

TENAKILL MIDDLE SCHOOL

275 HIGH STREET
CLOSTER, NEW JERSEY 07624
T: (201)768-1332 F: (201)784-0726
<http://closterschools.org>

ADMINISTRATION

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Mr. William M. Tantum, Principal
Mr. Keith M. McElroy, Assistant Principal

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2018-2019 Agenda Cover Art by Suheyyla Acar

STUDENT HANDBOOK 2018-2019

This School Agenda belongs to:

Name: _____ Grade: _____

Address: _____

Student ID# _____ Telephone: _____

Advisor: _____

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BELL SCHEDULE

Period	Regular Schedule (Mon, Tue, Thu, Fri)	Advisory Schedule (Wednesday)	Early Dismissal (Half-Day)	Delayed Opening
Students Enter	8:25	8:25	8:25	9:55
Hmrm	8:30-8:40	8:30-9:10 (Adv)	8:30-8:37	10:00-10:12
1	8:42-9:29	9:12-9:54	8:39-9:12	10:14-10:51
2	9:31-10:18	9:56-10:38	9:14-9:47	10:53-11:30
3	10:20-11:07	10:40-11:22	9:49-10:22	11:32-12:09
4/5	11:09-11:55	11:24-12:10	10:24-10:57	12:11-12:41
6/7	11:57-12:43	12:12-12:58		12:43-1:13
8	12:45-1:32	1:00-1:42	10:59-11:32	1:15-1:52
9	1:34-2:21	1:44-2:26	11:34-12:07	1:54-2:31
10	2:23-3:10	2:28-3:10	12:09-12:42	2:33-3:10
Students Leave	3:10	3:10	12:42	3:10
<p>Letter Day Rotation: Days will be rotated through the letters A to F. Letter days will be posted on Schoology to keep track of daily. Please note that letter days will not be skipped during emergency closings (Ex. If school was closed on C day, the day school resumes will be C day).</p>				

ACADEMIC PROGRAM

CURRICULUM

The Tenakill Middle School curriculum is developed in collaboration with the Northern Valley Curriculum Center. Each curriculum guide is a detailed blueprint for learning in a specific academic area and is formally adopted by the Closter Board of Education. The guides correspond to the New Jersey Student Learning Standards in all academic subjects and corresponding areas including Language Arts Literacy, Mathematics, Science, Social Studies, World Languages, Visual and Performing Arts, Comprehensive Health and Physical Education, Technological Literacy, and Career Education and Life Skills. Ancillary programs provide support for the standard curriculum and include TEP (Tenakill Enrichment Program), ESL (English as a Second Language), Media and Study Skills, Basic Skills, and Advisory.

TENAKILL ENRICHMENT PROGRAM (TEP)

An academic enrichment program has been developed for the students who are identified to possess and exhibit exceptional abilities. The goals of the program are:

- * To identify those children who are gifted/talented.
- * To understand the abilities and needs of each gifted/talented child.
- * To provide the educational programs that will enable each gifted/talented child to

- develop his or her abilities to their fullest potential.
- * To help each participating gifted/talented child gain a realistic and healthy concept of him/herself.

An Identification Matrix, made up of the following components, is used to determine a student's eligibility for participation in TEP.

- * Standardized Achievement Scores: A stanine of nine in Total Reading or Total Math is considered "exceptional" and earns a student points on the Identification Matrix.
- * Scales for Rating the Behavioral Characteristics of Superior Students (Renzulli): This nationally recognized identification instrument provides information about certain behavioral characteristics. The scales rate students in learning, motivation, creativity, and leadership.
- * Intelligence Test: Certain ranges scores are awarded points on the Identification Matrix.

HOMework

Homework is usually given in all major subjects. It is to be completed outside of the regular classroom, and considered as part of the school program. It is given to reinforce skills, review class work, stimulate new interests, develop initiative, stimulate critical thinking, and/or develop good work habits. Failure to do the necessary homework often results in poor grades, and such a situation is usually noted on progress reports and report cards. Parents can monitor current homework assignments through the District's learning management software, Schoology.

PROGRESS REPORTS

Progress Reports, usually issued at the midpoint of a trimester, indicate that there is a deficiency in some aspect of the child's work. It is intended as a warning of a potential academic or disciplinary problem in that subject. The progress report may also be used as a commendation for noteworthy achievement. The parent/guardian and student should review the progress report together.

REPORT CARDS

Report Cards are issued three times a year. Parents, guardians and students should carefully review them. The report card is designed to provide information that will foster a positive working relationship between the school and the home.

GENESIS PARENT PORTAL

Parents/guardians will receive an email each time new progress reports or report cards are made available in the Genesis Parent Portal. The portal will always remain open, however. It is here that parents/guardians can view their child's current year schedule, attendance information, and classwork grades, along with available report cards.

GRADING SYSTEM

Student grades are calculated numerically, with the numeric scores represented by the following letter grades:

A+ (98-100)	B+ (87-89)	C+ (77-79)	D+ (68)	F (below 65)
A (93-97)	B (83-86)	C (73-76)	D (66-68)	
A- (90-92)	B- (80-82)	C- (70-72)	D- (65)	

ACADEMIC HONORS

Students are recognized three times a year for their academic achievements based upon trimesters. Eligibility requirements are described below. (Please note that any number between 15-24 in the Comments Section of the Report Card eliminates a student from honor roll eligibility.)

High Honors: A's in all major subjects (class meets five days per week) and no grade lower than a B in art, general music, world language, cycle courses, or physical education.

Honor Roll: Three (Grades 5/6) or four (Grades 7/8) A's in the major subjects and no grade lower than a B- in art, general music, world language, cycle courses, or physical education.

Credit List: No grade lower than a B-in all subject areas

ACKNOWLEDGEMENT

Students are recognized periodically throughout the year for individual and collective positive achievement, citizenship, service, and exemplary behavior. This may take the form of special activities, publication in the district newsletter, on our web site, or special intercom and bulletin board announcements.

AWARDS

Students receive recognition for outstanding academic achievement and participation in extracurricular activities during the month of June. A special Awards Assembly is held for eighth grade students. During eighth-grade graduation ceremonies, selected students will be recognized for academic achievement and also for participation in school activities.

From fifth through eighth grade, students can earn points towards the coveted "Green C Award." This is presented annually at the end of the year as an expression of our commitment to the value of participation and school service. Point allocations are updated each year. Activities recognized may include any of the extra- or co-curricular activities listed in this handbook or on the school's website.

REQUIREMENTS FOR PROMOTION

1. Attendance - Pupils are required to be present 162 days in order to be considered to have successfully completed the instructional requirements of the grade/course.
2. Required Subjects -All pupils must satisfactorily complete all major subject areas (language arts, science, social studies, mathematics).

REQUIREMENTS FOR GRADUATION

1. Attendance -Pupils are required to be present 162 days, in order to be considered to have successfully completed the requirements for graduation.
2. Basic Skills -All pupils must satisfactorily comply with the grade six basic skills standards as established by the state department of education before graduating from the eighth grade.
3. Required Subjects -All pupils must satisfactorily complete all major subject areas (language arts, science, social studies, math) in order to graduate from the eighth grade.

