

Sparta Middle School

Grades 6 – 8



2016 – 2017

Student/Parent Handbook

**350 Main Street
Sparta, NJ 07871**

**School: (973) 729-3151 Guidance: (973) 729-1491
Absentee Phone: (973) 729-9003**

Handbook

The purpose of this handbook is to provide important information about the various aspects of student life at Sparta Middle School. Students who perform best 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 in understanding the policies and procedures of the school and to understand the expectations of the student's 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.

Mission Statement

The mission of Sparta Middle School is to provide our students with the appropriate tools to successfully journey through life. We are dedicated to helping them become lifelong learners, and we encourage them to always be inquisitive, adventurous, and compassionate as they make that journey. We at Sparta Middle School have a responsibility to provide our students with a safe environment in which to learn, and an obligation to offer them all possible avenues to explore in becoming valuable contributors to society.

Principal's Message

At Sparta Middle School we are committed to establishing a learning environment that is respectful of the physical, academic, social and emotional growth of our students. We believe that our students have a significant role in building and maintaining this climate.

The SMS Student/Parent Handbook describes our various policies and procedures that reflect our expectations of all students. To be successful at Sparta Middle School you will be asked to not only work hard and try your best but also to be respectful: of this school, of each other, of yourself.

On behalf of all SMS administrators, teachers, and support staff, welcome (back) to Sparta Middle School and we look forward to a 2016-17 school year that is full of growth, opportunity, challenge, collaboration and success.

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Academics

Teams

A group of students is assigned the same group of core teachers. Team teachers meet daily to assess and evaluate students' needs, discuss curriculum, coordinate planning, and plan interdisciplinary lessons, or meet with parents and/or Special Services.

Grade Six - Amber
Sapphire
Topaz

Grade Seven – Diamond
Garnet
Ruby

Grade Eight – Emerald
Jade
Pearl

Reporting Student Progress

Grades - The following grading scales and indicators shall be used:

Middle School Grades (6 – 8)

98 – 100	A+
93 – 97	A
90 – 92	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
67 – 69	D+
63 – 66	D

60 – 62	D-
0 – 59	F
INC	Incomplete – Course work pending and must be completed within 2 weeks of report cards being posted

Report Cards

Grades will be recorded on report cards for parent(s) or legal guardian(s) notification in accordance with **Policy No. 5420** and **Regulation No. 5420**. Students earn a letter grade and department grade in each class.

Report Cards will be issued at the following intervals: Conclusion of marking periods 1, 2, 3, and 4. Report cards can be viewed and printed from the Parent Portal.

The schedule of dates on which report cards will be issued will be published in the Sparta Township Public Schools calendar so that parents or guardians can anticipate the receipt of a report card. This information will also be published on our website.

Honor Roll Criteria

High Honor Roll

- Student must earn all A's in major subjects
- No grade below a B in any other class
- World Language will count as a major subject

Honor Roll

- Students must earn three A's in major subjects
- No grade below a B in any other class
- World Language will not count as a major subject

Access to Pupil Records

In accordance with **New Jersey Administrative Code and School Board Policy**, the following persons may view, make notes, and/or have copies made (at a nominal fee) of student records maintained by the Sparta School District:

- 1. The parent(s) or legal guardian(s) of a pupil under the age of 18, and the pupil who has written permission of such parent(s) or guardian(s).*
- 2. Pupils at least 16 years of age who are terminating their education in district because they will graduate secondary school at the end of the term or no longer plan to continue their education.*
- 3. The adult pupil and the pupil's parent(s) or guardian(s) who have the written permission of such pupil except that the parent(s) or guardian(s) shall have access without consent of the pupil is financially dependent on the parent(s) or guardian(s) and enrolled in the public school system.*

If you desire access to pupil records, please make an appointment with the Guidance Counselor.

Gifted and Talented Program (G&T)

Students are selected for the G&T program using multiple measures. They include, but are not limited to, the MAP assessment and CogAT. Selected students will be pulled from PE twice a week to attend the program. Any appeals for entry into the G&T program are to be made directly with the G&T teacher and may include additional assessments.

Students who transfer into Sparta Middle School will not be considered for the program until they complete a full marking period of classes.

Promotion & Retention

There are times when academic or developmental deficiencies make retention a viable option in order to ensure the continued progress of an individual student.

Parents or legal guardians will be notified by the Guidance Department after the conclusion of the second and/or third marking period if a student appears to be in danger of failing any major subject(s) for the year.

If a student fails 3 or more classes for the year the student will be retained and repeat the current grade level. In this case the student will have the opportunity to complete two of the three courses over the summer.

However, the student will be required to pass both Language Arts and Math to be promoted.

*8th graders will not be permitted to walk in the completion ceremony.

If a student fails 2 classes then the student will have the opportunity to take the courses over the summer at the parent's expense. If they pass they will be promoted to the next grade level. 8th graders who fail 2 courses will not be permitted to walk in the completion ceremony.

If a student fails Math or Language Arts for the year they will need to take and pass the course over the summer, at the parent's expense, to remain on track with their grade level program.

Homework

The teacher can assign homework to a student throughout the year. When completed conscientiously, homework has a measurable impact in student motivation and attention in class as well as in the grade. Homework assignments are designed for a variety of reasons:

- To review the day's lesson
- To prepare students for future lessons
- To provide practice in developing skills
- To require creative expression
- To show ability to meet the standard(s)

It is the responsibility of the student to complete all required assignments satisfactorily and on time to receive full credit of his/her work. Homework assignments are listed on each teacher's webpage.

