

DELRAN MIDDLE SCHOOL
Student/Parent Handbook 2022-2023



Our Mission:

- To foster academic excellence through a firm foundation in critical thinking and creative problem-solving that incorporates digital literacy and promotes lifelong learning skills.
- To deliver a non-biased educational experience which celebrates diversity, fosters mutual respect and embraces uniqueness of individuals within the school and community.
- To nurture the positive development of social, emotional, physical and intellectual growth by encouraging students to build character, self-esteem and respect for others.
- To provide a safe, stimulating, supportive and respectful environment, strengthened by communication and personal accountability and directed toward success beyond the middle school level.
- To meet the needs of our diverse population through academics, fine and performing arts, athletics, civic and community activities to develop well-rounded individuals.
- To involve multiple community resources to provide all students with the necessary tools to function ethically and productively in the school, local, national and global communities.

905 S. Chester Avenue
Delran, NJ 08075
www.delranschools.org
Telephone: (856) 461-8822
Fax: (856) 461-0311

This School Agenda belongs to:

Name: _____

Address _____

Telephone: _____ BEAR Teacher: _____

Team name: _____

Dear Students and Parents,

On behalf of every member of Delran Middle School, I would like to extend to you a very warm welcome! As soon as you walk through our front doors, you will be able to feel the energy that comes from our wonderful students, our smart and caring teaching faculty and our supportive parents. It is our goal to work with you to ensure the success of every student. We are proud of the fine reputation our school has earned and feel certain that you will find it to be an excellent and student-centered school.

The purpose of this handbook is to acquaint our students and parents with the program of studies and some of the rules and procedures of Delran Middle School. We are fortunate to have a broad curriculum that can meet a wide variety of student interests and needs. In addition, we have numerous co-curricular activities which offer students rewarding experiences beyond the scope of the classroom. We strongly encourage each of our students to take full advantage of the many programs and activities available at our school.

I recommend that you read this handbook carefully. It will assist you in experiencing a successful school year. Within this handbook you will find relevant information for you and your child. If you have any questions, please feel free to contact your guidance counselor or any member of our administrative team.

I wish you a rewarding and productive school year and hope you will not only succeed in your studies, but also make a personal contribution to the positive school environment we all enjoy.

Respectfully,

Michael McHale

Mr. Michael McHale
Principal

PLEASE NOTE: All back to school paperwork, previously found in the Virtual Backpack or Family ID, must be completed in the Parent Portal this year.



DELRAN TOWNSHIP SCHOOL DISTRICT ADMINISTRATION

52 Hartford Road
Delran, New Jersey 08075
Telephone: (856) 461-6800

Dr . Brian Brotschul, Superintendent
Ms. Cande Kristoff, Business Administrator/Board Secretary
Dr. Lisa Della Vecchia, Assistant Superintendent of Student Services
Mrs. Christine DeSimone, Assistant Superintendent of Curriculum and Instruction

DELRAN TOWNSHIP BOARD OF EDUCATION

Regular meetings of the Board of Education are normally held on the second Monday of each month and are open to the public. Please refer to the district website for the meeting location and meeting agendas.

Mr. Glenn Kitley, President	Mr. Joseph Biluck, Vice President
Mr. Mark Chierici	Mr. Michael Mongon
Mrs. Mary Melvin	Mrs. Amy Rafanello
Mr. Mark Oberg	Mrs. Eileen Wachter
Mrs. John Brophy	

DELRAN MIDDLE SCHOOL

Mr. Michael McHale, Principal	461-8822 x4005
Mr. Daniel Cugini, Assistant Principal	461-8822 x4003
Ms. Lauren Bennett, Guidance Counselor	461-8822 x4028 (6th Grade)
Mr. Jeff DeNick, Guidance Counselor	461-8822 x4004 (7th Grade)
Mrs. Julia Stipa, Guidance Counselor	461-8822 x4007 (8th Grade)
Mrs. Linda Collazo, School Nurse	461-8822 x4006
Mrs. Sandy Jankowski, Transportation	461-1553

MIDDLE & HIGH SCHOOL PTA OFFICERS

President	Becky Whitmeyer
Vice-President	Jenn Hamlet
Treasurer	Jackie Cook
Corresponding Secretary	Rishaee Fiorini
Recording Secretary	Tara Porreca

BELL SCHEDULES:

REGULAR DAY SCHEDULE

Period 1	7:30 - 8:17
Period 2	8:21 - 9:06
BEAR	9:09 - 9:39
Period 3	9:43 - 10:28
Period 4	10:31 - 10:55
Period 5	10:57 - 11:21
Period 6	11:23 - 11:47
Period 7	11:49 - 12:13
Period 8	12:15 - 12:39
Period 9	12:41 - 1:05
Period 10	1:05 - 1:27
Period 11	1:30 - 2:15

SHORTENED DAY SCHEDULE **(Periods Depend on Team)**

Period 1	7:30 - 8:06
Period 2	8:10 - 8:45
Period 3	8:49 - 9:24
Period 4/5 - 4/6 - 5/6	9:28 - 10:03
Period 6/8 - 7/8 - 6/7	10:07 - 10:42
Period 9/10 - 8/10	10:46 - 11:21
Period 11	11:25 - 12:00

TWO HOUR DELAY SCHEDULE

Period 1	9:30 - 10:03
Period 2	10:06 - 10:34
Period 3	10:37 - 11:05
Period 4	11:08 - 11:32
Period 5	11:34 - 11:58
Period 6	12:00 - 12:24
Period 7	12:26 - 12:50
Period 8	12:52 - 1:16
Period 9/10	1:18 - 1:42
Period 11	1:45 - 2:15

ACADEMIC INFORMATION

Parent Portal

Please use the Parent Portal available on our district website to access your child's grades on a weekly basis.