ARRIVAL & DISMISSAL

According to the Board of Education Policy (Policy Code: 5142) reflecting the law, parents are required to complete a "*Student Safety- Parent Notification of Dismissal Form*" for each child in attendance at Tenakill Middle School. The form indicates how each child is to leave school ("escorted" or "unescorted") at the end of the day. While much of the information may be

contained within this handbook, specific details related to dismissal procedures are included in the Parent Portal Form that you complete in Genesis prior to each school year. Copies are also available in the School Office.

SCHOOL DAY

The ideal time to arrive at school is between 8:10AM and 8:25AM. Students should not enter the building prior to 8:25 AM because there is no supervision before that time. Exceptions are made in the case of inclement weather or when a specific arrangement has been made with a staff member. When students are admitted to the building before the time specified above, they should report directly to the teacher with whom they have an appointment or to their assigned area where they will be encouraged to sit and read quietly until the start of the regular school day.

In order to have an orderly procedure for entering and leaving the building, students are assigned entrances and exits as follows:

Grades 5 and 6-Harrington Avenue Entrance

Grades 7 and 8-High Street Entrance

Unless otherwise noted on the calendar, the school day ends at 3:10 PM, Monday through Friday. In order to facilitate the safety of our students and the security and cleanliness of our facilities, students should leave the building promptly when they are dismissed at the end of the day, unless reporting to a teacher or participating in or attending a school-sponsored activity. Students should remember to take all homework, books, and clothing with them when they are dismissed from school and are discouraged from returning to school for such purposes.

DROP-OFF AND PICK-UP

High Street: In order to ensure the safety of our students, drivers are urged to follow these guidelines at dismissal time when using the High Street parking lot:

- * Do not stop or park directly in front of the school. This area is reserved for buses only.
- * Pull as far forward as possible beyond the crosswalk. Do not block any part of the crosswalks.
- * Keep as far to the right as you can along the curbs or next to the previously parked cars. There should never be a need to back up.
- * If you intend to park and leave your car unattended, do so only in the white lined spaces. There should never be a need to back up.
- * Do not pick up or drop off students on High Street, as it blocks the view of the crossing guard stationed at the Public Library.
- * Remember that pedestrians in a crosswalk have the right of way. Yield to students crossing and encourage your child to use the crosswalks at all times. Children learn by example -adults should use the crosswalks, too.
- * Exercise extreme caution and follow the direction of the supervisor at all times.
- * The small staff parking area is reserved for handicapped access only.

Harrington Ave: Please observe the following guidelines when using the Harrington Avenue entrance at arrival and dismissal times.

- * Use only the marked parking spaces on either side of the street. Do not enter the parking lot, as it is reserved for staff and students may be moving through it.
- * Do not block the crosswalks and direct your child(ren) to use the supervised crosswalk.
- * Students should use the sidewalk adjacent to the field to access school property.
- * Exercise extreme caution and follow the direction of the supervisor at all times.

EARLY DISMISSAL

All requests for early dismissal must be submitted in writing or by calling the TMS main office for approval. Please specify the date and requested time of dismissal. Before a child can be dismissed, he or she must be officially signed out in the School Office.

LATE DISMISSAL

A student may be detained after school for academic or behavioral reasons. Although 24-hour notification is usually provided, students will be permitted to use the office phone to notify parents and/or make transportation arrangements in the event that an exception is necessary.

AFTER HOURS

Unless a student is remaining at school for a specific, school-related purpose, they are expected to leave the premises immediately upon dismissal. The presence of students in unsupervised areas of the building after hours creates a safety concern and disrupts the efforts of our custodial staff as they prepare the school for the next day. Please be considerate of our desire to maintain your child's safety, as well as the physical appearance of our building, by arranging to have your child(ren) picked up at the scheduled dismissal times.

INCLEMENT WEATHER

When inclement weather does not permit waiting outside for the morning session to begin, students will be admitted to the building at 8:00 AM (please adhere to arrival times specified above). Students will report as follows:

- ★ Grades 5 and 6-Use Harrington Avenue Entrance
- ★ Grades 7 and 8-Use High Street Entrance

If school is to be closed for inclement weather, students will be notified individually by telephone through an automated phone system. School closings will be announced on WOR and WCBS. Also, one blast of the Closter fire horn will be sounded at 7:30am, 7:40am, and 7:50am. Dialing the main office number and Extension 6 will access the school-closing announcement. Emergency school closings will also be posted on our website.

Whenever possible, school will be open. To facilitate this, a "delayed opening" policy has been developed. Students will be notified by the automated phone system that school will begin at 10:00AM and end at the regular time. Buses will pick up their passengers at a time appropriate to the 10:00AM arrival time. For safety reasons, students should not be dropped off until 9:45AM, as there will be no supervision prior to that time. A 23-minute in-school lunch program will be scheduled on a delayed opening.

Once the school day is started, we will not close, except under emergency conditions. In such cases, the automated phone system will be activated to contact you. In the event of extreme bad weather, parents may pick up their youngster from school at any time. In these cases, students will only be dismissed to their parent/guardian or to the person(s) listed on the emergency cards, provided permission has been granted by the parent/guardian.

ATTENDANCE

Daily attendance in all classes is essential for the successful completion of the course requirements at Tenakill Middle School. Knowing that parents share our concern about responsible attendance, they will be advised if their child's attendance falls short of the State's expectations, which are identified as being present at least 90% of the possible school days. Students who accumulate absences that total 10% or more of the possible school days, regardless of reason, are considered to be "chronically absent," according to the State of New Jersey.

ABSENCE

Parents are required to notify the School Office by phone whenever their child will be absent. Notification should be made before 8:00am in cases of a morning or full day absence, or before noon in the case of an afternoon absence. A 24-hour voicemail system is provided for your convenience (Press 2 in the main menu). In the event that such notice is not provided, the school will attempt to contact the home and/or emergency numbers to verify a student's absence. Unsuccessful attempts to contact an adult will result in referral to and follow-up by the Closter Police Department.

Under the laws of the State of New Jersey, the only legal reasons for not attending school on a given day are personal illness, death in the family, or religious observance; however, the student will accrue absences for these reasons.

A child who was absent during the day and plans to attend an after school or evening activity, must present a parental/guardian note of explanation to the teacher in charge of the post school activity. If the absence is due to an illness, a note from a physician is required.

TARDINESS

Lateness to school or class causes a disruption of the educational process, not only for the student who is late, but also for the students and staff members whom the lateness impacts. Students arriving to their Period I class after 8:33am are considered late. Students arriving late must report to the School Office upon entering the building and will receive detention unless they present a note signed by their parent or guardian excusing the lateness. However, the parent note does not exempt the student from accumulating tardies, which will result in a detention and/or corrective action plan. State regulations, as well as the development of good study habits, require children to be in school daily and on time. It is in the best interest of the student that the school and the home work together to minimize the frequency of lateness. The home will be notified if repeated tardiness occurs.

