8:25-8:30
Home Room	Home Room	Home Room
8:33-9:22	8:33-9:22	8:33-9:22
Period 1 (Exploratory)	Period 1 (Core)	Period 1 (Core)
9:25-10:14	9:25-10:14	9:25-10:14
Period 2 (Core)	Period 2 (Exploratory)	Period 2 (Core)
10:17-11:06	10:17-11:06	10:17-11:06
Period 3 (Core)	Period 3 (Core)	Period 3 (Exploratory)
11:08-11:38	11:09-11:58	11:09-11:58
Period 4 (Lunch)	Period 4/5 Core	Period 4/5 Core
11:40-12:29		
Period 5/6 (Core)	12:00-12:30 Period 6 (Lunch)	12:01-12:50 Period 6/7 Core
12:32-1:21	12:32-1:21	
Period 7/8 (Core)	Period 7/8 (Exploratory)	12:52-1:22 Period 8 (Lunch)
1:24-2:13	1:24-2:13	1:24-2:13
Period 9 (Exploratory)	Period 9 (Core)	Period 9 (Core)
2:16-3:05	2:16-3:05	2:16-3:05
Period 10 (Core)	Period 10 (Core)	Period 10 (Exploratory)

ERIC SMITH MIDDLE SCHOOL CALENDAR 2019-2020

2019

September 5, 2019
September 12, 2019
September 13, 2019
September 30, 2019

Thursday
Thursday, 7:00pm
Friday
Monday

First day for students
Back to School Night
School Pictures
School Closed – Rosh Hashanah

October 1, 2019	Tuesday, 7:00-8:30 pm	Washington D.C. Parent Meeting
October 7-11, 2019	Monday-Friday	Week of Respect
October 9, 2019	Wednesday	School Closed – Yom Kippur
October 14, 2019	Monday	School Closed – Staff Development
October 21-25, 2019	Monday-Friday	Anti-Violence Week
October 21, 2019	Monday	Team 8-1 Visitation to R.H.S
October 22, 2019	Tuesday	Team 8-2 Visitation to R.H.S
October 22-25, 2019	Tuesday- Friday	Book Fair
October 24, 2019	Thursday	Make-up Pictures
October 24, 2019	Thursday	8 th Grade Group Picture
October 30, 2019	Wednesday 7:00pm	8 th Grade Parent Meeting at R.H.S
November 7, 8, 2019	Thursday/Friday	School Closed – NJEA Convention
November 27, 2019	Wednesday	Minimum Day – 12:35pm dismissal
November 28, 29, 2019	Thursday/Friday	School Closed – Thanksgiving Recess
December 5, 2019	Thursday, 7:00pm	Winter Chorus Concert
December 12, 2019	Thursday 7:00pm	Winter Band Concert
December 23, 2019- January 1, 2020		Holiday Recess

2020

January 2, 2020	Thursday	School Reopens
January 10, 2020	Friday, 8:30am-12:00pm	Yearbook Club Pictures
January 20, 2020	Monday	School closed – MLK Day
January 21, 2020	Tuesday	School Closed – Staff Development
February 17, 2020	Monday	School Closed President’s Weekend
February 18, 2020	Tuesday	School Closed – Staff Development
March 6, 2020	Friday, 7:30 pm	School Musical/Play
March 7, 2020	Saturday, 4pm & 7:30pm	School Musical/Play
March 25, 2020	Wednesday 7-9 pm	Stem Showcase
April 6-10, 2020	Monday- Friday	School Closed – Spring Recess
April 24, 2020	Friday	Variety Show
May 4-8, 2020	Monday – Friday	NJSLA-ELA/Math Testing Grades 6-8
May 5, 6, 2020	Tuesday, Wednesday	District Visual Arts Show
May 7, 2020	Thursday, 7:00pm	Spring Band Concert
May 11, 2020	Monday 7:00pm	Jazz Band Concert
May 14, 2020	Thursday, 7:00pm	Spring Chorus Concert
TBD	Monday –Friday	NJSLA-Science Testing – Grade 8
May 18, 2020	Monday, 7:00pm	Select Band Concert
May 19-21, 2020	Tuesday – Thursday	8 th Grade Washington DC Trip
May 25, 2020	Monday	School Closed – Memorial Day
June 9, 2020	Tuesday, 7:00pm	8 th Grade Recognition Night
June 11, 2020	Thursday, 7:00pm	5 th Grade Parent Orientation
June 19, 2020	Friday, 7:00-10:00pm	8 th Grade Dance/Minimum Day
June 22, 2020	Monday	8 th Grade Pool Party/Minimum Day
June, 2020	TBD	Commencement
June 22, 2020	Monday	Last Day for Students/Minimum Day

Marking Periods End

(subject to change)

- November 6, 2019
- January 24, 2020
- April 3, 2020
- June 22, 2020

Fun Friday – 7:30-9:30 p.m.

