

## **DEFINITION OF MARKING CODES FOR THE REPORT CARD**

### **Achievement Grades**

A+	= 97-100	C+	= 77-79
A	= 93-96	C	= 73-76
A-	= 90-92	C-	= 70-72
B+	= 87-89	D+	= 67-69
B	= 83-86	D	= 63-66
B-	= 80-82	D-	= 60-62
		F	= 0-59

A Final Grade based upon the numerical average of the four (4) marking period grades will be indicated for the Core subjects on the final report card.

### **Retention Policy**

- Students who fail 4 or more Core subjects will be retained. Summer school will NOT be an option.
- Students who fail 3 Core subjects must attend and pass summer school for two subjects.
- Students who fail 2 Core subjects must attend and pass summer school for on subject. They will be encouraged to attend for the second subject.
- Students who fail 1 Core subject will be encouraged to attend summer school for that subject. However, this will not be mandatory.
- Core subjects are: Language Arts, Math, Science and Social Studies. World Language is considered a Core subject for seventh and eighth grade students.
- When a determination needs to be made as to which subjects the student needs to take, a priority will be given to Language Arts, Math, Science, Social Studies and World Language in that order.
- If a student does not pass the required summer school course(s), he/she will be retained.

# **Melvin H. Kreps Middle School**

**Student Handbook**

**2019-2020**

Dear Parent and Students:

We look forward to working with you to provide the best possible educational opportunities for every student and are pleased to offer a rigorous and diversified instructional program which meets the needs of each learner at the Melvin H. Kreps Middle School.

In order for us to be successful, we need to work together. Parent involvement plays an important role in the success of each of our students. I encourage you to attend our Open House, parent conferences, and other school sponsored events as well as communicate with your son or daughter's teachers, counselor, and administrator so that together we can meet the needs of your child.

In order for students to be successful at school we have developed this handbook, which includes a "Code of Conduct," so that students have a clear understanding of our expectations for behavior and academics. Each student is responsible and will be held accountable for knowing what is in the student handbook and for following the expectations. Please make it a priority to review the handbook with your son or daughter.

To further assist your child, we ask that you send your child to school each day on time and prepared to learn. Additionally, we ask that you provide support for your child to complete all assignments and that you encourage your child to be a good school citizen and to monitor his/her own progress throughout the year.

To assist you and your child in organizing school assignments, the assignment/agenda book has been provided. Students are required to carry their agenda books each day and to write down their assignments and homework for each class. It is suggested that parents review their child's assignments daily.

The agenda book is organized with school rules and policies, a day-to-day calendar, and reference pages. The last section of the agenda book contains "Pass" pages. Parents are asked to routinely verify the assignments and pass pages and to communicate with teachers if there are any concerns. Please read and discuss the contents of this agenda book together with your child. If you have any questions, please don't hesitate to contact the school.

We look forward to a great school year with you!

Kind Regards,

Lori Emmerson  
Principal

## **AFFIRMATIVE ACTION/DISCRIMINATION**

The East Windsor Regional School District has adopted a resolution which guarantees that all students shall have equal education opportunity regardless of race, color, creed, religion, sex, ancestry, disability, national origin, socio/economic status, limited English proficiency, affectional, or sexual orientation.

Any student who alleges that there has been an incident of discrimination should report the allegation in writing to the grade level Assistant Principal.

The district Affirmative Action Officer is:

Mrs. Erin Servillo Affirmative Action Officer East Windsor Regional School District 25A Leshin Lane Hightstown, NJ 08520

## **AFTER SCHOOL GUIDELINES**

Parents should be aware that unsupervised students may not stay at school after dismissal. Students may stay for activities with a specific teacher. It is the student's responsibility to inform parents/guardians. Students may not leave school property and then return to take the late bus. Spectators at after school athletic events are NOT permitted to ride late busses and spectators must provide their own transportation and be picked up at 5:00 pm or risk being excluded from attending future events.

Students **MUST** follow all school rules and expectations when attending any after school and evening events. Students who are found to be in violation of school rules and expectations during an after school or evening event will be given one warning by school staff in writing. If a student is found to be in violation a second time, he or she will NOT be allowed to attend any after school and evening events for the rest of the school year. Return to after school and evening events will be left up to the discretion of the school's administration team.

## **ARRIVAL AT SCHOOL**

Students are allowed to enter the school building at 7:50 AM. School begins at 7:55 AM. If students arrive after 7:55 AM, they are to report to the front office. Repeated unexcused lateness will result in Saturday detention. (Please see "Late to School" policy.)

## **ASSIGNMENT BOOKS**

All students will be issued an assignment (agenda) book to be used for recording all assignments. If this assignment book is lost, students may purchase a replacement for \$4.00. Teachers may check assignment books and parents may be asked to sign assignments.

## **ATTENDANCE AND ABSENCES**

Please call the Attendance Hotline at 609-443-7767, and then press the number 1 prior to 8:00 AM if your child will be absent. In addition, a parental note must be turned into the homeroom teacher on the day the student returns to school from any absence. Cases of truancy, or the absence of a student without permission, will result in appropriate disciplinary consequences.

- Any pupil who is absent 19 or more days will be subject to an administrative review.
- Excused absences are allowed only for those religious holidays which are determined

annually by the Commissioner of Education.

The Board considers the following to constitute reasonable cause for absence:

- Illness/injury/reasons verified by a physician.
- Death in the family.

