

## **CODE OF CONDUCT**

As per Board Policy and Regulations 5600, the Code of Student Conduct has been developed to foster the health, safety, social and emotional well being of our students as well as supporting and maintaining a civil, safe, supportive and disciplined school environment. The East Brunswick School District promotes the achievement of high academic standards and the prevention of problem behaviors that would impede the educational process. Parameters for the intervention and remediation of student problem behaviors at all stages of intervention have been established. School responses to violations of the code of student conduct will take into account the severity of the offense, developmental age of the student, and student history of inappropriate behaviors.

### **STUDENT RIGHTS**

Students have the right:

- To be informed about expectations for their behavior;
- To be treated with respect and dignity;
- To a positive, safe learning environment;
- To express their opinions and feelings appropriately;
- To be taught constructive means to settle disagreements or problems;
- To due process.

### **STUDENT RESPONSIBILITIES**

Students have a responsibility to:

- Exhibit self-control on school premises, on the school bus, and at school activities; Remain within the area assigned for a specific activity;
- Exhibit respect for the authority of all school personnel;
- Maintain and respect school and private property;
- Speak to and treat adults and other students with respect; Avoid placing themselves or others in danger of physical harm; Help keep the school clean and attractive;
- Use constructive means to settle disagreements or problems.
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### **CONSEQUENCES**

Students who choose not to accept these responsibilities are subject to disciplinary action. School personnel will use a variety of measures including: teacher/student conferences, teacher/parent conferences, interventions through the student assistance committees, warnings, detentions, suspensions or other strategies determined by the building administrator.

Consequences will vary according to the frequency, severity, and nature of the incident. At any time throughout the process, intervention by other school personnel may be recommended.

School responses shall provide for the equitable application of the code of student conduct without regard to race, color, religion, ancestry, nationality, origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability or by any other distinguishing characteristic.

Corporal punishment of student is prohibited.

In the next section entitled Discipline Guidelines is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.A.C. 18A:37-2. The behaviors include, but are not limited to:

## DISCIPLINE GUIDELINES

Student Misconduct	Administrative Procedures	Disciplinary Options
<ul style="list-style-type: none"> <li>Minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school.</li> <li>This misbehavior can usually be handled by an individual staff member but sometimes requires the intervention of other school support personnel.</li> </ul>	<ul style="list-style-type: none"> <li>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</li> <li>Repeated misbehavior requires a parent/teacher conference and a conference with the school counselor, child study team, and/or administrator.</li> <li>A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.</li> </ul>	<ul style="list-style-type: none"> <li>Verbal reprimand</li> <li>Appropriate consequences directly related to misbehavior</li> <li>Special assignment</li> <li>Behavioral contract</li> <li>Counseling</li> <li>Withdrawal of privileges</li> <li>Supervised study</li> <li>Detention</li> </ul>
<ul style="list-style-type: none"> <li>Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.</li> <li>These infractions, which usually result from the continuation of misbehaviors listed above, require the intervention of personnel on the administrative level because the execution of disciplinary options listed above has failed to correct the situation. Also, included in this level are misbehaviors that do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.</li> </ul>	<ul style="list-style-type: none"> <li>The student is referred to an administrator for appropriate disciplinary action.</li> <li>The administrator meets with the student and staff to investigate the infraction, interviews the student, determine the extent of the consequences, and to initiate the most appropriate responses:</li> <li>Referral to the guidance counselor, student assistance counselor and/or child study team and/or outside agency with parental consent can be considered.</li> <li>The teacher is informed of the administrator's action; parental notification may be necessary.</li> <li>A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</li> </ul>	<ul style="list-style-type: none"> <li>Any of the above actions as appropriate</li> <li>Detention</li> <li>Schedule Change</li> <li>Modified day</li> <li>Extracurricular restriction</li> <li>In-school suspension</li> <li>Out-of-school suspension, short-term suspension (one to ten days)</li> </ul>
<ul style="list-style-type: none"> <li>Acts directed against persons or property whose consequences do not seriously endanger the health or safety of others in the school.</li> <li>Acts that are clearly criminal will be reported to the police. Disciplinary action will also be taken.</li> </ul>	<ul style="list-style-type: none"> <li>Following the investigation and verification of the infraction, the administrator meets with the student and parents (if unavailable, a telephone conference and/or written notification is required) to discuss the student's misconduct, explain the resulting administrative action, and review future expectations and timelines.</li> <li>Notification/referral to the child study team when appropriate.</li> <li>Notification of local law enforcement authorities when appropriate.</li> <li>Restitution of property and damages is required.</li> </ul>	<ul style="list-style-type: none"> <li>All of the above actions as appropriate</li> <li>Temporary removal from class</li> <li>Change in schedule/teacher</li> <li>Modified day</li> <li>Extracurricular restriction</li> <li>In-school suspension</li> <li>Out-of-school suspension</li> <li>Disciplinary Board Hearing to consider long-term suspension/possible expulsion</li> <li>Home instruction/program placement in alternate program</li> </ul>
<ul style="list-style-type: none"> <li>Acts that result in violence to another's person or property or which pose a direct threat to the safety of others in the school.</li> <li>These acts are clearly criminal and are so serious that they always require administrative actions that result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Board of Education.</li> </ul>	<ul style="list-style-type: none"> <li>Following an informal hearing, the student is immediately removed from the school environment. Parental notification is required.</li> <li>The administration contacts the local law enforcement agency and assists in prosecuting the offender.</li> <li>The administration contacts the superintendent to advise him/her of the incident.</li> <li>A complete and accurate report is submitted to the superintendent for Board action.</li> <li>The student is given a full due process hearing before the Board of Education.</li> </ul>	<ul style="list-style-type: none"> <li>Short-term suspension (one to ten days)</li> <li>Disciplinary hearing with the Board of Education to consider long-term suspension (more than 10 days)</li> <li>Placement in an alternative program/school for the duration of the long-term suspension or until the outcome of the expulsion hearing</li> <li>Disciplinary hearing with the Board of Education to consider expulsion (in accordance with state law)</li> </ul>

