

Hackettstown Middle School

A tradition of excellence since 1875.



Student Handbook



500 Washington Street

Hackettstown, NJ 07840

Telephone: (908)852-8554 Fax: (908)850-6544

Website: www.hackettstown.org



DEAR STUDENTS & PARENTS:

The staff of Hackettstown Middle School would like to extend a warm welcome to you for the 2019-2020 school year. We look forward to forging a partnership with you to maximize the year's potential.

At the Middle School, we pledge our expertise and talents to the education of the children in the community. This is a continuing process, and no matter how dedicated we may be, we need your support and your assistance. We ask that you be actively involved in your child's education and support both their social and academic development. For a successful school year:

1. **Have your child at school on time.** Punctuality is both a habit and an attitude.
2. **Avoid unnecessary absences.** Each day lost is a break in your child's orderly and progressive development.
3. Be sure your child is well rested and has a nutritious breakfast to ensure a good start to the school day.
4. **Provide a quiet place for study.** Help plan study time, and avoid too many distractions. Support your child's acquisition of positive study habits.
5. **Provide suitable study equipment and materials.** A desk or work table, a chair, good light, reference books, pens, pencils, paper, etc.
6. **Encourage your child to use this Agenda Book to record all of her/his long and short-term assignments.**
7. **Keep track of your child's progress by visiting Realtime and encourage your child to monitor his/her own learning by reviewing grades regularly.**

This handbook is to help you become better acquainted with the rules and framework of our Middle School program. Its purpose is to outline our procedures for you. The following pages explain the opportunities available for all students and their parents.

As this handbook addresses daily issues, it is advisable that frequent reference be made to it. Students and their parents are urged to read this booklet carefully and to inquire about matters needing further explanation. It has been cooperatively prepared by the student council, faculty, guidance department, and administration. We thank you in advance for reviewing the information within this handbook, and we look forward to an excellent year.

Sincerely,

The Staff of HMS

By signing, my child and I acknowledge having read and reviewed the Hackettstown Middle School Student Handbook.

Student's Name (please print)

Student's Signature

Parent's Name (please print)

Parent's Signature

Date

Note: Acknowledgement of Hackettstown Middle School Student Handbook may be completed in Realtime by answering the question in the parent/guardian portal.

HMS MISSION STATEMENT

Hackettstown Middle School Strives to provide a safe learning community for students to become independent, accountable, and successful individuals. We will foster the transition of children into compassionate, well-adjusted, life-long learners who are able to compete in our global society.

HMS BUILDING GOAL

Over two school years, beginning in September 2018, all students attending Hackettstown Middle School will develop public speaking skills through effective and efficient classroom instruction and activities to communicate thoughts, ideas, and action plans with clarity, assisting in creating a well-rounded 21st Century Learner who is college and/or career ready who can "communicate clearly and effectively and with reason" as outlined in the New Jersey State Learning Standard for Career Readiness Practices: CRP4.

AFFIRMATIVE ACTION

The Hackettstown School District's Affirmative Action Officer is the Director of Curriculum and Instruction, 315 Washington Street. The phone number is 852-2800.

ATTENDANCE/ABSENCES/EXCUSES

Excellent attendance is essential for the steady progress of children throughout their school lives. The earlier children learn that school is a priority, the more satisfactory will be their growth. Every student should work for a perfect attendance record because absences prevents students from reaching their full potential. In the spring of each school year, when a decision is made regarding student placement for the next school year, attendance will be given consideration

Please contact the school (852-8554) and leave a message as soon as you know your child will be absent. This number can be used 24 hours a day. Parents who have not called in will be contacted at home or work to verify their child's safety. The State Department of Education requires that teachers keep an accurate record of every child's attendance at school. Such records must show the specific cause of every absence. For this reason, all students **are required to bring written excuses from parents or guardians in every case of absence or tardiness** even when a phone call has been made. This must be given to the homeroom teacher when the student returns to school. Any student absent from class for any reason must make up all the work missed (see Homework While Absent). An ill child should have proper medical attention and remain at home. Attending school when ill is harmful to the child and to others with whom the child comes in contact.

Promptness and attendance are essential for all students. Keep tardiness and absences at a minimum, but keep an ill child home. Excessive tardiness and absences MAY result in disciplinary action. Parents will receive letters for absences when their child reaches five, eight, twelve, and fifteen absences. Any more than ten unexcused absences may be reported to the Hackettstown Court System for truancy charges.

The following absences are excused:

1. Illness as verified by a physician;
2. Recovery from accident/surgery/hospitalization with physician verification;
3. Required court attendance with court appearance notice;
4. Death in the family;
5. Religious observance in accordance with statute, no pupil absent for religious observance of a day recognized by the commissioner of education or this board of education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence;
6. "Bring Your Child to Work Day";
7. Out of school suspensions;
8. Approved educational field trips;
9. Written Parental Permission in accordance with the definition of excuse absences and in line with the district's educational philosophy will be accepted at the discretion of the administration. This documentation must be submitted to the main office within 48 hours of the absence. **A limit of 3 per school year will be accepted at the middle and elementary school levels.**

Continuation of ATTENDANCE/ABSENCES/EXCUSES

All other absences are classified as unexcused. No pupil in grades kindergarten through eight shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act in his/her behalf. The principal/principal designee may telephone the parent to verify this request. The principal shall require all early dismissal pupils to be signed out before leaving the facility.