Organizational Tools

It is recommended that students have the necessary supplies as outlined by their teachers. The purpose is to help students understand the importance of organization and apply these techniques on a regular basis.

In addition to these supplies, all students will be given an agenda book. The agenda book should be used regularly by the student to write down all assignments and to keep track of all tests and long-term projects. It is

recommended that students bring the agenda book to each class and use it on a daily basis. A new agenda book can be purchased for \$5.00 in the main office if the first one needs to be replaced.

Website

The Sparta School District maintains a website at www.sparta.org. Visitors can access the webpages of each individual school from the district homepage. Students and parents are encouraged to use the website as it is the primary resource to stay connected and aware of what is going on in the school and district.

Parent Portal

The Genesis Parent Module will allow parents of students in grades 6 through 8 to view their child's marking period grades and attendance in order to monitor student performance throughout the marking period.

Guidance

The Guidance Counselors at Sparta Middle School are available to help students achieve success academically, personally, and socially.

Students may come to the guidance office and schedule an appointment with their guidance counselor by obtaining permission and a pass from their teacher. The guidance counselor will schedule individual or group conferences at various times during the year.

Attendance

Absences

In accordance with **Board of Education Policy 5200**, and in accordance with the laws of the State, pupils enrolled in the schools of this district are required to attend school regularly. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to

this purpose. Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level.

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No pupil excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Pupils shall be subjected to the school district response for unexcused absences during the school year as outlined in **N.J.A.C. 6A:16-7.8(a)4** and **Regulation 5200**.

“Attendance” is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities. A pupil will be considered to have attended school if he/she has been present at least four hours, excluding lunch, during the school day.

The parent(s) or legal guardian(s) or adult pupil is requested to call the school office the morning of the pupil's absence to notify the school of the absence. You may access the attendance line (973) 729-9003.

A pupil who is absent from school may not participate in extracurricular activities or school sponsored events on the day(s) of the absence(s).

Readmission to School After an Absence

1. A pupil returning from an absence of any length that has not previously been reported on the absentee line, must present to the principal a written statement, dated and signed by the parent(s) or legal guardian(s) or adult pupil, of the reasons for the absence.
2. A note explaining a pupil's absence for non-communicable illness for a period of more than five (5) school days must be accompanied by a physician's statement of the pupil's illness.
3. A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to

the school nurse written evidence of being free of communicable disease, in accordance with **Policy No. 8451**.

Readmission to School After an Injury

1. A pupil returning from an absence of any length that has not previously been reported on the absentee line must present to the principal a written statement, dated and signed by the parent(s) or legal guardian(s) or adult pupil, of the reasons for the absence.
2. Any student with an injury (or illness) that prohibits them from participating in physical education classes must have a valid written excuse from a physician. **This excuse must have a return to physical education classes date**. If the student is excused from actively participating in physical education classes for a full week or more, the student will be responsible for alternate assignments that will be assigned by the Physical Education teacher.

Make-Up of School Work

Students who are not in school due to an excused absence will need to make up the work they miss. It is a student's obligation to seek make-up work on the first day back to school after an absence.

As per **policy 5200** pupils will be allowed **two (2) days** to make up missed work for each one day of absence. Long term assignments scheduled prior to an absence are due on the assigned date regardless of attendance.

All homework can be found online. Homework assignments missed due to an illness absence of three or more days may be obtained for a student by calling the Guidance Office prior to 10:00 AM on the day on which the work is to be picked up. Homework requests cannot be given for absences less than 3 days. Parents may pick up books from their child's locker after picking up the homework sheets from Guidance. Upon return to school, it is the student's responsibility to see the teacher to makeup necessary work missed due to any absence.

Family trips or vacation are regarded as unexcused absences and it is the family's responsibility to make sure missed assignments are made up and returned to the teacher(s). Work cannot be requested through the Guidance Office for these absences. Access the teacher's website to obtain the missed assignments.

A K-8 pupil will be retained at grade level, in accordance with **Policy No. 5410**, when he/she has been absent 30 or more school days, whatever the reason for the absence, except those absences for the observance of religious holidays and during a pupil's suspension will not count toward the total. Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

Appeal Process:

1. A truant pupil may be suspended or expelled for trancies in accordance with **Policy Nos. 5610 and 5620**.
2. A pupil who has been retained at grade level for excessive absences may appeal that action in accordance with **Policy No. 5410**.

Consistent attendance is important to the continuity of a student's academic program. Student success is enhanced when absences are kept to a minimum while poor attendance too often results in poor achievement. New Jersey students are **required** by State law to attend school every day that school is in session.

Excused absences include the following: notification of a child's illness, the observance of a recognized holiday, a family emergency. A doctor's certificate may be requested at anytime by the administration.

Parents will be notified by mail when their child's absences are considered excessive by the administration.

Dismissal during the school day

All students are expected to remain in school for the entire day. If a student must leave the building, the school must receive advance parental notice. Parents who indicate that another adult will be arriving to pick up the students must specify that adult's name and his/her relationship to the student. Parents or their designees must report to the main office in order to accompany the student from the building. If a student does not have a note, they will be dismissed at the end of the class period. Classes will not be interrupted for this purpose. There will be no early dismissals after 2:30 p.m., these students will be required to wait until buses have departed.

Tardiness

Tardiness to school and classes is disruptive and discouraged. If a student must be tardy he or she must adhere to the following procedures:

Tardy to School

- Student must enter the building through the main entrance.
- Student must report to the main office immediately upon arrival and sign in.
- Students will be given a pass and must report directly to class.