Reasonable causes for an absence are not considered an excused absence but will be taken into consideration under attendance review. It is the responsibility of students who are absent for any reason to complete all missed assignments and tests.

### **BACKPACKS**

To avoid overcrowding in our halls, students must keep their backpacks, including “sling bags” and “gym sacks” in their lockers during the school day.

### **BELL SCHEDULE**

REGULAR DAY - Entrance bell: 7:50 AM, Classes 7:55 AM –2:45 PM

HALF DAY - Entrance bell: 7:50 AM, Classes –7:55 AM – 12:40 PM

DELAYED OPENING - Entrance bell: 9:20 AM, Classes 9:25 AM- 2:45 PM

### **BICYCLE SAFETY**

All bicycles must be locked and placed in the bicycle racks. Bike racks are located by the 6th grade wing, 8th grade wing and back of the building. Remember to record the bicycle serial number at home. According to state law, students under 17 years of age riding their bikes to school should wear a safety helmet and must walk their bikes on school property. The school is not responsible for bicycles.

### **BREAKFAST PROGRAM**

All students are eligible to participate in our Breakfast Program. Free lunch students automatically get free breakfast. Reduced lunch students can purchase breakfast for \$.40 per day. All other students may purchase breakfast for \$1.00. Breakfast Program students must report directly to the MPR beginning at 7:40 am, eat their breakfast and then report to homeroom in a timely manner.

### **CAFETERIA**

- Students must remain at the same table in their assigned seats throughout the entire lunch period.
- Throw away all trash properly.
- Clean up after yourself; pick up anything that is dropped immediately.
- Report and/or clean up all spills immediately.
- Do not throw anything in the cafeteria. This includes, but is not limited to food, wrappers, garbage, and napkins.
- Use appropriate “indoor volume” and language.
- Keep all food and beverages in the cafeteria at all times, including recess.
- Behave appropriately and respectfully in the cafeteria at all times.
- Disciplinary actions will result from disregard of cafeteria rules.

## **COUNSELORS**

The counselors are available to speak with students regarding problems as well as some personal issues.

## **DANCE RULES**

School dances/activities are a vital part of a complete middle school experience. We hope you will discuss these rules and regulations with your child prior to each activity, so fun will be had by all.

- Students who are absent from school on the day of the dance may not attend.
- Students who are in OSS or ISS the day of the activity may not attend.
- Students are to be dropped off and picked up in the front of the school.
- Once a student is dropped off he/she should enter the building promptly and not loiter outside.
- Students will not be allowed to leave the dance once they enter unless a parent picks them up.
- Students engaging in inappropriate behavior or dancing will be spoken to once; if he/she needs to be spoken to a second time he/she will sit out for 15 minutes. If he/she is spoken to a third time, a parent or guardian will be called and the student will immediately be removed from the activity.
- Students who are failing two or more subjects or who have been excluded by the administration due to disciplinary concerns are no longer eligible to participate in extra-curricular activities such as dances or sporting events.

## **DETENTION**

Periodically students are assigned detention during, or after school hours or on Saturday as a consequence of negative behavior. Parents are notified of the detention. A late bus is available for transporting students who are assigned after school detention and who regularly receive bussing. Parents must provide transportation for students assigned Saturday Detention. Students who do not attend their assigned detention may incur additional consequences.

## **DISCIPLINARY MEASURES (Board Policy 5600)**

The following disciplinary measures may be applied as appropriate to the pupil's violation of school's code of conduct. The measures are sequential and are organized in order of severity.

- Admonishment (warning)
- Temporary removal from class
- Deprivation of privileges including transportation by school bus, attendance at or participation in extracurricular activities, field trips, dances, promotion ceremony, etc.
- Detention: (See "detention" above)
- In-School Suspension: Students who are assigned In-School Suspension will spend the day(s) in the in-school suspension room under teacher supervision. Students are expected to complete all class assignments. Students may not attend school events on the day(s) of in-school suspension. Students will be taken to the cafeteria to purchase lunch or they may bring their lunch from home on the day(s) that they are scheduled for

ISS.

- Suspension: Out-of-School: The basis for all suspensions or expulsions rests with chapter 18A:37-2 of the New Jersey Statutes annotated. Students can be suspended for continued disobedience, defiance, bullying, use of profanity, vandalism, violence, fighting, assault, dangerous behavior, physical assault, sexual harassment, stealing, incitement, possession of controlled substances, possession of real or toy weapons, violation of the drug-free school zone statute, or other behaviors in violation of board policy and safe schools. Students will be afforded due process. Students may not be admitted back to classes without a parent/student conference with an administrator.

## **DISTRICT POLICIES**

All district policies including the policy on Harassment, Intimidation and Bullying can be found on the website: [www.eastwindsorregionalschools.com](http://www.eastwindsorregionalschools.com)

## **DRESS CODE**

While we respect the right of each student's selection of appropriate clothes, it is our belief that student dress is one of the factors which determines their general behavior and attitude. Students are expected to dress in a manner that is neither disruptive nor distracting to the educational process. Students will be detained until proper attire is procured. In order to prevent the loss of valuable class time, we are asking parents to monitor their child's dress before leaving for school. Please remember that the Kreps School is air-conditioned. Students who are in violation of the dress code will be sent to their assistant principal for consequences.

