HAINES SIXTH GRADE CENTER

"We are the ....
= Preparing
= Achieving
= Navigating
= Thinking
= Helping
= Enriching
= Reaching
= Succeeding

School Colors
Green & White

SCHOOL STAFF

Brooke Farrow............................Principal
Joann Houck .........................Office Professional
Elissa Armbruster ....................Office Professional
Tressa Reid..............................Guidance Counselor
Elaine Lipnitz, R.N., B.S.N .............Nurse
GENERAL INFORMATION

SCHOOL DAY

<table>
<thead>
<tr>
<th>School Name</th>
<th>Main Phone Number</th>
<th>Office Hours</th>
<th>Class Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Haines School</td>
<td>609-654-4056</td>
<td>7:00 a.m. until 3:30 p.m.</td>
<td>Full Day: 7:40 a.m. until 2:15 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Half Day: 7:40 a.m. until 11:50 a.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 HR Delay: 9:40 a.m. until 2:15 p.m.</td>
</tr>
</tbody>
</table>

SCHOOL VISITORS

Visitors are required to report and sign-in at the main office. Approved visitors will exchange keys for a visitor’s lanyard which must be worn and visible during the length of the visit. Visitor lanyards will be turned into the Main Office at which time keys will be returned. For security reasons, visitors will only be permitted to enter the school buildings through the designated main office entrances (Haines Main Office is located off of Stokes Road; Please be advised that proper photo identification may be required to enter the school building and/or to sign out a student.) The sticker should be returned at the conclusion of the visit.

The administration reserves the right to refuse school visitors, to limit their visit, and/or to have visitors removed from the school.

PHONE MESSAGES/FORGOTTEN ITEMS

Phone messages or forgotten items (e.g. a lunch, book, uniform, etc.) will be delivered to students during non-instructional times (transition between classes, lunch, and after school).

EXTRA HELP

Students are encouraged to request extra help from their teachers if they do not understand an assignment or have missed work. Extra help is from 2:15 p.m. until 2:55 p.m. Written and/or verbal consent from the parent is required to stay after school.

HOMEWORK HANGOUT

Students who need a quiet place to complete their homework after school may come to the Homework Hangout. This option will be offered on days on which late busses run (typically Tuesday, Wednesday, Thursday from 2:15 pm to 2:55 pm).

WALKERS

Any students walking to school and not assigned to ride the school bus are to arrive at school no earlier than 7:15 a.m. All walkers must leave the school grounds immediately upon dismissal after first reporting to the school’s designated walker sign out location (Haines=Main office). Walkers are not permitted to ride a school bus.

Any bussed student needing permission to walk home or to any other location after school must submit a parental request in writing to the main office. All walking requests must be received no later than 10:00 a.m.

SECURITY AND FIRE DRILLS

All schools are required by law to conduct one security (bomb scare, evacuation, lock down, and active shooter) and one fire drill per month. The object of these drills is to practice the various protocols of the security drills.

Students must adhere to the following expectations during security and fire drills:

- Follow directions of the staff member.
- Remain silent and attentive.
- Any student not with a teacher during a drill should leave the building by the nearest exit and report to the nearest staff member.
NURSE AND MEDICATION PROTOCOLS
The nurse is on duty from 7:30 a.m. until 2:55 p.m. every day (Friday until 2:15 p.m.). In addition to regular health screenings, nursing assessments, emergency first aid and dispensing of medication, the nurse is available to help with any personal, social, or emotional problems. All necessary forms are on the school websites.

Students must adhere to the following rules concerning the health office:

- Students must have a pass to report to the nurse unless there is an emergency.
- All injuries should be reported to the nurse.
- No student shall be permitted to take any medication except in the presence of the school nurse.
- Students may be permitted to carry their inhalers, Glucagon, and EpiPens, with the proper paper work on file in the Health office.
- In order for medication to be dispensed by the Health offices, the Medication Authorization form must be completed in its entirety and submitted to the respective Health office.
- All medication must be in the original container clearly marked with the child's name.
- Due to safety concerns, students will not be permitted to transport their own medication to school. A parents or guardian must deliver it to the school nurse. At the end of the school year, any unused medication must be picked up by a parent or designated adult. Any unused medication not picked up by the last day of school will be discarded.
- The heath office must also have written permission signed by a parent/guardian to administer acetaminophen (Tylenol), antacid (Tums), and ibuprofen (Motrin/Advil). Please check off the correct boxes on the back of the Annual Student Health Information Update.
- If a student uses an inhaler, the student's physician must complete an Asthma Treatment Plan documenting its use during school hours, as well as for after school activities and sports when the nurse is not present. The Asthma Treatment Plan must be renewed every school year.
- If the student utilizes an EpiPen for life threatening emergencies, an Anaphylaxis Individual Emergency Care Plan must be completed by the student's physician. This form must be renewed every year.
- A doctor note and school nurse notification is required for a student to use crutches, wheelchair, and/or mobility assistance devices during the school day.

