Dear Parent/Guardian/Students:

The purpose of this handbook is to provide important information about the various aspects of student life in the Fair Lawn Middle Schools. Students who perform best participate in well-rounded and challenging activities, understand what is expected of them, and make responsible decisions. To this end, the handbook is a guide to both students and parents to assist you in understanding the policies and procedures of the school and to understand our expectations for student behavior and conduct in the school.

Parents, please review the material in this handbook with your child, paying special attention to the attendance policy and procedures, homework policy, and discipline policy. After reading and discussing the information with your child, please sign the enclosed contract and return it to your child’s homeroom teacher.

In closing, this handbook will provide a vehicle for communication for parent, child and school to ensure a safe, caring and productive environment in the Fair Lawn Middle Schools. Your involvement will assist us in realizing our goal of providing an effective education for all students.

Sincerely,
The Middle School Administration

Mission Statement for Fair Lawn Middle Schools

The mission of the Fair Lawn Middle Schools is to afford each student the opportunity to learn, to achieve success, and to become a confident and productive member of a global and technological society, prepared to meet the challenges of the twenty-first century.

Our middle schools will provide a supportive environment and a focus on improved student outcomes and high standards through the implementation of Professional Learning Communities. We will create and facilitate conditions that support increased learning opportunities for all students and in which students are empowered and encouraged to master and apply their learning.

We are committed to results oriented learning, academic rigor through student centered learning, a culture of respect and responsibility, and to having our students achieve the status of life-long learner.

Vision Statement

Student learning will be central to the vision of the Fair Lawn Middle Schools. Academics, aesthetics, athletics, and the affective domains are foundation building blocks that will be skillfully integrated into the three-year experience for each middle school student. Accomplished through interdisciplinary planning and curriculum development, students will be afforded opportunities to demonstrate learning in an environment that supports safety, personal growth, and academic excellence.
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AFFIRMATIVE ACTION / SEXUAL HARASSMENT

Fair Lawn Middle Schools are equal opportunity schools. We do not discriminate on the basis of gender, race, color, sexual orientation, creed and/or religion, national origin or disabled conditions.

NON-DISCRIMINATION STATEMENT
The Fair Lawn School District does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, gender, marital status, sexual orientation, social or economic status, disability, or age as it relates to both employment and the educational programs offered to Fair Lawn students. This is in accordance with the requirements of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972 (Title IX); Section 504 of the Rehabilitation Act the Americans with Disabilities Act of 1990; or the Age Discrimination Act of 1975, which prohibits discrimination on the basis of race, color, national origin, gender, disability and age, respectively.

If you have questions regarding the district's responsibilities under these regulations, if you wish to make a complaint, or if you require services related to a disability pursuant to Section 504 and the ADA, please contact the school vice-principals who are designated to coordinate efforts to comply with Title IX, (which prohibits discrimination based on disability) and the Age Discrimination Act (which prohibits discrimination based on age).

SEXUAL HARASSMENT
It is the policy of the Fair Lawn Board of Education to maintain a learning and working environment that is free from sexual harassment. Conduct constituting sexual harassment shall be grounds for disciplinary action.

Sexual harassment shall consist of unwelcome sexual advances, request(s) for sexual favors, and verbal or physical conduct of a sexual nature carried on by a staff member, a student, or a Board member. Should anyone in the school community suspect that an act of sexual harassment has taken place or if they have any questions about this policy they should contact the building Affirmative Action Officers.

<table>
<thead>
<tr>
<th>Important Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Principal (504)</td>
</tr>
<tr>
<td>Affirmative Action Officer</td>
</tr>
<tr>
<td>District Affirmative Action Officer</td>
</tr>
<tr>
<td>District Section 504 Officer</td>
</tr>
</tbody>
</table>

*All policies pertaining to Non-Discrimination and Sexual Harassment are posted as a link on the school’s website.

SCHOOL/FAMILY PARTNERSHIP

Schools are most effective when a partnership exists between the school and the home. Interaction among students, staff, and the parent/guardian can produce an atmosphere that encourages students to grow in self-discipline and responsibility. By working together, we can increase the supports created for students. Additionally, as students grow in middle school, they will take on more personal responsibility for their own success.

The following guidelines will assist the parent/guardian in the cooperative effort to establish an effective learning environment:

1. Read and discuss the Fair Lawn Middle School Student/Parent Handbook. Be certain that your child understands his/her personal responsibilities, both academic and behavioral.
2. Communicate regularly with your child’s teachers through e-mail or voicemail.
3. While parents are always welcome in our schools, appointments should be made in advance to see a teacher, counselor or the principal.
4. Show support for the school’s expectations; feel free to adapt the same type of expectations at home.
5. Encourage your child to accept more responsibility as he/she matures in middle school.
6. Help your child understand that he/she has to both make responsible choices and accept the consequences for his/her actions.

Please respond promptly to requests for communication from teachers and/or administrators so that we can work together to help your child when he/she is having difficulties.
Supporting your child academically

Parents play a very important role in helping their child reach academic success. In particular, your child needs help in creating routines for organizing his/her time, homework and responsibilities. Although most middle school students want to do the best they can, academics have to compete against social pressures, technology and individual interests. Your child needs guidance from you for finding balance and healthy study habits at home.

The following are some ways to help your child perform at a higher level academically:

1. **Genesis Portal**: The Genesis Portal is a password-protected site where parents and students can access report cards, interim reports, current grades and attendance information. **All middle school parents and students are encouraged to create a Genesis account; this is the only way to access report cards and interim reports.** Should a paper copy be needed, please contact your child’s guidance counselor.

2. **Set up the appropriate study environment**: Setting up a space for your son/daughter that is large enough to spread out (such as a kitchen table), has all the necessary materials, is comfortable, and has good lighting can make a large difference in study habits. It should be in a public place such as the kitchen so that you can monitor your child’s time management and study habits.

3. **Limit the use of technology during study time if it is not related to the assignment**: Although technology can be an incredible tool for research and communication about school based work, it can be a large distraction to many students. Discuss with your child the importance of only using it for schoolwork during homework and studying time. Unless it pertains to homework, students should not be instant messaging, texting, or blogging during their time set aside for schoolwork.

4. **Help teach time management**: Encourage your child to estimate how long each assignment will take and then help him/her work to that schedule. For example, if your son is staring at a blank paper for five minutes, you may need to give him feedback about the lost time and perhaps some ideas about where to begin.

5. **Help with organization**: If your son/daughter has difficulty handing in homework or keeping track of papers, it is important to give your child the supplies necessary to set up a system that works for him/her. One idea for homework is to use two separate folders - one for assignments that need to be completed; one for completed assignments. As papers are completed, they are transferred to the other folder - ready for school. First thing in the morning, the homework can be distributed to teachers’ mailboxes so papers are not lost during the day.

6. **Help reduce stress**:
   - Large assignments may seem overwhelming for students. By breaking it down into smaller pieces with due dates, it becomes manageable and helps reduce stress.
   - Use the agenda to plan backwards from the due date.
   - Have discussions with your son/daughter about his/her stress and anxiety. If it is excessive, contact the school and teachers for help.
   - Encourage balance by having your child take breaks frequently and by practicing time management with him/her.

