

SPOTSWOOD PUBLIC SCHOOL PUBLICATIONS

**MEMORIAL
MIDDLE SCHOOL**



**STUDENT/PARENT
HANDBOOK**

2016/2017

SPOTSWOOD BOARD OF EDUCATION

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SPOTSWOOD DISTRICT ADMINISTRATION

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Mr. Graham Peabody, Assistant Superintendent
Mrs. Selina Pewitt, Director of Curriculum and Instruction
Mrs. Heather DeLollis, Director of Special Services

MEMORIAL ADMINISTRATIVE STAFF

Mr. Graham Peabody, Acting Principal
Mrs. Selina Pewitt, Director of Curriculum and Instruction
Mr. Michael Del Aversano, Guidance Counselor
Mrs. Katherine Shkolar, School Nurse
Mrs. Diana Guglietti, School Secretary
Mrs. Janine Logatto, School Secretary

MEMORIAL MAIN CONTACT INFORMATION

Main Office Phone Number: 732-723-2200 ext. 2007

**WELCOME
TO
MEMORIAL
SCHOOL**

WELCOME

Dear Memorial Students and Parent(s),

On behalf of the entire Memorial Middle School Staff, I am excited to welcome you to the 2016-17 school year! Understanding that the “middle school years” are emotionally complex and academically challenging for children beginning to make the leap to adulthood, it is our goal to work collaboratively using all the resources at our disposal to provide students with a developmentally responsive, challenging, empowering, and equitable educational experience.

To best ensure the success of every student at Memorial, our entire staff is here to support you, both students and parents, throughout your middle school experience. One of those supports is this handbook, a resource to provide you with guidelines to inform appropriate decisions regarding life at Memorial. Within, you will find information and answers to many general questions that you may have in addition to school practices and district policies. If you have questions, I encourage you to access further information through our district website, talk to a member of the Memorial Staff, or contact my office.

So that we begin the year on the same page, I ask that both students and parents read through this handbook carefully, complete the acknowledgment form, and return it to either your Advisory Teacher or the main office staff.

Thank you,

Graham Peabody
Assistant Superintendent/
Acting Principal, Memorial School

SPOTSWOOD SCHOOL DISTRICT MISSION STATEMENT

“The Spotswood Public School District is dedicated to excellence in education by inspiring and challenging our students to achieve their full potential while becoming productive citizens of the global community.”

MEMORIAL MIDDLE SCHOOL BELIEF STATEMENTS

The Memorial Staff approaches the learning experience based on the following beliefs:

All students can learn;

Trust, optimism, and cooperation are vital to the school community;

A positive school climate and high expectations are essential to student achievement;

All students have unique skills and talents that contribute to their personal success; and

Our school must continually strive to improve.

**MEMORIAL
SCHOOL
STAFF
CONTACTS**

MEMORIAL SCHOOL STAFF

OFFICE AND SUPPORT PERSONNEL

Acting Principal	Graham Peabody	732-723-2000 ext. 2030	gpeabody@spsd.us
District Administration	Selina Pewitt	732-723-2200 ext. 5055	spewitt@spsd.us
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School Social Worker	Catherine Glass	732-723-2200 ext. 2007	cglass@spsd.us
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Technology/Computers	Stacey Gordon	732-723-2200 ext. 6014	sgordon@spsd.us
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PARAPROFESSIONALS/INSTRUCTIONAL & SUPPORT AIDES

	Kelly Bella	732-723-2200 ext. 2007	kbella@spsd.us
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	Nancy Palella	732-723-2200 ext. 2007	npalella@spsd.us

**SPOTSWOOD
PTA**



The Spotswood PTA prides itself on our commitment to working with an amazing group of dedicated teachers and vibrant parent volunteers. Maintaining an unbroken bond between parents, teachers and administrators, we enhance our students' growth academically as well as socially by providing the tools and resources necessary for continued success. We welcome all parents to come and join the PTA so that we can work together to secure the future of our children. Being part of our PTA is very rewarding - you're creating events, growing personal relationships with school staff and parents, and best of all, you receive the gratification of knowing you helped shape your child's school experience. As part of our goal to enhance the education of our children, the PTA does many fundraisers and provides numerous additional activities and assemblies that our children may not have otherwise had. Throughout the school year, if you have a question or concern, please don't hesitate to contact us at spotswoodnjpta@gmail.com. We look forward to working with you and continuing to foster the educational well-being of our children together.

PTA EXECUTIVE BOARD AND SPECIAL COMMITTEES

President – Melissa Hallerman	mhallerman@comcast.net
Vice President, Memorial Middle School – Emily Mark	emilymark74@hotmail.com
Vice President, Appleby School – Suzanne Krainski	suzanne.roque73@gmail.com
Vice President, Schoenly School – Jennifer Korneski	jkorneski@aol.com
Treasurer – Kimberly Stephens	buddylvr@verizon.net
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By Laws and Legislation – Julie Nell	nelljulianne@gmail.com