SCHOOL CLOSING
In the event of school closing parents will receive an automated message from School Messenger. Our district number in case of emergency is 668. If our school is to close for any reason you will hear that number (668) broadcasted over Comcast Channel 19, Verizon Channel 21 and most radio stations that give this information.

ATTENDANCE
In the event a student is to be absent from school, a parent(s)/guardian(s) is required to call and notify the office regarding the absence (Haines 609-654-4056 option 3). Calls can be received twenty-four (24) hours a day. The parent(s)/guardian(s) should indicate the student's name, homeroom teacher, and reason for the absence. You may also utilize the attendance email link found on the homepage of the schools' websites. memoralattendance@medford.k12.nj.us

A physician's note explaining the student's absence for five (5) or more days is required. It is recommended that a physician's note be obtained for all visits. Students participating in "Take Our Children to Work Day" will be considered absent (excused absence if school is notified).

ABSENCE/TARDINESS/EARLY DISMISSAL CONSEQUENCES
The following administrative actions will be taken after the specified number of absences or tardiness/early dismissals in accordance with attendance regulations:
<table>
<thead>
<tr>
<th>EXCUSED/UNEXCUSED ABSENCES BENCHMARKS</th>
<th>ADMINISTRATIVE ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 Days Absent</td>
<td>First written notification to parent(s)/guardian(s) by principal</td>
</tr>
<tr>
<td></td>
<td>Conference may be required at principal's discretion</td>
</tr>
<tr>
<td>18 Days Absent</td>
<td>Second written notice</td>
</tr>
<tr>
<td></td>
<td>Conference required with principal and/or support team</td>
</tr>
<tr>
<td></td>
<td>Action plan developed to improve attendance and address academic achievement</td>
</tr>
<tr>
<td></td>
<td>Possible referral to Medford Township Municipal Court</td>
</tr>
<tr>
<td></td>
<td>Consideration for retention</td>
</tr>
<tr>
<td>25 Days Absent</td>
<td>Third written notice</td>
</tr>
<tr>
<td></td>
<td>Conference required with principal</td>
</tr>
<tr>
<td></td>
<td>Complaint filed in Medford Township Municipal Court</td>
</tr>
<tr>
<td></td>
<td>Student Assistance Committee required to address possible retention and/or to develop/revise action plan</td>
</tr>
</tbody>
</table>

**UNEXCUSED ABSENCES**

In N.J.S.A. 18A:38-25-31, N.J.A.C. 6:3-9, and N.J.A.C. 6A:16-7.8, the New Jersey Department of Education defines an unexcused absence as an absence for which no communication has occurred between the school and the parent. In other words, the parent did not report the absence to the school and the school does not have any information regarding the absence. The following administrative actions will be taken after the specified number of absences in accordance with the above regulations in addition to the actions specified in the school's disciplinary code:

**One to Four Unexcused Absences** – Truancy Officer to investigate absence. Principal forwards written notification to parent(s)/guardian(s) and conducts a conference. An action plan is developed to remedy the situation.

**Five to Nine Unexcused Absences** – Truancy Officer provides documentation for principal. Principal forwards written notification to parent(s)/guardian(s) and conducts a conference. The action plan will be revised and the matter will be referred to the building Student Assistance Committee. The matter will be reported to DYFS and the parent(s)/guardian(s) will be advised that the issue will be referred to Medford Township Municipal Court if unexcused absences exceed nine days.

**Ten or More Unexcused Absences** – Principal forwards written notification to parent(s)/guardian(s) and conducts a conference. Principal makes a mandatory referral to Medford Township Municipal Court utilizing Truancy Officer's documentation.

