

CLIFFSIDE PARK MIDDLE SCHOOL

Cliffside Park, New Jersey 07010

www.cliffsidepark.edu

2019-2020

STUDENT HANDBOOK

This agenda belongs to:

Name:

Cliffside Park Middle School
Cliffside Park, New Jersey 07010
www.cliffsidepark.edu
2019-2020

Welcome

To students who are new to our school, the school staff extends a warm welcome! To our returning students, we are glad to see you again and we are looking forward to another enjoyable year together. Cliffside Park Middle School offers a wide variety of opportunities for all students, both in academics and extra-curricular activities. This handbook is designed to familiarize students and parents with our expectations and guidelines for student conduct. We ask each student to read the handbook and discuss it with a parent or guardian. It is our hope that you will be proud of our school and that your experience here will be pleasant and rewarding.

Important Contact Information

Mr. Michael J. Romagnino
Superintendent of Schools
201-313-2300

Mr. Robert Bargna
Principal
201-313-2360

Mr. Robert T. Walker
Vice Principal
201-313-4907

Mrs. Mary Foster
Guidance Counselor
201-313-4908

Statement of Philosophy

The mission of the Cliffside Park School District is to provide students with a safe, academically focused environment within our culturally diverse community. We will challenge each student to confidently achieve his or her educational and personal goals as well as acquire the work and social skills essential to become a productive member of society.

Cliffside Park Public School Website

The district maintains an Internet Website that contains important information about each school with additional interesting facts and references regarding the Board of Education, administration, school calendar, athletic schedules and other programs.

The Website address for the Cliffside Park Public Schools is: www.cliffsidepark.edu

Visitors

For the safety and security of students, faculty, staff, and guests, visitors are required to present themselves at the Security desk upon arrival at Cliffside Park School #6/Middle School. Visitors must

present proper identification (driver's license or another form of I.D.), sign in and receive a visitor's badge. Upon departure, visitors are asked to return to the office to sign out. Parents are not only welcome, but are encouraged to visit.

Students are not permitted to bring student guests to school as it distracts from the normal flow of educational activities in the classrooms.

Halls and Passes

During the school day, students are not to be in the hallways or the lavatories without a pass. Teachers and the office staff issue passes only. If you wish to see a teacher during his or her free time, you must arrange to do so in advance. That teacher must issue you a pass granting you permission to be excused from your study hall or to meet before school in the morning or after regular hours. Students may be subject to disciplinary action if found in the hall without a pass.

School Calendar

The Board of Education reserves the right to adjust the calendar at any time. A copy of the school calendar, legal holidays, and vacations is printed in this handbook.

Middle School Dress Code

Student Dress Code

The faculty, administration, and students of the Cliffside Park School District generally agree that certain standards of appearance are necessary to create and maintain an appropriate environment for learning. At the same time we believe that, within the framework provided by the New Jersey School Laws, school attire is primarily the responsibility of the student and his/her parents. Further, we recognize that styles and fashions change from time to time and that such changes will be reflected in the attire of the student body. Our dress code reflects guidelines for school attire designed to preserve the learning climate, to respect individual student rights of dress and grooming choices, and to allow for changes in customs, styles and fashions.

DRESS CODE

1. Footwear must be worn at all times and it should be appropriate and safe for each activity. Sneakers are the only approved footwear for physical education classes. Consequently, bare feet, unsafe footwear, and footwear intended for the beach, e.g., flip-flops of any type, are not permitted.
2. Clothing shall be sufficient to conceal undergarments at all times. Clothing such as see-through or fishnet fabrics, halter-tops, tube tops, low-cut tops, and bare midriffs are prohibited. All students' shirts, blouses, and dresses should cover the shoulder top. Dresses, skirts, and shorts must cover to at least mid-thigh length. Undergarments are not to be worn as outer garments. Torn or ripped garments are not to be worn. Shorts or short-like apparel may be worn until September 30th and after May 1st. All attire should be mid-thigh or longer in length. "Short shorts" are not permitted.
3. Clothing or jewelry, which displays obscene words or pictures, will be prohibited. Chains or jewelry, which could be used unsafely, are also prohibited.
4. Basketball jerseys and tank tops are acceptable only if worn with a t-shirt or appropriate cover-up.
5. Hats, bandanas and other headwear are not to be worn in the building.

6. Outdoor jackets and coats are not to be worn indoors except when entering or leaving the building or when there is a defect in the heating system.
7. Clothing is to be worn as the design was intended. That is, the waistband of pants and shorts should be fastened at the waist.
8. Non-prescription sunglasses, glazed and tinted glasses, except as prescribed by the pupil's doctor, are not to be worn indoors.
9. Students are prohibited from wearing, while on school property, any type of clothing, apparel, or accessory, which indicates that the pupil has membership in, or affiliation with, any gang or group associated with criminal activities. Long t-shirts below mid-thigh are prohibited.
10. Body adornments, including but not limited to, body piercing jewelry, which may jeopardize the safety and well-being of the student or others are prohibited during physical education classes.

Any of the rules regarding the dress code are subject to the interpretation and/or discretion of the school administration. The administration also reserves the right to exclude students who are inappropriately attired from attending class.

Identification Badges (ID's)

Identification badges (ID's) are required for the safety of all students. Students are required to wear their ID at all times. Replacement identification badges, if needed, can be purchased for \$5.00. Temporary ID's can be purchased for \$1.00

Physical Education Requirements

All students are required to adhere to a dress code for physical education classes. The proper dress code includes: sweatshirt or t-shirt, shorts, socks, and sneakers.

Failure to adhere to the dress code will result in:

1. Deductions from the student's grade
2. A Saturday detention will be assigned when a student is unprepared for two Gym classes

In addition to dress and participation, students are also graded on their skills and knowledge. A parent note will excuse a student from class for no more than 2(two) days. Thereafter a doctor's note is required.

Specific information relative to the grading system will be distributed by the Physical Education department to each student/parent. Information regarding locks and lockers for physical education will be addressed during the first week of school in the Physical Education/Health class. All students are responsible for locks on their lockers. A fee of \$10.00 will be charged for lost locks.

