



**ALEXANDER BATCHO INTERMEDIATE SCHOOL
STUDENT HANDBOOK**

2018-2019

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WWW.MANVILLESCHOOLS.ORG

FROM THE OFFICE OF THE PRINCIPAL

Welcome to Alexander Batcho Intermediate School. We hope this year will be one in which your child will take an active role in his/her education. We hope the time your child spends here will be rewarding and enjoyable. The Middle School is a great place to learn and grow. We have a dedicated staff that is truly concerned about children. We provide an excellent academic program which involves each child as an active participant along with a variety of extra-curricular activities such as clubs and sports.

A copy of this handbook is issued annually to every student at Alexander Batcho Intermediate School (A.B.I.S.). It contains information that is designed to familiarize all students along with their parents/guardians with pertinent school procedures and regulations. A complete list of all Board of Education policies and regulations can be found on the district website, www.manvilleschools.org.

A.B.I.S. is your school. We are a school that takes pride in our program, our staff, and our students. We hope you learn to share this pride and take the opportunity to become involved in all we have to offer. It will be a most memorable experience.

Share in the adventure of learning and have a great year.

Michael Magliacano
Principal
mmagliacano@manvillesd.org



MANVILLE PUBLIC SCHOOLS

MISSION STATEMENT

We believe in the potential of our students, the ability of our teachers and administrators, and the support of our parents and community. Every child. Every day.

Website: www.manvilleschools.org

MHS / ABIS Bell Schedule

1 st Lunch	
1	7:45 – 8:38
2	8:41 – 9:32
3	9:35 – 10:26
4L	10:29 – 10:59
5A	11:02 – 11:53
6	11:56 – 12:47
7	12:50 – 1:41
8	1:44 – 2:35

2 nd Lunch	
1	7:45 – 8:38
2	8:41 – 9:32
3	9:35 – 10:26
4	10:29 – 11:20
5L	11:23 – 11:53
6	11:56 – 12:47
7	12:50 – 1:41
8	1:44 – 2:35

3 rd Lunch	
1	7:45 – 8:38
2	8:41 – 9:32
3	9:35 – 10:26
4	10:29 – 11:20
5B	11:23 – 12:14
6L	12:17 – 12:47
7	12:50 – 1:41
8	1:44 – 2:35

Early Dismissal	
1	7:45 – 8:23
2	8:26 – 8:59
3	9:02 – 9:35
7	9:38 – 10:11
8	10:14 – 10:47
4	10:50 – 11:23
5	11:26 – 11:59
6	12:02 – 12:35

Delayed Opening	
1	9:45 – 10:23
2	10:26 – 10:59
3	11:02 – 11:35
4	11:38 – 12:11
5	12:14 – 12:47
6	12:50 – 1:23
7	1:26 – 1:59
8	2:02 – 2:35

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ATTENDANCE POLICY #5200

A. Definitions

1. For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.
2. A “school day” shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.
3. “A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
 - a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
4. A “half-day class” shall be considered the equivalent of a full day’s attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

B. Attendance Recording

1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.
2. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
3. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.
4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another

- school, transferred to an individual home instruction record, or officially leaves the school system.
5. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
 6. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.
 7. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.
- C. Unexcused Absences That Count Toward Truancy/Excused Absences
1. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined below.
 2. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:
 - a. The student’s illness documented by a note from a physician’s office provided to the school;
 - b. The student’s required attendance in court or other governmental agency with supporting documentation;
 - c. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
 - d. The student’s suspension from school;
 - e. Death of family member supported by notification to the school by the student’s parent;
 - f. A college visit (up to three days per school year, only for students in grade 11 and 12) with supporting documentation;

- g. Examination for a driver's license with supporting documentation;
 - h. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day with supporting documentation from physician or dentist;
 - i. "Take Our Children to Work Day" (pursuant to the memo issued by the Commissioner to all districts) or other rule issued by the Commissioner;
 - j. Participation in observance of Veterans Day (N.J.S.A. 18A:36-13.2) or district board of election membership activities (N.J.S.A. 18A:36:33);
 - k. An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence.
3. An "unexcused absence" is a student's absence for all or part of a school day for any reason other than those listed as excused absences in "C" above. An "unexcused absence" may be counted toward retention, truancy, loss of course credit, ineligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance. Absences for the following reasons are not excused.
- a. Family travel;
 - b. Performance of household or babysitting duties;
 - c. Other daytime activities unrelated to the school program;
 - d. Leaving school without permission when school is still in session;
 - e. Leaving class because of illness and not reporting to the school nurse as directed; or being present in school but absent from class without approval. Such absence from class is a "class cut."
4. "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.
5. "Unexcused tardiness may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.

D. Notice to School of a Student's Absence

1. The parent or adult student is requested to call the school office before the start of the student's school day.
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office before the start of the afternoon session.
3. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.

E. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
2. A note explaining a student's absence for a non-communicable illness for a period of more than three (3) school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.

F. Instruction

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of three (3) or more school days duration. The parent or student must request such home assignments.
2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.
3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work.
5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. A secondary student may be dropped from a course or denied course credit when he/she has been absent from a full year course 18 days, semester (half-year) course 9 days, and single marking period course 4 days, whatever the reason for the absence, except that absences for the observance of a religious holiday or absences caused by a student's suspension will not count toward the total.
3. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent twenty (20) or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday and absences due to student's suspension will not count toward the total.
4. Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

H. School District Response To Unexcused Absences During the School Year That Count Toward Truancy

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;

- d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - 1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - 2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - 3) Consider an alternate educational placement;
 - 4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - 5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - 6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
 - 7) Engage the student's family.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:

- a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
4. A court referral may be made as follows:
- a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 - 1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - 1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
- a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward

truancy, the absences shall be reported to the sending school district.

- 1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.

I. Discipline

1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.
2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.
3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

J. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.
3. A report card will record the number of times the student was absent and tardy in each marking period.
4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form

K. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student

should either continue to be enrolled in the course or receive course credit for a class the student completed.

