

# **Nehaunsey Middle School Student Handbook 2024-2025**

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## **NEHAUNSEY MIDDLE SCHOOL MISSION STATEMENT**

“It is our daily mission to help ourselves and others become responsible problem-solvers and planners; to treat ourselves and others with respect and dignity. Winning ways move us all forward!”

## **SCHOOL HOURS**

School hours are from 7:55 AM to 3:01 PM except for early dismissal days, which are from 7:55 AM to 12:00 PM. Walkers and bike riders are not permitted in the school building before 7:55 AM. Students arriving at school after 8:05 AM will be considered tardy.

## **ADMINISTRATION**

Mr. Ryan Hudson-Principal



**GREENWICH TOWNSHIP SCHOOL DISTRICT  
2024-2025 SCHOOL CALENDAR**

Approved 2/20/2024

SEPTEMBER					19 + (1)	FEBRUARY					18 + (1)
M	T	W	T	F		M	T	W	T	F	
2	3	4	5	6	2- Labor Day						
					3- In-Service Day	14- In-Service Day	3	4	5	6	7
9	10	11	12	13	4- First Day- Students	17- President's Weekend	10	11	12	13	14
16	17	18	19	20	11 BSS Back to School 6:00 – 7:30	28- Progress Reports	17	18	19	20	21
23	24	25	26	27	12 NMS Back to School 6:00 – 7:30		24	25	26	27	28
30											

OCTOBER					22 + (0)	MARCH					21 + (0)
M	T	W	T	F		M	T	W	T	F	
					1- Progress Reports						
	1	2	3	4	14- Columbus Day		3	4	5	6	7
7	8	9	10	11			10	11	12	13	14
14	15	16	17	18			17	18	19	20	21
21	22	23	24	25			24	25	26	27	28
28	29	30	31				31				

NOVEMBER					16 + (1)	APRIL					18 + (1)
M	T	W	T	F		M	T	W	T	F	
				1	6 - In-Service Day						
					7-8 - NJEA Convention	3- Marking Period 3 Ends		1	2	3	4
4	5	6	7	8	11- Marking Period 1 Ends	16- In-Service Day	7	8	9	10	11
11	12	13	14	15	25- Conferences 6:00 – 7:30	17-21 Spring Break	14	15	16	17	18
18	19	20	21	22	26- Conferences BSS 1:30 - 3:30 Conferences NMS 1:00 – 3:00		21	22	23	24	25
25	26	27	28	29	28-29 Thanksgiving Break		28	29	30		

DECEMBER					15 + (0)	MAY					21 + (0)
M	T	W	T	F		M	T	W	T	F	
					13- Progress Reports	9- Progress Reports					
2	3	4	5	6	23-31 Winter Break	26- Memorial Day				1	2
9	10	11	12	13			5	6	7	8	9
16	17	18	19	20			12	13	14	15	16
23	24	25	26	27			19	20	21	22	23
30	31						26	27	28	29	30

JANUARY					21 + (0)	JUNE					9 + (1)
M	T	W	T	F		M	T	W	T	F	
					1 - New Year's Day	12- Last Student Day					
		1	2	3	20- Martin Luther King, Jr. Day	13- In-Service Day	2	3	4	5	6
6	7	8	9	10	28- Marking Period 2 Ends		9	10	11	12	13
13	14	15	16	17			16	17	18	19	20
20	21	22	23	24							
27	28	29	30	31							

- = School Closed (Staff/Students)
- = Early Dismissal (no lunches served)
- = Full Day In-Service (school closed for students)

**180 Student Days  
185 Teacher Days**

\*NOTE: Days missed due to inclement weather will be made up in the following order: June 13, June 16, June 17  
If there is any change in the regular schedule, the date of graduation may move and the cafeteria menu may be altered.