\*Please Note: The Hammarskjold Middle School Code of Conduct is specific to the school and is located on the school website (<http://www.ebnet.org/Hammarskjold/index.htm>).

## ACTIVITIES/AFTER-SCHOOL CLUBS

Hammarskjold offers a wide variety of after-school Clubs/Activities. Information about clubs and student sign-up is listed on the website. Teachers in charge of an extra-curricular activity have the right to decide, with administrative approval, which students will participate in that activity. Consideration will be given to academic standing, attendance, and overall student conduct. For example, a student running for a Student Council Office should demonstrate exemplary character. Therefore, students with a pattern of disciplinary problems will not be eligible to run for Student Council office or as a representative to Student Council.

Clubs and activities run from 3:00 to 3:40. The day(s) the club/activity meets varies. Students need to pay attention to morning announcements for information as to when the clubs/activities meet. Students who wish to participate in a club/activity need to have a permission slip signed by their parent that includes: emergency telephone numbers and for those students who ride a bus, the **Activity Bus #** they need to take home. If a parent is planning to pick up their child, they must be at the school at **3:40 PM. If the parent is unable to do so and the child is assigned to ride a bus, he or she must take a bus home instead.** This is to assure that all children are safely transported home.

If you make a commitment to an activity, you are expected to participate regularly in that activity and not select another activity that may be in conflict because of meeting days. In order to participate in any activity that takes place after school, you must be in attendance at school on the day of the activity. Students who have been assigned In-School Suspension or Out-of-School Suspension on the day of a school activity are not eligible to participate.

Attending any extracurricular event is considered a privilege that our students must earn. Therefore, students must be in good academic and behavioral standing in order to be eligible for extracurricular events. A student's overall disciplinary record will be reviewed to determine if they have earned the privilege of attending the event.

Advisors are required to keep attendance records of each meeting and submit to the Main Office a complete roster, alphabetized and separated according to the grade level of all students who are participating in their activity or club.

## ALLERGIES

We have an increasing number of students who have severe allergies to certain foods and synthetic materials such as latex. Our most common food allergy is to any foods containing any nuts or nut oils. As a result, we have taken great care in ridding our cafeteria of foods containing peanut butter or foods containing other nut products. We ask that all of our students and parents be aware that exposure to these products can be fatal to some students. Therefore, please do not bring any food into school that contains peanut or nut products.

We also have students who are extremely allergic to products containing latex. The impact of this allergy has to do with the fact that almost all balloons contain latex. Therefore, it is necessary to make Hammarskjold a "Balloon-Free" environment for the safety of all of our students. Therefore, no balloons will be permitted at school.

## ANNOUNCEMENTS/MESSAGES

Announcements will be video broadcasted every morning during the first ten minutes of period one classes. Important announcements will be displayed on the televisions mounted in the cafeteria and in the classrooms.

**Only emergency messages will be delivered to students during the school day. Parents are requested to please make all necessary plans with your child prior to the school day.**

## ASSEMBLY PROGRAMS

Always remember to report to your class first. You are not to report to the assembly location for the program without your teacher and the rest of your class. Of course, proper conduct and good manners are expected throughout the performance. Hammarskjold enjoys a very good reputation for our behavior during assembly programs.

## ATTENDANCE

### ABSENCES

Students are expected to be in attendance on all days school is in session. The East Brunswick Board of Education permits absences from school for the following reasons: personal illness, death in the family, religious holidays, court appearances and administratively approved absences. Vacation or family travel while school is in session are not considered reasons for excused absences. The school must be notified in writing when families are leaving the country for ten or more days. The student(s) may be removed from the rolls and parents will have to re-register their child. Students who have ten or more unexcused absences will be considered truant and a referral will be made to the courts. See Board of Education policy #5200 for additional information.

