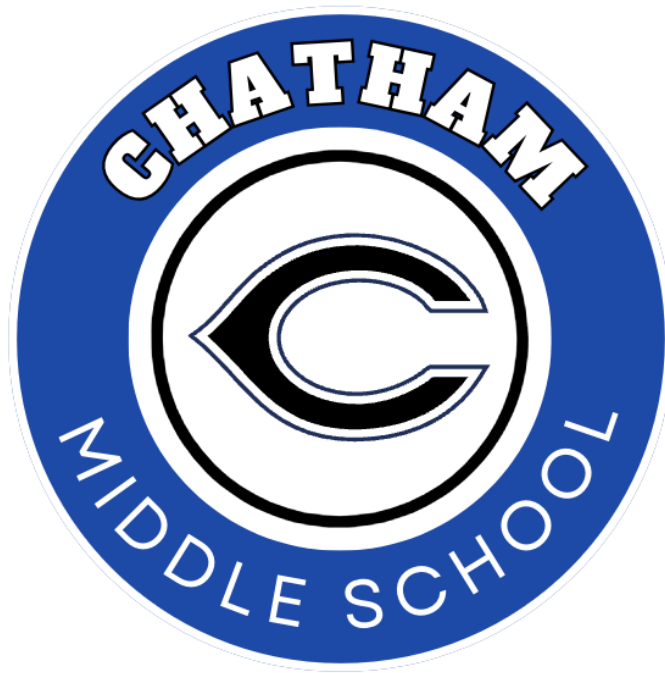


Chatham Middle School



Student Handbook

CHATHAM MIDDLE SCHOOL DIRECTORY

ADMINISTRATIVE TEAM

Mr. Aaron Yamamoto, *Principal*
Mr. Sean Devine, *Assistant Principal*
Dr. Danielle Dagounis, *Assistant Principal*

SCHOOL COUNSELORS

Ms. Sarah Cohen, *5th Grade Counselor*
Ms. Erin Santana, *6th Grade Counselor*
Ms. Marnie Zambolla, *7th Grade Counselor*
Ms. Sarah Cornine, *8th Grade Counselor*
Ms. Laura Thelander, *ASPIRE Clinician*
Ms. Melissa McLoughlin, *ASPIRE Clinician*

CHILD STUDY TEAM

Ms. Lydia MacIntosh-Haye, *School Psychologist*
Ms. Lauren McKenna, *LDTC*
Ms. Lyndsey Hance, *LDTC*
Ms. Melisa Varcadiponi, *School Social Worker*
Ms. Liz Walker, *Speech Therapist*
Ms. Jessica Cohen, *Behaviorist*

HEALTH OFFICE

Ms. Marianne Cullen, *School Nurse*
Ms. Christina Vitiello, *School Nurse*

STUDENT COUNCIL

Ms. Missy Dangler, *Advisor*
Ms. Julie Guerriero, *Advisor*

LEAD TEACHERS

Ms. Katharine Jackameit, *5th Grade Lead Teacher*
Mr. Dave Fowler, *6th Grade Lead Teacher*
Mr. George Iannuzzi & Ms. Lara Golombuski, *7th Grade Lead Teachers*
Ms. Rachel Goldberg, *8th Grade Lead Teacher*

Our Vision

The vision of Chatham Middle School is to provide a secure, stimulating learning environment in which students find both challenge and support. Our school fosters a fundamental respect for oneself, the environment, others, and the world's diverse population, while recognizing the unique and complex nature of the middle school student.

Chatham Middle School offers opportunities for exploration so that individual interests and strengths can be developed. We encourage intellectual risk-taking, responsibility for one's actions, and the development of strong interpersonal relationships. Our school promotes learning that is relevant and establishes connections to the outside world so that students can become successful, responsible, and contributing citizens.

CMS HAS



CMS Pledge

We, the students of Chatham Middle School, believe that everybody has the right to live in a community where they feel safe, included, valued, and accepted regardless of differences.