## **SCHOOL EXPECTATIONS**

1. No student should have gum or candy in school or on the bus.
2. Students are expected to be on time and prepared for all classes. Chronic lateness may result in detention.
3. Students are encouraged to utilize lockers for the storage of their belongings and school materials. Use of the locker at arrival, before and after lunch, and at dismissal is designed to limit the weight placed on students.
4. Students are to have a hall pass when leaving their assigned classroom.
5. Book bags and backpacks may be stored in lockers during the school day unless utilized to carry academic materials.
6. Dress code regulations must be followed at all times – including school functions, field trips, and dances.
7. Cell phones must be away. See Electronic Equipment/Cell Phone section for more information.

## **SIGNING STUDENTS IN AND OUT**

**\*Any time a student is leaving school and is not riding the bus, the student must be signed out by whomever is picking him/her up\***

- It is recommended that a parent/guardian notify the Principal's Office in writing or call when they plan to remove their child from school prior to the end of the regular school day. In order for a student to be released early from school, the parent/guardian must come to the school and sign the student out.
- If another adult (relative or close friend) will be picking up the student instead of the parent, the parent **must** communicate the name of the adult to the office prior to the release of the student. The same sign-out procedure will be followed.
- If a student is being picked up at the end of the day, the parent/guardian should notify the Principal's Office in writing or by calling. The parent/guardian must come to the school and sign the student out.
- If a student wishes to walk to the Greenwich Township Library after school, the parent/guardian must supply a written note to the Principal's Office. The student will then be allowed to sign himself/herself out and will be dismissed with other walkers.
- Students in Grades 6 – 8 are permitted to sign themselves into school if they are tardy or returning from an appointment, etc.

## **DISMISSAL**

**All** students are to leave school the same way they arrive and go directly home.

- Students are not permitted to remain after school without prior permission from their teacher or the Principal.
- Students are not allowed to remain on the school grounds after hours.
- If a student is a walker, parents should go over the importance of taking the same route daily and arriving home as quickly as possible.

## **BREAKFAST AND LUNCH PROGRAM**

Breakfast is offered every day during homeroom from 7:55 – 8:05 AM. Lunch is offered every day except on early dismissal days. Snacks are permitted on early dismissal days.

## **ATTENDANCE**

New Jersey State Statute 18A:38-25 requires children between the ages of six and sixteen to attend school daily. The educational program offered by the Greenwich Township School District is based upon pupil participation in classroom activities and requires continuity of instruction. Regular contact of pupils with one another and teachers

in the classroom and their participation in well-planned instructional activities are vital to their development. Aside from absences for medical or religious reasons, it is imperative students attend school daily.

**Notice of Absence** The parent or adult guardian of each pupil:

1. is to call the school office between 8:00 and 9:00 AM on the morning of the absence.
2. Those who anticipate future/prolonged absence should notify the principal.

**A doctor's note will be required for an absence to be excused.**

**Examples of Excused Absence:** This information must be provided for each absence incident on the day of the return.

1. Pupil's illness, **as evidenced by a doctor's note;**
2. A death or critical illness in the pupil's immediate family
3. A bona fide family emergency
4. Observance of pupils' religion on a day approved for that purpose by the State Board of Education.
5. Participation in Take Your Child to Work Day.
6. The pupil's suspension from school
7. The pupil's required attendance in court
8. Interviews with a prospective employer or with an admissions officer of an institution or higher education
9. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.

**Unexcused Absence** is a pupil's absence for all or part of a school day for any reason other than those listed above. Absence is not excused for the following illustrative reasons (this is not inclusive):

1. Employment other than school-approved work assignments
2. Performance of household or babysitting duties
3. Hunting
4. Family vacations

**Consequences for Attendance Violations:**

1. Pupils may be denied participation in extracurricular activities if their attendance fails to meet the standards.
2. The district will send attendance letters for 4 days, 5 - 7 days, and 8 or more days absent per state code.
3. When a pupil under the age of sixteen is absent without excuse for more than 10 school days in any one school year, the Principal shall inform the Chief School Administrator for possible prosecution in municipal court pursuant to N.J.S.A. 18A:38-27 et. seq.
4. A pupil who has been tardy to school or class four (4) times may be assigned a detention.

