

Pitman Middle School

Name _____

2013-2014
Pitman Middle School
138 E. Holly Avenue
Pitman, NJ 08071
Telephone: 589-0636

Bud Wrigley
Principal

Published by the Board of Education

	<u><i>Class</i></u>	<u><i>Schedule</i></u>	<u><i>Teacher</i></u>
Period 1-	_____		
Period 2-	_____		
Period 3-	_____		
Period 4-	_____		
Period 5-	_____		
Period 6-	_____		
Period 7-	_____		
Period 8-	_____		

INTRODUCTION

Dear Students and Parents,

Welcome to Pitman Middle School. Our goal is to help prepare our young women and men for the challenges of their future education, as well as for a lifetime of learning. The middle school years are a time of much growth and change. Students learn to take increasing responsibility for their own decisions, actions and words. By embracing a true middle school philosophy, our program is designed to enable students to succeed and flourish.

This handbook is intended to assist students and their families in learning about the organization and procedures of the school. Although it is more than just a list of rules, it is based on the principles contained in the Pitman Public Schools' Code of Ethics and Code of Conduct.

We at the Middle School take very seriously our responsibility to teach, support and model the elements of our Codes. We also value communication with the families of our students. True educational success can best be achieved when student, school, and home work closely together. We urge parents to be in close and constant contact with the school.

To our students, we ask that you strive to do your best, and that you depend on all of us to assist you in that effort. When people work together toward the same goals, the potential for success is unlimited. Enjoy your year here at Pitman Middle School, and help us carry on our long established tradition of excellence.

Pitman Middle School Administration

MISSION STATEMENT

Building on our unique traditions, the mission of the Pitman School District, in partnership with families and our community, is to educate all students through exceptional learning experiences to be discerning, ethical, confident citizens.

CORE BELIEFS

Each individual is unique, has value as a human being and has the ability to learn.

Learning and applying knowledge and skills empowers people to realize their full potential.

Everyone benefits when we learn from and support one another.

Families play a vital role in all aspects of development.

Acceptance of diversity builds a community of mutual respect.

Each is responsible for his/her own actions.

A safe and nurturing environment is essential to school and community.

Individuals, families, schools and the community share responsibility for living and teaching democratic ideas, local and global citizenship and ethical standards of behavior.

CODE OF ETHICS

Sharing a belief in the inherent value of each person and family, and desiring to promote moral behavior in our schools and community, we will.....

RESPECT ourselves, others authority and our surroundings;

Be RESPONSIBLE for ourselves and act responsibly toward others;

Be ACCOUNTABLE for our choices, decisions, and actions;

Be HONEST with one another and work to build trust; while we treat one another with compassion, kindness, and understanding.

CODE OF CONDUCT

RESPECT

For ourselves and others

As a member of the school community, I will do my best to make a positive contribution.

Therefore, to show respect for others, and myself I will:

1. Dress appropriately for my environment and activity, so as not to embarrass, distract, or disrespect others or myself
2. Avoid the use of any illegal or harmful substance that is in violation of school policy
3. Present myself in a positive manner, understanding that other people will form impressions of my character and values by observing how I behave and speak.
4. Not purposely hurt, offend, verbally attack, humiliate, or belittle another person, even though I may disagree with his/her beliefs, choices and/or behaviors.

For authority

To show respect in attitude and language to those in positions of authority, I will:

1. Choose appropriate words
2. Act and speak in a positive manner
3. Avoid insubordinate behavior
4. Question in a respectful manner

For surroundings

I will respect our school and community property. I understand the importance of respecting the possessions of others. Therefore, to show this respect, I will:

1. Properly dispose of trash/waste, recycle when appropriate, and avoid any action which unduly contributes to pollution
2. Not damage, deface, destroy or vandalize any community, school, or individual property.
3. Not take things that belong to others.

RESPONSIBILITY

As a reliable person in the school community I will accept responsibility:

1. For myself in what I do, say, and in the choices I make
2. To treat others as I would like to be treated
3. To adhere to the Codes of the Pitman Public Schools to maintain a safe and healthy learning environment.

HONESTY

I will approach all that I do in a sincere and honest manner. In an effort to uphold my integrity and demonstrate my reliability, I will:

1. Do my own work, understanding that copying and cheating are forms of plagiarism
2. Work cooperatively with others, and not take their ideas or work and present either as my own
3. Act in a trustworthy manner, neither lying nor intentionally misleading another

ACCOUNTABILITY

I understand that the Codes of the Pitman Public Schools are necessary to maintain a positive working and learning environment, and if I fail to follow these Codes, I will accept the consequences.

STAFF MEMBERS

Mrs. Robin Arabia, Teacher	Miss Nada Kobeissi, Teacher
Ms. Kellie Barr, Cafeteria	Miss Bethany Kopas, Teacher
Mrs. Nicole Beach, Teacher	Ms. Sue LaPierrer, Aide
Mr. Josh Bennett, Teacher	Mrs. Heather Lester, Child Study Team
Mrs. Clare Bonner, Teacher	Mr. Bill Matthews, Teacher
Mrs. Meghan Bourquin, Teacher	Miss Melanie Matthews, Teacher
Mr. Tony Cappello, Teacher	Mrs. Kristen Mirabello, Teacher
Mrs. Joanne Chmielewski, Secretary	Mrs. Denise Pallies, Guidance Counselor
Mrs. Stephanie Collum, Teacher	Mr. Drew Palmentieri, Teacher
Mr. Steve Cooke, Aide	Mr. Rich Pawling, Teacher
Mrs. Sue Crispin, Teacher	Mrs. Melaney Powell, Speech Therapist
Mr. Sean Cunningham, Teacher	Mrs. Debbie Raneiro, Secretary
Mr. Dave Derby, Custodian	Mr. Greg Rogers, Teacher
Mrs. Patty Deroian, Teacher	Mrs. Patrice Rowan, Teacher
Mr. Robert DiTizio, Teacher	Mrs. Victoria Rumaker, Cafeteria
Mrs. Irene Donnelly, Media Specialist	Mrs. Claire Seider, Teacher
Mrs. Laurie Drank, Nurse	Mr. Dave Smeltzer, Custodian
Miss Amanda Esposito, Teacher	Mrs. Melody Smythe, Teacher
Mrs. Denise Everett, Teacher	Mrs. Suzanne Somogy, Cafeteria
Mrs. Alberta Foster, Aide	Mrs. Lori Staman, Teacher
Mrs. Betsy Haase, Teacher	Mrs. Jamie Stillman, Teacher
Mrs. Kandice Hanrahan, Teacher	Mr. Robert Tender, Teacher
Mr. Kevin Hoffman, Custodian	Mrs. Cynthia Thompson, Guidance Counselor
Mr. John Hopely, Teacher	Mrs. Diana Villec, Aide
Mrs. Diana Hutchinson, Teacher	Mrs. Diane Walker, Aide
Mrs. Chris Iannucci, Aide	Mrs. Rita Williams, Teacher
Mrs. Cathy Jacobo, Teacher	Mrs. Cynthia Wood, Aide
Mrs. Betsy Kenney, Teacher	Mr. Bud Wrigley, Principal

Pitman Middle School Renaissance Program

Mission Statement: Pitman Middle School Renaissance celebrates ideals of leadership, commitment to do your best, strong character, school spirit, service to others and hard work both in and out of the classroom. Our entire school community invites parents and the community to share in the pursuit of excellence in education.