-In grades K-8 students must attend school for four (4) hours cumulatively to be considered in attendance for a full day. Students must attend for a minimum of two (2) hours cumulatively to be considered in attendance for a half day.

-Please note, students should arrive to school no earlier than 8:10 a.m. unless they are participating in Breakfast Club or are otherwise directed to do so by a teacher or administrator.

BICYCLES

Bicycle racks for the building are provided on the blacktop for seventh and eighth graders and for fifth and sixth graders on Washington Street. **Students are required to keep their bikes locked and to walk their bikes while on school property. Approved helmets must be worn by all Middle School students.** Students will follow rules prescribed for bicycle safety. Failure to follow the bicycle rules will result in loss of riding privileges for a period of time. Skateboards and scooters must also adhere to the same guidelines as bicycles. Administrative discretion will be used to address any inappropriate use of the above mentioned devices.

BLACKTOP USE

Staff supervision is provided before school from 8:15 a.m. to 8:25 a.m. and after school from 2:40 p.m. to 2:55 p.m. Students are permitted to use the blacktop in an appropriate manner beyond these supervised times at their parents' discretion. However, students who commit three disciplinary infractions in relation to their behavior on the blacktop will be prohibited from using it for an indefinite period of time.

CAFETERIA

The cafeteria is a place for students to gather and eat their lunches and converse respectfully with their friends utilizing conversational voices. Good manners, politeness, and cleanliness are expected as a general rules of behavior. There shall be no roughness, throwing of food or paper, pushing or disorderly conduct in the cafeteria. These behaviors could result in detention or suspension from the lunch program. Food or beverages are to be eaten only in the cafeteria. Glass bottles, energy drinks or open containers should not be brought to school.

-Students are required to remain in the school cafeteria for lunch. During December, January, February and March, all students are to bring their coats to lunch every day for recess. Throughout the year, be sure your child is dressed appropriately for the weather.

CELL PHONES, SMART DEVICES, and PERSONAL ELECTRONIC DEVICES

All cell phones, smart devices and personal electronic devices are to be turned off and put in students' lockers or backpacks during the school day. Any phones confiscated by staff for not following the above policy will have to be picked up by a parent/guardian at the end of the day. No pictures or video may be taken without permission from the administration. All other devices that are capable of text messaging, calling, or accessing the Internet must be kept in lockers or backpacks as well.

CHILD STUDY TEAM

The Middle School has available the services of a child study team. The team consists of a learning consultant, a psychologist, and a social worker. Parents are encouraged to discuss concerns with their child's teachers and case manager.

COURSE OF STUDY

The program of the Hackettstown Middle School is not an "easy" one. We believe a child should not be pushed beyond her/his academic ability or her/his emotional and physical endurance. On the other hand, we believe that every child should be taught how to work, encouraged to work, and expected to achieve. In our program, the students are constantly being led to new discoveries, which is the true process of teaching and learning. An effort is made to ensure that each student makes consistent growth academically and emotionally. The following are brief descriptions of our curriculum:

ART

The art program provides all students in grades five through eight with a yearly cycle. The art class experience centers around “hands-on” exploration of various media. Students are given the opportunity to improve technical skills and challenge their individual, creative abilities.

TECHNOLOGY

Instruction on computer use is given to all students in grades five through eight through their academic classes. Students are required to use logic and problem-solving skills as they learn about the latest advancements in technology. Our technology teacher works cooperatively with the grade level teachers to enhance the role of computers in the classroom. Additionally, all students have technology as a cycle during the school year.

HEALTH

Health classes are provided for all students, grades 5-8, and include the areas of substance abuse and family life education, as mandated by the State. Students are given the opportunity to increase their knowledge on important health issues, as well as to develop valuable social skills, which will assist them in making healthy choices for living.

ENGLISH LANGUAGE ARTS

The Middle School language arts program focuses on developing enthusiasm for the language, the critical skills necessary to appreciate the written and spoken word, and the discipline and expertise to use the language effectively whether in writing, reading, viewing, listening, or speaking. The ELA program provides students with the opportunity to develop competency and obtain knowledge of their language that will not only serve them during the middle school years but will also provide a foundation for transitioning into high school and beyond.

MATHEMATICS

The mathematics curriculum consists of a progression from whole number concepts and computation in grade five to algebra and preparation for high school in grade eight. Between these extremes, students learn about fractions, decimals, ratios, proportions, percents, geometry, measurements, graphing, etc. in a problem solving manner. Skills and concepts are introduced, developed, and reinforced as the students move through the Middle School. Students receive instruction in problem-solving and are presented with situations that require critical thinking, cooperative brainstorming, and hands-on inquiry. The use of calculators is incorporated in the curriculum as well as other forms of technology.

MUSIC

The music program provides students with opportunities in general music, as well as vocal and instrumental music exploration. In general music, students are exposed to a variety of topics including music literacy, student composition, performance, and critical listening skills.

- The choral program provides students with an opportunity to explore vocal performance in a choral setting. The choruses present at least two public concert performances each year. There is a non-audition chorus for each grade level. The select chorus for grades 6, 7 & 8 meets after school and is open only by audition. All chorus students are given the opportunity to audition for regional and state choruses.

- The instrumental music program provides students with an opportunity to perform in the band and develop musical skills on an individual instrument. Small group lessons are provided. Students participate in major public concert presentations and additional “special event” performances. Participation is encouraged. All band members are encouraged to pursue private lessons in addition to their in-school band instruction.