The following guidelines will be followed to help our students focus on academic achievement:

- Clothing which displays gang signs or symbols, obscene statements, suggestive sexual comments, alcohol or drug logos, weapons or nudity is prohibited.
- Pants or shorts must be worn at the waist.
- No exposed underwear, including bra straps, boxer shorts, etc.
- Pajamas, lounge pants or any other clothing intended for wearing at home is prohibited.
- Hats or hair covering of any kind (e.g. headbands, swim goggles, sweatbands, and bandannas) are not to be worn in school. (Except for religious reasons)
- Half shirts, cut-off shirts, net shirts, razorbacks, tube tops, midriff tops, tank tops, spaghetti strap tops, halter-tops, off the shoulder tops, sheer or see-through clothing. Shirts/tops must cover the navel.
- Tight fitting pants such as yoga pants, leggings, spandex and tights must be opaque.
- Sunglasses and other beachwear are not to be worn in the building. Flip-flops are discouraged because they are unsafe.
- Short shorts and short skirts are unacceptable. Shorts/skirts must cover the bottom.

To summarize, any clothing that distracts the educational process will be considered as inappropriate attire as determined by the building administration.

## **DRUG TESTING**

Any student who is suspected of being under the influence of drugs and/or alcohol by a staff member will be escorted to the nurse's office. Parents will be called and the student must be

taken immediately for a medical examination by a doctor and a recommendation will be given for drug/ alcohol testing.

### **EARLY DISMISSAL**

Sometimes students may need to be excused from school early for a serious reason. Students must bring a note from home explaining the reason and stating the time to be excused. This note is to be presented to the homeroom teacher. Parents must meet the students in the school office and sign him/her out. Medical and dental appointments should be made outside school hours.

### **EXTRA CURRICULAR ELIGIBILITY**

All students are eligible at the beginning of the school year for participation in extracurricular activities. Eligibility will be reviewed at the middle (progress reports) and end (report cards) of each marking period.

Single Event Eligibility (Applies to activities such as dances, movie nights, etc.) Students who have been excluded by administration due to disciplinary concerns or students who are failing two or more subjects on the most current grade report are no longer eligible to participate in single events.

Athletics Students receiving two F's on either the progress report beginning 2nd marking period or report card 1st marking period will be given a warning and put on probation. If the student's grades do not improve by the next grade report, they will be removed from athletics.

Intramurals & Clubs Students who participate in intramural athletics program or other clubs may be placed on probation, including a probationary contract. Guidelines for subsequent participation will be reviewed with the student periodically.

### **FIELD TRIPS**

Throughout the year field trips may be scheduled. The same rules of conduct that are required in school are enforced on these field trips. Students who do not act responsibly will not be permitted to attend field trips. Written parental permission is required for all field trips. Staff members will not accept verbal permission. Students without a completed written permission form will be required to remain at school.

### **FIGHTING**

Physical confrontations of any type are unacceptable. Fighting will result in immediate parent notification for suspension.

### **FIRE DRILLS OR OTHER SAFETY DRILLS**

When the fire alarm sounds, students must follow the teacher's instructions and leave the building quickly, quietly, and in an orderly manner. Students must stay with their teacher and class. If the alarm sounds while classes are passing or when a student is in the lavatory, students are to leave the building by the nearest exit, report to the fire drill assembly area and identify him or herself to the nearest teacher. Every student must leave the building. Students



must not tamper with the fire alarm boxes or the fire extinguishers. Tampering with the alarm boxes or the extinguisher is a serious offense that will result in police action and/or school discipline. Periodically throughout the year students will participate in lockdown drills and relocations drills. (See “lockdown drills or “shelter in place”)

### **LOCKDOWN, SHELTER IN PLACE, AND RELOCATION DRILLS**

Throughout the school year lockdown, shelter in place, and relocation drills will be practiced to insure students’ safety during any emergency. As with any safety drill, all students are expected to follow the teacher’s directions in a quiet and orderly manner.

### **FOOD AND DRINK**

Food and drinks are only permitted in the cafeteria. No beverages or food , with the exception of water in clear bottles are permitted to be in the hallways or classrooms. Also, energy drinks are not allowed in school. Violators will be subject to disciplinary consequences. Due to sanitary concerns and the hazards of gum chewing during certain school activities, gum is extremely discouraged and not permitted in school.

### **GRADING POLICY**

To enhance the clarity and specificity of our grading system, the Kreps School uses + and – for report card grades. A+ = 97-100, A = 93-96, A- = 90-92, B+ = 87-89, B = 83-86, B- = 80-82, C+ = 77-79, C = 73-76, C- = 70-72, D+ = 67-69, D = 63-66, D- = 60-62, F = 0-59.

### **HALF DAYS**

Lunches are served on half days. Dismissal will be at 12:40 PM on half days.

### **HOMEWORK**

Homework is an integral part of your student’s educational program. It serves many purposes, which include the following:

- Daily review of the day’s or past learnings to aide retention
- Review of prior learning to diagnose needs before proceeding
- An opportunity to practice new learning
- Necessary preparation for a future class
- Independent work
- Preparation for a test

### **HONOR ROLL**

Students are eligible for the honor roll when they earn all A’s and B’s in a marking period.

### **INCLEMENT WEATHER**

In case of inclement weather, you should get an automated call. In addition you may check the following websites: [www.EastWindsorRegionalSchools.com](http://www.EastWindsorRegionalSchools.com) or [www.NJ1015.com](http://www.NJ1015.com) (WKXW 101.5) storm announcement page for information regarding school closings and delayed openings.

REMEMBER: In the event of a delayed opening, we will have a 90 minute delay (not two hours).

