

## **COLLINGSWOOD MIDDLE SCHOOL 2021-2022**

**“Success for every student through excellence in teaching and learning”**

Dr. John McMullin, Principal  
Mr. Michael Jefferson, Supervisor of Student Affairs  
Ms. Adrienne Earle – School Counselor  
Mrs. Faith Alexander – School Counselor  
Mr. Joseph Gurcsik, Instructional Supervisor  
Mrs. Colleen Harte, Athletic Director  
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Mr. Keith Higginbotham, Supervisor of Buildings and Grounds

Collingswood Public Schools  
Collingswood, New Jersey

Middle School  
Code of Student Conduct

September 2021

Dear Students, Parents and Guardians:

Because **who** we are as individuals makes up **what** we are together, whether family, school, community, or nation, we have established the following character traits as an overall framework for our district and our schools. We know that we all learn best and most fully in an atmosphere where the opinions and rights of all are honored and respected. Therefore, our core values are:

**Select Collingswood Core Values**

- **Respect:** The student demonstrates an understanding of respectful behavior, and conducts himself/herself in a respectful manner.
- **Responsibility:** The student demonstrates an understanding of responsible behavior, and conducts himself/herself in a responsible manner.
- **Citizenship:** The student demonstrates an understanding of the importance of knowing and practicing the values, beliefs, and principles fundamental to participation in the United States' constitutional democracy.

We believe in your potential, your ability to learn, the talents you have to share, and the contribution you can make to our schools and to our future as a nation. The following sections will further outline our most important guidelines for making your school life most productive and positive.

## Philosophy

The Collingswood Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students. The emphasis on positive behavior creates an atmosphere of mutual respect and the appreciation of individual differences among staff, students, and parents as well as respect for District and community property. The Collingswood Board of Education expects students to conduct themselves in keeping with their level of maturity, and in such a way as to demonstrate proper regard for the rights and welfare of other students. Students are expected to conduct themselves in keeping with the educational purpose underlying all school activities, including the care of school facilities and equipment. The Collingswood Board of Education believes that the standards of student behavior must be set cooperatively by interaction among students, parents/guardians, staff, and community, producing an atmosphere that encourages students to grow in self-discipline.

## Overview

Many policies and regulations govern the operation of a school district. This booklet will provide students and parents/guardians with an overview of important school and district policies and procedures, including student and parent responsibilities. These important policies and school regulations have been summarized in this reading, while full detailed policies can be found on the district website at [www.collingswood.k12.nj.us](http://www.collingswood.k12.nj.us)

Parents/Guardians and students are to read and discuss each segment of the Student/Parent Handbook to gain a complete understanding of what is expected of them and what they can expect of Collingswood Public Schools. However, any failure to do so will not excuse pupils or their parents/guardians from compliance with the standards, expectations, and penalties set forth in this Code. It is important to note that the policies, as set forth, are to assist students with the establishment of the boundaries between acceptable and unacceptable behavior. It is to be clearly understood that disciplinary action is the direct result of a student's misconduct. As required, certain infractions will be reported to local enforcement agencies. In addition to the disciplinary consequences, a student may receive support services.

All students, parents, and staff are subject to these guidelines.

## Conduct and Discipline

1. The Superintendent of Schools shall develop general guidelines for student conduct on school property or while attending school events, trips or contests, and shall direct development of detailed regulations suited to the age level of the students and the physical facilities of the individual schools.
2. The Superintendent of Schools or designee shall provide to students and their parents/guardians the rules of this district regarding student conduct and the sanctions that may be imposed for breach of those rules.
3. All students shall adhere to the rules and regulations established by the Superintendent of Schools. Non-compliance will result in disciplinary action.
4. Disciplinary action shall be applied consistently and uniformly with necessary due process in accordance with the regulations of the New Jersey Administrative Code. Staff shall comply with the regulations of the New Jersey Administrative Code when dealing with discipline and/or suspension of classified pupils.
5. Certain infractions shall be reported to the local law enforcement agency in accordance with the District's Memorandum of Agreement which is on file in the Superintendent's office. Student/Staff confidentiality shall be protected in accordance with federal and state law. (Collingswood)

***We believe all students can behave at school. We feel all students have a responsibility to behave in a manner that prevents neither teachers from teaching nor students from learning, or violates the best interest of any individual in the school community.***

For any school to be successful, it is imperative that all children have a stake in that success. Therefore, children are expected to behave appropriately in school. Each teacher will provide specific discipline guidelines, which include behavioral expectations,

consequences, and rewards. Our procedures have been developed to be fair and consistent and to make students aware of consequences so that their decisions reflect careful choices more often than wrong decisions.

We expect all students to fulfill the behavioral standards of our school. They can accomplish this by doing the following:

## Responsibilities

Students are expected to:

- Prepare themselves mentally and physically for the process of learning.
- Demonstrate respect for people and property.
- Take responsibility for personal behavior and learning.
- Use time and other resources responsibly.
- Share responsibility when working as members of a group.
- Meet the unique requirements of each class.
- Monitor personal progress toward objectives.
- Communicate with parents and school personnel about school related matters.
- Know and exercise positive modes of behavior and good manners.
- Accept the responsibility for their own actions and the consequences of inappropriate behavior as outlined in the code of conduct.
- Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
- Adhere to all policies and procedures of the School District.