- b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
- c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
- d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
- e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
- f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

L. Attendance Records

- 1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

TARDINESS (Policy #5240)

A. Definitions

- 1) A pupil is tardy to school when the pupil reports to his/her assigned homeroom after the beginning of the school day without approval for the delay.
- 2) A pupil is tardy to class when the pupil reports to his/her assigned classroom or other place of instruction after the late bell rings without approval for the delay.
- 3) A pupil who is late to school or class for an excused purpose pursuant to Policy No. 5230 is not tardy for the purpose of this regulation.

B. Procedures for Tardy Arrivals

- 1) A pupil who is tardy to school must report to the school office to present a written note explaining the reason for the tardiness. The pupil must sign in and receive a late pass for admission to class.
- 2) A pupil who is tardy to class may be sent by the teacher to the school office to explain the reason for the tardiness and obtain a late pass for admission to class.
- 3) No pupil who arrives at school after attendance has been taken will be admitted to class without a late pass.

C. Discipline

- 1) Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s) and consider the developmental ages of the pupil offenders and pupil's histories.

D. Consequences for tardiness may include but not limited to the following:

Three instances of unexcused tardiness will equal one unexcused absence for the purpose of calculating unexcused absences for application of Board Policy No. 5410 on Promotion and Board Policy No. 5460 on High School Graduation.

Weston School and Roosevelt School

Parent/Guardian notification in all instances:

- 1 -3 Tardies Warning/Parental Notification
- 4 Detention (Grades 3-4)
- 6 Mandatory conference with principal and/or designee
- 8 Detention (Grades 3-4)
- 10 or more at the discretion of the Principal
 - Detention or Suspension
 - Mandatory
 - Court appearance
 - IRS referral
 - Notification to the Division of Child Protection and Permanency (DCPP)

Alexander Batcho Intermediate School – (Grades 5-8)

Parent/Guardian notification in all instances

- 1 – 3 Tardies Warning – Student Conference
- 4 Detention
- 7 Detention
- 10 or more at the discretion of the Principal or designees
 - In-School Alternate Placement/In-School Detention
 - Loss of privileges

- Detention or Suspension
 - Mandatory
 - Court appearance
 - IRS referral
 - Notification to the Division of Child Protection and Permanency (DCPP)

Manville High School

Parent/Guardian notification in all instances

- 1 -4 Tardies: Warning Parental Notification
- 5-6 Lunch detention
- 7-8 One hour detention
- 9-10 In-School Alternate Placement/In-School Detention
- 10 or more at the discretion of the Principal or designees
 - In-School Alternate Placement/In-School Detention
 - Loss of privileges
 - Out of school Suspension
 - Student Intervention Attendance Plan
 - Mandatory
 - Court appearance
 - IRS referral
 - Notification to the Division of Child Protection and Permanency (DCPP)

Grades K – 12

Three instances of unexcused tardiness will equal one unexcused absence for the purpose of calculating unexcused absences for application of Board Policy No. 5410 on Promotion and Board Policy No. 5460 on High School Graduation;

- Align with Policy 2340 for Field Trips, Policy 2430 for curricular and Regulation 5200 for Attendance.

PUPIL ARRIVAL

1. Students should arrive no earlier than 7:20am for breakfast. Students may remain on school grounds until a staff member arrives on duty at 7:35am.
2. All student will be required to enter the building using the main entrance for breakfast and/or the field entrance at 7:35am. (early bell)
3. Inclement weather – student should enter building and report to the gym unless eating breakfast in the cafeteria.

PUPIL DISMISSAL

Exclusive of early dismissal days (12:35 pm is student departure) or an emergency building closing, students will be dismissed at 2:35 pm. All students may leave ABIS through all exits. Each club/sport has established their particular meeting dates/times. No clubs are scheduled to meet on Tuesdays. (Refer to our calendar posted on the ABIS website).

Attendance is taken during each club/sport or other afterschool activity including tutoring. For tutoring sessions lasting longer than thirty (30) minutes, the student(s) is expected to get a permission slip from the teacher at least one (1) day prior to the lesson and return it to the teacher during the tutoring session. If the tutoring lasts less than thirty (30) minutes, a permission slip is not needed by the student. It is the responsibility of the student to communicate with parent(s)/guardian(s) when attending tutoring or extra help sessions.

The Main Office will remain open until 3:00 pm each full day of school; times will be adjusted for half days and emergency closings. You may contact the Main Office at 908-231-8500 ext. 8521 if you have any questions. After 3:45 pm, please contact the Manville Police Department if your child does not arrive home as scheduled.

AFTER CARE

Please visit the website at www.piscatawayschools.org. Select “Community Pass Online Registration” under Quick Links on the right side of the page for more information.

DISMISSAL PROCEDURES

For dismissal of individual students ABIS will utilize the following procedures:

- Any student dismissed during the school day, prior to the end of his/her regular class schedule, must sign out in the Main Office. Prior to exiting the building a parent/guardian must pick up the student from the Main Office. Regular dismissals are monitored daily by the school administration.
- Students dismissed by the school nurse must be picked up by the parent/guardian from the Main Office.
- A student suspended from ABIS must be picked up by a parent/guardian from the principal’s office.
- Co-curricular dismissals are monitored by the Board approved coach or advisor.

For emergency closing after school is already in session, ABIS will utilize the following procedures:

- Notification of transportation for dismissal procedures
- Public announcements that school will close early and there will be no after school activities
- Posting on the ABIS website (www.manvilleschools.org)
- Notification of the local police department
- School administration will conduct dismissals based on prevailing conditions.

Please keep these procedures in a convenient location for future reference. Please feel free to contact us at 908-231-8500 ext. 8521 if you have any questions.

Policy # 5230 LATE ARRIVAL AND EARLY DISMISSAL

The Board of Education requires that pupils be in attendance for the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a pupil be late to school or dismissed from school before the end of the school day.

The Principal may excuse for cause the late arrival and early dismissal of a pupil on the prior written request of the pupil's parent(s) or legal guardian(s). Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, a motor vehicle driver's test, interviews for college entrance or employment, and court appearances.