PHYSICAL EDUCATION

Physical education classes provide all students in grades 5-8 with valuable experiences in a variety of sports and fitness activities. In addition to the development of technical skills, students are encouraged to enjoy active participation and explore concepts related to team spirit and fair play.

- Physical education is mandated by New Jersey law. Parents are asked to provide the required gym

attire. This clothing should be kept neat and clean. A written excuse from your doctor is required if your child is not to take physical education or participate in physical activities.

-Parental requests for physical exemptions will be honored for two days. Extended medical excuses (three days or longer) must be in writing from the student's physician, stating the medical reason, length of exemption, and any restrictions or limitations. These excuses are to be given to the school nurse.

SCIENCE

The science program in the Middle School is designed with the belief that to prepare students for the challenges of the future, they must become science literate. The program enables students to learn science by thinking, talking, and discovering. Science emphasizes concept and skill development over the memorization of facts. By doing science activities and then thinking about the results, students learn the whys and hows of science. The blend of both hands-on and minds-on labs challenges students' thinking skills while introducing them to the realistic methods of science. The ultimate goal is for students to see science as a system for making sense of the world.

SOCIAL STUDIES

The purpose of our social studies curriculum is to prepare young people to be rational, humane, participating citizens in our democratic, global society. Social studies explains students' relationships and responsibilities to other people as well as to institutions and the environment. Students are equipped with the knowledge of the past in order to cope with the present and plan for the future. Problem-solving and decision-making skills are stressed. By the time students graduate from the eighth grade, we want them to have a clear understanding of geography, American government, culture, and history. Additionally, students should acquire an understanding for how to participate as a responsible citizen in the school, community, and world.

WORLD LANGUAGES

The focus of our world language curriculum is to provide students with the opportunity to understand and appreciate the culture and language of Spanish. All students experience an introduction to Spanish in a cycle format. Speaking and writing skills and select cultural topics are explored. Student emphasis is on oral, grammar, and written skills, as well as cultural awareness.

DISCIPLINE PROCEDURE

The following disciplinary procedures and "point system" have been developed by Hackettstown Middle School. The student behavioral framework below is one that presents rules for student behavior that is clear and concise. Consequences for violating these rules are also provided so students will know their status in the discipline process at all times.

To strengthen the educational program, the following system of classroom discipline will be followed. The main premise of these procedures is that students have a right to learn in a safe, orderly environment and teachers have the right to teach without disruptions. Any disturbance or distraction that interferes with the teaching-learning process will not be tolerated. Considering this philosophy, the following expectations are for classroom and school conduct:

1. Students will come to school dressed appropriately and within the confines of our dress code.
2. Students will be seated and quiet when the bell rings.
3. Students will come to class prepared, i.e. pencils, books, etc.
4. Students will take an active part in the lesson.
5. Students will refrain from disrupting the class.
6. Students will demonstrate respect and appreciation of self, others, property, rules and culture.
7. Students will improve every situation by following the rules of the school.
8. Students will be honest, courteous, and polite at all times.
9. Students will accept responsibility for their actions, attitude, and achievement.
10. Students will practice self-discipline.

Continuation of DISCIPLINE PROCEDURE

Infractions may result in the student being given formal consequences, which initiates points being assigned. Please note that consequences are progressive. For example, the first offense might be a lunch detention, the second might be several lunch detentions, and the third offense would be an after school detention. Below are infractions and consequences as part of our Code of Conduct.

Infraction	1st OFFENSE ACTION	2nd OFFENSE ACTION	3rd AND SUBSEQUENT ACTION
Cheating/Plagiarism	As per the grading policy	Administrative Detention/ Saturday School	Administrative Detention/ Saturday School
Insubordination	Detention/ISS/SS/OSS	ISS/SS/OSS	OSS
Vandalism	Comm. Service/detention/ISS/OSS	Comm. Service/ detention/ISS/Oss	Comm. Service/detention/ISS/OSS
Disruptive behavior	Detention/ISS/SS/OSS	Detention/ISS/SS/OSS	Detention/ISS/SS/OSS/Expulsion
Tardiness to class (unexcused)	Verbal warning	Detention/SS	Detention/SS
Tardiness to school (unexcused)	Office Warning	Guidance Referral	Detention/SS
Truancy	1-day ISS/SS	2-day ISS/SS	2-day ISS/SS/Court/FCIU referral
Substance use/ Possession	10 day suspension, police complaint, following BOE policy 5131.6	10 day suspension, police complaint, following BOE policy 5131.6	10 day suspension, police complaint, following BOE policy 5131.6/ Expulsion
Gambling	Detention/ISS/OSS	Detention/ISS/OSS	Detention/ISS/OSS
Inappropriate Dress	Warning and change of clothing	Change of clothing/detention	Change of clothing/ISS
Failure to wear lanyard	Warning	Warning	Detention
Profanity/Threat to staff	ISS/OSS/Poss. Police complaint	ISS/OSS/Poss. Police complaint	ISS/OSS/Poss. Police complaint
Physical assault of a staff member	OSS/Police Involvement/Poss. Change in placement	OSS/Police Involvement/Poss. Change in placement	Change in placement
Profanity	Verbal Warning/Detention/ISS	Detention/ISS	Detention/ISS/OSS
Inappropriate use of an electronic device	Removal and parent required to pick up	Removal and parent required to pick up	ISS/SS
Misuse of Computers/Network	Loss of Privileges 1 WK Detention/ISS/SS/OSS	Loss of Privileges 2WKS Detention/ISS/SS/OSS	Loss of Privileges 2WKS Detention/ISS/SS/OSS
Possession of a weapon	See Board of Education policy	See Board of Education policy	See Board of Education policy
Smoking	1 day OSS/ SAC Referral	2 day OSS/ SAC Referral	3 day OSS/ SAC Referral
Cutting class	Detention	ISS/SS	ISS/SS
Leaving school or class without permission	Detention/ISS/SS/OSS	Detention/ISS/SS/OSS	Detention/ISS/SS/OSS
Fighting	ISS/OSS/Poss. Police Involvement	ISS/OSS/Poss. Police Involvement	ISS/OSS/Poss. Police Involvement
Theft	ISS/OSS/Poss. Police Involvement	ISS/OSS/Police Involvement	OSS/Police Involvement
Endangering welfare of others	ISS/OSS	ISS/OSS/Poss. Police Involvement	OSS/Police Involvement
Inappropriate behavior	Detention/ISS/SS/OSS	Detention/ISS/SS/OSS	Detention/ISS/SS/OSS
HIB	See Board Policy 5131.1	See Board Policy 5131.1	See Board Policy 5131.1