We pledge to be respectful of others and stand up against bullying whenever and wherever we see it.

Student Rights & Responsibilities

1. Students have the right to attend a school where they and their property are always treated with respect and the environment is safe at all times and under all circumstances.

therefore...

Students have the responsibility to follow directions, respect the rights, feelings, and property of others, as well as keep the school environment safe by avoiding violence, vandalism, and bullying.

2. Students have the right to a positive and nurturing learning environment where they are free to learn and grow.

therefore...

Students have the responsibility to contribute to a positive and safe environment by coming to school prepared and on time, cooperating with their peers and CMS staff members, respecting the rights and feelings of others, following expectations, and being actively involved in the school community and learning process.

3. Students have the right to grow as individuals.

therefore...

Students have the responsibility to respect others' ideas, beliefs, styles, appearances, or likes and dislikes.

Student Expectations

All students will...

1. Demonstrate respect for all by:
 - Using kind and respectful language when speaking to others.
 - Using appropriate and respectful language at all times.
 - Maintaining respectful physical boundaries.
2. Demonstrate respect for others' personal property and school property.
3. Listen to and work cooperatively with others by respecting and valuing others' opinions and ideas, even if they are different from yours.
4. Help to maintain a clean and organized school environment.

Student Attendance

Regular attendance is required by all students in New Jersey public schools as a result of well-established, long-standing state policy. As we know that excessive lateness to school and/or absences can negatively impact both academic performance and overall student experience, our goal is to maximize the day-to-day attendance of our students at Chatham Middle School. The educational process requires regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual student.

ABSENCES

Absence Verification

Families should notify the school via the [Genesis Parent Portal](#) on Genesis before **7:30 AM** on the morning of the student's absence. The reason for absence must always be input into the attendance notification. Please be advised that families who notify the school after 7:55 AM may still receive a notification alerting them that their child was marked absent by his/her Block 1 teacher. The Parent Portal should be utilized to:

- Report an absence or late arrival
- Indicate the student will be leaving school early, noting the departure time
- Record multiple days of absence, current or future

Note: When using the Genesis Parent Portal for attendance, there is no need to call the school. Should you be unable to log on to the Parent Portal, you may call 973-457-2506 to report a student's absence or late arrival. If you would like to share information with our school nurse, please don't use the Portal; contact her directly.

Excused Absences

The following types of absences are considered "excused" as per the State of New Jersey:

- Illness, recovery from an accident, and/or unavoidable medical appointments verified by a doctor's note
- Requirements as stipulated in a child's Individual Health Plan and/or Individualized Education Program
- Observance of a state-approved religious holiday
- Court attendance
- Bring Your Child to Work Day

IMPORTANT: In order for the absence to be marked as "excused," documentation must be provided to the attendance secretary.

Family Attendance Notifications

In an effort to maintain communication between the school and home, families will be notified via letters in the Genesis Parent Portal when their child is absent from school at intervals of ten (10), fifteen (15), and twenty (20) days. These letters will be sent at the end of each marking period and are automatically

generated. Families are encouraged to monitor their child's attendance patterns and work with the school for the child's benefit.

Note: The New Jersey Department of Education defines Chronic Absenteeism as a student missing 10% or more of their classes. Once your child reaches high school, course credit is issued based on both their grade and accumulated seat time/attendance. If a student misses 10% or more of their required class sessions, they are placed on loss of credit status – meaning they are at risk for losing credit for the course. Our goal at Chatham Middle School is to help your child build good habits and time management skills prior to reaching Chatham High School. In the event of excessive absences in middle school (25 or more), it will be at the discretion of the principal whether a student may be at risk for being retained.

LATE ARRIVAL TO SCHOOL (TARDY)

Arriving late to school frequently results in loss of instructional time and may have an effect on the academic achievement of the student. Additionally, students arriving late to class is disruptive for both the teacher and classmates.