Friday, October 11, 2019	Grade 6
Friday, October 18, 2019	Grade 7
Friday, October 25, 2019	Grade 8
Friday, February 13, 2020	Grade 6
Friday, March 20, 2020	Grades 7&8
April 17, 2020 – Skate Night	Grade 6, 7, 8

Ski Trips – Friday – 3:30-10 p.m.

January 10, 2020
January 17, 2020
January 24, 2020
January 31, 2020
February 7, 2020
February 14, 2020
February 21, 2020

PTO Smith School Meetings – Wednesday

September 11, 2019	9:10 a.m. – Cafeteria
October 16, 2019	9:10 a.m. – Cafeteria
November 13, 2019	9:10 a.m. - Cafeteria
January 8, 2020	9:10 a.m. – Cafeteria
February 12, 2020	9:10 a.m. – Cafeteria
March 18, 2020	9:10 a.m. - Cafeteria
April 22, 2020	9:10 a.m. - Cafeteria
May 13, 2020	9:10 a.m. – Cafeteria

Smith School Parent Book Club

October 4, 2019
November 15, 2019
January 10, 2020
February 7, 2020
March 6, 2020
May 8, 2020

HELPFUL HINTS FOR STUDENTS

MAKE A COMMITMENT TO LEARNING

The primary responsibility at school is to learn. Students should make a conscious effort to listen carefully in class, participate in classroom activities, complete all homework assignments, and prepare for quizzes and tests. Students should ask questions in class and see their teacher for extra help if they are unsure about material being taught. Students should set goals for themselves: try to improve one or two grades each marking period, make a strong effort to achieve the honor roll, and make a commitment to learning!

CARE FOR OUR SCHOOL FACILITIES

We pride ourselves on a school building that is clean and in good condition. The custodians work very hard each day to maintain a clean and safe environment. Students can help by keeping the hallways free of paper; not writing on lockers, desks, or restroom walls; and caring for all facilities and equipment.

PARTICIPATE IN SCHOOL ACTIVITIES

Students should get involved! Participate in school activities and events. Become a member of the chorus or band. Discover a new interest in our club program. Run for Student Council representative or officer. Audition for the annual Variety Show. Visit the library, participate in morning intramurals, or become a member of the Community Service Club. Middle school is a time to explore new interests, to discover one's strengths and weaknesses, and to figure out what to do in the future. So don't sit back, get involved in a lot of different activities.

EXTRA-CURRICULAR ACTIVITIES

Smith School has a variety of extracurricular activities. In addition to the club program, the following activities are scheduled before or after school. In addition, each year, students are offered the opportunity to vote on clubs that they are interested in, which would run after school between October and May, approximately two times a month.

ENRICHMENT ACTIVITIES	JAZZ BAND	MATHCOUNTS	SKI CLUB
COMMUNITY SERVICE CLUB	VARIETY SHOW	SCHOOL PLAY/MUSICAL	SELECT CHORUS
TRACK & FIELD	STUDENT COUNCIL	WRESTLING	

PARENT CONCERN PROCEDURES

Parents are encouraged to contact the school with any concerns they may have. If the concern relates to a classroom situation, be it of an academic, including placement, or behavioral nature, parents should contact the teacher directly to discuss the matter. In every case, teachers return calls as soon as possible. If a parent-teacher discussion does not resolve the matter, the parent should contact the office to speak to a building administrator. For any concerns relating to school procedures and policies, parents should contact the principal. All parent calls will be returned at the earliest opportunity.

PARENT – STUDENT PHONE MESSAGES AND DROPPED OFF ITEMS

In an effort to reduce classroom interruptions the main office accepts only emergency phone messages for students. Students will be called to the office at the END OF THE DAY (3:05 P.M.) to retrieve messages. We strongly discourage parents from dropping off forgotten items. Our goal is to help students learn to be responsible by being prepared for class each day. Students should plan in advance to bring what they will need in school each day (gym clothes, fully charged IPAD, bake sale money, musical instruments, homework assignments, lunch, etc.). If you must drop something off, a designated bookcase will be set up in the vestibule for forgotten items, including lunch. It is the responsibility of the student to check the bookcase between classes or at the end of the day. Students will not be called out of class for forgotten items or messages, except for emergencies that have been cleared through an administrator.

THE GUIDANCE DEPARTMENT

Students will get to know their guidance counselor very well. He or she will be the student's advisor throughout their three years at Smith School and a resource to help solve problems and navigate through the middle school years. Students who are experiencing difficulty with any part of school can make arrangements

to meet with their counselor. If students have questions or concerns regarding an academic issue, they should speak to the teacher first.

HOW TO SEE A GUIDANCE COUNSELOR

- Students should stop in the Guidance Office to make an appointment at the appropriate time for which they will be given a pass (HR, Lunch)
- Students should then report back to guidance with the pass at the designated time AFTER informing the teacher.