Every **parent/guardian** is expected to:

- Model positive modes of behavior and good manners.
- **Insist on his/her child's punctual and regular school attendance.**
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Explain and discuss the code of conduct with his/her child.
- Reinforce student compliance with the code of conduct.
- Provide emotional, social, and academic support in the student's school life.
- Adhere to all policies and procedures of the school district.

The school **staff** is expected to:

- Model positive modes of behavior and good manners.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Maintain a positive learning environment during the school day.
- Explain and discuss acceptable and unacceptable modes of behavior with students and parents/guardians.
- Foster an emphasis on positive behaviors creating an atmosphere of mutual respect and the appreciation of individual differences among staff, students and parents for individuals as well as for district and community property.
- Inform and enforce the discipline structure with students.
- Be consistent in enforcing the discipline structure throughout the school.
- Comply with requirements of New Jersey Administrative Code and District policies and procedures.

Teachers, instructional assistants, and the principal will make every effort to communicate with parents regarding their child's behavior. Telephone contact will be made and/or a discipline report will be sent home to help keep parents apprised of incidents which have occurred and action which was taken. **Students may be assigned after school detention, Saturday School Detention, AIR- Alternate Instruction Room or Out of School Suspension for misbehavior. After school detentions are held from 2:40-3:30 pm and are supervised by a staff member. Saturday School Detentions are held from 9:00 am-12:00 pm and are supervised by a staff member. The Principal or designee has the authority to suspend a student for violation of school regulations or for committing an unlawful act.**

## Student Conduct Guidelines

**In order to help ensure a respectful, responsible learning environment, it is expected that a student shall:**

- Be on time and attend every class every day. (Collingswood Attendance Policy)
- Attain satisfactory academic achievement consistent with the student's ability and complete all homework and other assignments.
- Assume personal responsibility for acting with respect and civility. Bullying and harassment in all its forms is unacceptable.
- Exhibit ethical behavior as it applies to tests, assignments and other work for which the student is responsible.
- Abide by school rules that have been developed to assure the safety of all those in the school community.
- Communicate with peers and those in authority with respect and consideration.
- Accept disciplinary consequences with dignity and a resolve to improve one's performance and conduct.
- Comply with Board Policies governing appropriate dress and the proper use of electronic devices.
- Understand and comply with school requirements in relation to bus conduct and appropriate conduct at all school-sponsored activities.
- Respect school property and help to keep it free from damage.
- Refrain from the use of non-prescription drugs at school and at all school-sponsored activities unless necessary for the health and safety of the student in accordance with District policy and procedural requirements, including written authorization provided by the parent/guardian to the school nurse. Students are not permitted to self-administer Medication except in certain limited life-threatening conditions.
- Refrain from using and/or possessing alcohol, controlled dangerous substances, or other illegal substances at school, on school property or school buses, and at all school sponsored activities.

## Student Rights

**Students have the right to:**

- Advance notice of behaviors that will result in suspension or expulsion.
- Education that supports students' development into productive citizens.
- Attendance in safe and secure school environments.
- Notification to their parents/guardians consistent with procedures established by the District for instances of law enforcement agency interviews involving their children, for short-term and long-term suspensions or expulsions, and for attendance-related issues and consequences.
- The due process procedures established by the District for review of conduct which may result in the imposition of short-term suspensions, long-term suspensions, or expulsions. Those procedures are set forth below in this Code of Conduct.
- Appeal disciplinary determinations of District officials or the Board of Education to the New Jersey Commissioner of Education and, where applicable, to pursue the due process rights established in N.J.A.C. 6A:14 for pupils classified as eligible for special education.

Protections pursuant to 20 U.S.C. § 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6A:32-7, Student Records; 45 CFR § 160, Health Insurance Portability and Accountability Act; 20 U.S.C. § 6301, Title IV(A)IV § 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, N.J.A.C. 6A:32 Student Records; as well as other existing Federal and State laws pertaining to student protections.

## Conduct Occurring Off School Grounds

School authorities have a right to suspend or expel a student for conduct happening outside of school hours or conduct away from school grounds where reasonably necessary for students' physical or emotional safety and well-being or for reasons relating to safety

and well-being or other students, teachers, or school property. Please refer to N.J.S.A. 6A:16-7.6 for Conduct Away from School Grounds.

