



Old Turnpike School
Handbook
2018-2019

Tewksbury Township Schools

Tewksbury Township School District Mission Statement

The mission of the Tewksbury School District is the continual development of each child's intellectual, artistic, social, and physical abilities in a positive environment, which fosters self-esteem and a love of learning while meeting the district expectation that they will achieve the New Jersey Student Learning Standards at all grade levels. Pupils in the Tewksbury Township Public Schools will be confident, productive members of a changing society.

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Old Turnpike School Code of Conduct

An Integral part of every student's education, both at school and at home, is learning to be a responsible individual and a productive citizen. The middle school code of conduct presented below is a framework to help guide students toward that end. Consequences for violating school rules are also provided to students so that they will know their status in the discipline process at all times. This system has been designed to be fair and hold students strictly accountable for their actions. This system applies not only during "regular" school hours but for all school-related events and activities, such as field trips, dances, sports and club events.

Our system of classroom discipline aims to strengthen the educational program. The main premise of these procedures is that students have the right to learn in a **safe, orderly environment** and that teachers have the right to teach without disruptions. **Any conduct that significantly interrupts the teaching-learning process will not be tolerated.**

Our expectations for classroom success are that students will:

- 1. Come to class appropriately dressed.**
- 2. Be seated and quiet when the bell rings.**
- 3. Come to class prepared (pencils, books, Chromebook, gym clothes, agenda book etc.)**
- 4. Take an active roll in class participation**
- 5. Refrain from disrupting the class**
- 6. Follow all school rules and regulations at all times**

Discipline in the classroom is the responsibility of the teacher, however, after various disciplinary attempts have been utilized, the student will be referred to the principal's office. Administrative discipline procedures include written warnings, lunch detentions, after-school detention, in-school suspension, out of school suspension, and expulsions. All students have the right to an education that is not affected or interrupted and free of distractions. All disciplinary action taken by the school is intended to benefit the student through behavior modification.

The consistency of action is of utmost importance for all concerned. Parental support of school disciplinary actions is also a vital part of the program as it aids in reinforcing consequences and improving student behavior.

If disciplinary action is necessary, notification will be sent home explaining the reason for disciplinary action. This form should be signed and returned the next school day. A telephone call will be made to parents regarding any detention obligations.

The Old Turnpike School student code of conduct classifies misbehavior into three levels for students in grades 6-8. Each infraction has been given a point value and assigns specific consequences based upon the type of misbehavior. At the end of each marking period, the number of offenses at Level 1 will return to zero, however, all level 2 & 3 offenses will accumulate throughout the school year. Additionally, the total number of points accumulated at the end of each marking period will remain the entire year for potential additional consequences. However, a student can choose to reduce his or her points total through the Point Reduction Program.

Old Turnpike School Code of Conduct Infractions

(Please see below chart for explanation of infraction levels)

<u>Level of Infraction</u>	<u>Infraction Type</u>	<u>Points Accrued</u>
1	Arriving late and /leaving early without a pass	1
1	Tampering with another's personal belongings	1
1	Unauthorized use of an electronic device	1
1	Inappropriate behavior on school grounds or event	1
1	Inappropriate attire	1
2	Disruptive/disorderly behavior	3
2	Tampering with any Locker	3
2	Disrespect/Insubordination	3
2	Unacceptable Language / Gestures	3
2	Cutting class / detention	3
2	Violating "Technology/Acceptable Use of Internet"	3
3	HIB/Harassment, Intimidation, bullying	5
3	Possession/or use of a weapon	5
3	Using an ECRD device inappropriately	5
3	Forgery	5
3	Use of Cell Phone	5
3	Fighting/Physical Contact/Use of Force	5
3	Vandalism	5
3	Possession/or use of alcohol	5
3	Possession/or use of tobacco/e-cigarette	5

Level 1 Infractions- The infractions that appear in the yellow section of the chart above have been designated as Level 1 infractions. Staff members will issue disciplinary points for student infractions and submit a disciplinary form to the principal's office. The form will be sent home with the student for a parent/guardian signature. All forms must be returned to the main office on the next school day. First and second level offenses at this level will result in written warnings. The third offense at this level will result in a detention. Any additional Level 1 infractions that occur after 3 will result in an automatic detention.