---

**PARENTAL SUPPORT & RESOURCES**

<table>
<thead>
<tr>
<th>In order to assist parents during the school year, a number of resources are available:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GUIDANCE</strong></td>
</tr>
<tr>
<td><strong>ADMINISTRATION</strong></td>
</tr>
<tr>
<td><strong>STUDENT ASSISTANCE COUNSELOR (SAC)</strong></td>
</tr>
<tr>
<td><strong>SCHOOL WEBSITES</strong></td>
</tr>
<tr>
<td><strong>PTO</strong></td>
</tr>
<tr>
<td><strong>PTO President</strong></td>
</tr>
</tbody>
</table>
**Communication Corridors**

Please make use of this contact listing when addressing a particular issue or problem. Begin with #1 in each case and progress through the hierarchy, as warranted.

| Academic Concerns | 1. Contact or make an appointment to visit the Teacher directly involved  
| | 2. Contact or make an appointment to visit with a Guidance Counselor  
| | 3. Contact or make an appointment to visit with an Administrator  
| Attendance Concerns | 1. To report an absence or to sign a student in or out, contact or visit the Attendance Secretary  
| | 2. For all other attendance related issues, contact or make an appointment to visit the Vice-Principal  
| Behavioral Concerns | 1. Contact or make an appointment to visit with the Teacher or staff member directly involved  
| | 2. Contact or make an appointment to visit with the Vice-Principal/Counselor  
| | 3. Contact or make an appointment to visit with the Principal  
| Curriculum Concerns | 1. Contact or make an appointment to visit with the Department Supervisor  
| | 2. Contact or make an appointment to visit with the Principal  
| Class Schedule Concerns | 1. Contact or make an appointment to visit with the Guidance Counselor  
| | 2. Contact or make an appointment to visit with the Principal  
| Disability Related Concerns (Neurological) | 1. Contact or make an appointment to visit with a Guidance Counselor  
| | 2. Contact or make an appointment to visit with the Vice-Principal (504 Officer)  
| Disability Related Concerns (Learning) | 1. Contact or make an appointment to visit with the Child Study Team  
| | 2. Contact or make an appointment to visit with the Guidance Counselor  
| Health Concerns | 1. Contact or make an appointment to visit with the School Nurse  
| | 2. Contact or make an appointment to visit with an Administrator  
| Student Activity Related Concerns | 1. Contact or make an appointment to visit with the Club Advisor  
| | 2. Contact or make an appointment to visit with an Administrator  
| Substance Abuse Issues: | 1. Contact or make an appointment to visit with Student Assistance Counselor (SAC)  
| | 2. Contact or make an appointment to visit with School Nurse  
| Technology and Computer Questions | 1. For general information about student access to school computers, please call the librarian.  
| | 2. For questions about the Website, e-mail or call the Web Master, Mr. Thompson.  
| | 3. For disciplinary issues related to technology, call an Administrator.  

*If there is an issue that does not fall into the above categories, but you feel the need to speak with someone at the school, we encourage you to reach out to a guidance counselor or school administrator at any time.*

**THE SCHOOL DAY**

A teacher is on duty outside at 7:45 a.m. to supervise students. Students should arrive no later than 8:15 a.m.  
Please note: Students arriving after 8:15 a.m. will not have sufficient time to adequately prepare for the school day. Students MUST be in first period by 8:25 a.m. or be marked tardy.

**ATTENDANCE**

Students cannot fully benefit from a school’s educational program unless attendance is regular and uninterrupted. Fair Lawn Board of Education Policy #5200 outlines the specific policy of the middle school.

According to New Jersey School Law, personal illness, quarantine, death in the immediate family, and religious holidays (according to http://www.state.nj.us/education/genfo/holidays0910.htm) are the only legal excuses for school absence. While these are legitimate reasons, all absences will count towards the total number of absences. New Jersey School Law mandates a court referral for those students with ten or more cumulative absences (http://www.state.nj.us/education/students/safety/behavior/attendance/).
Middle school students are limited in the number of days (number of absence days to be determined at the FL BOE policy review meeting by August 2018) of absence per school year for health reasons upon receipt of verification from the student’s parent/guardian. Additionally, after five morning tardies, students will receive a central detention to be served on the following day. Failure to abide by this attendance requirement may disqualify a student from promotion to the next grade level. Any student who is absent from school and does not return to school before 10:51 a.m. or leaves school because of illness and does not return to school before the end of the day is not permitted to participate in any co-curricular activity that day or night. At least a four-hour presence is required to be considered eligible for the day. Only previously excused absences for that day will be accepted, i.e., doctor appointment.

The Principal, upon recommendation of a review committee, may grant a waiver of this policy. The review committee will be appointed by the Principal and shall consist of middle school staff representatives. Documentation of the nature and causes of the excess absences shall be the responsibility of the student and parent(s) or legal guardian(s). Appeal of the decision of the Principal and the recommendation of the committee may be made to the Chief School Administrator.

Notification of Absence: Parents are asked to contact the school before 9:00 a.m. whenever their child will be absent. Please call the following number to report your child absent: 201-794-5470, Ext. 4501

Excessive, unverified absences may result in loss of privileges during the year.

**MORNING ACTIVITIES**

Some students are permitted into school before opening. These students should be in music, remediation, or in extra help. They should be nowhere else in the building. If students are found in the building before 8:15 a.m. and are not associated with a before school activity, they will be escorted out of the front of the building.

**AFTER SCHOOL ACTIVITIES**

The after school activity period on Tuesday, Wednesday, and Thursdays from 2:51 - 3:30 p.m. represents the best opportunity for students to see teachers in order to receive extra help or assistance. All extra-curricular activities are held at this time. For students to gain maximum benefit from this period, outside appointments should not be made during this time. Only students staying for academic assistance and/or school activities may utilize the late bus. All students should be in a supervised activity by 3 p.m. Any student found loitering in the building will be asked to exit immediately. Failure to comply will result in disciplinary actions.

**FIELD TRIPS**

Subject teachers or activity sponsors supervise field trips. Participants must return parental permission slips to the trip sponsor by the required due date. Students may be denied participation at teacher or administration discretion. Teachers will consider a student’s total attendance and discipline record. Students may be barred from field trips because of excessive absences or poor citizenship. The student is responsible for all work missed while participating in a field trip.

All school rules are in effect on all school trips.

**School Closing and Delayed Opening Information**

Radio Stations: WOR (AM 710 or WINS (AM 1010)
Cablevision: Channels 12 and 77
Television: Channels 4, 5, and 7
Website: http://www.fairlawnschools.org

**Delayed Opening Times**

School begins at 9:55 a.m.

All Families District Wide will be notified through our automated SCHOOL MESSENGER system of closings or delays.

PLEASE DO NOT CALL THE POLICE DEPARTMENT FOR SCHOOL CLOSING INFORMATION.

**SIGNING STUDENTS OUT & VISITORS**

- The parent/VISITOR MUST come into the school and provide current identification (i.e. driver’s license) prior to student’s release.
- No student will be dismissed on his/her own for any reason.
- For all other attendance related issues, contact or make appointment to visit the Vice Principal.
- Parents /VISITORS are to enter the building through exit 7 in the rear parking lot. The main entrance is reserved for students and ADA/Handicapped only.
# MEMORIAL MIDDLE SCHOOL

## BELL SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>Regular Opening</th>
<th>Early Dismissal</th>
<th>Delayed Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Opens</td>
<td>8:15</td>
<td>8:15</td>
<td>9:55</td>
</tr>
<tr>
<td>Pd. 1 / HR.</td>
<td>8:25 – 9:07</td>
<td>8:25 – 8:53</td>
<td>10:00 – 10:25</td>
</tr>
<tr>
<td>Pd.4</td>
<td>10:36-11:16</td>
<td>9:54-10:20</td>
<td>11:14-11:34</td>
</tr>
<tr>
<td>Pd.5 (6)</td>
<td>12:02-12:42</td>
<td>10:52-11:18</td>
<td>12:17-12:54</td>
</tr>
<tr>
<td>7th gr. LUNCH</td>
<td>12:02-12:42</td>
<td>10:52-11:18</td>
<td>12:17-12:54</td>
</tr>
<tr>
<td>Pd.5 (6)</td>
<td>12:02-12:42</td>
<td>10:52-11:18</td>
<td>12:17-12:54</td>
</tr>
<tr>
<td>Pd.6 (8)</td>
<td>12:02-12:42</td>
<td>10:52-11:18</td>
<td>12:17-12:54</td>
</tr>
<tr>
<td>8th gr. LUNCH</td>
<td>12:45-1:25</td>
<td>11:21-11:47</td>
<td>12:57-1:34</td>
</tr>
<tr>
<td>Pd.6 (6 &amp; 7)</td>
<td>12:45-1:25</td>
<td>11:21-11:47</td>
<td>12:57-1:34</td>
</tr>
<tr>
<td>Pd.7</td>
<td>1:28-2:08</td>
<td>11:50-12:16</td>
<td>1:37-2:12</td>
</tr>
<tr>
<td>Pd.8</td>
<td>2:11-2:51</td>
<td>12:19-12:45</td>
<td>2:15-2:51</td>
</tr>
</tbody>
</table>

**After School Activities:** 2:51-3:30 Students MUST report to the after school activity teacher by 3:00
ACADEMICS

Cycle Courses - The purpose of these courses is to allow students the opportunity to explore new areas. Students participate in rotation courses for the full school year.