Tardy to Class

If a student is with a faculty member and is late to his/her next class because of this, the students should request a pass from that faculty member. If a student enters class after the starting time of the period, for any reason without a pass, he/she will be considered tardy and will be subject to disciplinary measures.

Please note that a student needs to be in school for at **least four (4) hours, excluding lunch**, in order to count for a full day.

Bus Procedures

Busing is provided for Sparta Middle School students as per BOE guidelines.

Waiting for the Bus

1. Students must be on time for the bus, but should not arrive at the bus stop any earlier than ten minutes before the scheduled arrival.
2. If possible, students should avoid crossing streets. If it is necessary to cross a street, make certain it is done in a designated area such as a crosswalk.
3. Do not trespass on private property.
4. As the bus approaches, students should line up at least six feet from the roadway and NOT approach the bus until it has completely stopped and opened its doors.

Riding on the Bus

1. Gum chewing and eating food are not permitted.
2. Nothing is to be thrown inside or from the school bus.
3. Nothing is to be extended out of a bus window.
4. Students must keep the bus clean.
5. Students are expected to ride to and from school daily on their assigned bus.
6. Students must wear seatbelts.
7. Cell phones- cameras/recording is prohibited as per policy.

No student is permitted to ride another student's bus.

Disembarking the Bus

1. Students are to remain seated until the bus has completely stopped and the driver has opened the door.
2. Students who must cross the street when leaving the bus must always walk in front of the bus (never in back) at a distance of at least twelve feet from the vehicle.
3. Students may only disembark the bus at the designated bus stop and will not be permitted to exit the bus prior to this designated drop-off point.

Health Services

A certified school nurse is on duty at Sparta Middle School during regular school hours. Students should obtain a pass from their teacher before reporting to the nurse.

During the school year, all students will have their height and weight measured. Sixth and seventh grade students will have their vision, hearing, and scoliosis screenings as well. Students may also be screened individually as problems arise. A physical examination is required for all new students in the Sparta School District. Additionally, a physical examination is required for all seventh grade students. School sport examinations for seventh and eighth grade students participating in track and field may be performed at the school board's discretion.

Tuberculin skin test (Mantoux) will be administered to all new students who transfer to Sparta from states and NJ areas designed by the State of New Jersey to be mandatory test areas.

Emergencies

Emergency care will be provided for students who are injured or become ill during the school day. Names and telephone numbers (cell phones included) of parents or designated person, in the event of an emergency, must be updated and on file with the school nurse.

Health Services

In accordance with **Board of Education Policy 8441**, any injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, the Building Administration, will determine whether an emergency exists. Immediate steps may be taken as necessary to remove the injured or ill person from imminent danger and/or prevent exacerbation of the disability. Routine first aid will be administered by district personnel as necessary to ensure the safety and comfort of the injured or ill person.

Immunizations

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education, as outlined in **Policy 5320**, requires the immunization of pupils against certain diseases in accordance with state statute and rules of the New Jersey State Department of Health and Senior Services.

Medication

In accordance with **Board of Education Policy 5330**, medication will only be administered to pupils in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the pupil's parent(s) or legal guardian(s), a pupil who is approved to self-administer in accordance with **N.J.S.A. 18A:40-12.3 and 12.4**, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to **N.J.S.A. 18A:40-12.5 and 12.6**.

- a. The school nurse may designate another employee of the school district, who has been properly trained, to administer epinephrine via epi-pen to a pupil for anaphylaxis when the nurse is not physically present at the scene;
- b. The parents or guardians of the pupil, after receiving written notification of the procedures, must sign a statement acknowledging their understanding that if the procedures specified in this section are followed, the district shall have no liability as a result of any injury arising from the administration of the Epi-pen to the pupil and that the parents or guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the Epi-pen to the pupil;
- c. The permission is effective for the school year for which it is granted and must be renewed for each subsequent school year.

Medications prescribed by a licensed physician may be administered at the written request of a parent or guardian and a written prescription by the physician. The medication must be brought to school only by a parent or guardian in the original container and labeled according to the doctor's orders.

Medication that is no longer required must be promptly removed by the parent(s) or legal guardian(s) from the Health Office.

Over the Counter Medication

Tylenol, Advil, cough remedies, antihistamines, and OTC medications may be administered with specific written instructions from the parent or guardian and the student's physician or dentist.

Self-Administered Medications

Students who require inhalers or Epi-pens for emergency treatment are permitted to self-administer these medications provided a physician's written prescription is provided. With a self-administration form completed by the doctor, a student may carry his/her own inhaler or Epi-pen, or they may be kept in the Health Office.

Students may NOT self-administer any medications without a note from the parent and doctor.

Student Life

Accident Insurance

In accordance with **Board of Education Policy 8760**, the District will provide parent(s) or legal guardian(s) the opportunity to purchase insurance coverage, at no cost to the Board, for injury resulting from accidents sustained by pupils during school sponsored activities or while being transported to and from school.

Announcements

Announcements concerning school activities are made over the public address system during the morning's homeroom and at the end of the school day.

BOE Policies

For your convenience, the district mandated policies and regulations are available to view and/or print from the district's website. Visit www.sparta.org and click on the Board of Education. The link to the policies and regulations is included in the list of links underneath the Board of Education tab.

Of special note, The Sparta Township Public School District believes in the use of technology to optimize the learning environment. However, the blatant misuse of cell phone cameras/videos is counterproductive to our goals.