**MEMORIAL
SCHOOL
CALENDAR
2016-2017**

Memorial Calendar, 2016-2017

August 2016		February 2017	
22-25	Summer Bridge Programs, Gr. 5-6 and Gr. 8-9	1	General PTA Meeting
25	Memorial Grade 6 Student Orientation	2	Special Education Parent Advisory Committee Meeting
25	Memorial Grade 6 Parent Genesis Training	7	Board Meeting
25	Memorial 6th Grade Parent Orientation	9	Memorial Parent/Teacher Conferences (Evening)
September 2016		10	Memorial High Honor Roll Breakfast
1-2	Schools Closed for Students– Staff In-service	17	Schools Closed – Staff In-service
5	Labor Day – Schools Closed	20	Schools Closed – Presidents’ Day
6	First Day for Students	21	Board Meeting
6	Board Meeting	27-March 3	Memorial Book Fair
8	Memorial Back To School Night	March 2017	
12	Spotswood Fun Run & 5K Race	1	General PTA Meeting
20	Board Meeting	3	Memorial 8th Grade Students read at Schoenly (Read Across America)
23	Memorial Students/Staff Picture Day	3	Special Education Parent Teacher Association Meeting
October 2016 (National Principals’ Month)		4	SEF Casino Night, Dinner
3	Schools Closed – Rosh Hashanah	7	Board Meeting
4	Board Meeting	12	Daylight Saving Time Begins
5	Walk to School Day	21	Board Meeting
5	General PTA Meeting	21	District Chorus Night Dress Rehearsal
6	Healthy Snack Day	22	District Chorus Night Concert
3-7	Week of Respect	27-May 19	PARCC Computer-Based Testing
12	Schools Closed – Yom Kippur	April 2017	
17-21	Memorial School Scholastic Fall Book Fair	4	End of Marking Period 3
18	Board Meeting	4	Board Meeting
23-31	School Violence Awareness Week (Red Ribbon Week)	5	General PTA Meeting
26	Memorial Parent/Teacher Conferences (Evening)	6	Special Education Parent Advisory Committee Meeting
27	½ Days for Students – Parent/Teacher Conferences (Afternoon)	10-14	Schools Closed – Spring Break
28	Memorial Halloween Dance	14	End of Marking Period 3
29	Special Education Parent Teacher Association Meeting	18	Board Meeting
November 2016		19	Memorial High Honor Roll Breakfast
1	Board Meeting	24	Walk for Autism
1-2	Memorial National Junior Honor Society Induction Rehearsal	24-28	Volunteer Appreciation Week
2	Memorial National Junior Honor Society Induction	May 2017	
6	Daylight Saving Time Ends	1-5	Teacher Appreciation Week
8	Schools Closed – Staff Inservice	2	Board Meeting
9	General PTA Meeting	4	Extracurricular Night (SHS)
10-11	Schools Closed – NJEA Convention/Veterans’ Day Celebration	5	Memorial Spring Fling
14	End of Marking Period 1	10	General PTA Meeting
14-15	Memorial Musical Tech Rehearsals	10-12	Mother’s Day Plant Sale
14-18	American Education Week	16	Board Meeting
15	Memorial Open House	17	Memorial Spring Concert & Art Show Rehearsal
15	Board Meeting	17	Memorial Spring Concert & Art Show
16-19	Memorial Drama Production	19	Memorial 8 th Grade Semi-Formal
17	Special Education Parent Advisory Committee Meeting	25	Special Education Parent Advisory Committee Meeting
23	½ Day Students and Staff	29	Schools Closed – Memorial Day
24-25	Schools Closed – Thanksgiving Break	31	NJ ASK Science Grade 8
29	Memorial High Honor Roll Breakfast	June 2017	
December 2016		1	Memorial 6 th Grade Trip
5	Spotswood Annual Tree Lighting	2	Memorial 7 th Grade Trip
6	Board Meeting	5	Upcoming 6 th Graders Visit to Memorial
7	General PTA Meeting	6	Board Meeting
7	Memorial Winter Concert & Art Show Dress Rehearsal	7	NJ ASK Science Grade 8 (Make Up)
7	Memorial Winter Concert & Art Show	8	Memorial 8 th Grade Trip
20	Board Meeting	13	6th Grade Awards Ceremony (In School)
26-30	Schools Closed – Christmas Break	13	7th Grade Awards Ceremony (In School)
January 2017 (Board Member Recognition Month)		14	Memorial Student Council Elections (6th & 7th Grade)
2	Schools Re-Opens	14	Memorial 6 th & 7 th Grade Activity Day
3	Board Re-Organization Meeting	14-15	Memorial 8 th Grade Promotion & Band Practice
4	General PTA Meeting	15	Memorial 8 th Grade Promotion & Awards Ceremony
13	Poetry Out Loud	15-16	½ Day for Students Only
16	Schools Closed – Martin L. King Jr. Day	16	Last Day for Students and Staff/ End of Marking Period 4
16	PTA Roller Skating Party	16	Memorial 8 th Grade Breakfast
17	Board Meeting	20	Board Meeting
19	District Bands Night		
26	Memorial 8 th Grade Orientation (In School)		
26	Memorial 8th Grade Parent Orientation (Evening - PARENTS ONLY)		
26	End of Marking Period 2		
27	Memorial Winter Dance		

*dates subject to change

Memorial Events

Parent-Teacher Conferences

Parents should be monitoring their child's academic responsibilities and performance each week via the Genesis Parent Portal or other resources used by individual teachers. Parents and teachers should remain in regular communication through phone calls, emails, and meetings to support a student as needed within a given subject area. Parent/teacher conference times are offered during the fall and late winter season to facilitate this conversation.

Wednesday, October 26 (6:00-8:00 pm)

Thursday, October 27 (12:55-2:55 pm)

Thursday, February 9 (6:00-8:00 pm)

Dances

The purpose of a school dance is to provide students with a social activity and to acquaint them with the rules of etiquette at this kind of affair. The following rules apply to all school dances.