Vision Statement: “Creating a Place Where Everybody Wants to Be”

Cards	Requirements	Rewards
<h2>Gold</h2>	<ul style="list-style-type: none"> -Principal’s List -No Grades below an 85 -Maximum of 1 unexcused absence occurrence -No unexcused latenesses -No discipline action during the marking period -Participation in two (2) school or community based activities 	<ul style="list-style-type: none"> -End of Marking Period Event -Front of the line privileges in the cafeteria -Discounts to dances -5 Raffle tickets for marking period raffles -Possible teacher rewards -Exemption from 2 Finals if card held every marking period and “A” in the class
<h2>Silver</h2>	<ul style="list-style-type: none"> -Honor Roll -No Grades below an 80 -Maximum of 2 unexcused absence occurrences -Maximum of 1 unexcused lateness -No discipline action during the marking period -Participation in a school or community based activity 	<ul style="list-style-type: none"> -End of Marking Period Event -Discounts to dances -3 Raffle tickets for marking period raffles -Possible teacher rewards -Exemption from 1 final if card held every MP and “A” in the class
<h2>Bronze</h2>	<ul style="list-style-type: none"> -Academic grades average of an 80 -No Grades below a 75 -Maximum of 2 unexcused absence occurrence -Maximum of 1 unexcused latenesses -No discipline action during the marking period -Participation in a school or community based activity 	<ul style="list-style-type: none"> -End of Marking Period Event -1 Raffle ticket for marking period raffles -Possible teacher rewards

2012-2013 Calendar

September

- 2 Labor Day/School Closed
- 3-4 Professional Development/School Closed for Students
- 5 First Day of School
- 27 Early Dismissal – Professional Development

October

- 11 Professional Development/School Closed for Students
- 14 Columbus Day – School Closed

November

- 6 Marking period #1 ends- Early Dismissal –Professional Development
- 7-8 Professional Development/School Closed for Students
- 27 Early Dismissal
- 28-29 Thanksgiving Recess/School Closed

December

- 23-31 Winter Recess/School Closed

January

- 1 New Years Day/School Closed
- 17 Early Dismissal – Professional Development
- 20 M.L. King Day /School Closed
- 24 Marking Period #2 ends

February

- 14 Professional Development/School Closed for Students
- 17 Presidents Day/School Closed

March

- 14 Early Dismissal – Professional Development
- 28 Professional Development/School Closed for Students

April

- 4 Marking Period #3 ends
- 16-21 Spring Recess/School Closed

May

- 26 Memorial Day/School Closed

June

- 13&16 Early Dismissal
- 18* Moving Up Exercises (gr.8)
- 19* Graduation (gr. 12)
- 19* Last Day of School

*** - tentative, pending calendar changes for emergency/weather closings.**

Note: If we have no emergency/inclement weather days, June 17, 18 and/or 19 will be cancelled. As such, school may finish as early as June 16, 2014; Board of Education will make necessary adjustments and final determination by Spring 2014.

DAILY SCHEDULES

Teachers Report.....	8:00
Students enter the Building.....	8:10-8:20
Band/Chorus.....	7:45-8:20

SIXTH GRADE

Homeroom.....	8:20-8:27
Period A.....	8:30-9:39
Period B.....	9:42-10:51
Lunch.....	10:54-11:24
Period C.....	11:27-12:36
Period D.....	12:39-1:48
Period E.....	1:51-3:00

SEVENTH GRADE

Homeroom.....	8:20-8:27
Period A.....	8:30-9:39
Period B.....	9:42-10:51
Period C.....	10:54-11:28
Lunch.....	11:30-12:00
Period C(Cont.).....	12:02-12:36
Period D.....	12:39-1:48
Period E.....	1:51-3:00

EIGHTH GRADE

Homeroom.....	8:20-8:27
Period A.....	8:30-9:39
Period B.....	9:42-10:51
Period C.....	10:54-12:03
Lunch.....	12:06-12:36
Period D.....	12:39-1:48
Period E.....	1:51-3:00

MIDDLE SCHOOL HALF DAY SCHEULE

SIXTH GRADE

Homeroom → 8:20-8:27
Period A → 8:30-9:12
Period B → 9:15-9:57
Lunch → 10:00-10:30
Period C → 10:33-11:36
Period D → 11:39-12:18
Period E → 12:21-1:00

SEVENTH GRADE

Homeroom → 8:20-8:27
Period A → 8:30-9:12
Period B → 9:15-9:57
Period C → 10:00- 10:30
Lunch → 10:33-11:03
Period C → 11:06-11:36
Period D → 11:39-12:18
Period E → 12:21-1:00

EIGHTH GRADE

Homeroom → 8:20-8:27
Period 1 → 8:30-9:12
Period 2 → 9:15-9:57
Period 3 → 10:00- 11:03
Period 4 → 11:06-11:36
Lunch → 11:39-12:18
Period 4 → 12:21-1:00

ACTIVITIES

Activities are offered in the area of music, drama, hobbies, and intramural sports. All students are encouraged to participate in activities. Some of the clubs include the following:

Band members practice two mornings a week. They perform at the Winter and Spring Concerts and at Graduation. Advisor: Mr. Palmentieri

Builders Club members work on projects of service to the school and community. As an extension of the Kiwanis International and the High School Key Club, they channel the energy of Middle School students into volunteer activities. Advisor: Mrs. Pallies

Chorus members practice two mornings a week. They perform at the Spring and Winter concerts and at graduation. Advisor: Mrs. Crispin

Dance Committee members plan, advertise, decorate, and present the many dances held at the Middle School for grades 6, 7 and 8. Advisors: Mrs. Seider and Mr. DiTizio

Intramural Sports take place during all seasons. They include boys' and co-ed volleyball.