**If you are going to be absent from school, parents must notify the school of the reason for your absence by calling the Attendance Office at 613-6897 prior to 8:03 AM to leave a message for our attendance officer. A message can be left at this number 24 hours each day in the event the attendance officer is not at her desk or it is after hours.** If your parent does not call, the attendance officer will contact your parent. **A written note from your parent is required for all absences.** When you are absent from school, you are responsible for all school assignments missed. Make-up work for excused absences will receive full credit. **However, make-up work for unexcused absences will receive a penalty of one letter grade as specified in Board of Education policy #5200.**

To make up assigned work, two school days are allowed for every one day of absence. Following an absence of six or more consecutive school days, you and your teachers must meet within a period of three school days to develop a make-up plan. If a student is absent only on the day of a previously announced test or quiz, he/she is responsible for taking the test or quiz on the day he/she returns to school. If a student is absent the day before a previously announced test or quiz, and no new work was covered on that day, he/she is responsible for taking the test or quiz on the day he/she returns to school. If your parents know in advance that you are going to be absent from school, they are to notify our attendance officer, in writing.

In cases of illness, your parents should not request school assignments from the guidance office. Homework assignments can be obtained by accessing Parent Connect and teacher websites (where applicable). You may want to call your study-buddies for more information about what went on during class or to obtain copies of class handouts.

You may not participate in any school activity, club, or program on the same day as an absence from school. You are also not permitted on school grounds or inside the building on the same day of an absence from school for any reason.

### TARDY TO SCHOOL

Tardiness deprives a student of a thorough and efficient education. Promptness is a responsibility of both the student and the parent/guardian. Students arriving after 8:30 AM, should sign in at the attendance office. Students arriving at 11:10 AM or later, will be charged with a half-day absence from school.

## **LEAVING SCHOOL DUE TO ILLNESS**

Students who are ill, or who have been injured must be evaluated by the nurse before leaving school. Students are not permitted to call for parent pick-up and leave the building without first being seen by the school nurse. Students who have been evaluated by the school nurse but haven't been cleared to leave school will be assessed an unexcused absence in the event that they are picked up by a parent.

## **BACKPACKS**

Backpacks are permitted in school but must be kept in student lockers during the school day. **Backpacks on wheels are not permitted** at Hammarskjold because of the danger that they present our concentrated areas of the building. Students are encouraged to encouraged develop good organizational habits and carry only those items necessary during school hours.

## **BEHAVIORAL EXPECTATIONS**

Discipline procedures have been developed with the understanding that our students need to know what behaviors are acceptable and which are not. Students are expected to self-regulate positive behavior and adhere to the Code of Conduct at all times. All students are subject to follow these expectations while working with all school officials. A school official is defined as any person employed by the East Brunswick schools. Students who violate the Code of Conduct will be referred to the grade level administrator.

The safety of each student in our school and the ability to maintain an appropriate environment for learning to take place is of utmost importance. Therefore, there may be inappropriate behaviors other than those listed which warrant some form of consequence. In addition, the frequency and/or severity of office discipline referrals may result in an alternative consequence other than those listed in the above procedures. Also, repeated infractions will result in greater disciplinary action. In the event that a student receives an Out-of-School Suspension, a re-entry conference with the child's parent, teacher, administrator and possibly other school officials prior to re-entry is required. In any event, all procedures specified in Board of Education policy will be upheld.

## **DETENTION**

There are three types of detention that may be assigned: teacher detention, lunch detention and office detention. Any teacher can assign teacher detention or a lunch detention and the teacher assigning the detention makes arrangements for you to stay for the detention. Lunch and Office detention can be assigned by a building administrator. If an administrator assigns you detention, you are to report to the assigned room immediately upon dismissal from your class.

## **IN SCHOOL SUSPENSION (ISS)**

Students who are assigned In-school suspension for major infractions of the Code of Conduct should report to the grade level administrators office immediately upon arrival to school. Teachers will assign work. Students are required to complete all work. Disruptive behavior in the ISS room will not be tolerated and may result in a student being suspended out of school. Use of cell phones other electronic devices and sleeping are not permitted in the ISS room.

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

Students who are assigned out of school suspensions for major infractions of the Code of Conduct do not attend school during the period they are suspended. Students are not permitted on school grounds during the period they are suspended from school. Students may not participate in any school related activities during the days of the suspension. A student re-entry conference is required when a student is returning to school from a suspension. A parent must accompany their child to school and attend the re-entry conference. Students are responsible for all work missed during their suspension.