The school opens **at 7:45 AM**. The goal should be for families to arrive at school by this time so that students have ample time to go to their lockers and socialize a little before getting into their work. Also, in the case of inclement weather and/or extremely cold weather, we open the gym and the auditorium for students at 7:30 AM so they are safe and warm until 7:45 AM.

The first class of the day begins at 7:55 AM. Students are considered late to school if they arrive to class **after 7:55 AM** regardless if the tardy was input into the [Genesis Parent Portal](#) prior to 7:30 AM. When lateness becomes chronic, it consistently interrupts the educational and learning processes.

A student who arrives late to school should report to the attendance office for a pass. The attendance secretary will record the tardy and provide a pass for entry to class. Furthermore, tardies are input into Genesis and are visible to families in the Parent Portal.

Excused Tardies

The only types of tardies that are considered "excused" as per the State of New Jersey include:

- Illness, recovery from an accident, and/or unavoidable medical appointments verified by a doctor's note
- Requirements as stipulated in a child's Individual Health Plan and/or Individualized Education Program
- Observance of a state-approved religious holiday
- Court attendance
- Bring Your Child to Work Day

IMPORTANT: In order for the tardy to be marked as "excused," documentation must be provided to the attendance secretary.

Unexcused/Reported Tardies

You must report all absences/tardies in the Genesis Parent Portal, even if it is not for one of the reasons listed above. Unreported tardies/absences will trigger an automatic phone call home. If you receive an automated phone call, please notify the school so we know your child is home safe. When we receive documentation that your child's absence/tardy was for one of the above listed reasons, the attendance secretary will convert it to "excused."

Tardy Parent/Guardian Notifications

In an effort to maintain communication between the school and home, families will be notified via letters in the Genesis Parent Portal when their child is late to school at regular intervals. Families are encouraged to monitor their child's attendance patterns and work with the school for the child's benefit.

- After five (5) tardies in a marking period, families will be notified via a letter in the Genesis Parent Portal and students will meet with their school counselor to develop specific supports for improving their timely attendance to school. This notification letter serves as a touchpoint/warning so that patterns can be adjusted before a child reaches the first level of consequences and is automatically generated.
- Should the student continue to be regularly tardy following the school counselor check-in, and accumulate ten (10) tardies in a marking period, families will be notified via an automatically generated letter in the Genesis Parent Portal. Students will either participate in counseling group sessions specifically designed to support students in organization, time management, and self-efficacy or may choose to serve two (2) central detentions (which will become part of their discipline record). These counseling group sessions will commence at the beginning of every marking period.
- **IMPORTANT:** In the rare instance that a student reaches twenty-five (25) tardies **in a school year**, families will be notified via an automatically generated letter in the Genesis Parent Portal and will be required to participate in a conference with a school counselor/administrator (along with their child) to determine next steps.

Student tardies will reset at the beginning of every marking period for notification purposes. When looking at a student's total tardies on the Genesis Parent Portal, the tardies will encompass the entire school year. Please make every attempt to have your child at school on time.

LATE ARRIVAL TO CLASS

Arriving late to class frequently results in a disruption to the flow of the startup of a lesson. Occasionally, these incidents are excusable due to their nature (i.e., visits to the nurse/counselor/office, etc.). In these cases, the student will enter class with a late pass. Students who enter class late without a pass will be addressed primarily at the classroom level. Consequences from the classroom level may include a student-teacher meeting regarding the issue, parent contact, lunch or after-school detention(s), or referral to the administration.

EARLY OUT

Students who leave school early (i.e., to attend a doctor's appointment, dentist appointment, etc.) will need to get signed out from the Main Office. If they are returning to school, they will be signed back in by

a member of our main office staff. Failure to do so could result in a student not receiving credit for a full day of instruction.

MAKE UP WORK

Students are responsible for all work missed while absent.