Physical Education is required of all 7th and 8th grade students. Students who do not participate will receive a failing grade. Please note that failures will affect eligibility to participate in school activities, dances, trips, etc.

Cafeteria Rules

ENTERING THE CAFETERIA

All students are expected to report to the cafeteria on time. Students entering the cafeteria late will be subject to disciplinary action, as with any other class.

FOOD DISTRIBUTION

All students will be assigned specific eating areas in the cafeteria. Students will be expected to remain in their seats unless otherwise instructed by the teacher in charge. Students will be directed to the serving lines and are expected to display proper and polite conduct while waiting to be served.

CONDUCT- The following offenses may result in suspension of cafeteria privileges, detention, and/or in-school or out of school suspension:

1. Failure to obey teacher directions.
2. Throwing of objects of any kind (food, eating utensils, etc.).
3. Pushing, shoving, or running in the cafeteria.
4. Leaving the cafeteria without permission.
5. Throwing trash on the floor.
6. Excessive noise at an inappropriate level.
7. Any other infraction reflecting inappropriate behavior.

LUNCH DETENTION

The principal or the vice principal are directly responsible for maintaining student discipline and may assign students directly to lunch detention. Revocation of cafeteria privileges will result in assignment to lunch detention. Students will be under the strict supervision of a teacher and will be permitted to purchase a lunch.

PAYMENT FOR LUNCH

It is the responsibility for every student to pay for his or her lunch every day. As per board policy, any student that has a current balance of \$20.00 will lose their cafeteria privileges until their balance is paid.

Fire Drills

Fire drills are held at least once per month in cooperation with the Cliffside Park Police and Fire Department. Promptness and silence are required. Above the door in each classroom is a card giving directions as to the exit to be used by the pupils in the room. If an alarm sounds while classes are passing in the halls, the students should proceed to the nearest exit. Students should remember that perfect order is essential for complete safety. State and Federal Laws govern fire alarm equipment. Any student tampering with fire alarms/fire extinguishers will be subject to suspension, fines, arrest and prosecution.

Security Drills

Security drills will be conducted monthly in cooperation with the Cliffside Park Police and Fire Department. The purpose of such drills is to prepare students and staff for emergency lock down, reverse evacuation, evacuation, or shelter in place procedures should an emergency situation arise. Their classroom teachers will give students specific instructions.

Locker Information

Each middle school student will be assigned a locker with a PRIVATE combination. Under no circumstances should a student give their locker combination to another student. Each student will have an individual locker. Your locker is assigned and is the one you are to keep. **DO NOT ASK TO HAVE IT CHANGED.**

Use only the school locks built in the doors. You may not put your own locks on your locker. If you do this you will be asked to remove it.

You may go to your locker three times during the day: before school, before lunch periods, and after school. You should not be at your locker at any other time unless you have a pass from a staff member.

You may decorate your locker on the inside only. Anything you use to decorate must be easily removed. You must leave the locker in the same condition in which you received it. Any damage or vandalism will be your responsibility to fix or correct.

A school locker is a privilege, not a right. The administration may suspend or revoke locker privileges for violation of the above rules.

The Cliffside Board of Education believes that in order to foster an environment conducive to education, it has the responsibility to safeguard the welfare of all students by maintaining discipline, order, and safety at all times in all school locations. It also recognizes that each student locker remains the property of the school district and remains under the joint control of both the school district and the student. The Board believes the right of inspection of students' school lockers is inherent in the authority granted it, and as such, has had administrative procedures developed to ensure that every safeguard is employed to protect the well-being of all students. These procedures are to be followed when it is necessary to conduct a reasonable search of lockers to ensure safety, order, and discipline within the schools.

Make-up Work

If a student is absent from school, all work must be made up. It is the responsibility of the student to make arrangements to get all past assignments. Parents may request work when a student is absent, for two days or more by e-mailing the teachers. All faculty e-mails are on www.cliffsidepark.edu. Parental follow through upon request is greatly appreciated. Work not completed could result in lower averages. Please note that students who are suspended from school will receive a "0" for classes that day.

Parent / Guardian Conferences

Parent-teacher conferences provide an opportunity for the teacher and parent to develop a mutual understanding of the student's growth and development and to exchange valuable information that will aid the educational process. Parents/guardians are encouraged to contact the Guidance Office (201) 313-4908 for conference appointments on an as-needed basis.

Parent & Student Portals

Parents and students may see academic and attendance information at anytime on the Realtime Portal. Students will be given usernames and passwords within the first weeks of school. A letter will be mailed to parents with directions and access information will be available on the parent portal.

Progress Reports / Report Cards

PROGRESS REPORTS

In an effort to keep the parents/guardians informed of the student's progress, progress reports are issued midway between report periods. These progress reports cover commendations, deficiencies and/or failure notices. **Progress report dates are:**

10/15/2019 12/20/2019 3/12/2020 5/21/2020

REPORT CARDS

Report Cards will be available on the parent portal at the end of each marking period. This is a means of informing parents/guardians of the student's progress. **Report cards will be available**

11/18/2019 2/6/2020 4/7/2020 6/22/2020

Grades

Teachers will develop an approved system of grading tests, quizzes, homework, and independent projects. These grading methods will be clearly communicated to students and parents in the course proficiencies distributed at the beginning of each course offering.

Grading Scale

A = 90 to 100 B = 80 to 89 C = 70 to 79 D = 65 to 69 F = 50 to 64 F- = below 50

Honor Roll

Outstanding academic work is recognized through an honor roll. Students are selected for the honor roll each marking period. To be placed on **High Honor Roll** students must receive A's in all subjects. **Honor Roll** students must receive A's and B's in all subjects. In eighth grade, students who meet the established criteria will be eligible for induction into the Cliffside Park Middle School Chapter of the National Junior Honor Society.

National Junior Honor Society

Candidacy for the National Junior Honor Society is based on final grades at the end of 7th grade. Students who receive A's and no more than one B in any class are candidates. In the 8th grade, students are not permitted to receive more than one B in any marking period in any class. There is also a 10 hour community service requirement in 8th grade.