Grading System

Four report periods have been designated for student evaluations. Grades are reported numerically and correspond to the letters below.

A-Excellent	90 - 100
B-Above Average	80 - 89
C-Average	70 - 79
D-Below Average	60 - 69
F-Failure	0 - 59

Incomplete Grade

If extenuating circumstances prevail, an incomplete grade may be given. An incomplete grade will be calculated within two weeks of the end of the marking period. The grade will be calculated with zeros for the missing work, unless other circumstances result in assignments being excused. Incompletes are not given for the 4th marking period.

Make-up Work

Students should check Canvas modules or the parent portal for nightly homework. If absent three or more days, call 461-8822 ext. 4003 to request assignments; they may be picked up at the end of the next school day.

Interim Progress Reports

Interim progress reports are available on the parent portal approximately 22 days after the beginning of each 45-day marking period.

Honor Roll

The Honor Roll is designed to honor and commend those students who excel in all areas of the Middle School curriculum, including cycle classes and PE.

Principal's List - All A's

Honor Roll - All A's and B's

Course credit values are as follows:

Full year courses	5 credits
Physical Education	3 credits
Health	1 credit
Cycle courses	1 credit

Retention

Students who fail courses worth a total of 10 credits or are absent more than 18 days will be retained. 8th grade students will **NOT** participate in promotion.

Eighth Grade Promotion Ceremony

Promotion is an honor and privilege which is earned through academic achievement and adherence to socially acceptable behavior. Inappropriate student behavior, accruing more than 20 points or exceeding 18 days of unexcused absences may exclude a student from participation in promotion exercises. The final decision regarding promotion, retention and graduation rests with the Principal.

ADMINISTRATIVE INFORMATION

Student Absences

When a student is absent, a parent should please call the school before 8:00 am at 461-8822 ext. 4350 to advise us of the student's absence. Absences are excused when we receive an official note from a physician, court or social agency. A religious holiday is also an excused absence with a parental note delivered to the Main Office.

****Truancy**** Charges will be signed in Delran Municipal Court against the parent of any student with a pattern of excessive absences.

Attendance Requirement for Promotion

A pupil with fewer than 162 days of attendance (barring excused absences) will not be promoted to the next grade level.

Attendance Eligibility: Absence during a school day will disqualify a student from attending any school event that day or evening. **A student must maintain a record of 90 percent attendance or better, barring excused absences, to be eligible for all extracurricular activities and the promotion ceremony.**

Arrival at School

School begins at 7:30 am. The breakfast program begins at 6:45 am. 7th & 8th grade students should report to the Gym upon arrival and then can get breakfast in the Cafeteria. 6th graders report to the Cafeteria.

Student Lateness

If a student reports to school after the late bell at 7:30 am, the student should report to the Main Office to sign in. A medical, court or social agency note is required for a lateness to be excused. Unexcused lateness will result in the following consequences (per marking period):

Lateness #3 Warning letter sent home

Lateness #6 and beyond: After school detention

Signing Out

Parents in need of an early dismissal for their son/daughter must come to the school office to pick up their child and to sign the child out. Only when the office receives a note in advance can a parent sign out another parent's child.

Spectators for Interscholastic Sports

Students should leave the school grounds and go directly home unless they are involved in a supervised after-school activity. Spectators for home interscholastic events should not arrive back to school before 3:30 pm.

Transfer Policy

When a student is moving out of the district during the school year, please notify the Guidance Office by phone one week, in advance, of the student's departure. We will need to know:

1. Name and address of the new school
2. New home address
3. Last day student will attend DMS

All books must be returned to teachers before records will be released. A parent/guardian must sign a release form, which is available in the Business Office (52 Hartford Rd.) for records to be sent to the student's new school.

Chromebook Policies

The policies and agreements dealing with the district one-to-one Chromebook program can be found in the beginning of the year sign offs in the parent portal. Copies are also available in the Virtual Backpack on the DMS website.

Lost/Damaged Books and Equipment

Students must exercise care and responsibility for school equipment and materials used. Parents are responsible for the cost of replacement or repair of damaged property. If a text is damaged, the teacher will evaluate the damage and a fee will be charged. The following schedule shows the price for lost or damaged books:

Age of book:	1 year	Full Price
	2 years	$\frac{2}{3}$ of Full Price
	3+ years	$\frac{1}{2}$ of Full Price

Note: All debts must be satisfied for promotion and/or participating in promotion exercises or field day.

Lost & Found

Lost and Found for gym clothes are available in each locker room. Other clothing items are hung in the lost and found. Books and small items (purses, eyeglasses, etc.) are held in the office.

Emergency School Closings: Inclement weather may require closing school. The phone blast system and district website are used for notification.

LOCKS & LOCKERS

GYM LOCKER: Each student is assigned to a gym locker and must purchase a strong, solid combination lock at the start of 6th grade. Bicycle locks are not sufficient. Jewelry (especially expensive or sentimentally valuable jewelry) should be avoided since it must be removed for physical education class.

HALL LOCKER: A hall locker equipped with a built-in combination lock, is assigned to each student. Students are reminded that all lockers are school property and, as such, may be searched at any time by appropriate school personnel. Consequently, students should have no expectation of privacy with respect to school lockers. Students should not bring electronics, valuables or large sums of money to school. **DMS cannot be held responsible for loss, theft or damage of cell phones, iPods, eReaders, Nooks, Kindles, iPads or any other student electronics or other personal property.**

SOCIAL SUPPORT

Student Problems & Counseling

Facing new challenges and problems is part of growing up. Counselors, administrators and teachers are here to help students resolve their

problems. A student can meet with a counselor as needed by asking a secretary for an appointment or having a parent make a request by telephone or in writing. There is an “open door policy” for times of crises.