Masquers consists of over 100 members who perform in plays, direct, act, stage manage, design scenery, and participate in many other drama activities. Performances are given several times a year for students and the community. Miss. Phillips, Miss. Kopas, and Mrs. Smythe

Year Book Club members design and publish a memory book for the students.

Advisor: Mrs. Collum

Paw Prints members are involved in reporting and layout of the school newspaper, which is published four times a year. Advisor: Mr. Robert DiTizio

Student Council is made up of the representatives elected by each class. Officers are elected by the entire student body. Student Council sponsors many school activities such as: contests, dances, special celebrations, and other school spirit and service activities.

Advisor: Miss Kobeissi

Literary Club is made up of students interested in publishing original works of writing.

Advisor: Mrs. Haase

Robotics Club A team of students engages in several challenges focused on principles of engineering design, brainstorming, and teamwork. Advisor: Mrs. Everett

Rebel 2 Members focus on exposing the deceit in tobacco marketing campaigns, motivating smokers to quit, and working to keep those who do not smoke from ever starting using peer education principles. Advisor: Mrs. Hanrahan

Field Hockey Club is a program designed to help middle school girls learn the game of Field Hockey.

ATTENDANCE

Pursuant to N.J.S.A Title 18A: 38-25. 36-14, and N.J.A.C 6:20-1.1 the following is the Board Policy On Attendance.

1. The Board has an obligation to require regular school attendance in order to ensure that each student receives the maximum benefits of a thorough and efficient education. Perfect attendance is a goal for which every student should strive.
2. Attendance need not always be within the school facilities. A student will be considered in attendance if that student is present in any location where school is in session by authority of the Board, including school-sponsored field trips and other authorized activities.
3. If a student is absent from school, he/she may not participate in extra curricular activities that school day.
4. Recording pupil absences is a primary responsibility of the school. Absences from school will be indicated in an appropriate manner on report cards, as well as tardiness. If a student is in

danger of non-compliance with the attendance requirements, a letter of notification will be mailed to parents or guardians alerting them to that fact.

5. Excused Absences- Absences for the following reasons are excused and will not be counted against the allowable limit.
 - Religious Holidays
 - Death in Family
 - Confirmed Court Appearance
 - Suspension from School
6. Allowable Absences- Absences are not within the category of Excused Absences may at times be unavoidable for reasons such as illness, request by parents for their sons/daughter's absence under arrangements approved by the principal, and important appointments which cannot be rescheduled during non-school hours. These will be considered Allowable Absences and may not exceed fifteen (15) days in a school year.
7. Truancy- Absences due to truancy will be referred to the assistant principal for action and will be applied toward the allowable limit explained in (5)
8. When Allowable Absences are exceeded- Any student whose Allowable Absences exceed 15 will be placed in a Non-Promotion status and may attend classes and receive grades, but their attendance will not count toward promotion. Parents will be notified by letter if their son or daughter is placed in Non Promotional status.
9. Attendance Appeals Committee- The board of Education and school administration realize that unforeseen factors relating to the operation of the attendance policy may create hardships. To insure fairness and allow for procedural due process, an Attendance Appeals Committee will be established to hear cases brought by petition from parents/guardians of the affected pupils concerning the non-promotion status. After hearing the case, the committee may excuse one or more absences for reason of sickness, special hardship, or other extenuating circumstances. The committee will take into account the student's academic standing and course performance in reaching a decision.
 - (a) Composition of committee will be composed of three people, each serving in one of the following capacities: Principal, Assistant Principal, Guidance Counselor, or Nurse.
 - (b) Seeking a Hearing- If a parent or guardian wishes to appeal to the decision made by the Attendance Appeals Committee, the following steps must be followed:
 - An appeal to the Superintendent of Schools relating to the decision of the Attendance Appeals Committee must be made in writing within seven (7) school days of receipt of the decision of the Attendance Appeals Committee.
 - An appeal to the Board of Education relating to the decision of the Superintendent of Schools must be made in writing within ten (10) school days of receipt of the Superintendent's decision.

LATENESS AND EARLY DISMISSAL PROCEDURE

Students who require an early dismissal must bring a note from a parent or guardian to that effect to the Main Office **no later than** homeroom period of the same day. **No student will be permitted to leave the Middle School before the end of the school day unless a parent or guardian comes into the main office to sign him or her out.** No student will be permitted to “sign himself or herself out” of all or part of any school day.

All absences from school because of an early dismissal except, EXCUSED EARLY DISMISSALS, will count toward the allowable limit set by the attendance requirements policy. Students who are late or who leave for early dismissal shall be counted absent in accordance with the schedule below:

- Arrival before 11:31 am =Tardy
- Arrival after 11:31 am but before 12:31 pm= am absence (1/2 day)
- Arrival after 12:31 pm= Absent all day
- Early Dismissal before 10:20 am= absent all day
- Early Dismissal after 10:20 am but before 1:15 pm= pm absence (1|2 day)

LATENESS (EACH MARKING PERIOD)

Lateness to school interferes with a student’s educational program and is disruptive to the school day. To that end, lateness will be handled according to the following procedures:

1. Students who are late reporting to homeroom will use the main entrance and report directly to the office. They will sign in and be issued a pass to admit them to first period class.
2. Detentions will be assigned, where required, according to the schedule below.
3. The Penalties for lateness will be assigned as follows, accumulating during each marking period:

First	Warning
Second	3:35 detention
Third	4:05 detention
Fourth	Saturday detention (must be on time)
Fifth	Saturday detention, parent conference with the Assistant Principal

Further lateness will be subject to further disciplinary action and administrative review.

NOTIFICATION OF ACCUMULATED ABSENCES

Parents and students will receive written notification to the number of non- excused absences accumulated by the student as follows:

- a. Warning letter –7 absences
- b. Warning letter and request for parent conference –10 absences
- c. Notification of “Non-Promotion” status letter will also be given to the student.

Every effort will be made to notify the parents in accordance with the schedule shown above. Failure to do so, due to extenuating circumstances, does not prohibit the school from enforcing this policy. Furthermore, implementation of the policy does not preclude further legal action for non-compliance with the compulsory attendance laws to the State of New Jersey.

- d. Recording student absences is a primary responsibility of the school and shall be accomplished in the following manner:
- Absences from school shall be recorded in an appropriate manner on report cards
 - Tardiness to school shall likewise be recorded on report cards
 - A letter of notification will be mailed to parents or guardians alerting them of the danger of non-compliance with the attendance requirements noted in the previous section.