On these days, the Kreps Middle School classes will begin at 9:25 AM. Admission to the building will begin @ 9:20 AM. Please remember to check out multiple sources for school closings or delays. Sometimes with power outages we cannot access our website or local TV station (Channel 27).

### **LATE TO SCHOOL**

Promptness is an important element of school attendance. Pupils who are late to school or class miss essential portions of the instructional program and create disruptions to the school/class operations. Students who arrive to school past 7:55 AM are tardy. Arrival at school after the official starting time due to a medical or dental appointment that cannot be scheduled at a time other than the school day, religious observance, attendance in court, or other extenuating circumstances that is justified by a written note from a doctor, dentist or judge may be considered an acceptable excuse for a late arrival. Students who are late due to missing the bus, parental car problems, oversleeping or any circumstance that is their own fault or the fault of their parent will be considered an unexcused tardy. Students who are driven to school by parents are expected to arrive on time or else they too will be considered to be tardy. Consequences for three unexcused tardies: Each third tardy will result in a Saturday detention. The tardy policy is calculated by marking period.

### **LIBRARY**

Our school library provides a variety of books, print and non-print media. All books have a due date. There is a charge for lost or damaged books.

### **LIBRARY DATABASES**

The Library Databases can be accessed through the Kreps Library Website and are accessible at both school and home. In order to access the databases, the following ID and password are needed: ID: kreps Password: home GaleEBooks (Virtual Reference Library) only needs the ID: kreps. Wilson WEB requires no ID or password.

### **LOCKERS**

All students are assigned lockers. Combinations should not be shared with anyone. Students will be responsible for the condition of his/her locker. All lockers are subject to search without notice. (see Search and Seizure)

### **LOST OR DAMAGED MATERIALS**

The East Windsor Regional School District is committed to providing its students with appropriate high quality learning materials to support the New Jersey Student Learning Standards. These materials include textbooks, manipulatives as well as technology tools such as calculators, computers, software, and translators. It is imperative that students understand the proper care and use of these educational materials. We encourage you to reinforce this practice with your child. If any educational materials or textbooks are lost or damaged, it will be the responsibility of the parent to pay for a replacement.

### **LOST AND FOUND**

If you lose an article, check the lost and found locations in the multi-purpose room and main

office. If you find books or other items belonging to another student, please take them to the office.

### **LUNCH PROGRAM**

If students receive a lunch due to losing or forgetting their lunch money, they are expected to repay it the next day. Owed lunch money will result in a lunch fine and families will not be able to access the Parent Portal until the fine is paid in full. Lunch money cannot be used to purchase snacks.

School lunch prices for the 2018-19 school year are:

Grades 6-12	\$2.65
Reduced Lunch Grades 1-12	\$ .40
Ala Carte Milk	\$ .65
Adult Lunch	\$3.50

### **MAKE-UP WORK**

It is the student's responsibility to check with each teacher for make-up work missed during any absence. If a student is going to be absent for more than three days, a parent should call the guidance counselor to request any possible assignments. Students will be given two days for every day absent to complete homework which was assigned during a students' absence. Assignments are not given to students ahead of time for planned vacations or extended absences from school.

### **MEDICATIONS**

If a student must take medication while at school, it must be given to the school nurse with a doctor's order and taken under her supervision. This applies to all medicine including aspirin and other over the counter medicine. All medication must be in its original container with the name of the pupil, the medication and the directions for administration. It is the student's responsibility to report to the nurse at the proper time for his/her medication.

### **PASSES**

Students need a pass if they are going to another location other than their assigned class during the school day. Students must also sign out and in of individual classes. Students must fill out the hall pass section of this assignment book and have it signed by his/her teacher.

### **PHYSICAL EDUCATION**

Students will be issued a gym locker. Students are responsible for maintaining their locker and for all the contents within. Students are expected to change into loose fitting appropriate gym clothing; see dress code. Sweat pants, long shorts and t-shirts are examples of appropriate clothing for P.E. class. Additionally, for safety reasons, students must wear sneakers to participate.

### **PLAGIARISM (Board Policy 5701)**

Students are expected to be honest in all of their work. Academic dishonesty includes but is not

limited to: cheating, crib sheets, copying from other students' work, exchanging information, stealing the ideas, words, etc. from online sources as well as printed text, forging signatures, altering answers or grades. Students who plagiarize may be subject to a full range of penalties including the loss of credit for all the work that is plagiarized.

## RESEARCH PAPER GUIDELINES

The following research paper guidelines are provided for Kreps Middle School students. Teachers may amend these guidelines for specific grade level assignments.

1. Double-space between lines of an entry and also between entries.
2. Begin the first line of an entry flush with the left margin, and indent lines that follow five spaces.
3. List entries in alphabetical order by the author's last name or title if no author.
4. Underline or use italics for the title of works such as books, plays, periodicals, and plays. Be Consistent.
5. Use quotation marks to indicate titles of short works that appear in larger works.

*Authors/Editors Author/Editor. Title of book. City of publication: Publisher, Date of publication.*

One author: Dennison, Pam L. Bikes. New York: Gale, 1999.

Two authors: Smith, Jane, and Tim Harris. Native Americans. New York: Random House, 2001.

Three authors: Jones, Ann, Paul Harris M., and Cindy Conroy. Drug Prevention. Detroit: Gale, 2003.

More than three authors: Martin, Richard, et al. Poems About Ghosts and Other Scary Beings. New York: Random House, 2000.