1. Eligible students will be required to turn in the Parent Permission form in order to purchase a ticket.
2. Students will be dressed in appropriate attire. The school dress code applies during school dances.
3. Students must remain in the supervised areas associated with the dance.
4. There will be no smoking in any part of the building or on school grounds.
5. Any student absent from school the day of the dance will not be permitted to attend the dance unless there is approval from an administrator.
6. Any student displaying inappropriate conduct will be required to leave the dance. Parents will be contacted and asked to come to the school to pick up the student.
7. No student will be permitted to leave the dance until it is over, unless a parent picks up the student. Once a student leaves the dance, he/she cannot return.
8. The doors open for entry into the dance at 6:30 P.M. and close at 7:00 P.M.
9. Parents are required to sign out their child at 9:00 P.M.

**MEMORIAL
SCHOOL
TIMES/
SCHOOL
CLOSING**

Memorial School Times/School Closing

Early entrance

Students are permitted to arrive early (7:05 a.m.) and await the Opening Bell (7:30 a.m.).

Students who arrive early must enter the building through Entrance 3 (the side doors that open to the lobby near the gymnasium) and wait respectfully under the supervision of assigned staff.

Bell Schedule

Opening Bell	7:30
Advisory	7:35 – 8:00
Period 1	8:02 – 8:43
Period 2	8:45 – 9:26
Period 3	9:28 – 10:09
Period 4	10:11 – 10:52

(BOLDED: Lunch)	(6 th Grade)	(7 th Grade)	(8 th Grade)
Period 5	10:54 – 11:35	10:54 – 11:35	10:54 – 11:24
Period 6	11:37 – 12:07	11:37 – 12:18	11:26 – 12:07
Period 7	12:09 – 12:50	12:20 – 12:50	12:09 – 12:50
Period 8	12:52 – 1:33	12:52 – 1:33	12:52 – 1:33
Period 9	1:35 – 2:16	1:35 – 2:16	1:35 – 2:16

Early Dismissal Schedule

	GRADE 6	GRADE 7	GRADE 8
7:30	Opening Bell	Opening Bell	Opening Bell
7:35 - 7:39	Advisory	Advisory	Advisory
7:41 - 8:11	Period 1	Period 1	Period 1
8:13 - 8:43	Period 2	Period 2	Period 2
8:45 - 9:15	Period 3	Period 3	Period 3
9:17 - 9:47	Period 4	Period 4	Period 4
9:49 - 10:19	Period 5	Period 5	Period 6
10:21 - 10:51	Period 7	Period 6	Period 7
10:53 - 11:23	Period 8	Period 8	Period 8
11:25 - 11:55	Period 9	Period 9	Period 9

** There will be no lunch periods on an early dismissal schedule.*

Delayed Opening Schedule

	GRADE 6	GRADE 7	GRADE 8
9:30	Opening Bell	Opening Bell	Opening Bell
9:35 - 9:41	Advisory	Advisory	Advisory
9:43 - 10:11	Period 1	Period 1	Period 1
10:13 - 10:41	Period 2	Period 2	Period 2
10:43 - 11:11	Period 3	Period 3	Period 3
11:13 - 11:41	Period 4	Period 4	Period 4
11:43 - 12:12	Period 5	Period 5	Lunch
12:14 - 12:43	Lunch	Period 6	Period 6
12:45 - 1:14	Period 7	Lunch	Period 7
1:16 - 1:45	Period 8	Period 8	Period 8
1:47 - 2:16	Period 9	Period 9	Period 9

School Closings - Inclement Weather or Emergency Conditions

In the event it is necessary to close school due to inclement weather or emergency conditions, parents may obtain information from the following sources:

District Website - www.spsd.us

Television - TV SPSN 26, NEWS 12 NJ

Radio - WMGQ 98.3 FM, NJ 101.5 FM, WCTC1450 AM

**MEMORIAL
SCHOOL
ATTENDANCE
POLICIES**

ATTENDANCE POLICIES

SCHOOL ATTENDANCE (Board Policy 5200)

It is imperative that students establish routines and responsibility with attendance and punctuality. The Board of Education requires that pupils enrolled in this school district must attend school regularly in accordance with the laws of the state. “**Regularly**” is defined as being present for all the days and hours that schools are in session.

With this in mind, we understand that there are times when a student may be ill or have a family emergency. These instances should be infrequent; however, when they occur parents should call the Memorial attendance portal at **732-723-2200 Extension 2005** before 7:30 a.m. to report the absence. The parent of any student who is not accounted for during homeroom will receive an email, phone call, or a visit from the local police to verify that the student is safe. Upon returning to school after an absence, the student is expected to give a note to their advisory teacher or the main office.

The Board of Education recognizes the following as excused absences:

1. Illness as verified by a written statement from a physician, which is required;
2. Death or serious illness in the immediate family accompanied by a written statement;
3. Religious holiday as designated by the State Department of Education;
4. Administratively approved absences for school related activities;
5. Attendance in court as verified by documentation;
6. Suspension from school.

Students who arrive at school after 7:35 a.m. are to report to the main office for a class admission slip through Entrance 1.

Excessive unexcused absences shall be recognized as unexcused absences in excess of 16 school days within any one school year. The parent/guardian of any student exhibiting a risk of having excessive unexcused absences will receive a letter as a reminder of the expectation for regular attendance and/or a call from school staff or administration. For any student with excessive absences and for whom home instruction has not been approved, additional academic requirements may be assigned to ensure adequate access to the curriculum. In cases of excessive absences, the school may contact the Department of Child Protection and Permanency, local police, and/or the court system. School administration may also recommend that the student be retained to repeat the given grade level in order to adequately access the curriculum for that grade level.

