

**SALEM CITY MIDDLE SCHOOL  
PARENT/STUDENT SIGNATURE PAGE  
2018 – 2019**

*Please sign this page and return it to school on September 7, 2018*

Dear Students and Parent(s)/Guardian(s):

The student handbook was developed as a guide for students and parents to answer commonly asked questions that come up during the course of a school year. Our goal is to provide a safe, positive educational atmosphere for learning. It is our expectation that students adhere to the standards of conduct outlined in the student handbook.

***Please be advised, Salem Middle School Administration reserves the right to suspend school privileges, such as but not limited to, school trips, dances, field day, assemblies, pep rallies and other school functions due to disciplinary incidents.***

We ask that you read the student handbook and sign this page as evidence that you are aware of our policies and procedures.

I/we have reviewed and read the Salem Middle School student handbook.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Grade of Student

# **SALEM MIDDLE SCHOOL**

Pascale E. DeVilmé  
*Principal*

51 New Market Street  
Salem, New Jersey 08079  
Phone (856) 935-2700

William J. Allen, III  
Assistant Principal

Michele Y. Beach  
Assistant Principal

Dear Students:

Welcome to Salem Middle School,

The book you are holding will help you successfully chart your future as a student here at Salem Middle School. Consider it a guidebook to the new school year.

All students have an obligation to review the school calendar, discipline procedure, attendance policy and academic policies of our building. It is important for you and your parents to read this book thoroughly so you gain an idea of the expectations for this school year.

This agenda book was prepared exclusively for your reference and contains information that will be helpful to you as a student. Although the handbook attempts to detail as much information for you as possible, it is still only a guide.

We encourage you to take the time to introduce yourself to faculty and staff of the middle school. Let them know that you are ready to continue your education and become a proud member of our educational community. Also, do not hesitate to approach your teachers, counselors, or middle school administration for answers to questions relating to student life.

Good luck this year and always do your best.

Yours in education,

*The Salem Middle School Administrative Team*

# **SALEM MIDDLE SCHOOL STUDENT HANDBOOK**

## **2018-2019**

### **SALEM CITY BOARD OF EDUCATION**

- Ms. Yuenge Groce, President
- Sister Carol Adams, Vice President
- Ms. Laquendala Bentley
- Mr. Christopher Colon
- Ms. Heidi Holden
- Ms. Joan Hoolahan
- Ms. Daffonie Moore
- Ms. Rebecca Livingston
- Ms. Stephanie Walsh
- Ms. Alicia Sperry – Quinton

### **ADMINISTRATION**

- Dr. Patrick Michel.....Superintendent of Schools
- Mr. Herbert Schectman .....Business Administrator/Board Secretary
- Pamela Bates -Thomas .....Director of Special Services

### **SALEM MIDDLE SCHOOL ADMINISTRATION**

- Mrs. Pascale DeVilmé..... Principal
- Mr. William Allen..... Vice Principal
- Mrs. Michele Beach..... Vice Principal

## **ATTENDANCE**

The Salem City School District places a high priority on regular school attendance by its students. Students are expected to maintain good attendance in all classes. Their success in school depends upon it. For the Board of Education to fulfill its responsibility for providing a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and pupils is required to maintain a high level of school attendance. The responsibility for the implementation and success of this policy is jointly shared by the parent/guardian, student, school officials, community agencies and all citizens of the community. To reach high levels of academic achievement, a student needs to attend school and classes consistently, incurring absences for only vitally important obligations outside of school. The consistent presence of pupils for school-based learning experiences is essential for the instructional process to be successful and for pupils to achieve the prescribed curriculum requirements. To that end pupils enrolled in the Salem City Public Schools are expected to attend school regularly and promptly as well as attend all scheduled classroom sessions.

A pupil will be considered absent any time he/she does not appear in school as scheduled. Absence from school or class shall be considered unacceptable and shall be counted toward the attendance limits.

Absences for the purposes listed below maybe applied only in an appeal of violation of the attendance limits if required documentation is provided to the school principal.

1. Court appearances or appointments for purposes unrelated to school activities, when accompanied by documentation from the court;
2. Religious holidays as outlined by the State of New Jersey, when accompanied by a note from parent/guardian;
3. Death in the immediate family, when accompanied by a note from parent/guardian and other documentation deemed appropriate by the principal;
  - Immediate family refers to parent, grandparent, and sibling
4. Scheduled or verified school counseling activities;
5. Out-of-school suspensions for the length of the school mandated suspension only

Any documentation for an absence to be applied in any appeal process must be provided to the school principal within five (5) school days of the student's return to school after an applicable absence. Documentation provided after the fifth school day following a student's return to school will not be accepted.

Attendance need not always be within the school facilities. A pupil is considered in attendance if he/she is present at any place where school is in session by authority of the Board of Education.

A pupil must be present in class for minimum of four (4) hours of the school day to be considered present for a full instructional day. A pupil must be present in class for a minimum of three (3) hours to be considered present for half of an instructional day.

### **STUDENT ABSENCES**

Student absent notes are required within five (5) school days of the student's return to school. The following action will be taken at the number of unexcused absences indicated below:

Grades 3 - 5

- A. Three unexcused absences – phone call from the School Nurse.
- B. Five unexcused absences – letter sent home indicating five day notice and a Truant Officer conference.
- C. Ten unexcused absences – court complaint signed.
- D. Fifteen unexcused absences – second court complaint signed.

Grades 6-8

- A. Three unexcused absences – phone call from the School Nurse.
- B. Five unexcused absences – letter sent home indicating five day notice and a Truant Officer conference. Two days office detention.
- C. Ten unexcused absences – one day ISS and court complaint signed.
- D. Fifteen unexcused absences – one day ISS and second court complaint signed.