Testing

Tests are evaluative instruments designed to measure student performance and progress toward attainment of instructional goals and objectives. Frequent assessment of student progress enables teachers to proceed to the next intended skill or to consider re-teaching of skills not mastered. Further, students may prepare and study reasonable amounts of material rather than be expected to "cram" for lengthy unit tests. The development of good study habits is an important middle school objective. The intention of frequent monitoring of progress is to accomplish our often stated mission of "Striving for Excellence."

PARCC testing & NJ Science test/TBA

Activities

The Middle School may offer many co-curricular activities on an after-school basis. Activities may include, but are not limited to: soccer, boys and girls basketball, girls' volleyball, softball, baseball, wrestling, track/cross country, Student Council, school newspaper, drama club, chorus, band, yearbook and debate club. **Restrictions:** A student may not participate in co-curricular activities such as practice sessions, plays, concerts, dances, athletic contests, and special after school events if a) he/she is absent or under suspension on the day on which the activity occurs. (The only exceptions are prearranged appointments) or b) he/she fails more than one subject for the marking period.

Student Arrival

Students will not be permitted in the Middle School prior to 8:10 a.m. Students who are coming to extra help in the morning must have a pass and must meet the teacher in the Main Office.

Middle School Bell Schedule

REGULAR DAY

<u>PERIOD</u>	<u>TIME BEGIN</u>	<u>TIME END</u>
1	8:20 a.m.	9:00 a.m.
2 HOMEROOM	9:03 a.m.	9:51 a.m.
3	9:54 a.m.	10:34 a.m.
4 LUNCH	10:37 a.m.	11:17 a.m.
5 LUNCH	11:20 a.m.	12:00 p.m.
6 LUNCH	12:03 p.m.	12:43 p.m.
7 LUNCH	12:46 p.m.	1:26 p.m.
8	1:29 p.m.	2:09 p.m.
9	2:12 p.m.	2:52 p.m.

8:10 All doors in the middle school will open

8:30 Middle school doors are locked. Students must use the front entrance and acquire a pass from the school secretary.

9:00 All doors in the school are locked. You must ring the bell at the main entrance to gain entry and sign in.

MIDDLE SCHOOL STUDENTS MUST ENTER AND EXIT THROUGH DOORS IN THE MIDDLE SCHOOL ONLY.

EARLY DISMISSAL

<u>PERIOD</u>	<u>TIME BEGINS</u>	<u>TIME ENDS</u>
1	8:20 a.m.	8:45 a.m.
2 HOMEROOM	8:48 a.m.	9:13 a.m.
3	9:16 a.m.	9:41 a.m.
4	9:44 a.m.	10:09 a.m.
5	10:12 a.m.	10:37 a.m.
6	10:40 a.m.	11:05 a.m.
7	11:08 a.m.	11:33 a.m.
8	11:36 a.m.	12:01 p.m.
9	12:04 a.m.	12:29 p.m.

- 25 minute periods with 3 minute passing
- Note: No lunch will be served on early dismissal days

Emergency School Closing

School Closings due to inclement weather: If school is closed or delayed, the following radio/TV stations will make the announcement between 7 AM and 8 AM: WCBS, WOR, CH. 5--Good Day NY, News 12 NJ. **DO NOT CALL THE POLICE STATION!** This will tie up their lines which must be kept open in case of emergencies. The Fire Department Siren will sound one long blast at 7:30AM for NO SCHOOL. On a delayed opening (10:00 A.M.), the Fire Department will sound 3-5 second blasts with 5 second intervals.

You will also receive a phone call via the district's "Swift Reach" notification system. Please be sure that your home telephone number and emergency information card are always updated with the school office.

Delayed Opening

The Cliffside Park School District has developed a school schedule that will be in effect on days when weather conditions necessitate a two-hour delayed opening. Because of rapidly changing weather conditions, this procedure will allow us to have school in session rather than canceling the day, which would require a make-up day. The opening will be delayed two (2) hours in most instances. Bus pick-up will be in the usual locations and pick-up time will be at the same differential as for the regular school schedule (for example, if pick-up was 20 minutes before the school opening it will still be 20 minutes before the delayed schedule time). More information is distributed directly to parents/guardians as the winter months approach.

DELAYED OPENING TIME SCHEDULE:

<i>PERIOD</i>	<i>TIME BEGIN</i>	<i>TIME END</i>
2	10:00 a.m.	10:40 a.m.
4	10:43 a.m.	11:23 a.m.
1 & 3	CANCELLED	
5	11:26 a.m.	12:00 Noon
6, 7, 8 & 9	REGULAR SCHEDULE	

Bus Rules & Regulations

It should be noted that riding the school bus is a privilege. Students are permitted to ride only the bus to which they are assigned. This privilege may be suspended or revoked as a result of committing any of the following offenses:

1. Throwing or shooting any object on the bus or at the bus.
2. Throwing any object out of the school bus window.
3. Fighting on the bus.
4. Putting hands or head outside of the bus window.
5. Maliciously defacing or damaging the bus in any way.
6. Disrespect to the bus driver; i.e., abusive or vulgar language.
7. Failure to obey any reasonable directive from the bus driver; or bus aide, i.e., changing a student's seat.
8. Failure to sit in an assigned seat.
9. Failure to wear seat belts, when bus is equipped with seat belts.
10. Disruptive behavior; i.e., yelling, screaming, or disturbing other students.
11. Any other negative behavior reported by the bus driver.
12. Students designated to travel by bus are required to do so, unless a written parent request is submitted to the school.

Guidance Services

Guidance services are available to every middle school student. Services are available through individual, small group counseling and classroom guidance sessions. Students are encouraged to utilize the services of Mrs. Foster. Teachers, administrators and parents also initiate referrals to Mrs. Foster.

SCHEDULING

Scheduling consists of matching a given student and his/her specific strengths/weaknesses to the most appropriate curriculum. Counselors assist in developing a realistic program for each student. Test results, teacher recommendations and current academic achievement levels are the primary criteria. Additional placements are made for special needs students, basic skills instruction and academically advanced programs.

