

Emma C. Attales Middle School
Enter to Learn, Leave to Achieve!

Dear Parents/Guardians, and Students,

It is with great pleasure and enthusiasm that I welcome you to an exciting 2019-2020 school year at Emma C. Attales Middle School. Our goal is to provide you with an authentic experience that will guide you through your middle school years and sustain your passion for lifelong learning. We pride ourselves on supporting your unique academic, emotional, and social needs with a comprehensive educational program. The staff will encourage you to take risks and learn from mistakes, in order to create a safe environment both in and out of the classroom.

Periodically we will hold Attales Family Meetings where we gather the entire school into the Attales gym. These Attales Family Meetings are a great time to get together as a family and discuss the good that is happening in our school. Teachers give "shout outs" to their students and fellow staff members. Students have the ability to acknowledge the efforts staff members are making on their behalf. These meetings set the tone for students in terms of what we expect from them including their ability to be an inspiration to others through something as simple as a smile or kind word. These meetings allow us to "feed the good wolf" in our school!

*An old Cherokee told his grandson, "My son, there is a battle between two wolves inside us all.
One is Evil. It is anger, jealousy, greed, resentment, inferiority, lies, and ego.
The other is Good. It is joy, peace, love, hope, humility, kindness, empathy, & truth."
The boy pondered it for awhile, and then asked, "Grandfather, which wolf wins?"
The old man quietly replied, "The one you feed."*

FEED THE GOOD WOLF!!

Mr. Kevin Burns
Proud Principal
Emma C. Attales Middle School

This agenda book belongs to:

Student _____ Homeroom Teacher _____

ABSECON PUBLIC SCHOOLS- BOARD EDUCATION

Dr. Thomas Grites, President

Chris Cottrell
Raquel Law
Megan Marczyk

Eric Neal
John Rynkiewicz
Linda Wallace

Central Administration

Dr. Daniel Dooley, Superintendent (609-641-5375)

Mrs. Tina Maruca, Business Administrator
Mr. Ken Goglas, Registrar

Mrs. Alaina Baner, Executive Secretary
Mr. Mike Morris, Technology Coordinator

H. Ashton Marsh School

Mr. Joseph N. Giardina, Principal (609-641-5375)
Mrs. Terri Steelman, Secretary
Mrs. Karen Chubb, Secretary

Emma C. Attales School

Mr. Kevin Burns, Principal (609-641-5375)
Mrs. Janice Clarke, Secretary
Mrs. Karen Chubb, Secretary

Child Study Team & Related Services

Ms. Lindsay Reed, Director of Special Services/Curriculum
Mrs. Kim Cappuccio, Secretary Child Study Team

Emma C. Attales Middle School Faculty

5th Grade Team	Mrs. Flynn, Mrs. Bell, Mrs. Keeney, Mrs. Sharpley
6th Grade Team	Mr. Adair, Mrs. Roberts, Mrs. D'Amato, Ms. Hewitt, Mrs. Kaplan, Mr. Morgenweck
7th Grade Team	Mrs. Camac, Mr. Biel, Mr. Davis, Mr. Kehoe, Mrs. McSorley, Mr. Morgenweck, Mr. DiPasquale
8th Grade Team	Mrs. Brady, Mr. Broomhead, Mrs. Liepe, Ms. Pelly, Mrs. Kaplan, Mr. DiPasquale
Special Education	Mr. Bell, Mrs. Irwin, Mr. Evans, Ms. McGowan, Ms. Caputo
Special Areas	Mrs. Broomhead (Art), Mrs. Saporito-Austin (PE), Mr. White (PE), Mrs. Ramirez (Spanish), Mr. Seals (Music), Miss Vassalo (STEAM), Mrs. Collesano (Library/Media Specialist)
Child Study Team	Ms. Reed (Director of Special Services), Mrs. Guenther (Social Worker), Ms. Gallagher (School Psychologist),
Guidance	Ms. Torcicollo (School Counselor)
ELL	Mr. Alabarda
Nurse	Mrs. Deleener, Mrs. Cooper