Editor: Lee, Davis, ed. Rosa Parks. Detroit: Gale, 1999.

**Reference Encyclopedia (Well known such as World Book or Britannica): Author of Article (if listed). "Title of Article." Title of Encyclopedia. Edition and/or year. Susman, Randall L. "Gorilla." World Book. 2001 ed.**

Online Encyclopedia: Author of Article (if listed). "Title of article." Title of Database. Name of Service. Location where database was accessed. Date information was accessed <URL>. Susman, Randall L. "Gorilla." World Book Online Americas Edition. Kreps School Lib., East Windsor, NJ. 10 Jan. 2001 <<http://www.worldbookonline.com>>. Page, Thornton. "Star." Grolier Multimedia Encyclopedia. Grolier Online. Kreps School Lib., East Windsor, NJ. 27 May 2003 <<http://gme.grolier.com>>.

Multivolume Author of article (if listed). "Title of article." Title of book. Editor. Edition. Volume number. City of publication: Publisher, Year of publication. "Anteaters." International Wildlife Encyclopedia. Ed. Ben Hoare et al. 3rd ed. Vol. 1. Tarrytown: Marshall Cavendish, 2002. "Fastball." Contemporary Musicians. Ed. Leigh Ann December. Vol. 32. Detroit: Gale, 2001.

Online Service Author of Article (if listed). "Article/Document Title." Publication information for any printed version. Database Title. Name of Service. Location where database was accessed. Date information was accessed <URL>. "Empire of Ghana, c.300-1240." Timelines On File. New

York: Facts On File, Inc., 2000. Curriculum Resource Center 6-12. Facts On File. Kreps School Lib., East Windsor, NJ. 27 May 2003 <<http://www.fofweb.com>>. Oakes, Elizabeth. "Alexander, Elizabeth." Women Scientists. New York: Facts On File, 2002. Science Online. Facts On File. Kreps School Lib., East Windsor, NJ. 7 June 2003 <<http://www.fofweb.com/subscription/science>>. "Roald Dahl" Contemporary Authors. Contemporary Authors Online. Kreps School Lib., East Windsor, NJ. 18 Dec. 2003 <<http://web4.infotrac.galegroup.com>>. "Presley, Elvis." Biographical Dictionary 1997. Chambers Publishers, 1997. Biographies Plus Illustrated. WilsonWeb. Kreps School Lib., East Windsor, NJ. 24 February 2004 <<http://vnweb.hwwilsonweb.com>>.

**Magazines Print Copy: Author of Article (if listed). "Title of Article." Name of Magazine Date of Magazine: page number(s). Lott, George. "The Animal." National Geographic May 1992: 25-32.**

Online Service: Author of Article (if listed). "Title of Article." Name of Magazine Date of Magazine: page number(s). Name of Database. Name of Service. Location where database was accessed. Date information was accessed <URL>. McRac, Michael. "Orphan Gorillas." National Geographic Feb. 2000: 84. MasterFILE Premier. EBSCOhost. Kreps School Lib., East Windsor, NJ. 5 Mar. 2001 <<http://search.epnet.com>>. Woll, Kathy. "Sun." Science Dec. 6, 2002. Sirs Discoverer. Kreps School Lib., East Windsor, NJ. 7 May 2003 <<http://discover17.Sirs.com>>.

**General Internet Web Sites Internet Web Sources: (list as many items that are available) Author of Article (if listed). "Article/Document Title." Website Title. Date of electronic publication, of latest update, or of posting. Name of institution or organization associated with the site . Date information was accessed <URL>. Eggers, Diana. "Hieroglyphics." Egypt. 2003. Kent School Dist. 4 June 2003 <<http://kent.wed.ed/Egypt.html>>**

Using only photo, chart, maps, etc. from website: "Cheetah." Photograph. National Geographics for Kids. National Geographic Society. 15 Dec. 2002 <<http://www.nationalgeographic.com/kids/cheetah.html>>.

**CDROM: (list as many items that are available) Author of Article (if listed). "Article/Document Title." CD Title. CD-ROM. City of Publication: Publisher, Date of publication.**

## RETENTION POLICY

- Students who fail 4 or more Core subjects will be retained. Summer school will NOT be an option.
- Students who fail 3 Core subjects must attend and pass summer school for two subjects.
- Students who fail 2 Core subjects must attend and pass summer school for one subject. They will be encouraged to attend for the second subject.
- Students who fail 1 Core subject will be encouraged to attend summer school for that subject. However, this will not be mandatory.
- Core Subjects are: Language Arts, Math, Science and Social Studies. World Language is a core subject for seventh and eighth grade students.
- When a determination needs to be made as to which subjects a student needs to take, a

priority will be given to Language Arts, Math, Science, Social Studies and World Language in that order.

- If a student does not pass the required summer school course(s), he/she will be retained.

## **SEARCH AND SEIZURE**

A student's locker and/or possessions may be searched by a school official when there is reasonable suspicion that a law or a school rule has been violated. Should a physical search be necessary, a staff member of the same gender as the student will conduct the search. Attempts will be made to contact parents/guardians in these situations.