COUNSELING

Students and parents of middle school students are faced with a broad range of concerns. Counselors can assist with such concerns as study skills, organizational skills, budgeting time, decision-making and communication skills, self-concept and self-esteem, long range educational planning, peer pressure, and parent-child-sibling relationships. Intervention counseling may also take place.

TESTING AND INTERPRETATION

Test results assist students and parents to develop more realistic expectations for academic achievement. The results help identify students for proper placement in the most appropriate academic setting. Counselors assist teachers, students and parents with test interpretation.

CONSULTATION AND REFERRAL SERVICES

Information regarding referrals to both private and community agencies can be obtained through the Guidance Department.

COMMUNICATION

Open and direct communication between student, teacher and parent is needed at the middle school level. The guidance counselor is frequently the best first step.

PARENT CONFERENCES

Conferences may be arranged through Mrs. Foster (201) 313-4908. The parents, the student, the teacher or the counselor may initiate such a request.

INTERIM PROGRESS REPORTS

Counselors use these reports issued by classroom teachers in counseling students. These "wake-up" notices are intended to alert student and parent of current progress at approximately the middle of each marking period while there is still time for improvement before a final grade is issued. They can be accessed through the parent portal.

REPORT CARDS

Report cards are issued four times during the school year. The report card shows the cumulative result of a student's effort. Middle school promotion is not socially based. The evaluation is based on final averages in each course for the year. Report cards can be accessed through the parent portal.

Promotion Policy

In order to be successful in any academic program, students must develop strong study habits and maintain a good attendance record at school.

- 1. Failure in a major course will affect promotion and/or graduation. Any student who fails a class in:**

**English (ELA)
Mathematics
Science
Social Studies**

will be required to attend an approved summer school program. Failure to attend summer school and earn a passing grade will result in retention. Students who fail more than two major subjects are ineligible for summer school and will be retained. There will a \$100 registration fee for all students who are going to attend summer school.

Eighth grade students who fail a major course in the above criteria will not be permitted to participate in the graduation ceremony.

- 2. Failure in one or more full year elective courses including Spanish and its paired course will require the student to complete and pass a general elective course during the summer. Eighth grade students who fail one or more full year elective courses will not be permitted to participate in the graduation ceremony and must fulfill summer school obligations to move on to grade 9. Seventh grade students who fail one or more full year elective courses will not be permitted to participate in any co-curricular events or athletic teams during grade 8 if they do not fulfill their summer school obligations.**

Homework

Out-of-school-study is a reasonable part of the learning process. Home study or homework shall:

- 1. Be given in amounts reasonable to the age and ability of the students.**

2. Grow naturally out of class work as reinforcement, enrichment, or make-up work following an absence.
3. be self-directed. The student should be fully prepared for doing the work.

4. be meaningful and not "busy work" or "punishment."
5. Lead to improving or strengthening study habits.
6. Take into consideration the conditions under which the student will likely function. Most students do not have a reference library; many do not have a private study area at home.

7. Be considered important enough to collect, check, record, and discuss the outcome with the student.
8. Not completing homework on a regular basis will have consequences on the grade received in that class.

It is the responsibility of the student to complete assignments conscientiously. Teachers communicate on a daily basis and thereby work together to avoid excessive assignments on any given evening. Homework is a vital part of the daily lesson and when successfully completed contributes to higher achievement.

Parental Requests and Concerns

Communication between home and school is essential in order to achieve satisfaction within the educational community and to create an atmosphere conducive to student success. All parental concerns will receive the complete attention and assessment of the administrator to whom they were presented. Concerns should first be addressed to the teacher and/or guidance counselor. In the event a resolution of the matter cannot be attained, the Principal or the Vice Principal will gladly review the matter with the parent in the presence of the parties involved.

Attendance and Excuses Grade 7-8

Students are required to attend school regularly and on time.

Parents are asked to call the school to report the absence of their child. Please call our Main Office phone number (201-313-2360) before 9:00 A.M.

Every student should return to school with a parental note for absences of three or more days, due to illness, stating the reason for the absence. It will be the responsibility of every homeroom teacher to collect the notes and send them to the nurse's office.

Early Dismissal Procedures:

1. When requesting an early dismissal for a student, a parent/guardian is asked to send in a written note on the same day of the requested dismissal. Please include in the note the reason and time of the dismissal. All appointments should be made after 3:00 P.M. if possible.
2. The student should bring the note to the Main Office during homeroom period.
3. Parents/Guardians are required to meet their child at the Main Office at the scheduled time. The student must then be signed out on the Main Office log.

Attendance Guidelines:

STUDENTS NOT IN COMPLIANCE WITH THE FOLLOWING GUIDELINES MAY BE SUBJECT TO AFTER SCHOOL DETENTION, SATURDAY DETENTION, SUSPENSION AND A PARENT/GUARDIAN CONFERENCE. ADDITIONALLY, STUDENTS MAY BE EXCLUDED

FROM 8TH GRADE GRADUATION, 8TH GRADE DINNER DANCE AND ANY 7TH/8TH GRADE SPECIAL EVENTS.

LATE TO SCHOOL:

Attendance will be taken daily and recorded on the attendance sheet by the homeroom teacher. Office personnel will make changes on the roll cards when a student's status changes from absent to late. This information will then be entered into the computer.

1. Chronic tardiness to school or class will affect student's academic grade in that class. A student who is not present 100% of the time does not receive the same instruction as those who are present. Any student who is late to school or to any one class more than 12 times during a marking period shall not be allowed to attend or join extracurricular event and will be dropped one grade in that class(Example: If grade is a B, the grade would drop to a C) for that marking period. These activities include, but are not limited to, participating on sport teams, attending trips, dinner dance and other special events, etc. Such absences may cause a student to be retained or excluded from 8th grade graduation. This policy will begin anew at the beginning of each marking period.

2. All students who arrive at school after 8:20 a.m. are considered late to school. Any student arriving late to first period prior to 8:30 a.m. will be admitted into class and a late form will be submitted to the vice principal's by the first period teacher. Students arriving late to school after 8:30 a.m. must enter through the front doors and obtain an admittance slip from the secretary to enter. A detention will be assigned.