### **STUDENT TARDINESS**

Students who enter after 8:10 a.m. are considered late for school. Late students must report to the auditorium/attendance office at each lateness. The following action will be taken at the number of lateness indicated below:

Grades 3-5

- A. Five lateness's – letter to parent.

- B. Ten lateness's – five day notice to parents and a Truant Officer conference.
- C. Fifteen lateness's – possible court complaint and a Truant Officer visit.
- D. Sixteen plus – Truant Officer visit.

Grades 6-8

- A. Five lateness's – letter to parent and one office detention.
- B. Ten lateness's – five day notice to parents and a Truant Officer conference.
- C. Fifteen lateness's – possible court complaint and Truant Officer visit.
- D. Twenty lateness's – two days ISS and a possible second court complaint.

### **CRITERIA FOR EXCUSED TARDINESS**

The following will be considered excused lateness's:

- A. Doctor's note for illness or injury.
- B. Parent note for family emergency such as death in the family (reviewed by administration)
- C. Court appearances or appointments with probation office, lawyers, or counseling service accompanied by a note from the court, etc.
- D. Doctor's/dentist's appointment slip must be presented.

### **PUPIL ACCOUNTABILITY ON THE WAY TO AND FROM SCHOOL**

Pupils are accountable for traveling to and from school. Accountability begins upon leaving home before school and ends upon returning home from school.

## **PROMOTIONAL POLICY**

Students entering or enrolled in the Salem Middle School shall be placed at the grade level and with the instructional group for which they are best suited academically, socially and emotionally.

1. Promotion shall be based on the successful completion of the year's work. To pass a subject a student must have at least a 60 average in that academic subject.
2. A student will be retained if he/she fails two or more academic subjects that is, mathematics, social studies, language arts or science.
3. A student who is absent 18 or more days will be considered to repeat the grade. Students who have demonstrated doctor-treated illnesses and have been on homebound instruction do not fall under this regulation.
4. A promotion conference will be held on each student in danger of failing. If it is determined that a student is failing, a letter indicating that retention is possible, is sent to the student's home.
5. Failure notices will be sent home after the 1<sup>st</sup> semester noting a demonstrated concern.
6. Final determination of the promotion/retention of a student will be made by the Principal in consultation with the Superintendent.

## **SCHOOL DRESS CODE**

The Administration and Faculty of the Salem Middle School recognizes that proper attire and grooming are important in the establishment of self-esteem and self-confidence in its students.

Our basis of judgment for proper attire and grooming are health, cleanliness, neatness, modesty and good taste.

All students are required to abide by the following school uniform policy:

### **MALE STUDENTS**

#### **Choice of Solid Khaki or Navy Blue Bottoms**

1. All male students will be required to wear pants of the appropriate size.
2. All male students will have the option of wearing shorts of the appropriate size during the months of May, June and September. All shorts must end no more than 2 inches above the knee.
3. All male students will be required to wear their bottoms with a belt properly at the waist. Pants with elastic at the waist that do not require a belt may also be worn.
4. All bottoms will be required to be free of cargo pockets, silts, holes, tears and cuts.

#### **Choice of Solid Royal Blue or White Tops**

1. All male students will be required to wear a short or long sleeve dress shirt or pullover, button front, collared sport shirt of the appropriate size.
2. All male students will have the option of wearing a long sleeve mock turtleneck or turtleneck of the appropriate size.
3. All male students will be required to tuck in their tops into their bottoms.
4. All male students will have the option of wearing a sweatshirt, sweater, cardigan, or sweater vest of the appropriate size over their dress shirt, pullover, button front, collared sport shirt turtleneck (optional). If the sweatshirt, sweater, cardigan, or sweater vest is worn over a dress shirt or pullover, button front, collared sport shirt, the collar will be required to be visible.
5. All tops will be required to be free of slits, holes, tears and cuts.
6. School logos and/or insignias, approved by the building principal may be affixed in an appropriate location on the uniform.

### **Foot Apparel**

1. All male students will be required to wear platform-free casual shoes, dress shoes, or sneakers. Sneakers will be required to be predominantly white or black.
2. All male students will have the option of wearing boots when the ground is covered with snow.

## **FEMALE STUDENTS**

### **Choice of Solid Khaki or Navy Blue Bottoms**

1. All female students will be required to wear jumpers, skirts, pants, or skirts of the appropriate size. All jumpers will be required to be a maximum of two inches above the knee.
2. All skirts, shorts, jumpers and skirts cannot be more than 2 inches above the knee.
3. All female students will have the option of wearing shorts of the appropriate size during the months of May, June and September. All skirts, shorts, jumpers and shorts must end no more than 2 inches above the knee.
4. All female students will be required to wear their bottoms properly at waist.
5. All bottoms will be required to be free of cargo pockets, slits, holes, tears and cuts.

### **Choice of Solid Royal Blue or White Tops**

1. All female students will be required to wear a short or long sleeve dress shirt or pullover, button front, collared sport shirt of the appropriate size.
2. All female students will have the option of wearing a long sleeve mock turtleneck or turtleneck of the appropriate size.
3. All female students will be required to tuck their tops into their bottoms.
4. All female students will have the option of wearing a sweatshirt, sweater, cardigan or sweater vest of the appropriate size over their dress shirt, pullover, button front, collared sport shirt, or turtleneck (optional). If the sweatshirt, sweater, cardigan, or sweater vest is worn over dress shirt or pullover, button front, collared sport shirt, the collar will be required to be visible.
5. All tops will be required to be free of slits, holes, tears and cuts.
6. School logos and/or insignias, approved by the building principal may be affixed in an appropriate location on the uniform.