**COLLINGSWOOD PUBLIC SCHOOLS**  
**SECONDARY DISCIPLINE CODE**

**Code of Conduct Offenses and Possible Consequences**

Note: OSS= Out of School Suspension  
 SSD= Saturday School Detention  
 LD= Lunch Detention  
 AD= Administrative Detention

<b>Assault and Battery on a Student (fighting)</b>
Automatic 3 - 10 days OSS, mandatory parent conference, and counselor referral, with police referral and possible referral to Superintendent and Board of Education (BOE).
<b>Assault and Battery on Staff Member (defined as unlawful attempt to hurt another person)</b>
Automatic 10 days OSS, mandatory parent conference, referral to police, Superintendent, and BOE.
<b>Biased or Discriminatory Conduct/Ethnic Hate Statements</b>
Minimum 1-5 days OSS and referral to police. Further incidents may result in immediate OSS pending referral to police, Superintendent, and BOE.
<b>Cutting Class, Homeroom or Lunch</b>
Minimum 3 days administrative detention and parent notification Further incidents may result in parent conference, Saturday School, or OSS. Student will receive "0" for any missed assignments and may be referred to counselor/ I&RS Committee.
<b>Cutting Detention (Administrative)</b>
Minimum 3 days administrative detention, "hold and escort", possible Saturday School, or OSS.
<b>Cutting Detention (Teacher)</b>
Minimum 2 days teacher detention and parent notification. Further incidents may result in minimum 2 administrative detentions, "hold and escort", possible Saturday School, or OSS.
<b>Cutting Saturday Detention</b>
Minimum 2 days Saturday School and parent conference. Further incidents may result in additional Saturday Schools or OSS.
<b>Dress Code Violation</b>
Minimum change of clothing and administrative detention. Further infractions may result in administrative detention, Saturday School or OSS. See "Dress Code" section.
<b>Eating or Drinking in Unauthorized Areas</b>
Minimum administrative detention.
<b>Electronic Devices, Cell Phones, iPods, MP3 players, Headphones, etc.</b>
First offense – Item taken until the end of day with a warning. Further offenses, items will be returned only to parents and code for insubordination will be followed. Possible Lunch Detention, Detention, or SSD.
<b>Extortion</b>
Minimum 3 days OSS with additional offenses leading to additional OSS, referral to police, and referral to Superintendent and BOE.
<b>False Alarm / Arson</b>
10 days OSS with notification of police, Superintendent and BOE.
<b>Fireworks or other chemical devices (possession or use)</b>
Minimum 1-5 days Saturday Schools (possession) and 1-10 days OSS (use) with possible referral to the police, Superintendent, and BOE.
<b>Forgery/Cheating</b>

Minimum 2 days administrative detention, possible Saturday School, or OSS. Loss of credit for any assignment.
<b>Gambling</b>
Minimum 1 day Saturday School. Further infractions may result in 1-5 days Saturday Schools or OSS.
<b>Insubordination toward Staff Member</b>
Minimum 3 days administrative detention with possible additional assignments to Saturday School, or OSS.
<b>Late to Class-per marking period</b>
Minimum 2 administrative detentions for three lates to class. 4th late will be assigned 4 administrative detentions. 5 <sup>th</sup> late will be assigned Saturday School. 6 <sup>th</sup> late will result in OSS. Further infractions will result in additional consequences.
<b>Late to School (unexcused after 7:44 am)</b>
Students will receive Saturday School for 5 <sup>th</sup> unexcused late to school and parent notification. Further unexcused lateness to school may result in parent conference, assignment to additional administrative detentions, Saturday School or OSS. (5 unexcused lateness to school is equal to 1 absence)
<b>Leaving Building / Grounds without Permission</b>
Minimum 5 days administrative detention and parent notification. Further incidents may result in parent conference additional assignments to administrative detention, Saturday School or OSS.
<b>Malicious or Accidental Damage to School Property or individual Property</b>
Minimum 3 days OSS (malicious) and/or restitution for damages (malicious or accidental) and referral to police. Additional offenses will lead to additional OSS, restitution, referral to police, and referral to Superintendent and BOE.
<b>Misconduct in Classroom, Hallway, Cafeteria, or General Area</b>
Removal from a classroom or general area of the school will result in consequences ranging from teacher detention to administrative detention. Additional offenses will result in a parent conference with additional administrative detentions, Saturday School, or OSS.
<b>Misrepresentation of Parental Authority (via forged signatures, etc.)</b>
Minimum 1 day Saturday School and parent conference. Further infractions may result in assignment to additional Saturday Schools or OSS.
<b>Obligations (textbooks, uniforms, damage to property, etc.)</b>
Textbooks and other materials are the property of the Board of Education. Materials are loaned to students with the requirement that they be returned in satisfactory condition. Students who do not return materials, supplies, and uniforms in satisfactory condition due to loss, damage, or theft will be assessed the amount of the loss. Students with outstanding obligations forfeit their right to participate in extracurricular activities (including field trips, school dances, and Grade 8 Promotion activities) until all obligations have been satisfied.
<b>Physically Violating the Rights of Others</b>
Minimum 1 OSS, Parent Conference, Police notification. Further infractions may result in additional days of OSS, and referral to I&RS.
<b>Possession or Under the Influence of Drugs or Alcohol</b>
Minimum 10 days OSS. Medical Exam. Parent Conference. Police notification.
<b>Possession of Tobacco, Nicotine or Vapor Smoking products on school grounds</b>
Minimum 2 days Saturday School and parent conference with possibility for OSS, and referral to Superintendent and BOE for further action. Referral to Police for issuance of a summons/ticket and fine.
<b>Possession of a Weapon or Facsimile</b>
Up to 10 days OSS with confiscation of weapons and police notification. All offenses will result in referral to the Superintendent and possible Board of Education hearing.
<b>Public Display of Affection</b>
Handled by the teacher and parent notification. Further incidents may result in referral to counselor, parent conference, and administrative detention or Saturday School.
<b>Scuffling/Incitement to Fight-shoving, pushing (spontaneous)</b>
Minimum 1 day administrative detention and parent notification. Further incidents may result in parent conference and assignment of additional administrative detentions, Saturday School or OSS.
<b>Sexual Harassment / Sexual Assault</b>
Minimum 3 days OSS, parent conference, police notification. All incidents of sexual assault or sexual harassment will be referred to the appropriate authorities. In all cases, the Board of Education Policy on Sexual Harassment will be followed.
<b>Snowball/Water pistol</b>
Minimum 1 day Saturday School and parent conference. Additional offenses will result in OSS.
<b>Stealing/Theft</b>