TARDINESS TO SCHOOL (Board Policy 5240, Regulation 5230)

A pupil is tardy to school when the pupil reports to his/her assigned homeroom after the late bell rings without approval for the delay. A pupil who is tardy to school must report to the main office to explain the reason for the tardiness and obtain a late pass for admission to class. A pupil who is late to school for an excused purpose pursuant to Regulation 5230 is not considered “tardy to school.”

TARDINESS TO CLASS (Board Policy 5240, Regulation 5230)

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. A teacher may assign detention to a student for tardiness to class. A pupil who is late to class for an excused purpose pursuant to Regulation 5230 is not considered “tardy to class.”

DISMISSALS

Students should not be dismissed for routine appointments that can be made after school hours. If an early dismissal is necessary due to a family or medical emergency, the student is encouraged to present a written excuse from the parent to the main office prior to 7:30 a.m. All students being dismissed must be signed out in the main office by an approved adult. Students who become ill in school will not be allowed to go home unattended.

NOTE: The New Jersey Department of Education requires that students must complete at least 4 hours of instructional time (not including lunch) to be eligible to participate in or practice in co-curricular events that day. In cases where the event is scheduled on a weekend, school attendance on the preceding school day is mandatory in order for the student to participate in that event on that day. Please keep this requirement in mind as you make decisions regarding late entry or early dismissals for your student.

CUTTING CLASS

When a student cuts class, he/she is depriving himself/herself of instruction necessary for a sound education in addition to posing a safety/security risk. Consequently, class cutting is viewed as a serious offense. If a student cuts class, his/her parents will be notified by the principal and central detention will be assigned. After the third class cut, further disciplinary action will be taken which might include in-school detention, in-school suspension, or out-of-school suspension.

PASSES

Students will not be allowed to leave any classroom (except in extreme emergencies) without a pass from the teacher or supervising staff member. Failure to have such a pass may result in disciplinary action. Teachers have a responsibility to make sure that students have passes when leaving their classrooms.

PERFECT ATTENDANCE

In order to receive the Perfect Attendance Award, a student must have an attendance record with no unexcused absences or tardies.

MESSAGES

Every attempt will be made by the main office staff to deliver **EMERGENCY** messages from parents to students. However, since these deliveries necessitate the interruption of classes, it is requested that parents/guardians avoid calling in messages to students and limit them to emergencies only. We appreciate your assistance in avoiding the disruption of student learning.

VISITORS (Board Policy 9150)

Memorial Middle School welcomes visits to school by parent(s), Board members, other adult residents of the community and interested educators, when they fit into the classroom or school routine. Visits may be requested by phone, coming to the main office, or in writing to the principal. Advance notice is required to insure a rewarding visit and maintain a safe and secure school environment. All visitors to the building must report directly to the main office.

**MEMORIAL
SCHOOL
ACADEMICS**

ACADEMICS

REPORT CARDS AND GRADING SYSTEM

Report cards are released online in the Genesis Parent Portal at the end of each of the four marking periods.

Marking Period 1 – Ends November 14th, 2016

Marking Period 2 – Ends January 26th, 2017

Marking Period 3 – Ends April 4th, 2017

Marking Period 4 – Ends June 16th, 2017

The grading system used to indicate student progress is as follows:

A+	100 - 98
A	97 - 94
A -	93 - 90
B +	89 - 87
B	86 - 84
B -	83 - 80
C+	79 - 77
C	76 - 74
C -	73 - 70
D	69 - 65 Below Average
F	0 - 64 Failure
I	Incomplete Work
M	Medical

HONOR ROLL

Memorial Middle School encourages the pursuit of excellence by our students in all endeavors with academics remaining at the core of such pursuits. Academic success is recognized through our honor roll. The honor roll consists of two categories:

High Honor Roll: Students earn a grade of “A-” or higher in all subjects and are invited to attend the High Honor Roll Breakfast held for marking periods 1-3.

Honor Student: Students earn a grade of “B-” or higher in all subjects.

HOMEWORK (Board policy 2330)

The Spotswood Board of Education believes that the purpose of homework is to help pupils become self-directing, independent learners. Homework assignments shall support clearly defined school and classroom objectives and shall be used to reinforce and enhance school experiences. The immediate purpose of a specific homework assignment may be to:

1. Strengthen basic skills;
2. Extend classroom learning, stimulate and further interests;
3. Reinforce independent study skills;
4. Develop initiative, responsibility, and self-direction;
5. Stimulate worthwhile use of leisure time; and
6. Acquaint parent(s) or legal guardian(s) with the work pupils do in school.

Homework will be assigned regularly in all academic courses. Parents and students may access all homework assignments online through the Genesis Parent Portal.

HOMEWORK CLUB

Homework Club, which is supervised by a school staff member, is available to all students after school in Room 134 (unless otherwise noted), Monday, Wednesday, and Thursday, from 2:20 p.m. until 3:05 p.m. In addition to school staff, high school volunteers will assist students as needed. Students will be able to work individually and/or in groups and utilize all school media such as computers and printers. Students may voluntarily attend Homework Club to receive assistance with school work. Teachers or administration may also recommend attendance at Homework Club to complete missing or incomplete assignments or to establish healthy homework habits. All Code of Conduct/Discipline Policies apply to and will be enforced during Homework Club.

REQUESTING HOMEWORK

When a student is absent from school for one, two, or three days he/she should check assignments through Genesis online.

When a student is absent more than three days, parents or students may email the teacher to request work and additional materials. Please allow the teachers **24 hours** to gather the assignments. If you do not have Internet access, please contact the main office.