Groups

The Counseling Office provides individual and group counseling to address academic, social, emotional and behavioral needs. Groups run throughout the year and focus on topics such as divorce, grief, social skills, anger or students new to the district. If a student could benefit from participating in one of these groups, please contact your Guidance Counselor for more information and a permission slip.

Academic Assistance

The staff and administration are committed to ensuring the success of every student. Our interdisciplinary grade level teams are structured to support students. The Intervention and Referral Services (I&RS) Team (CST) also offer support to our parents and students. If you have concerns about your child’s academic progress or development, these professionals are available to support you and your student. Both parents and educators can request the support of either team.

If your child is having difficulty please contact his or her counselor or team of teachers who can explain options and provide additional information and support.

Child Study Team (CST) Referral

Referrals can originate from the Intervention and Referral Services Team, by faculty, guidance or administration. A parent may also make a written request for CST evaluation, addressed to the Assistant Superintendent of Student Services. Most often when there is considerable concern regarding academic and/or behavioral difficulties, referral to Intervention and Referral Services (I&RS) is a first step. There may be some situations, however, where direct referral to the CST (without I&RS) may be advisable. A formal Child Study Team referral form is forwarded from the Principal or his/her designee to the Director. The referral would include I&RS forms/sheets (if available) and any other relevant data/information. After review by the Director, the referral goes to the CST office for processing. An Identification Meeting is arranged with notification going to the parent/guardian and appropriate school personnel.

The DMS Guidance Office works closely with the CST.

Parent/Teacher Conferences

Conferences can be requested by the parent (via email or by telephone) and are held with an individual teacher or with the grade-level team of teachers. Communication is the key to a positive and successful school year

Family Life Education

A Family Life Education Program has been mandated by the State of New Jersey (NJAC 6:29-7.1). As defined by the State: a “family life education program” means...”instruction to develop an understanding of the physical, mental, emotional, social, economic and psychological aspects of interpersonal relationships; the physiological, psychological and cultural foundations of human development; sexuality, and reproduction, at various stages of growth; the opportunity for pupils to acquire knowledge which will support the development of responsible personal behavior, strengthen their own family life now, and aid in establishing a strong family life for themselves in the future, thereby contributing to the enrichment of the community.”

The New Jersey Department of Education states “the student must still complete mutually agreed upon instructional activities that support achievement of the New Jersey Student Learning Standards for Comprehensive Health and Physical Education.”

Any student whose parent/guardian presents to the school principal a signed statement that any part of the instruction of Family Life Education is in conflict with his/her conscience, or sincerely held moral or religious beliefs, shall be excused from that portion of the course when such instruction is being given and there will be no penalties as to credit or graduation.

STUDENT ACTIVITIES

Delran Middle School offers an array of student activities and events to enrich the educational experience of our students. Participation is a privilege students earn through their citizenship, attendance and academic standing. **A student must maintain a record of 90 percent attendance or better, barring excused absences, to be eligible for all extracurricular activities.**

(A student who accrues 20 discipline points is ineligible for all activities).

ASSEMBLIES

Assemblies will occasionally be scheduled to enrich our curriculum. Students must always treat presenters and participants with respect. Applaud when appropriate. Do not whistle, scream, boo or stomp. Remain seated and stay quiet during a performance.

DANCES

The Student Council and 8th grade class sponsor school dances. Parents should be waiting outside for their children at the conclusion of the dance. Students must follow the school’s dress code and behave in a socially acceptable manner. All school rules apply and no suggestive dancing is permitted. Parents may be called to pick up their child who misbehaves. Students are prohibited from attending dances if, on the day of the dance, they:

1. Have 20 or more discipline points
2. Are assigned in- or out-of-school suspension
3. Are absent from school
4. Have not maintained a 90% attendance record or better, barring excused absences.

The administrator can prohibit any student from any dance regardless of point totals, if necessary.

CLASS TRIPS

Trips which enrich student learning may be offered. Any student who has accumulated 20 or more points due to behavior problems will be excluded from attending a class trip, as will any student who is suspended or does not maintain a record of 90% attendance or better.

We occasionally transport students from one district building to another for an activity or assembly or in case of an emergency.

CO-CURRICULAR ACTIVITY ELIGIBILITY

A. Academic Eligibility

The following requirements for participation shall apply:

1. Academic eligibility shall be based on the marking periods. In order to be eligible for the next marking period, a co-curricular participant may not fail more than one course that he/she has taken the previous marking period.
2. A student may not have a failure in two consecutive marking periods (in any single subject).
3. Once a student has been deemed ineligible, he/she is considered to be ineligible until the end of the next marking period.

Beginning of the school year (Sept.)

1. All incoming 6th grade students are eligible for any activity 1st marking period.
2. 7th and 8th grade students have eligibility based on final grades from the prior year.
3. Approved summer school grades replace final grades for subjects failed the prior year.

B. Citizenship

Students representing the school in co-curricular activities not only represent themselves, they also present to the public an image of Delran Schools and must follow rules and regulations at all times. Students in disciplinary difficulty shall have their privilege of participation in co-curricular activities suspended in accordance with administrative procedures. **Students with 20 points are automatically excluded from co-curricular activities and all other activities, as determined by the Principal, as well as anyone who is suspended on the day of the activity.**

Tryouts: Any student with 25 or more points at the start of the season cannot try out or begin to practice for a sport. Students below 25 points may participate in tryouts or join a team but will be ineligible until the point total is lower than 20. A pupil who is serving an in-school or out-of-school suspension may not participate in school district sponsored programs while serving the suspension.

C. Attendance

As per school policy, students are expected to be in school every day school is in session. On the day of an event, students must be in school for at least four hours. If the activity occurs on a Saturday or holiday, the student must attend school the last school day prior to the activity. Students must maintain a record of 90 percent attendance or better, barring excused absences, to be eligible for all extracurricular activities this school year as per Board policy 2430.