## HEALTH SERVICES

### Accident/Illness

If a student should be injured or ill, the following procedures will be used:

1. Students who become ill or have an accident during school hours should report to the school nurse or Principal's office. If he/she cannot physically go, the teacher shall contact the school nurse or Principal's office for assistance.
2. If the injury or illness warrants, the school nurse or Principal's office will contact the home or emergency contact designated by the parent/guardian (\*See note below).
3. In the event of a serious injury or illness, the nurse will accompany the child to the nearest hospital via ambulance. School authorities will contact the parent/guardian.

**\*NOTE:** It is extremely important that you complete and return the emergency cards sent home with your child. This information is crucial in contacting you or your designated emergency contact person in an emergency. Please notify the school nurse or Principal's office anytime if you have a change in home, work, or emergency telephone numbers.

### Medications Taken at School

According to Greenwich Township Board Policy #5330, the following guidelines must be adhered to for your child to have medication during school hours:

1. Only those medications which are absolutely necessary for your child should be taken at school.
2. Only the school nurse and/or student's parent/guardian may give medication during school hours.
3. A physician's note AND parent permission form stating the following:
  - name of medication
  - dosage(s), time, and method of administration
  - length of administration

must be provided to administer medications at school.

4. The medication must be in the original prescription or over-the-counter container and brought in by parent/guardian. **A student may NOT carry medication to school or carry it with him/her during school hours or school functions (see exception below).**

Exception: Self-administration of medication is permissible ONLY for those students in need of medication for life-threatening conditions, such as asthma or severe allergic reactions. Please contact the school nurse for information.

### Controlled Dangerous Substances

- The Greenwich Township Board of Education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances on school property.
- The administration reserves the right to search/seizure when there is a reasonable belief that some material that is detrimental to the health, safety, and welfare of the student(s) exists.
- Emergencies may necessitate a search/seizure with or without the student's knowledge or consent. Wherever possible, the student should be aware of a search of property assigned to him. In the absence of a student, a second party shall witness any search.

### 2<sup>ND</sup> FLOOR – New Jersey's Youth Helpline

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous, and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally, and compassionately to issues and problems they are facing. Visit [www.2NDFLOOR.org](http://www.2NDFLOOR.org) for more information.

## STUDENT PROGRESS

### Progress Reports

Progress reports will be generated electronically halfway through each marking period. Upon viewing these reports, parents/guardians are encouraged to confer with the child's teacher to determine what can be done to bring about improvement. Electronic report cards will be generated at the end of each marking period.

In Grades 6 - 8, numerical grades are used to report student's progress in all subject areas. Below is the grade scale:

<b>90 – 100</b>	<b>Excellent</b>	<b>A</b>
<b>80 - 89</b>	<b>Above Average</b>	<b>B</b>
<b>70 - 79</b>	<b>Average</b>	<b>C</b>
<b>65 - 69</b>	<b>Below Average</b>	<b>D</b>
<b>0 – 64</b>	<b>Failing</b>	<b>F</b>

### Criteria for Retention

#### **Mandatory retention for a student failing:**

Two major subjects (Language Arts, Math, Science, Social Studies) OR one major and two minor subjects\* (Health, PE, Art, etc.)

**\* Failing two minor subjects = failing one major subject.**

Parents/Guardians will be notified of the possibility of retention of their child by the end of the second and third marking periods. In rare cases, a student will bring his/her average down to failing during the last marking period and will become a candidate for retention. Should this occur, parents will be notified. It is a good practice for parents to retain copies of their child's work throughout the year and confer frequently with the teacher/s to keep abreast of the growth patterns. Parents also should encourage their child to maintain an average of at least a C or better and reinforce the need to study.