HOMEWORK DURING BRIEF OR EXTENDED ABSENCE

When students are absent from school, they have an obligation to find out what work has been missed and to make arrangements to complete that work in a timely fashion. In the event of a brief absence, the student should look at the teachers' websites and contact his/her Study Buddy to obtain missed assignments. This network is established early in September of each school year. If the absence is for an extended period (more than 3 days), it may become necessary to contact the guidance counselor who will help facilitate extended assignments from the subject teachers.

HOME INSTRUCTION

Home instruction may be provided for a student whose illness will prevent him or her from attending school for a period of two weeks or more. The parent/guardian must obtain a letter from a doctor diagnosing the student's illness and indicating the anticipated length of absence and ability to undertake home instruction. The letter must be submitted to the school nurse for subsequent approval by the superintendent. A student is entitled to five hours of instruction per week. The student must present a note from his or her doctor to the school nurse authorizing return to school.

COMMUNICATION

AUTOMATED PHONE SYSTEM

An automated phone system is used for immediate and effective district-wide communication, such as school closings or delayed openings, for important school announcements, and for forwarding other important messages as necessary throughout the year. Phone numbers need to be kept up-to-date in order for the system to operate efficiently.

CHANGE OF ADDRESS/TELEPHONE NUMBER/EMAIL ADDRESS

Maintaining current and accurate records for every student is paramount. When a change occurs, you can update the information directly in the Genesis Parent Portal under the Contacts tab. If you are unable to do so, please notify the School Office immediately of your change of address, telephone number, email address, and/or emergency contact.

E-MAIL

The Main Office uses email blasts to communicate with families throughout the school year. Additionally, all members of the Tenakill Middle School staff can be contacted by e-mail using a common address pattern (last name@nvnet.org). Since these addresses are similar throughout all of the Northern Valley Districts, it may be necessary to contact some teachers by including the initial of their first name after the last name. For more information, please refer to the *Network and Internet Computing Policy* included in this handbook, which governs use of the electronic mail system.

SCHOOLGY

All students will receive a Schoology account to access all course material, homework, discussion boards, and class, group, and school updates. Parents are encouraged to create their own account using a district issued access code for each child, which will give them access to view all student work and assignment due dates, along with all school updates. You can contact the main office for your child(ren)'s Schoology access code and directions for registering.

PARENT CONFERENCES

Parent/Teacher conferences are scheduled in the fall and spring. Individual program conferences for eighth-grade students entering Northern Valley Regional High School are scheduled during January and February. At that time, every student and his or her parent(s)/guardian(s) meet with the eighth-grade guidance counselor and a high school counselor to plan the student's high school program.

Parents/guardians may request a conference with teachers, counselors, or the principal at any time by calling for an appointment. Teachers may also arrange informal parent conferences as the need arises.

VOICE MAIL

All members of the Tenakill Middle School staff can be contacted by voicemail. Phone messages are generally returned within twenty-four hours. A directory of extensions can be accessed by calling the main school number (201-768-1332) and following the menu selections.

WEBSITE HOMEPAGES

Information specific to the Tenakill Middle School can be accessed through the main website of the Closter Public Schools (www.closterschools.org). There are links to calendars, messages from the administration, and information about issues, activities, or events. There is an additional link to our learning management system, Schoology, which is maintained by each teacher and contains class information, resources, and important dates.

CONDUCT & DISCIPLINE

The area of student discipline is one that directly affects the safety of all students as well as academic achievement. It is an area that needs attention and reflects the combined responsibilities of everyone in order to maintain a productive learning and social environment. Helping to establish a desirable teaching/learning situation is the work of many people: parents, students, guidance counselors, teachers, administrators, and members of the Board of Education.

Normally, each classroom teacher handles student conduct. However, if student behavior becomes so disruptive in class, and the normal procedures and instruction are adversely affected, the student will be sent to the guidance counselor or the assistant principal's office where further corrective measures will be taken. If a pattern of disruptive behavior develops, we will notify parents of the offenses and actions taken. Unacceptable behavior may result in exclusion from school trips.

CODE OF CONDUCT

The Tenakill Middle School Student Council adopted the following Code of Conduct in 1997:

Philosophy: Tenakill Middle School believes that it is essential to help students realize that their own attitudes and acts are directly related to their school experiences and that of their classmates. All students can behave in ways that improve the social relationships of the school and facilitate learning.

Student Rights and Responsibilities: Safety is a constitutional right. Students, teachers, school staff, and parents need to work together to see that these rights are maintained and obeyed by everyone in our school district. The rights and responsibilities of the Tenakill Middle School students are described below:

Students have the right to:

- * a free public education
- * equal protection under school policies and regulations
- * a safe and orderly school environment in which to learn

Students have the responsibility to:

- * obey school policies and procedures and the school authorities who enforce them
- * respect one another
- * treat school property and the property of others with respect
- * act in a way that does not interfere with the rights of others and is not harmful to the health and safety of others

APPROPRIATE BEHAVIOR:

Students will:

- * arrive on time prepared for the day's work and complete assignments as required
- * exhibit self-respect and show consideration toward teachers, staff members, substitutes, parents, school volunteers, paraprofessionals, and fellow students
- * use school property and equipment with care
- * use considerate and safe behavior in classrooms, hallways, bathrooms, lunchrooms, and during recess
- * use appropriate language and behavior at all times
- * wear clothing that is presentable and does not interfere with the educational process

- * ask for teacher assistance when necessary
- * demonstrate responsibility while participating in or attending school-sponsored events on school grounds or elsewhere
- * respect the efforts of others by assuming responsibility for their own work

INAPPROPRIATE BEHAVIOR:

Students will not:

- * disturb any class or person within the school by being disrespectful or by refusing to obey any staff member or substitute
- * break school or classroom rules (i.e., running in the halls, throwing objects, fighting, gum chewing, defacing school property)
- * harm any student by verbal or physical abuse, extortion, or destruction of personal property
- * commit any criminal act in or on school property
- * bring alcohol, tobacco, illegal drugs, or weapons to school
- * use insulting, profane or offensive language, or make obscene remarks or gestures
- * wear clothing with sexist pseudo-humor or containing inappropriate language
- * use cell phones, media players, video games, tablets, or personal computers without permission from a teacher or administrator (according to Policy #5132.2). Any devices authorized to use cannot be used to compromise student integrity by cheating, copying, or plagiarizing, or allowing others to benefit from their work through such acts. Cell phones must remain turned off and kept in student lockers for the duration of the school day.

CONSEQUENCES:

It is expected that each student will accept the responsibilities included in the Tenakill Middle School Code of Conduct. The following disciplinary action(s) have been established and may be used as needed.

Offenses not related to student/staff safety and well-being or destruction of school property:

- * verbal warning
- * detention
- * conference with guidance counselor
- * parent/teacher conference

Offenses related to student/staff safety and well-being or destruction of school property (in addition to those stated above and contingent upon the severity of the offense):

- * referral to the administration
- * exclusion from extracurricular activities
- * school/community service hours
- * school probation
- * school suspension or expulsion

HARASSMENT, INTIMIDATION, AND BULLYING (POLICY #5131.1)

Recognizing that a safe and civil environment is necessary for pupils to learn and achieve high academic standards, acts of harassment, intimidation, or bullying are prohibited at Tenakill Middle School. This means any gesture or written, verbal, or physical act that:

- * Is motivated by an actual or perceived characteristic;
- * A reasonable person should know will have a damaging effect on pupils or property; or
- * Will cause disruption of the orderly operation of the school.