CO-CURRICULAR ACTIVITIES

The following activities are considered co-curricular:

Interscholastic Sports
Intramural Sports
School-Sponsored Clubs & Dances

As per NJSAA guidelines

Males shall be excluded from female athletic teams even though there are no teams for boys in the same sport.

STUDENT COUNCIL

The students of Delran Middle School are represented by a group of students who are elected as a part of the spring 7th grade Civics curriculum. Those students who run for a Student Council office must submit a candidacy form as outlined in the election procedures by the advisor. To qualify for an office of Student Council, the candidate must:

- Be in 7th grade (executive office only).
- Maintain at least a "C" average in all classes after the 3rd marking period.
- Not be on the points list when their candidacy form is submitted.
- Not have been assigned one day of in-school or out-of-school suspension during their 7th grade school year.
- Candidates must submit a teacher recommendation stating the student is a model student academically and behaviorally.
- Any Student Council member or class officer suspended from school, who has 20 or more points, or does not maintain a record of 90% attendance or better, barring excused absences, may be removed from their position by the Principal.

**Students should approach Student Council representatives with ideas, comments, complaints and suggestions since Student Council is the “sounding board” for the students.

PBSIS & STUDENT OF THE MONTH

DMS runs a Positive Behavior Support and Intervention System (PBSIS) called the BEARS Program. DMS prides itself on having students and staff members that are:

- **B**alanced
- **E**mpathetic
- **A**ccountable
- **R**esilient
- **S**teadfast

Students and staff members are nominated based on the criteria above and are recognized as Students and Staff Members of the Month. Each winner is recognized throughout DMS and receives a certificate and choice of several prizes.

MEDICAL INFORMATION

School Nurse

In order for our nurse to be of the greatest help, students can assist her by practicing safety and reporting all accidents that happen in school. Students should report to the nurse if they feel ill or are injured during the school day. **If your child feels ill, stress that he or she should go to the nurse, not call you from a cell phone. The nurse will contact you, as necessary.**

Health Screening

Scoliosis screening will be done, as required by state law, on all students who have not had a physical exam. A student may be excused from this screening with a note from the parent.

Health Immunization Requirements

According to Chapter 14 of the NJ State Statutes, any child who has not obtained proper immunizations can either be excluded from school immediately or can be given a provisional admittance for a specific period of time. The immunization requirements for a student over the age of 7 are:

- Polio-three doses of O.P.V
- D.P.T. - Diphtheria, Tetanus and Pertussis Series of 3 doses

- Measles - 2 doses
- Hepatitis B - Series of 3 doses
- Rubella and Mumps - 1 dose
- Varicella - 1 dose
- Children enrolled in grade six are to receive one booster dose of the Tetanus, Diphtheria and Pertussis (Tdap) vaccine and one dose of Meningococcal vaccine.

A doctor’s certificate must be presented to the school nurse as evidence of immunization. Immunization procedures must have begun before the child can be admitted to school.

MEDICATION POLICY

Self-Administered

A student may NOT carry prescription OR over-the-counter medication in school. This includes aspirin, Tylenol, Advil, Motrin, cough drops, throat lozenges, allergy pills, etc. In the case of life-threatening conditions such as asthma inhalers and EpiPens may carry those after the appropriate form from the nurse has been filled out by the parent and physician.

Administered at school

The Delran Township Board of Education policy states that Health Services personnel are to administer prescription or over-the-counter medication to a student only if the medication has been prescribed by the child’s physician detailing the type of illness or reason, drug use, dosage and time of administration. The parent/guardian and physician must sign the permission form and return it to the school nurse, who will keep the form along with the medication. A permission form is required for both prescription and over-the-counter medications. All prescription medicine sent to school must be in original pharmaceutical containers. Over-the-counter medication must also be in the original container. **An adult must deliver the medication to school.** If your child is well enough to be in school but must take medication temporarily, please contact the school nurse for the proper form to dispense medication.

PHYSICALS

Routine Physicals

The Delran Board of Education **suggests** all new students to the District have a routine physical with their **own doctor**. Parents/guardians are

encouraged to obtain a physical examination for their child at least once during the middle school years. Anyone who does not have medical insurance or their own doctor should contact the school nurse at 461-8822 ext. 4006.

Sports Physicals

Students who want to try out for or participate in Delran Middle Interscholastic Team Sports and Intramurals must have a physical conducted at the “medical home” (own doctor who has completed the Cardiac Assessment Professional Development Module, as dictated by the state of NJ) and a full report sent to the school on **District approved forms**. These forms are available online, from the school nurse or in the main office. **All students must have a completed sports physical packet submitted to the nurse at least TWO WEEKS before any tryouts or practices.** A sports physical is valid for one year (365). It is strongly recommended that physicals be completed during the summer months; this ensures that no student will lose an opportunity to be a participant due to a missing physical.

STUDENT CONDUCT

Expectations for Student Behavior

Students, parents, school administrators and our Board of Education all agree that positive student commitment and behavior are essential to effective learning. It is important that students realize their own attitudes and acts are directly related to their school experience. All students can behave in ways that enhance the social relationships of the school and facilitate learning. Therefore, it is expected that all students fulfill the behavioral expectations of the school community and:

- Prepare mentally and physically for learning
- Demonstrate respect for people and property
- Take responsibility for learning and behavior
- Use time and resources responsibly
- Share responsibility when working as a member of a group
- Meet the requirements of each class
- Monitor progress toward objectives
- Communicate with parents and school personnel about school-related matters

Affirmative Action Assurance

No student in the Delran Middle School shall be excluded from participation in any education program or activity on the basis of sex, race, creed, national origin, economic status or handicap. **Violations are to be reported to the Assistant Principal.**

STUDENT DISCIPLINE CONSEQUENCES

See Page 15 for specific details

Disobedience and/or disrespect towards a teacher, secretary, custodian, administrator, teacher aide or anyone having authority over the students, will not be tolerated and is punishable by points, detention and/or suspension. When adjudicating specific instances of misconduct, past disciplinary records will be considered. Students showing repeated defiance or disregard for the authority of school personnel will be subject to serious consequences, which can include removal from the educational program with a hearing before the Board of Education.