WHEN TO SEE A GUIDANCE COUNSELOR

- Difficulty with friends
- Difficulty in classroom
- Report bullying, teasing, or harassment
- Private or personal problems

PLEASE NOTE: If the problem is an emergency, and the student must see a counselor immediately, they should tell their teacher, who will allow the student to report directly to the guidance department. When the student arrives at guidance, they should inform the secretary that they have an urgent problem and the appropriate counselor will be contacted immediately

PROGRESS REPORTS

The purpose of the progress report is to alert students and their parents that the student's work in a particular subject needs improvement. Students who receive a progress report may want to contact their teacher or guidance counselor to seek advice and to develop strategies to improve their grades. Progress reports are posted to the Parent Portal account. Parents will receive an email notifying them that their child has received a progress report. To access the progress report, Log onto the Ramsey website (www.ramsey.k12.nj.us), click on Education Portal (on left), enter student portal code, username, and password, enter portal. Click on "progress reports."

REPORT CARDS

A report card will be issued four times during the school year, approximately one week following the close of the marking period. Please contact the classroom teacher about questions regarding student's progress. Students who achieve a grade of "B-" or better in all subjects (and no "U" in behavior) receive Honor Roll distinction.

GRADE SCALE

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69
A 93-96	B 83-86	C 73-76	D 63-66
A- 90-92	B- 80-82	C- 70-72	D- 60-62
			F 59 and below

LOST AND FOUND

If students realize that they have lost something, they should first check all the classrooms they were in that day. Often the missing item will be found there. If it is not found in the classroom, there is a lost and found area in the Guidance Office. Students who find things throughout the school should turn it in to the Guidance Office where it can be claimed by its owner. Items not claimed for 60 days will be donated to charity.

WHAT TO DO IF . . .

You want to use the phone:

1. The office phone must be used only for official school business. For example, students can use the office phone to inform their parents that an activity was cancelled, or that they need to stay after school to work with a teacher, etc.
2. **Students may only use the phone during their lunch period, or they must have a pass.**

You forgot lunch money:

1. Report to the main office before going to the lunchroom. Students will receive a lunch pass for an **"A" LUNCH ONLY**, which must be paid back the following school day.
2. A student will receive only two (2) such passes during the school year.
3. Students may also sign up for the Meal Pay Plus @www.Mealpayplus.com.

You're late to school:

If it is before the end of homeroom, students should report to the check-in desk in the main lobby. Please note that lateness will not be excused except for the following reasons: serious illness, attendance at a religious service, attendance at a funeral, a family emergency or a medical/dental appointment. Notes from parents explaining these situations should be given to the homeroom teacher within one school day.

If you're sick at school:

1. Get permission and a pass from the teacher to report to the nurse's office.
2. Students who feel sick while changing classes should report to their next class and get a pass from their teacher to report to the nurse.

UNDER NO CIRCUMSTANCES SHOULD A STUDENT MAKE THE DECISION TO STAY OUT OF CLASS OR GO HOME BECAUSE OF ILLNESS WITHOUT PERMISSION FROM THE NURSE, PRINCIPAL OR ASSISTANT PRINCIPAL.

Calls to parent/guardian to pick up students will be made by the nurse or staff member only.

You need to be excused for part of the day:

Students who need to leave school early should bring a note from their parent to the main office during A.M. homeroom, stating the date, time and reason the student is to be excused.

Unauthorized vacations:

New Jersey State Law 18A 38-25, 26 requires that students attend school on days/hours that public schools are in session in the school district. Unauthorized vacation days are considered unexcused absences.

Students that will be absent for unauthorized vacation days should notify their teachers as soon as possible to request work ahead of time. It is the student's responsibility to complete all work assigned during their absence.

You are going to be absent from school:

Parents should call the school by 9:00 a.m. informing us of the reason for the absence. If a parent feels their child is going to be absent for more than one day they can inform us of that. This will eliminate the need for them to call each day.

Students will be given the opportunity to make up any work that is missed during the absence. However, it is the student's responsibility to meet with their teachers to discuss missed assignments and due dates. Homework is posted on individual teacher web pages, which can be found on the Smith School website, under the *Teaching Staff* tab. Parents are permitted to retrieve materials from their child's locker after 3:05 p.m.

PHYSICAL EDUCATION

During the year, students will be participating in various activities both indoors and outdoors. Students are required to change their clothes for gym. Appropriate dress consists of **athletic shorts**, tee shirt, sneakers and socks. All shorts must be fingertip length to adhere to the district dress code policy. Students should also have a sweatshirt and sweatpants for cold weather, PE classes stay outside until mid- November and start going out again in March.

Each student will be assigned a locker and lock. It is imperative that students lock personal possessions in their assigned locker. Losses only occur when items are not properly secured. **NO** student may be in the locker room unattended.

If a student does not feel well enough to participate in gym activities, they must have a parent note excusing them for the day. Students who have long-term injuries must have a doctor's note stating the dates they will be out of gym, and may not participate again until doctor's permission is given. All notes must be given to the school nurse.

During good weather, PE classes run every day. Students who have a prescribed inhaler should have their medical condition registered with the school nurse and may keep their inhaler with them. If the student does not need their inhaler in order to be physically active, it is still **important that they use it before gym class!** Students who have severe spring allergies and cannot participate in outdoor gym on high pollen days must have a doctor's note alerting the school nurse to their condition. On those bad allergy days, students may participate in an indoor gym activity.