Considered with their level of development, maturity, and demonstrated capabilities, pupils are expected to conduct themselves with a proper regard for the rights and welfare of other pupils and school equipment. They are required to conform to the reasonable standards of socially acceptable behavior, respect the person, property, and rights of others, obey constituted authority, and respond to school district teaching, support, and administrative staff.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. An appropriate consequence will be determined after meaningful consideration of these factors. Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from behavioral interventions, up to and including, suspension or expulsion.

Please refer to the District Policy #5131.1, which is posted on the District website, for further information and/or details regarding the above, as well as reporting and follow-up procedures.

SEXUAL HARASSMENT

Sexual harassment is prohibited by law. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a pupil, when made by any member of the school staff to another member, or when made by any pupil to another pupil or staff member.

DRESS CODE

The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preferences. The Board will impose its judgment on pupils only when the pupil's dress and grooming affect the educational program of the schools.

Students are expected to dress in a manner that will not detract from the teaching and learning experience in any way. They are further expected to adhere to reasonable health standards in personal hygiene. Students should be clean, well-groomed, and neatly dressed in properly fitting clothing appropriate to age level, weather conditions, safety requirements, and the business of education.

Since the responsibility for their child's appearance ultimately rests with parents, their cooperation is essential. Prudent judgment should be exercised in the selection of school clothing or accessories that may be considered disruptive to the school environment or that may present a safety hazard to the student or others. Functionality should be the determining factor in the selection of clothing for school.

In general terms, clothing should cover the entire trunk of the body (chest, back, torso) and legs appropriately, according to the following criteria. Examples of clothing that may be considered disruptive to the school environment or pose a safety hazard, are described, but may not be limited to those, in parentheses.

- * Tops should not reveal bare back, chest, or midriff. (Students should not wear halter, tube, or revealing tank tops; shirts cut off at the shoulder, neck, or waist; bathing suits; or any other kind of garment that exposes any part of the torso.)
- * Skirts/shorts should be of appropriate length and should not interfere with normal student movement and/activity.
- * Pants should not fall below the lower line of the shirt to reveal bare back or midriff

nor should they be so baggy or sag so low in the inseam as to limit safe mobility. Pajama pants should not be worn.

- * No part of any undergarment should be exposed. (Students should not wear spaghetti straps, or loosely fitting tank tops, or low-waist bottoms that do not cover undergarments).
- * Clothing should have no depiction that advertises, promotes, or advocates tobacco, alcohol, drugs, violence, or anti-social behavior, offensive language, or contain racially or ethnically provocative or sexually explicit language, indicate membership in or affiliation with any gang associated with criminal activities, or which has the effect of insulting or demeaning any student or group of students (by referring to any actual or perceived physical characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory handicap, or any other distinguishing characteristic) in violation of the District's policies and procedures for the prevention of harassment and bullying.
- * No extraneous accessories should be evident. (Students should not wear heavy chains, dog collars, neckerchiefs, etc.).
- * Suitable footwear should be worn at all times. (Students should not wear shoes that cause imbalance or inability to maneuver quickly or safely, such as "spike" heels and "flip-flops").

Outdoor clothing, such as coats, jackets, and hats are encouraged during the appropriate seasons since students may spend parts of their day outside. Absent any religious reason, students are prohibited from wearing any head coverings - such as hats, headbands, or hoods - in the building.

If, in the judgment of school personnel, a student's attire is in violation of the dress code (is disruptive to the educational process, the good order of the school, or the safety of the student or his/her classmates), s/he may be sent home or required to change.

EMERGENCY PROCEDURES

Every student must have documented emergency information that includes current home, cell, and business phone numbers of parents/guardians, as well as local emergency contacts (friend, neighbor, relative) who would be willing to assist the student, when necessary, in the absence of parents. The names and phone numbers of doctors, dentists, and preferred hospitals are also necessary. All of this information is collected yearly through the Genesis Parent Portal and can be updated directly within the portal during the course of the school year if information changes. If you are unable to change the information for any reason, the school must be notified immediately of any changes in the above information.

FIRE DRILLS AND SECURITY DRILLS

Drills are conducted each month, as prescribed by the laws of the State of New Jersey. The directions for exit and rules for behavior during crisis situations are posted in each room and reviewed with students. Above all, students must be prepared to listen to the adults in charge and, if leaving the building, they must do so in an orderly fashion without running and talking.

CRISIS RESPONSE

A Crisis Response Plan has been adopted for Tenakill Middle School in cooperation with the Closter Office of Emergency Management. The plan is tested, evaluated, and revised, as necessary, each year following drills with the Closter Police, Fire, and Emergency Management personnel.

EXTRA- AND CO-CURRICULAR ACTIVITIES

Many extra- and co-curricular activities and clubs are available to the students. These activity sessions may meet before or after school, as well as during lunch or recess time, and afford the children an opportunity to participate in the following:

FIELD TRIPS

It is the policy to take students on field trips only with permission of parent(s)/guardian(s), and if students have demonstrated their ability to exercise the needed decorum and self-control important on an educational field trip. Major trips planned include a three-day environmental education trip for sixth graders, a two-day trip to Boston, Massachusetts for seventh graders, and a three-day visit to Washington, D.C. for eighth graders. Day trips are planned for fifth graders.

INTERSCHOLASTIC SPORTS

Tenakill Middle School sponsors athletic teams that compete in the Northern Valley Interscholastic Sports Program. Seasons include:

- * Fall- Co-Ed Soccer; Cross-Country; Volleyball (girls)
- * Winter- Boys' & Girls' Basketball
- * Spring- Track & Field; Baseball; Softball

ACADEMIC STANDARDS FOR PARTICIPATION

It shall be the policy of the Closter School District to establish scholastic thresholds that will encourage participation in co-curricular activities to the fullest extent possible in keeping with the students' best realization in the academic program. The academic standards for participation of middle school students in co-curricular activities are as follows:

1. During the first trimester, all students will be eligible.
2. For the second and third trimesters, all students are eligible who successfully pass all major subject areas (Language Arts, Science, Social Studies, Mathematics, World Language) for the previous trimester.

If a student is determined to be ineligible based upon the above standards, he or she shall be excluded from co-curricular activities for the entire ensuing trimester. Co-curricular activities include, but are not limited to, interscholastic and intramural sports, student council, yearbook, and dramatic and musical productions.

GENERAL RULES, REGULATIONS, & INFORMATION

AUDITORIUM/AUDIENCE ETIQUETTE

Students are expected to conduct themselves in an acceptable fashion while in the auditorium. Proper etiquette at public performances includes focusing attention toward the stage, maintaining silence during the performance, and providing positive recognition through applause at appropriate intervals.

BICYCLES, SKATEBOARDS, HOVERBOARDS, ROLLER BLADES, ETC.