Minimum 1 day OSS with referral to local authorities. Additional offenses will result in additional OSS with possible referral to Superintendent and BOE.
<b>Terrorist Threats</b>
Immediate 10 Day OSS; Referral to Superintendent and Police.
<b>Threatening a Staff Member</b>
Minimum 3 – 10 days OSS with parent conference and referral to police. Subsequent offenses will result in up to 10 days OSS with referral to police and Superintendent.
<b>Threatening a Student / Bullying / Harassment / Hazing</b>
Minimum 3 days Administrative detention, Saturday School, or OSS depending on the nature of the threat/ harassment. Further infractions may result in additional Administrative Detentions, Saturday School, or OSS, and referral to police and Superintendent. Peer mediation or counseling may also be recommended.
<b>Threat with a Weapon</b>
Immediate OSS, confiscation of the weapon, notification of Police, and referral to Superintendent for BOE hearing.
<b>Truancy</b>
Minimum 3 days of Saturday School. Further infractions may lead to OSS.
<b>Unacceptable Language or Disrespect toward Student</b>
Minimum teacher detention with additional offenses resulting in referral to school administration, possible administrative detentions, Saturday Detention, or OSS.
<b>Unacceptable Language or Disrespect toward Staff Member</b>
Minimum 3 days Administrative Detention with additional offenses resulting in additional days Administrative detention, Saturday School, or OSS, and possible referral to Superintendent and BOE.
<b>Loss or Misplacement of Chromebook</b>
Initial Warning followed by possible Administrative Detention to Saturday School Detention for multiple offenses.

The discipline code is intended as a guide for administrative action. However, the administration retains the right to modify it when and where necessary.

### ATTENDANCE REQUIREMENTS

Attendance at school is directly related to the academic growth of students. NJ state statute requires the compulsory attendance of students between the ages of six (6) and sixteen (16). Pursuant to N.J.S.A. 18A:38-25, the Board of Education has an obligation to require regular school attendance in order to ensure that each student receives the maximum benefit of a thorough and efficient education. Recording student attendance is the responsibility of the school. Absences and tardiness will be indicated in an appropriate manner on report cards and other student records. Perfect attendance is a goal for which every student should strive.

### **Attendance Policy**

1. “Attendance” is a pupil's presence in school and in the classroom to which he/she/they are assigned at the times scheduled for instruction or other school activities.
  - a. A pupil will be considered to have attended school if he/she/they have been present at least one hour before the lunch/advisory period (the morning) AND one hour after the lunch/advisory period (the afternoon). A pupil who is only present one hour in the morning OR one hour in the afternoon will be considered in attendance for one-half (1/2) day. A pupil who does not arrive at the designated start time in the morning will be considered late to school.
  - b. A pupil not present in school because of his/her/their participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.
2. “Excused absences” are a pupil's absences from school for a full day or a portion of a day for one or more of the following reasons:
  - a. The pupil's illness, as verified by a **physician's note within 10 days of the return to school** following the final day of the absence;
  - b. Death in family, parent must provide name and relationship of deceased, date(s) and name of funeral home for verification;
  - c. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16;
  - d. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3;
  - e. The pupil's suspension from school;
  - f. The pupil's required attendance in court, verified by court documents;