Receiving formal consequences for above infractions results in a student receiving points. In this event, the student, parents, school counselor, and team leader are notified. The following consequences generate specific points:

- Administrative Lunch Detention - 1 Point
- Grade Level Team Lunch Detention- 1 Point
- After School Detention - 2 Points
- Saturday School- 4 Points
- ISS - 5 Points
- OSS - 8 Points

Continuation of DISCIPLINE PROCEDURE

In an effort to remedy negative student behavior, a mandatory conference with the student, parents, an administrator, school counselor, and a teacher will take place once a student reaches the threshold of 20 points. At this conference, a behavioral plan will be drawn up to improve the student's behavior. Students who do not modify their behavior risk point accumulation consequences that are in addition to consequences given for individual infractions.

- 30 points – Ineligibility to participate in co-curricular activities
Students will be ineligible to participate in any co-curricular activities from the time of accumulating 30 points until he/she has exhibited behavior that warrants a reduction in points. This includes any evening sponsored events, field trips, field day, school dances and/or social events, and any other school-sponsored activity decided upon by the Middle School Administration.
- 40 points – Loss of opportunity to reduce points to attend a co-curricular activity as listed above. The accumulation of 40 points is evident that the student is not meeting the expectations of the Middle School. The behavioral plan will be reviewed. Any further accumulation in points will repeat the above consequences and put the student at risk for more significant consequences.

Point Reduction

Proper behavior is expected and rewarded. Students will have the opportunity to reduce points if they accumulate 30 points or more. In order to reduce points, a student will need to initiate a conversation with administration, which may result in the development of a point reduction plan. A point reduction plan would then be communicated to parents, the team leader, and the school counselor. All point reduction plans need the approval of administration.

After School Detention

After school detention will be held after school from 2:40-3:20 p.m.. The students will be required to write a reflection statement with regard to their actions and how they could have behaved differently. Students who fail to report to after school detention will be rescheduled and an additional day will be assigned as a consequence. If the students continue to not report to an assigned after school detention, an in-school suspension will be assigned.

Saturday School

Saturday School will be held at Hackettstown High School in the Media Center from 8:00-11:00 a.m. Students who are assigned must report to the main lobby before 8:00 a.m. as the administrator in charge will check them in. Saturday School will be utilized as a continuation of attendance, academic and behavior plans which will be part of the progressive systems. Communication with parents/guardians will occur with administration before a student is assigned to Saturday School. The dates will be previously determined through in conjunction with the High School administration.

DRESS CODE

The following dress code is to guide the student body of the Hackettstown Middle School in wearing appropriate clothing during the hours that school is in session. The Middle School is first and foremost an academic institution. While decisions about clothing are primarily left to parents and their children, it is our belief that clothing should not distract from learning and should promote an academic atmosphere. School clothing should be neat, clean, and in good repair. We believe a positive self-image is fostered through appropriate dress.

Clothing should be worn as it is intended to be worn (i.e., laces tied, straps buttoned, pants around the waist, no undergarments showing, etc.). The staff retains the right to require certain clothing for specific field trips, after-school functions, or class activities. We ask parents to look over the following examples of unacceptable attire with their children and to cooperate with the staff in enforcing them.

1. Clothing that is too revealing, including, but not limited to midriff shirts, tank tops, halters, and see through tops or low cut blouses should not be worn.
2. Clothing that may damage school property including, but not limited to, cleats, shoes or boots that leave black marks, and sneaker skates is unacceptable.
3. Footwear that is unsafe, including but not limited to, high heels and platform shoes should not be worn.