No pupil will be permitted to leave the school before the end of the school day except in the presence of the pupil's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who has written authorization, or in the custody of agents of the state acting in their legal capacity.

The Principal shall maintain a record of the parent(s) or legal guardian(s) of each pupil. If one parent has been assigned custody of the pupil by court order or separation agreement and wishes to limit the noncustodial parent's access to the pupil, the parent in custody must inform the Principal of any such limitation and may request that his/her authorization be required before the noncustodial parent is granted access. In the absence of such notice, the Principal will presume that a pupil may be released into the care of either parent.

A pupil who suffers an incapacitating medical disability will be released from school only in the presence of an adult.

ATTENDANCE PROCEDURES

1. When your child is going to be absent from school due to illness, call the **nurse's office** at **908-231-8500 ext. 8530** to notify the school. Parents may report absences on this number at anytime. Parents should leave the student's name, grade, reason for absence and their telephone number.
2. When your child returns to school he/she should bring a note, signed by a parent, explaining the absence. This does not signify an excused absence. Please provide a note from a medical professional if possible.
3. A student who is tardy to school must report to the Main Office and be signed in by a PARENT/GUARDIAN. The pupil must sign in and receive a late pass for admission to class.
4. Parents/Guardians must submit and sign a written request that contains the student's name, the reason and whether or not the student is returning for the day. Student is to submit note to the teacher at the time the child is to meet his/her parent in the main office. Parent/guardian must sign out child before leaving the school.

EARLY DISMISSAL DUE TO EMERGENCY SITUATIONS

In the event that school must close early due to inclement weather or other emergency conditions, an announcement will be made from the main office. All parent/guardians will be called to pick up their child using the Alert Now communication system.

SCHEDULED EARLY DISMISSAL DAYS

Please check the school calendar for early dismissal days. Students are dismissed on half days at 12:35pm.

CLOSING SCHOOL DUE TO INCLEMENT WEATHER

In the event school is closed because of inclement weather, any of the following radio/TV stations will carry the announcement:

WABC-TV, NJ101.5 FM

Please subscribe to the **ALERT NOW** system. Immediate contact will be made through the designated lines of communication.

You can also check the district web page (www.manvilleschools.org) for emergency announcements.

DELAYED OPENING

Please see the ABIS bell schedule on page three (3) of this handbook for arrival and departure times.

STUDENT DRESS

Policy # 5511 DRESS AND GROOMING

The Board of Education required pupils to comply with the expectations for sound choices in personal grooming and in the wearing of attire.

Within the guidelines set forth by the administration, pupils may exercise their own judgment in matters of dress and hair style, unless the choices pupils make present a danger to the pupils' health and safety of themselves or others cause an interference with work, or create classroom or school disorder.

Guidelines for implementing and enforcing this policy are to be prepared by the Superintendent in conjunction with those members of the school community that he/she may choose.

N.J.S.A. 18A:11-1; 18A:11-7; 18A:11-8; 18A:11-9 Adopted: 20

Students are expected to dress modestly and appropriately so as not to cause disturbance within the school. Any student who deviates from generally acceptable dress standards and general appearance which, *in the judgment of school administrators*, is a disturbing influence in

the school or at school functions, will be asked to change into appropriate attire or sent home to change, prior to re-admission to class. A refusal to comply with this request would be cause for suspension until the condition is corrected.

ABIS DRESS CODE:

- Students may not carry hand-held bags or backpacks during the school day unless authorized by the school administrators.

Student may not wear:

- Clothing that is too tight or revealing
- Clothing that you can see through
- Halter/tube tops
- Slippers, “flip flops” or sandals – anything opened toed without a back.
- One shoulder or off-the-shoulder tops
- Spaghetti straps (less than 1” wide)
- Tank tops/muscle shirts (sleeveless shirts, shirts designed as underclothing)
- Razorback, midriff or crop tops
- Fishnet clothing
- Very low riding shorts, pants and skirts which do not properly cover them when they are sitting
- Clothing/accessories advertising tobacco, alcohol, drugs
- Clothing/accessories containing profanity, inappropriate slogans or sexual innuendoes. For example: Breast Cancer Awareness Bracelets
- Clothing/accessories symbolic of racial or ethnic intolerance
- Hats, hoods, visors, goggles (outside of lab class), sweat bands, bandannas.
- Gang-related attire
- Heavy linked chains
- Visible under garments
- Sunglasses
- Non-prescription glasses
- No headphones/ear buds unless used within the classroom.
- No pajamas or pajama pants – unless outlined by a “Spirit Day”.

Students must:

- Have shoulders covered with at least one inch of material
- Wear shorts and skirts that are NO shorter than fingertip length (if students stand with their arms down at their sides the shorts or skirts must not be shorter than their fingertips)
- Have their midriffs covered (no belly buttons should be showing)

HAT POLICY

The wearing of hats, hoods, visors, goggles, headbands worn anywhere on the head or face, or any other head covering will not be permitted to be worn at any time inside the school building during the school day unless a specific activity warrants the use (i.e. field trip that day, lab class).

Students who "forget" to remove their hat will be directed to do so by teachers and/or administrators. Failure to comply with such a directive will be considered a dress code violation and/or defiance and the appropriate disciplinary action will be taken.

All students who desire to do so will be permitted to wear hats on "Hat Day" during "Spirit Week." Individual students may apply to the principal's office for an exemption for medical reasons, religious reasons, and other special circumstances. Such requests must state the reason, be signed by the student and his/her parent, and specify the period of time for which the student is seeking permission to wear a hat in school. Students seeking an exemption for reasons of health may be required to submit a doctor's note in support of the request. Teachers and staff will be notified when an exemption is granted.