BELL SCHEDULE

REGULAR DAY BELL SCHEDULE							
<i>(Early Dismissal is 12:40pm)</i>							
	Day 1	Day 2	Day 3	Day 4	Start Time	End Time	Length of Period
HR/CAP	Student Arrival	Student Arrival	Student Arrival	Student Arrival	7:50 AM	8:00 AM	0:10
	CAP/HR/Elective	CAP/HR/Elective	CAP/HR/Elective	CAP/HR/Elective	8:00 AM	8:51 AM	0:51
	<i>Passing Time</i>	<i>Passing Time</i>	<i>Passing Time</i>	<i>Passing Time</i>	8:51 AM	8:54 AM	0:03
Block A	1	2	7	8	8:54 AM	10:04 AM	1:10
	<i>Passing Time</i>	<i>Passing Time</i>	<i>Passing Time</i>	<i>Passing Time</i>	10:04 AM	10:07 AM	0:03
Block B	3	4	5	6	10:07 AM	11:17 AM	1:10
	<i>Passing Time</i>	<i>Passing Time</i>	<i>Passing Time</i>	<i>Passing Time</i>	11:17 AM	11:20 AM	0:03
Block C	5	6	3	4	11:20 AM	12:30 PM	1:10
	<i>Passing Time</i>	<i>Passing Time</i>	<i>Passing Time</i>	<i>Passing Time</i>	12:30 PM	12:33 PM	0:03
Lunch	Family Lunch	Family Lunch	Family Lunch	Family Lunch	12:33 PM	1:17 PM	0:44
	<i>Passing Time</i>	<i>Passing Time</i>	<i>Passing Time</i>	<i>Passing Time</i>	1:17 PM	1:20 PM	0:03
Block D	7	8	1	2	1:20 PM	2:30 PM	1:10
	Dismissal	Dismissal	Dismissal	Dismissal	2:30 PM		

STUDENT ENTRANCE TO THE BUILDING

All students will enter the building between 7:50 and 8:00 a.m. via the main entrance and report directly to their homerooms. The hallway connecting the Marsh and Attales Schools is off limits to middle school students. The only students using this corridor will be those involved in specific activities between schools. **PLEASE NOTE: Students may not be dropped off prior to 7:50.**

HOMEROOM

It is essential to arrive on time (8:00 a.m.) to Homeroom. During homeroom you will sign up for lunch and attendance will be taken.

ATTENDANCE

Students who are late to school (after 8:10 a.m.) must report to the office for a late pass and will be assigned consequences according to the Code of Conduct (Yellow Flag 1.a). It is the student's responsibility to make up all missed assignments due to absence.

Parents/Guardians are required to notify the office (641-5375) if a student is going to be absent for that day. If it is necessary for you to leave school prior to dismissal, you must bring a note from home to the office during homeroom period. Students will be released only when a parent/guardian signs them out from the office. Students leaving early may receive a half-day absence.

STATE-EXCUSED ABSENCES, VERIFIED-UNEXCUSED ABSENCES, AND UNVERIFIED-UNEXCUSED ABSENCES

● State-Excused Absences

- An absence shall be considered a State-Excused absence for the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, for the following reasons only :
 - Religious observance
 - A college visit (up to 3 visits for 11th and 12th grade students)
 - Take Our Children to Work Day or other rule issued by the Commissioner
 - Participation in observance of Veterans' Day (N.J.S.A.18A: 36-13.2) or board of election membership activities (N.J.S.A.18A: 36-33) or
 - Closure of a busing district that leaves a student from transportation to a receiving school.
- NOTE: All other absences, which are not State-Excused according to the above, shall be considered "unexcused absences" regardless of the reason or documentation. Unexcused absences are required to be reported as such on State reporting. Unexcused absences are broken down into two categories: Verified-Unexcused Absence and Unverified-Unexcused Absence

● Verified-Unexcused Absences

- An unexcused absence shall be considered a "Verified-Unexcused Absence" for the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school Code of Conduct for attendance. While Verified-Unexcused absences may not count toward a student's possible retention/promotion at the end of the school year, as stated above (See "A") they are required to be reported as unexcused absences on State reporting. The following are examples of Verified-Unexcused Absences provided proper supporting documentation (e.g. doctor's note, note from parent, etc.) has been submitted within ten (10) school days:
 - 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 of others with permission of principal;
 - Quarantine;
 - The student's suspension from school;
 - 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 educational institution;
 - Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;

TEXTBOOKS

The Absecon Public School District provides all regular textbooks on a loan basis. Books are the responsibility of each student. If you have lost a school book or library book, you will be responsible to pay for a replacement. Fines will also be issued for damage to books, such as scribbling, excessive dirt, damage to binding, etc.

LOCKERS (6, 7, 8 Grades)

Students will be issued a locker to store books and materials for school. 6th grade lockers are located in each homeroom. For security reasons, under no circumstances should a student share their locker combination with anyone else. Lockers should be kept clean and locked at all times. Individual padlocks may not be used on their lockers as the school provides built in locks. Students should not request to go to their lockers other than: before morning homeroom, at the beginning and conclusion of your special, at the beginning and conclusion of your lunch period, and after the last class. All other times are only permitted with a pass from their teacher. The school administration reserves the right to inspect student(s) locker(s), according to Board Policy 5145.12.

REALTIME

RealTime is a database for parents and students to see detailed reports of academic and disciplinary records.

RealTime Parent Portal

For parents/guardians already with a RealTime screen name/password, it will remain the same for the 2019/2020 school year. New parents/guardians will obtain their screen name/password from the main office, and the office staff will assist the parents/guardians onto RealTime. To log on at home, go www.abseconschools.org and click Student/Parent > RealTime Parent Portal.