- g. Interviews with a prospective employer or with an admissions officer of an institution of higher education, up to two per school year;
  - h. Examination for a driver's license, up to half-day, once per year;
  - i. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day, up to half-day per appointment;
  - j. An absence for a reason not listed above, but deemed excused by the Superintendent, upon a written request by the pupil's parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence. **This clause may not be used for family vacations.**
3. "Allowable absences," which count toward the student's maximum number of absences prior to denial of credit or promotion, include a pupil's absences from school that are verified by a parent or guardian. Parental verification does not excuse this absence. Parental verification is simply parental acknowledgement that the parent is aware the student was not present in school. Illnesses authorized by notes from a licensed physician are categorized as excused; those covered by notes from a parent or guardian are categorized as allowable. Family vacations are allowable, but will count toward the student's maximum number of absences prior to the denial of course credit or promotion. A secondary pupil will be denied course credit for all full year courses when he/she has accumulated more than twelve (12) absences.
4. "Unexcused absence" is a pupil's absence for all or part of a school day for any reason other than those listed in A2 and A3 above.
- a. Five (5) instances of tardiness is the number established by Policy No. 5240 and will constitute a single unexcused absence.
5. "Truancy" is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:
- a. Leaves school at lunch time without a pass,
  - b. Leaves school without permission when school is still in session,
  - c. Leaves class because of illness and does not report to the school nurse as directed, or
  - d. Is present in school but is absent from class without approval. Such truancy from class is a "class cut."
6. "Tardy" is defined as arrival to school after the designated beginning of the school day, but prior to the end of the first instructional period. For the purposes of calculating daily attendance, five instances of a student being tardy not classified as "excused" in section A2 above will result in the student being assigned one day absence that counts toward the student's maximum number of absences prior to denial of credit or promotion.
7. "Early Dismissal" is defined as departure from school prior to the designated end of the school day, but after the start of the last instructional period. For the purposes of calculating daily attendance, five instances of early dismissal not classified as "excused" in section A2 above will result in the student being assigned one day absence that counts toward the student's maximum number of absences prior to denial of credit or promotion.

**Notice to School of a Pupil's Absence**

- 1. The parent(s) or legal guardian(s) or adult pupil is requested to call the school office before 8:00 a.m. of the morning of the pupil's absence.
- 2. The parent(s) or legal guardian(s) of a pupil who attended morning session but will not attend afternoon session should call the school office before 10 a.m. to give notice of the pupil's absence.
- 3. The parent(s) or legal guardian(s) or adult pupil who anticipates a future absence or anticipates that an absence will be prolonged should notify the counseling office for assistance with the arrangement of make-up work. The student and parent are ultimately responsible for securing make-up work.

**Readmission to School after an Absence**

- 1. A pupil returning from an absence of any length must present to the Principal or his/her/their designee a written statement, dated and signed by the parent(s) or legal guardian(s) or adult pupil, of the reasons for the absence.
- 2. A note explaining a pupil's absence for non-communicable illness for a period of more than three (3) school days must be accompanied by a physician's statement of the pupil's illness.
- 3. A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy No. 8451.

**Instruction**

- 1. Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused or allowable absence of one (1) or more school days duration. The parent(s) or legal guardian(s) or adult pupil must request such home assignments.
- 2. A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The parent(s) or legal guardian(s) or adult pupil must request home instruction.

3. Pupils absent for any reason are expected to make up the work missed. In grade six (6) and above, the pupil is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. In general, pupils will be allowed one (1) day(s) to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils.
5. A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.

### **Denial of Course Credit**

1. The teacher will determine the credit to be awarded a pupil for make-up work, subject to the rules set forth in this section. Where class participation is a factor in the learning process, the teacher may consider a pupil's absences in determining a final grade, except that absences for the observance of a pupil's religious holder for a suspension from school cannot adversely affect the pupil's grade. The teacher may record an incomplete grade, in accordance with Regulation No. 2624, for a pupil who has not had full opportunity to make up missed work.
2. A secondary pupil will be denied course credit for all full year courses when he/she has accumulated more than twelve (12) absences, except that "excused absences," as outlined in section A2 above, will not count toward the total. For courses that last less than one full year or for students who transfer into the school district after the start of the school year, the accumulated absence limit stated above will be prorated. Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the course of study.
  - a) A secondary pupil denied course credit may participate in a credit completion program to regain the denied credit, provided the pupil has not exceeded eighteen (18) unexcused or allowable absences. Excused absences do not count toward this limit. Students who exceed the eighteen (18) absence limit must retake the course for original credit. Credit completion is not an option. For courses that last less than one full year or for students who transfer into the school district after the start of the school year, the accumulated absence limit stated above will be prorated.
3. **Important:** A secondary pupil who accumulates more than twenty-seven (27) absences in a school year, including excused, allowable, and unexcused absences, except absences for the observance of religious holidays and absences caused by a pupil's suspension will be placed in loss-of-credit status regardless of reason. For courses that last less than one full year or for students who transfer into the school district after the start of the school year, the accumulated absence limit stated above will be prorated. The number of absences provided under this provision equate to 15% of the total school days required by the State of New Jersey.

### **Discipline**

1. **Pupils may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth in Policy No. 2430.**
2. **Pupils may be denied participation in athletic competition if their attendance fails to meet the standards set forth in Board Policy No. 2431.**
3. No pupil who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.
4. In addition to the requirements as outlined in F.3.a. through e. above, a pupil deemed truant shall be subject to appropriate pupil discipline.
5. The absence of a pupil missing from school for unexplained reasons will be handled in accordance with Regulation No. 8462.