### **Foot Apparel**

All female students will be required to wear platform-free casual shoes, dress shoes, or sneakers. Heel height will be required to be no more than two inches and sneakers will be required to be predominantly white or black.

All female students will have the option of wearing boots when the ground is covered with snow.

## **GYM CLOTHES – MALE & FEMALE STUDENTS**

### **STUDENT CHOICE OF SOLID ROYAL, NAVY OR GREY BOTTOMS & SOLID NAVY BLUE OR GREY TOPS**

1. All students have the option of wearing a t-shirt, sweatshirt, and/or sweatpants of the appropriate size on their scheduled gym day.
2. All sweatshirts will be required to be worn over a dress shirt, pullover, button front, collared sport shirt, turtleneck (optional). If the sweatshirt is worn over a dress shirt or pullover, button front, collared sport shirt, the collar will be required to be visible.
3. All students will be required to wear their bottoms properly at the waist.
4. All students will be required to tuck their shirts into their bottoms.
5. All gym clothes will be required to be free of cargo pockets, slits, holes, tears and cuts.

6. School logos and/or insignias, approved by the building principal may be affixed in an appropriate location on the uniform.

## **PAGING DEVICES, CELL PHONES & OTHER ELECTRONIC DEVICES**

### **Remotely Activated Paging Devices**

The Board of Education prohibits students from possessing or using electronic communications devices such as beepers, paging devices, walkie-talkies, audio and other forms of electronic communication during the school day.

Any person enrolled as a student in the School System knowingly and without the express written permission of the Board of Education or designee knowingly brings or possesses any remotely activated paging device or other such electronic device at any time and regardless of whether school is in session or other persons are present. The Principal will also determine appropriate disciplinary action; which may include charges of a disorderly person offense.

If a student is an active member of a volunteer emergency fire or medical services organization, these devices may be permitted with written approval from the Building Principal, but the device must be set on vibrating rather than audible mode.

### **Cellular Phones**

The Salem City Board of Education prohibits students from using cellular phones in school.

If used in school, student cellular phones will be confiscated and safely stored in the school office. These phones will be returned only to the student's parent/guardian.

### **Other Electronic Devices**

Electronic devices necessary to maintain the medical health of the student are exempt from this policy. If a student requires the use of a medically required electronic device, the student's physician will provide a written description of the device as well as its intended purpose.

The Building Principal must be notified of all incidents involving violation of this policy. The Principal will determine appropriate disciplinary action; which may include: confiscation of the electronic communication device, school disciplines, parent letter, parent conference, and/or police involvement.

The Board directs the Superintendent of Schools or his/her designee to develop regulations to implement this policy.

## **SCHOOL HOURS**

The student day is 8:00 a.m. - 3:00 p.m. The time 8:00 - 8:15 (Homeroom) will be used for opening exercises, roll call, lunch count, daily notices, and other such procedures as are necessary to start the day. I.S.S. hours are 8:10 A.M. to 3:00 P.M. Breakfast at school is served from 7:30 - 7:50 a.m. in the cafeteria.

In the event of bad weather, students will go to the designated holding areas at 7:45 A.M. (Grade 3 and 4 to the cafeteria, Grades 5 and 6 to the gymnasium and Grades 7 and 8 to the auditorium) until classes begins at 8:00a.m.

In the event a parent/guardian feels it is necessary for a student to be dismissed from school before the scheduled dismissal time, ALL students must be signed out by the parent/guardian in the attendance office. ALL students may only be released to a parent or legal guardian who is indicated in the student's school file as a "primary contact." Parents/guardians will be required to show identification prior to releasing the student. This procedure is to ensure the safety of all students.

## **EMERGENCY SCHOOL CLOSING**

In the event of an emergency, the closing of the Salem Public Schools will be announced on radio station KYW and Philadelphia stations.

In the event of Radiological Emergency the designated collections sites for students will be: Penns Grove High School in Cameys Point.

## **DISCIPLINE**

Discipline is the most basic, critical factor determining whether a school will be successful in accomplishing the mission of educating its students. We at the Salem Middle School affirm that a safe and orderly environment is essential if proper educational gains are to be made by our students. Students and their parents should know that faculty and administration are committed to firmness and consistency, to foster self-discipline and to guiding students toward making mature choices and decisions. Positive behavior and student achievement will be recognized.

Students are accountable to the Middle School for their conduct while traveling from their homes to school and to their homes from school.

Pupils are required to obey their teachers and other adults in charge while at school and school functions. Salem Middle School Ad-

**ministration reserves the right to suspend school privileges, such as but not limited to, school trips, dances, field day, assemblies, pep rallies and other school functions due to disciplinary incidents.**

## **OFFICE DETENTION POLICY**

1. Office detention hours are from 3:00 p.m. to 4:00 p.m. Student arrivals after 3:10 p.m. will not be allowed entry and will result in further disciplinary action.
2. Twenty-four hours notice will be provided so that special arrangements can be made.

## **OUT TO PARENT CONFERENCE IS HELD (OTP)**

## **INTERNAL SCHOOL SUSPENSION (ISS)**

## **OUT OF SCHOOL SUSPENSION (OSS)**

The parent/guardian of any child who comes to school before fulfilling OTP or OSS requirements will be notified to pick up their child. Parents must ensure all addresses and phone numbers are accurate and current in the school's data system.

Any child who is placed on OSS/ISS is not allowed on school property for any event. Students that are found to be on school property during their suspension face additional disciplinary action.

# **PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

## **ELIGIBILITY**

Students need to maintain an overall average of at least a 70 to be eligible for any extra-curricular activities. This includes any sports, clubs, or special projects. A student's overall average will be calculated by averaging the numerical grades of their academic subjects and the average of their "specials". This will be examined at the end of each marking period.