<table>
<thead>
<tr>
<th>Program of Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Subjects</strong></td>
</tr>
<tr>
<td>• Language Arts</td>
</tr>
<tr>
<td>• Literature Connections</td>
</tr>
<tr>
<td>• Mathematics</td>
</tr>
<tr>
<td>• Science</td>
</tr>
<tr>
<td>• Social Studies</td>
</tr>
<tr>
<td>• World Language</td>
</tr>
</tbody>
</table>

DEPARTMENT SUPERVISORS
Science - Ron Durso – 201-794-5450, ext. 2409; rduration@fairlawnschools.org
Mathematics – Lauren Gimon – 201-794-5450, ext. 2211; lgimon@fairlawnschools.org
Language Arts – Gary Pankiewicz – 201-794-5470, ext. 4532; gpankiewicz@fairlawnschools.org
World Language/Music/ESL – Liliana Lopez – 201-794-5470, ext. 4529; ilopez@fairlawnschools.org
Social Studies/Art – Suzanne Gons – 201-794-5450; sgons@fairlawnschools.org
Special Ed. - Jonathan Hesney 201-794-550 ext.7039; jhesney@fairlawnschools.org
Special Ed. - Camille DeFranco 201-794-550 ext.7038; cdefranco@fairlawnschools.org

GRADES
The following table shows the grade cutoffs and point value (in parentheses) for marking periods:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Cutoffs</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 – 94</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>93 – 90</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>89 – 87</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>86 – 83</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>82 – 80</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>79 – 77</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>76 – 73</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>72 – 70</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>69 – 65</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>64 or below</td>
<td>0</td>
</tr>
</tbody>
</table>

STUDENT RECOGNITION
Experience tells us that children who put forth a consistent effort, involve themselves in a variety of activities, and become active participants in the total school environment are among the most confident and successful students. In keeping with this philosophy, our middle schools recognize student effort and success as follows:

Principal's List: Recognizes students who have earned all A's. (Note that it must be higher than an A-).
Honor Roll: Recognizes students who have earned all A's and a maximum of two B's.
Improvement Recognition Award: Recognizes students who have improved grades in at least two core subjects with a 10-point increase in each, nothing less than a D. A student must not go lower in any other core subjects.

COMPUTING THE FINAL GRADES
The student's final course grades shall be the average of the four marking period grades. A student who receives an “F” for the third and fourth marking periods will earn an “F” as the final course grade regardless of the grade earned for the first two marking periods.
HOMEWORK
When completed conscientiously, homework has a measurable impact on student motivation and academic success. It is the responsibility of each student to complete homework assignments as directed and in a timely fashion. To help ensure student success, the middle schools provide agenda books to help students effectively organize and plan their homework assignments. It is also recommended that parents both regularly check said agenda book and carefully monitor their child’s progress with regard to homework.

HOMEWORK MAKE-UP
STUDENTS ARE RESPONSIBLE for completing work missed due to absence. A rule of thumb is that the student will have one day for each day absent to make up work. If a student is absent three or more consecutive days, parents may request assignments through the Guidance Department. A full day’s notice may be needed for this request. Any marking period grade of incomplete must be resolved within a two week time frame.

If a family emergency should arise that will cause a student to be absent from school for a prolonged period, the Guidance Department should be notified as soon as possible.

<table>
<thead>
<tr>
<th>Marking Period</th>
<th>Mid-Point</th>
<th>Report Card Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 5 – November 13</td>
<td>October 10</td>
<td>November 19 (PM)</td>
</tr>
<tr>
<td>November 14 - January 29</td>
<td>December 17</td>
<td>February 4 (PM)</td>
</tr>
<tr>
<td>January 30 – April 12</td>
<td>March 8</td>
<td>April 26 (PM)</td>
</tr>
<tr>
<td>April 22 - June 25</td>
<td>May 14</td>
<td>June 28 (PM)</td>
</tr>
</tbody>
</table>

PROMOTION AND RETENTION
In the middle schools, the determination of the need to retain a student shall be in compliance with the following district regulations:
- Any students in danger of failing will be sent an interim report for that marking period that must be signed and returned by the parent. If a student is failing more than one class, the guidance counselor will attempt to set up a meeting with the parents, student, and guidance counselor about improving student performance.
- At the end of the second marking period, a letter will be sent to parents when students are failing two or more subject areas. The letter will indicate the possibility of retention if academic improvement is not made.
- A second letter will be issued if improvement is not made by the end of the third marking period.
- In accordance with BOE Policy 5410, students who fail one or more courses may be required to attend an approved summer program or face retention in their current grade level.

The final decision regarding the placement of a middle school student rests with the Principal, or in the case of a grade eight student, the middle school Principal in consultation with the high school Principal.

TEXTBOOKS
Each student is responsible for the books issued to him/her. All books must be covered. Students should report lost books to their teacher immediately. If a book is lost or damaged, the student will be responsible for the cost of replacing or repairing the book issued to them. Students will not receive report cards until all fines are paid.

BEHAVIORAL EXPECTATIONS
Respect and responsibility are cornerstones of the middle school experience. Every student has responsibility in helping to ensure a safe environment where everyone can learn. It is also the expectation that students demonstrate respect for themselves, for their environment, and for others. For these reasons, a number of school rules and regulations have been established in order to maintain safety, the learning environment for all, and overall order in the school. Excessive disciplinary referrals will result in loss of privileges (i.e. field trips, end of year activities and class trips) during the year.

In addition to the student handbook, full policies are posted on the school’s website pertaining to disciplinary infractions.
**ACADEMIC INTEGRITY**

Student assessments need to accurately reflect student growth and understanding. When students falsely portray understanding, it undermines the educational process and does not allow teachers to accurately address misconceptions.

**A Fair Lawn middle school student will:**

- not give help to or accept help from another student during a test or graded assignment – unless express permission is given by the teacher.
- not accept information in advance of a test or graded assignment from someone who has already taken it or disseminate information to someone who has not yet taken it.
- not use notes or other sources of information during a test or graded assignment unless allowed to do so by the teacher.
- not pass someone else’s written words on as their own. Credit should be given to any sources used.
- not misrepresent the truth in order to obtain special consideration or falsely obtain credit.
- use technology in an appropriate and legal manner.

**Violation of the Academic Integrity Code will result in the following punishments:**

**First Offense:** The student will receive a zero for the assignment and the parent will be notified. A letter signifying improper conduct will be sent home.

**Second Offense:** A conference will be required with the student, parent, teacher, guidance counselor and administrator. The offense shall result in a failing grade for the marking period.

**Subsequent Offenses:** A conference will be required with the student, parent, teacher, guidance counselor and administrator. The student may fail for the year and/or lose student privileges.

*If a student discovers that another student has violated the Academic Integrity Code and does nothing about it, he or she has condoned the violation.*

**BICYCLES**

Students may ride bicycles to school. Mopeds, scooters, skateboards, and rollerblades are not allowed. Bicycle racks are provided. Bicycles should be locked securely, and the school cannot assume responsibility for bicycles that are lost or stolen. Riders are reminded to wear a helmet and to obey all traffic laws and signals.

**AS PER NEW JERSEY STATE LAW, ANYONE UNDER 17 YEARS OF AGE THAT RIDES A BICYCLE OR IS A PASSENGER ON A BICYCLE, MUST WEAR A SAFETY HELMET.**

**CAFETERIA LUNCH PROGRAM**

Students may choose to purchase a hot or cold lunch in the cafeteria or bring lunch from home. Parents can also place money in a prepaid debit account, which as student can access using a PIN number. For your additional convenience, we also have a new internet-based payment system, which allows you the option of payment for your child’s lunch on-line, via credit card or ACH (electronic check). For further information, please go to www.fairlawnschools.org, then go to “Updates and Announcements”. A lunch menu will be distributed monthly in homeroom. Lunch may not be ordered from outside vendors.