- Students should check their class Google Classrooms to see what work was covered in their absence and complete any missing work.
- Students may of course reach out to classmates and friends if they have questions on assignments.
- Students should meet with teachers directly with any additional questions about missed work.
- Assignments/tests must be made up in the number of days equal to the length of the absence (i.e. if the student was absent for one day, they have one day to make up the test/assignment).
 - Extenuating circumstances may alter this time frame; however, it is important to note that it is crucial to the learning process to complete the missed work in the shortest possible time.

Student Behavior

We believe that middle school is a crucial time for growth, accountability, and learning from experiences. Our goal is for consequences to be both meaningful and educational for students. Therefore, we follow a progressive discipline model focused on helping students learn from mistakes, repair harm when appropriate, and make better choices moving forward.

In most cases, teachers will address routine classroom-based discipline situations first. Teacher-based interventions may include, but are not limited to:

- Warning
- Parent/guardian communication
- Conference with teacher
- Letter of apology
- Alternative assignments
- Seat change
- Student consequences (such as lunch detention)
- Team conference with parents/guardians
- Administrator conference
- Additional consequences, if needed

Disciplinary infractions include, but are not limited to:

- Classroom disruption (*examples include, but are not limited to*):
 - excessive talking/off task behavior, use of profanity/obscene language or inappropriate gestures, disrespect of staff or students (or their property), defiance/insubordination, tardiness to class, cutting class/school

- Unsafe behavior in the hallways, stairwells, classrooms, bathrooms, or other school spaces
- Unauthorized/inappropriate use or possession of electronic devices (*phones, music devices, Chromebooks, and any other type of electronic device*)
- Confrontational behavior with or without physical contact
- Throwing objects
- Bus misconduct or unsafe bus behavior
- Academic dishonesty, including cheating, plagiarism, and provable misuse of AI
- Unauthorized merchandising/commerce
- Stealing/theft-related behavior
- Possession/distribution/use of alcohol, drugs, tobacco, and/or weapons
- Endangering the welfare/safety of others
- Fighting, assault, or physical aggression
- Vandalism/damage to school property or the property of others
- Bias Incident/Hate Speech (*including racial, ethnic, religious, or other intolerance*)
- Harassment/Intimidation/Bullying
- Sexual Harassment or Assault (*including inappropriate physical contact*)

We investigate any incidents we are made aware of and, when necessary, implement appropriate consequences. Consequences may range from an administrative conference and documentation of the incident to more serious measures, including detention, mandatory parent meetings, mandatory school counseling, or additional disciplinary action such as suspension. Repeated offenses, multiple offenses, or severe misconduct will result in increased consequences and may result in the loss of privileges. Participation in school-sponsored activities and events — including field trips and grade-level events — is a privilege, not a right. Administration reserves the right to restrict or revoke participation in such activities based on a student's disciplinary record, safety concerns, repeated misconduct, and/or serious violations of school expectations.

If a student exhibits concerning behaviors, the school may assess the risk of potential violence or harmful actions in accordance with district procedures and state law. This assessment may lead to interventions, counseling, behavioral supports, or services through the Child Study Team.

Student conduct situations are complicated, and all investigations will be handled with appropriate due diligence. At times, the school may not be able to conclusively determine fault based on the information available. Additionally, student disciplinary consequences are confidential and will not be shared publicly or with other families. We respect the privacy rights of all students.

Possible Disciplinary Consequences

Administrative consequences may include, but are not limited to:

- Discussion/conference with the student
- Parent/guardian contact
- Counseling referral and follow-up counseling session(s)
- Lunch detention(s)
- Before or after school detention(s)
- Saturday detention(s)
- Behavioral reflection assignment or restorative practice

- Mandatory conferences with families, teachers, counselors, and/or administrators
- Loss of privileges, including participation in school events or activities
- Restitution for damaged or stolen property
- Suspension or expulsion in cases involving harassment, intimidation, bullying, fighting, theft, vandalism, racist or discriminatory behavior, substance possession/distribution, or dangerous/unsafe behavior

Suspension from school is only effective when there is strong partnership and support from families. Family involvement is an important component of helping students improve decision-making and behavior.

