

**Franklin Avenue Middle School
755 Franklin Avenue
Franklin Lakes, NJ 07417
201-891-0202
www.franklinlakes.k12.nj.us**

Student/Parent Handbook 2020-2021






Franklin Lakes School District Calendar 2020-21

September (16)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
October (22)				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	1	21	22	23
26	27	28	29	30
November (17)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
December (17)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
January (19)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- September**
 - 1, 2 Professional Days for Staff
 - 7 District Closed - Labor Day
 - 8 Minimum Day - First Day for Students & Professional Development for Staff
 - 28 District Closed - Yom Kippur
- October**
 - 12 Minimum Day - Professional Development for Staff
- November**
 - 5, 6 Schools Closed - NJEA Convention
 - 25 Minimum Day
 - 26, 27 District Closed - Thanksgiving Recess
- December**
 - 3 Minimum Day (evening Parent/Teacher Conferences)
 - 4 Minimum Day (afternoon Parent/Teacher Conferences)
 - 23 Minimum Day
 - 24-31 District Closed - December Recess
- January**
 - 1 District Closed - New Years Day
 - 18 Staff Development Day - No Students
- February**
 - 15-19 Schools Closed - Winter Recess
- March**
 - 15 Staff Development Day - No Students
- April**
 - 2 District Closed - Good Friday
 - 5,6,7,8,9 Schools Closed - Spring Recess
- May**
 - 31 District Closed - Memorial Day
- June**
 - 24 Minimum Day for Students
 - 25 Minimum Day - Last Day for Students and Staff

February (15)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
March (22)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
April (16)				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
May (20)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
June (19)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Key:

	Schools Closed
	Minimum Day
	Faculty and Staff Day; No Students

Total Number Student Days: 183*
 Total Number Teacher Days: 187

School Hours: Grades K-5: 8:50 a.m. - 3:30 p.m. Grades 6-8: 8:05 a.m. - 2:50 p.m.	Delayed Opening: Grades K-5: 10:20 a.m. - 3:30 p.m. Grades 6-8: 9:35 a.m. - 2:50 p.m.	Early Dismissal: Grades K-5: 8:50 a.m. - 1:00 p.m. Grades 6-8: 8:05 a.m. - 12:15 p.m.
NOTE: The Board reserves the right to make adjustments to the calendar. The calendar may be extended should unforeseen circumstances require it and/or subject to the work year being extended. If emergency full-day closings exceed the allotted three days, vacation days will be removed in this order: April 9, 8, 7, 6, & 5. If additional days are still required, then they will be added to the end of June. Therefore, no plans which cannot be changed should be made prior to June 30.		
*3 inclement weather/emergency days are built into calendar.		

Approved: February 11, 2020
 Revised:

Franklin Avenue Middle School A WELCOME MESSAGE
FROM THE ADMINISTRATION

Dear Parents and Students,

Welcome to Franklin Avenue Middle School. As a member of our school you will be part of a true learning community. Our school provides a gradual transition from the elementary program to the high school program. The school atmosphere is designed to develop academic skills, artistic exploration, life skills, and social maturity, specifically to meet the needs of the middle school aged student.

FAMS offers many exciting opportunities through our academic and extra-curricular programs. In addition to Reading/Language Arts, Mathematics, Science, Social Studies, and World Language, you will be challenged in your Encore subjects. FAMS also provides extensive opportunities to become involved in after school activities, such as sports or clubs.

We will be working to provide students with an excellent educational program. As with any partnership, both parties have to put in a lot of work. We are counting on *you* to work diligently in all of your classes. Putting forth your best effort and taking your schoolwork seriously, will give you a challenging and exciting school year.

This student/parent handbook is your guide to our school. Information about our school procedures, students' rights and responsibilities, and Board of Education policy are provided for you. Two sections that are particularly interesting are "Helpful Hints" and "What do I do if...". These two parts of your handbook will help you through many common situations. Please read the handbook and become familiar with the information contained within it. If you have any questions regarding the information provided in this handbook, please contact your guidance counselor for further clarification.

Again, welcome to FAMS. We are pleased that you are a member of our learning community. Good luck for a very successful and exciting school year. If we can be of any assistance during the year, please do not hesitate to call upon us.

Sincerely,

Mr. Joseph Keiser
Principal

Mrs. Eva Jeanette Prunk
Assistant Principal

Franklin Avenue Middle School
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Franklin Avenue Middle School CHARACTER EDUCATION
CODE OF ETHICS

This code of ethics is designed for all members of our school community - students, teachers, parents and administrators - and will ensure that everyone has a sense of belonging and identity. All of us should strive to *achieve* and *believe* the elements stated below so we create a welcoming and fun environment. Remember that our actions are a reflection of our families, school, and community.

- Consider other people's feelings as if they were your own. **KINDNESS** is its own reward. Remember, compliments go a long way.
- Celebrate who we are. **BE PROUD** of our different appearances, racial and ethnic backgrounds, religions and values. We all deserve the same treatment.
- Show **SELF CONTROL** for your words and actions, as they may hurt others more than you realize. Be a role model to the entire FAMS school community.
- Demonstrate **RESPECT** for others and their belongings. Everyone is entitled to privacy and their personal space. Always present diligent work habits and integrity. Always speak respectfully to adults.
- Stand up for your peers, take **RESPONSIBILITY** for your actions and be a **TRUSTWORTHY** and **HONEST** friend.
- Come to school with a **GOOD ATTITUDE**, ready and eager to learn. Remember we are here to learn and grow academically and socially.
- Aim high to **ACCOMPLISH** the goals you set for yourself.
- Strive to **RESOLVE** your disputes and anger by talking with a trusted member of the FAMS community.
- Practice good **MANNERS**.

The faculty, staff, students, and parents of Franklin Avenue Middle School are devoted to academic excellence and the cultivation of individual strengths, talents, feelings of self-worth, and accomplishment. Our school's learning environment is based on mutual respect for the rights of others. Embracing and accepting differences in ethnicities, religious beliefs, customs, and genders is what we strive for at FAMS. We will provide a supportive environment, which fosters and promotes good citizenship, responsibility, and pride in our community.

Franklin Avenue Middle School

WHO'S WHO AT FAMS?

The easiest way to contact any staff member is through email. Simply use the person's first initial and last name, followed by: franklinlakes.k12.nj.us (i.e. jkeiser@franklinlakes.k12.nj.us)

Administration

Joseph Keiser, Principal
Eva Jeanette Prunk, Asst. Principal

Secretarial

Jackie Cronin
Marianne Smith

Guidance

Marybeth Como / Gabrielle Rezzonico
6th grade; 8th grade A-K
Allison Larson
7th grade; 8th grade L-Z

Nurse

Nicole Marchetti

Sixth Grade – Blue Team

Susan Altorfer, Mathematics
Arielle Bookspan, ELA
Caitlin Burnup, ELA
*Jennifer Edson, Social Studies
Chris Parr, Science

Sixth Grade – Red Team

*Wendy Feinhals, Mathematics
Arielle Bookspan, ELA
Darlene Marte, ELA
Jessica MacDonald, Social Studies
Laura Perry, Science

Seventh Grade - Blue Team

Tracey DeCarlo, Mathematics
Steve Giessuebel, Mathematics
*Susan Leonard, ELA
Perri Dranoff, ELA
Matt Jenisch, Social Studies
Alyssa McAloney, Science

Seventh Grade - Red Team

Carl Van Dyk, Mathematics
Steve Giessuebel, Mathematics
Nicole Medrzychowski, ELA
Perri Dranoff, ELA
Nicole Flynn, Social Studies
*Lori Weiner, Science

Eighth Grade - Blue Team

Stephanie Mlynarczyk, Mathematics
Steve Giessuebel, Mathematics
Gina Aiello, ELA
Perri Dranoff, ELA
*Sharon Milano, Social Studies
Emily Ann Granger, Science

Eighth Grade - Red Team

Karen Augello, Mathematics
Steve Giessuebel, Mathematics
Andrew Tuttle, ELA
Perri Dranoff, ELA
James Colón, Social Studies
Kerri Mora, Science

World Languages

Karin Arones, Spanish
Liz Fenton, Spanish
Danielle McCartan, Italian

Physical Education/Health

Nick Alaimo
Cory Banta
Michael Manfra

Tania Zaporoshan, French
* denotes team leader

Susan Spagnuolo

Resource Center – All Grades

Lauren Amoroso
Dawn Dransfield
Lauren Frino
Nicole Korinko

Sandra Krajac
Laura Lally
Amanda Magna

Karen Swartz
Laura Warren
Allison Weir

SLD

Marcy Pryor

Child Study Team

Jess Colligan
Isabelle Fisher

Instructional Aide

Donna Bratkovich
Barbara Guzzo
Debbie Joseph

Pathways

Kate Lenart
Monica Kallini

OT/PT/Speech

Rita Bernstein
Lisa Gruber
Christina Langella
Cynthia Petty

Encore

Brian Kozichek, Music Technology
Jennifer Behrens, Art, Digital Design
Seth Livesey, TV Media, Digital Design