Students are encouraged to refer to any local ordinances regarding the use of bicycles, skateboards, roller blades, or any other similar modes of recreational transportation. While these may be ridden to and from school with parental permission, they may not be ridden on school grounds at any time and the school assumes no responsibility for such devices. The storage of such items cannot interfere with the normal operation of the school. Racks are provided where they can be locked during the school day. Failure to comply with these

restrictions will result in the loss of the privilege. Students are prohibited from operating any type of motor-driven "vehicle" on school grounds.

ELECTRONIC DEVICES

Hand held devices, as well as any other items that may be deemed dangerous or disruptive to the educational process or the good order of the school, are not permitted in school or on school grounds. However, students are permitted to bring "portable electronic communication devices" (phones, multimedia players) to school, according to Policy #5132.2, but the devices are not permitted to be activated during the instructional day, without permission from a teacher or administrator. Students are responsible to ensure that their devices are turned off, in their lockers, and out of sight. The security of the devices is the responsibility of the students.

CARE OF SCHOOL PROPERTY

Students are expected to treat school property with respect. School furnishings are not to be marked or otherwise damaged. Anyone who marks, defaces, or damages school property (building, lockers, furniture, texts, equipment, outdoor landscaped areas) will be expected to pay for replacement or repair. Books are to be covered to protect them from excessive wear. Trash receptacles are placed inside and outside the school for students' use.

GENERAL SAFETY

Students are expected to exercise caution, as well as reasonable common sense, with regard to safety in and around the school. Unsafe situations or conditions should be reported immediately to school personnel. All accidents must be reported to the classroom teacher, the nurse, or the main office.

WALKING TO & FROM SCHOOL:

- * Students should walk on the sidewalks, cross at the corners, and respect other people's property.
- * Crossings near school grounds are to be made only where the guards are situated.

BICYCLING TO & FROM SCHOOL:

- * Bicycles should be in good condition.
- * Bicycles should be ridden on the right side of the road and with the flow of traffic. Remember, New Jersey State Law requires all bike riders under the age of 14 to wear a helmet.
- * Riding double is prohibited.
- * Crossings near school grounds are to be made only where the guards are situated.
- * Bicycles must not be ridden on school grounds at any time. They must be walked to insure the safety of other students who are walking.
- * All bicycles must be parked and locked in the racks provided.
- * Students who disregard bicycle rules and regulations will be directed to leave their bikes at home for a specified period of time. Parents will be notified in such instances.

BUS SAFETY:

Since the school is responsible for the safety and well being of the bus students from the time of bus arrival until the time of bus departure, the following rules must be adhered to:

- * All students must report to the entrance area upon arrival and remain on school grounds until the bell sounds to enter the school.
- * Upon dismissal, bus students are to report to the south side of the school (High Street) and remain there until bus arrival.

- * We require that all bus students remain on school grounds from time of arrival to time of departure. Parents/guardians can arrange private bus transportation.

STUDENT AGENDA/HANDBOOKS

All students in grades 5-7 at Tenakill Middle School are required to carry and use their Student Handbook/Agenda for the entire school year. Eighth grade will utilize a digital agenda through Google Apps for Education and receive their student handbook through Schoology. Either contains the rules governing the daily school routine, an assignment pad/planner or digital calendar, and helpful information. A \$10.00 replacement fee will be charged for damaged or lost agendas. *All parents/guardians and students must sign the "Statement of Support and Consent" by mid-September to ensure all parties understand the expectations set forth.

HALLWAY PASSES

Students should report directly to and from their destination as quickly and quietly as possible. No students are to be in the bathrooms or corridors unless they have permission from the classroom teacher.

INVITATIONS

Invitations to special occasions that are celebrated outside of school (such as birthday parties, bar mitzvahs, etc.) should not be distributed in school.

LOST AND FOUND

All articles found in the building or on the school grounds should be turned in to the School Office. These items will be placed in the lost and found bin that is located in the gymnasium. Periodically, the items remaining in the lost and found section for a lengthy duration will be donated to a local charity.

PHOTOGRAPHS

Each year individual student and group pictures are taken. A picture packet is offered to parents that include various sizes of individual pictures and a class picture. There is no obligation to purchase these photographs.

PROHIBITIONS

Weapons, dangerous instruments, controlled substances, or other items that pose a real or perceived threat to the students, staff, or the good order of the school are strictly prohibited from school grounds at any time. Trading and playing cards, dice, and any other articles related to games of chance or gambling should not be brought to school. For additional information, see District Policy #5131.

STUDENT RESPONSIBILITIES/BOOK FINES

Student responsibilities and book fines must be satisfied before the close of each school year and/or a graduation diploma is issued.

TELEPHONES

Students will have access to the office phones only in the event of a medical emergency or in situations involving lunch or transportation needs. There is no need for a student to operate a cell phone in school or during school hours.

Cell phones may only be used before school hours outside the school building. During the school day, cell phones must be turned off and stored in the lockers. After school hours, students are only to use their cell phones within the school to contact their parents. At no time will the use of the camera function of cell phones be permitted in the school. Failure to comply with these restrictions will result in the loss of the privilege.

VALUABLES

Students are strongly discouraged from bringing any items of value or large sums of money to school. If it is necessary to bring an item of value to school, it should be given to the School Secretary to be locked in the school safe.

VISITORS

Visitors are welcome at TMS. However, for the safety of our students and in the interest of preserving the good order of our daily routine, all visitors are required to report directly to the School Office to record the purpose of their presence in the building, their intended destination, and the anticipated duration of their visit. Please use the bell system at the main entrance and wait to be acknowledged and admitted by office personnel.

HEALTH SERVICES

Students and parents are invited to consult with the School Nurse on any questions involving the school's health services. We welcome this opportunity to integrate health concepts into the ongoing mutual concern between the school and home.

ILLNESS

A child who shows signs of illness should be kept at home, both for his own protection and for the protection of those with whom he comes in contact. Your child should be free of fever for 24 hours before returning to school.

ILLNESS DURING SCHOOL

Should a student become ill or injured during school hours, the family will be notified. If a family member is not available, the person(s) listed as the emergency contact (updated annually in Genesis) will be contacted. We will ask that the adult transport and then care for the student until the parent can be contacted. Under no circumstances will a student be released before normal dismissal time to a household unless an adult is present. All health related early dismissals are to clear through the health office.

MEDICATION

Students are not permitted to have medication on school premises or school-related field trips. This includes cough drops, throat lozenges, or any other prescribed or over-the-counter remedies. Should it be necessary for a student to receive medication during school hours, please contact the school nurse to set up the appropriate arrangements.

ANNUAL SCREENING

The school nurse will administer a screening test for vision, hearing, height, weight, and scoliosis under the direction of the school physician, according to the New Jersey State Department of Education guidelines.

IMMUNIZATION PROGRAM

The immunization program will be continued for diphtheria, pertussis, tetanus, polio, hepatitis, measles, mumps, and rubella by the family physician as mandated by the New Jersey Department of Health. Youngsters will not be admitted to school unless they meet these requirements. Results of immunizations should be sent to the school your child attends. We request the cooperation of parents, in order to maintain a complete immunization record in the school office.