Common Infractions & Typical Consequences

The examples below are intended as general guidelines. Consequences may vary depending on the severity, frequency, context, and circumstances of the behavior.

Infraction	Possible Consequence(s)
Defiance/Insubordination	Teacher Conference, Parent Contact, Lunch Detention, Central Detention, Administrator Conference, Suspension
Classroom Disruption	Warning, Teacher Conference, Seat Change, Parent Contact, Alternate Assignment, Lunch Detention, Central Detention, Suspension
Profanity/Inappropriate Language/Inappropriate Gestures	Conference, Parent Contact, Lunch Detention, Central Detention, Restorative Action, Suspension
Disrespect Toward Peers or Staff (including their property)	Parent Contact, Conference, Lunch Detention, Central Restorative Action, Suspension
Unsafe Hallway/Stairwell/Cafeteria Behavior	Warning, Parent Contact, Lunch Detention, Central Detention, Suspension
Unauthorized Possession/Misuse of Electronic Devices	Device Confiscation, Parent Contact, Lunch Detention, Removal/Suspension of Technology Use, *Repeated Violations May Require Daily Phone Check-In at the Main Office*
Academic Dishonesty (cheating/plagiarism/misuse of AI)	Academic Consequence, Parent Contact, Lunch Detention, Conference, Detention
Tardiness to Class or Cutting School/Class	Parent Meeting, Lunch Detention, Central Detention, Saturday Detention
Bus Misconduct/Unsafe Bus Behavior	Assigned Seat, Lunch Detention, Central Detention, Parent Conference, Bus Suspension, Suspension
Repeated Infractions	Parent Conference, In School Suspension, Suspension
Unauthorized Merchandising/Commerce	Parent Conference, Lunch Detention, Central Detention, Suspension

Stealing/Theft	Parent Contact/Conference, Restitution, Central Detention, Saturday Detention, Suspension
Possession/Use/ Distribution of Alcohol, Drugs, Tobacco	Confiscation, Parent Conference, Substance Screening, Medical Exam, Suspension, Counseling Referral
Fighting, Assault, or Physical Aggression	Parent Contact, Central Detention, Saturday Detention, Suspension
Harassment/Bullying/Intimidation	Parent Contact, Counseling Referral, Lunch Detention, Central Detention, Saturday Detention, Suspension, Police Notification (if applicable)
Bias Incident/Hate Speech (including racial, ethnic, religious, or other intolerance)	Parent Contact, Police Notification, Saturday Detention, Suspension, Counseling Referral
Threats	Parent Contact, Police Notification, Suspension, Counseling Referral
Vandalism/Damage to School Property or the Property of Others	Parent Contact, Restitution, Central Detention, Saturday Detention, Suspension
Sexual Harassment or Assault [inappropriate physical/bodily contact]	Parent Conference, Suspension, Police Notification
Weapons/Dangerous Items	Parent Conference, Suspension, Police Notification

****Failure to report to a detention may result in further disciplinary action, including suspension.****

Drug & Alcohol Use

The School District of the Chathams recognizes that abuse of harmful substances seriously impedes students' education and threatens the welfare of the entire school community. We are committed to the prevention of substance abuse and the rehabilitation of substance abusers.

Tobacco and Other Smoking/Vaping Devices

The use, possession or distribution of any form of tobacco, nicotine or similar product, electronic delivery system or any cartridge or component related to such devices in the school building, on school grounds, or at a school function will be subject to the following:

- **1st Offense:** Confiscation of product, one (1) day out-of-school suspension, and parents will be notified. If the product/device may contain a product other than nicotine, the student will be required to receive an immediate medical exam, including screening for substances, within two hours of the time at which a report is made to administration. If the substance screening yields a positive result, or the student/their family chooses not to engage in the exam, the student will receive a four (4) day out-of-school suspension.
- **2nd Offense:** Confiscation of product, one (1) day out-of-school suspension, parent notification, and the student will be required to receive an immediate medical exam, including screening for

substance, within two hours of the time at which a report is made to administration. If the substance screening yields a positive result, or the student/their family chooses not to engage in the exam, the student will receive a four (4) day out-of-school suspension.