Media Center

Thomas Vranesich

Music

TBD, Strings
Elizabeth Hartman, Choral and Handbells
Brian Kozichek, Instrumental

ACES

Darlene Marte and Caitlin Burnup, grade 6
Alyssa McAloney and Lori Weiner, grade 7
Sharon Milano and James Colón, grade 8

IT Department

Bridget Pastenkos, District Coordinator
Barrett Hartman, Technician
Tom Vivo, Technician

Regular Schedule

Periods	Time
Students Enter	8:00 – 8:05
Homeroom	8:05 – 8:16
Period 1	8:16 – 8:58
Period 2	9:00 – 9:42
Period 3	9:44 – 10:26
Period 4	10:28 – 11:10
Period 5	11:12 – 11:54
Period 6	11:56 – 12:38
Period 7	12:40 – 1:22
Period 8	1:24 – 2:06
Period 9	2:08 – 2:50

Minimum Day Schedule

Periods	Time
Students Enter	8:00 – 8:05
Homeroom	8:05 – 8:14
Period 1	8:14 – 8:39
Period 2	8:41 – 9:06
Period 3	9:08 – 9:33
Period 4	9:35 – 10:00
Period 5	10:02 – 10:27
Period 6	10:29 – 10:54
Period 7	10:56 – 11:21
Period 8	11:23 – 11:48
Period 9	11:50 – 12:15

Delayed Opening Schedule

Periods	Time
Students Enter	8:00 – 8:05
Homeroom	8:05 – 8:14
Period 1	8:14 – 8:39
Period 2	8:41 – 9:06
Period 3	9:08 – 9:33
Period 4	9:35 – 10:00
Period 5	10:02 – 10:27
Period 6	10:29 – 10:54
Period 7	10:56 – 11:21
Period 8	11:23 – 11:48
Period 9	11:50 – 12:15

Speak Up / Leadership Group Meetings

Periods	Time
Students Enter	8:00 – 8:05
*Homeroom	8:05 – 8:14
Class Meeting	8:14 – 8:34
Period 1	8:34 – 9:14
Period 2	9:16 – 9:56
Period 3	9:58 – 10:38
Period 4	10:40 – 11:20
Period 5	11:22 – 12:02
Period 6	12:04 – 12:44
Period 7	12:46 – 1:26
Period 8	1:28 – 2:08
Period 9	2:10 – 2:50

*Homeroom located in Class Meeting

Franklin Avenue Middle School HELPFUL HINTS

Get involved in the learning process.

- FAMS offers many opportunities to be actively involved. Make an effort to become an active member of your classes.
- Do your part as a learner to listen carefully in class, participate in classroom activities, complete all homework assignments and do your best on quizzes and tests.
- Be sure to ask questions if you don't understand what is being taught. Your teachers are here to help you.

Respect our school.

- Please speak to all members of our school community in an appropriate manner.
- Please keep our school clean. Keep hallways free of paper. Do not write on lockers, desks, or restroom walls.
- Care for all facilities and equipment.
- Our school is a community that consists of many different types of people. It is the variety that makes us special.

Be responsible in your actions.

- The middle school years are the time when we expect our young adults to become more responsible for themselves, as well as their actions. We are all here to help you work through any difficult time that you might be having.

Become involved in school activities.

- There are many clubs and activities that you can join at FAMS. Get involved. Use your middle school experience to discover a new interest or talent. Check out these:

Clubs:

Animal (Club CARE)
Book
Bowling
Dance
FAMS Musical
FAMS Rock
Geography Bee
History Bee
Intramural Sports
Peer Leadership
Photography
Newspaper
Talent Show
Tennis
Yearbook

Music:

Chorus
Show Choir
Handbells
Band
Jazz Band
Orchestra

Sports:

Boys Soccer	Girls Soccer
Boys Basketball	Girls Basketball
Boys Baseball	Girls Softball
Track and Field	Volleyball

Franklin Avenue Middle School WHAT DO I DO IF ...

I have a problem?

- There are many people within the school building who are there to help you. Your guidance counselor is one person who you will get to know very well. He/she will be your advisor and will assist you in solving all kinds of problems.
- Your counselor is ready to assist you if you are experiencing difficulty with any part of school life. Some common student concerns deal with class work, homework, relationships, friends, or after school activities. If you would like to speak with your guidance counselor, you should ask a teacher to write you a pass to the office. Once there, ask one of the secretaries to assist you in making an appointment.
- As always, Mr. Keiser and Mrs. Prunk are available to discuss any issue(s) that concern you.

My parents have concerns?

- Parents are encouraged to contact the school with any concerns they may have.
- If the concern is related to academic progress, your parent should contact your teacher, the team leader, and/or guidance counselor.
- If the concern relates to school procedures and policies or discipline, your parent should contact Mr. Keiser and/or Mrs. Prunk.

I lose something?

- If you discover that you have misplaced something, you should first check in all of your classrooms. Often missing items will be found there, if not check in the office.
- If you find any item that might be of value to anyone else, please bring it to the Lost and Found in the office.

I must phone home?

- The office phone must be free for school business. Students may use the office phone ***only*** if it is a school related matter. For example, if you are kept after for make up work.
- The use of cell phones is ***strictly prohibited*** in classrooms, hallways, or on the plaza between 7:45 am-3:00 pm. They may not be carried on your person and must be kept turned off and ***in your locker***. Anyone using a cell phone will have it confiscated, it will have to be returned to a parent, and discipline issued.

I forget my lunch money?

- Speak with the lunch monitor. He/she will allow you to take a lunch as long as you pay for it the next day.
- Lunch Days sponsored by the PTA (pizza, sandwich) are prepaid only.

I am late for school?

- Being on time for school is **essential** for success. This allows you to get your day started right away. We urge you to do your best to arrive promptly every day.
- If you arrive to school after the start of first period, immediately report to the Nurse's office.

- Notes from a parent asking that your lateness be excused may be given to the nurse on the day that you are late or on the next school day. Only BOE approved reasons for tardiness will be excused from the student's record.

I am ill at school?

- Get permission and a pass from your teacher to report to the Nurse's office. Ask to have another student accompany you if you feel it is necessary.
- If you suddenly feel ill while changing classes, report directly to the nurse or the main office.
- In most cases you should report to your class to get a pass.

I need to be excused for part of the day?

- Bring a note from your parent to the main office prior to first period stating the date, time and reason you are to be excused. OR ... Bring a medical appointment slip signed by your doctor to the main office prior to first period.
- Time your dismissals to the end of a period so as to eliminate classroom disruptions.
- A student must be in school at least four hours, which at FAMS is 8:05-12:05, to be considered present for full a day.
- A student must be in school at least two hours during the school day to be considered present for half a day. If a student is not in school at least two hours, he/she will be marked absent for the day.
- To participate in after-school activities, students must be present for the full day.
- Parents and students must be very careful to sign in and out with times, so our records can be kept accurate and updated.

I am going to be absent from school?

- Your parent should call the health office by 8:00 a.m. informing us that you are ill and will not be in school.
- If your parents feel that you are going to be absent for more than one day they should notify the nurse at 848-5985 ext. 218.
- Upon your return, bring in an absence note that states the dates of your absence. You will be given the opportunity to make up any work that is missed during your absence. However, it is your responsibility to meet with your teachers and discuss the make up work.
- Good attendance is an important life skill, and your place is in school each day.

I am absent and need homework?

- Parent requests for homework should be made before 9:00 a.m. of the day that they would come pick up books and assignments.
- Parents are encouraged to check the school website for details regarding assignments.
- If students are absent for an extended time, additional homework assignments will be given upon request after the original work has been completed and handed in to the teacher.
- For absences less than three days it is preferred that you report to your teachers upon returning to school to get assignments.
- As always, we stress individual responsibility at the middle school. Ultimately, it is you who must find out what was missed and hand it in soon after your return.

I am late to class?

- Each class period is scheduled to start two minutes following the end of the previous class. A late bell will ring signaling that you are already expected to be in your seat.
- Walk directly from one class to the next, not stopping at your locker, bathroom, office, etc.

Franklin Avenue Middle School RULES AND REGULATIONS

ACADEMIC STANDARDS: STATEMENT OF INTEGRITY

It is the goal of Franklin Avenue Middle School that students leave here having acquired the traits necessary to become active, responsible citizens and independent learners. Part of this growth process includes the development and reinforcement of a value system based on honesty, integrity, respect, responsibility and trust. In addition, parents, teachers and administrators need to model these behaviors so our students have tangible examples to follow. By communicating and reinforcing these positive character traits we hope to instill in our students a sense of pride in themselves and in their academic work.

We expect all students to exhibit positive character traits throughout their academic careers at FAMS. All students who attend this school are integral in creating a culture based on academic excellence that is achieved within a climate of honesty, respect, trust and responsibility. By observing and upholding these ideals and principles, students are embodying a spirit of mutual trust and intellectual honesty that is central to the very nature of the school, and representing the highest possible expression of shared values among the members of the school community.