SCHOOL DANCES

At Alexander Batcho Intermediate School we provide opportunities for children to attend school dances. For the safety and enjoyment of this school activity, please review the rules listed for attending ABIS dances:

- This privilege can be revoked based upon the decision of an administrator.
- Students must attend the dance for the full time it is offered.
- Students may not leave the dance early unless accompanied by a parent/guardian. (Parents/guardians must sign out their child.)
- All rules of ABIS also apply at school dances.
- Only students of ABIS may attend the dance.
- Students must be present in school the full day of the dance.
- Students should have rides home already arranged. Dances conclude at 9:00 PM (unless otherwise specified).

CONDUCT AND DISCIPLINE

NEW JERSEY LAW (18A: 37-1 thru 37-2)

All pupils in the public schools of New Jersey are compelled by law to comply with all rules established in pursuance of law for the government of such schools, to pursue the prescribed course of study and to submit to the authority of the teachers and others in authority over them. This is provided in Revised Statutes of New Jersey 18A: 37-1.

Consequently, any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over that individual, or of the habitual use of profanity or of obscene language, or who shall cut, deface, or otherwise injure

any school property, shall be liable to punishment and to suspension or expulsion from school as per N.J.S.A 18A: 37-2.

DISCIPLINARY POLICY

One of the primary functions of school administrators and school instructional personnel is to contribute toward the creation of a climate that will provide a good learning environment for the young men and women entrusted to their care for the purpose of education.

It is the intent of the Board of Education that Manville schools assume the obligation of training young people to be responsible for their own actions and behavior, and that classroom teachers develop this concept in their pupils. Classroom teachers should make known their standards of satisfactory conduct and behavior so that, as much as possible, problems and misunderstandings can be avoided.

The Building Principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Regulation #5561 USE OF PHYSICAL RESTRAINT

A. Definitions

- "Physical restraint" means holding a pupil or otherwise restricting his/her movements.

B. Physical Restraint Limitations

- Physical restraint shall only be used by a school staff member in an emergency situation with the following limitations:
 1. Limited to the use of only the reasonable force needed;
 2. Discontinued immediately when the emergency no longer exists;
 3. Implemented in such a way as to protect the health and safety of the pupil and others; and
 4. Not deprive the pupil of basic human necessities.

Policy #5519 DATING VIOLENCE AT SCHOOL

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are

verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

Policy # 5512 HARASSMENT INTIMIDATION OR BULLYING (HIB)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers, should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means that natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either 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

2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

Pupil Expectations

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Pupil rights; and

4. Sanctions and due process for violations of the Code of Pupil Conduct.

Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Code of Pupil Conduct and N.J.A.C.6A:16-7.

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

DETENTION

General detention - This is assigned when an administrator deems an assignment of a detention is necessary. Detentions will be held as assigned from 2:35 - 3:35 p.m. in the designated detention room. Students who do not show up for their assigned detention will be dealt with in accordance to the current discipline policy.

If a student is absent from school on a day or days when he/she has been scheduled for a detention, that detention will ***automatically*** be scheduled for the next possible detention day. It is the student's responsibility to make sure that he/she attends this re-scheduled detention.

After school detentions may not be changed except under extraordinary circumstances, including a parent request, which are approved by the administrator.

DETENTION RULES

1. Each student should bring materials with which to do school work.
2. If a student fails to comply with detention rules or the proctor's directions, he/she will not receive credit for attendance and will receive an additional detention.
3. No food or drink may be taken to detention.

4. If a student is dismissed early from school during the day for any valid reason, the detention must be made up the day the student returns to school or the next time detention is held.
5. Failure to report to detention without prior approval will result in an additional detention being issued.
6. Students are not allowed to leave detention for any reason.

OUT-OF-SCHOOL SUSPENSION

Continuous and willful refusal to accomplish school tasks even though able to do so, insubordination, disorderly, illegal or immoral conduct, and persistent violation of school regulations are causes for suspension from school. This includes (but is not limited to) fighting, threats, assaults, violations of narcotic laws, use of alcoholic beverages, hazardous or unauthorized use of automobiles, use of weapons or fireworks, or violation of any local, state or federal law.

Length of suspension will be determined by school authorities and will reflect the offense committed. Parents or guardians will be notified in writing of the action taken, and will have custody and jurisdiction of their child during the suspension. ***A suspended student may not loiter or appear on school property, unless an appointment is scheduled by the child study team, nor appear at any school sponsored activity at or away from school.*** He/she will be required to make up all work and tests missed. Students/parents should contact the Guidance Office in order to request make-up work which can be done while on suspension. This work will need to be picked up in the Guidance Office by someone other than the student who is suspended. A student will be readmitted to school after a satisfactory solution to his/her conduct is agreed upon by the parent, guidance counselor and administration during a conference. After returning from suspension it is the individual student's responsibility to finish any additional work/tests, which could not be completed while on suspension and to meet with their guidance counselor.

SOCIAL PROBATION

If a student is on suspension, exclusion, etc., he/she is automatically on social probation and will not be allowed to attend school-sponsored activities, i.e. dances.

SUBSTANCE ABUSE

For further information please refer to Manville Board of Education Policy # 5530.

CHART OF PUPIL DISCIPLINE

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

The R5600 Pupil Discipline/Code of Conduct Regulations is available on the district website.