The unacceptable uses of Electronic Communication Recording Devices (cell phones, Ipads, Ipods, etc.) are:

- 1) Camera-equipped cell phones or similar devices may not be used by students as cameras during the school day (unless given permission by a faculty member for instructional purpose). They may not be used in the school buildings or on school buses nor may they be used at any time in locker rooms or bathrooms.
- 2) Students are not allowed to take photographs or videos of students or staff without their knowledge or permission.
- 3) The transmission, storing, or sharing of photographs taken on cell phones or similar devices may constitute criminal behavior and will be reported to proper authorities.

Disciplinary Consequences for the violation of the above:

- 1-10 day suspension for pre-kindergarten-grade 8 students
- Referral to appropriate agency

- Referral to law enforcement
- Possible expulsion from the school district depending on severity of personal invasion

Staff members reserve the right to confiscate any electronic device if there is good reason to believe that any violation of this policy has taken place.

Please review the district policy relative to this issue; [School Board Policy 5516](#)

Cafeteria

All of the menus fall under the official United States definition of the Type “A” meal. This includes a portion of protein food, two servings of vegetables, fruit, bread, butter, and a half-pint of milk.

The Federal Free and Reduced Lunch Program is available to families that qualify for aid according to the income formula. Applications and information about the program may be obtained at the Health Office.

The school is not responsible to make provisions for students to charge lunches or to loan lunch money to students.

Expectations:

The Sparta Middle School cafeteria is a place for students to take a break from their busy schedules and enjoy a healthy lunch with their friends. In order to keep our cafeteria a fun and safe place, students will be responsible to keep their surroundings clean.

The Board of Education adopted a district policy regarding school nutrition. This was in direct response to state and federal mandates. As a result of this policy, classroom food or snacks will be limited to those food items that meet the criteria associated with this policy. If you are uncertain whether a food item is acceptable, please check with the main office prior to bringing something in.

Private birthday parties are NOT permitted in the lunchroom. Bringing food from outside restaurants is NOT permitted (Example, pizza, Chinese food, Burger King, etc.)

Care of School Property

In accordance with **Board of Education Policy 5513**, the District believes that the schools should help pupils learn to respect property and to develop feelings of pride in community institutions. The District charges each pupil enrolled in this district with the responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

1. Pupils shall not deface the school building, furnishings, or equipment in any manner.
2. Pupils shall not use school furnishings or equipment for purposes other than those for which the furnishing or equipment was designed and intended.
3. Pupils will care for school textbooks. A lost textbook must be promptly reported to the teacher who issued the book. A replacement textbook will be issued immediately.
4. Fines will be assessed as follows for any lost textbook or textbook damaged beyond normal wear.
 - a. Use this formula for **LOST BOOKS**:

New Books	Full Price
Good	80%
Fair	60%
Poor	20%
 - b. For ***DAMAGED BOOKS***:
Bindings – **complete separation** of cover from text - \$9.00
Bindings – **partial separation** or torn bindings - \$9.00
Seriously damaged books – such that book cannot be used again – Fine as if it were a **LOST BOOK**.

5. A pupil who finds their lost textbook will be reimbursed any fine paid for the lost textbook, but will be assessed a fine for any damage done to the book.
6. A pupil who has not paid a fine owed will not receive a diploma, transcript, transfer card, or report card until the fine has been duly paid and acknowledged.

Drop-off / Pick-up

If you are transporting your child to or from school: Please view these procedures on our website at <http://sms.sparta.org> under the information tab. To ensure our students safety, I urge every driver to familiarize themselves with these procedures. Students will not be permitted in the building before 7:30 AM, unless prearranged and supervised by a teacher. We appreciate your cooperation in this matter. As you can certainly understand, the main office is extremely busy at dismissal time, therefore except for emergencies; no child will be dismissed in the time period between 2:20 p.m. and 2:40 p.m. These students must wait until after all buses have safely departed. Again, We appreciate your cooperation in this matter. If your schedule conflicts with these times, K.E.E.P. can be reached at (973) 383-2213 for arrangements to utilize their services, which are available in the building after school (K.E.E.P. is not available before school).

Student Pick-up Between 2:00 and 2:50

DO NOT PARK IN FRONT OF THE BUILDING WHERE BUSES ASSEMBLE.

Early Dismissal

There are planned early dismissal days in the school calendar. If it becomes necessary for the school to follow an early dismissal schedule for any reason during the course of the school year that are not previously planned, notification will occur as quickly as possible and will be posted on our website (www.sparta.org) and a Honeywell Instant Alert will be sent out.

Emergency Closings

In the event of inclement weather or other emergency, schools may close, begin on a delayed schedule, or dismiss early. Emergency closing notices will be posted on the district website, www.sparta.org, and announced on the local media. Parents/guardians can elect to be notified electronically or by phone if they register with the Honeywell automated notification system.

The following radio stations will make emergency announcements:

WNNJ 1360 AM

WSUS 102.3 FM

WNNJ 103.7 FM

The following television stations will include emergency announcements due to inclement weather:

CBS 2

NBC 4

ABC 7

FOX 5

Provisions have been made for the possibility of late or delayed openings. In case of delayed opening of school, the middle school will open 90 minutes later than the regular pick up time (9:10 AM). Student will report to their first period upon arrival on such days and will then follow their regular schedule.

Emergency Preparedness

In accordance with **Board of Education Policy 8420** the District has developed and implements a plan for emergency preparedness that safeguards the health and well-being of pupils and staff, permits minimum disruption to the educational program, and helps pupils learn self-reliance and a prudent response to emergency situations. The plan provides that all threats to the safety of the schools are identified and promptly responded to by appropriate district personnel. The plan includes:

1. A plan for the prompt and safe evacuation of the schools.
2. In accordance with state law, at least one fire drill and one school security drill will be conducted each month.