AUDITORIUM

While entering and leaving the auditorium at any time, students should be quiet and orderly. Classes coming from the third floor will use the rear doors while classes from the second floor will use the side doors. **At no time should students use the auditorium as a passageway from one hallway to another.**

Students should report to sections as directed by the teacher, filling each seat and row whenever possible. Students should remain seated facing the stage even before the program or lesson begins and should behave in an attentive and courteous manner throughout. Students will show their appreciation by clapping; in our school it is always considered impolite to boo or whistle at anyone or anything. Such behavior can warrant disciplinary action.

AWARDS

Each year eighth grade students who have excelled in various areas receive awards at moving up exercises. All students are eligible and are encouraged to work hard in pursuit of the following awards:

- Middle School Award for Citizenship
- JoAnn Adams Award for Best Character
- Judith Leith Lohmann Best Effort Award
- Middle School Staff Social Studies Award
- Middle School Staff Mathematics Award
- Middle School Staff Science Award
- Middle School Staff Physical Education Award
- Middle School Staff Art Award
- Middle School Staff Technology Award
- Middle School Computer Award
- Middle School Foreign Language Award
- Middle School Staff Music Award
- Middle School Staff Media Award
- Band/Chorus Awards
- Masquers Award
- Attendance Award
- Academic Fitness Awards
- Pitman Middle School/HSA Award for Communications
- Scott Agnew Memorial Award

BICYCLES – SKATEBOARDS - SCOOTERS

The riding of a bicycle is a privilege extended to the middle school students. However, students are encouraged not to ride a bicycle to school mainly because of the increasing value of speed bikes. All bicycle riders are subject to the following regulations:

1. Bicycle riders must obey the rules established by the State of New Jersey governing the operation of bicycles and the wearing of helmets.
2. Bicycles must be walked onto and off school property.
3. Bicycles must be parked in the bicycle racks.
4. Bicycles must be individually locked up at all times when on school grounds.
5. No students may operate a bicycle belonging to another student.
6. No mopeds.
7. NO SKATEBOARDS OR SCOOTERS ARE ALLOWED IN THE BUILDING.

BOOKS AND MATERIALS

All books must be covered. Students will be responsible for keeping them in good condition or paying for any damage to the book. Students should never keep folded papers in their books because eventually the bindings break. If a book is lost or stolen, the student will be requested to pay for replacement of the book. Students are not to use back packs during the school day.

BULLYING

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.

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. Any type of behavior such as bullying, harassment or intimidation should be reported to a staff member immediately.

The entire harassment, intimidation and bullying policy is available on the district website, district calendar, at the board of education office and at any school building. (BOE 5512)

CAFETERIA RULES

1. Use the lavatory before lunch.
2. Students are not to enter the cafeteria without the permission of the teacher in charge.
3. During the first two weeks of school, all students will be assigned a seat. After the cafeteria procedures have been established, students may choose where they want to sit and will subsequently be assigned to that table for the remainder of the year.
4. Students may talk but may not shout to students at other tables.
5. All students will be responsible for their own trash. When tables are cleared, trash is not to be brushed on the floor or piled at the end of the table.
6. Students are not to operate shades or windows without the teacher's permission.
7. No food or drink is to be taken from the cafeteria.
8. There is no physical horseplay in the cafeteria. Example: arm wrestling, hand-slapping, etc.
9. Food must not be thrown in the cafeteria. Throwing of any items, including trash, will subject the person to disciplinary actions.
10. A student must have permission from the teacher in charge to leave the cafeteria.
11. Students will not be dismissed from the cafeteria until directed by the teacher.
12. Backpacks are not permitted in the cafeteria during lunch.
13. Students who are excessively late to the cafeteria at lunchtime are subject to disciplinary action. Students must report to the cafeteria for lunch in a timely fashion.

Good manners, cooperation, and common sense will make the lunch room a pleasant place to eat. The quality of the lunchroom depends on the quality of the students' behavior.

LUNCHES

Parents are asked **not** to order or deliver lunches from outside sources for their child in the school cafeteria. With over one hundred students in each lunch period, this is potentially disruptive to the orderly operation of our kitchen and cafeteria. We appreciate the cooperation of all parents in this regard. In addition, the delivery of flowers or balloons to students is strongly discouraged. **In such cases, students will be notified to pick up such items at the office at the end of the day.**

CARE OF SCHOOL PROPERTY

Each year, your parents and other citizens of Pitman financially support the Pitman Public Schools through their taxes. Proper care of the school is essential to hold down costs. Long after you have left the Middle School, it will be used by your younger brothers and sisters and by other children. Avoid misusing any part of the building. For example, putting your foot on a painted wall, making a pencil mark on the wall, defacing an auditorium seat, kicking your locker door closed, or any other destructive act is not allowed. In our ecology conscious society, practice common sense in taking positive care of the Pitman Middle School. Willful, malicious destruction of school property should be reported immediately to the principal's office. Writing on or marking the desks or lockers is considered defacing school property and is punishable by suspension from school. Severe damage can result in parent's assuming financial obligation.

CONFERENCES

Conferences may be arranged by contacting the guidance office. Progress Reports are sent home each mid-marking period and report cards are sent home at the conclusion of the quarter.

CORRIDOR TRAFFIC

1. Students will walk on the right side of the hallways.
2. Students are not to cut corners at the intersection.
3. Students will walk up or down the stairs on the right side.
4. Where there are two doors, students will use the right door.
5. There will be NO running or shouting in the halls.
6. Pushing, shoving, etc, are especially dangerous in the hallways and are not permitted.

COURSE OFFERINGS

Academic – The four major academic subjects are: science, social studies, mathematics and communications. Students have communications and mathematics each day of the week. Science and Social studies are offered as semester classes. Related Arts – The related arts subjects offered are: industrial arts, general music, computer science, foreign language, art, and health and physical education. Instrumental music instruction is also offered.

CYBER-BULLYING/INTIMIDATION/HARASSMENT

Cyber-bullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. The administration may impose consequences for conduct away from school grounds that is consistent with the BOE code for student conduct when:

- It is reasonably necessary for the student's physical or emotional safety, security & well being or for reasons relating to the physical or emotional safety, security & well being of other students, staff or school grounds.
- 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.

DISCIPLINE – SELF CONTROL

The Pitman Middle School is one portion of a long learning experience students go through from kindergarten to twelfth grade. During the years students are in grades six, seven and eight, they can participate in many enjoyable activities and expand their knowledge in many ways. While developing as individuals, students must remember that rules are necessary to allow for the finest experiences for all.