Any student who is assigned ISS or OSS on the day of a scheduled extra-curricular activity may not participate in any school related activities until the consequence has been served. These activities include but are not limited to athletic events/practices, club meetings, dances, field day, pep rallies etc.

Class, group or other school activities, which require students to meet additional criteria to participate, will be communicated to the parents/guardians in a timely manner.

# **PARENT TEACHER CONFERENCES**

Parent conferences are scheduled two times a year. This is an opportunity for parents to discuss the intellectual, physical, emotional status and progress of their child. Parent input is highly valued!

**First Conference: October 9 and 10, 2018**

**Second Conference: March 13 and 14, 2019**

**Marking Periods 2018-2019:**

1<sup>st</sup> September 6 – November 13

2<sup>nd</sup> November 14 – January 29

3<sup>rd</sup> January 30 – April 4

4<sup>th</sup> April 5 – June 11

\*Dates may change.

# **“SPECIALS” CYCLE DATES**

Specials subject classes will follow the quarterly marking period schedule.

**First “Specials” Cycle:** September 6 – October 26

**Second “Specials” Cycle:** October 29 – January 2

**Third “Specials Cycle:** January 3 – February 25

**Fourth “Specials Cycle:** February 26 – April 17

**Fifth “Specials” Cycle:** April 18 – June 11



## **LOCKERS**

School lockers are assigned to each student. They should have a lock with either a combination or key. A copy of the combination or a duplicate key should be given to the teacher. School lockers are the property of the school and may be inspected periodically.

A locker may be searched if there are grounds to believe that a student possesses illegal articles or is conducting activity, which interferes with school discipline, safety and order.

## **GRADING POLICY**

Student grades reflect the assessment of many teachers with many varied opinions and perceptions. A grade shall be determined on the basis of progress and skill. Grade will be determined as described on the course syllabus.

Student behavior will not be a factor in academic grades.

All grades use the following numerical grades:

A	90-100
B	80-90
C	70-80
D	60-70
F	below 60

A student's final grade is the average of the four marking periods.

## **HONOR ROLL**

There are three categories to the Middle School Honor Roll:

1. Principal's List – requires a student to earn an "A" in each of the four major subjects and special subject skills.
2. All A and B Honor Roll – requires a student to earn all A's and B's in the four major subjects and special subject skills.
3. Merit Roll – requires the student to earn all B's in the four major subjects and special subject skills.

Principal List and Honor roll students will receive certificates of achievement at the end of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> marking periods.

## **CARE OF TEXTBOOKS**

Textbooks must be covered as soon as they are issued to you. This protects them and lengthens their useful life. They are expensive but if properly cared for, they can last a long time. When they last, your parents are able to cut their expenses.

Lost or stolen textbooks must be reported to the teacher and the administration immediately.

## **FIRE & SECURITY DRILLS**

One of each drill per month is required. The evacuation of students from the building is a serious business. Students are to leave quickly and in an orderly fashion. Above all, it is important to be quiet so any emergency instructions from the teacher can be heard.

## **MEDICAL INFORMATION**

Our school nurse is on duty to serve those students who are ill or seriously injured during school hours. The nurse also insures all state required medical care is obtained.

### **MEDICATION DURING SCHOOL HOURS**

In order for a student to take medication during school hours the nurse must have the following:

- A. A written order from the physician stating the child's name, the name of the medicine, dosage, and the time it is to be taken.
- B. Parent's written permission.
- C. Medication must be brought to school in the original container and given to the nurse upon arrival at school. Any student taking or giving medication of any type outside of the Health Office without proper consent from the school Nurse, will be subject to disciplinary action.

## **PHYSICAL EDUCATION EXCUSE**

All physical restrictions or modified physical activity must be reported to the Health Office. Doctor's notes are required for restriction, clearance, and intermittent evaluation. A student may be excused from physical education for a single day at the written request of the parent/guardian.

## **HEALTH SCREENINGS**

Every student is screened yearly for height, weight, blood pressure, vision, and hearing. Students, age 10 and above, are checked for scoliosis (a curvature of the spine) every other year. A referral will be mailed home to the parent for further evaluation by their own physician. Physical examinations are encouraged to be done by the student's own physician upon entrance to school and participation in sports. Physicals will be given by the school doctor only if the student does not have a health care provider.

## **ABSENCES**

If a pupil has had an illness requiring a visit to the doctor or the child has been out for five or more days, he/she is required to bring a note from the doctor upon return to school.

## **EMERGENCY PROCEDURE**

In the event that a student has a change of address or phone number, the parent is required to notify the main office and the nurse of the updated contact information. It is very important that the school has the most current contact information. If an emergency occurs, the nurse needs to be able to contact the parent, otherwise treatment may be delayed. Students are not to make arrangements with parents for a health dismissal. This is done through the Health Office.

## **EXCLUSION**

A student shall be excluded by the principal on the recommendation of the nurse for failure to comply with health and administrative rules of the Board of Education:

- a. Suspicion of communicable disease, skin disease, body or hair lice.
- b. Failure to observe minimum standards of personal cleanliness.
- c. Failure to have current immunizations.

No pupil will be admitted after exclusion until the reason for the exclusion has been remedied to the satisfaction of the nurse.

## **CHILD STUDY TEAM**

The Child Study Team phone number is 935-3800. The Team evaluates students referred for special educational services and develops educational plans for those in need of special services.

## **TELEPHONES**

All office telephones are for school business only; they should not be used for personal calls.

## **PUPIL RECORDS**

The Board of Education has a policy which ensures that parents/guardians have the right to review student records. Requests may be made through the building principal. The policy also outlines the kind and type of records kept.