3. The conduct of bus evacuation drills in accordance with rules of the State Board of Education.

Emergency Procedures

In case of a need to evacuate the building, an announcement will be made by the Administration. Students should stop talking immediately and obey any instructions that may be given. The exits to be used are posted in each room and should be observed.

Fire drills are simulations of an activity of which perfection may save students' and teachers' lives. Students are to walk quickly and in a single file to the designated area. There is to be **absolute silence** so as to hear any teachers' instructions. Silence will also be maintained during the time that students are returning to their classes.

Field Trips

The District recognizes that field trips properly planned and integrated with the curriculum are an educationally sound and important part of the program of the schools that can supplement and enrich classroom instruction by providing learning experiences in an environment outside the schools.

As defined in **Board of Education Policy 2340**, a field trip means any journey by a group of pupils away from the school premises, under the supervision of a teacher, and integrally related to an approved course of study.

Teachers will distribute and collect a permission slip for each pupil who will participate in the trip. The slip must be signed by the pupil's parent(s) or legal guardian(s). The slip will include notice of:

- (1) The date, departure time, and return time
- (2) The destination and its location
- (3) The means of transportation
- (4) The purpose of the trip

If, in the opinion of the administration and appointed faculty members, a student is a behavior risk, based on attendance, academic performance, discipline record or any other concern, the students will meet with the appropriate staff members and a decision will be made as to whether or not the student will be permitted on the trip.

Any student excused from regular school activities due to medical condition must be cleared by a doctor in order to attend any field trips off campus.

School policies and procedures should be followed at all times on and off campus to ensure that Sparta Middle School continues to be seen in a positive light.

Honeywell Automated Notification System

Parents may register with the Honeywell Automated Notification System to receive phone, e-mail, or text messages regarding school events and emergency closings. (<https://instantalert.honeywell.com/>)

Lockers

Students are not permitted to decorate their lockers. Stickers may not be used at any time in the inside or the outside of the locker. Students will be charged for damaging, scratching, marring, and/or defacing their own or any other student's locker. NO FOOD, CANDY, OR BALLOONS PERMITTED.

Pictures or items, which are considered improper for school, will also be considered as improper for a student's locker.

Students are reminded that they should not bring to school and then leave valuables such as jewelry, money, iPods, etc. in their lockers. The school is not responsible for the loss of these items.

Students are not permitted to place foreign objects or pencils to jam the locking mechanisms of the lockers.

BOARD OF EDUCATION POLICY:

“Students lockers are a part of the school under the jurisdiction of the Board of Education. Lockers are supplied for the normal safekeeping of a student’s personal possessions and school supplies, but lockers may not be used for the storage of any item, the possession of which is prohibited by law. School authorities have the right to inspect any locker for dangerous or illegal items any time that there seems to be sufficient reason to suspect such an item or items may be located in a locker.”

Lost and Found

A “Lost and Found” area will be maintained in the Main Lobby. General items lost or found on the lower level will be placed in the Gymnasium.

Canine (Dog) Searches

The principal or his/her designee, periodically/when circumstances warrant, may request local law enforcement officials to perform dog searches of school premises and facilities, including but not limited to, student lockers (hallway, gym, and shop lockers) so long as students and parents are informed in writing each school year that such dog searches may occur. **The above constitutes written notice.**

Media Center

The Media Center is available to students for class work, pursuing personal interests, and for leisure time reading and enjoyment.

The borrowing procedures are as follows:

Students have the privilege of checking out **two books** at a time for a period of **two weeks**.

- Overdue book fines: .05 cents per day
- Overdue reference fines: .25 cents per day
- Overdue magazines: .10 per day

It is not recommended for students to check out books for a friend on their account. Students who do this will be held responsible for all fines and lost books.

In order for a student to renew a book, the student must present that book to the Media Center. A student cannot renew a book without presenting it. If a student owes more than a \$1.00 in fines, he/she will lose borrowing privileges until the fine is paid and the materials are returned. Students who have overdue books may not borrow a new book until the overdue materials are returned. Students who have overdue materials or books for a month or more will have their parents contacted in an effort to bring their account up to date.

Lost books are the responsibility of the borrower. Replacement costs vary from \$4.00 for a paperback book to \$8.00 for a hardcover book. The cost of reference books and materials will be determined by the Media Center.

Publicity Consent

We will not release any personally identifiable information without prior written consent from you as parent or guardian. This includes student names, photo and information in a related story. Residential addresses, e-mail addresses, and phone numbers will NEVER be published. In the case of a group picture of students, we will not publish the photo and/or video unless permission is granted for ALL students in the photo and/or video.

Parents must complete a Publicity Consent Form for each child. This information will become part of your child's school records. Your choice will remain in effect for the duration of your child's enrollment in the Sparta Township Public Schools. If you, as the parent or guardian, decide to rescind this agreement, you may do so at any time by sending a letter to the Principal of your child's school.

Pupil Right of Privacy

The District acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In accordance with **Board of Education Policy 5770**, no storage place provided by the District shall pupils have such an expectation of privacy as to prevent examination by a school official. This Student Handbook will serve as notification that

inspections of student lockers, desks, and other storage facilities on school district property may be conducted. The school Principal or designee will conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

Student Photographs

Student photographs are to be taken in the early fall. All information will be sent home with the students. All packages are to be prepaid on the day of the pictures.