Pitman Middle School has, and wants to maintain, the reputation of being a fine and well disciplined school. This does not just happen; it is the result of the majority of the student body exercising self-control and being considerate of the rights and feelings of other students. Because of the high caliber of our students and their respect for others, a relaxed atmosphere exists.

However, as society has rules, so does our school. Our District Code of Ethics and Conduct are the basis of our interactions with each other. These rules are designed to ensure that our students treat themselves, each other, and all staff members with respect. They also promote a safe, secure, and

appropriate environment for learning. On the final pages of this book are listed a specific, but not exclusive, list of offences and a range of disciplinary actions.

DRESS POLICY

The Board of Education has always maintained a policy for student dress. The general guideline notes that “student attire should be neat, clean, and appropriate”. Likewise, students cannot wear anything that would be considered disruptive to classroom or school procedure. The rationale supporting this policy is the continuance of high academic standards in our classroom, along with an acute awareness of safety.

The following items are NOT considered appropriate:

1. Clothing which is excessively tight, revealing, or immodest, transparent/sheer blouses, bare midriffs, micromini skirts, muscle shirts, tank tops with straps less than three finger widths, or t-shirts with inappropriate messages including any message with a sexual connotation or any reference to drugs, alcohol, or violence. Messages with a double meaning fit into this category. The neckline must not be lower than your hand when your fingers are placed together at your throat with the thumb resting on your collarbone.
2. Undergarments may not be worn as outer garments or be visible in any other way.
3. Clothing which is dirty, unpressed, torn, or frayed. No cutoffs are permitted.
4. The wearing of outer jackets, coats, hats, bandannas, or headbands of any kind in the halls or classroom during the school day is not permitted.
5. Beachwear, pajamas and slippers are never appropriate attire for school.
6. Students should never be barefoot; shoes should be sturdy and appropriate for our multi-floored building.
7. Students must wear goggles, lab aprons, etc., as required for a specific course.
8. The appropriate length for shorts, skirts, and dresses for school can generally be considered to be no shorter than the **end of fingertips of your hand** when standing with arms extended at one’s side.

Choice and style must not be disruptive to the educational process. The general guideline agreed upon is that student attire should be NEAT, CLEAN, and APPROPRIATE. Likewise, students cannot wear anything that is considered disruptive to the learning environment. **Adjustments for individual differences and policy violations will be at the discretion of the Administration.**

DRUG AND ALCHOL POLICY

Pitman Middle School operates in accord with Board of Education Policy 5530 regarding Substance Abuse. The entire policy is available for inspection at the Board of Education Office or the Middle School Main Office.)

SUBSTANCE ABUSE

The Board of Education recognizes that in addition to introducing and maintaining a comprehensive substance abuse education program to establish a procedure to aid students to seek help to correct possible substance dependency and/ or problems.

For purpose of this policy “substance” shall mean alcoholic beverages, controlled dangerous substances as defined in N.J.S.A 24:21-2 or any chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the

brain or nervous systems, including, but not limited to: give containing a solvent having the property of releasing toxic vapors or fumes as defined In N.J.S.A 2A:170-25.9

“Substance abuse” shall mean the consumption or use of any substance as defined herein for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

If the pupil is found in possession or under the influence of alcohol or other drugs, or he has used or consumed, the pupil will be excluded from school and will only be readmitted at the end of the exclusion after receipt of the required medical certification that the pupil is physically and mentally able to return to school and after a conference has been held between the principal and parent(s) or guardian(s) and after the imposition of those specific needs which a pupil may have shall be developed during the conference. The pupil will be referred to the local police.

If a pupil is found in possession or under the influence of alcohol or other drugs for a second time, then such a pupil will be referred to the local police and a recommendation will be made by the principal to the Board of Education concerning the pupil’s educational program.

Pupils possessing for distribution, or administering alcohol other drugs (at any time on school grounds) as defined in this policy to others in school, at a school sponsored activity, or out of school, shall be immediately referred to the principal. The principal shall immediately notify the police and the parents and suspend the pupil and follow established procedures. The principal will arrange for home instruction and will make the appropriate recommendations to the Board of Education concerning the expulsion of the pupil.

CURRICULUM & INSTRUCTION

- A. The Board of Education shall continue to incorporate into the curriculum for elementary school grades, drug, alcohol, tobacco, and steroid education appropriate for pupils given their age, maturity, and grade level, in accordance with existing Department of Education guidelines.
- B. Programs for drug awareness education are to be continued and modified by the professional staff of all schools for all grades. The grade work and patterns of instruction will be detailed. Instruction will be specific for what must be covered.
- C. Substance abuse educational programs for parents/guardians will be offered at times and places convenient to the parents on school premises or other facilities.

ENTERING AND LEAVING THE BUILDING

All students may enter the building using the side doors only. Sixth grade pupils will use the Esplanade Avenue doors nearest Davis Field. Seventh grade students will use the doors closest to Holly Avenue. Eighth grade students will use the Woodlynne Avenue doors. **Students are strongly encouraged not to arrive at school before 8:20 a.m.** Students should walk to the corners before crossing the streets and cooperate at all times with the crossing guards. During bad weather, students will be allowed to stand in the lower hallways. They may not proceed to their lockers until given permission by the teacher. **Students arriving after 8:20 a.m. must enter through the front door on Holly Avenue.** Pitman’s school number for inclement weather is 807.

FIELD TRIPS

Field trips are special functions associated with various subject areas as part of the learning process. Since students represent Pitman Middle School, they should dress appropriately and should behave in a respectable, polite manner towards teachers and chaperones in charge, both on the bus and at the specific destination. Students who choose not to attend a scheduled field trip will be expected to report to school. Students who receive ten or more office referrals or show an unwillingness or inability to follow the school rules may not be permitted to participate.

EMERGENCY PROCEDURES

Emergency drills are conducted at least twice a month. These drills are designed to inform and practice the school community, in case of fire, evacuation or lockdown. When signaled, all students will move to the designated classroom area or leave the room in a single file line and walk out of the building through the nearest exit. Complete directions for each procedure and proper exit routes are posted in each room. When necessary, students will be notified of designated evacuation sites and procedures. There will be NO conversations or cell phone use during the drills. Discipline may occur for inappropriate student actions during emergency drills.