**BREAKFAST PROGRAM**

Breakfast is the most important meal of the day for children, as it provides the necessary energy for a day of learning and achievement. Each morning, at 8:00 a.m., the cafeteria will be open for those students who would like to purchase a breakfast item, such as: muffin, bagel, yogurt, cereal. Hot breakfast will not be served.

**CAFETERIA BEHAVIORAL EXPECTATIONS**

Appropriate behavior is expected at all times in the cafeteria. Students should be certain to read and sign the “Guidelines for Cafeteria Use” distributed in September.

For your convenience, the behavioral expectations are listed here as well:

- WALK; DO NOT RUN, to the lunch tables upon entering the cafeteria. Make sure your books and personal items are placed in the cubbies before sitting down at your assigned lunch table.
- Take chosen/assigned seats – NO MORE THAN SIX STUDENTS AT A TABLE.
- All rules of good behavior apply.
- There are great many of us eating together. Have fun and enjoy your lunch, but please keep the noise level to a minimum (NO SHOUTING and POUNDING on tables).
- Respect your teachers, fellow students, custodians and cafeteria workers alike. DO NOT THROW ITEMS OR ENGAGE IN HORSEPLAY.
- Remain seated when not getting food or discarding trash.
- Movement between cafeterias is limited to those students picking up a lunch item not offered at their lunch counter.
- Eating areas are to be kept neat and clean (this includes tables and the floor).
- Do not sit on tables!
- Those leaving the cafeteria for any reasons must request permission, sign out, and take a pass.
Procedures for leaving the cafeteria:
Students will be dismissed from cafeteria by row and table (at the discretion of the teacher in charge). Students need to push chairs under tables when ever leaving their tables or leaving the cafeteria.
Students are to quietly travel through the hallways to playground areas, bearing in mind that classes are in session.

DRESS CODE

The middle schools recognize that each student’s mode of dress and grooming is a manifestation of personal style and individual preference. The Administration will not interfere with the right of students to make decisions regarding their appearance, except when their choices negatively affect the educational program of the schools or impact safety. Parents/guardians are requested to assist the Administration by exercising positive guidance and authority with respect to student dress and grooming.

The Administration wishes to point out specific concerns regarding student dress:

1. Footwear shall be worn at all times. Due to safety concerns, flip flops/slides are not permitted to be worn during the school day.
   **All footwear must have a closed back. NO FLIP FLOPS or SLIDES ALLOWED.**
2. Metal studs, spikes and chains or other potentially hazardous items are prohibited.
3. Attire with slogans, words, pictures or symbols that can be considered obscene, profane or derogatory is not permitted.
4. Shirts, blouses, and tops should be of sufficient length to meet the top of pants, skirts and shorts. Midriff baring shirts, or tops with spaghetti straps are not permitted, this includes racerback tops without an undershirt. Skirts and shorts must be mid-thigh length.
5. Hats/sunglasses are to be removed prior to entering the school building.
6. All back packs and string sacks must be stored in the locker.
7. No blouses, undergarments or shirts that are cutoff shall be worn. Attire with holes in inappropriate locations is not permitted.
8. All items of clothing must meet the standards of good taste and not detract from the positive climate for student learning.

All students whose dress is deemed in violation of school policy will be required to dress suitably before being permitted to return to class. Parents/guardians may be contacted, when necessary, to bring appropriate clothing to school so that the student may return to class. Questions concerning appropriate dress attire should be addressed through the school Principal or Vice-Principal.

ELECTRONIC EQUIPMENT

The Board of Education regulates the possession and/or use of selected electronic devices by a student in school buildings, on a school bus, or at any school function as indicated in board policy. Upon entering the building, all electronic devices (cell phones, text messaging devices, beepers, iPods, cameras, and personal computers) must be turned off and secured in the student’s locker until they leave the building.

The use of all cell phones/electronic devices during school hours (unless teacher directed) is strictly prohibited. Taking photographs or the recording of staff or students without the permission of Administration is prohibited and will be subject to disciplinary action.

DISCIPLINARY ACTION

1. **First offense** - the electronic device will be confiscated and returned to the parent. The student will be assigned school detention(s).
2. **Second offense** - the electronic device will be confiscated; assignment of ISD; possible loss of technology privilege.

COMPUTER/INTERNET USE

The use of computers and Internet access is a privilege, and not a right. **All students, parent/guardian, and staff members are required to sign a binding agreement** that acknowledges that they have read the terms and conditions of acceptable use listed here, and that they understand their inherent responsibilities. Each student and staff member is issued a username and password for individual and personal computer and Internet access. It is not permitted to use another person’s access information or to permit another person to use yours. It must also be understood that the privilege of computer access can and will be revoked if this agreement is violated.

1. Vandalism of any kind will result in termination of computer privileges, and disciplinary action will be taken in accordance with the posted school discipline policy. Vandalism is defined as any attempt to harm or damage computers, computer systems, or networks, or any attempt to infiltrate another computer system. This includes creating and/or uploading computer viruses.
2. Use of school computers is limited to educational purposes. Students may not under any circumstance access the network to distribute abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.
3. Report any incident of harassment or inappropriate material to the supervising staff member.
**BRING YOUR OWN DEVICE (BYOD)**
Any Middle School student whose parent/guardian has signed the BYOD permission form (available on the Genesis Portal "FORMS" tab or in the main office) will be permitted to bring a wireless/portable device to use in school, **within the guidelines of the program**. Participation in this program should be considered to be a privilege, which can be revoked if the BYOD policies are violated. The full guidelines for the BYOD program can be found on the school's website.

**Creation of Websites**
1. Students who wish to create websites for class assignments must follow all policies, which are available in the library and through the school website.
2. Clubs, teams, and other recognized activities may create and maintain websites. These websites must follow all policies, which are available in the library and through the school website. Activity websites must be approved and sanctioned by the school website manager before they can be published and advertised.

**Personal Safety and the Internet**
1. Photographs that personally identify individual students may not appear on any school activity or student website without a signed parental/guardian consent on file. This consent is separate from the Computer Use consent form on file for all students.
2. Names of students may appear on school websites in a newsworthy or informative context (such as a listing of officers, cast members, or award winners.)
3. Middle School and Board of Education policies prohibit:
   a. publication of student name accompanied by identifying photo, or of a photo accompanied by the name of the student shown.
   b. publication of any personal information regarding students, including address, phone number or personal e-mail address.
   c. students should only publish or otherwise distribute email addresses that are obtained in addition to the individual’s personal email address, and should not specifically identify the name of the addressee.

**FIRE/SECURITY DRILLS**
Fire/security drills are conducted on a regular basis to ensure student safety. Talking is not permitted during fire drills. Student cooperation is essential, and behavior that prevents the efficient and systematic evacuation of the building during fire drills will have consequences dependent on the severity of the offense.

**HALLWAY PROCEDURES**
Student behavior in hallways should, at all times, reflect the tenets of respect and responsibility, which will help to provide a safe and orderly environment.
- Running or pushing in the corridors is not allowed.
- Students must ask teacher permission, **sign out in his/her agenda book**, and have a room pass in order to leave a class.
- Students abusing the use of hall passes will be placed on hall restriction. Any student on this list will not be able to leave the classroom without staff supervision.

Each student is permitted to leave the classroom, with teacher permission, ten times per marking period unless otherwise arranged between the parent and Administration, nurse, guidance or CST.