MANVILLE HIGH SCHOOL/ALEXANDER BATCHO INTERMEDIATE SCHOOL DISCIPLINE GUIDE			
Infraction	First Offense	2nd or Severe Offense	3rd or Severe Offense
Abusive Language Directed at Staff Member	3 Days Out of School Suspension	4-6 Days Out of School Suspension	6-10 Days Out of School Suspension
Abusive or Inappropriate Language	1-3 Hours Administrative Detention	In School Alternative Placement	1-4 Days Out of School Suspension
Arson	Minimum 10 days of Out of School Suspension Police Notification Parent/Guardian meet with Administration for re-admission conference Referral to I & RS Committee Hearing in front of Board of Education	Minimum 10 days of Out of School Suspension Police Notification Parent/Guardian meet with Administration for re-admission conference Referral to I & RS Committee Hearing in front of Board of Education	Minimum 10 days of Out of School Suspension Police Notification Parent/Guardian meet with Administration for re-admission conference Referral to I & RS Committee. Hearing in front of Board of Education
Cheating, Plagiarism or Forgery/Submission of False Documents	Zero On Assignment Parental contact	1-3 Hours Administrative Detention Zero on assignment Detention	1-3 Hours Administrative Zero on assignment Detention In School Alternative Placement In School Suspension
Cutting Administrative Detention	2 Hours Administrative Detention	3 Hours Administrative Detention	3 Hour Administrative Detention In School Alternative Placement In School Suspension
Computer Misconduct Damage to Computer equipment, Inappropriate Internet Use	Lunch Detention 1-3 Hour Administrative Detention Loss of Computer privileges as determined. Restitution	3 Hours Administrative Detention Loss of Computer privileges as determined. Restitution	In School Alternative Placement In School Suspension Loss of Computer privileges as determined.
Cutting Class/Activity	Zero For Class Lunch Detention 1-3 Hours Administrative Detention	Zero for Class In School Alternative Placement	1-3 Hours In-School Alternative Placement 1-3 Days Out of School Suspension Failure for Class Class Removal
Cutting Lunch Detention	Make Up Lunch Detention and 1 Additional Lunch Detention	2 Hours Administrative Detention	In School Alternative Placement In School suspension

Cutting In School Alternate Placement	1-3 Days Out of School Suspension	4-10 Days Out of School Suspension	4-10 Days Out of School Suspension
Cutting Teacher Detention	2 Hours Administrative Detention	3 Hours Administrative Detention	In School Alternative Placement
Defiance	1-3 Hours Administrative Detention	1-3 Days In-School Alternative Placement; In School Alternative Placement	1-3 Days Out of School Suspension
Disruption	1-3 Hours Administrative Detention	In School Alternative Placement	1-4 Days Out of School Suspension
Dress Code	Change & Call Home	Change & Call Home Lunch Detention	1-3 Hours Administrative Detention
Electronic Devices	Confiscate - Return at End of the Day to Student Contact Parent	Confiscate - Return at End of the Day to Parent/Guardian 1-3 Hours Administrative Detention	Hold Until the End of the Year In School Alternative Placement 3 Hours Administrative Detention In School Alternative Placement
Exploding Devices**	Minimum 3-10 days of Out of School Suspension Police Notification Parent/Guardian meet with Administration for re-admission conference **	Minimum 10 days of Out of School Suspension Police Notification Parent/Guardian meet with Administration for re-admission conference Hearing in front of Board of Education**	**
Extortion, Fighting, Threat, Physical Assault	Minimum 3 Days Out of School Suspension Re-entry Conference	4-10 Days Out of School Suspension Re-entry Conference	4-10 Days Out of School Suspension Re-entry Conference
Failure to Sign In	Lunch Detention	1-3 Hours Administrative Detention	In School Alternative Placement
Failure to Wear Seatbelt on School Bus	Written Warning	1-3 Hours Administrative Detention	In School Alternative Placement
Falsifying Alarm/Bomb Threat**	Minimum 10 or More Days Out of School Suspension Police Notify Re-entry Conference **	Minimum 10 Days Out of School Suspension Police Notification Hearing With BOE Re-entry Conference Possible Expulsion**	**
Food Fight	3 Hours Administrative Detention	In School Alternative Placement	1-3 Days Out of School Suspension Parent Conference
Gambling	1-3 Hours Administrative Detention	In School Suspension In School Alternative Placement	1-3 Days Out of School Suspension
Leave the Building Without Permission	1-3 Day Out of School Suspension	1-3 Day Out of School Suspension	1-3 Day Out of School Suspension
Littering	Written Warning	Lunch Detention	1-3 Hours Administrative Detention
Loitering	Warning	1 Hour Administrative	In School Alternative Placement

		Detention	
Secret Membership	Written Warning	In School Alternative Placement	1-3 Days Out of School Suspension
Sexual Harassment	1-3 days Out of School Suspension Police Notification Parent/Guardian meet with Administration for re-admission conference HIB Investigation	4 days Out of School Suspension Police Notification Parent/Guardian meet with Administration for re-admission conference HIB Investigation	Minimum 10 Days Out of School Suspension Police notification Possible Expulsion **
Smoking	Minimum 3 Days Out of School Suspension	4-6 Days Out of School Suspension Court Fine	10 Days Out of School Suspension Court Fine
Substance Abuse	Refer to substance abusive offenses on Page 28		
Tardy to Class/School	Refer to tardy policy on Page 15		
Theft	Police Notification Extended Detention Restriction	1-3 Days Out of School Suspension Community Service Police Notification Restitution	4-10 Days Out of School Suspension Community Service Police Notification Restitution
Threat to Staff Member/Physical Assault to Staff Member **	5-10 Days Out of School Suspension Police Notification	10 Days Out of School Suspension Police Notification Possible Recommendation for Expulsion**	Minimum 45 Days Out of District Placement Possible Expulsion**
Truancy	3 Hours Administrative Detention	In School Alternative Placement	1-3 Days In-School Alternative Placement
Unsafe Acts	3 Hours Administrative Detention	In School Alternative Placement	1-3 Days Out of School Suspension
Vandalism	1-3 Days Out Of School Detention Restitution	1-3 Days Out of School Detention Restitution	3-10 Days Out of School Suspension Restitution
Weapon Possession	Minimum 10 days of Out Hearing in front of Board of Education	Police Notification Expulsion **	**
Wrongful Entry	Written Warning	1-3 Hours Administrative Detention	In School Alternative Placement
Other Infractions	The building principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on pupils for offences not specified in this chart.		
** Please refer to BOE Policy 5620, EXPULSION and N.J.S.A. 37:2			
Any infraction or consequence issued to a student at the conclusion of the school year will be instituted when school resumes.			

ACADEMIC INFORMATION

GRADING

The school shall be guided by the following regulations in the determination and recording of marks:

<i>Grade</i>	<i>Grade</i>	<i>Grade</i>
95 - 100 = A	75 - 79 = C	I = Incomplete
90 - 94 = A-	70 - 74 = C-	P = Pass
85 - 89 = B	65 - 69 = D	F = Fail
80 - 84 = B-	64 or below = not passing	NC = No Credit
	M = Medical	

REPORT CARDS

Report cards are posted at the end of the marking period.