GRADING SYSTEM

On their report cards, students receive number grades. The numbers correspond accordingly:

A	Superior	93-100
B	Above Average	85-92
C	Average	75-84
D	Passing	70-74
F	Failure	Below 70
I	Incomplete	Requirement Unfulfilled
M	Excused	

Final grades for semester and year long courses will be computed by using the numerical averages earned by students during each marking period. Inclusion on the Principal's List or Honor Roll is based on grades in Communications, Math, Science, Social Studies, and Foreign Language 1, where applicable. Failing grades in Related Arts or Health/P.E. will exclude students from this recognition. Issues of promotion, retention, or being "placed" in a grade are addressed in accordance with Board Policy.

GUIDANCE PROGRAM

Guidance is a process of helping the individual understand and help himself. Each individual must learn he is different from all others and respect others for their differences. A student can learn his strengths and ways to use them to benefit him/herself and others. He can also understand his limitations and the ways to compensate for them. Counseling helps in these areas and also shows a student the opportunities which are available to him. Teachers may refer students to the guidance counselor or students may request conferences with the counselor, through a teacher.

GUM CHEWING

The disposal of gum is a problem. Irresponsible students stick gum everywhere which causes an unsightly and unsanitary mess and makes extra work for the custodians. Therefore, students may not – AT ANY TIME — chew gum in the Middle School. Detention will result.

GYM SUIT

All students are expected to have a change of clothing for physical education. It is expected that gym clothes will meet or exceed the school standard due to the content and co-ed nature of these classes. All students must wear sneakers in the gymnasium. Students who do not change for gym will remain with their class. Students excused from gym for medical reasons will remain with their class or report to the library if the teacher has arranged this with the librarian. **No valuables are to be left in the locker room at any time. Students do so at their own risk. See the Phys. Ed. teachers to secure the valuables or use a lock during the Phys. Ed. class only for other belongings.**

LAVATORIES

Students may use the lavatories before and after school, before and after lunch, and during the passing classes. Students must have a pass from a teacher at all times. Students should always use the closest lavatory on the same floor as their classroom.

- As a part of our concern for proper care of the school building, graffiti in lavatories will be treated with serious disciplinary action.

LOCKERS

Each student at Pitman Middle School is assigned a locker in which belongings other than valuables can be stored. The student is responsible for the locker's neatness and condition. Food is not to be left in lockers overnight. Students should report defective lockers to the office. The administration intends to inspect and /or search lockers as often as may be necessary to maintain order and to protect the safety and well-being of the school community. These searches may or may not involve the aid of a drug-sniffing dog. It is intended that all closed containers kept in lockers will be opened and their contents examined. It is strongly recommended that valuable items not be brought to school and left in lockers.

A student is not to use a locker during class time unless he/she has a pass from a teacher. He may go to his/her hall locker before homeroom, before and after lunch and after school. Students are also allowed to report to their lockers before and after gym classes.

Lockers should be kept locked at all times and combinations should not be revealed to anyone. Students are NOT to change locker assignments. **The administration reserves the right to inspect lockers at any time.**

Gym suits and all related equipment for physical education classes may be stored in hall lockers. **No valuables should ever be stored in lockers.** The administration reserves the right to inspect lockers.

No student may leave any belongings in gym lockers overnight. No personal locks may be left on gym lockers after a student's class period ends. Failure to remove locks could result in their being cut off of gym lockers.

LOST AND FOUND

The lost and found is located in the back of the Auditorium. Lost articles may be claimed after school. Pocketbooks, jewelry, and textbooks should be turned in to the office secretary. Anyone looking for these items should come to the office after school.

LUNCH TICKETS

Lunch tickets are sold on Thursday of each week for the following week. Tickets may be purchased for hot lunch or bag lunch. No tickets will be exchanged for cash. A student who is absent on that day or has an emergency may purchase lunch tickets on Monday or the first day the student returns. Student may also pay cash for lunch, milk, and ice cream. Lunch tickets will be sold in the cafeteria on Thursday and Fridays after the lunch line has been served. Milk and ice cream tickets are also sold on Thursday in the cafeteria. Students are required to write their first and last names in ink on each ticket. If tickets are lost, they can be returned to the owner more easily.

A student, who forgets, loses or has his/her lunch ticket or lunch stolen may charge a lunch by speaking with the cafeteria cashier. The student is required to pay the cost of the lunch the following day in the cafeteria. Any student who owes this money may not charge another lunch. Any student who takes advantage of this procedure will not be allowed to charge lunches.

A free lunch program is available to those who qualify. If any student tries to use a ticket issued to another student in the free lunch program, the ticket user may be suspended. If the participant in the lunch program gave or sold this ticket, he or she will be suspended.

MEDIA CENTER

1. During the school day, a student must have a pass from his/ her teacher to come to the Media Center. Students may use the library during lunch and before school by obtaining a pass from the library.
2. Students may use the Media Center after school without a pass.
3. Students should not disturb others in the Media Center. Necessary talking should be done in a whisper.
4. Books are checked out for two weeks and may be renewed.
5. When a student checks out a book, it becomes his /her responsibility until it is returned. Friends should not borrow books checked out to someone else's name.
6. Students may be held financially responsible for books damaged while signed out to them.
7. Books should be returned as promptly as possible. Students with over due books may be subject to disciplinary action.
8. If you have any problems using the Media Center, please ask the librarian for help- she is there to help you!

MEDICATION

In keeping with recommendations of the American Medical Association and the State Department of Education, it shall be the philosophy of the Pitman Board of Education to discourage the administration of medication at school. Realizing that under certain circumstances, it will be necessary for pupils to take or be administered medications while at school; the following regulations shall be followed:

1. The parent or guardian should provide a written request for the administration of the prescribed medication at school.
2. Written orders are to be provided to the school nurse from the private physician detailing the diagnosis or type of illness involved the name of the drug, dosage, time of administration, and side effects. A separate authorization shall be submitted for each medication. The label does not take place of a doctor's note.
3. The medication should be brought to school by the parent/guardian in the original container, appropriately labeled by the pharmacy or physician.
4. Unused quantities cannot be sent home with your child and will be discarded the end of the school year unless picked up by a parent.
5. Pupils are not permitted to carry medications with them in school except in circumstances authorized by school nurse. Such exceptions include pupils with asthma or other potentially life-threatening illnesses. Students in these cases may self-administer when a nurse is not physically present. Permission for such possession and self-administration must be one file in the office of the school nurse (BOE 5330)
6. Over the counter medications will not be administered without a doctor's note.
7. The school nurse is not authorized by the Board of Education or the State of New Jersey to administer medication unless the above conditions are met.
8. When a child taking medication is scheduled for a class trip, the parent will be asked to accompany the class and administer the medication of the child. If a parent cannot accompany the class, the school nurse or another registered nurse will administer the medication.(BOE 5530)

Students in grades K-8 are not permitted to bring medications of any type (cough drops, cough medicines, over-the-counter medications, prescription drugs, etc.) to school except as outlined in # 5 above. If medicine must be taken at certain intervals, the parent must assume responsibility of transporting the medication.