## **SCHOOL HOUSE ADJUSTMENT**

A School House Adjustment is an alternative disciplinary consequence that is designed to focus students' attention on a behavior that violates the Code of Conduct. Students typically spend 1-2 class periods with the School Security Officer who administers a character education lesson which is tailored to the behavior that is being targeted. School House Adjustments require the reflective cooperation of the student in order to be successful.

## **APPEAL PROCESS**

In accordance with Board of Education Policy an appeals process exists for Out-of-School Suspensions and Expulsions. Please refer to Board of Education Policy/Regulation for the details regarding the appeals process.

As per board policy, all appeals must be processed at the building level with the Building Principal prior to contacting the Assistant Superintendent for Student Activities/Services. All appeals must be made promptly and no later than five school days following the assignment of the Out-of-School Suspension.

### **BELL SCHEDULE**

#### **FULL DAY SCHEDULE**

8:03 AM TO 2:50 PM

#### **HALF DAY SCHEDULE WITH LUNCH**

8:03 AM TO 12:43 PM

#### **HALF DAY SCHEDULE WITHOUT LUNCH**

8:03 AM TO 12:28 PM

#### **DELAYED OPENING SCHEDULE**

10:03 AM TO 2:50 PM

## **BOOKS**

You are required to return the same books that were issued to you by your teachers and the media center. It is your responsibility to keep your books covered and in good condition. Examine your textbooks carefully when you receive them. Call your teachers' attention to any marks, ripped pages, loose bindings, etc. You will be assessed book fines in June for marks, ripped pages, loose bindings, etc. You are required to pay for any lost or damaged books.

## **BUS GUIDELINES**

Bus routes and bus stops are carefully planned by the Board of Education and the East Brunswick Transportation Department taking into account the safest route for students to access a bus. Any changes made to a student's transportation to and from school must be done by a parent contacting the office of school transportation.

You must board your assigned bus at your assigned bus stop. Students will not be permitted to ride another student's bus to or from school for any reason. The safety of each student at our bus stops and on our school buses is of utmost importance. The law permits the school administration to deny bus transportation privileges if a student's conduct warrants such action. If transportation privileges are denied, it becomes the responsibility of the student's parents to see that he/she arrives at school. Students who exhibit safe and respectful conduct on buses will be able to enjoy bus privileges. Students not adhering to these expectations will be subject to administrative actions outlined in the code of conduct.

### **Students who ride buses must observe the following regulations:**

- Wait for your bus at your assigned bus stop in an orderly fashion. Remember to show respect for the rights, property, and safety of others. You will be asked to show your bus pass before boarding the bus.
- Remain seated in your assigned seat at all times.
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- Seat belts must be worn.
- Keep the center aisle of the bus free at all times by keeping your backpacks and other belongings on your lap or on the floor in front of you.
- The bus driver is in charge of the bus and must be obeyed at all times. Smoking is forbidden on the bus and at the bus stop.
- Open windows of the bus with the driver's permission only and keep hands and arms inside the bus at all times.
- Throw nothing on the bus or out of bus windows.

**Any student who missed their regular PM bus MUST report to the Main Office by 3:00 PM.**

## **AFTER-SCHOOL ACTIVITY BUSES**

After-school activity buses are available Monday through Thursday for students who are assigned to a school bus and are participating in after-school activities. Late buses leave the school promptly at **3:45 P.M.** Passes are required for the late buses and are distributed by the teacher supervising after-school activities. **Students without special late bus passes will not be permitted to ride the late bus.** All rules and regulations regarding proper conduct on school buses also apply to the activity bus.

Any discipline problems reported on the activity buses will result in exclusion from the use of activity buses for a designated period of time to be determined by the building administrator. The frequency and/or severity of bus discipline referrals may result in alternative consequences from the consequences listed above.

## **CELL PHONES**

The East Brunswick School District recognizes that cell phones are a valuable and important tool for our students, parents, and our staff. The East Brunswick Board of Education has revised policy 5600 for grades six through twelve to allow students to use cell phones during their lunch periods. Taking or transmitting still photos or video is prohibited at all times during school hours. Designating an appropriate time and place for cell phone use will allow students to “stay connected” without the risk of consequences.

With the exception of the cafeteria during designated lunch times, cell phones are not to be seen or heard at any other time or any other place during school hours. If a student's cell phone is seen or heard outside of the cafeteria it will be confiscated and returned only to a parent.

## **COMMUNICATION**

At Hammarskjold there are a variety of ways to communicate with teachers and staff members. Listed below are the ways:

1. **Agenda**
2. **Email**
3. **Voicemail**

As a first step please contact the teacher of your child. If you still require assistance after reaching out to the teacher, contact the grade level administrator.

## **COUNSELING AND GUIDANCE SERVICES**

Guidance services are offered to all students. Each student is assigned to a guidance counselor. Your guidance counselor may assist you in recognizing your strengths and weaknesses, and can assist you with any problems that you may be having at home or in school. You may make an appointment to see your guidance counselor at any time by coming into the guidance office and filling out an appointment slip. Your counselor will see you as soon as he/she can. Your parents may wish to speak with your guidance counselor and may do so by calling 613-6845 or 613-6770.