Marking Period	End of Marking Period	Report Cards Posted
1 st	November 12, 2018	November 21, 2018
2 nd	January 30, 2019	February 8, 2019
3 rd	April 9, 2019	April 18, 2019
4 th	June 20, 2019	June 21, 2019

INTERIM REPORTS

Interim reports will be posted at the mid-point of each marking period.

Marking Period	Posting Date
1 st	October 9, 2018
2 nd	December 18, 2018
3 rd	March 7, 2019
4 th	May 20, 2019

Reports can also be sent to indicate that the student's work is at the failing point. Parents may request reports at any time by contacting the Guidance Office.

HONOR ROLL

At the conclusion of a marking period, students who have an 84 average, with no grade lower than a 80 in all of their courses (including Health and Physical Education), will be named to the Honor Roll. High Honor Roll recognition will be given to students who have a 94

average, with no grade lower than a 90 in all of their courses (including Health and Physical Education).

GENERAL INFORMATION

AFTER SCHOOL ACTIVITIES

We have some exciting extra-curricular activities your child may choose to join. Some of these activities include: Band, Wrestling, Boys and Girls Basketball (in the winter), Chorus, Newspaper Club, School Play, Student Council, Yearbook Club, Baseball, Softball and Jr. National Honor Society, Art Club, Girls Running Club and Environmental Club.

Your child's personal medical insurance is the primary carrier. Coverage by student insurance is recommended. All students participating in any after school club or activity will need an appropriate permission slip.

BICYCLES AND SKATEBOARDS

Skateboards and similar vehicles, scooters, motorbikes, mini-bikes, go-carts, motorcycles and the like are strictly prohibited on school grounds.

Bicycles/Scooters are permitted on school grounds in strict accordance with Board policy #5131.3. All bicycles must be licensed and registered with the Manville Police Department. As per state law, helmets must be worn by all children 17 years of age or younger. Bicycles/Scooters must be walked on school ground and abutting sidewalks. The school assumes no responsibility for damage or loss of bicycles/scooters.

BUS REGULATIONS

While riding the school bus on trips, students are expected to be quiet, orderly, to remain in their assigned seats, and to refrain from hanging out of the bus windows. The students are expected to follow the instructions of the driver. There is to be no eating or drinking on buses.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. A menu will be published monthly.

The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in wastebaskets.
2. Leaving the table and floor around your area in clean condition for others.
3. Talking should be done in a "normal tone" to reduce noise levels.
4. Students may only get out of their seats for the following reasons:
 - to make purchases when their tables are called.

- to dispose of trash (all items should be disposed at same time)
 - to go to the lavatory with teacher permission.
5. Assigned seating for some/all students maybe utilized by lunchroom staff.
 6. Log on the District's website at www.manvilleschools.org – click on the **For Parent/mySchoolBucks.com** to access/make payments to your child's meal school meal account.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Textbooks should be covered. Students who disfigure property, break windows, or do other damage to school property or equipment, will be required to pay for the damage done in order to repair the damage through work, or replace the item. In addition, appropriate disciplinary action may be taken (see Disciplinary Policy for additional measures).

CHANGE OF ADDRESS

Inform the main office within two (2) school days if you change your address or telephone number. Students that move within Manville must prove residency. Please contact the school's main office for further information.

CROSSING GUARDS

Students are required to listen to the crossing guards, follow all safety and traffic rules (when/where applicable) and not jaywalk.

DISPLAYS OF AFFECTION

Excessive displays of affection on school grounds are prohibited.

DRILLS

Fire and emergency drills are held once per month. Specific information for fire drills is posted in each room. Their teacher reviews the information with the students. Students are expected to follow all procedures set forward by their teacher during a drill.

1. During the drills, students are given instruction regarding proper and safe behavior.
2. Under the direction of their teacher(s), students are to familiarize themselves with the appropriate evacuation route for each teaching station that they utilize throughout the school year.
3. A person guilty of setting off a false alarm or who falsely alerts others to a fire or emergency situation shall be subject to appropriate disciplinary action including but not limited to the provided by law.

Once per month, the school will conduct an emergency drill. The building principal periodically meets with the staff and students to discuss such a drill and the reason(s) for its use during the school day. These drills are held in collaboration with the Manville Police Department.

ELECTRONIC EQUIPMENT

Electronic and mechanical equipment (including but not limited to cell phones, recording devices, radios, headsets, headphone, ear buds, personal laptops, lasers, MP3 players, cameras, digital cameras, I-pod's, I-pad's and hand held video games) are not permitted in school unless actually utilized as part of a lesson and the teacher in charge will determine when they may be brought to class and under what conditions. Cell phones are not to be displayed or used during school hours. This includes testing, apps or camera use. This equipment may be seized by a staff member and brought to the building principal to be returned to the appropriate parent/guardian at a future date.

- 1st offense – Confiscated and returned at the end of the school day.
- 2nd offense – Confiscated and returned to Parent/Guardian – signature required.
- 3rd offense – Confiscated and returned at the end of the school year.

FIELD TRIPS

Pupil attendance on a field trip is a privilege. Therefore, pupils may be barred from participating by either the teacher taking the trip or the administration. **The teacher will make the recommendation to the Principal or designee.** Reasons for barring a pupil include behavior problems, poor attendance, or poor academic record. The teacher, however, must provide an alternate assignment for the pupils not permitted to go on the trip. Pupils may use the regular appeals process when barred from a trip. If a child is excluded from a trip for academic, discipline, or attendance reasons there will not be a refund.