PHYSICAL EXAMINATIONS

All new students must have a current physical examination dated within one year of entry into school. A letter has been mailed to parents explaining the requirements for the physical examination. In order for a student to participate on an athletic team, (or even try out for one), they must have a current physical examination on file in the nurse's office

VISITORS

Occasionally, we allow students to bring a visiting relative or friend to school for a day and have them attend that day's classes together. If a student would like to request to bring a visitor, we ask that the visitor be of approximately the same grade level as the sponsor. Students will need a written request from the sponsor's parent prior to the visitation so that the visit may be approved. The note should include the parent's names, address, and phone number of the visitor. Administration reserves the right to deny the privilege of visitors to any student.

RULES/REGULATIONS & PROCEDURES

MORNING ARRIVAL PROCEDURES

Smith School officially opens to students at 8:15 a.m. Students are not permitted inside the building before school unless they have a teacher pass or permission to see a teacher for extra help. Students must report to the main office and sign in first.

BAD WEATHER MORNINGS

If it is rainy, very cold (under 32 degrees) or if conditions require it, students will be invited to wait inside the building. 6th graders will wait in the gym hallway, 7th graders will wait in the Life Skills/Art hallway and 8th graders will wait near the Auxiliary Gym.

REPORTING TO HOMEROOM/LATE TO HOMEROOM

Homeroom begins at 8:25 a.m. Students will be allowed only 2 unexcused tardies per month during the school year. On the second tardy the homeroom teacher will issue a verbal warning. Students will receive a written warning from the homeroom teacher upon the third unexcused lateness. The written warning must be signed by a parent and returned to the homeroom teacher the next day. Upon subsequent unexcused lates, the homeroom teacher will submit a behavior referral to the assistant principal.

PERSONAL ENTERTAINMENT DEVICES

The use of personal entertainment devices is not permitted within the school facility. This includes such devices as iPods, PSP players, etc. Students who do not fully cooperate with this policy will have their equipment confiscated for their parents to retrieve.

BICYCLES AND SKATEBOARDS

Bicycles must be dismounted and walked upon reaching school property. Students who fail to follow this rule risk discipline consequences, including the possible loss of privileges regarding riding of their bicycle to school. As per New Jersey State Law 39:4-10.1, students must wear a properly fitted and fastened bicycle helmet when operating a bicycle. Accordingly, school administration cannot allow students, under the age of 16 without helmets, to operate their bicycles. If students are identified, their parent will be contacted and they will not be allowed to ride their bicycle home. Skateboards should not be used on school property. Motorized devices, such as motor scooters, mopeds, etc. may not be used on school property.

HALL BEHAVIOR

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from a teacher. When moving through the halls, running is not acceptable. Students should keep hands to themselves and stay to the right. Be respectful of others in the hall.

CELL PHONES

As outlined by the Ramsey Board of Education, (Policy 5516) the use of cell phones or paging devices by students is not permitted on school grounds. Cell phones must be locked in lockers at the beginning of the school day and may be retrieved when leaving school grounds after school. If a student is

caught with a cell phone, it will be confiscated and taken to the office. Administration may review the content of a cell phone if inappropriate information is suspected.

- **First offense:** Student may retrieve the phone at the end of the school day. Parent notification letter.
- **Second:** Parents must retrieve phone from the main office. Parent notification letter.
- **Third and subsequent offenses** – the electronic device will be dropped off at the main office BEFORE homeroom each morning and picked up AFTER dismissal each day for one month. Parent notification letter.

BOOKS

Textbooks and other classroom books are the property of the Ramsey Board of Education. Students are responsible for the proper care of these materials while using them during the school year. Any lost or damaged books must be paid for by the student. Report cards will not be issued to students until lost or damaged books are paid for or replaced.

CAFETERIA

Smith School provides a lunch program with a variety of food options. It is important to achieve a good balance between entrée items and snack selections. Appropriate conduct is expected at all times in the cafeteria. Students are responsible for the proper cleanup of their area in the lunchroom. Throwing food or any items in the cafeteria is prohibited. Students who do not meet the expectations of supervising lunchroom staff face discipline consequences including the possible loss of cafeteria privileges.

THE DELIVERY OF FOOD TO STUDENTS FROM RESTAURANTS OR FAST FOOD CHAINS IS NOT PERMITTED AT SCHOOL.

LOCKERS

Except when storing books, clothing or necessary items, students must keep their lockers locked at all times. Students may not go into any lockers, other than their own. No student may use more than one locker. Students are responsible for all lost items and must replace any schoolbooks, which are the property of the Board of Education. Students should only store necessary school materials in their lockers. The school cannot accept responsibility for any items left in student or gym lockers. **Students who tamper with other students' locks or belongings will face disciplinary action.**

Each student is also assigned a locker in the gym locker room for the storage of clothing and gym equipment. Again, **STUDENTS ARE STRONGLY URGED NOT TO STORE LARGE AMOUNTS OF MONEY OR VALUABLES IN THE LOCKERS.** Additionally, all are required to use their lock during the class period. **Locked lockers will reduce theft.**

Lockers are school property and are loaned to the students. They should not be marked or defaced in any way. There is a fee of \$7.00 if a student loses a lock. Periodic locker inspections will be made by the middle school administration. School locks will be collected on the last day of classes. All books, notebooks and valuables must be removed on that day.