3. Any student arriving late to school following the completion of first period must enter through the main door on Oakdene Avenue and sign in at the Main Office. He/she will be given an admittance slip to class. A detention may be assigned.

4. **LATE TO CLASS:** Students must arrive to all classes on time. Any student arriving to class late will be admitted by the classroom teacher. A detention will be issued for every three lates to school or class.

5. **CUTTING CLASS:** Any student missing from class whose name does not appear on the daily absentee list will be charged with a class cut and have his/her name submitted to the Vice Principal for disciplinary action.

6. **IN SCHOOL DETENTION:** Will be issued to any student who fails to follow school rules as listed within the Code of Conduct. Detention must be served. Students will be informed of their detention obligations by the Vice Principal and if necessary parents will be notified. School detention will be held daily. Detention will begin promptly at the conclusion of the school day and will be dismissed at 3:45 p.m.

Attendance Conferences

1. Main Office personnel will refer to the Vice Principal the name of any student who has any pattern of absences.

2. Parent/guardian of any such student will be contacted by phone and/or letter.

3. If, despite the warning, the student continues to exhibit excessive absenteeism, the Vice Principal will notify the student and his/her parent(s) or guardian(s) that an in-person conference will be required to discuss the reasons for the absences.

Conferences with the Principal and/or the Vice Principal:

1. During the conference, the importance of regular school attendance will be stressed. State law mandates that a student's regular attendance in school is the responsibility of the parent or guardian.

2. In the case of excessive absences, medical documentation may be necessary.
3. Truancy charges may be filed in cases where excessive absences continue.
4. Documents relative to absences will be retained in the student's folder.

Long Term Medical Absences

To request home instruction due to a temporary illness or injury, the parent shall submit a written note requesting home instruction. In addition to the parent request, a written determination from a physician documenting the need for confinement at the student's residence for at least a two week period of time is required. The doctor's note must include a diagnosis, prognosis, suggested starting date for home instruction, and the approximate length of time the home tutoring will be required. A parent or an adult responsible for the student must be present in the home during the tutoring process. Questions regarding this process should be directed to the middle school guidance counselor.

Drugs and Medication

Administration of Medications While at School

Parents or legal guardians of students requiring medication during school hours should communicate directly with the school nurse.

Health Procedures

To insure a happy and healthy school experience for all of Cliffside Park's children please adhere to the following health guidelines:

The nurse's office is a place to come when students are injured or become ill in school. In the event of a serious injury/illness, the parent/guardian may need to be notified. Therefore, it is extremely important that the school have up to date phone numbers including home, business or cell phone.

You are reminded that your child should remain at home if any one of the following occurs:

- Nausea and/or vomiting within the last 24 hours;
- Diarrhea within the last 24 hours;
- Temperature of 100 or higher within the last 24 hours;
- Contagious or unexplained rash
- Any symptoms of acute illness such as a persistent cough or runny nose with body ache.
- Strep is suspected, but results of the overnight throat culture have not been received. If your child has a positive throat culture they may return to school 24 hours after antibiotic treatment.
- Eye drainage that is not clear;
- Impetigo until no longer symptomatic and 24 hours after treatment has been initiated.

A doctor's note is needed if your child has a contagious illness or a contagious illness is suspected. When not seen by a doctor a note from the parent might be acceptable. All notes should contain a diagnosis or a description of the problem.

Any child coming to school with sutures, crutches, casts or immobilizers needs a note from a physician stating the diagnosis, activity limitations and when activity can be resumed.

If medication needs to be administered in school it is necessary to contact the school nurse in order to obtain the proper approval forms. Any school personnel can administer no medication of any kind without these forms being completed and approved.

If further information is needed please contact the school nurse at 201-313-2362.

Middle School Student Code of Conduct

Introduction

Although the student code of conduct contains a list of infractions, it is clearly intended not to be all inclusive, since no list can be. It should be noted that the administration and/or the Board of Education have the power to administer discipline for any offense which is in violation of what is deemed acceptable conduct for students in the Cliffside Park School District. School is a place where students not only learn about the rights and responsibilities of citizenship, but also gain valuable experience in appropriately exercising them. It is important to strike a balance between rights and responsibilities in order to contribute to the maintenance of a school environment which is positive, conducive to learning and safe for all members of the school community. In accordance with this philosophy, all middle school students and staff will be required to wear an ID badge.

This code of conduct has been prepared to specify:

1. Acceptable behavior and unacceptable behavior.
2. Procedures to determine violations of rules.
3. Consequences for such violations.

The school acts "in loco parentis," that is, in the place of the parent with respect to the supervision of a student's education and conduct while he/she is in school. This authority and the code of conduct, extends to school sponsored functions.

Each student is guaranteed the right:

1. *To be heard.*
2. *To have fair and consistent rules.*
3. *To have access to due process procedures.*

These student rights are accompanied by student responsibilities:

1. *To attend school and classes regularly.*
2. *To respect school property.*
3. *To refrain from conduct that disrupts or threatens to disrupt the learning of other students.*

The code of conduct has been developed to address the responsibilities of students to attend school and to attend classes, making fully clear the possible immediate benefits and/or long-term consequences of excessive absences, truancy, class cuts, and tardiness.

Code of Conduct

The following behaviors will not be accepted and will result in disciplinary or administrative action.

- **Failure to wear an ID:** The failure to wear an ID will result in after school detention.
- **Insubordination:** Refusing to follow faculty or staff instructions regarding classroom or school behavior.
- **Use of vulgar language:** Any use of vulgar language is a violation of the code of conduct.
- **Late to class:** Students must arrive to all classes on time.
- **Leaving class without permission:** Only authorized faculty passes may be used in the halls.
- **Cutting class:** Students must attend every class on time and for the entire period.
- **Failure to clean cafeteria debris:** Every student is responsible for his/her debris. Use of the cafeteria is a student privilege which can be revoked at any time.