RealTime Student Portal

RealTime Student Portal screen names and passwords remain the same for 2019/2020 school year. New students enrolling into our district will receive their new screen/password from their homeroom teacher. The teacher will assist the new student to log into RealTime. See above to log on.

GRADES AND REPORT CARDS

In order to indicate the progress of each student, a report card is issued four (4) times a year to the parent or guardian. Parent/Teacher Conferences are held right after the first report card is issued in November. Specials will be graded on a trimester basis. The following grading system has been devised for that purpose. Parent/guardians must review and approve the grading policy by going on the Parent Portal under the document link:

- **A:** (93-100)- The student is more than meeting the demands of the teacher. His/her work is on time. The work is of superior quality and shows mastery of the subject matter.
- **B:** (85-92)- The work is of a good quality, and the required work is well done. The student is meeting the demands of the teacher and subject matter.
- **C:** (77-84)- The work is of a satisfactory nature/average quality.
- **D:** (70-76)- The student is not doing all the assigned work, is dependent on others, and inconsistent. Work is below average, but shows some evidence of growth.
- **F:** (Below 70)- Unsatisfactory, with little growth taking place; many times there is a lack of interest and irregular attendance.
- **I:** (Incomplete)- Work must be made up within three (3) weeks after the marking period closes.
- **HIGH HONOR/HONOR ROLL**
 - High Honor Roll Criteria: an A in ALL subjects with only positive notations in habits and attitude.
 - Honor Roll Criteria: A and B in ALL subjects with only positive notations in habits and attitudes.

CRUSADER ACHIEVEMENT PERIOD (CAP) – 8:00-8:51

CAP period is designed to provide students with opportunities to seek extra help, complete homework, and use the computers.

HOMEWORK

Each student is expected to spend some time completing home assignments in addition to scheduled class instruction. See also Late Work/Project E.A.T.

LATE WORK/PROJECT E.A.T (Extra Academic Time)

Students are expected to complete missed assignments so that the teacher can determine if he/she correctly understands the curriculum being taught and assessed. Students may attend Project E.A.T (Extra Academic Time) during our Family Lunch block to complete missing assignments. Late work which is completed during Project E.A.T or at some later point may receive a late penalty up to 10% of the value of the assignment. Each grade level will communicate the specifics of their late work/missing work procedures at the start of the year. If students are missing work and do not make up the work in the appropriate time frame (2-weeks) or during Project E.A.T, they may be removed from events such as Thank You Events, Field Day, etc., to complete the work and create the best opportunity for successful completion of the course. Students who demonstrate a pattern of missing work may be referred to the Intervention & Referral Services Committee. See Grading Policy on Realtime Parent Portal.

MAKE-UP WORK DUE TO STUDENT ABSENCE

Students shall have a time equal to the number of days absent from class to complete all missed assignments (e.g. absent 2 days = 2 extra days to make up work)

PROMOTION/SUMMER SCHOOL

Decisions regarding student promotion to the next grade will be made by the principal based upon input and recommendations of the Intervention & Referral Services committee. The I&RS team and principal will evaluate attendance, grades, and achievement to make this determination.

ACADEMIC ELIGIBILITY:

Students will be restricted from school sports, clubs, activities, Thank You Events, and other school events (e.g. field day, etc.) if they are not in good academic standing as reviewed and determined by the Principal. PLEASE NOTE: Students who are academically ineligible as determined by the Principal or who are in danger of becoming academically ineligible (e.g. failing a course for the marking period and/or year), may be excluded from events such as Field Day, various Thank You Events, etc., in order to provide the student the best opportunity to alter the outcome in a positive manner.

BEHAVIORAL ELIGIBILITY:

Students will be restricted from school sports, clubs, activities, Thank You Events, and other school events (e.g. field day, etc.) if they are not in good disciplinary standing, as reviewed and determined by the school principal. SEE CODE OF CONDUCT BELOW

POSITIVE REWARDS AND REINFORCEMENT PROGRAM

Students who achieve outstanding academic and disciplinary standing will participate in our positive rewards and reinforcements. These reinforcements may be through school events (field days, clubs/activities, field trips, etc.), Thank You Events, Family Meetings, Academic Recognition Programs, and other special events

CAFETERIA/LUNCH RECESS PERIOD

Student behavior in the lunchroom will be based on courtesy and cleanliness. This means leaving the area free of all trash and food scraps. Students are to sign up for lunch during morning homeroom. No hot lunch sign-ups will be allowed after 10:00 AM. All students will move through the cafeteria lines and pay for their own lunches. Students are to remain in the cafeteria until they have finished eating and are dismissed by the duty teacher in charge. At no time are students allowed to take food outside of the cafeteria without staff approval.