Substance Abuse

Board of Education Policy 5530 prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, including on school buses or at school-sponsored functions according to **N.J.S.A. 18A:40A-9, 10, and 11**. Any educational staff member or other professional to whom it appears that a pupil may be under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function shall report the matter in accordance with **N.J.A.C. 6A:16-4.3(a)1**. Any educational or non-educational school staff member who in good faith reports a pupil to the Building Principal or designee in compliance with **N.J.A.C. 6A:16-4.3** shall not be liable in civil damages as a result of making such a report, as specified in **N.J.S.A. 18A:40A-13 and 14**.

The Superintendent, or designee, shall report pupils to law enforcement authorities if the staff member has reason to believe a pupil is unlawfully possessing or in any way involved in the distribution of controlled dangerous substances, anabolic steroids, or drug paraphernalia, pursuant to **N.J.A.C. 6A:16-6.3(a)**. The Superintendent will not report pupils who have voluntarily sought treatment or counseling for a substance abuse problem provided the pupil is not involved or implicated in a current drug distribution activity.

A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offenses, the nature of the problems and the pupil's needs. Discipline may include suspension or expulsion. The Board has established consequences for a pupil not following through on the recommendations of

an evaluation for alcohol or other drug abuse and related behaviors. The Superintendent and/or designee will notify the appropriate law enforcement agency pursuant to **N.J.A.C. 6A:16-6.3(a)**.

If it appears that a pupil may be under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function, an immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the pupil, the Building Principal, and the Superintendent in accordance with **N.J.A.C. 6A:16-4.3(a)2 - 4.3(a)8**.

If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the pupil's physical or mental ability to perform in school, the pupil shall be immediately returned to school. If there is a positive determination from the medical examination indicating the pupil's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the pupil shall be returned to the care of the parent(s) or legal guardian(s) as soon as possible and attendance at school shall not resume until a written report verifies the pupil's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school

*(Notations concerning a pupil's involvement with substances may be entered on his/her records, subject to **Policy No. 8330** regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school. Information regarding a pupil's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C. 290 ee-3, and implementing regulations, 42 CFR Part 2.)*

Telephone

No students may use the office phone without approval. The telephone is NOT to be used to get parental permission to stay after school or to visit friends instead of going directly home. Any such arrangements are to be

made prior to coming to school. Students may not use their cell phones to text or phone their parent to go home. They must see the nurse.

Test Schedules

The Academic Teams will coordinate tests, quizzes, and other major assignments to avoid having students prepare for several major assignments on the same day to the best of their ability.

Working Papers

To obtain working papers a student must bring to the guidance office a birth certificate indicating that he/she is at least fourteen years of age. The guidance secretary will prepare a form requiring several signatures. It will then be the responsibility of the parent to ensure all signatures are obtained and the form is given to the Sparta High School Guidance Office for final processing.

Conduct

Bus Safety (Bus Procedures page 13)

In accordance with **BOE Regulation 5600**, students must obey all school rules while on a school bus. The following rules of conduct must be adhered to in order to insure student safety:

- Wear seat belt and remain seated while the bus is in motion;
- Show respect for the driver and each other at all times
- Refrain from eating and drinking on the bus
- Extend no portion of the body or other object out a bus window
- Obey all school rules while at the bus stop

The following disciplinary measures may be applied as appropriate to the pupil's violation of the rules of conduct:

First offense:	Warning to student, notification to parent/guardian
Second offense:	Notifying parent(s) of possible suspension of riding privileges and appropriate discipline (detentions).

Third offense: Letter to parent and three-day suspension of riding privileges

Fourth offense: Additional suspension for five days to permanent suspension of riding privileges

The building administration may, at his/her discretion, immediately suspend riding privileges for serious infractions.

Cellular Telephones

In accordance with **Board of Education Policy 5516**, pupils are not permitted to use cellular telephones while school is in session. **Cellular telephones must be turned off and put away while the pupil is in the school building.** Students who use cell phones (to call or text) while school is in session will be subject to disciplinary action.

Use of cell phone will be defined as:

- Talking
- Reading or sending text messages
- Checking voice mail, time, etc.
- Playing games
- Sending or looking at pictures
- Internet browsing/Social Media

Per SMS policy, any student found using a cell phone or keeping a cell phone on during school hours will face the following consequences:

1st Offense- Warning

2nd Offense- Phone sent to the office

3rd Offense- Parent must retrieve

4th Offense- After school detention/Parent must retrieve

5th Offense- In-school suspension/Parent must retrieve

6th Offense- Saturday detention/Parent must retrieve

Social Networking

Social networking is not permitted during school hours. Furthermore, social networking outside of school that adversely impacts students, faculty, or the school environment at large may result in disciplinary action at the principal's discretion.