**HARASSMENT, INTIMIDATION, OR BULLYING**
All students are entitled to a safe school environment where they can focus on their social, emotional, and academic growth. All incidents of bullying, intimidation, or harassment should be reported to a building administrator immediately as it will not be tolerated in our school community. This includes incidents that do not occur on school property or involve cyber-bullying. *Please refer to the district policy.*

**LOCKERS**
In an effort to ensure the security of school and personal property, and to make certain that our hallways are safe for student and teacher movement, the rules and regulations listed below should be followed with regard to lockers:
- Each student is assigned a hall locker and combination.
- Every student is responsible for the condition of his/her locker.
- The lockers are to be kept clean and orderly and will be inspected throughout the school year.
- Lockers are not to be defaced in any way.
- All book bags and backpacks must be left in lockers during the school day.
**Locker Security:**
- Lockers are to be closed and locked.
- **Do not share your combination with anyone!**
- Leave valuables at home. The school will not be responsible for any missing belongings.

**NOTE:** LOCKERS ARE THE PROPERTY OF THE BOARD OF EDUCATION AND MAY BE INSPECTED AT ANY TIME BY SCHOOL PERSONNEL.

**STUDENT SUBSTANCE ABUSE**
Smoking, alcohol and drug use are prohibited in school.

*Please refer to the district policy.*

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**“Just Because” Positive Behavior Incentive Program**

Memorial Middle School has initiated a new behavior incentive program entitled, **“Just Because”**. The purpose of this program is to acknowledge students who display character traits that as a School of Character, we reinforce as tenets to live by. This program is a refreshing way to engage students in acts of kindness and to increase awareness of the benefits of respect, proper social etiquette and thinking of others first, **“Just Because”**. When a teacher or administrator notices a student doing something above and beyond or going out of his/her way to be kind, he/she is awarded with a **“Just Because”** ticket. This ticket affords the student to be selected at random for a monthly drawing to receive an incentive prize.

**REMEDIATION AND CONSEQUENCES:**

The purpose of the discipline code is to ensure every student’s right to a safe and positive learning environment that is free of distractions that can occur as a result of inappropriate behavior and/or appearance. A school-wide approach to student behavior will include both positive rewards for students demonstrating the proper attitudes and behaviors and consequences for misconduct. Repeated disciplinary offenses may lead to loss of participation in non-classroom activities. Written student appeals will be reviewed to determine reinstatement. Parents may view conduct referral entries and disposition by accessing the Genesis Parent Portal.

**Detention**

Students who are disciplined for minor infractions of school rules may be required to report to detention. Detention commences at dismissal and continues until 3:30 p.m. Parents will be advised of the reason for referral/detention.

**In-School Detention (ISD)**

For more serious infractions of school rules a student may be assigned In-School Detention.
- Students who are assigned to the In-School Detention Room will lose all privileges for that day. This includes participation in school programs, special events, trips and any evening activity.
- Students must bring all school materials with them. Academic teachers will supply work to be completed.
- Students are responsible for making up any missed class work.
- Out-of-school Suspension (OSS)

Out-of-School suspension/expulsion is the most severe school disciplinary penalty. It is reserved for serious and/or repeated violations of school regulations. Advance notification to parents is required. It is the responsibility of parents to provide supervision during school hours.

**STUDENTS ARE RESPONSIBLE FOR MAKING UP WORK MISSED WHILE ON SUSPENSION.**

**STUDENTS WHO ARE SUSPENDED FROM SCHOOL ARE PROHIBITED FROM ATTENDING ANY SCHOOL PROGRAMS OR ACTIVITIES AND ARE NOT ALLOWED ON SCHOOL GROUNDS DURING THE SUSPENSION PERIOD.**
EXPECTATIONS FOR STUDENT BEHAVIOR/CONSEQUENCES
CODE OF CONDUCT

The following student conduct policy was established to insure the orderly operation of the Fair Lawn Middle Schools. Although this does not cover all acts of conduct, any behavior that is inappropriate to the community or school standards may be subject to the consequences as deemed appropriate by the Administration.

1. **ABUSING HALL PASS**
   - 1st OFFENSE DETENTION (1 pt)
   - 2nd OFFENSE DETentions/NO PASSES, UNLESS MEDICALLY EXCUSED (2+ pts)

2. **ASSAULT**
   - SUSPENSION/PARENT NOTIFIED/POSSIBLE POLICE NOTIFIED (3-6+ pts)

3. **BIAS ACT/BULLYING/HARASSMENT (HIB)**
   - SUSPENSION/PARENT NOTIFIED/POSSIBLE POLICE NOTIFIED (SEE POLICY)
   - (3-6+ pts)

4. **B.Y.O.D. VIOLATION**
   - 1st OFFENSE DETENTION/PARENT NOTIFIED (2+ pts)
   - 2nd OFFENSE BYOD PRIVILEGES REVOKED (4+ pts)

5. **CAFETERIA DISRUPTION**
   - 1st OFFENSE DETENTION (1pt)
   - 2nd OFFENSE DETentions/PARENT NOTIFIED/LOSS OF LUNCH PRIVILEGES (2+ pts)

6. **CHEATING/PLAGIARISM**
   - ZERO ON ASSIGNMENT/DETENTION/PARENT NOTIFIED (2+ pts)
   - (also see “Academic Integrity” for additional information)

7. **CUTTING CLASS**
   - SUSPENSION/PARENT NOTIFIED (2+ pts)

8. **CUTTING LUNCH**
   - 1st OFFENSE DETENTION/PARENT NOTIFIED/LOSS OF LUNCH PRIVILEGES (2 pts)
   - 2nd OFFENSE SUSPENSION/PARENT NOTIFIED (3+ pts)

9. **DAMAGE TO SCHOOL PROPERTY**
   - SUSPENSION/PARENT NOTIFIED/PAYMENT FOR REPLACEMENT/REPAIR (3+ pts)

10. **DEFIANT, DISRUPTIVE, DISRESPECTFUL BEHAVIOR TO STAFF/SUBSTITUTE**
    - DETENTION/SUSPENSION/PARENT NOTIFIED (3+ pts)

11. **DISRESPECTFUL BEHAVIOR TO STUDENT(S)**
    - DETENTION/SUSPENSION/PARENT NOTIFIED (2+ pts)

12. **DRESS CODE VIOLATION/INAPPROPRIATE CLOTHING**
    - 1st OFFENSE PARENT NOTIFIED TO BRING A CHANGE OF CLOTHING (1 pt)
    - 2nd OFFENSE DETentions/PARENT NOTIFIED TO BRING A CHANGE OF CLOTHING (2+ pts)

13. **ENDANGERING THE SAFETY OF SELF OR OTHERS**
    - POSSIBLE SUSPENSION/PARENT NOTIFIED/POSSIBLE POLICE REFERRAL/PSYCHIATRIC CLEARANCE (3-6+ pts)

14. **FAILURE TO REPORT TO CENTRAL DETENTION**
    - DETentions DOUBLE/PARENT NOTIFIED (1+ pt)

15. **FAILURE TO REPORT TO TEACHER DETENTION**
    - 1st OFFENSE TEACHER DETentions ARE DOUBLED/PARENT NOTIFIED (1pt)
    - 2nd OFFENSE CENTRAL DETentions/PARENT NOTIFIED (2 pts)
    - 3rd OFFENSE SUSPENSION/PARENT NOTIFIED (3+ pts)

16. **FALSE FIRE ALARM/BOMB SCARE/THREATS**
    - SUSPENSION/PARENT NOTIFIED/POLICE NOTIFIED/PSYCHIATRIC CLEARANCE (20+ pts)

17. **FIGHTING**
    - SUSPENSION/PARENT NOTIFIED (6+ pts)

18. **FORGERY**
    - 1st OFFENSE DETentions/PARENT NOTIFIED (1pt)
    - 2nd OFFENSE SUSPENSION/PARENT NOTIFIED (2+ pts)

19. **INAPPROPRIATE BEHAVIOR**
    - 1st OFFENSE DETentions/PARENT NOTIFIED (1pt)
    - 2nd OFFENSE SUSPENSION/PARENT NOTIFIED (2+ pts)

20. **INAPPROPRIATE BEHAVIOR DURING A DRILL**
    - 1st OFFENSE DETentions/PARENT NOTIFIED (2 pts)
    - 2nd OFFENSE SUSPENSION/PARENT NOTIFIED (3+ pts)