Continuation of DRESS CODE

4. Clothing that has designs, wording, or patches that are offensive and promote violent behavior including, but not limited to, alcohol/drug advertising and obscenities or sayings that are offensive to certain groups is not acceptable.
5. Clothing that is too short is not acceptable. Shorts, skirts, and dresses are to be no shorter than six inches from the top of the knee.
6. For health and safety reasons, students are to refrain from marking on themselves with pens, pencils, etc.
7. Hats, hoods, and bandanas are not to be worn in the building.
8. All jewelry must be removed prior to entering the gymnasium for physical education class. This includes earrings, stud earrings, watches, necklaces, rings, bracelets, and anything else that could be considered a potential safety hazard. It is recommended that the PE schedule be considered before getting any piercings.
9. For safety reasons, pockets, zippers, snaps and/or buttons are not acceptable on shorts, t-shirts, or sweatshirts used during physical education classes.
10. Students should wear clothing appropriate for the weather. Even during the winter months, students go outside for recess and should bring their coats to lunch.
11. Clothing and accessories that may be unsafe should not be worn in school; this includes, but is not limited to clothing that is excessively long, unfastened straps, metal studs and/or safety pins.
12. Coats, jackets and other outerwear must be placed in lockers or homeroom closets during the school day.
13. Sleeveless tops and tank tops that have excessively large arm openings exposing the midriff area are not permitted. Dresses with cutouts in the midriff area are not permitted. Tank top straps should be 1 1/2" wide. (2 adult finger widths)
14. Any holes or tears in jeans/slacks should be located **only** below the knee.
15. Any other clothing not specifically identified in the above list, and deemed inappropriate by the administration may not be worn.

EARLY DISMISSAL

Students will not be excused from class early unless they have a written request from a parent. Appointments with doctors or dentists should be made after school hours or on days when school is not in session. If a dismissal during school hours is necessary, the student will be dismissed only to a parent and only if the office has a signed and dated note. The student must report to the main office where the parent will sign the child out.

ELEVATOR

An elevator for travel between the ground, first, and second floors is available for emergencies and for the supervised use by persons using wheelchairs, crutches, etc. A doctor's note requesting the need for elevator use is required. The school nurse should be contacted as soon as possible so a schedule can be arranged.

EMERGENCY INFORMATION CARDS

Please make sure all contact information is updated in RealTime so that no undue delay occurs in contacting you in case of serious injury or illness. Be sure we have your cell, home and business telephone numbers, and the telephone number of another person who will assume temporary care of your child if you cannot be reached.

EMERGENCY SCHOOL CLOSINGS

The School's parent notification system (PNS) will be used to announce emergency school closings, delayed openings, and unexpected early dismissals. Additionally, these announcements will be placed on the District's website.

ENCORE SUBJECTS

The Hackettstown Middle School is proud of the many encore cycles offered to our children. Students in grades five and six will cycle through Fine Art, Performing Art (Music), World Language and Technology, while students in grades six and seven will cycle through Fine Art, Performing Art (Theater), World Language and Technology. Students will also have the opportunity to sign up for Band and Chorus in addition to the encore cycles.

ENTERING AND EXITING THE BUILDING

All students will enter and exit the building through their designated grade level entrances for morning arrival and afternoon dismissal. Any entry or exit from the building at any other time should be done through the main entrance (this excludes emergency drills). Additionally, all parents and visitors may only enter and exit the building through the main entrance.

FIELD TRIPS

Field trips are taken to enrich the curriculum. Parents should pay particular attention to specific instructions regarding each trip. A signed parental permission slip must be on file in the office before a student can accompany the group. All students are encouraged to participate in field trips unless their conduct excludes them.

-Please note, students who are excused from physical education (through a doctor's note) at the time of a field trip must obtain medical clearance from their physician stating that they are physically capable of participating in the upcoming activity, without limitations (i.e.: a child who is not allowed to use the stairs must be able to get on and off the bus). This clearance needs to be presented to the school at least 24 hours prior to the trip.

GRADES

Hackettstown Middle School has a ten point grading scale that is consistent with the High School. Please refer to the chart below to correlate your numerical grade to a letter grade:

A = 90-100

B = 80-89

C = 70-79

D = 65-69

F = Below 65

GUIDANCE DEPARTMENT

Our school's guidance counselor attempts to help individuals understand themselves, make the most of their capabilities, adjust to varied situations in their environment, and develop the ability to make decisions and solve problems wisely and independently.

Some of the services offered by the department in general are school counseling, career activities, student orientation programs, and consultation with parents and community agencies. Parents interested in conferring with a school counselor should feel free to call at any time for an appointment to review records (report cards, cumulative folders, etc.) or to discuss progress or difficulties that their child may be experiencing.

HACKETTSTOWN EDUCATIONAL NETWORK

Before using the Hackettstown Educational Network (HEN) or the Internet, a signed acceptable use policy form must be on file in the Middle School office. Violation of the District acceptable use policy will result in disciplinary action as well as possible loss of HEN privileges. Additionally, when using Google and school email accounts, all students are expected to behave in an ethical manner. Any infractions will be addressed in accordance with our Code of Conduct as well as our acceptable use policy.

HALL PASSES

Students must have permission to be in the hallways at any time other than when classes are changing. Failure to produce a hall pass may result in disciplinary action. Students must also obtain a hall pass to go to guidance and/or the nurse, while also swiping in with the student identification cards.

HARASSMENT, INTIMIDATION, BULLYING (HIB)

State legislation requires all NJ schools to enforce strict anti-bullying policies and procedures. Our school's Anti-bullying Specialists (SABS) are Ms. Stein and Mrs. Spuckes. The District Bullying Coordinator is Mr. Guy Jorstad. A School Safety Team which includes the principal, SABS, a parent, and other principal appointees will regularly meet to promote and maintain a positive school climate. Harassment, intimidation or bullying will not be tolerated! Anyone may report incidents of bullying verbally, in writing or online (via school website).