Level 2 Infractions- The infractions that appear in the orange section of the chart above have been designated as Level 2 infractions. Staff members will issue disciplinary points for student infractions and submit a disciplinary form to the principal's office. The form will be sent home with the student for a parent/guardian signature. All forms must be returned to the main office on the next school day. The first offense at this level will result in a lunch detention. The second offense at this level will result in an after school detention and parent conference. Three or more violations at this level will result in ISS.

Level 3 Infractions- The infractions that appear in the orange section of the chart above have been designated as Level 2 infractions. Staff members will issue disciplinary points for student infractions and submit a disciplinary form to the principal's office. The form will be sent home with the student for a parent/guardian signature. All forms must be returned to the main office on the next school day. Offenses at this level are serious in nature and consequences will be handled on a case by case basis at the discretion of the administration. Repeat offenses at this level may result in suspension and/or expulsion.

School Bus Conduct

To ensure the safety of all onboard, while on the school bus students will be held to strict safety and discipline standards. Any student who fails to exercise good judgement on the bus will be subject to disciplinary action. The chart below outlines school bus infractions and the points issued for students who chose not to adhere to school bus guidelines.

School Bus Infractions

<u>Level of Infraction</u>	<u>Infraction Type</u>	<u>Points Accrued</u>
1	Not sitting in assigned seats	1
1	Not wearing seat belt	1
1	General Misconduct	1
1	Chewing Gum/Eating or Drinking	1
1	Littering	1
2	Standing while Bus is in Operation	3

2	Yelling or screaming while bus is in operation	3
2	Failing to follow bus driver directions	3
3	Throwing objects on or out of the bus	5
3	Distracting the bus driver	5
3	Extending body parts or objects out of bus window	5

Drugs, Alcohol, Steroids and Tobacco Use (See Board of Education [Policy 5131.6](#))

The Tewksbury Township Board of Education prohibits the use, possession, and or distribution of any drug, alcohol, or steroid on school premises. This includes any event away from school provided by the board of education. Compliance with drug-free standards of conduct at all school functions is mandatory for all students. For the purpose of this policy, “Drug” includes all controlled dangerous substances set forth in **NJSA24:21-1 seq.** as well as all chemicals that release toxic vapors set forth in **NJSA 2 C:35-10.4 et seq.**

Students suspected of being under the influence of drugs, alcohol, or steroids will be identified, evaluated and reported in accordance with the law. Assessment will be provided by individuals who are certified by the New Jersey State Board of Examiners and trained in alcohol and other drug abuse prevention. A student who uses possesses, and/or distributes drugs, alcohol, or steroids on school premises or while attending a school-sponsored activity will be subject to discipline that may include suspension or expulsion and may be reported to appropriate law enforcement personnel.

The Board of Education recognizes that the misuse of drugs, alcohol, steroids, and tobacco/vaping devices threatens the positive development of students and the welfare of the entire school community. We, therefore, must maintain that the use of drugs, alcohol, steroids, tobacco/vaping devices and the unlawful possession of these substances is wrong and harmful. The board of education is committed to utilizing wellful strategies that encourage the prevention, intervention, and cessation of drug, alcohol, steroid and tobacco abuse.

HARASSMENT, INTIMIDATION AND BULLYING (See Board of Education [Policy 5131.1](#))

The board of education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The board of education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves in keeping with their

level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The standards of character education are an essential component of the Tewksbury Township School District's Code of Conduct. The board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults; support and assistance of students in school, the community and home; our students will achieve the above standards of character education.

The board prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school-sponsored functions. The chief school administrator shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the chief school administrator shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The chief school administrator has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.5.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The board directs the chief school administrator or his or her appropriately trained and qualified designee to develop detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

Bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. "Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property;**
or
- B. Has the effect of insulting or demeaning any student or group of students; or**
- C. Creates a hostile educational environment for the student by interfering with the student's**

education or by severely or pervasively causing physical or emotional harm to the student. “Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

Dress Code (See Board of Education [Policy 5132](#))

Old Turnpike School is first and foremost an academic institution. While the decision about clothing is primary left to parents or guardians and their children, it is our belief that clothing should not distract from but should promote an academic atmosphere which encourages learning. School clothing should be neat, clean, and in good repair (no holes or torn clothing). The Board of Education believes a positive self-image is fostered through appropriate dress.