PHYSICAL EXAMINATION

A complete physical examination by the family physician or, if necessary, by the school physician, is required for all new students. Physicals for new students must be completed during the current school year before being admitted to Tenakill Middle School. In addition, it is highly recommended that all students receive a physical examination at least once during the pre-adolescent developmental stage (preferably in Grade 6).

SPORTS PHYSICALS & DEADLINES

Sports physicals are required of all students participating in athletic programs in Tenakill Middle School and are to be completed by the family physician. Physicals are considered valid only if they were performed within one year of the intended sport. A health history update of medical problems experienced since the last medical examination is to be completed by the parent/guardian before participation in any subsequent sports program. These forms are available under the "athletics" tab on the TMS website.

Submission Deadline for Fall Athletics: September 10, 2018

Submission Deadline for Winter Athletics: October 26, 2018

Submission Deadline for Baseball & Softball: March 2, 2019

Submission Deadline for Spring Track: March 2, 2019

LUNCH PROGRAM

The lunch/recess times for each grade are noted below and are subject to change for supervisory or management purposes. (Wednesday is Advisory Day, which will result in later lunch periods.)

	<u>Mon, Tue, Thu, Fri</u>		<u>Wednesday</u>
GRADE 5	11:09 -11:32 (Lunch)	GRADE 5	11:24 -11:47 (Lunch)
	11:32 -11:55 (Recess)		11:47 -12:10 (Recess)
GRADE 6	11:09 -11:32 (Recess)	GRADE 6	11:24 -11:47 (Recess)
	11:32 -11:55 (Lunch)		11:47 -12:10 (Lunch)
GRADE 7	11:57 -12:20 (Lunch)	GRADE 7	12:12 -12:35 (Lunch)
	12:20 -12:43 (Recess)		12:35 -12:58 (Recess)
GRADE 8	11:57 -12:20 (Recess)	GRADE 8	12:12 -12:35 (Recess)
	12:20 -12:43 (Lunch)		12:35 -12:58 (Lunch)

PROCEDURES FOR ALL GRADES

1. Only students assigned to lunchroom jobs by the teacher/aide will be permitted in the halls.
2. There is to be no eating in the halls or outside.
3. Upon entering the cafeteria, students must sign in for the purpose of attendance and for their safety and security.
4. The code of conduct will be enforced in the cafeteria. In addition there is no running, screaming, or throwing allowed in the cafeteria.
5. After lunches have been consumed by students, the eating area should be left neat and orderly before being dismissed by the teacher/aide.
6. When students are dismissed, they must follow the rules of general safety and decorum.
7. During outdoor recess, students are to report to Tenakill field/west blacktop area. Students are

not permitted to congregate in the following off-limits areas:

- * main entrance (High Street)
 - * parking lots and/or sidewalks surrounding school
 - * bicycle area
 - * classroom (unless supervised)
 - * any area considered hazardous
8. During indoor recess, students are to report to the auditorium or gymnasium. Students are not permitted to congregate in the hallways or classrooms (unless supervised).
 9. In case of emergency, students should direct their needs to the teacher/aide on duty.
 10. Inasmuch as poor diet, combined with the lack of physical activity, negatively impacts on students' health and their ability and motivation to learn, the Board has instituted a Nutrition Policy (File Code: 3542.1) that is available for review on the website.

LOCKERS

Each student in grades 5-8 will be assigned a combination hall locker for his/her use during the school year. Additionally, the Physical Education staff assigns another locker for the storage of regular clothes during gym classes. Students are responsible for the care of their lockers and should maintain a clean and neat interior and exterior. Students may "personalize" the interior of their lockers using magnets only (no tape, stickers, fun-tac, etc). Students should not, under any circumstances, give their combination to another student or change or switch lockers. Lockers should be locked at all times and locker problems should be referred to the School Office. Students are reminded that articles of significant value or large sums of money should not be brought to school and left in lockers. Students will be permitted to go their lockers before the first period in the morning, before and after lunch, and at dismissal time. At any other time, permission is required from a teacher.

Board Policy states that lockers are subject to administrative search in the interest of school safety, sanitation, discipline, and/or enforcement of school regulations, and to search by law enforcement officials on presentation of a proper warrant. A copy of the Board Policy #5145.12 is available in the principal's office.

The principal, or any other official designated by the Closter Board of Education, may inspect lockers or other storage facilities provided for use by students as long as students are informed in writing at the beginning of each school year that such inspections may occur. This written notification shall serve such purpose.

STUDENT SERVICES

CHILD STUDY TEAM

The Child Study Team, consisting of the School Psychologist, Social Worker, Learning Disability Specialist, Principal, Assistant Principal, Guidance Counselor, supplementary instructors, and regular classroom teachers, meets regularly to study the progress and make appropriate recommendations on youngsters who need additional services. Questions about child study should be directed to Mrs. Patricia Eichenlaub, the Director of Special Services, or Ms. Laurie Rochlin, the Learning Disabilities Teacher-Consultant.

GUIDANCE DEPARTMENT

A guidance counselor is available to work closely with students, parents and teachers to facilitate academic, social, and emotional growth throughout the students' four years at Tenakill

Middle School. Students and parents may direct their concerns to Ms. Samantha Reed, Counselor for grades 5-8.

LIBRARY/MEDIA CENTER

The School Library/Media Center contains more than 6,000 volumes for the varying ages and interest levels of the students. Students attend class periods in the library. Furthermore, the library is available for individual research and study during the normal school day. Students are notified when books are out for longer than two weeks. Encyclopedias and other reference books may be checked out for one night only. All library book fines must be satisfied before the end of each school year and/or the graduation diploma is issued.

STUDENT ACCIDENT INSURANCE

Participation in the Student Accident Insurance Program is completely voluntary. The "School Time Plan" covers all activities sponsored by the school. The "Round-the-Clock Plan" is also available. Children participating in team sports must have private medical insurance or obtain it through the school.

STUDENT GRIEVANCE PROCEDURES

In the event a problem arises during school involving unfairness or student rights, the following procedures should be adhered to:

Consultation with the teacher present at the time of the incident. (If the problem is not resolved at step # 1, the student should proceed to the next step).

1. Consultation with the grade level guidance counselor.
2. Consultation with the building principal.
3. Consultation with the superintendent of schools.

SUBSTITUTE TEACHERS

We are fortunate to have the services of capable substitute teachers available to us when our regular teachers are ill or cannot be in school for various personal or professional reasons. Substitute teachers are our guests and their positive impression of Tenakill Middle School will be carried into the co-unity. Because of the pride you have in your school, we know that you will be as courteous, helpful, cooperative, and respectful to our substitute teachers as you are to your regular teachers.

SUBSTANCE ABUSE POLICY

In accordance with Board of Education Policy (#5131.6) on Substance Abuse, Tenakill Middle School cooperates with the local law enforcement agencies and parents to address suspected incidents of substance abuse. For details and more information concerning this matter, please refer to the aforementioned policy, which is available on the district website.

TECHNOLOGY AND SCHOOL OPERATIONS

The Closter Board of Education is committed to providing the students of Closter with the technology, tools and resources necessary to enhance achievement for 21st century learners. The board shall endeavor to establish and maintain the technology infrastructure necessary for all students, administrators and staff to safely access the Internet and to communicate virtually.