Continuation of HARASSMENT, INTIMIDATION, BULLYING (HIB)

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - A. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - B. Has the effect of insulting or demeaning any student or group of students; or
 - C. Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

HIB BASIC PROCEDURES

A staff member, volunteer, substitute, etc. must verbally report all incidents of HIB to the building principal the same day as the incident is known. The principal will initiate an investigation within one school day of receiving the verbal report. The staff member who verbally reports the HIB act must submit a written report to the principal within 2 school days of the observed HIB incident. The principal will notify the parents of all the students involved in the alleged incident. The investigation must be completed within 10 school days from the date of the written report. Please contact the building principal or guidance directly if you have any questions or concerns regarding more specific information.

HEALTH SCREENINGS

Health screenings are provided for various designated groups in our school and include:

Vision	Health History	Height and Weight	Hearing	Tuberculosis
Scoliosis	Immunizations	Any Possible Contagion		

The Hackettstown Board of Education requires a physical for all 7th grade students and to those new to our district. Parents may request to have the student checked by their family doctor and submit his/her report to the school nurse.

-As required by N.J.A.C. 6A:16-2.2 (b), student medical examinations must be conducted at the medical home of the student and a full report must be sent to the school. If a student does not have a medical home, the school physician is required to provide this examination at his/her office or other appropriately equipped facility. A “medical home” is defined in N.J.A.C. 6A:16-1.3 as meaning a health care provider and that provider’s practice site chosen by the student’s parent or guardian for the provision of health care.

-The results of this exam must be documented by the physician on the district form, which is available from our school nurse.

HEALTH SERVICES

A child must be in good physical and mental condition if she/he is to profit from her/his educational opportunities. The responsibility for the health of the child is primarily the family’s. The family physician is in the best position to provide the protective medical services, advice, and treatment that may be needed. A nurse is on duty during school hours.

1. First Aid is the only treatment given in school.
2. Accidents such as serious head injuries or broken bones are promptly cared for and parents are contacted. Minor accidents are reported by note or phone.
3. Illnesses are cared for until parents can be reached. Cases of serious illness are sent home.
4. Some reasons for excusing students from school might include: temperature over 100 degrees F, contagion such as pink eye, head lice, strep, chicken pox, and/or vomiting or diarrhea.
5. Students must be picked up and signed out by a parent or emergency contact. No students are allowed to walk

home early from school (crossing guards are not on duty).

HOME INSTRUCTION

If your child will be out of school more than ten days because of illness, please notify the guidance department. The District may provide a Home Instructor at no cost to the parents. The counselor must be presented with a note from the physician requesting home instruction and indicating the nature of the illness and the length of time the child will be confined.

HOMEWORK

Completing homework is a critical component to a student's overall success. Positive work habits are necessary in order for students to reach their full potential. Homework helps develop a strong work ethic and an understanding of individual responsibility. Homework club will meet until 3:25 p.m., 4 days per week, Monday-Thursday.

HOMEWORK WHILE ABSENT

When a child is absent from school for two or more days, parents may call the school, or email the teacher, and request missing work. After giving the school twenty-four hours to get the homework ready, parents may pick the material up in the school office. A child is given the same number of days to make up the work as the number of days she or he was absent because of illness. Additionally, students are required to check Google Classroom for missing assignments.

HONOR ROLL

In order to achieve High Honor Roll a student must maintain a 90% or above in all graded classes for an entire marking period. In addition, they may have no more than one pass/fail grade in any given marking period. In order to achieve Honor Roll a student must maintain an 80% or above in all graded classes for an entire marking period. In addition, they may have no more than two pass/fail grades in any given marking period.

ILLNESS OR INJURY

A student is to obtain a permission slip from her/his teacher to visit the school nurse. If a student receives an injury during school time, she/he should report it to the teacher in charge who will report the injury to the nurse. Injuries or illnesses originating at home should be handled by the child's parents or physician.

INSURANCE

The Board of Education recognizes injuries to pupils may occur from accidents occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the school district. For more information, please reference Board policy 8760 - Pupil Accident Insurance.

INTERVENTION and REFERRAL SERVICE (I&RS)

Intervention & Referral Service Committees are school-based teams designed to help students who may be experiencing learning or behavioral difficulties. At Hackettstown Middle School the committee is comprised of the principal, assistant principal, guidance counselor, school nurse, content teacher, learning disability teaching consultant, special education teacher, and other building specialists as needed. The committee assists teachers in designing, implementing, and monitoring specific improvement plans to help students experience success. If your child is experiencing difficulty and the teacher requests assistance from the I&RS committee, the parents will be immediately informed. Your involvement is essential to the success of any plan developed for your child.

LANYARDS

All students are required to wear student identification cards and lanyards during the school day. The School will provide students with a lanyard, which is the one that must be worn. Additionally, the School will provide students with picture IDs while providing an updated ID following the initial picture day in the fall. Any student not wearing his/her lanyard will be given a reminder by staff and/or administration. Students who do not have their lanyard will go to the end of the lunch line as this slows down the efficiency of the lunch lines. Students who lose their ID and/or lanyard will be responsible to purchase a new one for five dollars. Students who repeatedly forget or refuse to wear their lanyard will serve lunch-detention, after-school detention or Saturday School.

LATENESS TO CLASS

If a student is late for class, a note from the teacher of her/his previous class must be obtained to be admitted to the classroom or they will be marked tardy. If the student has no note and the tardiness is due to loitering, then

consequences will be administered.