**ABSENCES DUE TO VACATION**

Absences due to vacations will be counted in the total number of days absent from school. The following guidelines must be followed relative to absences that will result due to a vacation:

- When vacations during the school year are planned by parents, a written notice is to be sent to the school at least one week in advance of the intended vacation. Students will obtain their assignments upon returning to school.

- Upon return from vacation, the student will be provided time to make-up missed assignments as follows:

- School Days absent from vacation =========== Calendar Day to Make-Up Work
  - 1 day ===========> 1 day
  - 2-6 days ===========> 3 days
  - 7 or more days ===========> 5 days
ABSENCES DUE TO ILLNESS
Upon returning to school after an illness, students should meet with each individual teacher to arrange a work make-up schedule within a reasonable period of time. One day of make-up time will be given for each day of absence unless there are extenuating circumstances. If a student is absent three consecutive days, a parent(s) or guardian(s) may contact the guidance office for missed assignments. The work will be available the following day by 3:00 P.M. for pick up. The school website and Google Classroom is available for updates while the student is out during illness.

EARLY DISMISSAL
No student shall be permitted to leave school before the close of the school day unless he/she is met in the school office by his/her parent(s)/guardian(s) or person authorized by the parent(s)/guardian(s) to act in his/her behalf. Parent(s)/Guardian(s) are asked to make every effort to schedule student appointments after the school day or at night in an effort to avoid students missing class time. If a student has an appointment scheduled during the school day, the parent should write a note for dismissal stating the time that student will be picked up. The student will then use the parent note as their pass out of class to come to the office. The parent must come in and sign his/her student out. Early Dismissal’s are counted in the same category as Tardy in the attendance records and accumulate towards outlined consequences.

LATE ARRIVAL
Students who are not in their FIRST PERIOD Class by the time listed below are considered to be late:
Haines Sixth Grade Center 7:40 A.M.

If a student is late to school, he/she must be accompanied to the office and signed-in by the parent(s)/guardian(s).

TARDINESS/EARLY DISMISSAL BENCHMARKS

<table>
<thead>
<tr>
<th>Days Tardy/Early Dismissal</th>
<th>ADMINISTRATIVE ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Days Tardy/Early Dismissal</td>
<td>Student consequences may be assigned at the discretion of the principal</td>
</tr>
<tr>
<td>10-14 Days Tardy/Early Dismissal</td>
<td>First written notification to parent(s)/guardian(s) by principal</td>
</tr>
<tr>
<td>15-22 Days Tardy/Early Dismissal</td>
<td>Conference may be required at principal’s discretion</td>
</tr>
<tr>
<td>23-25 Days Tardy/Early Dismissal</td>
<td>Student consequences may be assigned at the discretion of the principal</td>
</tr>
<tr>
<td>Second written notice</td>
<td>Conference required with principal and/or support team</td>
</tr>
<tr>
<td>Action plan developed to improve tardiness and address academic achievement</td>
<td>Possible referral to Municipal Court over 21 days</td>
</tr>
<tr>
<td>Third written notice</td>
<td>Conference required with principal</td>
</tr>
<tr>
<td>Complaint filed in Medford Township Municipal Court</td>
<td>Student Assistance Committee required develop/revise action plan</td>
</tr>
</tbody>
</table>

CO-CURRICULAR ACTIVITY PARTICIPATION
In order to participate in a co-curricular activity, students must be in school for no less than 3.5 hours of any given full session school day. Any student who goes home due to medical reasons may not participate in any activity held later the same day.

STUDENT CODE OF CONDUCT
STUDENT EXPECTATIONS FOR BEHAVIOR
The best guide regarding what is proper behavior is common sense. Students are expected to conduct themselves as responsible individuals during the school day and when attending any school sponsored functions, events or activities. Teams
may have separate restrictions if warranted by allergies, health concern etc. (example: no gum, minimizing fragrance).

Students who exhibit poor behavior during the school year may be excluded from class trips, activities, special events and/or end-of-the-year activities.

All teachers and assistants share the responsibility of maintaining an orderly school atmosphere. They may discipline any student whether they have that student in class or not.