- **Smoking:** The use of tobacco/vaping products is prohibited in or on school property. Parents will be contacted and appropriate disciplinary action will be taken. In addition, the administration will file a complaint with the local police department. This policy is in accordance with both state and local ordinances regarding the use of tobacco in a public facility or on its grounds.
- **Substance abuse:** Any violation of the Board of Education rules prohibiting the use, possession, and/or distribution of a controlled substance (including alcohol) is a serious offense warranting strict disciplinary action.
- **Weapons:** Students are prohibited from bringing any weapons into the school building. Violators will be prosecuted to the fullest extent of the law.
- **Fighting:** Cliffside Park maintains a zero tolerance policy towards violence and in most cases, both parties will be suspended.
- **Failure to attend detention:** Detention must be served. Failure to do so will result in suspension and/or Saturday detention.
- **Vandalism:** Willful destruction or defacing of school property will result in suspension and/or restitution of damaged property.
- **Stealing:** Results in suspension and/or restitution.
- **Gambling:** Any form of gambling on school grounds is prohibited.
- **Leaving school grounds:** Students are prohibited from leaving grounds at any time during the school day.
- **Failure to adhere to the dress code:** See dress code policy.
- **Prohibited personal items:** Students are not permitted to bring electronic items such as: iPods, iPads, radios, video games, or laser lights into the building.
- **Cell Phones:** All cell phones are to be kept off and locked in lockers. Cell phone use is not permitted during the school day (8:00 am to 3:00 pm). Students needing to contact home for emergency purposes should ask to use one of our office phones.
- **Care of school property:** The citizens of the Cliffside Park School District have provided the students of Cliffside Park Middle School/#6 a state of the art facility. The students are expected to show their appreciation by taking care of the building, grounds, textbooks and all equipment. Any student who defaces, damages, or destroys school property will be required to repair, replace, or pay for the damaged item and may also face further disciplinary action. Except in cases of unavoidable accidents, students are liable for all damages they may do to school property.
- **Special events:** Students failing *more than one major subject at the end of the third marking period* risk losing the privilege of attending certain year-end special events, such as the Eighth Grade Dinner Dance, Seventh Grade Field Day, class trips, etc.

Detention

Students will be assigned detention when they violate school rules as listed in the Code of Conduct, attendance guidelines or when, in the judgment of the administration, their behavior is deemed unacceptable for the students in the Cliffside Park School District. Detention will be served after school for forty five minutes. Students are expected to arrive on time and with work. Detention will be quiet.

SATURDAY DETENTION:

Saturday detention will be held during the 2019-2020 school year.

Saturday detention starts at 8:00 a.m and ends at 11:00 a.m. Students should bring schoolwork to keep them occupied. No electronic devices, comic books, eating, sleeping, or talking will be permitted. Students are to enter the school through the cafeteria door at the rear of the school before 8:00am and remain in the cafeteria.

If your son/daughter is late, misses, or is removed for misconduct during his/her assigned Saturday detention, he/she will be assigned an In-School- Suspension, receive a ZERO in each class for the day,

and be reassigned a Saturday Detention. If the second Saturday Detention is missed, an out of school suspension will be assigned. This process will continue until the Saturday detention is served.

Saturday detention will be assigned to students whose actions are deemed to be inappropriate or are habitual in nature.

After school detention will still be enforced for minor infractions and occasional lateness.

Saturday detention and morning detention may be served as an alternative to afternoon detention. Students should see the Vice Principal for permission and instructions.

Suspension

CLASS SUSPENSION: Will be issued to any student who flagrantly and/or constantly disrupts the ongoing continuity of the classroom setting. Parents/guardians will be notified and advised of the circumstances leading to this administrative action.

IN SCHOOL SUSPENSION: Will be issued to any student who flagrantly violates school rules as listed within the Code of Conduct, or who, in the judgment of a school administrator warrants the controlled environment of an in school suspension. Parents/guardians will be notified and advised as to the circumstances leading to this administrative action. A parental conference may be required.

OUT OF SCHOOL SUSPENSION: Will be issued to any student whose actions affect their own safety as well as the safety and well-being of others. Additionally, out of school suspension will be issued to any student whose actions flagrantly and/or constantly disrupt the ongoing continuity of the school setting. A student who has been issued out of school suspension will not be permitted to return to school until school administrators are satisfied with the results of a conference between themselves and the student's parents/guardians.

While on external suspension, students are not permitted on school grounds at any time before, during, or after school to include evening and/or attendance at any extra-curricular/co-curricular activity, dance, prom, etc. Students suspended internally are permitted to attend school but are likewise not permitted to participate in or attend any extra-curricular/co-curricular activities.

Media Center

Students are encouraged to use the Media Center as an important part of the Middle School Program. The Media Center will be available for student use during study hall, lunch periods, or with an appropriate pass from the librarian. The media center will also be made available for student use after school.

Handicapped programs available:

Some children are born with or develop conditions that delay normal growth. Professional guidance and free special education programs are available. They are for special children ages 3 to 21 years, free (regardless of income), staffed by caring professionals, geared to meet each child's needs, and designed to involve the family. Call the Cliffside Park Child Study Team for more information: (201) 313-2320.

Technology/Internet

Acceptable Use Agreement

With our introduction of a one-to-one Chrome Book distribution to all of our students in the Middle School, costs may occur for damaged or lost computers. Although the district has contracted with an insurance provider for loss and/or damage to the device, there will be a fee associated with any loss and/or repairs as follows:

- Students/Parents will be charged a nonrefundable \$20 shipping and handling fee for damaged Chrome Books that are in need of repair

Students/Parents will be charged a non-refundable \$20 handling fee for Chrome Books that are stolen and need to be replaced. In the event a Chrome Book is stolen, please notify your school principal regarding the completion of a police report in order to file a claim.

During the repair or replacement process, students can request 'loaner' for a \$10 fee. When The 'loaner' is returned in good condition the \$10 will be returned.

If a student loses his or her Chrome Book charger a replacement can be purchased from a tech vendor such as Amazon. Our tech department will also have chargers available for purchase at a price of \$20.