1. Attendance on supplemental field trips (Board policy #2340) is voluntary. Parents/guardians must complete a written agreement and permission slip and may have to bear transportation/admission costs.
2. If applicable -- no field trip refunds will be issued until after a full financial accounting is submitted to the School Business Administrator and reviewed. It may be possible that a refund will not be issued if a person doesn't attend a field trip or, if the money has already been encumbered, and/or spent to pay for trip costs.
3. If a pupil is unable to participate in a trip for economic reasons, arrangements will be made for trips that are directly related to the curriculum. The Board may occasionally approve a trip that is not directly related and in this case this paragraph shall not apply. Pupils will have had the ability to raise money for trips through organized fundraisers, other school activities and/or a trip scholarship.

GRADUATION REQUIREMENTS (Policy #5460)

The Board of Education shall grant diplomas to students who have successfully completed the instructional program appropriate to achieve district goals and objectives. Exceptions may be made due to program modifications based upon student's social, academic, or psychological history in overcoming learning deficits. Additionally, each student/parent must satisfy all outstanding school obligations including but not limited to return of school property,

payment of fines, and completion of records. No student may be denied a diploma due to disciplinary matters but may be excluded from graduation ceremonies when circumstances warrant it.

GUM

Gum is not permitted in school or on school grounds.

HALL LOCKERS

All lockers are and shall remain property of the school district.

1. Since lockers do not have built in locks, students are not permitted to bring in their own locks. (Note: Locks used on a locker will be removed by the custodial staff).
2. Students are only permitted to store school items and personal outer garments for walking to and from school in their lockers. Glass mirrors, aerosol cans, flammable items and any item capable of causing harm are strictly prohibited from lockers. No stickers are to be applied to any locker or school property. There is to be no markings placed on either the inside or outside of a locker(s).
3. The school district assumes no responsibility for items stored in lockers beyond a reasonable effort to determine what person(s) may have improperly removed an item from a locker and to permit the student missing any item a reasonable amount of time to search for any lost item.
4. Students are to display courtesy at lockers and are expected to make every reasonable effort to minimize locker noise. No inappropriate posters, pictures or materials are to be displayed in the locker. Any objectionable material may be removed at the discretion of the Principal/administrator.
5. **Locker Inspections: Limited routine inspections may be made without specific notice as to when particular lockers will be inspected.**
6. **Locker searches: Any administrator or his/her designee has the authority to inspect student lockers or other storage facilities provided reasonable cause exists.**
7. Lockers are to be thoroughly cleaned out at a time and date to be determined by the building principal. The homeroom teachers are responsible to see that all of their pupils comply.
8. In an effort to prevent lockers from being easily opened by another person, students are encouraged to turn their locker combination several times before leaving the lockers. Do not give your combination out to other students.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

The office will not issue passes for tardiness to class unless the student has been detained for legitimate reasons by office personnel.

HOMEWORK

The Board of Education believes that homework relevant to material presented in class provides an opportunity to broaden, deepen or reinforce the pupil's knowledge and skills. Homework provides the time and space for pupils to reflect on what they have learned by thinking, reading, writing, and problem-solving skills essential for success in college and in life.

Teachers have the responsibility of using discretion in deciding the number and length of homework assignments and must also monitor pupil homework. The board encourages the use of interrelated major homework assignments such as term papers, themes, and creative art projects. Homework shall not be used for punitive reasons.

Pupils absent for any reason are responsible for making up assignments, class-work, and tests within a reasonable length of time. In most cases, a reasonable length of time shall be the same number of days as the days missed. Homework and assignments can be found at: www.manvilleschools.org/manville/ABIS/Classrooms.

Parents are partners in the education of pupils and are responsible for homework completion by their children by providing space, time, by monitoring the workload and communicating with teachers. Should the situation arise, pupils missing homework/classwork assignments will attend lunch detention in order to finish assignments that are incomplete or be assigned after school detention.

Grades 5, 6, 7 & 8

Homework should be regularly scheduled, should require no more than ninety minutes of preparation daily, and should be based on the needs and abilities of the pupils.

Regulation R 2330

Homework will count for no more than 10% of a student's grade. Although the component of a long term assignment, project/research paper may count toward the homework grade the overall assignment may count for an additional portion of the student's grade.

INTERVENTION AND REFERRAL SERVICES

The Intervention and Referral Services Team provides assistance to staff and parents/guardians for students who demonstrate learning, behavior and/or health difficulties. A collaborative problem solving approach is used to collect information and data in order to determine a plan of action.

The Intervention and Referral Services Committee shall:

- Plan and provide appropriate intervention services;
- Actively involve parents/guardians in the development and implementation of intervention plans;
- Develop an action plan for the identified student; which specifies tasks, resource persons responsible, completion dates and dates for review;
- Coordinate the services of community based social and health provider agencies;
- Process and complete documentation forms;
- Review and assess the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral plan.

LEAVING THE CLASSROOM

If a student is sent out of the classroom they must utilize a hall pass from their teacher. The time and destination is to be noted on the pass. Frequent use of passes by students will result in loss of privileges to leave any classroom.

LOST AND FOUND

Students who find lost articles are asked to take them to the Main Office where the owner can claim them. Items not claimed by the end of each month will be discarded.

OFFICE OF SPECIAL SERVICES

The summary below is a brief introduction to special services. We encourage you to contact us with any questions or concerns regarding your child. Our office is located at 1100 Brooks Blvd. Manville High School, Manville, NJ. Please feel free to contact Mrs. Audrey Press, Director of Special Services at 908-231-8536 for any additional information.

What are special services?

Special services are governed by the New Jersey Administrative Code, Title 6A, Chapter 14, Special Education. These services are designed to meet the special needs of students who may be experiencing difficulty in accessing the general education curriculum or experiencing difficulty in adjusting fully to the daily requirements of the general classroom environment. Emphasis is placed upon offering services that are responsive to a student's individual learning style and educational disability. We offer a variety of programs through push in and pull out models, as well as related services such as speech therapy, occupational therapy, and physical therapy.

There are many professionals who provide services for students identified with special needs. These professionals include Special Education Teachers, Learning Disability Teacher-Consultants, School Psychologists, School Social Workers, Speech/Language Therapists, an Occupational Therapist, a Physical Therapist, and Classroom Instructional Assistants.