Therefore, we expect all students to be responsible for their own work throughout their academic career. Students who have engaged in acts of academic dishonesty will receive the appropriate academic consequence (zero on the assignment), meet with the teacher and administrator, and receive appropriate discipline, which may include academic probation.

Franklin Avenue Middle School expressly forbids any and all acts of academic dishonesty. These acts include, but are not limited to the following:

1. **CHEATING:** Cheating will be defined as the act of giving or receiving any unauthorized aid or assistance or the act of giving or receiving any unfair advantage on any form of academic work, or attempts thereof. Acts of academic dishonesty that fall under the category of cheating include, but are not limited to:
 - Copying and/or offering homework verbally, in written form, or electronically.
 - Copying and/or offering answers on tests or quizzes verbally, in written form, or electronically.
 - The use of prepared materials, written, recorded or stored, to assist one's self during a test or quiz.
 - Submitting assignments that have been completed by someone other than the student to whom the work has been assigned. This may include falsifying the level of participation in group activities.

2. **PLAGIARISM:** Plagiarism will be defined as the act of taking another’s work, for the purpose of completing a written or oral assignment, and claiming it as one’s own.

Acts of plagiarism include, but are not limited to:

- The submission of another’s research paper as one’s own.
- Submitting images and/or documents in whole or in part from the Internet without proper citation of the sources.
- Using another’s ideas or assertions without proper citation
- Incorporating portions of another’s writing within the context of one’s own work.
- Failure to acknowledge a source of information.
- Using graphs, charts, diagrams and illustrations without citations

ACTIVITIES / PARTICIPATION GUIDELINES

In order to be eligible to participate in extracurricular activities, a student must maintain a “C” average. This will be calculated by averaging all subject area grades from the previous marking period together. Any student who is on academic or social probation and/or receives a “U” for a marking period grade will be automatically ineligible to participate in the following season, regardless of their cumulative grade point average.

<u>Activity</u>	<u>Marking Period</u>
Fall Sports	Marking Period #4 of previous school year
Winter Sports	Marking Period #1
Spring Sports	Marking Period #2 or 3 depending on tryouts
Drama	Marking Period #1 for tryouts
Talent Show	Marking Period #2 for tryouts
Cheerleading	Marking Period #1

The advisors of each group must check during the season to see that the students participating in their activity remain eligible, as the next marking period grades are published. Students whose grades slip to the unacceptable levels listed above will be removed from the activity.

Detention or Suspension

Serving suspension eliminates students from participating in or attending activities for that day. Assigned detentions will not be rescheduled to accommodate participation of student activities.

Grade 8 Class Trip:

Students must be passing all academic subject areas (for the year) as of the end of the 3rd marking period to be eligible to participate on the Grade 8 trip. Students on academic or social probation may be taken off the trip. Students absent more than thirty school days in a school year will be excluded from participation.

Illness:

Students who cannot participate in PE class during the day due to illness may not participate in after-school activities.

Special Education Students:

Special circumstances may prevail for specific children who because of their limitations and despite modifications during a marking period perform below a “C” average, but have shown consistent effort and diligence. These cases will be discussed with Special Services to make final decisions.

Lateness or absence from school:

Students absent from school cannot participate in any after school activity. If a student arrives to school after 10 a.m., they may not participate in after school activities.

AFTER SCHOOL ACTIVITIES

- There are many activities that meet after school. Appropriate student behavior is expected at all times in the building and on the school grounds.
- Students staying for extra help, after school clubs, activities or sports must report immediately to the location.
- Students cannot remain in the building after school unsupervised.

ARRIVAL

Upon arrival at school, students are to wait on the plaza, behaving in an appropriate manner. If walking across the intersection, students are to cross at the crossing guard only. Students enter the building at 8:00 a.m. and should go to their lockers and then report directly to homeroom. Anyone coming to school after 8:05 should report to the main lobby or health office for a late pass before going to their destination.

ASSEMBLIES

- During the course of the school year there will be times that you will be instructed to report to the multi-purpose room for an assembly.
- Because a large number of students will be in the multi-purpose room simultaneously, respectful behavior is expected.
- When someone moves to the center of the room to begin, every student should be quiet and attentive.
- Students should quickly find their seats and remain seated until directed by a teacher to leave.
- Students should take care of personal bathroom/drinks needs before entering the multi-purpose room.
- Inappropriate behavior may result in the loss of continued participation in assembly programs.

ATHLETIC PROGRAM

September – Soccer, Volleyball
October – Soccer, Volleyball
November – Basketball
December – Basketball
January – Basketball

February – Basketball
March – Intramural Sports
April – Baseball and Softball
May – Baseball, Softball, Track and Field

- All athletic activities begin after school and are completed by 5:30 p.m. All teams are transported to all our away games by bus and returned at approximately 6:00 p.m.
- To be eligible to participate in athletic teams, a student must:
 - Attend school regularly
 - Demonstrate good citizenship
 - Meet academic standards (see p. 13)
 - Have an updated medical history on file
 - Medical exam within one year of sport season
 - Updated health history completed within 60 days of first practice

● DEADLINE DATES FOR SPORT FORM SUBMISSION

Try-out dates are approximately 2 weeks after the deadline dates posted below. The school physician must review the required forms before the student is allowed to try-out.

Soccer, Volleyball	August 15
Basketball	October 15
Baseball, Softball, Track	March 15

ATTENDANCE

Parents must call the school by 8:00 a.m. on the day of the student’s absence. When returning, a student should have a note that indicates the date(s) of the absence. If a physician was consulted due to the student’s absence, it should be noted. Parents are urged not to make dental or medical appointments for students during school hours. Family vacations should be planned to coincide with the school calendar.

Franklin Lakes Board of Education policy 5113 states: “The Franklin Lakes Board of Education believes that the regular attendance of students in each class and in school in general is critical to its educational mission. Continuity of instruction is an essential element in student performance and allows students the greatest opportunity to succeed at meeting the state learning standards. A school day shall consist of not less than four hours of actual instruction.”

Please also be advised Board of Education policy outlines the following as causes for excused absences:

- The student’s illness
- Requirements of a student’s individual health care plan
- A death or critical illness in the student’s immediate family, or others with permission of the principal
- Quarantine
- Observance of the student’s religion on a day approved for that purpose by the State Board of Education
- Religious holiday
- Such good cause as to be determined by the principal
- Requirements of the student’s Individualized Education Program (IEP)

- Alternate short or long term accommodations for students with disabilities
- The student's required attendance in court
- Interviews with an admissions officer of an education institution
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day
- The student's suspension from school

Pursuant to Board policy, when a student accumulates up to nine unexcused absences, the district shall contact the parents/guardians to determine the cause of each absence, and if necessary, schedule a meeting. For cumulative unexcused absences of 10 or more, the student is considered truant. The district shall follow all procedures as outlined in Board Policy 5113.

All discipline regarding the attendance of students shall be consistent with Board Policy 5131 Conduct and Discipline and the code of student conduct. Consequences for absences may include:

- Students may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth herein.
- Students may be denied participation in athletic competition if their attendance fails to meet the standards set forth herein.
- Students may be placed on Academic Probation
- Loss of partial or total course credit.
- Detention or suspension.

BACKPACKS/BOOK BAGS

Students are permitted to bring their backpacks to school, but are required to leave them in their lockers. Backpacks, book bags, and tote bags are not to be carried to class during the school day. They are to be placed in lockers upon entry into the building in the morning and left there until dismissal. Nylon string backpacks are the only type permitted.

BEHAVIOR

The rules of behavior apply to all school-related activities.

School Behavior

- Use a normal tone of voice when talking in the halls and cafeteria.
- Protect public property, books, lockers, building grounds, etc.
- Be responsible for personal and school property.
- Lockers must be opened and shut properly.
- Keep your lockers locked. Don't give your combination to anyone.
- Gum chewing is not permitted at any time.
- Arrive at school after 7:50 A.M. and leave immediately after school unless involved in a supervised activity.
- Backpacks, book bags and tote bags are not to be brought to class.
- Writing on walls, desks or lockers is prohibited.
- Food and drinks are only permitted at lunch in the cafeteria.
- All students must report to their bus at the end of the day.

Hallway Behavior

- Do not run, push or shove, tease, fight, or use profanity anywhere in the building.
- Speak quietly to your friends.
- Keep moving to prevent crowding. Please allow room for others to pass.
- Keep hallways neat and free of litter. Everyone is responsible for the impression our building makes on visitors and parents.
- Clear corridors promptly after the end of the day dismissal.

Classroom Behavior

- Be on time for class and ready to work when the bell rings.
- Be courteous; raise your hand for permission to speak.
- Have homework completed punctually.
- Keep your textbooks covered.
- Keep your classroom neat and orderly.