- Additional Offenses: Confiscation of product, parent notification, immediate medical exam, including screening for substances, within two hours of the time at which a report is made to administration, and increased disciplinary consequences, including multiple day suspension, at the discretion of the superintendent of schools. If the substance screening yields a positive result, or the student/their family chooses not to engage in the exam, the student will receive a four (4) day out-of-school suspension.

In addition to the consequences above, a report will be made to the Chatham Borough Police Department of any student found to have distributed any form of tobacco, nicotine, THC, or similar product.

Alcohol and Other Drugs

The following policies and regulations refer to alcohol and other drugs as defined in Board Policy and Regulation File Code #5131. Specifically, this includes all illegal drugs and all mind altering substances including alcohol, steroids, THC, CBD, and inhalants.

Suspicion of Being Under the Influence of Alcohol or Another Drug

Any student referred by a staff member to school administration for suspicion of being under the influence of a substance/is in possession of a substance will be subject to the following procedures:

- Immediate medical exam, including a drug screening, within two hours of the time at which a report is made to administration. Both of these services can be done at the Board of Education's expense. If the drug screening is waived, this will constitute a positive test.
 - Following a positive test result, a 4-8 day suspension from school and all school activities
 - Following a positive test result, a referral to and evaluation by a licensed alcohol and other drug assessment and treatment facility
 - Following a positive test result, a minimum of three meetings with the Student Assistance Counselor.
- Police notification of possession of a substance.
- Additional referrals or incidents of being under the influence on school property/distribution of substances will result in additional consequences in accordance with Board Regulation 5530.

Harassment, Intimidation, & Bullying

The vision statement of the School District of the Chathams holds that our students will "collaborate effectively, think critically and independently, express themselves creatively, communicate fluently and precisely in a variety of contexts, reflect continually, and respond ethically to diverse challenges" as a result of their educational experience in our schools. The attainment of these outcomes, as well as all forms of achievement associated with traditional academic tasks, is possible only when schools are safe, inclusive, and nurturing environments. As stated in Policy 5131.1, the School District of the Chathams forbids all forms of harassment, intimidation, and bullying, and is committed to fostering learning

environments in which students feel valued, secure, and safe. The creation of such environments involves cooperation and dedication among staff, parents, and students.

New Jersey's Anti-Bullying Bill of Rights Act (N.J.S.A. 18A:37-14) defines "Harassment, intimidation or bullying" 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 property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

1. 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 person or damage to his property; or
2. has the effect of insulting or demeaning any student or group of students; or
3. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

If the incident does not meet the guidelines as described under the HIB law, it will be classified as a Code of Conduct incident and managed accordingly.

4 Prongs of HIB Determination

Definition of HIB under N.J.S.A. 18A:37-14

Prong #1 Any gesture, written, verbal or physical act, or electronic communication, whether a single incident **or** series of incidents,

AND

Prong #2 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**,

AND

Prong #3 That takes place on school property, at any school-sponsored function, on a school bus or off school grounds that **substantially disrupts** or interferes with the **orderly operation** of the school or the **rights** of other students

AND THAT

Prong #4 (a) A **reasonable person** should know 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 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.

Bias Incidents

A bias incident is defined by the Attorney General's Guidelines as any suspected or confirmed offense or unlawful act which occurs against a person or property [public or private] on the basis of New Jersey's nine protected classes: race, color, religion, gender, disability, sexual orientation, gender identity or expression, and national origin.

Bias incidents range from racially motivated graffiti, to verbal/electronic comments, to threats or acts of physical harm or damage to property. Not all incidents turn out to be crimes but potential bias incidents are required to be reported to the police.