## **SEXUAL HARASSMENT**

Sexual harassment is unwanted and unwelcome sexual behavior that interferes with a student's right to get an education or to participate in school activities. It may result from words or conduct that offend, stigmatize, or demean a student on the basis of sex. The target of the harassment and perpetrator do not have to agree about what is happening; sexual harassment is subjective. Harassment is not determined by the intent of the harasser, but by the impact it has on the victim. Harassment can be a one-time or multiple occurrence. Some examples:

- Touching, pinching, and/or grabbing body parts;
- Sexual notes or pictures;
- Sexual graffiti;
- Being cornered, forced to kiss someone, or coerced to do something sexual;
- Making suggestive or sexual gestures, looks, verbal comments or jokes;
- Spreading sexual rumors or making sexual propositions, including those sent electronically;
- Pulling off someone's clothes;
- Removing one's own clothing;
- Attempted rape and rape.

Students should report ALL incidents of harassment to their counselor or Assistant Principal. Sexual harassment will not be tolerated in any form. Action will be taken against those guilty of such behavior. NOTE: Some forms of harassment and unwanted sexual contact may be considered crimes and will be reported to the police and prosecutors.

## **SKATEBOARDS**

Skateboards are not permitted in school, on school grounds, or on school busses. The police will be notified for any persons on school property causing a disturbance or defacing property.

## **SMOKING/VAPING**

Smoking/vaping is prohibited in the school building and on all school properties. Melvin H. Kreps is a drug-free school zone including all alcoholic and tobacco products.

## **STUDENT PUBLICATIONS**

The board of education reserves the right, through the principal or his/her designee, to exercise

prepublication supervision over student publications. Pupil expression may be restricted when censorship action is reasonably related to legitimate educational concerns. Any publication, whether school-sponsored or unauthorized, must not be disruptive to the educational process. Students who violate this policy will be subject to disciplinary action.

## **TRANSPORTATION/BUS GUIDELINES**

The school district provides transportation for children living within the district to and from district schools as well as non-public schools. However, the district does not provide transportation to or from for-profit schools.

Transportation is provided and supervised under the rules and regulations set forth by the NJ State Bureau of Pupil Transportation and the rules and regulations of the East Windsor Regional School District. The following information is furnished by the Transportation Department. It is our goal to insure a safe, efficient journey for all drivers and passengers on vehicles managed by the district.

### **SCHOOL BUSES While riding the bus:**

- Move quickly to your assigned seat. Do not stand or move from your seat while the bus is in motion.
- Driver or School Administrator will assign seats. Sit in your assigned seat to and from school.
- Students are required to wear seat belts.
- Never throw anything out of the bus window.
- Keep hands, arms and other parts of the body inside the bus at all times.
- Keep feet, legs and other objects out of the aisles.
- Do not eat, drink or smoke on the bus. Help keep the bus clean. Throw trash in a garbage can, not on the floor.
- Do not deface in any way. All students are responsible for any damage they cause to the bus.
- Report any damage to the bus to the driver.

A student may be excluded from the bus for disciplinary reasons by the Principal or designee, and the student's parents shall provide transportation to and from school during the period of such exclusion. The bus driver will forward all written referrals to the building Principal after review by the Transportation Department.

- First Offense (Warning): Discussion with the Principal or Assistant
- Principal with notification sent to parents.
- Second Offense: Exclusion from the bus for one day.
- Third Offense: Exclusion from the bus for five days.
- Subsequent Offense: Exclusion from the bus will be determined by the Administration on an individual basis.

Serious violations may require skipping steps and imposing immediate extended exclusion from the bus and /or school. This is an addition to the school disciplinary

policy.

- Examples of serious violation:
- Fighting, threatening or aggressive conduct
- Possession of drugs, alcohol, or weapons
- Lighting a lighter or match
- Throwing objects in or out of or at a bus
- Protruding body parts out of the bus
- Damaging the school bus
- Other behavior relating to safety and well being of others

### ROUTES AND STOPS

- Routes are arranged so vehicles serve the greatest number of children safely within a reasonable time and cost.
- Vehicles will not leave the main route to pick up students.
- Vehicles will at no time cross lanes, unpaved roads, or cul-de-sacs.
- Routes and stops are reviewed annually to determine the safest, most efficient, and timely routes.
- Any questions regarding stops and routes should be addressed to the Transportation Supervisor only and not to the driver.
- There will be no provision for stops at a child care provider's location. The stop must be in the same attendance area as the child resides, and the child utilizes such a stop five days a week. A "Child Care Provider Request Form" must be submitted to the Transportation Department ten days prior to the start date.
- Students who request to ride another bus may do so only on an emergency basis such as an early dismissal due to inclement weather, and the parent must contact the Transportation Department directly. The request may be honored if space is available. The Transportation Department must approve all changes.

### ASSIGNMENT OF STUDENTS

Prior to the opening of school in September, students will be assigned to a specific vehicle, and a specific bus stop. Bus passes will be mailed to students indicating route, stop, and time assignment.

### STUDENT RESPONSIBILITIES

1. Before boarding the bus:

- Be at your bus stop at least five minutes before bus arrival time.
- The bus cannot wait for students; students should be waiting for the bus.
- Remain on the curb at least three (3) feet back - NEVER stand in or move into the road as the bus approaches.
- Wait until the bus comes to a complete stop before moving toward the door.
- Form an orderly line for boarding the bus. Don't push or shove.
- Wait for flashing red lights, traffic to stop, and driver okay before crossing the street or road to board the bus.
- Do not destroy or damage property at a bus stop.
- Students are responsible for any bus or bus seat damage or any property damage caused by them while at a bus stop.