LOCKER DECORATIONS

Students are permitted to decorate the **OUTSIDE** of a friend's locker for birthdays. Students must secure a permission slip from the office. Students must also abide by the following rules.

1. Lockers are to be decorated on the **OUTSIDE ONLY**.
1. This is for BIRTHDAYS only.
2. Decorating will be done **AFTER SCHOOL** only (3:05-3:30)
3. **NO BALLOONS OR STREAMERS** on the outside of the locker.
4. Student must provide all supplies, including tape and scissors.
5. Decorators are responsible for all clean up (at end of day if necessary).
6. Permission must be obtained from the office prior to decorating.
7. Decorations are to be removed after 1 week.
8. If decorations are not maintained, they will be removed.

CHEATING/ PLAGIARISM

All students must submit original, individually prepared assignments, reports, and projects. Students are sometimes directed to work collaboratively or in groups. In those instances, students are expected to verbally discuss the question(s), their conclusion and the process in which they arrived at that conclusion. Identical written responses will be considered copying/cheating. Determination of cheating will result in NO CREDIT for the assignment for all students involved, and possible disciplinary action.

COMPUTER AND INTERNET USAGE

Usage of the computers and e-mail system is a privilege extended to responsible students at Smith School. **All usage must be exclusively for official schoolwork.** Any inappropriate usage of the e-mail system at school will result in discipline consequences, including loss of computer privileges. Any inappropriate use of the Internet at School will result in similar consequences. Students and parents agree to these provisions through the signing of the Network User Contract. Students have a limited expectation of privacy in the contents of their personal files, communication files, and record of Web research activities on the district's Internet system. Routine maintenance and monitoring, using both technical monitoring systems and staff monitoring, may lead to discovery that a student has violated district policy or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated district policy or the law.

FIRE DRILLS & EMERGENCY PROCEDURES

Fire drills and emergency procedures are required by law and are an important safety precaution. It is essential that when the fire signal is given everyone promptly exit the building by the prescribed route as quickly as possible (without running). **There is absolutely NO TALKING when exiting the building!!!** This permits emergency directions to be given as needed. We take fire drills very seriously at Smith School! Students who talk during any emergency drill (fire, lockdown, evacuation, etc.) will be assigned an **ADMINISTRATIVE DETENTION**. As a precautionary security measure, all visitors (**including parents**) are to report to the main office to sign in and acquire a visitor's pass.

BUS CONDUCT

According to New Jersey State Law, 18A:25-2 “The driver shall be in full charge of the school bus at all times and shall be responsible for order. A pupil may be excluded from the bus for disciplinary reasons by the school and his parents shall provide for his transportation to and from school during the period of the suspension.”

The most important concern on the bus is safety. Full cooperation with the bus driver is required. Courtesy for others and respect for the law and property are expected. Remember that the driver has a tremendous responsibility for passenger safety. To ensure the safety of all riders, please help the driver by refraining from doing anything that may be distracting. **Riding the school bus is a privilege, not a right.** Proper behavior and actions will maintain this privilege. Conversely, misbehavior on buses or at bus stops will result in suspension of bus privileges.

Students are to ride only their regular buses. Seat belts must be worn at all times. The following unacceptable behaviors may result in suspension from the bus and/or disciplinary action:

- Profanity
- Fighting
- Littering
- Standing/changing seats while in motion
- Throwing things (in or out of the bus)
- Loud talking/yelling
- Eating
- Inappropriate play
- Use of external speakers

If a student’s behavior on the bus is inappropriate, the bus driver will write a behavior referral and the bus company will submit it to the assistant principal. The administration reserves the right to determine the length of bus suspension.

DRESS CODE

The Ramsey Board of Education believes that parents play a key role in preparing their children to attend school while adhering to reasonable standards of personal cleanliness and the appropriate dress. The Board further recognizes that personal cleanliness and appropriate dress by students are integral to creating and maintaining a safe, orderly and distraction free educational program and environment in which teaching and learning can take place. Therefore, it is expected that students shall meet reasonable standards of cleanliness, neatness, health and appropriate dress while in the Ramsey Public Schools.

Students who take pride in the way they look and dress usually feel good about themselves. They must come to understand that the manner and style in which they dress is very much dependent on the setting. Some clothing worn in other settings is not appropriate for school. Our students are expected to be neat and clean in appearance and to dress in good taste. It is expected that students in the Ramsey Public Schools, in conjunction with parental guidance, shall exercise reasonable judgment and appropriateness when determining what clothing to wear to school.

The Ramsey Public Schools Dress and Grooming Policy strictly prohibits clothing and grooming which:

- Presents a hazard to the health or safety of the students or others in the building.
- Interferes with schoolwork, creates disorder or distraction and/or disrupts the educational program.