### **Appeal**

1. A pupil who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
  - a. The pupil shall file a written appeal to the attendance secretary within ten (10) school days of receiving notice of the action or during the attendance appeals window designated during the final two weeks of each semester. The appeal should state the reasons for admitted absences, documentation that would reduce the number of absences, and reasons why the pupil should continue to be enrolled in the course and/or receive course credit.
  - b. On the pupil's appeal, the Principal shall convene an Attendance Review Committee consisting of the assistant principal(s), the attendance secretary, the school nurse, the counselor, and a minimum of two teachers. The Attendance Review Committee shall meet informally to hear the pupil's reasons for re enrollment and/or credit. The pupil's parent(s) or legal guardian(s) and teacher(s) may attend the meeting.

- c. The Attendance Review Committee shall decide the appeal and inform the pupil in writing within seven working days of the meeting. The committee may impose conditions on any reenrollment and may require the pupil to agree to those conditions.
- d. The pupil may appeal an adverse decision of the Attendance Review Committee to the Principal, the Superintendent, the Board of Education, and the Commissioner of Education, in that order and in accordance with Policy No. 5710, Pupil Grievance. Resort to the Attendance Review Committee shall be considered to have exhausted the first step of the grievance.

Adopted: May 31, 2011

### Homework Assignments – Absence

If you are absent for an extended period of time, arrangements may be made through the CMS Counseling Office to obtain class work and homework assignments. To make these arrangements, please contact the CMS Counseling Office (962-5702, ext. 6700) or e-mail- [kdickerson@collsk12.org](mailto:kdickerson@collsk12.org). In many instances, teachers may also place information on the internet that can be accessed through our website at <http://www.collingswood.k12.nj>.

### Vacations During the School Year – Allowable but Unexcused

**Vacations** are **unexcused** absences. At least a week prior to the vacation, parents are required to provide a note to the principal advising him of the dates of the vacation. The principal will notify guidance and attendance. Assignments for the vacation time are to be secured by the parent/student prior to departure for vacation. The work will be submitted upon the student's return to school. In the event of mitigating circumstances, i.e., student illness during vacation, events out of student/parent control, a reasonable amount of time will be established as to when the work must be submitted. \*See Attendance Policy.

## COLLINGSWOOD MIDDLE SCHOOL BELL SCHEDULES

### Regular Bell Schedule

- 7:30am Cafeteria open for those students having breakfast
- 7:50am Warning Bell – doors open to all students
- 8:00am Late Bell to homeroom– To be considered on time to homeroom, you must be seated in your assigned seat by the time the late bell rings.

<b>Teacher Collaboration Time</b>	<b>7:30-7:50</b>	<b>20 Mins</b>
<b>Period</b>	<b>Time</b>	<b>Mins</b>
Homeroom	8:00-8:12	12
1	8:15-8:56	41
2	8:59-9:40	41
3	9:43-10:24	41
4A	10:27-11:08	41
<b>Lunch 1</b>	<b>10:27-10:52</b>	<b>25</b>
4B	10:55-11:36	41
<b>Lunch 2</b>	<b>11:11-11:36</b>	<b>25</b>
5A	11:11-11:52	41
5B	11:39-12:20	41
<b>Lunch 3</b>	<b>11:55-12:20</b>	<b>25</b>

6	12:23-1:04	41
7	1:07-1:48	41
8	1:51-2:32	41
Teacher Dismissal	2:45	Length of Teacher Day (7 hours, 15 minutes)

## COLLINGSWOOD MIDDLE SCHOOL EXTRACURRICULAR ACTIVITIES

### Athletic Code

The middle school staff is aware that the intellectual, physical, emotional, and moral aspects of development are closely interrelated. Athletics is an important aspect in the development of those attributes in our students. One of the most important considerations for eligibility for athletics is the student's behavior and attitude. A student-athlete must demonstrate a desire to be a good citizen. Student-athletes must maintain a GPA of 2.0 and not have failed any major academic class in the previous marking period to be eligible. Students not having met this requirement may be placed on probation and monitored by the administration for improvement. Continued eligibility will be at the discretion of the administration.

In addition to the above, the middle school is governed by the rules and regulations established by the NJSIAA and the Colonial Conference.

### CMS Sports by Season

#### Fall:

- Soccer – Boys and Girls
- Field Hockey
- Cross Country

#### Winter:

- Basketball – Boys and Girls
- Wrestling

#### Spring:

- Baseball
- Softball
- Lacrosse
- Track & Field

### CMS Clubs & Organizations

Homework Club	Mrs. Karetny/Mrs. Rodgers
Musical	Mr. Hartung
National Jr. Honor Society	Mrs. Rodgers/Mrs. Tinges
Student Council	Mr. Rothwell
Chess Club	Mr. Meehan
Yearbook Club	Ms. Whitman/Mrs. Fanelle
Games Club	Mr. Chad Meyers

## LOCKERS & SEARCH POLICY

Lockers and school locks are assigned the first day of school. Students must have a locker locked at all times and students should never share their combination with another student.