School Conduct

In accordance with **BOE Policy 5500**, the following conduct codes have been established:

GRADES 6-8 LEVELS OF DISCIPLINARY ACTION

LEVEL 5	Assault/battery of staff Possession of weapons/explosives Distribution of controlled substance(s) Aggravated assault Inappropriate use of electronic device, i.e. taking photos, or videos of students or staff AND posting/sharing to social media or other method of electronic sharing	Any or all of the following at the discretion of the building Administration: <ul style="list-style-type: none"> ● Out-of-school suspension ● Probation ● Law enforcement involvement
LEVEL 4	Under the influence or possession of a controlled substance(s) Fighting Theft Aiding and abetting in aggravated assault and battery Harassment, Intimidation, Bullying Inappropriate use of electronic device, i.e. taking photos, or videos of students or staff without consent. Failure to follow EOP (Emergency Operating Procedures)	Any or all of the following at the discretion of the building Administration: <ul style="list-style-type: none"> ● Out-of-school suspension ● In-school suspension ● Administration detention

LEVEL 3	Inappropriate language directed at a staff member	Any or all of the following at the discretion of the building Administration: <ul style="list-style-type: none"> • Admin detention • In-School Suspension • Out-of School Suspension
	Leaving school grounds without permission	
	Truancy	
	Forgery	
	Insubordination	
LEVEL 2	Using inappropriate language	Any or all of the following at the discretion of the building Administration: <ul style="list-style-type: none"> • Detention • In-School Suspension • Out-of School Suspension
	Cheating/Plagiarism (defined below)	
	Causing a disruption in the café or MRC	
	Vandalism	
	Cutting class	
LEVEL 1	Causing a disruption in class	Any or all of the following at the discretion of the building Administration: <ul style="list-style-type: none"> • Warning for minor offense • Teacher detention • Admin. Detention
	Tardy to class	
	Tardy to school	
	Chewing gum	
	Cell phone use	
BUS DISCIPLINE	<p>Bus discipline referrals adhere to the following protocol:</p> <p>1st write-up: Warning 2nd write-up: Detention 3rd write-up: 1-3 day suspension 4th and subsequent write-ups: 5-10 day suspension</p>	<p>Any or all of the following at the discretion of the building Administration</p> <p>Please note: Consequence and severity thereof depends on the nature of the infraction as pertains to safety and well being of students, drivers and motorists</p>

* ALL CONSEQUENCES ARE AT THE DISCRETION OF THE ADMINISTRATION

*Each disciplinary infraction will be dealt with in a tiered system. If the infraction continues the consequences will increase or go to the next type of consequence.

Description of discipline:

LUNCH DETENTION – TEACHER OR ADMINISTRATIVE

Lunch detentions may be assigned by teachers and/or the administration. Students are responsible for locating the detention room for that day. Students who are buying lunch should report directly to the cafeteria with their pink pass which they will have received from the main office. They will go directly to the front of the lunch line to buy their lunch and then proceed immediately to the detention room.

*If a student does not show up to lunch detention they will receive 2 additional lunch detentions. If they miss one of the 2 it will become an after school detention

*If a student arrives more than 5 minutes late for lunch detention, it will not count as served and needs to be made up

*When a student receives their 5th write-up for lunch detention it will automatically become an after-school detention. Each write-up after that will be an after-school detention for the remainder of the marking period.

*Each marking period will start back with 1-4 as lunch detentions

ADMINISTRATIVE DETENTION

All after-school detentions are held on Tuesday and Friday afternoons from 2:45 PM to 3:45 PM and will need to be picked up.

SATURDAY DETENTION

Saturday detentions will be held on a monthly basis from 9:00 AM to 12:00 PM. Parents are responsible for bringing the student to and from school.

IN-SCHOOL SUSPENSION

This action involves a suspension from attending classes for the duration of school hours as assigned by the Administration. Students have the responsibility to report to the main office at the beginning of the day(s)

where they will be supervised and will complete class work during the suspension. Any students suspended from school may not attend or participate in any school activities on those days.

OUT-OF-SCHOOL SUSPENSION

This action involves a suspension from school for the duration of time assigned by the Administration. Students have the responsibility to make up all work missed during the suspension. A parent conference is required with administration before the student can be reinstated into school. Any students suspended from school may not attend or participate in any school activity until reinstated and may not appear on school grounds during the time of suspension without prior administrative permission.

RULES OF DETENTION:

1. Report on time on the day(s) assigned
2. Sit where assigned by the teacher or administrator
3. No talking, use of cell phone, or electronics is permitted
4. Obey all directions of the teacher or administrator
5. Complete, if applicable, the reflection assignment

Failure to comply with these rules may result in in additional detentions.

CHEATING/PLAGIARISM:

Cheating – Cheating is defined as giving or receiving any unauthorized aid on tests, exams, reports, term papers, homework, or any other school/course related assignments.

Plagiarism – Plagiarism is to steal and pass off as one's own the ideas and words of another. It is to use, intentionally or unintentionally, without crediting the source, to commit literary theft and present as new and original an idea or product derived from an existing source.

Examples of Unacceptable Behavior/Academic Conduct

- Turning in work from another student or written by another student and submitting it as your own work
- Using undocumented sources as your own words and using them in a paper
- Using the exact language of someone else without proper credit to the author
- Presenting a sequence of ideas or arranging material of another author, but making it appear your own, without credit
- Using unauthorized notes in an exam, quiz, or any other graded assignment
- Giving or receiving answers by use of physical signal or electronic device during an assessment
- Using an electronic device for any reason during an assessment
- Copying with or without the person's knowledge during an assessment
- Copying a class assignment or homework from another student and submitting it as your own

This list is not intended to be exhaustive; other situations may be considered unacceptable academic conduct.

Punitive Measures Levied by Administration/Academic Policy Committee

First Offense:

- A grade of "0" will be issued for the assignment/report
- A "U" in conduct will be written on the student's report card / any student who receives a "U" for conduct will be removed from Honor Roll for that marking period
- A Detention will be administered to the student
- The student's parent(s) will be contacted

Second Offense:

- A grade of “0” will be issued for the assignment/report
- A “U” in conduct will be written on the student’s report card / any student who receives a “U” for conduct will be removed from Honor Roll for that marking period
- An Out-of-School suspension (OSS) will be administered to the student
- The student’s parent(s) will be contacted

Plagiarism Fact Sheet

A Student’s Guide to Preventing Plagiarism and Academic Honesty

“If you are asked to do something that you feel is wrong or unethical, it probably is. Aiding someone in committing an academically dishonest act is just as serious as receiving the aid” (Akers).