21. **INAPPROPRIATE SEXUAL CONTACT**
    - SUSPENSION/PARENT NOTIFIED/POLICE NOTIFIED (6+ pts)
22. INJURY TO ANOTHER STUDENT
   DETENTION/POSSIBLE SUSPENSION/PARENT
   NOTIFIED/POSSIBLE POLICE REFERRAL/POSSIBLE
   PSYCHIATRIC CLEARANCE (3-6+ pts)

23. LEAVING SCHOOL WITHOUT PERMISSION
   SUSPENSION/PARENT NOTIFIED/POLICE NOTIFIED (3-6+ pts)

24. LITTERING
   DETENTIONS (1+ pt)

25. LOSS OR DAMAGE OF SCHOOL PROPERTY
   PAYMENT BY STUDENT (2+ pts)

26. POSSESSION OF A LASER POINTER/AEROSAL
   1st OFFENSE CONFISCATED/DETENTION/PARENT NOTIFIED
   (1 pt)
   2nd OFFENSE CONFISCATED/SUSPENSION/PARENT NOTIFIED
   (2+ pts)

27. POSSESSION OF A WEAPON/FIREARM
   SUSPENSION/EXPULSION/PARENT NOTIFIED/POLICE
   NOTIFIED (40+ pts)

28. POSSESSION, DISTRIBUTING OR USE OF A CONTROLLED
    DANGEROUS SUBSTANCE
    DISCIPLINARY CONSEQUENCES TO BE DETERMINED PER
    BOARD OF EDUCATION SUBSTANCE ABUSE
    POLICY/PARENT/POLICE NOTIFIED (20+ pts)

29. PROFANE OR ABUSIVE LANGUAGE
   DETENTIONS/PARENT NOTIFIED (2 pt)

30. SMOKING/VAPORIZING/E-CIGARETTES
    SUSPENSION/PARENT NOTIFIED (15+ pts)

31. STEALING/THEFT
    SUSPENSION/PARENT NOTIFIED/POSSIBLE POLICE
    INVOLVEMENT/RESTITUTION MAY BE REQUIRED (5+ pts)

32. TARDINESS TO CLASS (CHRONIC)
    1st OFFENSE TEACHER DETENTION/PARENT NOTIFIED (1 pt)
    2nd OFFENSE CENTRAL DETENTION/PARENT NOTIFIED
    (2+ pts)
    3rd OFFENSE SUSPENSION/PARENT NOTIFIED (3+ pts)

33. THREATENING TO HARM STAFF/STUDENT
    SUSPENSION/PARENT NOTIFIED/POLICE
    NOTIFIED/PSYCHIATRIC CLEARANCE (6-9+ pts)

34. USE OF CELL PHONE/ELECTRONIC DEVICE
    1st OFFENSE CONFISCATED/PARENT NOTIFIED TO RETRIEVE
    PHONE (1 pt)
    2nd OFFENSE CONFISCATED UNTIL JUNE/PARENT NOTIFIED
    (2+ pts)

35. VANDALISM
    CLEANING OR REPAIRING OF DEFACED, IF POSSIBLE
    PAYMENT FOR REPAIR AND SUSPENSION/PARENT
    NOTIFIED/POSSIBLE POLICE NOTIFICATION (3+ pts)

- When a student accumulates **10 total points**, the student is in danger of losing school privileges.

- When a student accumulates **15 total points**, school privileges will be revoked (i.e. removal of school trips, end of year trip, clubs, evening activities, assemblies).
ACTIVITIES AND ORGANIZATIONS
A list of all extra-curricular activities, along with meeting dates, will be available at the start of the school year. Clubs will meet from 2:51 - 3:30 p.m. on scheduled days of the week, except Monday. (With special permission, clubs may run past 3:30 p.m.). We also have an extensive Intramural Sports program which students can become involved with.

Students who are absent from school will not be permitted to participate in any rehearsal, production, athletic practice or event, field trip, or any other school activity which takes place after school hours on the day of the absence. This is also in effect for students who are suspended or absent for reasons other than sickness.

STUDENTS WHO REMAIN AFTER 3:00 P.M. MUST BE UNDER THE SUPERVISION OF AN ACTIVITY SPONSOR OR TEACHER.

Instrumental, Chorus and Rehearsals Scheduled on School Time
Students who belong to a musical group will be excused from classes for lessons and rehearsals. A student may belong to more than one musical group, but he/she may only be excused from class to attend rehearsal once during the week, except if special rehearsals are called.

A student may belong to an instrumental group during the school day and participate in chorus during early morning rehearsals. Students who elect to participate in these ensembles must make a commitment to attend early morning practices (7:45 a.m. - 8:15 a.m.)

Proposed Clubs
Students wishing to begin their own club must have an advisor who is willing to lead the club as well as a proposal outlining the purpose of the club, proposed activities, and any other pertinent information necessary to approve the charter. The principal will then have the final approval over the club’s creation.

ASSISTING STUDENTS WITH DISABILITIES

A. 504
   The Rehabilitation Act of 1973, section 504, is a federal civil rights statute that protects the rights of persons with disabilities. Students with physical or neurological disabilities that significantly impact their ability to function in school should contact the school vice-principals who act as the building 504 officers and protect student rights to education. This includes temporary disabilities that might affect a student such as a broken arm. Natalie Lacatena is the District 504 Officer.

B. Child Study Team
   Each middle school has a child study team with the mission to assist students with learning disabilities. If you have any questions about learning issues or how to overcome them, they are an excellent resource to contact. Please call the main office for contact information.

GUIDANCE DEPARTMENT
A student is invited to discuss any problem with his/her counselor, whether it concerns scheduling school activities, or personal matters. It is wise to make an appointment in advance. Counselors will also call students in for conferences regarding such topics as interests in activities, class work, report cards, and other related matters. Additionally, counselors may offer groups throughout the year to assist with common problems at middle school.

A Student Assistance Counselor, Eileen Yeager, is assigned to assist in both of the middle schools. The responsibility of the SAC is to assist the student and his/her family in matters that may include personal difficulties, substance abuse, family crisis, or any other concerns. The SAC is a completely confidential counselor that is an expert in a number of major issues that affect students.

I&RS TEAM
The Intervention and Referral Service is a school based team which supports and guides classroom teachers in developing and implementing strategies to assist a student who is having difficulty in school. This group meets with the parent/guardian to review data and to determine a mutually acceptable plan for assisting the student. Strategies will also be discussed that assist the parent and child in increasing performance. If you have questions about the team, the building vice-principal is the lead person for this group.

ESS (Effective School Solution)
**MEDIA CENTER**

Our school library is open from 8:15 a.m. to 3:30 p.m. In order to visit the library during the school day, students must have a pass signed by their teacher. A pass is not needed from 2:51 p.m. to 3:30 p.m.

When library books are checked out students are responsible for the care and condition of books in their possession. When books are overdue students will receive a verbal reminder in homeroom to look for the missing item. Once an item is four weeks overdue, overdue notices will be mailed home. At that point, the family must choose to either return the missing item or pay the replacement cost. Cash or a check made out to Memorial Middle School Library will be submitted to cover for the replacement cost. If an exact copy of the missing item cannot be obtained by the librarian, a similar title will be substituted. Once payment of the replacement cost is made, the money is deposited into the bank and it cannot be refunded. If the missing item is located after payment, it becomes the property of the family. It is also important to know that the library cannot accept used or new copies of missing items in place of paying the replacement cost. Many of the books are purchased with special library bindings to make them more durable for heavy use. For this reason, school district policy only permits library staff to accept cash or check payment for the replacement of lost items.

**NURSE’S OFFICE**

A certified school nurse is on duty during regular school hours. With the exception of emergencies, students should obtain a pass from their teacher before reporting to the nurse. Parents may call the Nurse’s Office during the school day if they have any questions regarding the health of their child.

**Medications**

Whenever possible, student medications should be administered and kept at home. Should it become necessary for medication to be taken during the school day, the following guidelines should be adhered to:

- Pupils requiring prescription or non-prescription medication at school must have a written statement from their private physician that identifies the type, dosage, and purpose of medication.
- Written statements are required from the parent or guardian when requesting medication prescribed by the private physician to be administered by the school nurse.
- The school physician may review any request from a private physician that medications be administered to a student.