- Causes excessive wear or damage to school property.
- Prevents a student from achieving his/her own education objectives because of blocked vision or restrictive movement.
- In order to maintain an environment conducive to education at the 6-12 level, the following are examples of the expectations. These examples include, but are not limited to:
- Shorts and skirts must be long and loose enough to allow freedom of movement and should extend down past the student's fingertips when extended.
- Clothing (skirts, tops, jeans, pants) that are extremely low-cut or revealing, backless, strapless, transparent, halter, pajamas or that expose the bare mid-section or upper/lower torso during any normal actions, including standing, sitting or leaning over, may not be worn.
- Clothing such as leggings/sweatpants/spandex or flannel pants are acceptable and may also be worn under a skirt or shorts.
- Clothing bearing print or pictures relating to the use, possession or advertising of drugs, alcohol, tobacco, or weapons, the use of violence, the negative depiction of a race, ethnic, religious or sexual group, or language that is profane or obscene or that states or implies sexual behavior may not be worn.
- Clothing that is shredded, ripped or cut off may not be worn. Shirts manufactured as sleeveless are acceptable.
- No undergarments should be visible.
- Beachwear is not permitted.
- Attire including buttons and patches with inappropriate, derogatory, gang related or offensive sayings or graphics are not permitted in school.
- Any clothing, bandanas, hats or symbols that are indicative of gang colors or membership are prohibited.
- For safety reasons, students are not permitted to wear on their head the hoods of hooded sweatshirts.
- Head coverings worn for religious reasons are allowed with verification provided to the school by a parent/guardian.
- For their own health and safety, students must wear footwear at all times. Bare feet, shoes with cleats or roller wheels and bedroom slippers are not permitted in school.
- Sunglasses and tinted not-prescription glasses are not permitted except as prescribed by a student's physician.
- For health/safety reasons heavy chains, studded collars, bracelets and choke collars are not permitted.

Students who violate the dress code will be asked to change or cover-up, may be asked to have a parent deliver appropriate clothing to school, or may be asked to return home to make necessary changes. Repeat offenders will be disciplined. No restrictions on student freedom of dress which are contrary to law and which might violate the rights of an individual will be imposed.

Specialized Curricular Areas of the School

Students shall wear appropriate clothing and footwear for physical education, shop and laboratory classes. Students should keep in mind that the dress code policy is also applicable to specialized curricular areas where clothing appropriate to the curriculum and activities must be worn to help insure student safety. Administrators, Supervisors and departmental staff reserve the right to modify and mandate specialized clothing/footwear/jewelry expectations based upon reasonable concerns of student safety.

Organized School Related Activities

Students who attend awards and recognition events, (Scholastic R, All School Recognition Night, etc.) or represent the school at special functions, should dress appropriately. (Jeans, shorts, hats, sneakers, t-shirts, etc. are not appropriate for such an event.)

Dress Code Discipline Procedures

Students will receive a warning on the first dress code violation. Subsequent violations will result in detentions.

STUDENT CODE OF CONDUCT AND EXPECTATIONS

GENERAL SCHOOL CODE OF CONDUCT

- Respect others, the environment, school facilities and the community
- Conduct self in a manner that does not interfere or disrupt the rights of other students. We do not hurt other people here.
- Make constructive choices regarding behavior to maximize personal, social and academic success
- Show self-discipline by behaving in ways that are mutually beneficial to self and others without supervision
- Accept responsibility for one's own actions

OUTSIDE AREA RULES

- Students will show respect to other students and staff
- No bullying, harassment, teasing, name calling or put downs
- Tackle football, wrestling or any contact sports are not allowed
- No fighting or play fighting is permitted
- Share equipment cooperatively with others
- Enter building only after receiving permission from a recess supervisor
- Students must wear proper apparel for weather conditions
- Leave snow alone

GYM RECESS RULES

- During inclement weather grade 7-8 recess will be held in the gym
- No behavior that is unsafe (no physical play, no running through games etc.)
- Do not leave gym without pass
- No standing around. Students must be involved in an activity or will return to the cafeteria
- No personal equipment or iPads allowed in gym

CAFETERIA RULES

- Talk quietly with neighbors
- Students must clean up their eating area before they leave.
- No tossing or throwing food
- Place garbage in trash container
- Use good table manners
- No food or drinks are to be taken out of the cafeteria

ASSEMBLY RULES/GAME CONDUCT

- Students are not permitted to talk during assemblies and performances. Do not disturb others

- “Booing” and other negative comments are not permitted
- During athletic games, inappropriate comments to the players or officials will not be tolerated.
- Applaud when appropriate
- Students who violate these rules will be asked to leave the event and may be subject to further disciplinary action

RESTROOM

- Students are expected to treat the school property with respect and help keep it clean. No loitering, writing on walls, pushing, shoving, teasing, or name-calling is allowed in the bathroom.