During the research process, students should make a sincere effort to fully acknowledge the source of any information that is not common knowledge. A good rule to remember is, “When in doubt, cite the source!”

Follow these tips for avoiding plagiarism and academic dishonesty:

- Use quotation marks, footnotes, or parenthetical textual notes to acknowledge the words or ideas of others
- Do not “copy and paste” without giving proper credit to the source
- Do not include sources in your paper’s final “Works Cited” that you have not used in the preparation of your paper
- Check with your teacher before turning in a paper or project you submitted in another course
- Do not acquire previous papers, lab reports, or assignments used in a class with the intention of copying all or parts of the material unless approved by your teacher

- Keep copies of your rough drafts as proof that the final paper is your own work
- Do not look around during an assessment. It may appear that you are trying to copy from others
- When testing, shield your answer sheet
- Ask your teacher if you may move if you suspect that someone is trying to copy your work
- During a test, make sure that no notes, materials, or devices are in sight that would lead one to suspect that you are using unauthorized aids
- When completing take-home assessments, do not collaborate with others unless approved by your teacher

Akers, Stephen. "Academic Integrity: A Guide for Students." West Lafayette, IN: Purdue University ODOS, 2009

Dress and Grooming

In accordance with **Board of Education Policy 5511**, pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his/her own educational objectives because of blocked vision or restricted movement.

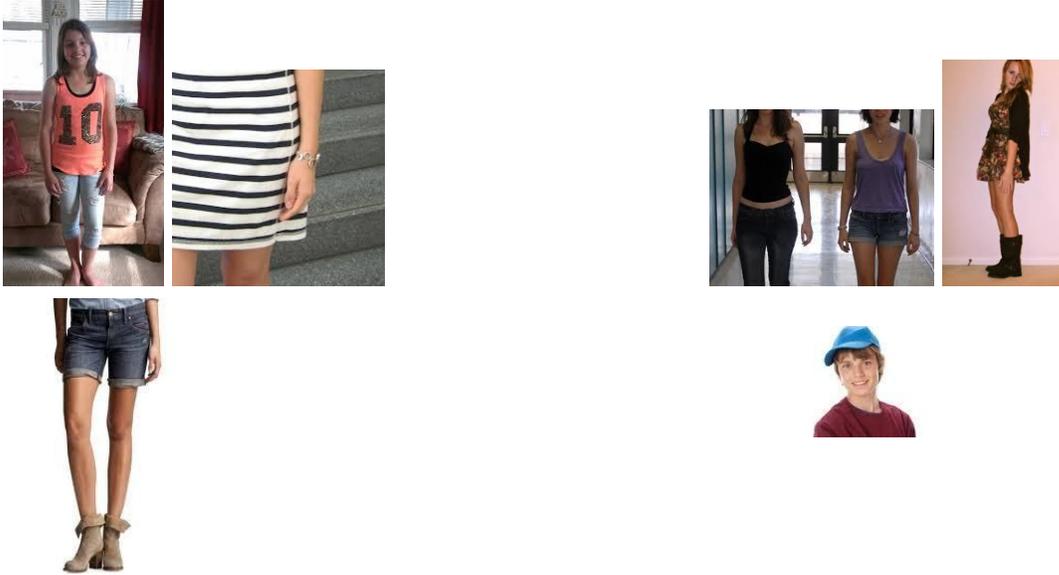
The following garments and articles are prohibited in school and at school-sponsored indoor events:

1. Extremely low-cut, tight fitting or transparent clothes, bare midriffs, tank tops with thin straps, and suggestive clothing
2. Skirts, dresses, and pants that are higher than finger tips when hands are at sides when standing
3. Bare feet, unsafe footwear, cleated shoes, and footwear intended for the beach

4. Patches and decorations that are offensive or obscene
5. Undershirts (underwear) worn without an outer shirt
6. In the classroom, clothing required for physical education classes
7. Clothing that is overly soiled, torn, worn, or defaced
8. Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the pupil's doctor
9. Beepers and other summoning devices, except as permitted in **Policy No. 2360**
10. Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol, controlled dangerous substances, or tobacco
11. Clothing, apparel and/or accessories containing profanity or sexual references or innuendoes
12. Clothing, apparel and/or accessories which includes racial or ethnic violence
13. Hats, hoods, visors, headbands and other headgear
14. Any clothing that is likely to create a material and substantial disruption to the school environment

Acceptable

NOT Acceptable



The Building Administration shall determine whether the dress or grooming of pupils comes within these prohibitions. If it is determined that student dress is not in accordance with the policy, the student will be required to have a parent bring appropriate attire and the incident will be documented as a discipline infraction.

Harassment, Intimidation, and Bullying

In accordance with **Board of Education Policy 5512.01**, all acts of harassment, intimidation, or bullying are prohibited. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated 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

2. By any other distinguishing characteristic
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, and protect the victim of the act.

Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under **N.J.S.A. 18A:37-1**, Discipline of Pupils. In addition, cyber-bullying using district technology violates **Policy 2361** – Acceptable Use of Computer Network/Computer and Resources and subjects the pupil to discipline and sanctions of **Policy and Regulation 2361**.