Demerit Point System - (Withdrawal of Privilege Point System) Demerit points affect student eligibility to participate in after-school activities, field days, dances, class trips and pep rallies, etc. Points are assigned when a student has been referred to the office due to misconduct. Students are assessed points depending upon the nature of the misbehavior. An accumulation of 20 points removes a student from all sports, clubs and activities.

The demerit total will be reduced by 5 points for every 10 straight school days the student has maintained positive student conduct and has received a detention for being late to school.

Teacher Detention - the student reports to the teacher’s classroom immediately after school.

General Detention - the student reports to a designated classroom immediately after school. This detention is assigned by the Assistant Principal and can be accompanied by points.

Detention Rules & Regulations

The student and parent will be given verbal or written notice of an assigned detention. A request to change a detention must be submitted in writing by the parent on or prior to the date of the detention. If a student is absent when scheduled to serve a detention, the detention will be served on the first day back to school after the absence.

Detention begins at 2:20 pm and ends at 3:15 pm. Students will spend a minimum of 50 minutes in detention. During this time, students must work on assignments.

Absolute silence will be required during detention. The teacher will be the final judge as to whether or not the student will get credit for the detention.

Students who fail to attend an assigned detention will be reassigned a makeup detention and additional points; they may also be assigned an additional detention. Students who cut detention twice may be assigned to an in-school suspension.

STUDENT DISCIPLINE GUIDELINES

Banned Items: Students are not to bring balls, laser pointers, electric shock devices, skateboards, prank sprays, skate shoes or roller blades to school. Hairspray, perfume and cologne are not to be used in school. Students may not bring fireworks, stink bombs, snappers or any type of incendiary device into school. Spray gas canisters such as pepper gas, tear gas and/or electrical protective devices are not permitted on school grounds. Students who bring such items are subject to disciplinary action including detention and suspension.

Bicycle Policy: Bicycles may be ridden to and from school. The following safety procedures must be followed.

- ★ Students must wear certified helmets.
- ★ Walk the bike through pedestrian or vehicular zones on school property.
- ★ Students may not ride other students on their bikes.
- ★ Bikes must be parked at the bike rack. All bikes must be locked.

Violations may result in temporary or permanent loss of bike riding privileges or other disciplinary consequences.

Cell Phones: Student cell phones and other electronics, including headphones and smartwatches, are **NOT** to be displayed or used during the school day. Displaying or using a phone or other electronic devices will be considered insubordination and consequences will be assigned accordingly. The school is not responsible for the loss or theft of cell phones.

Please do not allow your child to call or text you from a cell phone during the school day and do not call or text your child. If you wish to contact your child, please call the main office or text

him/her at 2:15 pm. Phones and electronics are only to be used with the explicit permission of a teacher for educational purposes.

Computer Use Guidelines: The DMS student use computer guidelines will regulate student access to telecommunications. It is the responsibility of students to be familiar with these rules and regulations.

- School district computers are to be used for educational purposes only.
- Students are prohibited from accessing inappropriate sites or information.
- Students must not harass, threaten or offend others.
- Students are not permitted to circumvent computer or network security.
- Administrators of the computer network may monitor pupil activity on the computer network and the Internet and may access any file stored by pupils.

A complete set of guidelines are available in the Virtual Backpack or main office. Failure to abide by these guidelines may result in the loss of computer privileges and other disciplinary action. NJ state law classifies computer hacking, the intentional spread of computer viruses, interfering with a network or revealing confidential password information as a crime. Students who participate in any such activity will be prosecuted under the law as well as subject to school disciplinary measures.

Forgery/Changing Grades: In the case of students caught changing a progress report grade or forging a signature, parents will be contacted and the student will be disciplined.

Gambling is prohibited.

Hallway Passing: Stay to the right and walk directly to room/bus without loitering or detention may be assigned. Students must keep hands, feet and objects to themselves in the hallway.

Harassment, Intimidation & Bullying: Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Please refer to the district website for more information. Upon receiving a report of bullying, harassment or

intimidation, an investigation procedure will be initiated and concluded in a timely manner. Parents of all students will be notified when the complaint is received. After the reporting and investigation procedures are completed as required by N.J.A.C. 6A; 16-1.3, parents will receive a written report of the incident.

Sexual Harassment Policy: The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

Electronic Harassment: If the harassment occurs by text, online through Snapchat or any other social network, please print and save messages for review. Take screenshots, if possible.

Negative Bystander: Our expectation is that every student actively works towards the safety of our school. Any student instrumental in encouraging or initiating harassment or assault will be held responsible for his or her negative behavior and subject to disciplinary consequences.

Plagiarism/Cheating: Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes:

- Copying another student's homework.
- Working with others on a project that should have been done individually.
- Look at or copying another student's test answers.
- Allowing another student to look at or copy answers from a test or quiz.
- Using any method to get/give test or quiz answers.
- Taking a test or quiz in part or whole to use or to give others.
- Copying information from a source without giving proper attribution.
- Taking papers from other students, publications or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations and other factors. Disciplinary measures include, but are not limited to, redoing the assignment/retaking a test,

receiving a failing grade on the project/test, receiving a lower overall grade in the class as well as serving a detention or suspension.

Photographing & Videotaping: Students and staff have an expectation of privacy at school and cannot be photographed or videotaped on school grounds. Students must have permission to take pictures or videos from a teacher or the students involved and it must be for educational purposes, otherwise pictures and videos are forbidden at school or on the school bus. Consequences will result in suspension. Consequences will be more severe if photos and videos are taken and then posted online, sent via text, placed on any social media platform or shared in any way.