When students violate classroom, team rules or school regulations, the teacher or assistant has the right, responsibility, and authority to inform and/or discipline the student for the first three incidents using one or more of the following consequences: warning, parent contact and after-school detention. Cooperative efforts with guidance should be initiated by the teacher to assist students with behavioral improvement strategies. After a teacher or assistant has utilized all reasonable measures at his/her command without achieving the desired modification of the child's behavior, a referral to the school administrator may become necessary. Repeated minor infractions may result in the student being required to meet with the teaching team, Counselor or Child Study Team prior to being referred to the appropriate administrator. Twenty-four hour notice to parent/guardian is required for an after-school detention. Depending on the severity of the infraction, contact with the Medford Township Police may be required.

- Misbehavior in class
- Lateness to class
- Misbehavior in the bathrooms, hall, cafeteria, etc.
- Running in the hallways
- Misbehavior on school premises and off campus during school functions (e.g. lavatories, hallways, field trips, etc.).
- Disrespect to all school staff members
- Cheating, forging, plagiarizing
- Misuse or abuse of school property/facilities with care
- Violation of Technology Acceptable Use Policy
- Physical and/or verbal confrontations with others
- The selling/buying of any items without administrative permission
- Possession or use of any items that are stolen, unlawful, illegal, or considered dangerous
- Leaving the classroom and/or school grounds without authorization
- Being in an unauthorized area of the building without permission
- Harassment of students or staff members

**CAUSES FOR SUSPENSION & EXPULSION**

- Continued willful disobedience
- Disruptive behavior
- Taking the property of the school or an individual without expressed permission of owner with or without intimidation or threat
- Misuse and/or destruction of property of the school or individuals
- Possession or use of any items that are stolen, unlawful, illegal, or considered dangerous (e.g. weapons, drugs, vaping device/e-cigarette, Cigarettes, alcoholic beverages, fireworks, pagers, laser pointers, etc.)
- Possession of obscene and/or pornographic material
- False alarm or bomb threat
- Forging school documents/cheating (e.g. detention confirmation, teacher
notes, report cards, etc.)

- Selling/buying of any unauthorized item in school 1 - 3
- Continued bus misbehavior (bus suspension) 1 - 10
- In an unauthorized area without permission 1 - 3
- Unacceptable use of Computer/Network/Resources (including at-home use of school resources and accounts, which are monitored) 1 - 3
- Profanity, inappropriate exposure, and/or obscene language/gestures 1 - 2
- Disrespect to a member of the school staff 1 - 3
- Threatening a school employee 3 - 5
- Physically violating the rights of others (concerns other than fighting) 1 - 5
- Fighting — willful and deliberate 1 - 5
- Verbally abusing/harassing another student via continued put downs, threats, etc. 1 - 5
- Throwing or projecting objects that may result in causing harm or injury 1 - 5
- Cutting class 1 - 3
- Leaving school grounds without permission 1 - 3

The above cause for suspension and expulsion are in accordance with NJSA 18A: 37-2.

The administration reserves the right to deal with other offenses that may arise which are not included in the aforementioned lists, in accordance with the severity of the offenses, Board of Education Policy, Administrative Regulation/Code and Statutes. The principals may utilize at their discretion Saturday School as an appropriate consequence in lieu of detention, exclusion and suspension. Failure to serve an assigned Saturday School Session will result in an immediate suspension from school.

**POSITIVE ATTITUDES WINNING STRATEGIES (PAWS)**

Administrators also have the option of placing students into our Positive Attitudes Winning Strategies Program as a consequence for actions that may have resulted in a suspension. Students who attend the PAWS program receive a detailed orientation at the beginning of the daily program that stresses how important it is for them to "start and finish" the program assignment by staying on-task and following all rules throughout the entire day. These requirements are clearly and consistently communicated and enforced at all times for all students utilizing a behavior rubric. Students who do not successfully complete the PAWS program may be reassigned additional days in the PAWS program or if necessary, assigned out of school suspension.

Students who are placed in the PAWS program may be excluded from all after-school activities for the entire day, such as extra-curricular activities and interscholastic sports.

**STUDENTS’ RIGHTS FOR SUSPENSION**

All students shall obtain their assignments and homework upon returning from their suspension in which the students shall be provided time to make up missed assignments as follows:

<table>
<thead>
<tr>
<th>School Days Suspended</th>
<th>Days to Makeup Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Day</td>
<td>1 Day</td>
</tr>
<tr>
<td>2 to 4 Days</td>
<td>3 Days</td>
</tr>
</tbody>
</table>

5 or more Days – students will begin to receive work on the 5th day of their suspension as per N.J.A.C. 6A:16-7.3.