BUS

- A letter is sent home in August notifying students/parents of their bus assignment. All questions regarding bus assignments and schedules should be directed to the transportation coordinator Ms. Heather Fisher at 201-891-1856, ext 203.
- Students should be at the bus stop at least five minutes before the bus arrives, waiting to enter in an orderly fashion.
- You must get on/off at your assigned stop. Students may not board a bus other than the one assigned, even with a parental note.
- If a student misses a bus at the end of the day, he/she should immediately report to the office to call home.
- The school bus is considered an extension of the school, acting as the first and last classroom of the day. Therefore, students are to maintain good discipline on the bus and adhere to the following guidelines. Misbehavior on the bus could result in suspension of bus privileges and other consequences, as noted in policy 5131.
 - Follow the instructions of the bus driver without question.
 - Conduct yourself in an appropriate manner at the bus stop.
 - Students should wear seatbelts and remain in their seats when the bus is in motion.
 - Standing on the bus or kneeling in the aisles can be dangerous and should be avoided.
 - Please show respect for the bus by not defacing, littering, or damaging the bus in any way.
 - Nothing is to be thrown inside or from the school bus.
 - Nothing is to be extended out of a bus window.
 - No food or drinks on the bus.
 - Audio amplifying speakers are not permitted to be used on the bus. Personal headphones only.

CELL PHONES/COMPANION WATCH DEVICES

Realizing the need to communicate in our modern world, cell phones have become almost a necessity. However, they cannot interrupt the educational process in the school

building. Students bringing cell phones to school must store them in their locker at all times. The phone must be turned off and may not be used during the school day. This includes any use of cell phone capability, including but not limited to text messaging, recording, videotaping, or picture taking. Any cell phone found in the possession of a student will be confiscated and turned in to the administration. Phones can be reclaimed at the close of the day by a parent or guardian. After the first offense, appropriate discipline will be issued.

CHANGING CLASSES

Students are expected to arrive in class on time and be prepared with proper materials and texts. Two minutes are allowed for changing classes, which is adequate, if you go directly to your next class. Lateness may result in a teacher detention. Repeated lateness will result in a detention or school suspension assigned by the administration.

CLOSED CAMPUS

Franklin Avenue Middle School is deemed a closed campus. Therefore, upon arrival, students are to remain on the school grounds throughout the entire school day.

COMMUNICATION

Parents are encouraged to call or email the school and speak with the teachers, school counselor and administrators concerning any phase of the school program. Since school personnel do not have immediate access to a telephone or email, teachers will return calls and email messages to parents as their assignments permit. The staff at FAMS also encourages parent meetings whenever there is a need to discuss a student's progress.

COMPUTER LAB

The computer lab in room 225 is open for student use from 7:15 a.m. – 8:00 a.m. and 2:50-3:35 p.m. each day. Students may work on assignments, projects, or other school related tasks. No students are allowed in the computer lab without supervision. The computer lab is not open during lunch or recess.

COMPUTER USE

The integration of technology is an essential tool across all curriculum areas and grade levels to enhance teaching and learning. The goal of our 1:1 laptop program is to prepare students for their future in a global society. Students will be issued a district-owned computer and are expected to abide by the guidelines listed in the FLPS 1:1 Handbook (May 2014). Here is a brief summary of some of the guidelines.

- Use district network/computers for educational purposes
- Use network/computers appropriately and keep equipment (i.e. laptop, power cord, case) in good condition
- Use good judgment in handling and using the laptop
- Bring laptop to school every day fully charged
- Follow each teacher's rules and expectations regarding laptop use in the classroom
- A loaner laptop will not be given if the laptop was left at home or in not fully charged

- Laptop should be stored on the top shelf of the student's hall locker when not in use
- Laptop shall not be brought to the gymnasium or MPR without teacher permission
- Students may not place stickers or other personalization accessories on the cover or case
- Students shall bring headphones to school for use with listening to and/or watching media on their laptops
- Students shall keep all passwords safe and confidential

Students who attempt to alter the current configuration of any computer without the supervising teacher's permission are interrupting that educational purpose. Any addition or modification of computer programs and operating systems is prohibited. The making of illegal copies or destroying programs is also prohibited. Any inappropriate use of computers in the school setting will be considered to be acts of vandalism.

The use of the Internet is a privilege, not a right, and unacceptable use may result in, but not be limited to, the following:

1. Cancellation of user privileges.
2. Involvement of law enforcement agencies.
3. Restitution for any damages.
4. Additional disciplinary action consistent with existing school policies.

Please refer to the following district policies, and the FLPS 1:1 Handbook (May 2014) for further information.

Policy 6142.10 – Internet Safety and Technology

Policy 3514.1 – District Provided Technology Devices to Students

DAILY ANNOUNCEMENTS

Every day the daily announcements will be read on the FAMS LIVE TV show. They will contain notices and information important to students. Students are encouraged to pay attention to all announcements for schedule changes, activities, and events. The announcements will be placed on the school website daily, and will scroll all day on the TV in the main office.

DETENTION

Detentions are assigned by teachers or administrators for unacceptable behavior. Students who demonstrate disruptive actions, disrespect, rudeness, undesirable patterns of tardiness, or conduct will be assigned detention. Please refer to the FAMS Student Conduct and Disciplinary Procedures for further and more specific information.

DISMISSAL

At 2:50 p.m. students will be dismissed by teachers and expected to exit the building in an orderly fashion. Buses leave five minutes later, so students must arrive to their bus seat quickly. Students who take a bus home should exit the building onto the plaza. Students who are meeting car pickups should not use any doors that exit to the plaza. Additionally, those students should walk and only cross Pulis and Franklin Avenues at the crossing guard. Students are reminded to be mindful of proper behavior at local business establishments.

DRESS

Since the home provides the funds, guidance, and upkeep for the students' clothing and grooming, parents, rather than the school, are primarily responsible for the general appearance of the students. The school will work with parents in encouraging young people to assume this responsibility and to execute it sensibly as they mature. The purpose of the home and school working together should be to help students accept and cooperate with the guidelines established by the school.

Appropriateness and moderation, concern for health and safety of students, and avoidance of distractions to educational processes are the guiding principles of the student dress code. Styles and fads are constantly changing and cannot possibly be covered by specific rules and regulations. The task of evaluating what is proper in the way of dress and grooming is highly controversial, and opinion among people varies. The school will assume responsibility for ruling on specific items of clothing and general appearance for reasons of safety and health, or for the order, well-being, and general welfare of students.

The Franklin Lakes School District values partnerships in matters such as these and urges all parents to assist in providing our students with an academic environment that is safe, conducive to learning, and supportive of high achievement.

Guidelines for Student Dress:

- All attire should be neat, clean, reflect modesty, and be appropriate for a school environment. Excessive rips/holes in pants (jeans, shorts, etc.) are not permitted.
- Apparel shall not be sheer, brief, low cut tight fitting, or revealing so as to be embarrassing, distracting, or indecent. All students must wear their shirts buttoned to an appropriate level.
- Shorts or short-like apparel may be worn, but they must be neatly hemmed and long enough to ensure modesty. Inappropriate exposure of undergarments is unacceptable. Shorts with distracting or suggestive words/images on them are not acceptable for school. Neither lycra/spandex shorts are permitted in school.
- All dresses, skirts and shorts shall approach the knee in length (mid-thigh or lower).
- Shirts, pants and/or blouses, which leave the stomach area/midriff exposed, are not acceptable in school. Also, halter tops and spaghetti straps are not permitted. Tank tops must be two inches wide.
- Any apparel bearing print or pictures relating to alcohol and/or drug usage is not permitted.
- Attire that displays profane or obscene language or stated or implied sexual behavior is not acceptable in school.
- Proper footwear must also be worn.
- Pants should be worn at the waist and should not drag on the floor. Pants with holes, pajamas, boxer shorts and exposed boxer shorts under pants are not permitted.

- Good manners indicate that headwear (hats, visors, bandanas, doo-rags, hoods, etc) are not to be worn in school and are to be kept in lockers during the day.

EARLY ARRIVAL

Regular school hours are from 8:00 a.m. to 2:50 p.m. Please make arrangements for prompt arrival when driving students to school. **NO STUDENT** should be in the building prior to 8:00 a.m. without a pass from a teacher. Students who do not have a pass from a teacher are not permitted in the building prior to 8:00 a.m. All students with passes or those who are attending morning club meetings, the computer lab, etc. (excluding music ensemble rehearsals), must sign in on the clipboard in the main office lobby.

ELECTRONIC GAMES/LASER PENS/IPODS/CELL PHONES/CAMERAS/SMART WATCH

Items not directly associated with the educational program (electronic games, laser pens, IPods, cell phones, etc.) should be kept in the student's locker during the school hours. Students may use these devices before or after school hours. If students choose to use their items during school hours, they will be confiscated and discipline will be given. At the discretion of the administration, these items may only be returned to a parent or guardian. The teacher may permit kindles and iPads, however all students are required to abide by the Acceptable Use Policy.