LITERACY LAB

The Middle School Literacy Lab is open from 8 A.M. until 3 P.M. each school day. Another invaluable resource is the Hackettstown Public Library, located on Church Street (two blocks from the School).

LOCKERS

Seventh and eighth graders are assigned lockers for their personal belongings and books. Students may use only those lockers assigned to them. They may go to their locker during homeroom, between classes, before and after lunch, and at the end of the day. In order to use the locker at any other time, a student must have a hall pass. It is important to note that lockers are the property of the school and that the staff regularly inspects all lockers. Any damage to a locker should be reported immediately to the homeroom teacher.

-Please note, backpacks are not allowed to be carried from class to class. They may be used to carry books to and from school, but must be kept in hall lockers or homerooms during the day.

LOST AND FOUND

Students will turn in all found articles to the “Lost and Found Department” in the school’s main office. The “Lost and Found” will be open before school starts and after school closes. At the end of each marking period all unclaimed articles will be donated to charity.

MATH RETAKES

The math department at Hackettstown Middle School strives to foster students’ understanding of mathematical concepts and skills. In an effort to support students’ acquisition of key skills and knowledge, the math department may afford students the opportunity to retake certain assessments throughout the school year. In order for a student to be considered eligible to retake certain assessments, he or she must complete all the criteria set forth by the grade level math teacher. This criteria may include the completion of the original study guide for the assessment, making corrections on the initial assessment, participation in extra help sessions, etc. This criteria is followed to instill a commitment to learning within our students while strengthening their understanding of math. The retake criteria will be discussed further at Back to School Night and shared by your child’s math teacher.

MEDICATIONS

Parents often request that the school nurse administer medication at school. State law dictates that the school can only do this under exceptional circumstances where the child’s health may be jeopardized without it and, then, only after the following requirements have been met:

1. A signed note from the child’s doctor indicating the kind of medicine, the dosage, and purpose of the medicine;
2. A signed request from the parent or guardian to give the prescribed medication;
3. The medication must be in its original container from the drug store.

Per Board of Education policy, parents are to deliver all medicine to the school and to pick it up when the course of treatment is completed to avoid the possibility of another child obtaining the medicine or your own child administering her/his own. Students are not allowed to carry any medication with them during the school day. Asthmatic students who require the use of an inhaler may be given special permission to carry and administer their own inhalers, after the parent and physician complete the necessary paperwork, in addition to meeting the above criteria. If you have any questions, please call the school nurse.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences afford an opportunity to develop a better understanding of the student and her/his progress in school. Conferences are scheduled in November and again in February. As these dates approach, a notice will be sent to parents detailing conference information. If a conference is not requested by a child’s teachers, then parents can request a conference if they choose by calling the main office. It is our belief that proactive communication fosters students’ growth, so please do not hesitate to reach out with any questions or concerns at any point in the school year.

PROFESSIONAL LEARNING COMMUNITY (PLC)

The Middle School is divided into grade level communities or teams, known as Professional Learning Communities; a concept which refers to a group of teachers providing instruction to a common group of students. This is done to better meet the unique intellectual, social, and physical needs of emerging adolescents and to help them see the wholeness that

exists in learning. Learning Communities are comprised of at least one teacher in each of the academic disciplines and a special education teacher. The Encore Learning Community is comprised of teachers of cycle classes.

PROMOTION

Promotion is based primarily on the following factors: command of minimum basic skills for the grade level, extent of social maturity, and attendance. These factors are reviewed in conferences with the teachers, parents, and counselor before a decision on retention is reached. The final decision on promotion rests with the principal.

PROPERTY DAMAGE

Care and proper treatment of technology, textbooks, library books, lockers, desks, and other school property are a student's responsibility. Fines will be levied to compensate for damaged materials. All textbooks assigned to students must be covered to prevent unnecessary damage.

PUPIL PROGRESS

Grades are available in Realtime and should be monitored routinely by parents and students. Work must be completed in a timely manner based on grade level policy or a failing grade will be assigned. This includes homework. Realtime is accessible online and shows current student grades.

SECTION 504

The Board of Education of the Hackettstown School District recognizes that a student is disabled pursuant to 29 U.S.C. 794, or section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), if he or she:

- has a physical or mental impairment which substantially limits one or more of such person's major life activities;
- has a record of such an impairment, or is regarded as having such an Impairment.

Each building's 504 Committee will evaluate students who have been identified or in need of referral, and make a determination of eligibility for accommodations of the student's program. Additional information on Section 504 services may be obtained by contacting Guy Jorstad, Director of Pupil Services, at (908) 852-8150.

SECURITY DRILLS

Hackettstown Middle School will practice a minimum of 1 fire drill and 1 security drill each month. A security drill is an exercise where students and staff have an opportunity to practice emergency procedures. A security drill may take the form of an evacuation, shelter in place, lockdown, or bomb threat. It is our intention to practice these drills regularly so students and staff know exactly how to respond if necessary.

SPECIAL EDUCATION CLASSES

Students identified by the Child Study Team as in need of special services are educated in the least restrictive environment. Individual Educational Plans are used to help these students develop academically and emotionally. Special education teachers and grade level teachers work together to address the individual learning styles of these students. Many strategies and techniques are implemented in order to help these students to be successful in their academic settings. The District's Director of Special Services is Kevin O'Leary and he can be reached at (908) 852-2800.