Students may be assigned specific seats during lunch as deemed appropriate by duty teachers/cafeteria staff. Permanent seats must be chosen and duty teachers notified by the second week of school. If a seat cannot be found, one will be assigned. Students are permitted out of their seats only to get lunch, throw away trash, or to use restroom. All tables are expected to be neat and clean at the conclusion of lunch. All movement to and from seats must be with permission of duty teachers. Any behavior deemed inappropriate by duty teachers will be met with consequence according to the Code of Conduct.

SAFETY RULES

Students are the responsibility of school officials from the time they enter the building in the morning until dismissal from school. For reasons of general safety, walkers are asked to use sidewalks whenever possible. Always cross streets at crosswalks, and do not use shortcuts across private property of local residents. Students are permitted to ride bicycles to school with the knowledge that the school assumes no responsibility for theft or damage to the bicycle. Riding a bicycle is a privilege granted to the student and may be withdrawn at any time if a student fails to cooperate. Bicycles should be placed in the designated areas and locked at all times. Students/Parents are expected to comply with the New Jersey Bicycle Helmet Law, N.J.S.A. 39:4-10.1

ELECTRONIC DEVICES

Activation and possession of a cell phone or other similar electronic device between 8:00 a.m. and 2:30 p.m. is strictly prohibited. All cell phones and similar devices must be 1) turned OFF and 2) stored in lockers between 8:00 a.m. and 2:30 p.m., unless authorized by a teacher according to the Bring Your Own Device (BYOD) Policy 3514.1. Please refer to the Code of Conduct for consequences.

CLUBS/ACTIVITIES

Students must provide their own transportation home from any school activity. According to the Code of Conduct, students will be restricted from school clubs if they are not in good academic or disciplinary standing, as reviewed and determined by the school principal.

INTERSCHOLASTIC ATHLETICS

Eligible students may compete with peers in neighboring schools. Students must provide their own transportation home from interscholastic athletics. According to the Code of Conduct, students will be restricted from school sports if they are not in good academic or disciplinary standing, as reviewed and determined by the school principal.

AFFIRMATIVE ACTION/NONDISCRIMINATION

The Absecon Public School District guarantees each student an equal educational opportunity regardless of race, color, creed, religion, sex, ancestry, national, origin, or economic status. The school district does not discriminate against handicapped persons in admission or access to or treatment or employment in its programs, activities, and vocational opportunities. For information, contact District Affirmative Action Officer, Mr. Kevin Burns at 641-5375, extension 1017

HARASSMENT, INTIMIDATION, AND BULLYING POLICY (HIB)

The Absecon Public School District prohibits acts of harassment, intimidation, or bullying (HIB). All members of the school community, including students, parents/guardians, and staff are encouraged to report any potential acts to the school counselor or principal. Please contact Ms. Lindsay Reed, District Anti-Bullying Coordinator, 609-641-5375 x1039

GUIDANCE

The school counselor may meet with students individually or in groups, to offer support for academic, emotional, or social concerns. To schedule a meeting with the counselor, students must request an appointment by placing their name in the counselor's mailbox. Except in an emergency, students are not to report to the counselor's office unless they have an appointment and a pass. All students have access to school counseling services and programs. Mediation/Conflict Resolution and other support interventions are available to all students to resolve conflicts. These services are provided through the guidance office or the principal and can be requested by students, parents, teachers, or school community members.

LOST AND FOUND

Lost and found items will be stored in the main office. Unclaimed items will be donated to a charitable organization.

PASSES

Students are required to use signed hall passes provided by a teacher or staff member. Staff will use their discretion as to the necessity of excusing students from class. Students in hallways or attempting to enter offices (main office, guidance, etc.) may be subject to Yellow Flag 1.i

EMERGENCY & FIRE DRILLS

State Law provides that emergency and fire drills be held twice monthly throughout the school year. Cooperation from all students is expected. Students need to move quietly out the designated exit with your class and remain outside until directions are given to re-enter the building.

EMERGENCY CLOSING OF SCHOOL

The closing of school will be announced by way of an automated phone message/email, radio, television, and the district website. Please do not call the Board of Education, school, police station, or radio station. Any delayed openings will also be publicized in this manner.

HEALTH SERVICES

The school nurse's office is located next to the cafeteria. In cases outside of emergencies, students must obtain passes from their teacher. The nurse is not permitted to give medication or treat injuries that occur at home. The nurse may only administer first aid and advice. If a student becomes ill during the school day, they will be sent home at the discretion of the nurse. Prescription (Aderol, etc.) and non-prescription (Aspirin, Advil, etc.) medication are NEVER permitted to be carried by a student. Any student carrying medications will be treated as if in possession of a narcotic/controlled substance.