## **SALEM CITY SCHOOL DISTRICT PROTOCOL ON COMPLAINTS, CONCERNS, AND GRIEVANCES**

In order to assist staff, parents, community members, administration, and board of education members in the proper manner of addressing concerns or complaints regarding the Salem City School District and its employees, the following protocol document has been adopted.

It is the philosophy of the Board of Education that grievances are best resolved at the lowest level, and that all individuals have the right to present their side of the story before a higher authority renders a decision. Concerns or complaints should follow the below detailed levels with contact being made with each succeeding level of authority if satisfaction is not obtained.

- I. Individuals having a general complaint regarding a situation, activity, or procedure in a school that is not specific to any individual, should speak with the Principal first, then the Superintendent, and lastly the Board of Education.
- II. Individuals having a complaint (other than board members not in parental capacity) against a Teacher:

- A. Speak with the Teacher first.
  - B. Speak with the Principal.
  - C. Speak with the Superintendent.
  - D. Speak with the Board Member, or
  - E. Speak with the entire Board.
- III. Individuals having a complaint against any Principal, Vice Principal or Supervisor:
- A. Speak with that individual first.
  - B. Speak with their immediate supervisor.
  - C. Speak with the Superintendent.
  - D. Speak with a Board member or the entire Board of Education.
- IV. Individuals having a complaint against any janitor, custodian, secretary, cafeteria worker:
- A. Speak with that individual first.
  - B. Speak with the building Principal (if a building complaint) or School Business Administrator (if a business office or custodian complaint).
  - C. Speak with the Superintendent.
  - D. Speak with a board member or the entire Board of Education.
- V. Individuals having a complaint against the Superintendent:
- A. Speak with the Superintendent.
  - B. Speak with the Board President.
  - C. Speak to the Board of Education.
- VI. Board members having a complaint against any employee of the district should discuss the matter first with the Superintendent. Individual board members should not approach employees of the district with complaints about them. If the matter is not resolved to the Board Member's satisfaction, he/she should speak with the Board President to see if it is a matter for the board meeting agenda.
- Any personnel matter dealt with in closed session will occur only after proper notification of the individual to be discussed.
- The Board of Education advises the reader that any complaint lodged in the district not following the guidelines will be reverted to the proper individuals. The Board of Education will not listen or act on any concern or complaint unless the above listed procedures are followed. Board members and administration will revert back any complaints not following the protocol.
- It is the intent of the Board of Education to provide all parties involved in a dispute/concern/complaint, the opportunity to have it resolved in a way that is fair to all and without violation of any district, state, or federal policies, rules, regulations or laws governing staff or students.
- Adopted: 3/12/97

## **AFFIRMATIVE ACTION/SEXUAL HARASSMENT**

The Salem City Board of Education guarantees to all pupils equality of educational opportunities and to all persons equal access to all categories and conditions of employment, retention and advancement regardless of race, color, age, creed, religion, sex, national origin, political affiliation, marital status, non-applicable handicap, and social and economic status.

An affirmative action program shall be a part of every aspect of employment not limited to but including upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; employment 18 - selection or selection for training and apprenticeships; promotion; or tenure.

The Board of education shall maintain an instructional and working environment that is free from harassment of any kind. Administrators and supervisors will make it clear to all staff that sexual harassment is prohibited in the workplace or educational setting. Specifically, no supervisory employee shall threaten or insinuate, either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, evaluation, compensation, assignment or advancement. No supervisory employee shall promise or suggest, either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any term or condition or employment of an employee.

Sexually harassing conduct in the educational setting and in the workplace committed by non-supervisory personnel is also prohibited. All vendors doing business with the district will be advised of this policy and all students will be notified that they are entitled to an edu-

cational setting free of sexual harassment by adults in any capacity as well as other students.

Staff or pupils may file a formal grievance related to sexual harassment. The affirmative action officer will receive all complaints and carry out a thorough investigation and will protect the rights of both the person making the complaint and the alleged harasser.

Finding of discrimination or harassment will result in appropriate disciplinary action. Those found guilty could be reprimanded, lose an increment, lose their job, or be fined.

## **PROCEDURES CONCERNING DRUGS AND ALCOHOL**

### 1. Prevention

Our curriculum emphasizing prevention of substance abuse will provide students with drug/alcohol information as well as encourage self-esteem and teach decision-making, coping, and refusal skills in compliance with N.J.A.C. 6:29-9.6. All school personnel will be instructed re drug/alcohol use and its effect on performance in the classroom.

### 2. Intervention

Should a student be suspected of having an alcohol or drug-related problem or should a student confide to a staff member that he/she has an alcohol or drug-related problem; the following steps should be taken:

- a. The student shall be observed and his/her behavior documented when alcohol/drug abuse is suspected. Such behavior as poor school performance, disciplinary problems, negative personality changes and sickness could be symptomatic of substance abuse problems.
- b. The teacher, principal and other school personnel deemed appropriate will discuss their concern for the student's health and performance to determine if further pursuance is appropriate.
- c. An appropriate staff member shall discuss the suspected behavior with the student in a private and confidential manner and will assess the problem. If additional assistance is needed, the student shall be referred to the appropriate person(s): school nurse, guidance counselor, child study team, and/or building principal.
- d. If the suspected behavior is confirmed the principal or his designee will meet with the student and the parents to discuss possible need for treatment.
- e. If the family is unable or unwilling to provide private help, parental permission shall be obtained by the school district to refer the student to the appropriate agency. Following the referral, the parents or legal guardian shall be informed of the agency findings, and recommendations shall be made to the parents. The Salem County Counseling Services shall be one of the agencies to which students may be referred.
- f. If the parents are unwilling to accept an appointment and/or refuse permission for an appropriate agency interview for the student; or, if the student refuses help, the school shall take the appropriate action (based upon the facts and upon the advice of the school attorney and medical advisory) as outlined by the existing discipline policy (suspension, etc.).
- g. The student should be kept in school as long as possible unless his/her welfare and/or that of the student body would be affected.