In addition to four guidance counselors we have a Student Assistance Specialist for each grade level who is available to students who may be experiencing problems at home or have emotional issues that may

be impacting their academic performance. The Student Assistance Specialist is specially trained in dealing with problems of this nature.

Hammarskjold Middle School has an Intervention and Referral Services committee which is designed to assist students who are experiencing learning, behavior, or health difficulties and assist the staff in addressing student's needs.

The Code of Conduct is based on the premise that the remediation of discipline problems and other at-risk behaviors is most effective when interventions are conducted at early stages of identification. Behavioral intervention procedures have been established to provide students, parents, and staff members with proactive, comprehensive and developmentally appropriate services. Intervention and referral services may include but may not be limited to the identification and remediation of learning, behavioral and health difficulties. These services are intended to promote positive student development as well as fulfill behavioral expectations set forth by the East Brunswick School District.

## **PEER MEDIATION**

Peer mediation is a process by which students assist other students in resolving conflicts. We encourage our students to resolve conflicts in a peaceful and mature manner without violence. Peer mediation provides our students with an organized framework to resolve conflict prior to adult intervention by a guidance counselor or an administrator. If at some point you have a need to resolve a conflict with another student, you can request peer mediation by completing a request form available in our guidance office. Peer mediation sessions are only conducted when mutually agree upon by both parties involved.

## **DANGEROUS THREATS**

The East Brunswick Public Schools recognizes the seriousness of threats. A dangerous threat is defined as a written or spoken statement that shows intent to inflict serious physical injury or death to another person. This can include drawings, Internet messages, and other writings. When a threat is reported, an administrator will investigate and determine the severity of the threat by interviewing the accused student and/or witnesses. **The level of the severity of the threat is determined by the administration, and appropriate action will be taken that will include suspension and possibly a psychiatric examination.**

## **DELAYED SCHOOL OPENING**

If the opening of school is delayed, it will be delayed by two hours and school will begin at 10:03 A.M. A Blackboard phone call will go out from the Superintendent informing parents that there will be a two hour delay of the regular school day. Information is also available on the district website and through Global Connect. If you ride a bus to school, you should report to your bus stop two hours later than the usual reporting time. The class schedule will be announced when you arrive at school. You should report to your first period class upon your arrival to school.

## **DRESS CODE**

Hammarskjold Middle School encourages students to dress appropriately for school. Since we are an educational institution, the daily clothing/attire should be conducive to an educational environment that is not disruptive of school operations and educational process.

- Students must wear appropriate school wear at all times.
- Sunglasses may not be worn in the building.
- Clothing must cover the front and the back of the student (**bare midriff, halter tops, or tank tops are unacceptable**) at school. Shirts must cover shoulders and shorts or skirts must not be too short or too tight fitting.
- Footwear must be worn at all times and thong/flip flop type footwear is unacceptable.
- Bandanas, hats, and headbands may not be worn in the building (with the exception of religious)
- Spray painting of hair is only permitted during specified school events.
- Clothing which promotes the illegal or commercial use of drugs, alcohol, or tobacco/nicotine products or that includes sexual innuendo is not permitted.
- Styles of clothing (jackets, shirts, hats, lettering, make-up, hair, etc.) which symbolize affiliation with negative youth groups, such as gangs or cults, are not allowed. Pocket chains are not permitted.



## EMERGENCY CONTACT

### Changes in Address or Telephone Number

In cases of emergency, the school needs to be able to contact your parents. Please notify one of the guidance secretaries if there are any changes in your address, your home telephone, your parents' cell phone numbers or your parents' business telephone numbers. Please be sure to return your emergency contact information to school with all of the necessary information, including a telephone number of a family member or close family friend who should be contacted in the event that your parent cannot be reached.

## ENTERING/LEAVING THE BUILDING

All sixth grade and seventh grade students will be assigned entrances through which they are to enter the building in the morning. **No students will be permitted to enter the building before 7:53 AM.** Parents who drive their children to school are asked not to drop their children off before 7:50 AM unless special arrangements have been made with a school official. Student drop-off in the morning is in the designated areas. First period begins promptly at **8:03 A.M.** Students are required to be in their first period classes prior to the bell.

Walkers should enter and exit the building through the Rues Lane exit upon arrival and dismissal.

Parents may not enter the Bus Zone between 2:30 PM and 4:00 PM according to East Brunswick Traffic Safety regulations. Students who are picked up at dismissal by their parents will be directed to the designated area.