Who is eligible to receive special services?

Any child between the ages of 3 and 21, whose parents are legal residents of the Manville Borough is a potential candidate for services if they have a disability or are suspected of having a disability as outlined in the New Jersey Administrative Code, Title 6A, Chapter 14, and Special Education.

How does a child become eligible to receive services?

A child may be referred for a Child Study Team evaluation based on a written request from a parent, teacher, counselor, school administrator, or the Intervention and Referral Services Committee. A referral is recommended when a child displays severe difficulty in the general classroom due to potential learning disabilities, behavioral/social difficulties, chronic illness, or other emotional, neurological, intellectual, or communication difficulties.

After a referral is received, an initial planning meeting is held to establish whether an evaluation is warranted. Parents participate in this initial meeting with the Child Study Team,

other specialists, if needed, and the child's classroom teacher. If there is an agreement to conduct an evaluation, parents provide written consent regarding the nature and scope of the evaluation before it is conducted.

The evaluation, which includes review of relevant data and standardized tests, other assessments, if needed, an observation, and interviews with parents and classroom teachers, determines whether the child meets the eligibility requirements of a disability as defined by the New Jersey Administrative Code, Title 6A, Chapter 14, Special Education. If the evaluation determines that a child does have a disability, another meeting is scheduled to develop an Individualized Education Plan (IEP) to address the child's needs. A full continuum of programs and services are available in the Manville School District to meet the needs of students with disabilities.

Again, please feel free to contact us with any questions or concerns regarding your child or for additional information at 908-231-8500 ext. 8536.

STUDENT VALUABLES

Students are cautioned not to bring radios, cell phones, i-Pods, cameras, or large amounts of money to school, and if they wear glasses or watches, to keep track of them at all times. ***Students, not the school, are responsible for their personal property.*** If it is necessary to bring more money than needed to pay for lunch, leave it at the office for safe keeping. ***Do not leave it in your hall locker.*** If any item is missing, you must report it to the main office immediately.

TELEPHONE REGULATIONS

Telephones located in the main office and nurse's office are to be used for EMERGENCY calls only, subject to approval of the secretary, nurse or Principal. Personal cell phones are not to be used.

TEXTBOOKS AND WORKBOOKS REGULATIONS

Books may be issued periodically throughout the year and are to be covered within 5 school days. (Note: Adhesive materials should not be used for covering books.) Students are required to maintain their textbooks with book covers (workbook covers are optional). Those who can't afford book covers should advise their teacher.

Pupils and their parents are financially responsible for books damaged beyond normal wear and tear and for loss of books. The cost for a replacement book shall be the replacement value of the book. A refund (less any costs for damages) will be made if a lost book is returned.

THEFT

Students who have had clothing, books, money, etc., stolen should report this fact immediately to the main office.

VISITORS

The school policy is to accept only those visitors who have legitimate business to attend to at the school. Guests and visitors must register in the office and receive a visitor's pass. Visitors are expected to leave promptly when their business is completed. A student is not permitted to have a visitor accompany him/her to class unless permission is obtained from the administration.

WEATHER CONDITIONS

Weather conditions will determine whether or not pupils remain indoors during morning arrival. Generally, if the temperature is above 32 degrees, students will remain outside in the morning until 7:40am. Since weather conditions can often change rapidly during the day, please be sure to prepare children accordingly. On rainy day students are to report to the cafeteria.

HEALTH OFFICE

If a student becomes ill in school, that student should report to the nurse, who shall perform a clinical assessment. Students may not leave the building because of illness without authorization. If the nurse is not in, students are to report to the main office.

STUDENTS MUST HAVE A PASS TO ENTER THE HEALTH OFFICE. DO NOT COME TO THE HEALTH OFFICE BETWEEN CLASSES EXCEPT IN THE CASE OF AN EMERGENCY.

If you need immediate help and the nurse is not available, advise the office staff.

All students are given a health history and emergency form to be completed by their parent(s)/guardian, and returned to their homeroom teachers the first week of school. This is essential in the case of serious illness or accident.

Students participating in school sports including intramural, are required to have a current sports physical examination prior to the first practice. The school nurse will coordinate information regarding sports physical examinations. A completed physical examination and student health history, and signed permission slip are required prior to participation in school sports activities.

PHYSICAL EDUCATION (P.E.) REGULATIONS

1. A student feeling ill on a given day may be excused for 1 day if an explanatory note from the parent/guardian is brought in and presented to the school nurse through the AM attendance procedure. The nurse will verify the information and notify the appropriate physical education teacher.
2. A student needing to be excused from physical education for more than 1 day must bring in (a) a note from the parent/guardian and (b) a certificate/note from his/her physician setting forth the reason and the duration of the exemption.
3. A physical education excuse shall also ban a student from all other physical activities for the duration of the school day; including participation in school sponsored after school activities that would require physical activity.

MEDICATION REGULATIONS

1. Medication is defined as that which is prescribed by an authorized, licensed healthcare provider. The school nurse is the only staff member who is permitted to administer the prescribed medication. This includes prescription and over the counter medications. Certain medications may be self-carried by students (i.e. inhaler for asthma). Please check with the school nurse. Do not assume your child may self-administer their medication.
2. No medication (prescription, over-the counter, cough drops, etc.) can be brought to school or administered except in strict compliance with state mandates and Board regulation R5330.
3. If a child's healthcare provider has prescribed medication that must be administered during school hours, parents/guardians should contact the school nurse to be advised about the procedures and policies that need to be followed.

INJURIES/ACCIDENTS

Any injury or accident that occurs during school hours or school-sponsored events must be reported to the school nurse or building administrator. If after school, during an approved school activity, all injuries and accidents must be reported to the school trainer or activity coach/advisor immediately. If the nurse is not in, students are to report to the main office. If follow-up treatment is necessary, the parent will be notified.

A student returning to school requiring medical equipment or treatments (i.e. crutches, leg immobilizer, cast) must have documentation from the medical provider stating any limitations and anticipated duration.