**TELEPHONE**

In the event of emergency, students are encouraged to request the use of office phones. The use of a cell phone is never permitted in the school building. Students are to comply with the Board of Education – BYOD policy. Upon entering the building, all electronic devices (cell phones, text messaging devices, beepers, iPods, cameras, and personal computers) must be turned off and secured in the student’s locker until they leave the building.

The use of all cell phones/electronic devices during school hours (unless teacher directed) is strictly prohibited. Taking photographs or the recording of staff or students without the permission of Administration is prohibited and will be subject to disciplinary action.
FAIR LAWN BOARD OF EDUCATION ON-LINE POLICIES

All district policies pertaining to this handbook can be found online at the school’s website or available in the main office. http://fairlawn.schoolwires.net/mms

STUDENT RECORDS (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") the right to access records upon written consent. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. An appointment to examine records will be made within forty-five days of the written request. Please consult the District’s website for further information regarding parents/guardians rights under FERPA.

STUDENT SUBSTANCE ABUSE – BOE POLICY 5530

I. INTRODUCTION

Compliance with the confidentiality requirements established in federal regulations found in 42 CFR part 2 will be adhered to. The Board of Education recognizes that substance abuse seriously affects a student’s education and is a threat to the welfare of the entire school community. A policy on substance abuse must establish a balance between compassion for and aid to students suffering from substance abuse, and protection of the academic environment. The Board of Education will take necessary and appropriate steps which are legally sound to protect the school community, prepare the staff and provide preventive educational programs.

In formulating this policy, the Board has consulted with local health, mental health and law enforcement personnel, including the Bergen County Health Department, the Bergen County Council on Alcoholism and Drug Abuse, the Fair Lawn Police Department and the Fair Lawn Mental Health Center. The Board will continue to support cooperation between the school and the community in dealing with problems relating to substance abuse. The Board will annually review and update this policy and the accompanying administrative regulations in consultation with the community and with local health agencies. This policy and its administrative regulations will be distributed annually to all school staff members, pupils and parents. In addition, all staff will be in-service in the beginning of each school year as to district policy, procedures, and legal issues as they pertain to substance abuse.

II. DEFINITIONS

A. Drugs include all controlled dangerous substances (as defined in N.J.S.A., 19:46A-9) including anabolic steroids and all chemicals that release toxic vapors (as defined in N.J.S.A., 19:170-26.9 et. seq. and the accompanying sections of the New Jersey Administrative Code), and prescription medications (including but not limited to anabolic steroids) when in the possession of a student other than for whom the medication was prescribed.


C. Substance shall mean alcoholic beverages, controlled dangerous substances as defined in N.J.S.A. 18A:40A-9 or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupor or dulling of the brain or nervous system including, but not limited to, glue containing the property of releasing toxic vapors or fumes.

D. Abuse is the use of mood altering or performance enhancing substances for other than medicinal purposes as directed by a physician.

E. Alcohol is any beverage containing a percentage of alcohol which is prohibited from sale and/or possession by individuals less than 21 years of age.

F. Screening is defined as the process by which a student is tested to determine if he/she has used substances. These screens will take place by an approved medical provider. The results will determine whether an assessment is necessary.

G. Assessment is defined as an interview conducted by an approved agency that specializes in substance abuse in order to determine if a problem exists. If it is determined that a substance problem does exist, the agency makes a recommendation as to the appropriate course of treatment.

H. Treatment is a structured, supervised experience designed to help a person change behaviors which are creating serious problems for the person.

I. Aftercare is defined as efforts to provide support for students returning to the school community after completing treatment for substance use problems.

J. Student Assistance Counselor (SAC) has the responsibility for preventative activities in curriculum development, staff training, policy development, parent outreach and the community Municipal Alliance. The SAC, with the District core teams, also coordinate intervention referral to treatment, and aftercare support. The SAC meets regularly with building core teams.

K. The Core Team provides the school with a systematic process for helping students who are having school-related difficulties and associated behavioral, psychosocial, and health problems. The Core Team is an interdisciplinary committee whose members receive intensive training to perform these tasks for the high-risk student:

* Identification of high-risk behavior
* Intervention, which may be formal or informal in nature
* Support for the student before, during and after treatment

* Data collection for behavior patterns
* Referral to appropriate school or community-based services
The Core Team includes representatives from the Administration, instructional staff, health care, child study team, guidance, and other support personnel as a part of the cross section of the school community. The intent is to coordinate and increase the quantity and effectiveness of student interventions. The Core Team process tracks students over time, resulting in fewer students “falling through the cracks”.

Although the Core Team is crucial to the District’s substance abuse program, it is important to note that the Core Team is only one component of the larger Student Assistance Program. The Core Team is integrated into a comprehensive array of continuous prevention and intervention programs, policies, and services that are coordinated with the school and the Fair Lawn community. An effective program has a broad-brush approach, not only focusing on drug and alcohol issues but all inappropriate behavioral problems.

III. SUPPORT FOR STAFF
This policy shall be implemented in the best interests of the students and of the school community as determined by the Superintendent and the Board. No action, administrative or otherwise, shall be brought against any staff member who in good faith reports his or her suspicion that a student is violating this policy, or who acts to enforce this policy. The Board shall indemnify, hold harmless and defend any staff member subjected to legal action as a result of his or her good faith action in enforcement of this policy.

IV. PROHIBITION AGAINST DRUGS, DRUG PARAPHERNALIA AND ALCOHOL
The Board of Education absolutely prohibits:
1. Use, possession or consumption of drugs or alcoholic beverages
2. Possession of drug paraphernalia
3. Distribution of drugs or alcoholic beverages
   a. on school premises
   b. at any event sponsored by the Board of Education in which students participate
   c. by any Fair Lawn student representing the school
   d. on any transportation sponsored by the Board

V. TESTING
When it appears to any educational staff member or other professional that a student may be currently under the influence of alcohol or other drugs on school property or at a school function, such suspicion shall be reported as soon as possible to the school nurse or school administrator who will then notify the building principal. In the absence of the principal, his or her designee shall be notified. (See Section VI below for procedures governing co-curricular or athletic events). The following procedures will take place:
1. The student shall be assessed by the school nurse to determine whether the student is in need of emergency medical treatment, and the parents and Superintendent of Schools shall be notified immediately by the school administrator. If, in the professional opinion of the school medical inspector or the school nurse, the student’s condition constitutes a potential medical emergency, the student shall be transported immediately by ambulance to the appropriate facility as per Policy #8441.
2. If the student is not in need of emergency medical attention, the parent must pick up the student and take him/her for an examination and drug screen by a physician. The test must be carried out within two (2) hours.
3. If the parent or guardian is UNAVAILABLE to have the student tested in the allotted time, the parent may fax a release permitting the administrator to accompany the student to the FLMAC or other appropriate facility along with a release for the facility to administer a chemical screen. If, in the opinion of the nurse, it is unadvisable for the administrator to accompany the student, 911 will be called.
4. If the parent or guardian is UNWILLING to have the student tested in the allotted time, the student will be removed from classes and 911 will be called. The student will not be able to return to school until a physician clears the student. An assessment may also be required.
5. The student may be examined and tested by a physician of the parent’s choice, at the parent’s expense, or by the physician/provider contracted by the Fair Lawn School District or a physician at the emergency room of the nearest hospital. When the medical examination is provided by the District’s contracted provider or an emergency room physician, it shall be at the Board of Education’s expense, unless the parent chooses those providers to perform the examination. The medical examination is to include a urine drug screening. A clinical assessment shall be conducted to determine whether the student ingested drugs and/or alcohol, and the possible need for further intervention. Provisions shall be made for the appropriate care of the pupil during the process of the medical evaluation.
6. When the examination is performed by a physician other than a District contracted provider or an emergency room physician, the parent must verify to the District that a medical examination was conducted within the time required by this Policy. Such verification shall include, at a minimum, a document containing the signature, printed name, address and phone number of the examining physician, and including:
   a. verification that the examination was performed and the date and time of the examination.
   b. a statement indicating that the required written report is pending.
   c. the date by which the examination report will be provided. A parent’s refusal or failure to comply with this provision is a violation of this policy and will be handled in accordance with the provisions of paragraph 15 below.
7. The screening analysis shall be performed by a laboratory certified by the National Institute on Drug Abuse or other appropriate and recognized certifying agency or authority. The routine screening threshold levels shall comply with the following minimum levels:
   - Amphetamines: 1000 ng/ml
   - Barbiturates: 200 ng/ml
   - Benzodiazepines: 200 ng/ml
   - THC: 50 ng/ml
   - Cocaine/Crack: 300 ng/ml
   - Opiates (narcotics): 2000 ng/ml
   - PCP: 25 ng/ml
   - Alcohol: 50 mg/dl
8. A written report of the medical examination shall be furnished to the parents/guardians and the Superintendent of Schools
within 24 hours by the examining physician. If the written report of the medical examination is not submitted to the School District within 24 hours, the pupil shall be allowed to return to school until such time as a written report is received. The student may be assigned to an individual learning program for this time period.