The Cliffside Park School District is committed to the goal of having electronic network facilities used in a reasonable, efficient, ethical and legal manner. Access to telecommunications (Internet and e-mail) is provided for students to conduct research and communicate with others in relation to schoolwork. Access to these network services is given to students who agree to act in a considerate and responsible manner. Parent or Guardian permission is required.

ACCESS IS A PRIVILEGE, NOT A RIGHT. Therefore, based upon acceptable use guidelines outlined in this document, district administration will deem what is inappropriate use and their decisions will be final. Users must acknowledge their understanding of this policy as a condition of using the network facilities.

ACCEPTABLE USE

Acceptable use of telecommunications and the network includes activities which support teaching and learning. Use of District accounts should be for assignments or research for school-related activities or courses.

- Use of telecommunications must be in support of education and research and be consistent with the purposes of the Cliffside Park School District.
- Etiquette for electronic mail should be followed.

UNACCEPTABLE USE

Unacceptable uses of telecommunications and the network include but are not limited to:

- Using the network for any illegal activity, including but not limited to, violation of copyright or other contracts
- Using the network for financial or commercial gain
- Vandalizing the data of another user

- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals, except that a teacher or administrator shall have the right to monitor, inspect, or otherwise review any student's work or file for the purpose of ensuring compliance with the rules set forth herein.
- Using an account owned by another without authorization
- Posting personal communications without the author's consent
- Posting anonymous messages
- Placing unlawful information on a system.
- Using profanity, obscenity or any abusive or otherwise objectionable language in either private or public messages
- Sending messages that are likely to result in loss or recipient's work or systems
- Sending "chain letters" or "broadcast" messages or lists or individuals, and any other types of use which would cause congestion of the networks or otherwise interfere with the work of others
- Using the Cliffside Park School District's network, telecommunications or e-mail to promote political or religious goals
- Using the network or the Internet in a careless or wasteful manner
- Any use of the network for commercial or for profit purposes, product advertisement or political lobbying is prohibited
- Use of the network for personal and private business is prohibited
- Users shall not intentionally seek information about, obtain copies of, or modify files, other data, or passwords belonging to other users

- Users shall not misrepresent themselves or other users on the network
- Users shall not reveal personal information such as addresses, phone numbers, social security numbers or credit card numbers
- The network shall not be used to disrupt the use of other users
- Hardware or software shall not be destroyed, modified or abused in anyway
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited
- Use of the network to develop programs that harass other users or infiltrate a computer or computing systems and/or damage the software components or a computer or computing system is prohibited
- Standard copyright restrictions must be observed
- Use of the network to access or process sexually explicit material is prohibited
- Use of inappropriate text files or files dangerous to the integrity of the network is prohibited.

District staff will teach proper techniques and standards for participation, for guiding student access to appropriate sections of the network, and for making sure that students understand that if they misuse the network, they will lose use of their telecommunications privileges. In order for students to obtain use of a District account, students, their parents or guardians, and sponsoring staff member must fill out the Student Application for Use of a Network Account on a yearly basis. The person using the account is responsible for its proper use.

VIOLATIONS

The Cliffside Park School District will rigorously uphold laws pertaining to the use of technological equipment and the information contained in them and/or generated by its use. Anyone found to be violating such laws will be subject to suit for civil damages as well as prosecution by the District to the full extent of the law.

Disciplinary actions include but are not limited to:

- Use of the network only under direct supervision;
- Suspension of network privileges;
- Revocation of network privileges;
- suspension of computer privileges (students);
- expulsion from school (students);
- legal action and prosecution by the authorities;
- responsible for the cost of reinstalling software or technical maintenance as needed as a result of unauthorized installation or modification of computer hardware or software

Dear Parent/Guardian:

We ask that you review the Student Handbook with your child. Please complete the information below:

My child, _____ and I have reviewed and understand the Student Handbook for the 2019-2020 school year.

Parent/Guardian Signature: _____

Student's Signature: _____

CLIFFSIDE PARK SCHOOL DISTRICT

STUDENT APPLICATION FOR USE OF A NETWORK ACCOUNT

APPLICATION MUST BE RENEWED EACH ACADEMIC YEAR.

STUDENT

Student Name: _____

Grade: _____

School: _____

- I have read and agree to comply with the Acceptable Use Procedures.
- I have discussed this policy with my parent or guardian and my sponsoring teacher/staff member.
- I understand these policies.

Student Signature: _____ Date: _____

SPONSORING TEACHER/STAFF MEMBER

After discussion with the above student, I agree to sponsor and to supervise his/her responsible use of the network as defined by the District policies while he/she is in school.

Teacher/Staff Signature: _____ Grade: _____

PARENT OR GUARDIAN

- I have read the Use of Telecommunications Policy and Rules and Regulations of telecommunications.
- I will monitor my child's use of the network and his/her potential access to the Internet, and will accept responsibility for supervising him/her when he/she is not in a school setting.
- I understand that my child may be subject to certain disciplinary consequences if he/she violates these rules.
- I realize that under law I may be held financially responsible for the willful, malicious or unlawful damage of property by my minor child.
- I will not hold the Cliffside Park School District responsible for controversial materials acquired while on-line.
- I give my permission for my child to be allowed to use a District account and certify that the information on this form is correct.

Print Name: _____ Date: _____

Signature: _____

Home Address: _____

Home Phone: _____ Business Phone: _____

CLIFFSIDE PARK BOARD OF EDUCATION REGULATION GUIDE

STUDENTS

5131. – STUDENT RANDOM DRUG TESTING

5131. - STUDENT RANDOM DRUG TESTING (Voluntary)

CLIFFSIDE PARK HIGH SCHOOL STUDENT RANDOM DRUG AND ALCOHOL TESTING PROCEDURES

A. Consent Form

1. All students wishing to participate in the voluntary drug testing program must have the student's custodial parent/guardian provide consent in writing to drug and alcohol testing pursuant to the CPHS alcohol and drug testing policy.