FIELD TRIPS/ACTIVITIES

Criteria used to determine participation in attending any activity or function connected with FAMS on any grade level is as follows:

1. Students must show good citizenship in the building:
 - Must be respectful
 - Must show the ability to follow directions from teachers, nurse, guidance and other members of the adult staff
 - Students must display evidence of being on time and remain in school for the entire day
 - Students absent more than 30 days in a school year will be excluded from participation
 - Students must show evidence of being trustworthy
 - Students must show an initiative to improve on incidents reported
 - Students must show signs of responsibility and maturity in following rules and regulations of the building
 - Students must exemplify good character in social-emotional settings
 - Students must demonstrate a desire to be cooperative with peers and adults in the building
 - Student's behavior in large settings; cafeteria, gym, assemblies, etc. must follow school rules
 - Students must demonstrate ability to behave on field trips and in other areas when they must leave the building.

2. Students must show responsibility in the academic area as far as:
 - Completing assignments
 - Productive member of the class
 - Follow directions of the teacher or substitute in charge
 - Display evidence of good character
 - Student will not be in danger of failing more than one core course

Infractions in any area or combined areas would be consideration for removal from an activity.

FOOD AND DRINK

Before school and during lunchtime, the MPR is the only place where students may consume the liquids (soft drinks/juices/water) or food that they bring to school or buy in the MPR. Students found carrying and consuming liquids or food outside of the MPR before and during school hours will have their beverage or food taken away and may be subject to disciplinary action. One exception is water, which students may consume in classrooms (not corridors) at the teacher's discretion. Students may not bring glass bottles to school under any circumstances. Students may not bring coffee or other beverages in disposable containers or travel mugs into the school building.

GRADING SYSTEM

Online Gradebook

The Gradebook component of Genesis Parent Portal will offer grades on daily assignments, projects, tests, quizzes, homework, etc. In other words, grades that would normally be entered into a teacher's traditional grade book will now become accessible to parents/guardians via our student management system. We hope this new access proves meaningful and insightful to parents as they monitor their child's academic progress. Grading criteria for courses and departments are posted on teachers' individual School Fusion pages and will be described during Back to School Night. The posted criteria will help parents understand and interpret data regarding overall student performance. Sufficient time is required for teachers to grade student work thoroughly and completely and to post grades in a timely manner. Posting times will differ from teacher to teacher as well as from assignment to assignment.

Report Cards

Report cards are issued four (4) times a year and can be retrieved using the Genesis Parent Access Portal. Grades are derived from numerous criteria, including the teacher's evaluation of the pupil on daily lesson preparation, tests, teacher's judgment, and the student's effort. Parents are encouraged to review report cards with their children to provide guidance, motivation and encouragement.

Incomplete Grades

An incomplete grade can be given to any student who has not met the requirements of a particular course for that marking period with prior approval of guidance and administration. Two weeks (effective from the close of the marking period) will be

allowed to make up the incomplete work. It is the responsibility of the student to inform his teacher and the school counselor if there is any special problem.

The following grading scale is in effect:

A	100 – 93	C+	79 – 77
A-	92 – 90	C	76 – 73
B+	89 – 87	C-	72 – 70
B	86 – 83	D	69 – 65
B-	82 – 80	U	64 and below

GRADUATION AWARDS

- Stephen M. Opremcak, Jr. Award criteria:
 - Final Grades for 7th and 8th grades
 - All final or averaged grades of A or A-
 - All grades count
 - Average the PE line, ENCORE line – only for this award

GUIDANCE

Guidance can best be described as the service available to each student to help aid progress in school; to help the student understand personal strengths and limitations; and to help the student plan realistic goals. The services of the Counseling Department are available to students and parents. These services include: group and individual counseling, schedule planning and course selection, testing and review of test results, referrals to special services and outside agencies, transcript and record keeping, summer and special program offerings and parent/teacher conferences. Appointments can be made by calling the main office or a student may stop in to schedule an appointment.

GUM CHEWING

Health and environmental concerns prohibit gum chewing in the school building and on the school bus. Violators will receive consequences accordingly.

HALL PASSES

- Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from a staff member.
- Students are expected to use sign-out sheets in every classroom at all times and are required to write their name, date, time left, destination, and time returned in a legible fashion.

HEALTH OFFICE

The nurse's office is located across from the office and is equipped to handle illness and accidents as well as the instruments to conduct screenings for all students.

Medication

Any student under the care of a physician who has prescribed medication including inhalers that must be taken during school hours should obtain a medication form from the nurse. This form must be completed and signed by the physician and parent/guardian before the medication can be administered. In all such cases the medication must be

deposited with the nurse upon arrival at school and may be picked up upon leaving, if necessary. The school nurse will arrange for the administering of the medication at the proper time. All prescriptions must be in the original container.

Illness

If any student should become ill while in school, he or she should make this fact known to the teacher and obtain a pass to the nurse's office. The school nurse will evaluate the symptoms and determine if the student should be sent home or return to class. If the student is to be sent home, the nurse will contact parents who will arrange for transportation. Students who are excluded from any activity for medical reasons with a doctor's note, will be required to present a doctor's note for re-admittance to the activity. Parents should present any pertinent health data and/or any new or persistent health problems to the nurse.

Accidents

In cases of accidental injury, even if minor, the teacher, coach or person in charge should be notified immediately. The student will then be assisted to the nurse's office as soon as possible.

HOMEROOM

Homeroom occurs daily, beginning promptly at 8:05. During this time, the teacher checks attendance; the Pledge of Allegiance is recited; the students listen to special activities and announcements for the day, including any changes in schedule; materials to go home are handed out; etc. At this time, certain students may be asked to report to different areas, such as the office, etc. The students may also view the TV program, FAMS LIVE. Morning announcements are heard while in Homeroom before first period. It is the student's responsibility to listen carefully as pertinent information is given. Students late for homeroom will be considered tardy and must obtain a late pass from the nurse or main office.

HOMEWORK

Homework is assigned daily. It is an extension of the learning that takes place in school. Homework provides practice and drill that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Students should utilize the assignment planners for daily and long term homework assignments. Please refer to the "Homework in the Franklin Lakes Schools" pamphlet (revised 2009) for a complete overview of FAMS homework guidelines.

HOME INSTRUCTION

When an absence for a legitimate reason occurs for an extended period of time (10 school days), students may receive instruction at home. Such instruction will be provided by and according to the regulations of the Board of Education. A physician's statement should include the illness and length of recuperation.

HONOR ROLLS

Students will be eligible to earn placement on:

- Honor Roll
- High Honor Roll
- Special Principal's Commendation

The criteria are as follows:

- Honor Roll: All A, A-, B+ or B grades and no B- grades
- High Honor Roll: All A and A- grades
- Special Principal's Commendation: All "A" not A- or anything lower

LIBRARY MEDIA CENTER

The mission of the FAMS library is to ensure that students and staff are effective users of ideas and information. The library provides access to a well-rounded collection of print materials and online resources. Computer workstations are available for use with Internet access, online encyclopedias, newspapers and a periodical index. Computers and printers need to be shared with the entire school. They are to be used for school research only. Email, games, and surfing are not permitted. You will visit the media center with your teachers and may also visit during your lunch period. The media center staff will help you select materials, ensure that you know how to use the library, and teach you computer research techniques. Every student is responsible for the proper care of borrowed library materials as well as the return of such items on time. Replacement of these materials will be the student's responsibility.

LOCKERS

- Lockers are school property and are loaned to the students, and are subject to periodic administrative inspections. Lockers should not be marked or defaced in any way.
- The decorating of lockers is NOT permitted.
- Each student is assigned a locker for the storage of books, laptop, outerwear, and equipment. All lockers must be kept clean and neat, and the locker must be kept locked at all times.
- Students are NOT to give their combination to another student.
- Students are not permitted to use other students' lockers or empty lockers.
- Opening another student's locker is prohibited.
- Hall lockers can be used only before and after school, before and after P.E. class, and before and after lunch. Please plan your day accordingly. Careful planning will enable students to get the necessary materials for classes from their lockers. A student may not be late for class due to locker visits!
- The school administration urges you not to bring large amounts of money, jewelry or expensive equipment to school and leave them in your lockers. The school cannot be held responsible for valuables brought to school.
- Before leaving their locker, students should always check to see that it is tightly closed and locked.

- Each student is also assigned a locker in the gymnasium locker room for the storage of clothing and gym equipment. Please lock your Physical Education locker, as locked lockers will reduce thefts.
- The school cannot accept responsibility for any items left in hall or gym lockers.
- If your locker is broken or stuck, report this to the office and help will be provided. Lockers are not to be kicked or hit to open or close, since these actions damage the lockers.
- Students who do not abide by these rules will have the privilege of a locker revoked.

LOST AND FOUND

The Lost and Found is located in the entrance vestibule and in the gym locker rooms. All items found should be taken to the office, and anyone wishing to claim an item should do so before or after school or during lunch.

LUNCH/RECESS/ALTERNATE ACTIVITIES

In the lunchroom...