## TRANSPORTATION

(TELEPHONE NUMBER: 224-4920, Ext. 2120)

**Please review with your child the rules of safety in walking/biking to school or waiting for and riding on the school bus.**

### School Bus Rules and Regulations:

Busses are provided to transport students to and from school. Bus transportation is a privilege granted by the Greenwich Township Board of Education. Students in the District will obey the following rules at all times on school buses. There will be:

1. No eating, gum chewing, or snacking of any kind
2. No smoking
3. No profanity or obscene language
4. No fighting or quarreling
5. No marring or defacing of buses
6. No hanging out or throwing articles out of windows
7. Seat belts must be worn at all times
8. No moving around in the bus while it is in motion; students must remain in assigned seats.

Also, students will be picked up and dropped off at ONLY their assigned bus stop. No switching of buses will be permitted. ONLY bus students are permitted to ride the buses. Children who misbehave on the bus and/or at the bus stop and are reported by the bus driver will be disciplined. The bus driver is in full charge of the bus at all times and his/her directions are to be obeyed. The seriousness of the problem and the frequency of recurring incidents will be carefully considered in determining the type of disciplinary action. Students are financially responsible for any marking or defacing of bus property.

**As per New Jersey State Law 18A:25-2, a pupil may be excluded from the bus for disciplinary reasons by the Principal, and his/her parents shall provide for his/her transportation to and from school during the period of exclusion.**

### **Bicycles**

All students in Grades 6 - 8 are permitted to ride bicycles to school provided a permission slip is signed by the parent/guardian. Students must obtain a permission slip from the Principal's Office. Students must wear a bike helmet. Students should lock their bikes and must observe all bike safety rules. Uncooperative students will be restricted from riding their bicycles, and a letter will be sent home to be signed by their parent/guardian.

### **Transportation By Car:**

For safety purposes, no cars are permitted to use the bus drive/loading platform at the front of the school when school buses are arriving or departing from the school. Students arriving or leaving by car should be dropped off at the parking lot adjacent to the gymnasium.

## **POLICY 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS & ON SCHOOL GROUNDS**

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security of school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds. The content produced by the surveillance system under certain circumstances may be considered a student record, which it will be subject to the Board of Education policy and regulations regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding, and the district declares such use to be a legitimate educational interest. The following statement shall be posted in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used: The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices by Board Policy. In addition to posting, the district shall notify school staff members, parent(s) or legal guardian(s), and students that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with students, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

## **STUDENT DRESS CODE GUIDELINES**

1. All tank top straps must be a minimum of three (3) inches – Grades 6- 8.
2. No bare feet, unsafe footwear, cleated shoes, and footwear intended for the beach.
3. All footwear must cover the top of the foot with fabric and/or material.
4. All skirts, dresses, shorts, and pants must be fingertip length with pointer finger as the measuring finger.
5. No extremely low-cut, tight-fitting, or transparent clothes, bare midriffs, or suggestive clothing.
6. Garments or accessories imprinted with the following are unacceptable:
  - double meanings
  - crude phrases or drawings
  - drawings or slogans that promote the use of drugs, alcohol, and/or inappropriate conduct
  - profanity or sexual references
  - slogans or drawings advocating violence
7. No ripped or tattered clothing.
8. Pants must be worn at the waist.
9. No undergarments worn as outer garments.
10. No sleepwear – i.e. pajamas and slippers.
11. No sunglasses.

The above dress code also applies when attending a school-sponsored dance, field trip, or similar activity. Students who violate the dress code will be sent to the Principal for appropriate action (see discipline code).

## **Electronic Equipment / Cell Phones**

- Electronic Equipment – Any electronic equipment (MP3, iPods, DS games, cellphones, etc.) brought to school is the responsibility of the student. All electronic equipment should be stored in a locker during the school day.
- Cell Phones – All cell phones must be placed away upon entering the building. Cell phones are not to be used for social media, photography, recording (voice or video), or to contact others during the school day without prior authorization of a faculty or staff member. Violation of this rule may result in discipline and/or confiscation of the phone.
- Laser Pointers – Laser pointers are not permitted in school. They can cause serious eye injury. If any student is found with a laser pointer in their possession, it will be confiscated for parent pickup and disciplinary action will be taken.
- E-readers (Nook, Kindle, I-PAD) are the sole responsibility of the student. They may be used in class only with permission from each individual teacher.