## 2. While riding the bus:

- Move quickly to your assigned seat. Do not stand or move from your seat while the bus is in motion.
- Driver or School Administrator will assign seats. Sit in your assigned seat to and from school.
- Students are required to wear seat belts.
- Never throw anything out of the bus window.
- Keep hands, arms and other parts of the body inside the bus at all times.
- Keep feet, legs and other objects out of the aisles.
- Do not eat, drink or smoke on the bus. Help keep the bus clean.
- Throw trash in a garbage can, not on the floor.
- Do not deface in any way. All students are responsible for any damage they cause to the bus. Report any damage to the bus to the driver.

## 3. After leaving the bus:

- Move quickly away from the side of the bus, up onto the curb or off the roadway.
- When necessary to cross the street or road, move 10 feet in front of the bus and wait for the driver's signal to cross. Move rapidly to the other side. **NEVER GO TO THE REAR OF THE BUS AND CROSS THE STREET OR ROAD.**
- Do not stop to pick up papers or books that drop by the wheels of the bus or in roadway while crossing in front of the bus or cars.
- Go quickly to the other side of the street and wait for a parent or driver to signal that it is okay to pick up dropped items.

## PARENT RESPONSIBILITIES

The regulations and responsibilities should be reviewed with your child(ren), not only for her/his safety, but to insure the safety of all children riding the school bus.

- Help your child(ren) to be on time at the bus stop. It is the parent's responsibility to transport the child(ren) directly to the assigned school if the bus is missed. **Please do not follow the bus to another stop along the route. Children may only board the bus at their designated stop.**
- Do not ask the driver to stop at places other than the designated stop. Drivers do not have the authority to change routes, stops, or times.
- Instruct your child(ren) to cooperate with the driver.
- Insist on correct behavior in waiting for and riding the school bus.
- Accompany very young children to the bus stop each morning and meet the bus in the afternoon.
- Cooperate with school officials regarding discipline that supports safe riding behavior. Parental assistance in this matter is very important.
- If you need to talk to the driver about your child(ren) or routes, call the Transportation Department. Do not delay the bus.
- Parents are responsible for any property damage at a bus stop and/or any damage caused to a school vehicle by their child(ren).

## AFTER SCHOOL LATE BUS GRADES 6-12

The use of the late bus is for student transportation for after school, supervised activities. To ride the late bus, the student needs a bus pass from the school office. Members of a school team, cheerleaders or other groups that meet regularly will be given a pass for the entire season. Spectators are not permitted to ride the late busses.

## **VISITORS**

We are not able to accommodate student visitors. Parents/guardians or other visitors must sign in at the main office and wear a visitor's badge. If a parent or guardian wishes to make a classroom visit, 24 hours notice is required.

## **WEAPONS**

The Board of Education, Administration and Staff of the East Windsor Regional School District stand united in their expression of intolerance for the presence of weapons in our schools. We believe that our schools must be safe and free from the danger that the presence of a weapon creates. In accordance with the Board of Education Policy and Procedures 5611 (Weapons), students who are found guilty of possessing a weapon in school, on school grounds, on school buses, or at school-sponsored activities will be subject to expulsion from the school. To expel means to be removed permanently. In addition, criminal charges will be filed with the East Windsor Township or Hightstown Borough Police Department. A WEAPON IS

**DEFINED AS ANY INSTRUMENT OF OFFENSE OR DEFENSE, WHICH IS CAPABLE OF INFLICTING INJURY OR DEATH TO SOMEONE. Examples of items that would be considered weapons included, BUT ARE NOT LIMITED TO, the following:**

- GUNS\* (loaded or unloaded): handguns, BB guns, pellet guns, stun guns, air guns, dart guns, shotguns, rifles.
- \*Also defined as any device or instrument in the nature of a weapon from which may be fired or ejected any solid projectable ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the lighting of flammable or explosive substances. This includes mace, pepper spray or like substance, and any other object brought to school with the intent to commit harm.
- KNIVES: Pocket knives, hunting knives, switch blades, gravity knives, daggers, stilettos, dirks.
- OTHER: Pipes, tire irons, billies, blackjacks, brass knuckles, sand clubs, slingshots, and leather bands studded with metal, lighters, or other flame producing devices.

**Code of Conduct (COC), Acceptable Use Agreement (AUA), & Personal Device Policy Rules and Code of Ethics for Melvin H. Kreps Middle School Students and Computer/Technology Users**

1. Students are expected to be K.R.E.P.S (Kind hearted, Respectful, Engaged, Positive, Self Motivated) towards peers and staff members.
2. Students must identify themselves to school personnel when asked for name/grade.
3. Possession, use, and/or being under the influence of alcohol, tobacco/vaping products, vape products and/or drugs are strictly forbidden on school property or during any school-sponsored activity. Violations will result in suspension and/or criminal charges. In situations involving drugs, a police investigation will occur.
4. Students are not permitted to bring items to school which could be considered dangerous to themselves or to others. This includes real and toy weapons, chains, and other objects that may be used or believed to inflict harm.
5. Obscene language of any kind is not permitted. Running, hitting and/or touching others, including physical displays of affection, regardless of intent, are prohibited and will result in disciplinary action. Fighting, assault or sexual harassment will result in suspension or possible expulsion.
6. Harassment, intimidation, and bullying (HIB) will not be tolerated in any form, including verbal, written, electronic/social media communication. Parents and students should review the district HIB policy as it is strictly enforced at Kreps Middle School.
7. Students must remain in the building and on school property unless permission to leave has been granted through the Front Office.
8. Students may not buy, sell, trade, or distribute personal possessions or food products in school. This activity will result in disciplinary measures.
9. Personal devices, including but not limited to, iPods, iPads, cell phones, and any other electronic devices are not to be used in school unless directed by and under the supervision of a staff member. If these items come to school, they are to be housed in the student's locker and turned off unless they are instructed to bring them to class. The Kreps School will not be responsible for any lost or stolen personal devices. **Students are prohibited from using any recording device on school property or at school sponsored events unless they have permission from a staff member. Additionally, students are prohibited from posting any recorded material online without permission from those in the recording.** Violations will result in disciplinary consequences after administrative review.
10. Opened food and/or beverages may not leave the cafeteria unless required by a teacher-initiated class activity. Glass bottles are not allowed in school.
11. Dress Code: Appropriate school attire is required for all students. Students in violation of the dress code will be detained by an administrator until proper attire is procured. The dress code in its entirety can be found in the student handbook.