TIMELINE FOR MAKING UP HOMEWORK

A student who has been absent will be given an equal amount of days as they were absent to complete all assignments. Teachers may use their discretion concerning what assignments need to be completed. Students going on extended vacations may request work from their teachers prior to leaving for vacation; however, teachers may have additional work for the student to complete upon their return to school.

MAKEUP TEST PROCEDURE

When a teacher has given advance notice of a test/quiz, and NO NEW material is covered during a student's absence, then that student is responsible for taking that test/quiz on the day he/she returns.

When a student is present on the school day before a test/quiz is given, that student is responsible for taking that test/quiz on the day he/she returns. Consideration will be given to extenuating circumstances at the teacher's discretion.

CHEATING/PLAGIARISM

Cheating is copying another student's work, whether deliberately or accidentally, or allowing others to copy your work. It also is defined as using illegitimate resources, such as cheat sheets, unauthorized copies of tests, etc. The use of electronic technology for unauthorized purposes (text messaging, photographing tests, etc.) is prohibited in the Spotswood Schools. **Plagiarism**, the act of using the words, ideas, visuals, etc. of another source and claiming them as your own is also strictly prohibited in the Spotswood Schools. Penalties for cheating and plagiarism can range from a student receiving a zero on an assignment to loss of credit for a marking period in that course.

TEXTBOOKS/BOOKS

Textbooks, supplies and equipment are purchased by the Board of Education and loaned to students. Students are expected to take good care of public property. All textbooks are to be covered as soon as possible after they are received. If a student loses a book, he is to inform the teacher so that another book can be provided. Students who mar, destroy or lose textbooks or paperbacks will be responsible for paying the current price for a replacement. This also applies to furniture and other equipment.

**MEMORIAL
SCHOOL
EXTRACURRICULAR
ACTIVITY
REQUIREMENTS**

EXTRACURRICULAR ACTIVITY REQUIREMENTS

In order to participate in all extracurricular programming, students must be eligible in three areas - academic, behavior, and attendance, as defined below:

Eligibility - Academic (Board Policy 2430)

- All sixth, seventh, and eighth grade students will be considered academically eligible for the first marking period.
- During the second, third, and fourth marking periods, sixth, seventh, and eighth grade students will be considered eligible if they have not failed more than one subject from the preceding marking period as evidenced by that appropriate report card.

Eligibility - Behavior (Board Policy 2430)

- Students who receive a first “out-of-school” suspension shall absent himself/herself from the extracurricular activity for a two-week period. Upon a second “out-of-school” suspension, the student forfeits his/her eligibility for the remainder of the school year.
- Students found to be in possession of, in control of, or under the influence of any controlled/dangerous substance (drugs, alcohol), shall forfeit his/her eligibility for the remainder of the school year.

Students may also be removed from an extracurricular activity for a shorter period of time (one day, a week, etc.) based on their adherence to the student code of conduct during the school day and during the extracurricular activity as outlined in the student code of conduct.

Eligibility - Attendance (Board Policy 2430)

The New Jersey Department of Education requires that students must complete at least 4 hours of instructional time (not including lunch) to be eligible to participate in or practice in co-curricular events that day. In cases where the event is scheduled on a weekend, school attendance on the preceding school day is mandatory in order for the student to participate in that event on that day.

ATHLETICS

Students may tryout for interscholastic sports at the middle school only if they have met the eligibility requirements outlined above and:

- parent and student fully and accurately complete the pre-physical evaluation history form prior to seeing the student’s physician (please note - a new pre-physical evaluation history form is required for each season/sport).
- an athletic physical examination form is fully and accurately completed by the student’s physician.
- a concussion release form is fully and accurately completed by the parent and student (please note - a concussion release form is required for each season/sport).
- a sudden cardiac death awareness sheet is fully and accurately completed by the parent and student (please note - a sudden cardiac death awareness sheet is required for each season/sport).

All completed forms are to be handed into the school nurse and approved by the school doctor prior to participation in a sport. Please note that all forms are able to be downloaded at www.spsd.us (athletic and extracurricular tab)

Each of these forms are specific to the athletic program - no other forms will be accepted. Students who do not have a personal physician may have their physical examination completed by the school physician, Dr. Speesler.

For more information regarding extracurricular athletics at Memorial School, including offerings, expectations, and schedules, please visit: coltathletics.weebly.com

Parents and spectators at school-based events are also expected to model behavior for students as outlined in the student code of conduct.

CLUBS

Students may participate in extracurricular clubs at the middle school only if they have met the eligibility requirements outlined above.

For more information regarding extracurricular clubs at Memorial School, including offerings, expectations, and schedules, please visit: memorialec.weebly.com

**MEMORIAL
SCHOOL
CODE OF
CONDUCT/
DISCIPLINE
POLICIES**

CODE OF CONDUCT/DISCIPLINE POLICIES

BEHAVIORAL EXPECTATION/CODE OF CONDUCT (Board Policy 5600)

We believe that the primary goal of Memorial Middle School is to promote respect and responsibility as students develop their role as young citizens.

With this in mind, students should:

- Treat others and themselves respectfully,
- Respect the property of others, and
- Take responsibility for themselves, their work, and their interpersonal relationships.

Related student discipline recognizes individuality and promotes the growth of each student. Detentions, suspensions, and other disciplinary actions may occur in order for students to examine their choices in behavior and avoid inappropriate choices in the future.

DETENTION

Personal Teacher Detention - Personal teacher detention will be assigned by a classroom teacher when a student has not met his/her academic and/or social responsibilities. Students assigned personal teacher detention must report to the teacher at the place and time designated by the teacher. Failure to report to the teacher's detention will result in a central detention. Parents will be provided at least one day's notice of any assigned teacher detention.