**GREENWICH TOWNSHIP ADMINISTRATIVE DISCIPLINE GUIDELINES**

Classroom teachers are responsible for maintaining control in the classroom and following assertive discipline procedures. The following are disciplinary Principal's Office Guidelines and Procedures developed for students in Grades 6-8. These are to be reviewed by the homeroom teachers with students at the beginning of each school year and periodically throughout the school year. The Principal or his/her designee may use these guidelines and procedures in moderation to maintain a safe learning environment for everyone. These guidelines are to be reviewed annually.

**-NOTE:** At the administration's discretion, any of the following steps (Penalty, A, B, C, D) may be used singly or in combination to deal with the disruptive pupil.

**Abbreviations: RS =Restricted Study   OSS = Out-of-School Suspension   CST = Child Study Team**

<b>OFFENSE</b>	<b>PENALTY A</b>	<b>PENALTY B</b>	<b>PENALTY C</b>	<b>PENALTY D</b>
<b>Cut Teacher/Office Detention – 6-8</b>	<b>1<sup>st</sup> and 2<sup>nd</sup> Offense – 2 Detentions</b>	<b>3<sup>rd</sup>+ Offense – Parent Conference 2-4 Detentions</b>		
<b>Walk Out of Class/Homeroom – 6-8</b>	<b>1<sup>st</sup> Offense – 2 Detentions</b>	<b>2<sup>nd</sup> Offense – 1 day OSS</b>	<b>3<sup>rd</sup>+Offense – 3 days OSS</b>	
<b>3 Lateness to School/Class 6-8</b>	<b>1<sup>st</sup> Offense – 1 Lunch Detention</b>	<b>2<sup>nd</sup> Offense – 1 Detention</b>	<b>3<sup>rd</sup> Offense – 2 Office Detentions</b>	<b>4<sup>th</sup> Offense – Parent Conference Counseling 2 Detentions</b>
<b>Cutting Class</b>	<b>1<sup>st</sup> Offense – 1 Week Lunch Detention</b>	<b>2<sup>nd</sup> Offense – 1 Week Lunch Detention Parent Conference</b>	<b>3<sup>rd</sup> + Offense – 1+ days OSS Parent Conference</b>	
<b>Truancy</b>	<b>1<sup>st</sup> Offense – Parent Conference 1 Week with Lunch Detention</b>	<b>2<sup>nd</sup> - 4<sup>th</sup> Offense – Parent Conference 3 Detentions</b>	<b>3<sup>rd</sup> Offense – File Legal Complaint</b>	
<b>Uncooperative Behavior/Disrespect/ Disruptive/Profanity</b>	<b>1<sup>st</sup> + Offense – Detention OSS Parent Conference</b>			

<b>OFFENSE</b>	<b>PENALTY A</b>	<b>PENALTY B</b>	<b>PENALTY C</b>	<b>PENALTY D</b>
<b>Inappropriate Behavior</b>	<b>1<sup>st</sup> Offense – 1-5 Lunch Detention</b>	<b>2<sup>nd</sup> + Offense – 1-3 Detention</b>		
<b>Harassment, Intimidation, and Bullying</b>	<b>1<sup>st</sup> +Offense BOE Action Parent Conference Counseling Lunch Detention OSS Legal Action Police Involvement</b>			
<b>Wearing Improper Clothing in School</b>	<b>1<sup>st</sup> Offense – Change Clothing Parent Conference Detention</b>	<b>2<sup>nd</sup> Offense Change Clothing Parent Conference Detention</b>	<b>3<sup>rd</sup> Offense – 1 day OSS Parent Conference</b>	<b>4<sup>th</sup> Offense – 2 days OSS Parent Conference</b>
<b>Possession and/or Use of Electronic Devices</b>	<b>1<sup>st</sup> Offense – Confiscation of Item, must be picked up in Office by Parent Detention</b>	<b>2<sup>nd</sup> Offense – Confiscation of Item 2 Detentions</b>	<b>3<sup>rd</sup> + Offense – Confiscation of Item 1 day OSS</b>	
<b>Forging, Falsifying or Altering School Records or Documents, Cheating/Gambling</b>	<b>1<sup>st</sup> Offense – Parent Conference 2 Detentions</b>	<b>2<sup>nd</sup> + Offense – 2 day OSS</b>		
<b>Violation of Internet Rules</b>	<b>See Internet Policy</b>			
<b>Obscene/Indecent Behavior Directed at an Individual Possession of Obscene Material</b>	<b>1<sup>st</sup> + Offense – BOE Action Parent Conference 1-9 days OSS Legal Action Police Involvement</b>			
<b>Inappropriate</b>	<b>1<sup>st</sup> Offense -</b>	<b>2<sup>nd</sup> Offense –</b>	<b>3<sup>rd</sup> Offense –</b>	<b>4<sup>th</sup> Offense –</b>