In that public school officials are charged with the responsibility of maintaining proper discipline and order for the general welfare of all students, they do have the right and duty to search a student's locker when there are reasonable grounds to believe that a locker search is in the best interest of the students. Such a search may be conducted privately or in the presence of the student in

question. It should be noted that even though a locker is assigned to a particular student for his/her private use, said locker is still the property of the Collingswood Board of Education and that said inspections by school officials are meant to maintain the health, safety and welfare of the school community. Students are required to keep a school assigned lock on their locker at all times. Students who remove their locks or leave lockers unsecure will be required to remove all contents and lose access to their lockers.

### **8820 OPENING EXERCISES**

The Board of Education requires that the pledge of allegiance to the flag of the United States be conducted during each day's opening exercises in each school classroom in accordance with law. A pupil who has conscientious objections that interfere with his/her full participation in the salute to the flag and the pledge of allegiance shall be exempted from the exercise but shall be required to maintain a respectful attitude throughout the ceremony.

The parent(s) or legal guardian(s) of any pupil who refuses to salute the flag shall be so informed by the building principal, and any such parent(s) or legal guardian(s) or the adult pupil shall be required to furnish a written statement of the pupil's conscientious objection.

### **STUDENT DRESS CODE**

The faculty, administration, and Board of Education of Collingswood Schools agree that certain standards of appearance are necessary to create and maintain a suitable environment for learning. At the same time we believe that, within the framework provided by the First Amendment and New Jersey School Law, the right of free speech and expression enjoyed by students as defined by our judicial system must be respected. We also believe that school attire is primarily the responsibility of the student and his/her parents. Further, we recognize that styles and fashions change from time to time and that such changes will be reflected in the attire of the student body. Therefore, we believe that guidelines for school attire should exist and that they should be assigned to preserve the learning climate through acceptable standards of dress, to respect individual student rights of dress and grooming choices, and to allow for changes in customs, styles and fashions.

1. Footwear must be worn at all times and shall be appropriate and safe for each activity. Sneakers are the only approved footwear for physical education classes. Consequently, bare feet, unsafe footwear and footwear intended for the beach are not permitted (**e.g. flip-flops with or without socks and sport slides**).
2. Clothing shall be sufficient to conceal undergarments at all times. Undergarments are not to be worn as outer garments.
3. Clothing such as halter- tops, tube tops, low- cut tops are prohibited, as are items of clothing made of see-through or mesh fabrics. All students' shirts, blouses and dresses should cover the shoulder top. All shirts and tops should meet the top of the pants, so as to sufficiently cover the skin when standing. When students' arms are raised above their head, the buttocks/navel shall not be exposed.
4. Torn or ripped garments are not to be worn.
5. Clothing or jewelry, which displays obscene, profane, vulgar or lewd words, pictures, messages, designs or double-meaning slogans are prohibited.
6. Any item of clothing or jewelry which depicts hate messages or is intended to harass, threaten, intimidate or demean any individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation and which, in the judgment of the administration, has substantial risk of creating a disruption in the learning environment and/or/school operation is prohibited.
7. Hats, headwear, and bandanas are not to be worn in the building and must be secured in the students' locker before homeroom.
8. Outdoor jackets, coats, and gloves are not to be worn indoors. These items must be secured in the students' locker before homeroom.
9. The waistband of pants and shorts must be fastened and worn at the waist.
10. Pajamas and other clothing resembling sleepwear must not be worn at school.
11. Non-prescription sunglasses, glazed and tinted glasses, except as prescribed by the students' doctor, are not to be worn indoors.
12. Chains, cables, spikes, or other accessories, which could be used as weapons, are not to be worn.
13. Clothing, apparel and/or accessories, which indicate affiliation with any gang and/or criminal activity, are prohibited.
14. Body adornments, including but not limited to, body piercing jewelry, which may jeopardize the safety and well being of the student or others, are prohibited during physical education classes.

**The administration reserves the right to address any student's attire that they deem to have a negative impact on the educational process.** The administration also reserves the right to exclude students from attending class who are inappropriately attired or who wear items that may be considered unsuitable/disruptive to the educational environment.

This dress code policy has been a collaborative effort among CHS/CMS students, faculty, parents, administration, and Board of Education.

### **District Affirmative Action Policy**

As delineated by Title IX of the Education Amendments of 1972 and New Jersey Administrative Code 6:L41.1 et seq., it is the policy of the Collingswood School District not to discriminate on the basis of sex, race, color, creed, religion, ancestry, national origin, social or economic status, handicap or sexual orientation in its educational programs, school activities and employment policies.

A copy of the comprehensive Equity Plan (CEP) is located in the office of the Superintendent of Schools, building principal, and affirmative action officer. Information regarding grievance procedures and annual reports may also be obtained from the affirmative action officer.