Central Detention - Central detention is assigned by an administrator for one or more days as related to the offense. Failure to attend central detention is considered insubordination and may result in further disciplinary action. Central detention is held immediately after school at a place designated by the principal. Parents will be provided at least one day's notice of any assigned central detention.

If a student receives a detention from a teacher or administrator for school-wide or serious misconduct, the following procedures will apply:

- Student reports to detention immediately after dismissal at 2:20 P.M. Detention ends at 2:50 P.M. When students are dismissed they may go to any extracurricular activities.
- No one is excused from detention. Parents must contact the teacher or administration to reschedule detention in the event of an emergency only.

If a student receives a detention from a teacher or administrator for school-wide or serious misconduct, the following rules will apply

- Arrive promptly at 2:20 pm.
- No talking with other students.
- Sit properly in your seat.
- No electronic devices may be used during detention.
- No sleeping.

SUSPENSION (Board Policy 5610)

The State of New Jersey, N.J.S.A. 18A:37-2, identifies student behavior that constitutes good cause for suspension or expulsion. A student guilty of such conduct includes, but is not limited to, any of the following:

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him/her, 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. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:

- continued and willful disobedience or open defiance of the authority of any teacher or person having authority over him/her;
- conduct or such character as to constitute a continuing danger to the physical well being of other people;
- physical assault on another pupil or upon any teacher or school employee;
- taking or attempting to take personal property or money from another pupil, or from his presence, by means of force or fear;
- willfully causing, or attempting to cause, substantial damage to school property;
- participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
- incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district;
- incitement that is intended to and does result in truancy by other pupils;
- knowing possession/consumption of alcoholic beverages or controlled dangerous substances while on school premises.

Extreme misconduct or multiple violations of basic school rules and regulations may result in the student being suspended from school. Memorial will adopt two types of suspension: In-School Suspension (ISS) and Out-of-School Suspension (OSS).

- Students in ISS will be segregated from all school activities including lunch. They must complete all assignments in ISS.
- In the case of OSS the student may not enter the school for the duration of the suspension. Parents or guardians will be notified when a student is being suspended from school, and parents or guardians must meet with the principal before the student may return to school. He/she is also forbidden to attend any school function, including extracurricular functions, held during the time he/she is under suspension.

HARASSMENT, INTIMIDATION, AND BULLYING (Board Policy 5512)

HIB concerns are directed to the building principal, the building Anti-Bullying Specialist, and the School Safety Team who investigate all incidents. All HIB reports are reviewed by the building principal, District Anti-Bullying Coordinator, the Superintendent, and the Board of Education.

District Anti-Bullying Coordinator:
Karen Boyle
732-723-2200, Extension 3030
kboyle@spsd.us

Memorial Middle School Anti-Bullying Specialist:
Mike DelAversano
732-723-2200, Extension 5048
mdelaversano@spsd.us

DATING VIOLENCE AT SCHOOL (Board Policy 5519)

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.

WEAPONS & DANGEROUS INSTRUMENTS (Board Policy 8467)

The Spotswood Board of Education believes that all students have the right to a safe educational environment. In this interest, it takes a strong stand against the possession of weapons on school property or at school-sponsored activities. Weapons of any type are strictly prohibited on school premises or at any board of education approved activity. In all cases of weapons possession, the Spotswood Police Department shall be immediately notified by the school principal. An appropriate, formal police complaint will be filed.

FIGHTING

Physical contact of any kind is not permitted on school grounds. In the event of a fight, the administration will discipline any student who engages in physical contact regardless of whether or not they started the altercation. Any range of discipline may result pending a full investigation of the incident.

VANDALISM

A clean and attractive school environment is important in the overall instructional process. Marked or damaged furniture or equipment is not only unsightly but requires expenditures to clean and repair. Writing on walls or desks, or damaging any piece of equipment, furniture or the building will not be tolerated.

Students who damage school property (i.e. desks, chairs, facilities, etc.), depending upon the severity and extent, will be required to replace, repair or pay for the restoration or repair of the damaged item or material.

Students are responsible for all property loaned to them - desks, chairs, books, laboratory equipment, etc. Students who mark or destroy school, public, or personal property must pay the full cost of repairs and/or replacement and are subject to disciplinary action.

THROWING OBJECTS (SNOWBALLS, ROCKS, ETC.)

Recognizing that this is a dangerous practice, it will not be allowed and will be subject to disciplinary action.

PROFANITY

Students are expected to speak with respectful language on school grounds. A student who uses foul and/or abusive language in school will be subject to disciplinary action. Reoccurrence of such language or insubordination may result in a parent conference and further discipline.

HALLWAY BEHAVIOR

Students are expected to demonstrate respectful behavior in the hallways. This includes the following behaviors:

- Walk at all times.
- Remain to the right side.
- Maintain a low volume of talking.
- Gently close lockers and avoid slamming them.

PUBLIC DISPLAY OF AFFECTION

In middle school, it is understood that students may begin to explore developmentally appropriate relationships. However, school grounds are not an appropriate forum for displays of affection and such displays are not permitted. This may include hand-holding, hugging, kissing, and so on. Students who persist in such conduct may be required to meet with the principal, counselor, teacher(s), and parents as determined by the infraction.