Students with permission to leave early must be signed out by a parent/guardian at the attendance office. If you have a note from your parent to leave school early, you are to bring the note to the attendance office first thing in the morning to have your note approved. Your signed note will serve as your pass to leave your class to report to the main office to meet your parent. If your parent plans to have someone else pick you up from school, your parent must indicate, in writing, who will be picking you up. Some form of personal identification will be required as a safety precaution.

Upon dismissal, students must promptly leave school grounds unless they will be participating in an activity supervised by a staff member. Students who walk home must go directly home upon dismissal unless they will be participating in a supervised after-school activity.

## FIELD TRIPS

All students must have a signed written permission slip to participate on field trips. When you go on a field trip, you are representing our school. We are extremely proud of the numerous compliments our students have received regarding their behavior and good manners. When you go on a field trip, you are expected to dress appropriately for your trip. **Students who have been assigned In-School Suspensions and Out-of-School Suspensions may not be permitted to participate on a field trip or a parent may be required to attend the field trip with their child.** Students who are not going on a field trip are still legally required to be in school. Students not going on a field trip should report to the main office unless told to report elsewhere ahead of time.

## FIRE DRILLS

New Jersey School Law requires one fire drill per month. During a fire drill:

- Everyone must follow the evacuation plan posted in the room and exit **SILENTLY** and rapidly.
- All doors and windows must be closed and lights turned off.
- Everyone will wait in designated outside areas until allowed to return to the building.
- Teachers will take their grade books in order to take attendance to be sure all students are present upon returning.
- If the fire alarm should go off during a regularly scheduled class period and you are not in your class when the fire alarm sounds, you are to leave the building through the nearest exit and then find your

teacher outside of the building or report to the nearest teacher.

## LOCKDOWN DRILLS

Two lockdown drills, will be conducted during each school year. Procedures for lockdown drills will be reviewed with students and staff.

## EVACUATION DRILLS

An evacuation drill will be conducted during each school year. Procedures for evacuation drills will be reviewed with students and staff.

## GRADES

Report cards are issued approximately one week after each marking period ends. There are four marking periods per school year. Letter grades are given for each subject you take. Each teacher will define for you how your grade will be calculated. Additional comments may be printed on our report cards along with a letter grade describing such things as your work habits, preparation for class, test grades, etc. Please refer to the district website for dates of progress reports, the end of marking periods, and the distribution of report cards.

Our letter grading system is defined as follows:

### **GRADING SYSTEM**

The grading criteria are as follows:

Excellent Masters all course	A+ 98-	A 92-	A- 90-
Good Masters a major portion of course proficiency	B+ 86- 89	B 82- 85	B- 80- 81
Fair Masters the minimum course	C+ 76- 79	C 72- 75	C- 70- 71
Poor Completes the minimum	D+ 66- 69	D 62- 65	D- 60- 61
Failing Indicates work inferior to accepted	F Below 60		

## INCOMPLETE GRADES

Students who have received an Incomplete for a marking period will be given ten (10) school days to complete the necessary work. If the work is not completed within ten (10) school days, the Incomplete Grade may become an F. Teachers may submit a grade change at a later date in cases where there were extenuating circumstances. An alternate timeline may be established in these cases if the student's teachers, guidance counselor and department chairperson are notified.

## PROGRESS REPORTS

Progress reports are issued midway through each marking period, generally for students who may be at risk for course failure. Parents are encouraged to contact counselors and teachers when a progress report indicates deficiencies. Additionally, teachers may issue an interim progress report.

## PROMOTION

In order for any Hammarskjold student to be promoted to the next grade, he/she must demonstrate academic proficiency. Any student who fails two or more academic subjects will not be promoted to the next grade. If a student fails 2 or more subjects some coursework may be remediated via summer school. Students should contact their guidance counselor or their grade level administrator if they are in danger of failing.

## HONOR ROLL

Each marking period, students who demonstrate academic excellence in all subjects are distinguished by being designated as honor students. Students are eligible for the Honor Roll each marking period. You must receive all A's and B's (no single grade below a B-) in order to make the Honor Roll. The Honor Roll list is posted at the end of each marking period. All Honor Roll students receive letters of commendation from the building principal.

## HIB (Harassment, Intimidation, Bullying)

Harassment, intimidation, or bullying means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school sponsored function, on a school bus, or off school grounds as provided for in Section 16 of P.L. 2010, Chapter 122, that substantially disrupts or interferes with the orderly operation of the school.

Public school administrators who have been designated to do so must investigate any alleged incidents of bullying, which is a serious allegation.

**Students at Hammarskjold are expected to conduct themselves in a manner that treats others with respect. Speech or acts that demean others are not tolerated.**

Students and parents are encouraged to familiarize themselves with anti-bullying laws and resources that are provided by the NJ Department of Education:  
<http://www.state.nj.us/education/students/safety/behavior/hib/>

## HOMEWORK

Homework is an integral part of your school program. You should expect to have homework every night. All homework assignments must be recorded each day in your agenda. **Even though many teachers post homework in Parent Connect, students are still required to input assignments into their student agenda for each class everyday.** This serves as an organizational learning tool for students.