BUS RULES AND EXPECTATIONS

If you are entitled to bus transportation, you must ride only on the specific bus to which you have been assigned. Inappropriate conduct by bus students will result disciplinary consequences outlined in the Code of Conduct (Yellow Flag 1.g), which can mean a suspension of bus privileges for a period of time. PLEASE NOTE: Parents/Guardians are responsible for providing transportation for their child to/from school during the period of any bus suspension

DRESS CODE

1. Shorts/pants, shirts, blouses, and tops must be appropriate for school and provide appropriate coverage
2. Boxer shorts/undergarments should not be visible
3. T-shirts, sweatshirts, sweatpants, and other apparel that have offensive and/or inappropriate messages/sayings/slogans/pictures, advertise for alcoholic beverages, drugs, or tobacco products are not permitted.
4. Flip flops, slides (ex: Adidas, Nike) or sandals without straps are not permitted for safety reasons.
5. Gloves, hats, scarves, and sunglasses are not permitted to be worn during school hours.
6. No hoods or hats covering the head or bandanas are permitted to be worn during school hours
7. Hair management accessories should be appropriate for school
8. Jewelry and/or accessories which could cause injury are not permitted.

Emma C. Attales Middle School

Code of Conduct

Revised 7/9/19

DISCIPLINE: Discipline is everyone's responsibility. Any disciplinary action taken by a school official is intended to effect a favorable change in student behavior. We try to provide an atmosphere that is conducive to learning and one which encourages proper conduct.

At the start of the school year, staff will review the Attales Code of Conduct with their classes and the expectations we have for our students. The expectations are designed to create and foster a safe and positive school climate that is conducive to teaching and learning. The Attales Code of Conduct is not all-inclusive and may be altered, modified or applied in response to student conduct or events at any time deemed necessary by the administration. The discipline code can be applied progressively or at the discretion of the administration.

All students start out each marking period with our school's letters "E-C-A-S". When a referral is submitted to the office, a letter is removed that corresponds with the behavior tiers below (e.g. Yellow Flag = 1 letter, Red Flag = 2 letters, etc.). A student becomes "behaviorally ineligible" when he/she loses all of his/her letters within the marking period. Students who are behaviorally ineligible will be excluded from "Thank You" events (see "Marking Period 'Thank You' Events" below)

Yellow Flag Offense (1-Letter):

I will act appropriately so teachers can teach and students can learn- Students demonstrate this code of conduct by:

- a. Arriving to school on time at 8:00am
 - Students will be allowed 4 unexcused tardies per making period. At administrative discretion, consequences and/or other remedial measures may begin on the 5th unexcused late per marking period

- b. Being where they're supposed to be, when they're supposed to be there, and with the materials they're supposed to have (i.e. being in class, being prepared, being on-time, etc.)
- c. Complying with District's electronics policy: Activation and possession of a cell phone or other similar electronic device between 8:00 a.m. and 2:30 p.m. is strictly prohibited. All cell phones and similar devices must be 1) turned OFF and 2) stored in lockers between 8:00 a.m. and 2:30 p.m., unless authorized by a teacher according to the Bring Your Own Device (BYOD) Policy 3514.1.
 - Procedure:
 - Electronics device will be confiscated and immediately sent to the office
 - Parent/guardian will be notified
 - Teacher will follow yellow flag procedures
- d. Being cooperative and productive in class while politely contributing to discussions when appropriate
- e. Being honest and accepting individual responsibility for their decisions, actions, and academics (academic honesty in general)
- f. Keeping hands, feet, and objects away from other students even when playing around
- g. Acting appropriately in the hallway, at lunch, at recess, in assemblies, on the bus ride to and from school, class trips, and anything else that occurs outside of the classroom
 - PLEASE NOTE: Inappropriate behavior on the school bus to/from school will result in suspension of bus privileges for a period of time deemed appropriate by administration. Parents/Guardians are responsible for providing transportation to/from school during the period of a bus suspension.
- h. Following written and verbal directions issued by supervising adults in a polite and courteous manner
- i. Obeying all school policies, procedures and rules

Essential Question: *Does what I am about to do affect the teacher's ability to teach or the ability of the other students to learn?*

Behavioral Interventions for Yellow Flag offenses include but are not limited to:

- Parent/Guardian notified
- 1-letter is taken or 10 days added to ineligible period if all letters are lost
- Additional discipline options include: lunch detention, after school detention, in-school administrative detention, in-school suspension, out of school suspension, and/or parent conference depending on the severity of the offense
- Restorative practices may be implemented

* Administration reserves the right to increase/decrease the consequences at any of these stages depending on the infraction, history of behavior, and communication with referring teacher. If a pattern of inability to follow the above code exists, consequences can increase from additional detentions up to an In-School Suspension and/or Out of School Suspension at the discretion of the administration.