- Students will pick up their lunches, walk into the multi-purpose room, select a stool and sit down. Moving from seat to seat or table to table is not permitted. Remain seated while eating your lunch.
- Students will place their garbage in the appropriate baskets and plastic bottles and cans in the recycle containers and return to seats. Glass bottles are not permitted.
- Students are expected to clean their own table, spills, and floor area.
- At the end of the period students should remain at their tables until dismissed by teachers on duty.
- Be courteous and respectful of teachers, cafeteria staff, and other students at all times.
- When a whistle is blown, lights are flashed, or a teacher raises his or her hand to ask for attention, stop talking immediately and listen for directions.
- No running in the lunchroom or hallways.
- No shouting, cursing, or rough play. Please keep talk to a conversational tone.
- No throwing food or other objects.
- No arm wrestling, kicking, or hitting. Keep hands, feet and objects to oneself.
- Maintain order when waiting in line to purchase food, drink, etc.
- No returning to lockers, classrooms or other locations after entering the lunchroom without a written pass from a teacher. Remember to bring lunch money with you.
- Only two at a time in the restrooms. Use restrooms located in the lunchroom.
- No food or drinks will be taken out of the lunchroom to recess.

At recess...

- Appropriate behavior is expected during the inside/outside recess time during lunch.
- Students must show respect and follow the directives of the faculty members in charge.
- Activities should be organized in a respectful and sportsmanlike manner.
- If a conflict arises, ask for assistance from a teacher or aide to settle the dispute.
- When a whistle is blown, stop what you are doing immediately and listen for directions.
- Walk in an orderly manner to and from the play area.
- Misuse, rough play, etc. of equipment will result in loss of privilege to use such items.
- No food is permitted in recess areas.

- No throwing sticks, rocks, or other objects found in the recess areas.
- Stay within the recess area boundaries as determined by the aides.
- Ask an aide for permission to leave the recess area for the nurse, bathroom, or office.
- Be courteous and respectful of other students and recess aides at all times.
- When the whistle sounds, quickly line up to re-enter the building in an orderly manner.
- Do not touch another student. Everyone is permitted to his or her own space. If a fellow student is bothering you, report it immediately to the recess aide.
- Fighting for any reason is not acceptable and will result in severe disciplinary action.

Alternate Lunch Activities...

- A variety of productive learning activities are scheduled for your lunch periods. They include visiting the library, handbells and GT Art
- An alternate lunchroom (for playing games, socializing, etc.) and a quiet lunchroom (for studying, homework, test make-up, etc.) are also available during each lunch period.
- If you choose to attend an alternate lunch/recess activity and plan to purchase lunch, report to the lunchroom first. After signing out and obtaining a pass, you are to immediately report to your destination and sign in upon your arrival.
- You are encouraged to make use of these activities and make a choice that fits your needs.
- Use of these alternate lunch activities requires that you stay in that room for the entire period.

MAKE-UP WORK

- The FAMS staff believes that the material covered in each class session is an integral part of the course. Therefore, each student is required to complete make-up assignments for all absences, whatever their cause. Time allowed to make up work should not exceed the amount of time absent, i.e., work missed during a five-day period of absence should be made up after the first five days immediately after the student returns to school. Arrangements to make up work must be initiated by the student.
- Students who are going to be absent for a day or two should call classmates and check the website to get their assignments. The school office can be called to request assignments after 3 consecutive days of absence.

OBSCENE LANGUAGE/PROFANITY

To clearly and effectively communicate, students must avoid the use of obscene and vulgar terms, profanity, and slang terms in school, on the bus, or at the bus stop. Discipline referrals may be issued for any infractions.

PERSONAL PROPERTY

- Students must assume responsibility for loss or damage of any school or personal property issued to or belonging to them. The school will try to protect these properties, but it is not the school's responsibility.
- Students should not bring expensive items to school as they might get lost or stolen. If, for any reason, a student brings in a large sum of money, it can be checked in the office for safe keeping during the day. During gym class, students

should put all valuables in their hall locker for safekeeping during that class period.

PHYSICAL EDUCATION

New Jersey law requires all students to participate in physical education, unless they have medical reasons that hinder participation. Students not participating in physical education must still participate in health classes. All students must dress properly for physical education classes. Both boys and girls must wear an appropriate change of clothing and sneakers. If a student is to be excused for an extended period of time, a physician's note must be submitted stating the length of time and the reason why the student must be excused from active participation. Parent letters excusing their child are not permitted. Students should bring their gym clothes home on a regular basis to be laundered.

PROBATION

Academic

- A student who is performing poorly in school, has limited evidence of home study/effort in class, or has been absent a significant number of times, and is in danger of failing two or more core academic subjects may be placed on Academic Probation.
- Any student placed on Academic Probation will be referred to the I&RS committee.
- The I&RS committee will develop interventions including but are not limited to the following: working lunch and completion of goals sheet, PM homework session,, referral for health check/clearance, seek extra help independently.
- Students are required to earn the privilege of participating in school events. Any student who is placed on Academic Probation may be excluded from participating in school events such as but not limited to: social lunch time, assemblies, dances, recreation nights, field trips, clubs, concerts, school play, sporting events, Field Day, 8th Grade Trip, 8th Grade Awards Night, Graduation Ceremony, and Graduation Dance.
- Academic Probation lists will be re-evaluated at mid and end points of each marking period. Students must show academic improvement and meet goals created by administrators or I&RS committee in order to exit Academic Probation.

Social

- The school administration considers social probation a serious consequence. If a student demonstrates that he/she cannot follow the rules of the school, students may be placed on social probation depending on the severity of offenses and/or continuation of poor decision-making and behaviors.
- Any student placed on Social Probation will be referred to the I&RS committee.
- The I&RS committee will develop a Behavioral Intervention Plan.
- Attendance at school activities is a privilege, and a student on probation may be excluded from attending/participating in extracurricular events including, but not limited to: social lunch time, assemblies, dances, recreation nights, field trips, clubs, concerts, school play, sporting events, Field Day, 8th Grade Trip, 8th Grade Awards Night, Graduation Ceremony, and Graduation Dance. Social Probation

- lists will be re-evaluated at mid and end points of each marking period.
- Any 8th Grade student who accrues 7 or more infractions during that given school year will not be eligible to attend the 8th Grade Trip.

PUNCTUALITY

Students are expected to report to homeroom and all classes on time. After the late bell, a pass is required.

PUPIL ASSISTANCE COMMITTEE – INTERVENTION & REFERRAL SERVICE

The Pupil Assistance Committee also known as the Intervention & Referral Service Committee (I&RS) is comprised of administration, academic teachers, guidance counselor, and Department of Special Services representative. The committee monitors student academic and social progress in order to support youngsters who are experiencing difficulties. Support comes in the form of interventions put into place to help the student overcome academic, social, and emotional obstacles to learning and success. The committee works as a team to promote continual student progress and success.

RETENTION

Students are placed in the educational setting most appropriate to their social, physical, and educational needs. Standards for pupil promotions shall be related to district goals and objectives and to the accomplishments of pupils. Each student's progress will be monitored by the counselor's office to determine the possibility of a student being retained for the next school year. The following guidelines will be reviewed to make that determination:

1. Any student who fails two or more core subjects (English, math, science, social studies) during the initial two grading periods will be identified as possible candidates for retention and will be placed on academic probation
2. Those students will be referred to the Intervention and Referral Services (I&RS) team and monitored during the next two grading periods. Students may also be required to attend a remedial class in lieu of an encore class for the following quarter.
3. If, after the 3rd grading period, a student is still failing the same subjects as he/she did the first semester, a parent conference will be scheduled to discuss the possible need for retention. Summer school is **NOT** an option for promotional purposes. Students may attend a summer school program in an effort to increase their skills but, it will be on a voluntary basis and the cost will be borne by the parent/guardian.
4. A student may be retained at grade level when he or she has been absent more than 20 school days, whatever the reason for the absence, except those absences for the observance of religious holidays or during a pupil's suspension. Exceptions to this rule may be made for a pupil whose absences are excused and who has demonstrated, through completion of home assignments and/or home instruction, that they have mastered the proficiencies established for the assigned courses of study.

SAFETY AND SECURITY DRILLS

Fire drills are held regularly throughout the school year. Route signs are posted in all rooms. All exit doors to the outside are posted. Students should become familiar with all escape routes. Students are not to use the elevator during a fire drill. Students are expected to follow all directives given by staff members. Students should quickly exit their classroom in a silent single file line. Students are expected to remain silent until teachers direct you that the fire drill is over.

Safety and security drills are held for the purpose of practicing orderly exits, evacuations and lockdowns in the case of any emergency. Students must follow direction of teachers in charge and remain quiet at all times during drills. The laws of the state mandate that all students must follow the prescribed procedures of the drill under the directives of the administration.

SCHOOL ZONE

Students are to abide by school policies and procedures when in the school zone. The “school zone” consists of the school building, school property, school bus to and from school and to and from school activities, as well as any school sponsored event.

SOCIAL ACTIVITIES

Throughout the year there will be many opportunities for students to attend or participate in social activities (i.e. school concerts, plays, dances, recreation night). The following criteria has been established:

- Be present (full credit) in school the day of the event (i.e. awards and graduation ceremonies) in order to perform in or to attend.
- Courteous behavior is expected at all times.
- Remain seated and quiet during performances.
- Do not leave designated areas.
- Wear appropriate school attire.