9. **IN ALL CIRCUMSTANCES, IF A TEST IS NOT ADMINISTERED WITHIN TWO (2) HOURS, AN ASSESSMENT WILL BE MANDATED. WHEN A STUDENT LEAVES THE SCHOOL PREMISES AND REFUSES TO TAKE A URINE TEST, IT IS CONSIDERED A POSITIVE RESULT, AND THE STUDENT WILL BE REFERRED FOR AN ASSESSMENT.**

10. When a student is sent out for drug testing, he/she must return with a signed drug screening report that includes a physical clearance from a physician, verifying that alcohol or other drugs do not interfere with the student’s physical and mental ability to perform in school. The student will not be permitted back into school without this signed form. If there is a positive diagnosis from the medical examination for substance use, the student shall be returned to the care of a parent or guardian.

11. If there is a positive determination from the medical examination, the student shall be assessed for the purpose of making a preliminary determination of the student’s need for educational programs, supportive services or treatment which extend beyond the general school program, in accordance with the provisions of N.J.A.C. 6A:16-4.3 (11). If it is determined that the pupil's involvement with and use of substances presents a danger to the pupil’s health and well-being, the SAC, school nurse, or other appropriately certificated staff member shall initiate a referral for substance abuse treatment.

12. If a student admits, in a non-confidential setting, to substance use, it is considered a positive result and the student will be sent out for assessment. Additionally, the student will submit to a urine test to determine which substances have been used. The procedures stated in paragraph 5 through 8 above will be followed.

13. Modification of the student’s academic, co-curricular or athletic program may be necessary as a result of a positive drug/alcohol screen and/or assessment. The staff member who reported the student shall complete the required Violence, Vandalism and Substance Abuse Report. The school nurse shall maintain a log of substance abuse cases and a monthly report shall be submitted to the Superintendent.

14. In cases where the parent or guardian is unwilling to have the student rested, a petition shall be filed with the Bergen County Juvenile Family Crisis Unit or other appropriate agency. In accordance with N.J.A.C. 6A:16-4.3, refusal or failure by the parent to comply with the provision of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 31) and/or child neglect (N.J.S.A. 9:6-1 et seq) laws.

**VI. CO-CURRICULAR ACTIVITIES AND ATHLETICS**

Whenever it appears to any staff member, coach, or club advisor at a school function away from or on school property outside of school hours, that a Fair Lawn student may be under the influence of alcohol or other drugs, that staff member must report the matter immediately to the administrator in charge or to his/her designee. The professional in charge will contact the parent. The parent will be required to pick up the student and comply with the provisions of this policy as stated in Section V. If the parent is unavailable or unwilling to pick up the student, he/she shall be placed in the custody of the police department. The principal and Superintendent shall be notified as soon as possible. The procedures covered by 42CFR will not apply to those cases.

If a suspected student cannot be identified as a Fair Lawn pupil, the local police shall be contacted by the Administration and a disorderly person's complaint filed.

The Athletic Director and Student Activities Coordinator will develop procedures in compliance with this policy which clearly states the consequences of using substances while participating in athletics or co-curricular activities. However, when a student is referred through Core Team channels, confidentiality will be upheld and the Core Team will monitor the student’s progress and fulfillment of the drug policy.

**VII. IDENTIFICATION OF OFF-CAMPUS USE**

It is important to identify and assist students whose substance use is affecting health, safety, school performance or behavior, regardless of when such use occurs. Parents, police and staff members with such concerns about students shall refer them to the Administration who will in turn refer the student to the Core Team for review of appropriate interventions. In cases of immediate need where it is determined that the student’s use of substances may present an immediate danger to the students health and well-being, the Core Team will be promptly convened and the student may, if deemed advisable, be removed from some or all classes until the appropriate course of action is complete. Where appropriate, students may be required to follow the procedures listed under Section V of this policy.

**VIII. ASSISTANCE**

The District may predicate the return of a student pursuant to this policy upon the student’s participation in an appropriate program for assistance or rehabilitation. Upon the student’s return to school following a positive assessment, the student and family will meet with the student assistance counselor to monitor compliance with the recommended treatment program. If student and family refuse to cooperate, then the Administration will be notified and the procedures will be implemented to place the student on bedside instruction. Should a recommendation for counseling or treatment be mandated, it is the parent/guardian’s responsibility to pay for all treatment costs.
Additionally, the PAC/504 team or, where appropriate, the Child Study Team, and the student assistance counselor will help the student's adjustment upon his/her return to school.

**IX. PENALTIES**

A student who is found to be using drugs or alcoholic beverages may be subject to disciplinary action, as well as such penalties as are provided for by law. Disciplinary penalties may include but are not restricted to Saturday or out of school suspension, restriction from activities, community service or detentions.

A student found to be in possession of drugs, drug paraphernalia or alcoholic beverages shall be subject to a range of disciplinary actions as noted in the paragraph above. Police shall be contacted and suspected contraband shall be turned over to the police immediately. A student found by school authorities to be distributing drugs on school premises shall be subject to such penalties as are provided for by law, as well as disciplinary action, which may include recommendation to the Board for expulsion whether or not the student has been convicted of violating state or federal laws regarding such distribution.

Any suspension or expulsion recommendation made pursuant to this policy shall be handled in accordance with Board Policy No. 5115.

**X. EDUCATION**

The Superintendent shall develop and implement a program of substance abuse education in grades K-12. The program shall be supplemented with in-service training to assist staff in identifying students who are suspected of using drugs and alcohol, in teaching students the consequences of substance abuse and in helping students with substance abuse related problems.

**XI. SEARCHES**

If a student is suspected of violating this policy, the building principal or his/her designee may, at their discretion, conduct a search of the student's locker or possessions in accordance with Board Policy No. 5131.3.

**XII. REVIEW AND DISTRIBUTION OF POLICY**

The board will annually review the effectiveness of this policy in consultation with appropriate teaching staff members, a local agency approved by the State Department of Health, and community representatives.

The policy and its implementing regulations shall be made available annually, at the beginning of the school year, to all school employees, pupils, and parents. Each newly hired employee and transferred pupil will be offered this policy and implementing regulations on his or her arrival in the district.
### FAIR LAWN PUBLIC SCHOOLS
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**Teacher Days (15)**

**Teachers in Service**

183 School days for students

186 School days for teachers

*Adopted 2/15/18*
The Six Pillars of Character

char·ac·ter [ kárəkˈtər ] n. the inherent complex of attributes that determines a person’s moral and ethical actions and reactions.

“But rules cannot substitute for character.”
Alan Greenspan

“Character, not circumstance, makes the person.”
Booker T. Washington

“What lies behind us and what lies before us are small matters compared to what lies within us.”
Ralph Waldo Emerson

“The function of education is to teach one to think intensively and to think critically….Intelligence plus character – that is the goal of true education.”
Martin Luther King Jr.

“Character is what you are in the dark.”
Unknown

“Most people say that is the intellect which makes a great scientist. They are wrong; it is character.”
- Albert Einstein
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**MY SCHEDULE**

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*Model of Student Support and Responsibility*