Sale: The selling or distribution of any types of goods or materials in school or on school property is strictly forbidden unless the items are being sold as part of a school-sanctioned sale, approved by administration.

Smoking Regulations & Procedures: Strict smoking regulations are in effect at DMS. Students are not permitted to possess or smoke cigarettes, tobacco, nicotine products, chew or dip, electronic cigarettes such as vapes or any of the supplies associated with vapes. Matches and lighters are also prohibited. This regulation extends to after-school activities such as club meetings, dances, concert programs, athletic contests, etc. Students found in possession of cigarettes or other tobacco/nicotine or vape products will be disciplined as outlined in Board Regulation 5600.

Threats: A student threatening injury or the life of another student or adult will be subject to extensive discipline which may include detention, suspension and notification to the police. Jokes of this kind are not tolerated.

Violence: Under no circumstance are violent acts tolerated at Delran Middle School. A violent act is defined as any assault on another person including: (1) attempts to cause bodily injury on another; (2) negligently causing bodily injury; and (3) attempts by physical menace to put another in fear of imminent bodily injury. A student is guilty of assault when the act is

premeditated or committed in a fight or scuffle entered into by mutual consent. Whether during school, after school or at school-sponsored activities, an assault upon another person is considered a most serious disciplinary violation. An assault upon a staff member will result in immediate removal from school, a lengthy suspension and notification of policy with possible charges.

Dating Violence: The Delran Board of Education has determined that a safe and civil environment in school is necessary to learn. Acts or incidents of dating violence, whether they are verbal, sexual, physical or emotional, will not be tolerated and will be dealt with according to the district student code of conduct. All acts or incidents of dating violence must be verbally reported to a counselor or administrator immediately. A written report should be generated within one day of the incident.

Weapons: Any student who brings a dangerous, potentially dangerous or threatening object onto school property will be subject to confiscation, suspension and notification of police with possible charges.

Snow: Throwing snowballs while at school or at the bus stop is strictly prohibited.

DRESS CODE GUIDELINES

Attire: clothing, jewelry & accessories

All attire must:

- Be neat, clean and well-fitting
- Reflect an appearance of modesty
- Be able to cover the stomach/back. Shoulders must be covered so that undergarments are not visible, with straps that are at least one inch wide.

Attire must NOT be:

- Tight-fitting, sheer or brief
- Low-cut
- Too short (above fingertip length)
- Unsafe, distracting or disruptive

Prohibited items:

- Half-shirts
- Strapless tops or tank tops
- Tube tops
- “Spaghetti straps” (ok for 8th grade dance)
- Boxer shorts and pajama bottoms as attire
- Mini-skirts (must be fingertip length)
- Slippers

- High heels
- Suggestive, obscene or offensive graphics (ie: alcohol, drugs, weapons, obscenities, gang affiliation or words with double meanings)
- Hats/Hoods
- Gloves
- Boys undershirts
- Bandanas, scarves
- Sunglasses
- Spike jewelry and chain accessories
- Footwear must be worn at all times and should be appropriate and safe for each activity and/or class

Students will not be permitted to attend school functions (field trips, dances and activities during or after school hours) unless properly attired.

In all cases where a student’s appearance is questionable, the Assistant Principal will evaluate and make the final decision.

Dress Code Remediation Procedures

1. Violators of the dress code will be asked to change. If they cannot do so, they will be placed in in-school suspension until a parent brings a change of clothes. Warning given.
2. Points assessed, general detention assigned and parental contact.
3. Points assessed, two general detentions assigned and mandatory parent conference.
4. Continued violations will result in suspension.

CAFETERIA GUIDELINES

Cafeteria Regulations & Procedures

The school lunch program is an integral part of the health program of our school. A varied nutritious menu is served. Students are expected to be courteous to cafeteria personnel and to be reasonably quiet and orderly while in the cafeteria serving line. Students are to arrive at the cafeteria on time and may not leave without signing out and getting a hall pass. Only two snacks are allowed. Sitting on tables is **NOT** permitted. When finished eating, students are to dispose of all trash, place cans in the recycling bin and return trays to the proper place. Each student is required to leave the floor, table and seat neat and clean. Students will be dismissed by the teacher on duty. *Any*

student throwing food or other objects in the cafeteria may receive lunch detention, after school detention or be suspended from school. Students are NOT permitted to ask other students for money on school grounds or in the building. A violation of this will result in referral to the Assistant Principal's office.

Lunch Detention/In-School Suspension Lunch

Discipline referrals arising from cafeteria behavior will often result in the student being placed in lunch detention. The student reports to the in-school suspension room during his or her given lunch period and may bring lunch from home or order a cold lunch from the cafeteria.

Lunch Payment/Chargers

Students may use cash to pay for lunch daily. Students may also pre-pay by check or cash; therefore, having a positive account balance. Lunch charges are highly discouraged and a maximum of 2 charges are allowable; without payment, a student with a negative balance will be served PB&J only.

TRANSPORTATION

Bus Regulations

The same standards of conduct that apply to the school also apply to the bus. Riding a school bus is a privilege - not a right.

For the safety of all riders, students will be required to:

1. Wear seatbelts
2. Not eat or drink on the bus
3. Show respect for the driver at all times
4. Enter and leave the bus in turn. No pushing or crowding
5. Keep the bus clean. No littering
6. **Be seated while the bus is in motion at all times.** Do not put arms or objects out of the windows
7. Keep hands, feet and objects to yourself
8. Obey all of the rules and regulations that apply to the school building and school property
9. Students may not ride a bus other than the bus to which they are assigned. **A note from home, without first contacting the Transportation Services Dept. at 461-1553 for permission, is not sufficient**

NOTE: Bus problems will result in bus suspension and/or removal of transportation privilege, detention, ISS or OSS. Buses provided by the Board of Education are subject to video surveillance.