### 3. Suspected Drug/Alcohol Use

- a. Upon suspicion that a student may be under the influence of alcohol or a dangerous controlled substance, the staff member should exercise reasonable skill and care before submitting a written statement calling for the procedure as outlined. There should be an attempt to ascertain whether or not the student may be receiving prescribed medication from a physician. The staff member may ask the nurse to consider the student as the nurse may be able to provide input by skilled observation of the student, discussion with the student, or contact with the parent. This is particularly recommended if the staff member is untrained or unskilled in recognizing symptoms of drug abuse or is unfamiliar with the student's medical condition or medication. It is important that reasonable skill and care be exercised as there is limited immunity for staff member at this level (5118.4a).
- b. If, after reasonable skill and care has been exercised, it appears to the staff member that the student may be under the influence of alcohol or a dangerous controlled substance or chemical releasing toxic vapor or fumes that is not physician-prescribed medication, the procedure of student examination must be instituted. This shall be done by the staff member completing and transmitting the referral form to the administrator and notifying the school nurse of the action.
- c. At this point, the process becomes automatic as provided for in the legislation. The principal or his designee shall immediately notify the parent or guardian and the chief school administrator and arrange for an immediate examination of the student by a doctor selected by the parent or guardian, or if such doctor is not immediately available, by the medical inspector, if he is available. If such doctor or medical inspector is not immediately available, the student shall be taken to the emergency room of the nearest hospital for examination accompanied by a member of the school staff designated by the principal and a parent or guardian of the student if available.
- d. During this procedure, the principal or his designee shall suggest that the parent may choose to have the examination done by their

family physician or by the school medical inspector. If the family chooses to have the examination done by their family physician, the family will be responsible for the costs.

- e. The examining physician will be requested to complete the Alcohol/Chemical Screening Report and use it as the aforementioned written statement.
- f. Until and unless a positive written statement that the student is under the influence of alcohol or a dangerous controlled substance and it is un-prescribed is received, the student shall be entitled to return to school. When a positive written statement that the student is under the influence of alcohol or a dangerous controlled substance and it is un-prescribed is received, the student is to be sent home and cannot be readmitted until a written report as provided for is supplied. Return to school shall also be dependent upon the satisfying of any local requirements incident to the matter. The student may be required to attend counseling by a guidance person or at the Salem County Counseling Services as a prerequisite to readmission.
- g. If neither the family physician nor the medical inspector makes an examination, then the student shall be taken to the emergency room of the nearest hospital accompanied by a staff member. Until and unless a positive written statement that the student is under the influence of alcohol or a dangerous controlled substance and it is un-prescribed is received, the student shall be entitled to return to school.
- h. Only at the point when a written positive statement that the student is under the influence of alcohol or a dangerous controlled substance is received may the student be excluded from school attendance solely on the basis of N.J.S.A. 18a:40-4.1.
- i. In the case of a positive report, the student will be suspended for seven school days on the initial offense and ten days for any subsequent offense. Re-admittance will be conditional on a statement from the examining physician that the student is not under the influence of alcohol or a dangerous controlled substance and is healthful enough to return to school. The cost of this clearance examination shall be borne by the parents and not the Board of Education. In addition, while on suspension, or before returning to school, the student will be required to attend a specific number of counseling sessions with either school personnel or an outside agency. In the case that this obligation is not satisfied during the suspension period, it shall remain a prerequisite to re-admittance until documentation of the counseling is submitted.
- j. In any case of confirmed or positive alcohol/drug use, the New Jersey Department of Education Violence, Vandalism, and Substance Abuse Incident Report shall be filed by the individual making the referral. Input from the Salem City Child Study Team may be sought by the principal at any level of the procedure.

### **POSSESSION OF ALCOHOL OR NON-MEDICALLY PRESCRIBED DRUGS**

- a. Should a student be suspected of possession of alcohol or non-medically prescribed drugs, the staff member shall question the student and notify the principal or his designee. A security guard shall be summoned and the principal or his designee shall conduct an investigation. The parent or guardian shall be notified of the incident as shall the Superintendent of Schools.
- b. Should alcohol or non-medically prescribed drugs be discovered, the principal shall have the case reported to the Salem City Police Department and a suspension of no less than five days shall be given for the initial offense, with ten days being prescribed for a second offense. The principal may also require counseling or referral to another staff professional or an outside agency as a prerequisite of re-entry to school. A complete record of such incident shall be sent to the Superintendent of Schools and the Violence, Vandalism and Substance Abuse Report shall be completed. Input from the Salem City Child Study Team may be sought by the principal at any level of this procedure.

### **DEALING OF ALCOHOL OR NON-MEDICALLY PRESCRIBED DRUGS**

- a. Should a student be suspected of alcohol/drug dealing, the principal or his designee, in conjunction with the Salem City Police Department, shall conduct an investigation as deemed appropriate. Should such activity be discovered, the student shall be suspended for ten days at the initial offense and parents and the Superintendent of Schools shall be notified and any possible complaints shall be signed and the Violence, Vandalism and Substance Abuse Report shall be completed.
- b. Re-admittance to attendance shall be conditioned upon such sanctions as imposed by the principal and shall include, but not be limited to, exclusion from all co-curricular activities for no less than one semester.
- c. A second offense will result in the same sanctions as the initial offense with the added prerequisite that the student will be required to request re-admittance after the ten days from the Salem City Board of Education. Input from the Salem City Child Study Team may be sought by the principal at any level of this procedure.