NOTE PASSING

Notes to other students should not be written or passed during school time. The faculty will take notes from the students.

NURSE'S OFFICE

Students who are ill must obtain a pass from the teacher in charge and report to the nurse's office. IF the nurse is NOT there, students are to report to the main office. Students are not to report to the nurse between classes.

Any student who is taking medication because of illness must report to the nurse before 1st period class. The medication will be left with the nurse for the day.

PASSES

Any student out of class, except when classes are passing, must have a pass or their student handbook.

PERSONAL PROPERTY

The school is not responsible for any personal property brought to school by a student.

Students should not bring valuables or money. If a personal article must be brought to school, it is subject to search and should be kept in his/her locker for safekeeping. Students are strongly discouraged from bringing CD players or any other electronic devices to school.

PHOTOGRAPHS OF PUPILS/USE OF CAMERAS IN SCHOOL

Throughout the year, students are often photographed and filmed for public relations press releases and school programs. Parents/guardians must grant their permission for students to be photographed. For this reason **use of personal cameras, including camera phones are not permitted on school grounds** unless the use is directly related to the curriculum. Exceptions may be made for field trips and extra curricular activities.

CELL PHONES, ETC. IN SCHOOL

Students are permitted to bring cell phones to school with the knowledge and permission of their parents. **All phones must be stored out of sight and turned off during the school day, as well as during any detention and before or after school. That includes the use of a cell phone as a camera or any other function.** In addition, use of such phones for text paging or other such signaling during the school day is a violation of state law regarding such devices in schools. When in use, these devices are a distraction to the educational process and consequences will vary depending on the disruption, the general guidelines include; first violation will result in confiscation of the phone and return only to the parent along with a one-hour detention. Subsequent offenses will result in further detentions. Middle School Office staff is happy to assist any parent conveying messages to students when necessary, and in cases of emergencies or other important matters students are permitted to use the office phone designated for their use. Students should not be out of class to use the phone to call for missing homework, textbooks, etc. - students should be developing a greater sense of responsibility during these years.

LASER LIGHTS

Students are not permitted to have laser lights in school at any time. These items will be confiscated and returned only to a parent.

SUBSTITUTE TEACHERS

We respect our substitute teachers at Pitman Middle School. These individuals deserve the utmost in student courtesy and cooperation at all times. Students will receive an automatic referral to administration for any misbehavior.

STAIRWAYS

Students are to use the stairwell closest to their classroom.

WATER FOUNTAINS

Students should use water fountains in the hallways, not the office

SCHOOL DANCE RULES

1. Dances will start at 7:00 p.m. and end at 9:00 p.m.
2. No one will be admitted after 7:15 pm, unless permission is granted.
3. Students are not permitted to leave the dance before 9:00 p.m.

4. Students will show proper conduct at all times.
5. Students may not bring guests to dances.
6. All refreshments will be eaten in designated area.
7. Students must attend school on the day of the dance or will not be permitted to attend the dance.
8. Students not attending the dance will not be permitted to loiter on school grounds.
9. The Drug and Alcohol policy will be enforced.
10. Students suspended (internal or external) from school will not be permitted to attend the dance.
11. Only students who attend Pitman Middle School may attend dances.

SCHOOL SPIRIT

School spirit is not something which can be given to a student or simply acquired. It must grow with the individual. It is pride in his/her school and "esprit de corps" that one passes, general attitude toward his/her school, its programs, activities, its faculty, and student body. Enthusiasm, pride in his/her school and good healthy attitude is contagious. These spread quickly to others and can make your school, Pitman Middle School, a better place in which to live and learn.

STUDENT ASSISTANCE PROGRAM

The purpose of this program is to identify and help troubled students whom may be experiencing personal, school, family, alcohol, or other drug problems which may be affecting their ability to perform in school

Participation in the student assistance program (SAP) is completely voluntary and confidential. The SAP provides for early identification and intervention with students, working closely with existing in-school services to make appropriate referrals so students can get the help they need. Teacher, administrators, guidance staff, student and parent can make referrals to the SAP. Students may also refer themselves. The only mandatory referrals are made when a student violates the school's Drug and Alcohol policy.

TEACHERS ROOM

Students should not disturb teachers by knocking on the Teachers' Room doors. Should any emergency arise wherein a teacher is needed, students should report to the secretary in the office and she will contact the appropriate teacher. Students should not be in the Teachers' Room at any time.

VISITORS

Any visitors must register at the main office before proceeding to any other part of the building. This includes students from other schools.

TELEPHONE

The telephones in the office are the daily operation of the school. No student should be excused from class to use the telephone unless it is an emergency or matter of immediate concern to that class: in such cases students may ask for permission to use the office phone.

WORK (MAKE-UP)

1. Students who have been absent from school will be required to contact each teacher upon their return to receive all missed assignments. Teachers will then use their own sound judgment as to the number of days that are permitted for student to complete and turn in the assigned work. At the very least, students will be allowed as many days to make up work as days they were absent from school.
2. Students will receive an “incomplete” on their report card only as a result of being absent from school. A student will not receive an “incomplete” because he/she has displayed irresponsibility by failing to complete assigned work.
3. Students who are assigned an “incomplete” on their report card will be permitted only **ten days** to complete the assigned task.
4. Anytime a student is absent, it is his/her responsibility to make up schoolwork. For extended absences, parents may email teachers to receive work. The office will not be responsible for gathering missed work. Parents are welcome to come to the Middle School and visit your child’s locker to retrieve any needed books.
5. **We recognize that it is sometimes necessary for families to plan vacation during regular school days. If this is a necessity, a note should be sent to the office at least one week prior to the absence. Students are responsible to request the work that they will miss during their vacation at least one week in advance of their absence. Students are expected to complete their missed work upon return to school. It must be recognized that nothing makes up for the fact that the student is missing valuable class time. Absences due to a family vacation will be counted as an unexcused absence from school.**

DISCIPLINE

The following list of disciplinary infractions, and the accompanying actions, is intended as a guideline only. Individual cases and students will always be treated as such. Conferences with teachers or teacher- assigned detentions are obvious and logical first steps in many, but not all, situations. Referral to the administration for any of the following infractions could result in some or all of the accompanying consequences. (Repeated or extreme incidents of such behavior may result in suspension for insubordination.)