<b>Behavior on School Bus</b>	<b>1 Lunch Detention to 3 Days Bus Suspension Parent Conference</b>	<b>1-5 Day Bus Suspension</b>	<b>1 Month Bus Suspension</b>	<b>Exclusion from Bus</b>
<b>Insubordination</b>	<b>1<sup>st</sup> Offense – 1-3 day OSS Parent Conference</b>	<b>2<sup>nd</sup> + Offense – Parent Conference 1-9 day OSS</b>		
<b>Smoking/Possession of Tobacco Products</b>	<b>1<sup>st</sup> + Offense – Confiscation Parent Conference BOE Policy 1-10 day OSS BOE Action Legal Action</b>			
<b>Fighting</b>	<b>1<sup>st</sup> + Offense 1-10 days OSS Parent Conference Counseling Legal Action Police Involvement</b>			
<b>Incitement/Instigation/Rumor Spreading</b>	<b>1<sup>st</sup> + Offense – Lunch Detention Parent Contact Detention OSS</b>			
<b>Physical Assault</b>	<b>1<sup>st</sup> + Offense – Legal Action BOE Action 1-10 days OSS Parent Conference Police Involvement</b>			
<b>Vandalism/Stealing</b>	<b>1<sup>st</sup> Offense – Restitution/ Repairs Parent Conference Detention/OSS</b>			

	<b>Legal Action Police Involvement</b>			
<b>Use Or Possession of Alcoholic Beverages or Drugs on School Property or Drug Paraphernalia without Controlled Dangerous Substance</b>	<b>1<sup>st</sup> Offense – 1-10 day OSS Memorandum of Agreement &amp; See BOE Policy BOE Action Legal Action Police Involvement</b>			
<b>Possession of Weapons, Knives or Explosives, or Simulated Weapon</b>	<b>1<sup>st</sup> Offense – 1-10 day OSS Memorandum of Agreement &amp; See BOE Policy Zero Tolerance Policy BOE Action Legal Action Police Involvement</b>			
<b>Arson, Fireworks/ Smoke bombs</b>	<b>1<sup>st</sup> Offense – 1-10 day OSS Memorandum of Agreement &amp; See BOE Policy Zero Tolerance Policy BOE Action Legal Action Police Involvement</b>			
<b>Threatening Actions Promoting an Unsafe Environment</b>	<b>1<sup>st</sup> Offense – 1-10 day OSS Memorandum of Agreement &amp; See BOE Policy Zero Tolerance Policy BOE Action Legal Action Police Involvement</b>			
<b>Inappropriate</b>	<b>1<sup>st</sup> Offense -</b>	<b>2<sup>nd</sup> Offense –</b>		

<b>Display of Affection</b>	<b>Parent Conference 1-3 Day Detention</b>	<b>Parent Conference 1- 3 Day OSS</b>		
<b>Slurs Regarding Race, Color, Creed, and Social Orientation</b>	<b>1<sup>st</sup> Offense - Parent Conference 1-10 day OSS</b>			