Students will have 5 days upon returning to complete any remaining work.

In suspensions up to ten (10) days the students should be given an informal hearing before the student is suspended. The informal hearing shall be between the student and school administrator. It shall consist of the following:
- The administrator shall listen to the student's version of the facts and speak with any pertinent witnesses that the student may wish to have. The student shall be given a chance to dispute or defend the charges against him or her to demonstrate a case of mistaken identity.

- The student shall be given a statement of charges and the evidence supporting the accusation either in writing or orally.

- Parents will be notified as soon as possible and a letter will be sent home stating the charges, number of days suspended and the date of return.

- A conference with the parents MUST be held before the student re-enters school. If a parent does not contact the school for a conference, the student will be readmitted to school and the parent will be notified by registered mail of the fact.

Students who pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be removed at once, their hearing to be held within the date and time conditions of the suspension, if possible.

Where a suspension is listed as one day, the suspension will last for at least one full school day. Students who are suspended are also excluded from all after-school activities for the entire day such as extra-curricular activities (i.e. dances, clubs, Drama, etc...) and interscholastic sports. Prior suspensions should be a determining factor in the length of suspension even though the present incident is unrelated to the first offense. The number of days is at the discretion of the principal depending on individual circumstances.

**DRESS CODE**

The Dress Code of the Haines is designed to establish guidelines which permit students to exercise freedom of choice and responsible decision-making in selecting attire that is appropriate for school. Because the manner in which students dress has a strong effect on their attitude and behavior, students are expected to be neat, clean and dressed in moderation.

Students should consider the following guidelines when planning their attire:

- Clothing should be mid-thigh or longer in length.

- Hats are to be removed upon entering the building and placed in the locker. Head bands are permitted. No other head covering is permitted except those worn for religious observations.

- Clothing that is excessively tight, pajama-like, sheer, brief, low cut or revealing, so as to be embarrassing or immodest will not be permitted.

- Clothing imprinted with obscene vocabulary, inappropriate images or double-meaning slogans will not be permitted.

- Clothing which advertises or promotes alcohol or tobacco products may not be worn.

- It is not permitted for skin to show from chest to below mid-thigh, whether it be uncovered or visible through sheer or open material.

- Pajamas sleep attire, flannel pants and the like, may not be worn.

- Sunglasses, glazed and/or tinted glasses may not be worn inside school buildings unless permission is granted by the school nurse.

- Chains of any type are not permitted to be worn and/or attached to clothing as they are a safety concern.

- Any mode of dress which a principal decides is a safety hazard, health hazard, or a distraction to others may not be worn.

It is the intent that parents and students will follow the guidelines as listed above. However, if a student wears inappropriate clothes to school, he or she will wait in the office until appropriate dress is brought from home. Continued disregard for the dress code may result in disciplinary action.

Reasonable regulations concerning dress, neatness, and cleanliness are vital not only to the individual student but also to those with whom he/she shares a class or activity. Students should not wear clothing that can be hazardous to good health or that blocks vision and/or restricts movement. The school reserves the right of final decision concerning dress and appearance, especially if a dress style is potentially disruptive.
**BUS RULES**

The following regulations have been made concerning the duties of the bus driver and the behavior of students on the bus and/or the bus stop.