Red Flag Offense (2-Letters):

I will respect others, their possessions and school property- Students demonstrate this code of conduct by:

- a. Using appropriate language and speaking to others in a polite manner.
- b. Being respectful when interacting with or referring to other students, which includes the use of social media (i.e. treating others the way you would want to be treated).
- c. Resolving conflicts with other students through polite dialogue which demonstrates maturity, in particular, keeping their hands, feet, and objects away from other students when frustrated, aggravated, or upset.
 - i. This includes avoiding spinning up situations and/or involving yourself in the situations of others
- d. Treating and responding to all supervising adults with respect because they are here to teach and students are here to learn.
- e. Taking care of school property and the property of other students, in particular, leaving objects with their rightful owners (i.e. theft).
- f. Refraining from any type of harassment, intimidation, or bullying related behaviors as per the NJ Anti-Bullying Bill of Rights Act.
 - i. Asking themselves the following questions before commenting about others: Is it true? Is it necessary? Is it kind? If you can't answer YES to all three questions, then don't say it.
 - ii. See Harassment, Intimidation, and Bullying Policy #5131.1 for more details
- g. Being responsible for the proper care/use of your assigned, school-issued computer and complying with the District's Acceptable Use Policy.

Essential Question: *Does what I am about to do demonstrate respect for others, their possessions, or school property?*

Behavioral Interventions for Red Flag offenses include but are not limited to:

- Parent/Guardian notified
- 2- letters are taken or 20 days added to ineligible period if all letters are lost
- 1- lunch detention is assigned
- Additional discipline options include: lunch detention, after school detention, in-school administrative detention, in-school suspension, out of school suspension, and/or parent conference depending on the severity of the offense
- Restorative practices may be implemented

* Administration reserves the right to increase/decrease the consequences at any of these stages depending on the infraction, history of behavior, and communication with referring teacher. If a pattern of inability to follow the above code exists, consequences can increase from additional detentions up to an In-School Suspension and/or Out of School Suspension at the discretion of the administration.

3-Letter Offenses:

Unfortunately, violations can occur in a middle school setting beyond what is described above. When these violations occur they need to be dealt with more severely because of the implications they can have on others. 3-Letter Offenses include but are not limited to:

- i. Any type of major physical contact such as a fight
- ii. Sexual harassment or inappropriate contact
- iii. Possession of a dangerous object on school property
- iv. Behavior that demonstrates a blatant, willful disregard for school policy and procedure
- v. Use of profanity directed at a supervising adult/staff member

Behavioral Interventions for 3-Letter offenses include but are not limited to:

- Parent/Guardian notified and conference with principal required (and referring teaching if schedule permits)
- 3-letters are taken or 30 days added to ineligible period if all letters are lost
- Additional discipline options include: lunch detention, after school detention, in-school administrative detention, in-school suspension, out of school suspension, and/or parent conference depending on the severity of the offense
- Restorative practices may be implemented

* Administration reserves the right to increase/decrease the consequences at any of these stages depending on the infraction, history of behavior, and communication with referring teacher. If a pattern of inability to follow the above code exists consequences can increase from additional after school or Saturday detentions up to and including internal and external suspensions at the discretion of the administration

4-Letter Major Offenses:

On rare occasions in a middle school setting the most serious of violations can occur. 4-Letter Major Offenses include but are not limited to:

- a. Possession of intoxicants and/or narcotics or controlled foreign substance and/or possession of paraphernalia indicating possession of or use of controlled foreign substance(s) on school property or during a school activity.
- b. Being under the influence of intoxicants and/or narcotics or controlled foreign substance on school property or during a school activity
- c. Sale, intent to distribute and/or distribution of intoxicants or narcotics or controlled foreign substance
- d. Possession of a weapon on school property as per the NJDOE Student Safety Data System (SSDS)
- e. Physical contact against a supervising adult/teacher/administrator.
- f. Abusive conduct and/or any act of physical aggression toward any school employee, or any explosive behavior in the school building or at a school function/event that puts staff and/or students at risk
- g. Any other extreme circumstance relating to school and/or the NJDOE Student Safety Data System (SSDS)

Behavioral Interventions for violating this code of conduct include but are not limited to:

- Parent/Guardian notified
- 4-letters are taken or 40 days added to ineligible period if all letters are lost
- Out of school suspension consistent with BOE policy
- Additional discipline options include: lunch detention, after school detention, in-school administrative detention, in-school suspension, out of school suspension, and/or parent conference depending on the severity of the offense
- Restorative practices may be implemented

Unexcused Detention Absences:

Students are expected to attend the detentions to which they are assigned. In the event that a student is absent for a detention without prior notification, that student will need to make-up that unexcused detention and will be assigned an additional detention.

Behavioral Ineligibility Rules:

Students who become behavioral ineligible will be so for a period of 1-month from the day they lost their last letter. These students will not be allowed to attend the "Thank You" event for the marking period in which they become behavioral ineligible, regardless of when that "Thank You" event takes place. During their ineligible period they would not be allowed to participate in any activities, attend non-academic assemblies, or go on any class/club field trips during the school day.