DRESS CODE (Board Policy 5511)

- While the selection of clothing worn at school is the responsibility of the parents/guardians and students, the school reserves the right of final decision concerning dress and appearance. Attire should be school-appropriate - neat, clean, and reflecting an appearance of modesty. Any clothing that is considered a distraction or a disruption is not to be worn to school at any time and may consist of the following violations:
 - Clothing items that promote or depict drugs or alcohol, suggestive pictures, vulgarity, obscenity, violence, and/or weapons.
 - Clothing that is not modest.
 - Hats are **not** to be worn in the buildings.
 - Sunglasses or other dark glasses are not to be worn indoors (unless a doctor's note is filed with the nurse).
- Specific situations such as science labs, etc., may require additional regulations of which the students involved will be informed.
- Students in question of violating this dress code may be sent with a note from the teacher concerning the violation to the office. Students will be given the opportunity to add or change a clothing item that they may have with them. Extra clothing items will be offered, if available. As a last resort, parents will be required to bring a change of clothing to school and the student will not be permitted to return to classes until dressed appropriately.
- Repeated offenses may result in further disciplinary action.

PHYSICAL EDUCATION DRESS CODE REQUIREMENTS/GRADING IMPACT

Students are required to wear appropriate attire for Physical Education class each day. This requires shorts or sweat pants, a t-shirt and sneakers. Students that attend class unprepared will have 5 points for each incident deducted from the points earned and applied to the weighting for the Participation component of their grade (Participation is worth 75% of the total grade, Assessments is worth 25% of the total grade). Students may work with their physical education teacher to develop a plan to earn extra credit and alleviate lost points.

An example of calculating how points deducted for being unprepared two times (5 points each) is below:

- Participation = 100 points - 10 points for two incidents of being unprepared = 90 points x 75% = 67.5 points
- Assessments = 90 points x 25% = 22.5 points
- Total Points and Final Grade = 67.5 + 22.5 = 90

BOOKBAGS AND BACKPACKS

All bookbags and backpacks are required to be stored in lockers unless authorized by a staff member for a specific reason. Due to hazards created by storage of bags on floors, in aisles, collisions in hallway passing, and their excessive weight/size on students backs, tote bags, bookbags, backpacks, and similar-sized items are not permitted to be carried in the hallways and classrooms except upon entry into school and at dismissal. Adequate time is provided for students to exchange books and materials between periods.

ELECTRONICS (Phones, iPods, Etc.)

No electronic audio equipment (**cell phones, radios, iPods, Discmans, MP3 players, etc.**) are permitted to be used during the academic school day from 7:30 a.m. - 2:16 p.m. They must be in your lockers and off during this time. Students who violate this policy will receive the following consequences:

First Incident: confiscation of electronic device and student may pick up the confiscated device at the end of the school day

Second Incident: confiscation of electronic device and parent must pick up the confiscated device

Third Incident: 1 day of central detention, confiscation of electronic device and parent must pick up the confiscated device

BICYCLES

For students who elect to ride bicycles to school, a bicycle rack has been provided. Wheel or sprocket locks are recommended. The school is not responsible for stolen or damaged bicycles.

BUS CONDUCT

A student's right to ride the school bus is dependent on his/her observance of bus regulations. The bus driver is in charge of the bus and students must obey his/her directions. Any student who violates the bus regulations will be denied the privilege of riding the bus for a period of time to be determined by the school administration, and will receive any additional penalty deemed necessary. Pupils are required by state law to maintain the same standards of conduct on the bus as they do in school. The rules listed below are to be observed by all students:

- The bus driver is in full charge of the bus.
- Take your seat quickly.
- Fasten your seat belt.
- Remain seated.
- Talk quietly.
- Ask the bus driver's permission to open a window.
- Keep your hands and head inside the bus.
- Don't throw anything out the window.
- Keep aisles clear at all times.
- Obey all the rules, and follow directions given by the bus driver.
- Be courteous to your bus driver and all other passengers.
- Do not distract the driver through misbehavior.
- While waiting to board a school bus, students should behave as dignified citizens of our school and community. At all times students must show respect for all people and property.
- Smoking, loud noises, profanity, and "rough housing" are strictly forbidden and will be disciplined.
- There will be no eating on school buses.
- Students must show care and respect for others while riding on the school bus. When seated on the bus, students will not extend their feet into the aisles. Students are not to touch any equipment on the bus.
- Defacing or destroying any materials on the bus will result in the loss of the privilege of riding the bus and, if serious enough, will result in suspension from school. In addition, the pupil and his/her parents are responsible to the bus contractor for damages which the pupil has caused.

MONITORING DEVICES ON SCHOOL VEHICLES (Board Policy 8690)

The Board of Education recognizes that safe and secure conditions for all pupils transported in school owned or contracted school vehicles is paramount. Pupils transported in a school owned or contracted school vehicle must maintain proper discipline in the vehicle at all times. To maintain the safe and secure conditions for all pupils transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe student behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that: "Video and/or Audio monitoring devices are used on school owned and contracted vehicles and this vehicle may be monitored at any time." The recording may be used in pupil and staff discipline matters, driver evaluations or for driver discipline or training.

OTHER

LOCKERS

Students will be assigned a locker the first day of school. For security purposes, students should not share their combination with another student nor preset their lockers. If an item is missing from a student's locker, that student may report it to the main office; however, the school is not liable for the contents of the lockers.

Students are held responsible for the condition of their locker. No stickers, defacing or writing on lockers is permitted.

School lockers are school property and are assigned to students on loan for the school year. School officials reserve the right to inspect the lockers at their discretion. School officials also reserve the right to hold periodic locker checks and to seize illegal items or possessions reasonably determined to be a threat to the safety and security of others. Items seized will be reported and given to the proper authorities.