Homework can be given in many forms. It is designed to supplement class work and to give you the opportunity to practice the skills you have learned in class. If a student is present, then all next day homework assignments are due on time. Late homework assignments will be addressed as outlined by the teacher's policies.

## PARENT ACCESS

<http://parents.ebnet.org>

Our goal in using this program is to promote the team effort already in existence between teachers, parents and students.

It is important for you to understand that the assignment posting information made available is an “assignment-to-date” that will change as assignments and assessments are prepared by your child’s teachers, and then updated on a regular basis by our district software integration program.

Parent Connect provides both students and parents with the opportunity to obtain homework assignments and other important information about school activities on a regular basis. The students will have the responsibility of recording their homework assignments in this agenda on a daily basis.

### **Procedure for Parent Access:**

Open a browser with an active connection to the Internet.

1. Type in <http://parents.ebnet.org> in the address field to get onto Parent Access

\*For more detailed instructions visit our school website at <http://www.ebnet.org>. On HMS home page scroll down to HMS Files and there you will find a download to Parent Access Instructions.

## **INSURANCE**

You will be given the opportunity to carry school insurance during the first week of school. The School Board does not carry insurance to pay claims for injuries or incidents occurring in school, including stolen items.

## **LIBRARY/MEDIA CENTER**

Our library/media center is open from 8:03 A.M. until 3:40 P.M. on Tuesdays through Thursdays. Books may be borrowed and returned at any time during these times. You may use the media center from 8:03 A.M. to 3:40 P.M. but you must have a signed pass from one of your teachers or a pass issued by the media center staff for after school use. If you use the media center after school, you must remain in the media center involved in meaningful activity until 3:40 P.M. You are encouraged to use our media center often. We have an excellent selection of books, periodicals, and we have networked computers. Please remember, however, that the media center is a place for browsing, reading, getting and returning books, and doing research. Therefore, students who create disturbances in the media center will be asked to leave and could lose media center privileges.

Books may be checked out for a period of two weeks. Reference books, magazines, and special reserve materials may be checked out overnight. You are responsible for any materials that you borrow from the media center and must pay for lost or stolen materials. Remember that you’ll need to have your student agenda with you at all times in order to check out materials from the media center.

## **LOCKERS**

You will be assigned a hall locker that only you may use. This means that no other student should be given your combination or have access to your locker. If it is determined that you have given access to your locker to another student, you will be assigned a consequence. **All lockers are the property of the school and, as such, the school reserves the right to open, inspect or restrict the use of lockers at any time.** The school assumes no responsibility for items left in lockers and advises that large amounts of money, jewelry, expensive jackets and/or designer pocketbooks etc. not be brought to school.

### **Each student should:**

1. Keep his/her locker neat and clean.
2. Never give his/her combination to anyone.
3. Never store valuables in his/her locker.
4. Never leave food in lockers overnight.
5. Make sure to close the locker and spin the dial after use.
6. Be safe and respectful of other students during locker use.

## LOST AND FOUND

You may inquire about any lost personal property such as books, clothing, jackets, and purses in the main office or at the security desk. You are encouraged to make sure that your name is on everything that you bring to school. Students are responsible for their personal property.

Some lost and found items are kept at the security desk. Lost and found items of value such as jewelry and calculators will be kept in the main office. Lost and found items are cleaned out at the end of each marking period and donated to local charities. Check with your teacher and the security desk for lost textbooks.

**If you find something at school, you are to return it to the main office.** We will record your name and a description of the found article. If unclaimed, we will return the article to you. This is particularly important in the case of lost wallets, money, jewelry, or other items of value. **If you do not return something you have found and you are found to be in possession of some ones property, you will be held accountable.**

## LUNCH

You are to stop at lockers before lunch to put away books and pick up lunches.

You may bring lunch from home or buy a school lunch. **Under no circumstances can food be ordered or delivered from a fast food restaurant by students or parents.** You are expected to demonstrate good manners while eating and talk in a normal tone. Tables and floors must be left clean. You are encouraged to go to the lavatory before entering the cafeteria.

No food may be purchased during the last few minutes of the cafeteria period, because any unfinished food is not allowed outside the cafeteria.

No glass containers are allowed in school. Plastic containers larger than 16 oz. are not permitted. Also, opened cans or containers of drinks are not permitted to leave the cafeteria.