### **STUDENT NEEDING IMMEDIATE MEDICAL ATTENTION**

- a. Whenever it is deemed that a student is in need of immediate medical attention, the school nurse shall render such aid while emergency assistance is sought. Parents shall be advised of this situation as soon as possible.
- b. Should it be deemed that a serious situation exists, the student may be taken to a physician or hospital without parental consent and the parents notified as soon as possible.

## **OUT OF SCHOOL DRUG/ALCOHOL CONVICTIONS**

- a. A student convicted of using marijuana, which constitutes a misdemeanor, may return to school and the principal will hold a conference with the student and parents during which it will be made clear that the administration is aware of the student's situation and will inform the student that as long as the student does not use, carry, or sell drugs in school and is attending an appropriate drug program, the school will take no other action than the conference.

## **STUDENT RETURNING FROM REHABILITATION**

- a. Any student returning to attendance from a rehabilitation program or related outside agency shall be required to submit the appropriate release documentation prior to their return. Students returning from rehabilitation services shall be subject to support services. Such services shall be designed by the principal, medical staff and guidance staff as they deem most appropriate.

## **PROCEDURE/SUSPECTED DRUG USE**

### **18A:40-4.1 PUPIL UNDER INFLUENCE OF CONTROLLED DANGEROUS SUBSTANCE OR CHEMICAL RELEASING**

#### **TOXIC VAPOR OR FUMES; TREATMENT**

Whenever it shall appear to any teaching staff member, school nurse, or other educational personnel of any public school in this State that a pupil may be under the influence of a controlled dangerous substance as defined in P.L. 1970, Chapter 226, Section 2 (C.24:21-2), or any chemical or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system including but not limited to glue containing a solvent having the property of releasing toxic vapors or fumes, as defined in P.L. 1965 Chapter 41, Section 1 (C.2A170-25.9), taken for purposes other than treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat the sick and injured human beings, such teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be, and to the principal or, in his absence, to his designee. The principal or his designee shall immediately notify the parent or guardian and also the Superintendent of Schools to arrange for an immediate examination of the pupil by a doctor selected by the parent or guardian, or if such doctor is not immediately available, by the medical inspector, if he is available. If such doctor or medical inspector is not immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination accompanied by a member of the school staff designated by the principal and a parent or guardian of the pupil if available. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil is under such influence. A written report of said examination shall be furnished within twenty-four hours by the examining physician to the parent or guardian of the pupil and to the Superintendent of Schools or administrative principal. If such diagnosis is positive, the pupil shall be returned to his home as soon as possible and appropriate data shall be furnished to the Department of Health pursuant to the "Controlled Dangerous Substances Registry Act of 1970", P.L. 1970, Chapter 227 (C.26:2G-17. Et seq). The pupil shall not resume attendance at school until he submits to the principal a written report certifying that he is physically and mentally able to return thereto, which report shall be prepared by his personal physician, the medical inspector, or the physician who examined him pursuant to the provisions of this act.

1. Teacher suspects - must test
2. Principal or his designee informs
  - a. parent or guardian
  - b. Superintendent of schools
3. Principal or his designee arranges for an immediate examination of pupil by:
  - a. doctor selected by the parent or guardian; or
  - b. school medical inspector; or
  - c. physician in emergency room of hospital
4. Principal notifies police department if examination proves positive
5. Principal or his designee will arrange for disciplinary action, if administration feels such is warranted.

## **PROCEDURE/SUSPECTED MARIJUANA POSSESSOR**

1. Teacher will:
  - a. question student
  - b. report student and call security guard
  - c. inform principal or his designee
2. Principal or his designee will inform:
  - a. parent or guardian

- b. Superintendent of Schools
- c. school nurse
- d. police

3. Principal or his designee will arrange for disciplinary action, if administration feels such is warranted.

**DRUG-FREE SCHOOL ZONE**

Salem Middle School is located within a drug-free school zone. Any person caught with drugs in his possession or dealing or using drugs will be subject to a mandatory jail sentence, loss of license for a period of time, and possible expulsion from school.

**IMPORTANT NOTICE:**

**Re: Notification of Availability of Asbestos Inspection Reports as required by 40CFR 763.93(g)(4), 40; CFR 763.93(e)(10) 40 CFR 763.84(d)**

Each of our schools has conducted AHERA Inspections and has developed Management Plans for Asbestos Containing Materials.

This report and plans are available for review in the school office.

Direct questions regarding asbestos issues to the school office for referral to the asbestos coordinator.