Late Bus Regulations

The Delran Township Board of Education has provided a late bus service for students involved in legitimate school activities. These activities include:

1. Club activities
2. Academic activity; make-up work, extra help
3. Intramural activities
4. Students detained for other reasons by school personnel

Middle School late buses are provided at 3:15 pm as an extra service for students with a legitimate reason for staying after school.

DRUG/ALCOHOL VIOLATIONS

Drugs & Alcohol: Delran Middle School will not tolerate the use, possession, passing, selling, distribution and general trafficking of drugs and/or alcohol. All students are subject to the state statutes as well as the Board of Education policy pertaining to drugs and alcohol. The possession, use, passing, selling, distributing and general trafficking of alcoholic beverages and/or drugs including anabolic steroids, by students, is strictly forbidden on school property and at school-sponsored activities. Any student found in violation of this policy will be suspended from school after notification of the parents and the police and will be required to participate in the Student Assistance Program for counseling. Any drugs, drug remnants, drug paraphernalia, alcohol, etc., found on students, in their lockers or in their possession while in school or attending school-sponsored activities, will be confiscated and forwarded to the Delran Police Department.

1. Any student suspected to be under the influence of a controlled substance will be tested, whether the suspected use was before school, during school or at an after-school activity. Possession of any controlled or unidentified substance will also result in drug testing. After parent notification, the student will immediately be sent to the school district medical examiner or the Rancocas/Lady of

Lourdes Occupational Health Services Center for an examination, blood testing and/or urine screening for drugs and alcohol. After school hours and on weekends, the student will be sent to the Lady of Lourdes Medical Center Emergency Room (Willingboro, NJ). If the incident occurs while on a school-sponsored trip, the student will be sent to the closest appropriate emergency room. If such examination is conducted by the student's family physician, the examination will not be at the expense of the Delran School District. A written report of the medical examination (including test results) shall be furnished to the parent or guardian, the Principal and the chief school administrator by the examining physician within 24 hours. **The student will be excluded from school until the test results are received.** (If the test is positive for drugs and/or alcohol, the student will be suspended for five (5) days out of school and five (5) days in-school and will be required to participate in the Student Assistance Program for counseling or further referral. Upon return to school, the student must furnish a note from the original examining physician or family physician certifying he or she is able to return to school. **Refusing to submit to drug/alcohol testing will result in immediate suspension, etc. as outlined above.** If there is a second or subsequent offense in regards to "use," the student will be subject to the above conditions, participate in an approved in-patient assessment program, be referred to the Child Study Team and appear before the Board of Education.

2. ***Possession:*** Once a positive identification has been made of the controlled substance and/or alcohol, the student will be suspended for five (5) days out of school and (5) days in-school and will be required to participate in the Student

Assistance Program. When and where necessary, the police will assist in the investigation. A student guilty of a second or subsequent offense in regards to "possession" will be subject to the above conditions, be referred to the Child Study Team and appear before the Board of Education.

3. ***Selling/Distribution/General Trafficking:*** The police will investigate any student found guilty of selling, distributing and/or general trafficking. During that time the student will be suspended (10) days out-of-school and ten (10) days in-school and will be required to participate in the Student Assistance Program. A student found guilty of a second or subsequent offense of this nature "selling, etc." will be subject to the above conditions, be referred to the Child Study Team and appear before the Board of Education for possible expulsion from school.

Possession of Drug Paraphernalia: Any student found in possession of drug paraphernalia on school grounds or at any school activity will be suspended from school.

Student Rights & Responsibilities: You, as a student, have a fundamental right to a free public education. You also have a responsibility to live by the rules and to have equal protection under the rules in school, as in the larger society. It is your responsibility to obey school regulations that enforce them. This responsibility extends to your conduct to and from school, as well as in the school building itself.

Security Protocols

The Delran Township Board of Education has adopted and enacted policies in the area of security that ensures that plans, procedures and mechanisms are consistent with the provisions of N.J.A.C 6A: 16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education. These plans are reviewed annually, updated as appropriate and communicated with students and staff members throughout each school year. Additionally, each year the district administration and Board of Education partner with the Delran Township Police Department to ensure that the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, as approved by the New Jersey Department of Law & Public Safety and the New Jersey Department of Education, is followed and applied appropriately.