- It is Board of Education policy that students **may not** ride on any other bus than their regularly assigned bus and late bus.
- Students must get on and off the bus at assigned stop unless a change has been approved by the transportation director at 609-953-5841.
- The driver is completely in charge of the bus and students. The bus driver has the same authority on the bus as a teacher in the classroom.
- Serious misbehavior by students will result in suspension from riding the bus. If this occurs, parents will be responsible for providing transportation to and from school.
- Outside of ordinary conversation, classroom conduct must be observed.
- Any and all damages to the bus incurred by maliciousness will be paid for by the student's parents.
- No food of any kind will be eaten on the bus; some food allergies may be triggered by inhalation. This includes chewing gum. Students are to assist in keeping the bus clean.
- Students must permission from the bus driver to open bus windows. Students who open bus windows are responsible for closing them before leaving the bus. No student shall, at any time, extend his or her hands, arms or head out of the window, whether the bus is in motion or standing still.
- Pushing, fighting or other unnecessary disturbances will not be tolerated on the bus or at the bus stop.
- All students are to remain seated until the bus arrives at the designation (bus stop or school) and comes to a full stop.
- Students are to leave the bus in an orderly manner. They must not cross the highway until given a signal to do so by the proper person. Students, who have to walk for some distance along the road to the bus loading zone or to their homes, should walk on the left side, facing oncoming traffic.
- Treat other students as you would like to be treated. Refrain from name calling or other belittling acts toward other students.
- All students assigned to a school bus must ride the bus to and from school unless other arrangements are made via the administrative and transportation offices. Parents are requested to forward any changes in travel arrangements in writing. Students riding will not be permitted to walk home without confirmation from the office. Students leaving the school grounds without authorization are subject to disciplinary action.
- Students must have nothing in their possession that may cause injury to others and shall handle their personal belongings in a manner in which they will not constitute a hazard to others.
- Students must wear seat belts on busses so equipped with restraints.

**CELL PHONE USE**

All phones may only be used under the supervision and with the permission of a staff member.

Students are not permitted to use cellular telephones while school is in session. Cellular phones must be turned off while the student is in school building and must be placed in the student's locker and may only be turned on after school has concluded for the day and outside the building. Cellular telephones that are turned on in violation of this policy may be confiscated and the student will be subject to appropriate disciplinary action. Cell phone use at after school events, activities, clubs and/or sports is at the discretion of the supervisor, coach or advisor.

1**st** **offense** – Confiscation during school day/ warning/ device returned at end of day.

2**nd** **offense** – Confiscation during school day/ parent contact/teacher assigned consequence/ device returned at end of day.
3rd offense – Confiscation during school day/ Discipline Referral to Administration/ may be treated as defiance or insubordination code of conduct violations.

N.J.S.A. 2C:33-19
N.J.A.C. 5A:16-5.8

In accordance with state laws, any instance of transmission of explicit or inappropriate images or text by any electronic means may result in police contact.

ACADEMICS

REPORT CARDS

There will be (3) report card periods, one approximately every 60 days. Report card dates will be noted on the school websites. Report cards will be available for viewing online approximately one week after the close of the marking period through the Genesis student management system.

MARKING SYSTEM

<table>
<thead>
<tr>
<th>ACHIEVEMENT GRADE:</th>
<th>ACCOUNTABILITY GRADE:</th>
<th>EFFORT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 90 - 100</td>
<td>A = 90 - 100</td>
<td>E = Excellent</td>
</tr>
<tr>
<td>B = 80 - 89</td>
<td>B = 80 - 89</td>
<td>G = Good</td>
</tr>
<tr>
<td>C = 70 - 79</td>
<td>C = 70 - 79</td>
<td>S = Satisfactory</td>
</tr>
<tr>
<td>D = 60 - 69</td>
<td>D = 60 - 69</td>
<td>N = Needs Improvement</td>
</tr>
<tr>
<td>F = 50 - 59</td>
<td>F = 50 - 59</td>
<td></td>
</tr>
</tbody>
</table>

ACADEMIC HONORS

- DISTINGUISHED HONOR ROLL
  A student must have no less than an “A” in both Achievement and Accountability to be included on the Principal’s List.

- HONOR ROLL
  A student must have no less than a “B” in both Achievement and Accountability to be included on the Honor Roll.

- DISTINGUISHED HONORS RECOGNITION BREAKFAST
  A student with ALL “A’s” in ALL classes (Achievement and Accountability) for the first two trimesters will be honored at a breakfast in the spring.

EXCUSAL FROM CLASS OR PROGRAM

In accordance with N.J.S.A.18A:35-4.7, the Board of Education directs that a student be excused from any part of the instructions in health education, family life education, sex education, or instruction that includes the dissection, vivisection, incubate, capture and/or destruction of animals that the parent or legal guardian of the student or the adult student finds morally, conscientiously, or religiously offensive. A request for excusal must be presented in a signed statement and submitted to the Principal.