The following steps will be taken once a potential bias incident is reported to an administrator:

- Principal receives report
- Principal ensures safety of the student(s) involved
- Principal makes report to local law enforcement
- The principal will initiate an HIB investigation and/or assign consequences in accordance with the Code of Conduct
- Following the confirmation of a bias incident, the accused student will be required to have a minimum of three (3) meetings with a counselor.

Cell Phone & Smartwatch Use

Students are not permitted to carry or use cell phones or smartwatches during the school day. Phones must be turned off and remain in the student's locker along with smartwatches. If a student is found to have his/her cell phone or smartwatch on them during the school day, it will be confiscated and turned into the main office. The student may pick it up at the end of the day prior to going home. Repeat offenses will result in a family conference and administrative consequences, which can include requiring the student to drop off their phone in the main office at the start of each school day.

Lockers

Every student is assigned a locker and a combination lock. Students may not use personal locks. If a student loses their lock, replacement locks must be purchased through the main office for \$10.00. Lockers are the property of the school district and may be inspected at any time. Students must lock lockers at all times and should not share lockers and/or locker combinations with other students. Additionally, it is strongly recommended that students never bring large sums of money, expensive jewelry, or irreplaceable items to school. The school cannot assume responsibility when items are broken, lost, or stolen.

Separate lockers may be provided for those music students who would like to leave their instruments at school. Students must supply their own locks for music lockers.

Computer Network/Chromebook/Internet Expectations

Respect for the rights of others as well as responsible use of the district's computer system is an expectation of all CMS students. In order for each student to utilize a district computing device, the district's Acceptable Use Policy must be carefully reviewed and then signed. Electronic copies are available on the district website. Students are reminded that there are serious consequences for abusing the responsibility that is associated with appropriate use of district computing devices and Internet access. A student who violates this policy may be denied use of the district's network for a period of time as well as other disciplinary action, such as detention and suspension.

Homework Expectations

Homework serves an important purpose in your child's academic development. It is a means of reviewing and reinforcing the lessons taught in school. The work assigned will help your child develop work and study habits that will assist them throughout the years spent in school. You can help your child develop routines that will be of assistance in successfully completing homework assignments. The following suggestions are offered for this purpose:

- Ask your child each day if they have homework and review all upcoming assignments in their agenda.
- Be aware that homework assignments vary from teacher-to-teacher and subject-area to-subject.
- Help your child maintain a regular homework time each day and be consistent.
- Provide your child with a quiet, well equipped place to work and study.
- Remember that homework is your child's work, not yours.
- If your child has trouble with a homework assignment and cannot complete it, have them communicate with the teacher about the problem. Open lines of communication are key.

Study Hall Expectations

- Students will be given an assigned seat and must remain in the seat for the duration of the study hall period.
- Study hall is a quiet environment that is conducive to independent work.
- No food or drinks, other than water, will be allowed.
- Students should bring all necessary academic materials to study hall, as well as an independent reading book. They will not be permitted to go to their lockers once the period begins.
- A limited number of students will be allowed to visit the library/media center for short periods of time during study hall.
- If a teacher wishes to see a student during study hall, the student must first secure a SmartPass from the teacher they will be meeting with, go to study hall, and show the pass to their study hall teacher.

School Bus Expectations

BOARDING THE BUS

1. **Arrive on Time.** Arrive at the bus stop early to ensure timely boarding.
2. **Wait for the Bus to Stop Completely.** Wait for the bus to come to a complete stop and the door to open before approaching.
3. **Crossing the Street.** If crossing in front of the bus, always wait for a signal from the bus driver and look both ways before crossing.
4. **Use Your Assigned Bus.** Only ride the bus to which you are assigned. Only eligible students may ride the bus.