Free and reduced lunch tickets are available. See the school nurse if you have any problems regarding obtaining lunch. **If a student is found guilty of abusing his/her privilege of receiving a free or reduced lunch, by giving or selling tickets to another student, he/she may be removed from the program and be subject to disciplinary action. Due to Health and Safety reasons, students are not permitted to bring in food for celebrations (birthday, holidays, etc.).**

**\*Due to health and safety issues, students are not permitted to bring outside food in for birthday celebrations during lunch.**

## NURSE'S OFFICE/HEALTH NEEDS

If you become ill during the school day or are in need of first aid treatment as a result of an injury, you must obtain a pass from your teacher to go to the nurse. **You are not permitted to go to the nurse's office in between classes.** You are to go to your next teacher and ask the teacher for a pass to the nurse's office. **You must report any injury that occurs during school hours to the nurse.** **If you are ill or have acquired an injury at school, you must use the phone in the nurse's office to call home. The school nurse will decide whether the illness or injury warrants your parent coming to school to take you home. Students who have been evaluated by the school nurse but haven't been cleared to leave school will be assessed an unexcused absence in the event that they are picked up by a parent.**

Many of our students require medication of some kind during the school day. **If you are asthmatic, you will be permitted to carry your inhaler with you, but a doctor's note must be on file in the nurse's office indicating what your specific health needs are and certifying that you have been trained in the proper use of the inhaler or epipen. In addition, your parent must provide the nurse with a letter requesting permission for you to carry your inhaler or epipen and an additional inhaler or epipen identical to the one you will be carrying. All other medications may not be kept by students.** All other medications are to be kept and stored in the nurse's office. Guidelines for administering medication in school are as follows:

Only written orders from doctors are acceptable. They should include beginning and discontinued dates.

They also should include the diagnosis of the disease. If the medication is to be given on a continuing basis, a doctor's note must be provided at the beginning of each school year. A written note from parents/guardians also is necessary when any medication is to be given by the nurse.

All medication must be in a pharmacy labeled container with student's name, medicine identification, dosage, time to be given and dates. The doctor's and pharmacy telephone number are needed in case there are unanticipated side effects.

Parents/guardians should bring the medication to the nurse along with the notes from them and the doctor.

All non-prescription drugs are to be handled the same as prescribed drugs. Therefore, the nurse will administer drugs such as aspirin, Tylenol, antihistamines or non-prescription cough syrup only upon receipt of written notes from the doctor and parent/guardian. A labeled bottle of the over-the-counter medication also must be provided.

### **FREE/REDUCED LUNCH PROGRAM**

Applications for a free or reduced lunch are available from the nurse's office and are processed by the school nurse and Child Nutrition Department.

#### **The nurse is NOT PERMITTED TO:**

Change dressings applied by a doctor, diagnose illnesses and administer treatment, treat injuries sustained outside of the school day, dispense medication without a current doctor's written permission.

### **PBSIS**

PBSIS stands for Positive Behavior Support in Schools. This program is also known as "Paws for Success. This is a NJ State recognized program that is intended to foster positive behavior in school. As a part of the program, students receive "Paws" from staff when demonstrating one or more of the school-wide rules related to being respectful, safe, responsible and ready to learn. These tickets can then be turned in to be eligible for one of our weekly prize drawings.

### **SKATEBOARDS/ROLLERBLADES/ROLLER SHOES/COMPUTER GAMES/LASER POINTERS/BICYCLES/PERSONAL ELECTRONIC DEVICES**

**Bicycles are not to be ridden on school grounds.**

Skateboards and Rollerblades/Roller shoes are not permitted on school grounds for safety reasons.

Personal electronic devices such as: MP3 players, walkmans, radios, computer games, laser pointers, etc. are not to be seen or heard during school hours. These items will be taken away and parents will be asked to pick the items up from an administrator. The administration will not be responsible for the loss or theft of any of the above items brought to school by a student.

### **SCHOOL STORE**

Hammarskjold has a school store that provides the opportunity for students to purchase supplies: notebooks, pencils, erasers, school spirit items, and a wide variety of other supplies. It is open during lunch periods.

### **VISITORS**

All visitors to Hammarskjold are required to report to the school's security desk to obtain a visitor's badge and to wear the badge during the time they are in the building. All visits must be arranged with the building principal. For security purposes, visitors are not permitted into the building after 4:00 PM, except to attend regularly scheduled programs. In addition, parents and students may not go to classrooms or lockers after 4:00 PM to obtain books or materials their children have forgotten to take home.

## **WALKERS**

If you walk to and from school, you must cross Rues Lane where the crossing guard is stationed.

## **YEARBOOKS**

Hammarskjold yearbooks are sold during the fall. Be sure to place your order early to guarantee your copy. Yearbooks are invaluable as you grow older and serve as the basis for the many memories of your middle school experience we hope you treasure for the rest of your life.

It is common practice to have students sign one another's yearbooks once they are distributed. Students are reminded of the importance of being considerate of others' property when signing yearbooks. Any student found defacing another student's yearbook by writing offensive messages or drawing any inappropriate picture(s) will be assigned a consequence and required to make restitution for the cost of a new yearbook.