HALLWAY RULES

- Keep to the right half of the hallway
- Walk, no running, pushing, shoving or jumping
- Talk in quiet tone with no name calling, teasing or put downs

GENERAL DESCRIPTION OF UNACCEPTABLE BEHAVIORS

While the Ramsey Board of Education believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to detain, suspend, or expel students for violations of school regulations to ensure the good order of the school and to teach the consequences of disruptive behavior. The Principal or designee shall determine the level of such consequences.

This policy shall apply to student behavior while at school; at co-curricular and extra-curricular programs; on school grounds; during school hours when off school grounds; at school-related functions on or off campus; and in transit to or from school or any school related function. Disruptive behavior shall include, but not be limited to:

- Continued and willful disobedience.
- Open defiance of the authority of any teacher or person having authority over a student
- Lying and cheating
- Actions that constitute a continuing danger to the physical well-being of other pupils
- Fighting or physical assault upon another pupil, a teacher or any school employee, or inciting others to engage in a physical assault upon another pupil, teacher, or school employee
- Hazing or harassment of a student in a sexual, verbal, or physical manner
- Use of profanity, abusive language or threatening and provocative language
- Unsolicited or unwanted touching, intimate contact or indecent exposure
- Throwing of food, paper, pens or other objects
- Taking or attempting to take school or personal property from lockers, classrooms, school offices, or any other area of school facilities and vehicles; or personal property from another pupil, whether by force or fear
- Tampering with, damaging, defacing, or destroying school or personal property
- Turning in a false fire alarm or emergency call
- Taking part in any unauthorized occupancy of a district facility, refusing to leave promptly when directed to do so, or inciting others to take part in an unauthorized occupancy. Trespassing or unauthorized presence in areas restricted from student use
- Absence and lateness
- Truancy and class cutting; leaving school property without permission
- Inciting other students to truancy

- Possession of unauthorized electronic devices
- Participating in activities relating to the sale, purchase, or distribution of gambling paraphernalia or lottery related materials
- Use, possession or sale of alcohol, tobacco, drugs, or drug paraphernalia
- Sale, use, possession of, or distribution of explosives, firecrackers, smoke bombs or similar materials
- Arson
- Forgery of signature and/or tampering with documents of parents, guardians, teachers or persons in loco parents
- Inappropriate usage of software, hardware or computer networks

The following behaviors will not be tolerated:

- Physical aggression or contact to a pupil
- Teasing or name-calling
- Insulting or demeaning comments
- Threatening comments, gestures or physical acts
- Intimidating conduct toward another pupil
- Spreading harmful rumors or gossip about a pupil
- Getting another person to harm a pupil
- Harassment, intimidation or bullying through electronic communications
- Destruction of property
- Stalking another pupil
- Publicly humiliating a pupil
- Stealing or theft
- Defacing/destroying property
- Excluding or rejecting a pupil
- Extorting or exploiting a pupil

STUDENT DETENTIONS/SUSPENSIONS

BEHAVIOR REFERRALS

The purpose of the student behavior referral is to document incidents of inappropriate behavior. If an inappropriate behavior occurs in a classroom, it is addressed by the teacher through a verbal correction. A behavior referral may be used to record that process, at the teacher's discretion. If an inappropriate behavior occurs following a verbal correction - a teacher detention and parent contact will follow. If inappropriate behavior occurs following a teacher detention and parent contact by the teacher, a behavior referral is submitted to the assistant principal. Students will be called to meet with the assistant principal and the appropriate consequence will occur. A student may be excluded from participating in activities, trips, and/or graduation exercise if an offense warrants it.

LEVELS OF DISCIPLINARY ACTION:

- Lunch Detention
- Teacher Detention
- Administrative Detention

- In-School Suspension
- Out-of-School Suspension

LUNCH DETENTION

Lunch detention is held every day during the entire lunch period. Students should either bring their lunch to the assigned detention room or immediately report to the assigned room after purchasing their lunch in the cafeteria. Lunch detentions are usually assigned by the teachers or aides in the lunchroom for misbehaving during lunch or recess.

TEACHER DETENTION

Student may be assigned detention by their classroom teachers. Teacher detentions are held on the teachers' or teams' designated day from 3:10 p.m. - 3:35 p.m.

- If a student fails to attend a teacher detention, it will be rescheduled after contacting his/her parent.
- If a student fails to attend a rescheduled detention, an administrative detention will be assigned by the assistant principal (and count as two teacher detentions).
- Students who receive four (4) or more teacher detentions in one marking period may receive an in-school suspension.

ADMINISTRATIVE DETENTION

Administrative detentions are held on Wednesdays from 3:10-4:10 p.m., and will be assigned by the Supervisor of K-8 Education & Student Welfare. If a student cannot serve at the assigned day and time, they need to bring a note from their parents to the office, explaining the reason and the detention may be rescheduled. Students who fail to report to detention without being excused may be assigned an additional detention.

Procedures and Rules:

- Report on time on the day(s) assigned.
- Sit where assigned by the detention supervisor.
- Educational work may be done during the detention.
- Stay awake; do not rest head on desk.
- Remain quiet for the entire time.
- No food or drinks may be brought to detention.
- Students may not listen to iPods or use cell phones.
- If student behavior during detention is not appropriate, the detention teacher will mark a "U" (for unsatisfactory) in the detention book and the student will serve the detention again.