STUDENT/PARENT GRIEVANCE PROCEDURE

The Board of Education recognizes the right of a pupil or parent(s) or legal guardian to present a complaint or grievance. The following procedures should be followed:

1. The pupil shall express his/her complaint to his/her teacher or guidance counselor. Every effort will be made to resolve the issue;
2. If the complaint or grievance is not resolved by the teacher or counselor, the pupil is permitted to express his/her grievance to the school Assistant Principal;
3. If the complaint or grievance is not resolved by the Assistant Principal, the pupil is permitted to express his/her grievance to the school Principal;
4. Should the pupil not be satisfied, the grievance may be submitted to the Superintendent or designee.

STUDENT/PATRIOT OF THE MONTH

The Student of the Month Program provides recognition for students who exhibit positive behaviors and exemplary performance. Students selected as a Student and Patriot of the Month will receive a certificate and a congratulatory breakfast for their accomplishments.

TARDINESS

- A student who is tardy to school in the morning shall report to the health office for an admit pass. A student should have a note signed by a parent explaining the tardiness. If the student does not have a note, the tardiness will be recorded as unexcused. Excessive tardiness will result in parent notification by the attendance officer or appropriate action by the building administrator. (BOE Policy 5240 revised 11/05)
- Tardiness not covered by the causes listed as valid reason for late arrival or early dismissal in BOE Policy 5230 (revised 8/05) shall be cumulative, and will be handled accordingly:
 - 5 unexcused tardies: letter home
 - 10 unexcused tardies: one am, pm, or recess school detentions
 - 15 unexcused tardies: three am, pm, or recess school detentions
- The following circumstances justify a pupil's late arrival. The list is not meant to be exhaustive, and the Principal should use his/her best judgment in determining whether or not there is good cause for a pupil's late arrival.
 - The pupil's disability from illness or injury, including any necessary emergency visits to a physician or dentist.
 - A bona fide family emergency
 - The observance of a religious holiday
 - Religious instruction
 - Medical or dental appointment that cannot be scheduled at a time other than during the school day
 - The pupil's required attendance in court

TEAM MEETINGS

Parents are asked to call the school with any questions or comments concerning individual students or to make appointments with a counselor, grade level team or a staff member. Additionally, in the fall of each year, parent/teacher conferences will be held on two days and one evening.

TELEPHONE

Students are permitted to use the office phone before and after school, at lunchtime or with a pass from their teacher for emergency reasons. Tardiness to class will not be excused due to telephone use. Cell phones are not permitted to be used during the school day.

TEXTBOOKS

Books distributed to students for their use are the property of FAMS, and students are responsible for covering and maintaining the condition of the books all year. Each student is responsible for the care and protection of books and will be requested to reimburse the school for damage or loss of books. Students should make certain their name is written in each book.

TOYS

School is an academic institution and our focus is on learning. Any toys that make noise, are distracting, can be dangerous, or cause a disruption are not appropriate for the

classroom and should not be brought to school. Examples are ninja fidget toys, clicking fidget cubes and slime.

UNATTENDED CLASSROOMS

If a student arrives at a classroom that is locked or unattended by a teacher, he/she should wait in the corridor, and report the situation to the nearest staff member.

VISITORS

All visitors are required to report to the school office upon entering the building to sign in and obtain a nametag. Students are not permitted to bring guests to school during regular school hours

Franklin Avenue Middle School **STUDENT CONDUCT** **AND DISCIPLINARY PROCEDURES**

UNIFORM DISCIPLINE CODE

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all – students, teachers, administrators, staff and community members – show pride by doing our share to make middle school a better place in which to learn and work.

The ultimate goal of the FAMS staff is to develop self-discipline in all students while maintaining the safe, positive learning environment that currently exists within our school. It is the belief that this code must serve as an extension of the overall education process, and that the consistent enforcement of this policy will enable students to fully understand the parameters necessary to be responsible citizens, yet provide them with the resources necessary to change negative behavior should it continue. Furthermore, it has been instituted to provide consistent, immediate consequences for aberrant student behavior, while allowing for progressive levels of discipline, which provides more serious consequences for habitual offenders as opposed to students who make a one-time mistake. The guidelines and consequences that follow in this code of conduct are in addition to the broad, discretionary authority to maintain safety, order, and discipline granted to schools. These rules support, but do not limit, the school's authority. Rules are primarily for protection, not punishment. Finally, the administration reserves the right to treat more serious infractions as second or third offenses due to the nature of the incident.

CONDUCT

The Franklin Avenue Middle School expects pupils to conduct themselves in keeping with their level of maturity and with a proper regard for the rights and welfare of other pupils, for the education purpose underlying all school activities, and for the care of school facilities and equipment, which must be shared by all. Our expectations for proper conduct apply while on school premises, school buses or any other school property during school activities at or away from school, or off the school grounds if the situation is initiated at school.

Disciplinary Procedures

Our discipline standard requires that we address any action of which we are made aware by investigating it and, if necessary, by implementing discipline. Our philosophy of progressive discipline focuses on teaching a student to behave properly so the consequence may be simply talking to a student and recording the incident, or as severe as suspension. Should a student repeat the same offense or several small offenses, he/she will receive more severe discipline. Counseling and Child Study Team services may be utilized in order to assist students in adhering to the Student Code of Conduct. Teachers and administrators provide additional group and individual support as appropriate.

Student conduct is almost never black and white and we will provide due diligence in any investigation. We do not discriminate based on gender, age, religious orientation or any other protected class, and our policies and practices are implemented without regard to membership in such groups. We do not make public the disciplinary actions that we impose on a student, even to the family of a victim, if there is one. We respect the privacy of all students.

Classroom Discipline

Teachers will handle most discipline problems within their respective classrooms. Students will learn the classroom expectations during the first days of school and they will be expected to abide by them for the remainder of the year. If a student habitually has problems with classroom behavior, the teacher will complete a discipline referral form and contact the student's parent/guardian. If a persistent problem develops, the student will be sent to guidance and/or administration.

Working Lunch

Our school has come up with an innovative way to provide students with additional time and support for learning. We have created what we call a "working lunch" period where students who are struggling and/or on academic probation spend their lunch period working on assignments, supervised and supported by a classroom teacher. This period may also be assigned to students by teachers when they fail classroom assessments or when they have forgotten any homework assignments.

General Detention

Detentions will be scheduled either before or after school, lasting for forty-five minutes. Lunch detention is also a consideration. We acknowledge that having to serve detention is sometimes an inconvenience; however, it must be kept in mind that when rules are broken, appropriate consequences must follow. Regarding detention:

- Students must arrive at detention promptly.
- There is no talking, eating or drinking.
- Students may bring something appropriate to read.
- Students who miss detention without permission will be required to

make-up the detention, and will be assigned an additional detention as penalty.

Extended Detention

Extended detentions are assigned by the administration as a result of student violations of school rules and district policy. Extended detentions are scheduled on two afternoons per month, from 3:00-5:00 p.m.

Suspension

A student will be suspended when the student's behavior is totally unacceptable to the school setting. Students serving any suspension are not permitted to participate in any after school or evening activity/sport/event.

- ISS - In-school suspension places a student in one room for the entire day. The student receives his/her work for the day but is removed from the school setting. Students must behave for the entire school day while in the suspension room. Students must bring a lunch from home when serving in-school suspension.
- OSS - Out-of-school suspension is used for more serious offenses such as fighting, bullying, stealing, leaving school property without permission, obscene or threatening language directed at teachers, staff, etc.

Social Probation

The school administration considers social probation a serious consequence. If a student demonstrates that he/she cannot follow the rules of the school, the student may be suspended from attending/participating in extracurricular events. Students may be placed on social probation depending on the severity of offenses and/or continuation of poor decision-making and behaviors. Attendance at school activities is a privilege, and a student on probation may lose the right to participate. Probation will include suspending students from attendance at such school sponsored events as, but not limited to: social lunch time, assemblies, dances, recreation nights, field trips, clubs, concerts, school play, sporting events, Field Day, 8th Grade Trip, 8th Grade Awards Night, Graduation Ceremony, and Graduation Dance. Social Probation lists will be re-evaluated at mid and end points of each marking period.

Any 8th Grade student who accrues 7 or more infractions during that given school year will not be eligible to attend the 8th Grade Trip.

Progressive Discipline

Our experience in dealing with student discipline has gleaned that similar violations tend to be repeated when using the same consequence over time. In other words, a student may serve five or more after school detentions over a semester and still exhibit the same inappropriate behavior. The goal in progressive discipline is to help students learn why inappropriate behavior is wrong and help them understand the value of appropriate behavior. As students continue to exhibit inappropriate behavior, the consequences become more severe and the parental involvement increases.

If student behavior is determined to be beyond that of normal consequences, the administration reserves the right to escalate the length or type of consequence based on the severity of the individual offense.