Disruption in class, detention, lunch or assemblies

Detention, parental contact, parental conferences

Failure to attend an assigned teacher detention

Two office detentions (3:50)

Cutting class

Detentions, parental contact and conference

Truancy

Detentions, parental contact and conference

Inappropriate or unacceptable language or gesture

Detentions, parental contact and conference, suspension

Fighting

Suspension, parental contact and conference prior to the student's readmission

Inappropriate Physical Contact

Detention, parental contact and conference, suspension

Intimidation/Harassment of others

Detention, parental contact and conference, suspension, or expulsion

Cyber-Bullying/Intimidation/Harassment of others

Detention, parental contact and conference, suspension, or expulsion

Disrespectful behavior/language toward staff

Detentions, parental contact and conference, suspension

Insubordination

Detentions, parental contact and conference, suspension

Possession of weapons or dangerous items

Detentions, parental contact and conference, suspension

Any violation involving the use, possession, or distribution of drugs, alcohol, or other controlled substances

Administrative review

Accumulation of ten or more disciplinary referrals

Possible removal from school or class trip and possible revocation of privilege to attend dances (All such cases are subject to administrative review).

Failure to attend assigned office detention

One Saturday detention

Failure to attend an assigned Saturday detention

One-day suspension, parent conference required for readmission

Destroying or defacing school property

Detentions, parental contact and conference, suspension, repair or cleaning of said property, or restitution for repair or replacement

Spitting or other dangerous behavior

Detentions, parental contact and conference, suspension

Excessive lateness to class

Detentions, parental contact and conference

Possession of cigarettes, lighters, and matches on school property or a school sponsored activity is prohibited. Such items will be confiscated and the student subject to disciplinary action.**Violation of district agreement for use of computing facilities (see below)**

Detentions, parental contact and conference, revocation of privilege to use, suspension, possible signing of a complaint with the police.

Any disciplinary action or suspension could lead to the revocation of the privilege of attending a school dance or any other school function.**SEXUAL HARRASSMENT****I. Policy**

It is the policy of the Pitman Public Schools to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the Pitman Public Schools staff to harass another staff member or student through conduct or communication of sexual nature as defined in Section II. It shall also be a violation of this policy for students to

harass staff members or other student through conduct or communication of sexual nature as defined in Section II.

II. Definition

Sexual harassment shall consist of unwelcome sexual advances, request for sexual favors, and other inappropriate verbal or physical conduct or communication of a nature when made by another member of the school staff to a student, when made by any member of the school staff to another staff member or when made by any student to a staff member or to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition to an individual's employment or education or when:
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
3. Such conduct has the purpose **or effect** of substantially interfering with an individuals' academic or professional performance **or creating an intimidating, hostile, or offensive employment or education environment.**

III. Procedures

- A. Any person who alleges sexual harassment by any staff member or student in the school may complain directly to his/her immediate supervisor, building principal or district affirmative action officer within five (5) school days of the alleged incident. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- B. The right to confidentiality, both of the accused and of the accuser, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

IV. Sanctions

- A. A sustained charge against a staff member of the district shall subject the staff member to disciplinary action, including counseling, suspension, expulsion or termination.
- B. A sustained charge against a student to the district shall subject the student to disciplinary action, including counseling, suspension or expulsion.

V. Notification.

Notice of the Policy will be circulated to all school and departments of the Pitman Public Schools on an annual basis and incorporated in teacher and student handbooks.

PITMAN PUBLIC SCHOOLS AGREEMENT FOR USE OF TECHNOLOGY

As a user of Pitman School District's computing facilities, I agree to the following rules and provisions:

- I agree to use the Pitman Public School District's computing facilities for the purpose for which it was intended, that is, in support of education and consistent with the purpose of the Pitman School District.
- I understand that priority use of the computing will be for work directly related to the school curricula.
- I will only use the computer account provided to me and will take the responsibility to protect my account from unauthorized access.

- I will not give my password, when issued, to anyone and will take steps to prevent others from learning my password.
- I will not attempt to access, acquire, or modify in any way information that belongs to another person.
- I will not attempt to access, circumvent or modify system security or restricted portion of the network or operating system.
- I will not copy unauthorized software onto local drives or onto the network drive.
- I agree to abide by any patent, copyright or license restrictions that relate to the use of the computing facilities, programs, or documentation.
- I agree not to use Pitman School District’s computing facilities to violate the terms of any software licensing agreement
- I agree not to use Pitman School District’s computing facilities to violate any applicable local, state, or federal laws.
- I agree not to access any site on the Internet that is marked “over 18 only”, even if I am over age 18.
- I agree not to review or download any material that is obscene, vulgar, sexually explicit or otherwise inappropriate.
- I agree not to use the computing facility to disseminate defamatory, inaccurate, abusive, obscene, profane, threatening, racially offensive or illegal material.
- I understand that the network administrators as well as the school district employees have the right to monitor all accounts at any time.
- I agree not to damage or vandalize any computer equipment and I agree not to introduce any virus into the system.
- I agree that as a network user I notify the staff member in charge of any security problem on the district system that I might identify.

PUPIL CODE OF CONDUCT

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
2. In addition, pupils shall not:
 - a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
 - b. Create disorder or disruptions on school premises;
 - c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;
 - d. Steal, damage, or deface the property of other pupils, staff members, or the district;
 - e. Engage in the sexual and/or other harassment of pupils or staff members;
 - f. Violate codes of conduct adopted for organizations of pupils;

- g. Possess or use weapons or any implement intended to harm others;
- h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- i. Convey information about other pupils or staff members known to be false;
- j. Act so recklessly as to endanger the safety of others;
- k. Procure the property of others by threat or intimidation;
- l. Enter school premises or any specific portion of the premises without permission and without authority;
- m. Vandalize school property, real or personal;
- n. Create litter on school property;
- o. Be truant from school or class;
- p. Cheat or otherwise engage in academic dishonesty;
- q. Persistently refuse to complete homework and other assignments;
- r. Engage in illegal gambling;
- s. Smoke on school property;
- t. Falsify an excuse or any school document;
- u. Set fire to or cause a fire in any way on school premises;
- v. Possess or explode a firecracker or other explosive device on school premises;
- w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
- x. Possess, use, or distribute a substance in violation of Policy No. 5530;
- y. Join a secret society prohibited by law;
- z. Commit an act of harassment, intimidation, or bullying; or
- aa. Engage in any other activity expressly prohibited by a school staff member in authority.