MORNING DETENTION

Morning detentions begin at 7:45 a.m. and end at 8:15 a.m. Students should report to the main office and will be directed where to go. Morning detentions are usually given to students who are repeatedly tardy to school in the effort to ensure their presence on time in homeroom.

SUSPENSIONS

A student will be suspended when the student's behavior is unacceptable to the school setting. There are two types of suspension used at Smith School: in-school and out-of-school.

- In-school suspension places a student in one room for the entire day. The student receives his or her work for the day but does not report to scheduled classes. They are expected to complete all assignments from their teachers and will receive a "0" for any incomplete work.
- Out-of-school suspensions may require a parent attend a re-admittance conference with the assistant principal, and/or principal, along with their guidance counselor. This conference should occur upon the student's reentry to school, or at the earliest possible time thereafter.

SIMPLE ASSAULT: Any pupil who commits an assault as defined by N.J.S.A. 2C:12-1* upon a Board member, teacher, administrator, or other employee of the Board of Education shall be suspended from school immediately according to procedural due process and expulsion proceedings shall begin no later than 21 calendar days from the date of pupil's suspension.

*Simple Assault – A person is guilty of assault if he/she:

1. Attempts to cause or purposely, knowingly or recklessly causes bodily injury to another; or
2. Negligently causes bodily injury to another with a deadly weapon; or
3. Attempts by physical menace to put another in fear of imminent serious bodily injury.

Simple assault is disorderly person's offense unless committed in a fight or scuffle entered into by mutual consent, in which case it is a petty disorderly person's offense.

VIOLENCE/VANDALISM/THREATS If any student is part of a physical altercation, brings or threatens to bring a weapon to school, threatens the physical wellbeing of any other person, or damages or threatens to damage school property, a set of protocols will be enforced that may include:

- Parent contact
- Police notification
- Discipline
- Risk assessment

HARASSMENT, INTIMIDATION, AND BULLYING

The Ramsey Board of Education expects pupils to treat each other with civility and respect, and will not tolerate 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 any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
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 interfere 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.

Students who harass, intimidate, or bully will receive serious consequences. Students and parents are encouraged to review expectations, procedures, and resources related to bullying, which are outlined on the Character Education web link on the Smith School website. If you do not have computer access, contact the administration, and a copy of the relevant information will be provided to you.

School Climate/Safety Team

The Ramsey School District has established Climate/Safety Teams in every school whose mission is to address reports of harassment, intimidation, and bullying, as well as to educate the community so as to create a safe learning environment for all. The Climate/Safety Team is composed of various school personnel who will be responsible for reviewing and strengthening school policies regarding harassment, intimidation, and bullying along with identifying and addressing any patterns of bullying that are present.

At Smith School, our Building Climate Specialist is Mrs. Christine Caporuscio, Student Support Counselor, who can be contacted via telephone 201-785-2346 or e-mail at ccaporuscio@ramsey.k12.nj.us regarding any concerns.

Reporting and Procedures

Disruptive behavior or acts of harassment, intimidation and bullying that occurs at school; at co-curricular and extra-curricular programs; on school grounds; during school hours when off school grounds; at school-related functions on or off campus; and in transit to or from school or any school related function should be reported to the Building Climate Specialist, Assistant Principal, Principal or Guidance Counselor on the same day when an individual witnessed or received reliable information regarding any such event.

Once an incident has been reported, an investigation into the situation will be initiated within one school day of the report. A report of the incident will be completed within two days of the notification, and at the conclusion of the investigation results will be provided to the district superintendent. Parents of the alleged bully and target will be notified about the investigation and findings within five school days after investigation results. For further information on any harassment, intimidation, or bullying please visit the school website. If you do not have computer access, contact the administration, and a copy of the relevant information will be provided to you.

Anti-Bullying Programs and Character Education

A comprehensive anti-bullying and character education program are an integral part of the middle school curriculum. Throughout the school year various programs and assemblies are conducted to inform students of behavioral expectations, to establish a culture of respect and tolerance. The six pillars of character are reinforced not only in educational programs, but also in clubs to help foster relationships between students and faculty. Visit the Smith School website for information about programs available throughout the school year.

DISTRICT POLICIES

The Ramsey Board of Education's policies can be located on our district website at www.ramsey.k12.nj.us. Some important policies to review are:

- 2361 – Acceptable Use of Computer Networks/Computers and Resources
- 5200 – Attendance
- 5330 – Administration of Medication
- 5512 – Harassment Intimidation and Bullying
- 5519 – Dating Violence at School
- 5530 – Students, Drugs, Alcohol, Tobacco and Controlled Dangerous Substances
- 5600 – Pupil Discipline/Code of Conduct
- 5721 – Independent Publications
- 5751 – Sexual Harassment
- 5755 – Equity in Educational Programs and Services
- 5770 – Pupil Right of Privacy
- 8330 – Pupil Record