The skill sets for college and career readiness in the 21st century higher education and employment environments will require students to master the use of technology as a productivity tool, not just a social networking and gaming tool. Excellence in education requires that

technology and Internet access be seamlessly integrated throughout the educational program. Integrating the use of technology and access to the Internet in all areas of the educational program promotes student achievement in the Common Core State Standards for mathematics and language arts and literacy and the New Jersey Student Learning Standards by:

- A. Providing access to staff development and educational materials and resources;
- B. Providing information for research and study both inside and outside the classroom;
- C. Facilitating skill development and competency in the use of technology;
- D. Connecting the classroom to other local, national and global educational communities;
- E. Enhancing the continuous dynamic interaction among students, educators, parents and the extended community.

An overview of the district's commitment to technology integration as a productivity tool is further articulated in the district's technology plan for 2016-2019, which is found on the district's homepage at ClosterSchools.org.

SCHOOL ISSUED ELECTRONIC DEVICES

School furnished electronic devices will be available for all grades, fifth through eighth. These devices are intended for school use only, and it will be the responsibility of the student to maintain care and security of said furnished devices. The distribution of school furnished electronic devices shall not be discriminatory and shall be in compliance with law and board policies for nondiscrimination (2224 and 6121).

Parents and students in grades 5 through 8 shall sign and return copies of the Acceptable Use Policy (6142.10) document before the school furnished electronic device shall be issued.

Any student issued a school furnished electronic device shall be liable for any damage suffered during the period of its use due to abuse or neglect. He/she shall be responsible for its safe return after each use, and that removal of said school issued electronic device shall constitute theft and in the revocation of a school issued electronic device, the imposition of school discipline, criminal prosecution and other legal actions.

LAPTOP MONITORING SOFTWARE

The school furnished electronic device that each child receives is equipped with the application LANSchool Student, which is used as both an instructional tool and a device-monitoring tool. This application makes it possible for teachers to share screens, distribute files, monitor student screens, review Internet history, and collect every keystroke the student types on the device.

*This notification is to inform parents and students that the school furnished electronic device may record or collect information on the student's activity or the student's use of the device. While such recording of information may occur, the Closter Public School district will not use any of these recording capabilities in a manner that violates the privacy rights of the student.

The school may, however, use such monitoring software to investigate inappropriate activity that violates the district's acceptable use policy.

The parent or guardian of the student furnished an electronic device must acknowledge the receipt of this notification. The district shall retain the acknowledgement as long as the student retains the use of the electronic device.

UNAUTHORIZED USE OF RECORDING TECHNOLOGY

Students are prohibited to use personal or school issued electronic devices to record or photograph teachers, other staff members and students unless specifically authorized by the principal. Students

found to be engaging in unauthorized recording or photographing shall be subject to discipline according to the school code of student conduct including, but not limited to, restriction on the use of their device, the privilege to have a school issued device or bring their own device to school revoked, confiscation of the electronic device, detention and suspension.

INTERNET ACCESS ON SCHOOL ISSUED OR PERSONAL ELECTRONIC DEVICES

Access to the school district's filtered wireless network utilizing school issued or personal wireless devices is available to all students, employees and members of the board primarily for instructional and administrative purposes, in accordance with the Acceptable Use Policy for Technology (board policy 6142.10) and this policy.

Conditions of use for the district's network shall be permitted as long as the user's actions:

- A. Comply with the responsibilities specified in the District's Acceptable Use Policy (AUP) for Technology (6142.10);
- B. Impose no tangible costs to the district;
- C. Do not unduly burden the district's computers, or network resources;
- D. Have no adverse effect on an employee's job performance or on a student's academic performance;
- E. Do not cause a substantial disruption to the educational environment.

Parents/guardians and students shall sign and return the signature page of the district acceptable use agreement (6142.10) before access to the district network shall be granted.

Access to the district's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all rules governing use of the system and shall agree in writing to comply with such regulations and guidelines.

Noncompliance with the applicable regulations may result in limitation, suspension, or termination of privileges and other disciplinary action consistent with the district code of student conduct (board policy 5131 Conduct and Discipline). Violations may result in disciplinary action up to and including suspension and criminal prosecution as appropriate to the severity of the offense.

PROHIBITED NETWORK USE

The use of 3G/4G network access is prohibited. Mobile devices such as laptops, tablets, e-readers, are often equipped with 3G/4G wireless accessibility, which the district is unable to filter or monitor, in legal compliance with the Children's Internet Protection Act. Students and employees who bring 3G/4G-enabled devices must access the Internet via the district's filtered Wi-Fi connection, only. Violators may have their devices confiscated, the use of their device restricted, and be subjected to other disciplinary action.

TECHNOLOGY AND STATE ASSESSMENTS

The PARCC Assessments shall be administered online with these school issued electronic devices. Teachers shall ensure that students are familiar with the use of technological devices for the administration of the assessment in order to prevent technical inexperience from adversely affecting the test scores. During the administration of the state assessment, students will be responsible for ensuring that all screen-savers and notifications are disabled so not to interrupt the administration of the tests. Students will be reminded by their test administrators of this responsibility prior to the administration of the state tests.

NETWORK AND INTERNET COMPUTING

(The Closter Board of Education approved the following regulations on 24 July 1997, and they were revised in 2012)

The Closter Public Schools are responsible for securing our network and computing systems to a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the disciplinary or legal consequences for not adhering to them.

Any attempt to violate the provisions of these regulations will result in disciplinary action, including, but not limited to, temporary or permanent revocation of user accounts regardless of the success or failure of the attempt.

Users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, the district will comply with the authorities to provide any information necessary for the litigation process.

GENERAL COMPUTING AND USE OF THE INTERNET

Once a user receives an ID to be used to access the network computer systems on that network and the Internet, he or she is solely responsible for all actions taken while using that ID. The user is responsible for any fees accrued by that user or anyone using the ID. Therefore, the following actions are prohibited:

- 1.1 Applying for a user ID under false pretenses.
- 1.2 Sharing a user ID with another person.
- 1.3 Deleting, examining, copying, or modifying files and/or data belonging to other users without their prior consent.
- 1.4 Attempting to evade or change resource quotas.
- 1.5 Impeding other users through over-use of system resources, after receipt of a request to cease such an activity.
- 1.6 Using facilities and/or services for unauthorized commercial purposes.
- 1.7 Any deliberate action that damages or disrupts the computing system or network, alters its normal performance, or causes a malfunction regardless of system location or time duration.
- 1.8 Displaying, transmitting and/or transferring inappropriate material.

ELECTRONIC MAIL

Electronic Mail ("E-Mail") is an electronic message sent by or to a user in correspondence with another person having E-Mail access. Messages received by the system are retained on the system until deleted by the recipient. All communication is archived by the system administrator. A canceled account will not retain its mail. Users are expected to remove old messages in a timely fashion and the system administrators may remove such messages if not attended to regularly by the user. When a user sends electronic mail (E-Mail), name and user ID are included in each mail message. The user is responsible for all electronic mail from the user ID. Therefore, the following are prohibited:

- 2.1 Forging or attempting to forge electronic mail messages.
- 2.2 Attempting to read, delete, copy, modify, or view without permission, other users' E Mail.
- 2.3 Attempting to send harassing, obscene and/or other threatening E-Mail to another user.
- 2.4 Attempting to send unsolicited junk mail, "for profit" messages, or chain letters.