No excused student will be penalized by loss of credit as a result of his or her excusal, but a student will be held accountable for successful completion of any alternate program assigned.
EXTRA CURRICULAR & SPECIAL SCHOOL EVENTS

CLUBS, ACTIVITIES AND INTERSCHOLASTIC SPORTS

Students are encouraged to participate in clubs, activities and interscholastic sports because these are an integral part of the middle school experience.

In order to participate in a club or activity:

- Any student with two or more "D"s or one "F" in any subject may not participate in clubs or activities.
- A student may regain eligibility to participate if all affected teachers indicate improvement to at least a "C" level.
- In exceptional cases, students will be given consideration for participation in clubs or activities if, in the judgment of the teachers, guidance counselor, child study team, principals, student, and parent, there is an indication of acceptable academic achievement. If determined appropriate by the above persons, a performance contract will be initiated and monitored by the student's guidance counselor and/or case manager setting specific goals for academic achievement to be maintained. (This may only cover a maximum of two subject areas).
- In order to participate in a co-curricular activity, students must be in school for no less than 3.5 hours of any given full session school day. Any student who goes home due to medical reasons may not participate in any activity held later the same day.
- All interscholastic athletes must ride the school bus to all away games and return on the bus prior to being picked up by their parents. The only exception to this expectation is in a case of emergency and must be pre-approved in writing.
- Any doctor's note with physical restrictions (i.e. exclusion to gym) will apply to extra-curricular events unless specifically stated otherwise.

SPORTS PHYSICALS

In accordance with N.J. A.C. 6A:16-2.2 a physical examination of each candidate for a school sponsored Interscholastic or Intramural athletic squad or team shall be conducted within 365 days prior to the first practice session/game or meeting.

A physical form must be on file in the school health office. The medical examination must be conducted in the "medical home" of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent/guardian for the provision of health care. Forms must be filled out by a doctor of medicine or osteopathy, or an advanced practice nurse or nurse practitioner. Chiropractors may not perform the physicals or fill out the forms. If you do not have a family physician, please contact your child's school nurse. Please remember that all physical forms must be reviewed by the school physician before a child is given clearance to play. Incomplete forms or forms that are handed in after the required due date will not be cleared to try-out, practice, or participate.

If a student uses an inhaler, the student's physician must complete an Asthma Treatment Plan documenting its use during school hours, as well as for after school activities and sports when the nurse is not present. The Asthma Treatment Plan must be renewed every school year. If the student utilizes an EpiPen for life threatening emergencies, an Anaphylaxis Individual Emergency Care Plan must be completed by the student's physician. This form must be renewed every year.

The Medford School district will provide written notification signed by the school physician to the parent or legal guardian stating approval of the student's participation in athletics based upon the medical examination or the reasons for the school physician's disapproval of the student's participation. The health findings of the medical examination for the participation shall be made part of the student's health record.

All necessary forms and explanations for the forms can be found on the schools' websites.

END OF YEAR ACTIVITIES REQUIREMENTS

These activities are designed for those students who successfully complete their academic program and demonstrate appropriate student behavior. Some examples of end of year activities may include but are not exclusive to a dance, a class trip (camp), a class picnic or any other planned activities. In order to participate, students must meet the following criteria:

- A final average of "D" or better in three of the five major subjects (Reading, writing, mathematics, science, and social studies) AND a final average of "D" or better in four of the six exploratory subjects (Physical Education, Health, Spanish, STEM, Art, and Music).
• Adherence to the student code of conduct as listed in the handbook. Misbehavior may result in a denial of the privilege of participating in end of the year activities. Students who have been suspended out of school two or more times during the school year may be denied participation in end of year activities. The timing and severity of the incidents may be taken into consideration.

MTPS BOARD OF EDUCATION POLICIES

For up-to-date information on the following policies access your school's or district's website (District Website – www.medford.k12.nj.us, Haines Sixth Grade Center – www.hainescenter.org). Copies are made available upon request from the school's main office.

• Harassment, Intimidation and Bullying – Policy 5512/Regulation 5512
• District Sexual Harassment - Policy 5751/Regulation 5751
• Pupil Discipline – Policy 5600/Regulation 5600
• Acceptable Use of Computer Network/Computers and Resources – Policy 2361/Regulation 2361
• Substance Abuse – Policy 5530/Regulation 5530
• Pupil Records – Policy 8330/Regulation 8330