LUNCH

The lunch period is intended to be a time for relaxed, friendly conversation while eating. Good manners are expected of everyone. A full lunch may be purchased, but students may, of course, bring their own lunches from home.

The maintenance of an attractive and clean cafeteria depends on each student accepting individual responsibilities and observing the following procedures:

1. During the assigned lunch period, students are to remain in the cafeteria unless given permission by a supervising adult to go elsewhere.
2. All food must be eaten at the tables in the cafeteria. No food or drink is to be carried out of the cafeteria.
3. All trash is to be deposited in the receptacles provided in a respectful manner.
4. No glass containers or carbonated beverages may be brought to school for safety reasons.

STUDENTS OF THE MONTH

Teachers, school administrators, and support staff will nominate, select, and announce a Student of the Month for each grade based upon the following criteria:

1. The student must show outstanding progress during the course of the month.
2. The student must do something above the required curriculum in at least one subject area.
3. The student must exhibit responsible and respectful behavior overall. The student cannot be assigned central detention, teacher detention, or suspension during that month.

STUDENT INSURANCE

Group accident insurance will be available. Complete information about insurance plans and payments will be made available early in September. The school is not in the business of selling insurance, but it gives students the opportunity to take advantage of reliable, reasonably priced coverage should they need it.

**MEMORIAL
SCHOOL
COUNSELING**

SCHOOL COUNSELING

Middle school is an exciting, yet challenging time for students, their parents and teachers. During this passage from childhood to adolescence, middle school students are characterized by a need to explore a variety of interests, connecting their learning in the classroom to its practical application in life and work; high levels of activity coupled with frequent fatigue due to rapid growth; a search for their own unique identity as they begin turning more frequently to peers rather than parents for ideas and affirmation; extreme sensitivity to the comments from others; and heavy reliance on friends to provide comfort, understanding and approval.

If a student needs to speak to the counselor, he/she should ask his/her teacher for permission to go to the main office to arrange an appropriate time to meet. In addition, the counselor will keep school records on file and will communicate between the home and the school whenever necessary. Conferences between teachers and parents may be arranged through the guidance office. Mr. Del Aversano, the guidance counselor for Memorial Middle School, can be reached via email at mdelaversano@spsd.us or by phone at 732-723-2200, Extension 5048.

**MEMORIAL
SCHOOL
HEALTH
SERVICES**

HEALTH SERVICES

EMERGENCY CARE

Emergency care for pupils who become ill or injured at school is the responsibility of school health personnel. Fundamental to this emergency care program is the acceptance by nursing personnel of the responsibility for:

Giving immediate emergency care, including such measures as rest, external applications of heat or cold, temporary dressing, hemorrhage control and ordinary nursing measures directed toward the comfort and safety of the ill or injured individual. Notifying the parent of the pupil's illness or injury and making recommendations for his/her care is at the discretion of the school nurse.

Transportation to the home or doctor's office is to be provided by the parents. No seriously ill or injured pupil will be allowed to go home without being accompanied by a responsible adult. In a serious emergency, the services of the local rescue squad will be utilized and the parents contacted promptly.

The school nurse may excuse a student from gym class for 1-2 days based on her observation and assessment of the problem, or based on a written request from a parent explaining the problem. A doctor's note is required to excuse a student for 3 or more days. The doctor's note should be explicit as to when the student can resume all normal activities. All students with a cast, splint, crutches, sutures, etc. will automatically be excused from physical education class. They will need a physician's note to return to these activities. Notes that stipulate that a student should be excused from activities "until further notice" need to be updated periodically. If a student is excused from physical education class, she/he will not be able to participate in field day, or physical activities on class trips.

ADMINISTRATION OF MEDICATION

Whenever possible, it is advisable to administer medication to the child at home. If necessary for the health of the child, the school nurse will administer medication as prescribed by the child's physician. The request for this service must be submitted in writing on standard forms obtained from the school nurse. Specific instructions for administration of the medication from the child's physician must be included. A parent/guardian must also sign the medication form. All drugs must be brought to school by the parent/guardian and must be in pharmacy labeled container.

COMMUNICABLE OR INFECTIOUS DISEASES

Parents are requested to report all communicable or infectious diseases to the school nurse. Reportable diseases may include chickenpox, streptococcal infections, staphylococcal infections, influenza, hepatitis, mononucleosis, meningitis, encephalitis, tuberculosis, ringworm, pinworms, and impetigo.

SCREENING PROGRAM

- Physical examinations are recommended for all students in grades Pre-K, K, 4, 8, 11, and all transfer students. These physicals should be done by the family's private physician. A physical is required on first entering school (Pre-K and/or K).
- Visual screening is done annually on all students in grades Pre-K, K, 1, 3, 5, 7, 9, 11 and special classes.
- Hearing screening is done on all students in grades Pre-K, K, 1, 3, 5, 7, 9, 11 and special classes.
- Height, weight and blood pressure is done on all students annually.
- Spinal screening is done on students 10 to 18 years old in grades 4, 6, 8, 10, 12.

EXCLUSIONS FROM SCHOOL

The school nurse will recommend exclusion:

- Of any child or employee whose state of health and well being would be temporarily benefited by removal from the school situation;
- Of any child or employee suspected of communicable disease;
- Of any child who has not met the immunization requirements;
- For such conditions as fever, sore throat complaints or strep throat, conjunctivitis (pink eye), impetigo or other suspicious rash or skin lesions, pin worms, colds, viruses, flu, chicken pox, mononucleosis, etc.

**MEMORIAL
SCHOOL
MAP**

MEMORIAL SCHOOL MAP