- For example, a student becomes behavioral ineligible on November 3rd. That student is ineligible for a period of 1 month from the date of ineligibility. Therefore that student will become eligible again on December 3rd assuming he/she is not written up again within that marking period (see below)

If a student becomes behavioral ineligible during a marking period and receives additional write-ups, each subsequent write-up during that marking period would add additional time of ineligibility at a rate of 10-days per letter offense (Yellow Flag = 10 days, Red Flag = 20 days, 3-Letter Offense = 30 days, 4-Letter Offense = 40 days)

At the start of the next marking period the process starts over and the student gets 4 more letters. The student, however, may still be behavioral ineligible at the start of the next marking period if his/her 1-month of ineligibility dictates.

Being Behaviorally Ineligible Means:

- The student cannot attend the "Thank You" event for the marking period in which they are ineligible regardless of when that "Thank You" event takes place
 - For example, if a "Thank You" event takes place prior to the official end of a marking period and/or before teachers officially enter their grades (e.g. Field Day) teachers will formulate student averages/grades to determine eligibility prior to this "Thank You" event
- The student cannot participate in any activities (sports, clubs, play, etc.)
- Students are not permitted to participate in CAP elective courses

- The student cannot attend non-academic assemblies (fun assemblies, pep rallies, fundraisers, talent show, school play, movie days, etc.)
- The student cannot go on any class/club field trips during the school day
- NOTE: On occasion, behaviorally ineligible students may be granted permission to participate in a school function outside of a traditional class (e.g. band concert) if that function will have an academic component and is part of an academic course requirement. In such situations, the teacher of that class may use a combination of class and performances/activities/etc., in order to reflect a more accurate assessment of the student and to formulate a grade for the marking period.

Marking Period “Thank You” Events

Students who maintain at least one of their E-C-A-S letters at the end of the marking period are behaviorally eligible for that marking period’s “Thank You” event. These “Thank You” events are done at each grade level for each marking period and act as a positive reward system to reinforce the behavioral expectations delineated in the Attales Code of Conduct.

- PLEASE NOTE: Students who are behaviorally eligible to attend the marking period “Thank You” event but who are failing/on-track to failing a core course for the marking period, will be excluded from the marking period “Thank You” event so that they may work to address the failing grade(s).

End of Year “Thank You” Event:

Any student who has not received a single discipline referral throughout the course of the school year will be eligible to attend the end of year “Thank You” event at the conclusion of the school year so long as the student has also met the academic requirements necessary to pass his/her core classes for the year.

- PLEASE NOTE: Students who are behaviorally eligible to attend the end of year “Thank You” event but who are failing/on-track to failing a core course for the year, will be excluded from the end of year “Thank You” event so that they may work to address the failing grade(s).

Behavioral Intervention Options:

- Restorative Practices
 - o Designed to work with students as they process a disciplinary incident and repair the harm
 - 5 Restorative Questions
 1. What happened?
 2. What were you thinking about at the time?
 3. What have you thought about since the incident?
 4. Who was affected by what you’ve done? In what way were they affected?
 5. What do you need to do now to make things right?
 - o Students going through the restorative process are removed from the classroom until the process has been completed including, typically, a restorative conference with the teacher and/or class
- Lunch Detention
 - o Students will be removed from lunch/recess during the period of lunch detention.
 - o Failure to comply with lunch detention rules and/or directives from staff will result in additional disciplinary consequences
- After School Detention
 - o Students will report to the office at the conclusion of the school day
 - o The detention monitor will pick up students in the main office and escort them to the detention room
 - o Detention is from 2:30-3:30
 - o Failure to comply with after school detention rules and/or directives from staff will result in additional disciplinary consequences
- In-School Administrative Detention
 - o Students will report to the main office at 8:00am with the materials they need for the day
 - o Administrative detention is for a period of time not to meet or exceed half of the student’s academic day
 - o Failure to comply with In-School Administrative detention rules and/or directives from staff will result in additional disciplinary consequences
- In-School Suspension
 - o Students will report to the office with the materials they need for the day
 - o In-School Suspension is for the student’s entire academic day
 - o Students on suspension are ineligible to attend or participate in any school function during the school day for the duration of their suspension
 - o Failure to comply with In-School Suspension rules and/or directives from staff will result in additional disciplinary consequences
- Out of School Suspension
 - o Student is excluded from school for a period of time to be determined by administration
 - o Students on suspension are ineligible to attend or participate in any school function during the school day or any school function after school for the duration of their suspension
 - o Students on suspension (OSS) are not to be on school property for the duration of their suspension.

Emma C. Attales Middle School Grading Policy

Students receive a marking period grade based on two sources: formative and summative grades.