SYSTEM SECURITY

A user of the network and the Internet may be allowed to access only authorized networks or sites or the computer systems attached to those networks. Therefore, the following are prohibited:

- 3.1 Using the system in an attempt to gain unauthorized access to remote systems.
- 3.2 Using the system to connect to other systems evading the physical limitations of the local or remote system.
- 3.3 Decrypting system or user passwords.
- 3.4 Copying system files.
- 3.5 Duplicating copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license.
- 3.6 Attempting to "crash" network systems or programs.
- 3.7 Attempting to secure a higher level of privilege on network systems.
- 3.8 Willfully introducing computer "viruses," disruptive programs into the network or into external networks.

The Closter Public School's network and computing systems, and the Internet are expected to be used exclusively for education-related functions and applications. As the systems administrators have access to all files, including E-Mail files, users should have no expectation of privacy with respect to said files or E-Mail. However, the system administrators will not normally inspect the contents of files or E-Mail sent by one user to an identified addressee, or disclose such contents to other than the sender, or an intended recipient, without the consent of the sender, or an intended recipient, unless required to do so by law or policies of the Closter Public Schools, or to investigate complaints regarding files or E-Mail which is alleged to contain defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Further, the Closter Public Schools are obligated to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any E-Mail transmitted on or misuse of the network, computer systems, and the Internet.

SUMMARY OF REQUIREMENTS FOR ASSIGNMENT

Sign and submit the following:

- Grades 5-8: Network and Computer Responsibility Contract for Student (Grades 5-8) and Staff
- Network and Internet Computer Responsibility Contract for Parent/Guardian
- Staff: Network and Computer Responsibility Contract for Student (Grades 5-8) and Staff

**NOTE: As Tenakill Middle School continues to add educational technology resources, additional responsibility contracts may be introduced.

NONDISCRIMINATION POLICY

(Section 504, The Americans with Disabilities Act (ADA), Title IX and Title VI, [N.J.A.C. 6:4-1.1](#))

As required by law, this District does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, ancestry and social or economic status in admission or access to, or in treatment in, its programs and activities. Sexual harassment is expressly prohibited. The District will evaluate, identify and provide a free appropriate education to all students who are individuals with disabilities pursuant to federal and State law. The district will furnish auxiliary aids and services to students, parents/guardians and members of the public who have disabilities to the extent necessary for communications with other persons, unless it will result in an undue burden on, or a fundamental alteration to the program. Any person having inquiries concerning the Closter School District's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act is directed to contact Mr. Keith McElroy (201-768-1332) who has been designated by the Closter School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, the ADA and Section 504. The District has a grievance procedure for discrimination complaints. See the above named coordinator for a description of this procedure and/or to obtain information as to the existence and location of services, activities and facilities that are accessible and usable by disabled persons.

STATEMENT OF SUPPORT AND CONSENT

We have received a copy of the Tenakill Middle School Student Handbook, which includes the Student Code of Conduct. We have read through it carefully, and together, we have familiarized ourselves with the rules, regulations, and guidelines governing school conduct, behavior, and class work.

As a Student:

- * I will abide by the rules and regulations of Tenakill Middle School.
- * I will act in a responsible, courteous, and dignified manner at all times.
- * I will respect my classmates, my teachers, and my school.

As a Parent:

- * I will do all that I can to support my child's efforts in school and help him/her to succeed.
- * I will see to it that my child comes to school ready and prepared to work.
- * I will check this planner, as needed, for completed assignments and homework.
- * I will make every effort to ensure that my child's books and school supplies are adequately maintained.
- * I will make every attempt to contact the school if I have any questions or concerns about my child's schoolwork, conduct, and/or progress.

Student's Name (*please print*): _____ Date: _____

Student's Signature: _____ Advisory Teacher: _____

Parent/Guardian's Signature: _____

FACTS ABOUT TENAKILL

Did You Know...

- * Tenakill School is named after the Tenakill brook that runs adjacent to the school. Tenakill comes from the Dutch word "tiene" meaning willow, and "kill" meaning creek or pond.
- * The grounds on which Tenakill is built was a cow pasture.
- * The Tenakill brook (High Street side) was a popular drinking and cooling off place for the cows, and on the Harrington Avenue side, a popular "swimming hole" for youngsters. During the mid 1950's, the school had an enrollment of 800 students, two gymnasiums, two cafeterias, six kindergarten classes, and split sessions for the lower grades.
- * The art room was originally the kindergarten room.
- * The principal's office was originally located in B113 and later moved to B104; the main office was in B112.
- * Before Closter consolidated its schools, Hillside and Tenakill served kindergarten through 5th grade.
- * Village School, originally Closter High School, (Durie Avenue) was used as a middle school until June 24, 1996.
- * During the 1994-95 school year, 3rd, 4th, 5th, and 6th grade students from Hillside, Tenakill and Village Schools (representing the first student body of the new Tenakill Middle School) selected green (from Village School) and gold (from Tenakill School) as its new school colors and the cougar as the new school mascot.

TRIMESTER ONE ORGANIZER

Period	A	B	C	D	E	F
1						
2						
3						
4/5						
6/7						
8						
9						
10						

TRIMESTER TWO ORGANIZER

Period	A	B	C	D	E	F
1						
2						
3						
4/5						
6/7						
8						
9						
10						

TRIMESTER THREE ORGANIZER

Period	A	B	C	D	E	F
1						
2						
3						
4/5						
6/7						
8						
9						
10						

CYCLE/SPECIALS ORGANIZER

	A	B	C	D	E	F

GRADE 5 TRIMESTER ONE SPECIAL ORGANIZER

Rotation	A	B	C	D	E	F
	Gym	Gym	Library	Art	Art	Art
	Art	Art	Art	Gym	Gym	Gym
	STEM	STEM	Gym	Gym	Span	Span
	Gym	Gym	Gym	Music	Music	Music
	Music	Music	Music	Library	Gym	Gym

GRADE 5 TRIMESTER TWO SPECIAL ORGANIZER

Rotation	A	B	C	D	E	F
	Art	Art	Art	Gym	Gym	Gym
	Gym	Gym	STEM	STEM	Span	Span
	Mand	Mand	Gym	Gym	Music	Music
	Music	Music	Music	Music	Gym	Gym
	Gym	Gym	Gym	Art	Art	Art

GRADE 5 TRIMESTER THREE SPECIAL ORGANIZER

Rotation	A	B	C	D	E	F
	Art	Art	Art	Gym	Gym	Gym
	Gym	Gym	Char Ed	Char Ed	Library	Library
	Mand	Mand	Gym	Gym	Music	Music
	Music	Music	Music	Music	Gym	Gym
	Gym	Gym	Gym	Art	Art	Art

**To use, label the rotations from 1-5 based upon where your schedule starts. There will be two rotations within each trimester.*