DELRAN MIDDLE SCHOOL DISCIPLINARY CHART

INCIDENT	1st Offense Resolution	2nd Offense Resolution	3rd Offense Resolution	Additional Information
Inappropriate dress	Warning, change clothes	AD	AD 2	See Dress Code Guidelines in Handbook
Being in halls and/or any area of the school building at any time without a proper pass or misuse of pass	AD	AD	SD/ISS 1-3	
Cutting Class	AD 2	SD1/ISS1	SD2/ISS1-3	
Disrupting class/Disruptive	AD	AD 1-3	SD1/ISS 1-3	
Inappropriate use of electronic	AD	AD 1-3	ISS	See Student Handbook for Electronics Guidelines
Photographing/Videotaping	AD 2	ISS 1-3	ISS 1-3	
Photographing/Videotaping & posting to social media	ISS	ISS 2-3	OSS 5	
Videotaping a fight	ISS 1-3	OSS 1-3	OSS 5	
Failure to report to Teacher Assigned Detention	AD	AD 2	SD1/ISS	
Horseplay, running, pushing/shoving, verbal confrontation, inappropriate physical contact, excessive noise in any area of the school at any time	AD/ISS 1-3 depending on the severity	OSS/ISS	OSS/ISS	
Inappropriate affectionate behavior	AD	AD 2	ISS	
Inappropriate behavior during detention or ISS	AD	ISS	OSS	
Possession and/or use of water pistols, snappers, lasers or similar objects	AD 1-3	ISS	OSS	
Skipping administrative detention	AD	SD1/ISS	SD1/ISS	Plus making up of missed detention
Saturday Detention - failing to report to or serve time assigned.	OSS	OSS	OSS #TBD	Mandatory student/parent re-entry meeting on Tuesday at 7:15am
Saturday Detention - Inappropriate Behavior during Saturday Detention	OSS #TBD	OSS #TBD	OSS #TBD	Parent may be called to pick up child.
Using profane, obscene and/or inappropriate language/writing/drawing, gestures or photos	AD/ISS 1-3	ISS 1-3	OSS/ISS	
Soliciting money from other students	AD	ISS	OSS	
Uncooperative/Disrespectful/Argumentative behavior to a staff member. This includes faculty, staff, maintenance and substitutes	AD 1-3	SD/ISS	OSS/ISS	
Academic Integrity	AD	ISS	ISS 1-3	See Student Handbook
Deliberate deleting, defacing or destroying computer programs, files, etc., or other computer related incidents	AD/ISS	ISS/OSS	OSS	See Acceptable Use Policy
Harassment/Intimidation/Bullying	AD/SD/ISS/OSS Depending on severity	ISS/OSS	ISS/OSS	See HIB Policy

INCIDENT	1st Offense Resolution	2nd Offense Resolution	3rd Offense Resolution	Additional Information
Distributing/possessing obscene literature/photos	AD/ISS 1-3	ISS 1-3	OSS	Potential police referral
Misrepresenting the truth to a staff member	AD	ISS	OSS	
Endangering the health and/or safety of others	AD/ISS 1-3	ISS 1-3	OSS/ISS 3-5	Consequence depends of severity of behavior
Ethnic and/or racial intimidation/Harassment	AD/SD/ISS	OSS/ISS	OSS/ISS 3-5	See HIB Policy
Ethnic and/or racial slurs and/or slurs of any kind/Harassment	AD/SD/ISS	ISS/OSS 1-3	OSS/ISS 3-5	See HIB Policy
Filing False Report	AD/ISS	ISS/OSS	OSS	Potential referral to police depending on situation
Forgery	AD	ISS	OSS/ISS	
Gambling	AD	ISS	OSS/ISS	
Insubordination - acts of defiance in language or action	AD 1-3	SD/ISS 1-3	OSS/ISS 1/3	
Leaving school building or premises without administrative permission	SD/ISS	SD2/OSS / ISS 1-3	OSS 5-10	
Property defacement or abuse	AD/SD/ISS	SD/ISS 1-3	OSS	
Continuous violations of school rules	AD 2	SD/ISS 1-3	OSS/ISS 3-5	
School bus problems	AD	AD 1-3/ISS	OSS/ISS	Bus privileges may be suspended for finite period of time
Smoking/use/possession/electronic devices/(vape) chewing tobacco	SD OSS/ISS 1-5	SD2 OSS/ISS	OSS/ISS	See Handbook
Stealing/Theft	SD/ISS 1-3	ISS 5	OSS/ISS 5	
Throwing food & other objects	SD/AD 1-3	SD2/ISS 1-3	OSS 1-3	
Using profane, obscene and/or inappropriate language, gestures, verbal and/or written and directed at a staff member or student	AD 1-3	ISS 1-3	OSS 3-5	
Vandalism	ISS 1-3	OSS/ISS 1-3	OSS 3-5	
Actively leading or taking part in a riot or similar violent act	ISS/OSS	OSS	OSS	
Drug/Alcohol: Possession/Selling/Distributing/Trafficking/ Paraphernalia/Being under the influence	OSS4+SD2+ Drug Screen	OSS 10 + BOE Hearing + Drug Screen	OSS # of Days Pending BOE Hearing	Police notified. See Student Handbook
Fighting	OSS 2/ISS 2	OSS 3/ISS 3	OSS 3/ISS 3	Police notified
Inciting other students to do any offenses	AD 1-3	ISS 1-3	OSS/ISS 1-3	
Possession, selling or using harmful incendiary devices	OSS/ISS	OSS/ISS 5	OSS/ISS 10	Police notified

INCIDENT	1st Offense Resolution	2nd Offense Resolution	3rd Offense Resolution	Additional Information
Possession/use of weapons on school grounds, including guns, knives or other items that can be categorized as a weapon	OSS/ISS	OSS	OSS	Police Notified/OSS per Board Policy
Setting off false fire alarm	OSS 3-5	OSS 5	OSS 10	Police notified
Threatening to do harm and/or bodily assault on a student or an employee of the school district	ISS/OSS 1-4	OSS 5-10	OSS 5-10	Police notified
Threatening to do harm to the property or possessions of a student or an employee of the school district	ISS/OSS 4	OSS 5-10	OSS 5-10	Police notified
Other offenses as determined by the administration	AD/ISS/OSS			

ABBREVIATIONS:

AD - Administrative Detention (in certain situations, this could be a lunch detention. Administrative detentions are usually held after school from 2:20 until 3:15).

SD - Saturday Detention

ISS - In-School Suspension

OSS - Out-of-School Suspension

Disciplinary points are assigned at all levels of every infraction:

DELRAN MIDDLE SCHOOL DISCIPLINE POINT SYSTEM

Temporary removal from class: 0-10 points

Lunch detention: 0-5

Administrative Detention: 5-10 points

Saturday Detention: 5-10 points

Academic Dishonesty: 5-10 points

In-School Suspension 10-15 points

Out-of-School Suspension: 10-15 points

Pursuant to Policy 2430, at Delran Middle School any student with 20 or more discipline points will be eligible for all extracurricular activities for at least two weeks or until the point total is lower than 20.