Parents/Guardians are asked to look over the following examples of unacceptable attire with their children and to cooperate with the staff in the enforcement of the Dress Code. Parents/guardians will be contacted to make the required arrangements:

- A. Clothing that is too revealing, such as midriff blouses, tank tops, halters, and see-through blouses;**
- B. Clothing that may damage school property including, but not limited to, cleats, shoes, or boots that leave black marks;**
- C. Clothing that may be unsafe such as flip-flops, thong sandals, untied sneakers or boots, un-strapped straps or suspenders;**
- D. Clothing that has designs, wording, or patches that are offensive, including, but not limited to, alcohol/drug advertising and obscenities or sayings that are offensive to certain groups;**
- E. Clothing that is too tight or too short. Shorts, skirts, and dresses are to be no shorter than mid-thigh;**
- F. For health and safety reasons, students are to refrain from marking on themselves or each other with pens, pencils, etc.;**
- G. All jewelry must be removed prior to entering the gymnasium for physical education class. This includes earrings, stud earrings, watches, necklaces, rings, bracelets, and anything else that the teacher feels could be considered a potential safety hazard; and**
- H. Outerwear is inappropriate to be worn in school. All outerwear must be placed in lockers during the school day.**

Plagiarism/Academic Honesty (See Board of Education [Policy 5131.2](#))

Academic Integrity is the honest, fair and continuing pursuit of knowledge, free from fraud or deception. Students are expected to be responsible for their own work. Pupils are expected to be honest in all of their academic work. This means they will not commit the following acts:

A. Use or obtain unauthorized assistance in any academic work.

Examples: Copying another student's work, test or exam. Using notes, books, electronic devices or aids of any kind during a test or exam.

B. Gives fraudulent assistance to another student

Examples: Completing a graded academic activity for another student. Giving answers, sharing answers before, during or after a test or exam.

C. Knowingly represents the work of others as their own or represents previous completed work as current work.

Examples: Student submits work for credit which includes words, ideas, data, or creative work as theirs without acknowledging the source. Presenting other individual's work as their own. Submitting any academic assignment which contains falsified fabricated data or results.

D. Inappropriately or unethically use of technology to gain academic advantage.

Examples: Inappropriately or unethically acquiring materials via the internet or other means. Using an electronic device for communication during a test or exam.

Consequences for Violation of the Academic Honesty Policy

Consequences for violating the academic honesty policy include but are not limited to assigning a lower grade on the assignment, assigning a lower final course grade, failing the student in the assignment.

Reporting Student Progress

Student grades are accessible to parents and students at all times via the school website www.tewksburyschools.org

Click on the "Parent Portal" located on the homepage to access the Old Turnpike Schools Realtime grade portal. All parent login information is distributed at the beginning of each school year. If you require your Realtime Username and Password information, please call the Old Turnpike School Main Office at **1(908) 439-2010**.

Report Cards

Report cards are distributed electronically 4 times per year at the end of each marking period via the Realtime Grade Portal. If you do not have internet access to view student report cards, please contact the Old Turnpike School Main Office at **1(908) 439-2010**.

Grading Scale

Each teacher Old Turnpike School has established criteria for grading that will be shared with students and parents at the beginning of each class or school year. The grading scale below applies to students in grades 6-8.

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

Honor Roll and High Honor Roll

Honor Roll includes students in grades 6-8 who achieve a grade of **87(B+)** or higher in **ALL CLASSES** during a single marking period.

High Honor Roll includes students in grades 6-8 who achieve a grade of **93(A)** or higher in **ALL CLASSES** during a single marking period.

Please Note: Honor Roll and High Honor Roll is not calculated through averaging all class grades

Extra-Curricular Activities

Students at OTS have the opportunity to participate in a number of extracurricular activities. Extra-curricular activities are defined as activities that are sponsored by the board of education but are not for class credit. This includes band, chorus, dramatic or musical presentation programs, clubs and intramural and interscholastic sports. A full list can be found in the main office and online. A student in grades 6-8 is ineligible or may become ineligible for participation in extracurricular activities if

The student is not receiving a passing grade (60-100) with no more than two grades below a C- (70)

The student effort has been identified as needing improvement in two or more subject areas.