ON THE BUS

5. **Stay Seated.** Remain seated and keep arms and hands inside the bus and out of the aisle at all times.
6. **Keep the Aisle Clear.** Keep backpacks and other items on your lap or under your seat.
7. **Respect the Driver and Fellow Students.** Show respect to the bus driver and other students; no yelling, shouting, or disruptive behavior. Bullying, harassment, or any form of aggressive behavior is strictly prohibited.
8. **No Eating or Drinking.** Eating and drinking are prohibited to prevent messes and potential choking hazards. Keep the bus clean.
9. **No Vandalism/Dangerous Items.** Do not damage the bus or its equipment in any way. Do not bring weapons, sharp objects, or other dangerous items onto the bus.
10. **Follow the Driver's Instructions.** The bus driver is in charge and must be obeyed at all times.
11. **Emergency Procedures.** Know and follow the bus driver's instructions during emergency situations, including drills.

SCHOOL ARRIVAL

12. **Wait for the Bus to Stop Completely.** Wait for the bus to come to a complete stop and the door to open before deboarding.
13. **Remain on School Premises.** Upon arrival, remain on school property until you can enter the building.

These rules are in place to ensure that all students have a safe and pleasant experience while riding the school bus. Failure to follow school bus rules could result in administrative consequences (i.e. detention, suspension, or removal of bus privileges).

Cafeteria/Recess Expectations

1. Students will enter the cafeteria and sit at one of the lunch tables.
 - A maximum of 16 students may sit at each lunch table.
 - **IMPORTANT NOTE:** If you choose to sit with someone, you are responsible for the behavior of the entire table.
2. Students will be invited to purchase food once they have established a table of no more than 16 students and have demonstrated a calm demeanor.
 - Students can proceed to the lunch line to purchase food when they are released by a staff member.
3. Students should remain seated throughout the lunch period and should only get up to either purchase lunch or to dispose of trash/recycling.
4. Students will clean up after themselves, disposing of trash and recycling in the designated areas.
5. If students need to leave the cafeteria (e.g., to go to the bathroom or a counselor), they must sign out using the SmartPass kiosk.
6. Students should be polite and respectful and should follow all rules and directions (e.g., no cutting in line, no running) provided by staff members.
7. The ability to purchase food will end five (5) minutes before the end of the lunch period. This is to provide enough time for students to finish eating and to dispose of all trash and recycling,
8. Food and drinks are not permitted to be taken out of the cafeteria.
9. If weather permits, and with administrator consent, students will be permitted to go outside for recess.
 - Students must stay within the designated area in Haas Field at all times.
 - Students will be respectful to both students and staff and will follow all rules and directions provided by staff members during recess.
 - Recess privileges may be revoked at any time for individuals or groups of students.
10. An administrator will dismiss each table once their table is clean, and the students have demonstrated a calm demeanor.

Grading

GRADE 5

The 5th grade report card communicates students' progress toward grade-level standards and supports academic growth and character development by informing families and students of performance using the following descriptors:

- 4:** Exceeds grade level standards
- 3:** Meets grade level standards
- 2:** Approaching grade level standards
- 1:** Below grade level standards
- NA:** Not assessed at this time

Additionally, the following descriptors will be used to support learning/social and emotional skills:

M: Meeting expectations

P: Progressing

I: Improvement needed

N: Not yet demonstrated

GRADES 6-8

Alphabetical Grade Equivalence:

A+: 96.5-100

A: 92.5-96.4

A-: 89.5-92.4

B+: 86.5-89.4

B: 82.5-86.4

B-: 79.5-82.4

C+: 76.5-79.4

C: 72.5-76.4

C-: 69.5-72.4

D+: 66.5-69.4

D: 62.5-66.4

D-: 59.5-62.4

F: 0.0-59.4

A grade of "I" (Incomplete) may be given for a subject in a marking period if the student has missed school for legitimate reasons. A student is allowed two weeks after the marking period to make up any incomplete work. The student will receive a failing grade for work not completed.

Honor Roll: Students who receive an A- or better in all classes on their report card will be placed on the honor roll for that marking period.