B. Testing Procedure

1. During each month of the school year, the ID numbers of all students in the program will be placed in a pool by a designated administrator who will randomly draw the names of a minimum of 10 percent of the population for alcohol and drug testing. This same administrator will note and initial the date/time that each list is generated. The signed list will be submitted to and signed by the Principal.
2. The verified list of selected students will be given to the school nurse. The school nurse will note and initial the date/time that the list was received.
3. Those students selected for testing shall be notified and tested. The school nurse and approved vendor will test students based upon the schedule of the student and that of the school nurse's office. Once tested, the school nurse will note the date/time of the test, the preliminary result, and any other information related to the test process.
4. Parents will be notified of a non-negative result, however no action will be taken until the screening results have been confirmed through the established procedures. Any student who refuses to be tested, deliberately avoids testing, or has a positive test result, will be in violation of the CPHS Random Drug Testing Policy.
5. Once all students on the randomly generated list have been tested, the school nurse will submit the list to the Principal. The Principal will note and initial the date/time of receipt of the completed list.
6. The list will be returned to the Nurse and remain on file for the duration of the same school year. All lists will be destroyed at the end of each year.

C. Collection of Testing Samples

CLIFFSIDE PARK BOARD OF EDUCATION REGULATION GUIDE

STUDENTS

5131. – STUDENT RANDOM DRUG TESTING

The student selected for testing shall complete a specimen control form, which bears an assigned identification number. This identification number shall be the means for identifying the specimens by all laboratory personnel. Only the designated school personnel shall know the assigned number for each student selected for testing. All non-negative drug screens will undergo a GCMS 9Gas Chromatography/Mass Spectrometry and be reviewed by an MRO (Medical Review Officer).

The student shall submit a saliva, urine and/or breath sample according to the CPHS Random Drug Testing Policy.

D. Confidentiality

The district respects the privacy of its students and shall maintain confidentiality regarding any alcohol and drug testing. The results will only be released to designated district personnel. All records and subsequent actions shall be kept in a file separate from the student's regular file. The district personnel will not release records of individual drug and alcohol tests or any resulting action to anyone other than the student and/or his/her parent/guardian without written authorization from the student and/or his/her parent/guardian.

If the use of drugs/anabolic steroids or alcohol is confirmed:

1. FIRST INFRACTION

Participation in required counseling sessions with the Student Assistance Counselor.

Submission of a drug and alcohol test free of alcohol and/or any controlled dangerous substance.

Compliance with all recommendations made by the Student Assistance Counselor for outside or additional evaluation and treatment.

Student may attend prevention/education programs or sign into and complete a drug/alcohol in-patient rehabilitation program and continue an aftercare program with the high school Student Assistance Counselor. Attendance in the rehabilitation program must begin within one week of parent notification of positive test result. An information release form must be available to the Student Assistance Counselor. The parent(s) is/are responsible for the cost of the rehabilitation program.

2. SECOND INFRACTION

The Vice Principal will contact the parents to remove the student from school and make arrangements for the mandatory medical examination pursuant to the statute, N.J.S.A. 18A:40A-12.

CLIFFSIDE PARK BOARD OF EDUCATION REGULATION GUIDE

STUDENTS

5131. – STUDENT RANDOM DRUG TESTING

Required periodic drug testing.

Student will be removed from participation on athletic team/extra-curricular activity for a minimum of 20 school days from the date of the second positive test and until:

1. Completion of five (5) days of prevention/education program.
2. Completion of a minimum of ten (10) counseling sessions with the Student Assistance Counselor (SAC).

Intervention by the Student Assistance Counselor with student, parent and others deemed necessary to determine treatment. The student must comply with all recommendations made by the Student Assistance Counselor.

Student may attend prevention/education programs or sign into and complete a drug/alcohol in-patient rehabilitation program and continue an aftercare program with the high school Student Assistance Coordinator. Attendance in the rehabilitation program must begin within one week of parent notification of a positive test result. An information release form must be available to the Student Assistance Coordinator. The parent(s) is/are responsible for the cost of the rehabilitation program.

Student must submit an alcohol and drug test free of alcohol and/or any controlled dangerous substance prior to participation after the 20 school day removal.

Student must complete the additional counseling and education sessions as required or will be considered to be non-compliant with this policy and ineligible to continue participation in athletics and/or extra-curricular activities.

3. THIRD AND SUBSEQUENT INFRACTIONS

At the discretion of the Principal, permanent removal from all athletic and extra-curricular activities may be imposed.

Required periodic drug testing.

Compliance with all recommendations made by the Student Assistance Counselor for evaluation and treatment. The parent(s) is/are responsible for the cost of the rehabilitation program. The student will be subjected to required periodic drug testing.

Adopted: June 27, 2018



CLIFFSIDE PARK PUBLIC SCHOOLS

Board of Education
Cliffside Park, New Jersey 07010

STUDENT VOLUNTARY RANDOM DRUG AND ALCOHOL CONSENT TEST FORM GRADES 7-12

I understand fully that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Cliffside Park Board of Education regarding the voluntary random drug and alcohol testing program.

I authorize the Cliffside Park Board of Education to conduct an Alcohol and Drug test on-site if my name is drawn from the random pool. Pursuant to the Student Random Alcohol and Drug Testing Policy, I authorize the following:

1. Cliffside Park Board of Education to release specimens to the testing laboratory (ies).
2. Test Laboratory(ies) to release test results to designated school nurse.
3. School nurse to release test results to the Cliffside Park Board of Education Student Assistance Counselor if there is a positive result. Please refer to Board Regulation 5131 for disciplinary actions and requirements if there is an infraction.
4. Cliffside Park Board of Education to release individual student name, parent's name and home-phone to school nurse regarding all positive drug test results.
5. My name will remain in the random drug testing pool until I graduate HS. If I chose to remove my name from the pool, I will submit a written withdrawal letter signed by my parents.

I understand that I may also be randomly drug tested throughout the remainder of the year.

Student Name (Please Print)

Year of Graduation

Student ID Number

Student Signature

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Parent/Guardian - Home Phone Number

Work Phone Number

Cell Phone Number

- All results are kept strictly confidential and are released only to those individuals named above