Academic Probation and Suspension

Students who maintain a “C-”(70 %) average or above in all classes are considered to be in **Good Academic Standing**. Students in good academic standing are eligible to participate in athletics and extracurricular activities.

Academic Probation: If a student receives a grade of “D” or below at the end of a marking period, that student will be placed on **Academic Probation**. Parents will be notified if a student is placed on Academic Probation. While on Academic Probation students are eligible to participate in extracurricular activities.

Should a student receive all grades of “C” or better they will be removed for Academic Probation. If the same student receives any grade of “D” or lower, that student will be placed on **Academic Suspension**.

Academic Suspension: Students placed on Academic Suspension are not eligible to participate in or join any athletic team or extra-curricular activity until the student receives all grades of “C” or better. Students on academic suspension may not attend **ANY EVENT** related to sports or school activities during their suspension. This list includes but is not limited to sports games, practices or celebrations, school clubs or activities, school dances as well as any activity related to the 8th-grade play.

Homework Guidelines Grades 6-8

Students in grades 6-8 shall be assigned 10 minutes of homework per grade level. Please note due to their advanced nature both pre-algebra and algebra may assign an additional 10 minutes per night.

6th grade = 60 minutes

7th grade = 70 minutes

8th grade = 80 minutes

Grading Parameters

The lowest grade that may be given is 50% on any assignment or test.

Stress-Free Breaks

After a break of 3 days or more, no tests are to be given or projects due on the first day back to school.

Late Work Policy

Regular Homework Assignments: Homework will be accepted one day late for half credit. (If the assignment was reviewed in class, no late credit will be given.)

Labs/Projects/Long Term Assignments: 10% off per day until the maximum possible grade is lowered to 50%.

Agenda Books

Student in grades 6-8 will receive an agenda book at the beginning of the school year. Students are expected to bring their agenda books to each class and record assignments on a daily basis. Agenda books will be used as a hall pass. Students will need to have their agenda books with them daily. If a student loses their agenda book the student must pay a \$5.00 replacement fee.

Tardy/ Early Dismissal

State law requires students to attend school and attend school on time to benefit fully from the educational program of the district. The district provides bus transportation to ensure all students arrive on time.

Homeroom starts for all middle school students **promptly at 7:40 AM.** Attendance will be taken in homeroom between 7:40 AM and 7:44 AM. Students are considered tardy after 7:44 AM and must report to the main office for a late pass. Students with five instances of unexcused tardy will be assigned a lunch detention.

Electronic Communication & Recording Device (ECRD)

A student is responsible for good behavior while using an ECRD at all times. An ECRD may only be used on school

grounds with the permission of the student's teacher. An ECRD may only be used for curricular or school-sponsored co-curricular activities. Each teacher shall determine if the use of an ECRD may be used by students under their supervision. At all other times, the ECRD should be kept in the student's locker. A student who inappropriately uses an ECRD will be subject to disciplinary actions.

Acceptable Use Policy

The school district's network, internet access, and computers are provided for students to conduct research and communicate with others for school purposes only. Access to the computer network services/computers is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Violations of the Acceptable Use Policy may result in the loss of internet access as well as other disciplinary or legal actions. Disciplinary action shall be taken as indicated in the Student Code of Conduct.

Lockers (See Board of Education [Policy 5145.12](#))

School lockers remain the property of the school district even when used by students. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations. Searches may be made by law enforcement officials on presentation of a proper warrant.

Each middle school student is responsible for organizing and maintaining a school locker. It is the responsibility of the student to keep the locker clean at all times. The door of the locker must be able to shut freely and not be obstructed from any items inside the locker. Lockers will be assigned to all students at the beginning of the school year. Students are to use only the locker they were assigned. Combination locks will be distributed on the first day of school. Locks must be used on all lockers at all times. Students are not to give their locker combination to another student. Locks are to be returned to the office at the end of the school year. Replacement fee for a lock is \$7.00.