## **Technology, Computer and Internet Use**

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers and the Internet while attending the Melvin H. Kreps Middle School in East Windsor Regional School District (EWRSD):

1. All use of school technology, including computers and Internet must be in support of education and research consistent with the purposes of the East Windsor Regional School District.
2. Use of school technology or Internet for purposes that are disruptive to the educational process is prohibited.
3. All technology users have the same right to use the equipment. Do not waste or take supplies that are provided by EWRSD. When working at any computer workstation, talk softly and work in ways that will not disturb others.
4. Do not make unauthorized copies of software or programs found on school computers.
5. Do not copy, install or download information on to the hard drives of any EWRSD computer without authorization from a teacher or supervisor.
6. The illegal installation of copyrighted software for use on district computers is prohibited.
7. Use of district technology, computer or Internet to access or process pornographic material, inappropriate files, personal e-mail or files dangerous to the integrity of the computer or network is prohibited. These restrictions apply to any instant messenger, wikis, blogs or social networking sites, including but not limited to Wikispace, Google Chat, Instagram, Snapchat, and/or Twitter.
8. Students may use the Internet only with direct teacher supervision.
9. Attempting to or gaining unauthorized access to system programs, data or computer equipment is prohibited. Students must access the computer system using their own username and password and are responsible for establishing and maintaining a reasonably secure password.
10. Password accounts associated with educational sites and district technology are to be used only by the authorized owner of the account for the intended purpose. Users shall not intentionally seek information on, obtain copies of or modify data or passwords belonging to other users. Users will not share their usernames and passwords with other students.
11. No use of district technology or Internet shall serve to destroy or modify data, hardware or software and students are not permitted to change system settings.
12. Students should avoid providing personal information, including names, addresses, and photographs while using the Internet.
13. Students who make harassing or threatening references to school, students, staff members or school activities on school or personal communication accounts are subject to potential disciplinary and legal action.

From time to time, EWRSD will make determinations on whether specific uses of the network are consistent with the acceptable use practice. There is no implied privacy in the individual use of the EWRSD technology, computers or network. EWRSD will maintain a log of student computer usage for periodic review. EWRSD will maintain the ability to monitor student computer usage in "real time" to insure compliance with the AUA. Violations of the rules and code of ethics described above will be dealt with seriously.

Violators will lose computer privileges and may be subject to other disciplinary actions including law enforcement notification if appropriate. Inappropriate use of personal computer system outside of school may result in a loss of computer privileges in school. EWRSD reserves the right to temporarily remove a user account on the network to prevent further unauthorized activity.

## **Personal Device Policy**

1. Students are expected to manage the use of these devices responsibly in accordance with the student code of conduct and the acceptable use policy of MHK for supervised educational purposes only and at the direction and discretion of the supervising staff members at all times.
2. Student use of devices is permitted through the teacher. Teachers control the availability of student use of devices solely at their discretion within their instructional or supervision areas. Should a teacher or staff member ask a student to stop their use of a personal device, the student must comply and power down the device.
3. Devices should be muted at all times while in the building. If a student's use of a device is found to be disruptive, the student will be considered to have violated the BYOD Policy and the device will be confiscated and a discipline referral may be written.
4. The purpose of the use of personal devices at school is educational.
5. The use of a personal device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class in any way.
6. Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
7. Students shall not take pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online). Audio or video recording or taking pictures without the knowledge and permission of all involved is prohibited and potentially illegal.
8. Students who choose to bring a device to school assume total responsibility for the device. Devices that are stolen or damaged are the responsibility of the student and their parents or guardians. Students should take all reasonable steps to protect against the theft or damage of their personal device.
9. MHK reserves the right to temporarily seize and examine the device if there is reasonable suspicion that the student violated school and/or district policies or local, state and/or federal laws and it is believed that evidence of the misconduct may be found on the device.
10. Uses of any electronic devices to intentionally cause emotional harm, to discredit another person, or to harass,

intimidate, or bully someone is strictly prohibited. Strict consequences will be imposed for hurtful behavior in accordance with the school's code of conduct and the NJ State Law on harassment, intimidation, and bullying.

### **Consequences for Misuse/Disruption**

1. Device taken away and stored until parent picks it up
2. Disciplinary referral

### **School Liability Statement**

Students bring their devices to use at MHK at their own risk. It is their duty to be responsible in the upkeep and protection of their devices. Melvin H. Kreps is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

*The use of personal electronic devices in the classroom is not mandatory nor will any negative consequences be placed upon a student's grades if he/she does not wish to use an electronic device in class.*