**SALEM MIDDLE SCHOOL DISCIPLINE PROCEDURES  
Infractions and Consequences**

INFRACTION/VIOLATION	DEFINITION	CONSEQUENCES
1. Leaving class without permission	Student leaves class without permission. Security will be notified.	<p style="text-align: center;"><b>INTERNAL MEASURES</b></p> <p><b>INFRACTIONS HANDLED BY THE TEACHER:</b></p> <p>*Parental contact by the teacher (Telephone contact required. Note home acceptable if no phone number is available.)</p> <p>*Teacher detention (Utilize “Detention Notice” form &amp; document parent contact in Student Portfolio).</p> <p>*Teacher Requested Conference with Parent.</p> <p>*Repeated offenses will result in an office referral:</p> <p>+ OD – office detention</p> <p>+ OTP – out to a parent</p> <p>+ ISS – in school suspension</p> <p>+ OSS – out of school suspension</p> <p>Note: <i>All Internal Measures must be documented in the “Student Portfolio Tab” for administrative review prior to discipline referral being entered in “OnCourse”.</i></p>
2. Roaming	Student has been out of the classroom and/or in an unauthorized area for an extended amount of time, with or without a pass. Security will be notified.	
3. Disruptive behavior	Any inappropriate behavior(s) causing an interruption in a class or activity – including loud talking, yelling, screaming, making noise with materials, and/or sustained out of seat behavior.	
4. Insubordination	Willfully being defiant with instructions by refusing to obey a reasonable request by any staff member.	
5. Inappropriate language	Use of profane, obscene, or insulting language or gestures, racial, ethnic, or religious slurs (not directed at an individual).	
6. Horseplay or “Play Fighting”	Engaging in activities that are unsafe or unacceptable in the school environment.	
7. Forgery	Forging another person’s signature and/or changing information written by an adult.	
8. Petty theft	Student is in possession of, passed on, or is responsible for removing property belonging to another student, staff, or the school system.	
9. Teasing	An expression or comment causing embarrassment, Emotional distress, or mental anguish.	
10. “Cutting” class	Student does not report for class or reports 10 or more minutes late.	
11. Skipping teacher’s detention	Student’s failure to appear at the assigned time on the assigned date to serve teacher’s detention.	
12. Food	All food must be eaten in the cafeteria during the appropriate times. The following items are prohibited to	

	<p>be brought to school as a leisure snack:</p> <ul style="list-style-type: none"> <li>a) Sunflower seeds</li> <li>b) Gum</li> <li>c) Candy</li> <li>d) Beverages (sodas, juices, etc.)</li> </ul>	
13. Electronic devices/toys/ objects from home brought without the teacher's permission	These items will be collected and sent to the Vice-Principals' office to be picked up by a parent or legal guardian. A note to this effect will be sent home by the teacher. (Per Board Policy 5129.7 – "cellular phones will be confiscated and safely stored in the school office. Phones will be returned only to the student's parent/guardian.")	
14. Inappropriate dress	See Board of Education mandated dress policy.	Progressive Discipline Measures
15. Skipping office detention	Student's failure to appear at the assigned time on the assigned date to serve office detention.	Student will be assigned a day in ISS.
16. Vandalism or destruction of property.	Student deliberately defaces or destroys staff, student, or school property either inside or outside the building e.g. defacing text books, desks, etc.	<p><b>OFFICE REFERRAL RESULTING IN:</b>  OD – office detention  OTP – out to a parent  ISS – in school suspension</p> <p><b>Investigation/Suspension</b></p> <p><b>Thorough Investigation by the School Safety Team</b>  Confirmed HIB cases: Out-of-School Suspension  Alleged HIB cases: Possible suspension or other disciplinary action assigned at the administration's discretion.</p>
17. Verbal abuse, extreme profanity to staff or student	Deliberate use of inappropriate language, comments, or statements: specifically extreme forms of profanity.	
18. Threats, bullying, intimidation	<p>Any gesture, any written verbal or physical act, or any electronic communication whether it be a single incident or a series of incidents, that are reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic. This must 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:</p> <ul style="list-style-type: none"> <li>a). a reasonable person should know 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.</li> <li>b). has the effect of insulting or demeaning any student or group of students; or</li> <li>c). 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.</li> </ul>	



19. Instigating, Verbally or Physically encouraging discord among students.	Instigating a fight by physically pushing, hitting, or otherwise assaulting another student.	<b>OFFICE REFERRAL RESULTING IN:</b> OD-office detention OTP-Out to a parent ISS-in school suspension OSS – out of school suspension (Investigation)  Assigned at the administration’s discretion.
20. Assault	A person attempts to cause ---or purposely, knowingly, or recklessly causes---bodily injury to another.	
21. Assault on a staff member (not intentional)	Physical assault against any staff member or adult, including the striking of an adult intervening in a fight or other disturbance.	
22. Physical altercation	When two or more students engage in a shoving match that does not result in punches being thrown and contact was made.	
23. Inappropriate and intentional physical contact with any staff member by a student.	This would include poking, tapping, bumping, hitting, slapping, kicking, pushing/shoving, punching etc.	
24. Deliberate physical attack on a staff member.	Aggressive physical attack on any Staff member or adult.	Per Board Policy 5129.1 – “Principal or designee will remove, isolate and place the pupil under the supervision of school staff until such time as the parent or legal guardian or appropriate agency takes custody of the pupil. The Principal will immediately report the removal of the pupil to the Superintendent. The Board will provide a hearing no later than 30 days following the day on which the pupil is suspended.”  <b>OFFICE REFERRAL WHICH MAY RESULT IN POLICE CONTACT:</b> OSS – out of school suspension Additional consequences e.g. ISS placement, CST referral, Alternative School placement, Home Schooling may be scheduled. Infractions #26-30: Superintendent and Police will be notified.
25. Fighting with a student	Two or more students who are physically pushing, hitting, or otherwise assaulting each other with potential to cause bodily harm.	
26. Larceny/Robbery/Theft	Student is in possession of, passed on, or is responsible for removing property belonging to another student, staff, or the school system.	
27. Extensive vandalism or destruction of property	Student deliberately defaces or destroys staff, student, or school property either inside or outside the building e.g. damage to vehicles, etc.	
28. Bomb threat or false alarm.	Student delivers a message of possible explosive materials being on or near the school grounds or delivers a message of a pending explosion. Student knowingly pulls a fire alarm.	
29. Drugs/tobacco	Student is in possession of or is using illegal drugs/substances/imitations/alcohol/prescription medication/tobacco.	
30. Weapons	Student is in possession of knives or guns (real or look imitation) or other objects readily capable of causing bodily harm.	