STUDENT COUNCIL

One way to assist students in developing an appreciation for democratic living is through participation in the student council. Student council is comprised of four officers from seventh and eighth grade, and each homeroom elects two representatives. These students are responsible for managing certain student affairs such as holiday celebrations, dances, assemblies, and other projects which benefit the school community.

STUDENT OF THE MONTH

Each grade level team, as well as the encore team, selects students each month as the "Students of the Month." In order to be considered for Student of the Month, a student must receive three or more teacher recommendations, exemplify positive citizenship (behavior, attendance, and effort).. Students of the Month will be celebrated for their accomplishment by the school community.

STUDENTS ENTERING and EXITING THE BUILDING

When walking to and from school, students should cross streets only at crosswalks and with traffic lights whenever

possible. Students should also cross streets where crossing guards are located. Washington Street should be crossed with the assistance of the crossing guard at the Center Street intersection.

Continuation of STUDENTS ENTERING and EXITING THE BUILDING

Students will adhere to the following plan from 8:15-8:20 a.m. and 2:40-2:55 p.m.

- ❖ Grade 5 students Stairwell 1 - on Washington Street (and near Center Street)
- ❖ Grade 6 students Stairwell 4 - on Washington Street (and near Plan Street)
- ❖ Grade 7 students Stairwell 3 - on Madison Street (and near Plan Street)
- ❖ Grade 8 students Stairwell 2 - on Center Street (and near Madison Street)

When entering and exiting the building at all other times, students should use the main office doorway and check in with office personnel. This includes students who have made prior arrangements to meet with a teacher before 8:15 a.m. Students meeting a teacher before 8:15 a.m. must secure a note from the teacher in advance and report to the office upon arrival.

TARDINESS

When a student arrives late to school (8:20 a.m. or after) for the second time in any given marking period they will be referred to guidance for supportive services. A third late in any given marking period will result in an administrative lunch detention. All subsequent lates will be handled on a case to case basis by administration and may result in a Saturday school detention.

TELEPHONE

Students will not be called from class to a telephone. Emergency messages only may be left with the office secretary. Every attempt will be made to deliver these through the classroom teacher. If a student needs to contact a parent, they will be allowed to use the office telephone.

TRANSFERRING OUT OF DISTRICT

Parents moving out of the school district are asked to contact the school prior to leaving. Information must be obtained by the school to issue a transfer card on the student's last day of attendance at the Middle School. This card validates removing the child's name from the attendance register. The card must be presented to the principal upon registration at the new school. Records will be sent via US Mail.

TRUANCY

Any absence from school without a parent's permission or knowledge will be punishable by suspension. Involvement with the municipal court system may be necessary. When a student is absent without an excuse 10 cumulative days or more, it may be considered truancy and be subject to prosecution in municipal court pursuant to law.

-Parents/guardians are responsible for notifying the school early in the day when a child is absent by calling the main office. If daily records indicate a child is absent and a parent/guardian has not called, a designated person shall attempt to contact them.

VALUABLES

Items of great value, toys, or electronic equipment should not be brought to school. If for unavoidable reasons they must be, these items should not be left unattended. Lunch money, jewelry, and other personal property should be locked in physical education lockers during physical education class. Only enough money for lunch should be brought to school. To prevent peer pressure and to respect parents' wishes that their children purchase limited items for lunch, the borrowing and exchanging of money in school among students is prohibited.

VISITORS

All visitors entering and leaving the building must use the center doorway on Washington St. They should go directly to the office to sign in, obtain a visitor's badge, and wait to receive assistance regarding their visit. The visitor's badge must be displayed while in the building. Unfortunately, we cannot allow students from other schools to visit until 3:05.

Hackettstown Middle School's Schedule

Full Day

Period		Start Time	End Time
Student Doors Open & Arrival		8:15	n/a
Homeroom		8:20	8:26
Period 1		8:28	9:06
Period 2		9:08	9:46
Period 3		9:48	10:26
Period 4		10:28	11:06
Period 5	<i>Full Time</i>	<i>11:06</i>	<i>12:18</i>
	Grade 5 & 6	Instruction	11:08
		Lunch	11:48
	Grade 7 & 8	Lunch	11:08
Instruction		11:40	
Period 6		12:20	12:58
Period 7		1:00	1:38
Period 8		1:40	2:18
I/E Time		2:20	2:40

Half Day

Period		Start Time	End Time
Student Arrival		8:15	n/a
Homeroom		8:20	8:26
Period 1		8:28	8:55
Period 2		8:57	9:24
Period 3		9:24	9:51
Period 4		9:53	10:20
Period 5		10:22	10:49
Period 6		10:52	11:19
Period 7		11:23	11:50
Period 8		11:53	12:20
Student Dismissal		n/a	12:20

Two-Hour Delay

Period		Start Time	End Time
Student Arrival		10:15	n/a
Homeroom		10:20	10:26
Period 1		10:28	10:53
Period 2		10:56	11:21
Period 3		11:24	11:49
Period 4		11:52	12:17
Period 5	<i>Full Time</i>	<i>12:19</i>	<i>1:19</i>
	Grade 5 & 6	Instruction	12:19
		Lunch	12:49
	Grade 7 & 8	Lunch	12:19
Instruction		12:54	
Period 6		1:21	1:46
Period 7		1:48	2:13
Period 8		2:15	2:40
Student Dismissal		n/a	2:40