INFRACTIONS/CONSEQUENCES

Disruptive behavior that will result in disciplinary action may be defined as, but not be limited to the following:

Type of behavior	First offense consequence	Second offense consequence	Third offense consequence
Aberrant, Inappropriate and/or Derogatory remarks and/or conduct to a student and/or staff member	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention 	<ul style="list-style-type: none"> ○ Parent Conference ○ ISS 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS
Academic Infraction (i.e plagiarism, cheating)	<ul style="list-style-type: none"> ○ Parent Notification ○ Zero on schoolwork 	<ul style="list-style-type: none"> ○ Parent Notification ○ Zero on schoolwork ○ Detentions 	<ul style="list-style-type: none"> ○ Parent Notification ○ Zero on schoolwork ○ Extended Detention
Aggressive Behavior	<ul style="list-style-type: none"> ○ Parent Notification ○ Detention 	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention 	<ul style="list-style-type: none"> ○ Parent Conference ○ ISS
Bus Misconduct	<ul style="list-style-type: none"> ○ Parent Notification ○ Detention ○ Possible Suspension of bus privileges 	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention ○ Possible Suspension of bus privileges 	<ul style="list-style-type: none"> ○ Parent Conference ○ ISS ○ Possible Suspension of bus privileges
Causing/Making False Alarms	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to ten days ○ Referral to police ○ Referral to CST ○ Restitution of expenses 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to ten days ○ Referral to police ○ Referral to CST ○ Restitution of expenses 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to ten days ○ Referral to police ○ Referral to Superintendent ○ Possible expulsion
Cutting Class	<ul style="list-style-type: none"> ○ Parent Notification ○ 2 Detentions 	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention 	<ul style="list-style-type: none"> ○ Parent Conference ○ ISS
Damaging School Property or Student Property	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention ○ Restitution of expenses 	<ul style="list-style-type: none"> ○ Parent Conference ○ ISS ○ Restitution of expenses 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS ○ Restitution of expenses
Dress Code Violation	<ul style="list-style-type: none"> ○ Parent Notification ○ Student must comply with appropriate dress 	<ul style="list-style-type: none"> ○ Parent Notification ○ Student must comply with appropriate dress ○ Detention 	<ul style="list-style-type: none"> ○ Parent Notification ○ Student must comply with appropriate dress ○ Extended Detention
Fighting: Simple or Aggravated Assault	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 3 days 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 5 days 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 7 days
Forgery on a school document	<ul style="list-style-type: none"> ○ Parent Notification ○ Detention 	<ul style="list-style-type: none"> ○ Parent Notification ○ 2 Detentions 	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention
Harassment, Intimidation, Bullying:	<ul style="list-style-type: none"> ○ HIB Investigation by Anti-Bullying 	<ul style="list-style-type: none"> ○ HIB Investigation by Anti-Bullying 	<ul style="list-style-type: none"> ○ HIB Investigation by Anti-Bullying

Bias, Cyber-Bullying, Hazing, Sexual	<ul style="list-style-type: none"> ○ Specialist ○ Suspension (1-5 days) ○ Parent conference ○ Possible referral to local law enforcement agencies as per NJSA 18A:37-15 1 (B) ○ Referral to appropriate school personnel and/or Affirmative Action Officer ○ Referral to appropriate mental health professionals 	<ul style="list-style-type: none"> ○ Specialist ○ Suspension (2-7 days) ○ Parent conference ○ Possible referral to local law enforcement agencies as per NJSA 18A:37-15 1 (B) ○ Referral to appropriate school personnel and/or Affirmative Action Officer ○ Referral to appropriate mental health professionals 	<ul style="list-style-type: none"> ○ Specialist ○ Suspension (5-10 days) ○ Parent conference ○ Possible referral to local law enforcement agencies as per NJSA 18A:37-15 1 (B) ○ Referral to appropriate school personnel and/or Affirmative Action Officer ○ Referral to appropriate mental health professionals
Type of behavior	First offense consequence	Second offense consequence	Third offense consequence
Incitement to fight- encouraging others to fight	<ul style="list-style-type: none"> ○ Parent Conference ○ ISS 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 3 days 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 5 days
Insubordination/Willful Disobedience	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention 	<ul style="list-style-type: none"> ○ Parent Conference ○ ISS up to 3 days 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 3 days
Missed Detention	<ul style="list-style-type: none"> ○ Parent Notification ○ Make-up Detention ○ Additional Detention 	<ul style="list-style-type: none"> ○ Parent Notification ○ Make-up Detention ○ Additional Detention 	<ul style="list-style-type: none"> ○ Parent Notification ○ Make-up Detention ○ Extended Detention
Misconduct that materially interferes with the educational process (Disruptive Behavior)	<ul style="list-style-type: none"> ○ Parent Notification ○ Detention 	<ul style="list-style-type: none"> ○ Parent Notification ○ 2 Detentions 	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention
Possession of Inappropriate materials (i.e. weapon, vial, matches)	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 3 days ○ Referral to police 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 5 days ○ Referral to police 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 10 days ○ Referral to police
Possession of Illicit Substance Ref. BOE Policy 5131.6	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 10 days ○ Referral to police ○ Referral to CST ○ Drug/Alcohol Screening 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 10 days ○ Referral to police ○ Drug/Alcohol Screening ○ Referral to Superintendent 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 10 days ○ Referral to police ○ Drug/Alcohol Screening ○ Referral to Superintendent ○ Possible expulsion
Possession/use of personal technology devices (i.e. cell phones, pagers, electronic games, ipods, MP3 players, laser pens, cameras, video cameras)	<ul style="list-style-type: none"> ○ Confiscation of device; only returned to parent/guardian after school hours 	<ul style="list-style-type: none"> ○ Detention ○ Confiscation of device; only returned to parent/guardian after school hours 	<ul style="list-style-type: none"> ○ Extended Detention ○ Confiscation of device; only returned to parent/guardian after school hours
Technology misuse/abuse * An assessment as to the level of seriousness of the misuse/abuse of technology will be made and appropriate consequences issued.	<ul style="list-style-type: none"> ○ Parent Notification ○ Detention ○ It may be determined that students will be removed from use of technology in the building. 	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention ○ It may be determined that students will be removed from use of technology in the building. 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS ○ It may be determined that students will be removed from use of technology in the building.
Theft of Personal or School Property * An assessment as to the level of seriousness of the theft will be made and appropriate	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS ○ Possible Referral to police ○ Restitution of expenses 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 3 days ○ Possible Referral to police ○ Restitution of expenses 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS no less than 5 days ○ Possible Referral to police ○ Restitution of expenses

consequences issued.			
Threats of Violence to others or property * A determination as to the seriousness of the threat level will be made. A threat determined to be of a higher, more serious level will automatically move to higher consequence	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention 	<ul style="list-style-type: none"> ○ Parent Conference ○ ISS up to 3 days 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 5 days
Use of Profanity/ Obscene Language	<ul style="list-style-type: none"> ○ Parent Notification ○ Detention 	<ul style="list-style-type: none"> ○ Parent Notification ○ 2 Detentions 	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention

HARASSMENT/INTIMIDATION/BULLYING/BIAS/CYBER-BULLYING/HAZING/SEXUAL INCIDENTS

Any form of discrimination, intimidation, bullying, and/or bias is prohibited by state law and will not be tolerated within the school environment. Harassment, intimidation, bullying and/or cyber-bullying that takes place away from the school but directly disrupts the learning environment for a student will be disciplined under Franklin Avenue Middle School’s Code of Conduct.

Students with any concerns about harassment, intimidation, and bullying, or bias incidents in the school should inform a classroom teacher, guidance counselor, coach, assistant principal or principal. Students who are witness to harassment issues are highly encouraged to report such incidents to a trusted teacher, guidance counselor, or administrator. Students who are reticent about reporting such incidents may do so on the condition of anonymity.

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The Anti-Bullying Specialist will conduct an investigation, as prescribed by the BOE and state of NJ. An administrator will determine consequences and appropriate remedial action for a person who engages in reprisal or retaliation after consideration.

Sexual harassment of staff or children interferes with the learning process and will not be tolerated in the Franklin Lakes Public Schools. Any child or staff member who have knowledge of or feel victimized by sexual harassment should immediately report his/her allegation to the building principal or affirmative action officer. Staff or pupils may file a formal grievance (complaint) related to harassment on any of the grounds addressed in this policy. The affirmative action officer will receive all complaints and carry out a prompt and thorough investigation, and will protect the rights of both the person making the complaint and the alleged harasser. Findings of discrimination or harassment will result in appropriate disciplinary action.

ILLICIT SUBSTANCES

The possession, use or sale of illicit substances, including but not limited to drugs,

alcohol, steroids, tobacco, and electronic smoking devices, is in violation of state law and strictly forbidden on school grounds. Students found to be under the influence or in possession of such substances will be suspended from school immediately, for a period of no less than five school days. Students found in violation of our substance abuse policy will be immediately referred to the school nurse for a health examination and will be subsequently required to submit to a drug and alcohol screen (NJ Statutes: Title 18A:40A-12).