Formative Assessment- Occurs during the learning process. It brings together multiple sources of data—including classroom observations, analysis of student work, and demonstrations—to help teachers determine what students know and how to plan further instruction. The purpose of formative assessment is showing students and teachers how to improve.

Formative grades – count as 40% of the marking period grade

- Minimum of 9 assignments given during a marking period
- Activities include:
 - Class participation
 - Daily quizzes
 - Daily class practice
 - Class work (completed in class and due at end of period)
 - Homework (reinforcement activity to be completed at home)

Summative Assessment- Happens after the learning process. It provides evidence of students' progress, such as through a unit exam, a cumulative project, a portfolio of work, or external tests tied to standards.

Summative grades – count as 60% of the marking period grade

- Minimum of 3 summative assignments given during a marking period
- Activities include:
 - Major tests
 - Projects
 - Presentations
 - Reports and Written papers

Academic Eligibility:

Students will be restricted from school sports, clubs, activities, Thank You Events, and other school events (e.g. field day, etc.) if they are not in good academic standing as reviewed and determined by the Principal. PLEASE NOTE: Students who are academically ineligible as determined by the Principal or who are in danger of becoming academically ineligible (e.g. failing a course for the marking period and/or year), may be excluded from events such as Field Day, various Thank You Events, etc., in order to provide the student the best opportunity to alter the outcome in a positive manner.

Late Work/Project E.A.T (Extra Academic Time)

Students are expected to complete missed assignments so that the teacher can determine if he/she correctly understands the curriculum being taught and assessed. Students may attend Project E.A.T (Extra Academic Time) during our Family Lunch block to complete missing assignments. Late work which is completed during Project E.A.T or at some later point may receive a late penalty up to 10% of the value of the assignment. Each grade level will communicate the specifics of their late work/missing work procedures at the start of the year. If students are missing work and do not make up the work in the appropriate time frame or during Project E.A.T, they may be removed from events such as Thank You Events, Field Day, etc., to complete the work and create the best opportunity for successful completion of the course. Students who demonstrate a pattern of missing work may be referred to the Intervention & Referral Services Committee. See Grading Policy on Realtime Parent Portal.

Make-up Work Due to Student Absence

Students shall have a time equal to the number of days absent from class to complete all missed assignments. For example, if a student is absent two days, he receives two extra days to complete the work missed during the absence.

Report cards

All students will have access to a report card at the conclusion of each marking period. Report cards must be viewed and acknowledged by parents. Teachers shall call parents if the student average is below 70 or the Report card is not acknowledged within two days. Special areas will be reported as Trimesters.

Promotion/Summer School

Decisions regarding student promotion to the next grade will be made by the principal based upon input and recommendations of the Intervention & Referral Services Committee. The I&RS team and principal will evaluate attendance, grades and achievement to make this determination.

PLEASE ACKNOWLEDGE THE FOLLOWING DOCUMENTS ON THE PARENT PORTAL IN REALTIME**

(Please see Mrs. Janice Clarke in the Main Office for any issues/questions accessing the Realtime Parent Portal)

- Attales Code of Conduct 2019-2020
- Absecon School District Acceptable Use of District Technology
- Picture Consent Form
- Grading Policy

**ABSECON PUBLIC SCHOOLS
EMMA C. ATTALES MIDDLE SCHOOL
Parent/Guardian – Student Sign-off Sheet**

Attales Code of Conduct

We have carefully reviewed and discussed the contents of the Absecon Public Schools Student Code of Conduct (on portal or in student handbook). We have a clear understanding of the responsibilities, expectations, and consequences outlined in this document.

Parent/Guardian Signature

Student Signature

Homeroom Teacher

Acceptable Use of District Technology

We have carefully reviewed and discussed the contents of the Absecon Public Schools Acceptable Use of District Technology (on portal). We have a clear understanding of the responsibilities, expectations, and consequences outlined in this document.

Parent/Guardian Signature

Student Signature

Homeroom Teacher

Picture Consent Form

We have carefully reviewed and discussed the contents of the Absecon Public Schools Picture Consent Form (on portal).

We GIVE / DO NOT GIVE (please CIRCLE one) permission for the District to use our child's photograph on the website, newspaper, etc.

Parent/Guardian Signature

Student Signature

Homeroom Teacher

District Calendar

We have carefully reviewed and understand the District calendar for 2019-2020 (on portal). Your signature indicates that you are aware of all school holidays and early dismissal days.

Parent/Guardian Signature

Student Signature

Homeroom Teacher

NOTE TO PARENTS/GUARDIANS:

Please acknowledge the above documents on the Parent Portal in Realtime or submit this page with signatures to the Main Office as soon as possible. Please see Mrs. Janice Clarke in the Main Office for any issues/questions accessing the Realtime Parent Portal. Thank you!