All related inquiries relative to these policies and procedures should be directed to:

**Mr. Winsor Yamamoto**  
**District Affirmative Action Officer**  
**Collingswood Middle School**  
**414 Collings Avenue**  
**Collingswood New Jersey, 08108**  
**(856) 962-5700 ext. 6630**

### **Book Bag/Headphones Policy**

CMS students are not permitted to carry book bags, oversized purses, draw-string bags, etc. , during the course of the school day. Book bags must be placed in lockers upon arrival before the 7:44 bell, and may only be retrieved and carried after the 2:33 pm dismissal bell.

Awareness during emergencies is intricate to student safety. Headphones are not permitted to be used or worn in the building outside of instructional purposes. Teachers may grant students permission to use headphones, in their classrooms, for instructional purposes only. Students may not wear or display headphones outside of teacher instruction.

### **DISTRICT 504/ADA COMPLIANCE**

As delineated by section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, it is the policy of the Collingswood Public School District not to discriminate, on the basis of a handicapping condition, admission to, treatment of, or employment in its programs and activities. District 504 plans should be formally updated each year through the counseling office.

All related inquiries relative to the American with Disabilities Act should be directed to:

**Mr. Winsor Yamamoto, District Affirmative Action Officer**  
**Collingswood Middle School**  
**414 Collings Avenue**  
**Collingswood, New Jersey 08108**  
**(856) 962-5702 ext. 6630**

All inquiries relative to Section 504 should be directed to:

**Ms. Adrienne Earle, School Counselor**  
**Mrs. Faith Alexander, School Counselor**  
**Collingswood Middle School**  
**414 Collings Avenue**  
**Collingswood, NJ 08108**  
**(856) 962-5702 ext. 6700**

### **SEXUAL HARASSMENT**

The Collingswood Board of Education seeks to provide a working and learning environment, which is free from sexual harassment. It will be, then, a violation of this policy for students or staff members to harass other students through the conduct or communications of a sexual nature. Any district employee or student who believes that he or she is a victim of sexual harassment should contact the building principal immediately after the alleged incident.

### **EQUAL EDUCATIONAL OPPORTUNITY**

The Collingswood Board of Education affirms its policy to ensure equal educational opportunity for all students and prohibit discrimination because of sex, race, color, creed, religion, ancestry, national origin, social, economic, parenthood, marital status, disability or sexual orientation in the educational programs and activities, not limited to but including course offerings, athletic programs, guidance and counseling, tests and procedures and vocational education opportunities through Affirmative Action Program which shall be an integral part of every aspect of educational policies and programs to be the maximum extent possible.

### **GRADING POLICY**

Students will be assessed according to a grading system developed and shared by their classroom teacher. The physical education grading system has been developed by the physical education department and will be reviewed with all students at the start of the school year.

At the close of each marking period and during examination periods, students will be assessed and letter grades assigned using the following scale:

A	92-100
B	83-91
C	74-82
D	65-73
F	64 and below

### **Honor Roll Requirements**

- **Principal's List**

Students must have earned an "A" in all subjects.

- **High Honor Roll**

All "As" and no more than three (3) "Bs" in all subjects

- **Honor Roll**

Students must have earned a “B” or better in all subjects.

NOTE:

1. An incomplete in any subject at the time the Honor Roll is compiled will make the student ineligible for the honor roll that marking period.
2. A “medical excuse” in physical education will not affect honor roll status.

**PROMOTION POLICY**

Students are expected to successfully complete their four major subjects, plus health and physical education. It is also expected that they will successfully complete all cycle and elective courses. Students must fulfill the school district attendance requirement. Students who fail one or two major subjects and/or health and physical education shall attend summer school. At the discretion of the administration, summer school may be arranged if a student fails three major subjects. Students who fail four major subjects will be retained unless there are special circumstances (age, two or more years in the same grade, and course deficiencies for vocational school) that warrant summer school. **Eighth graders must pass ALL subjects and fulfill the district attendance requirements to participate in Closing Exercises.**

**CLOSING EXERCISES & EIGHTH GRADE ACTIVITIES**

In order to graduate from Collingswood Middle School, eighth graders must pass all of their academic classes for the year (Math, Science, Social Studies, Language Arts Literacy, and Physical Education). Failing one or more of these subjects will prevent the student from being promoted into the ninth grade and result in them being excluded from the Closing Exercises, the Eighth Grade Pool Party and the Eighth Grade field trip. **Students with poor attendance, financial obligations, chronic behavior patterns that result in three (3) or more suspensions, and/or frequent referrals for irresponsible actions, disrespect, insubordination, or have accumulated 18 or more BACA points, may also be excluded from any or all of the activities mentioned above.**

**NATIONAL JUNIOR HONOR SOCIETY**

Students may be inducted into the NJHS if they have met the following requirements:

1. Attained a 3.4 grade point average at the end of the first semester
2. Attained 30 honor points by the end of the second semester during 7<sup>th</sup> grade or 60 honor points by the end of the second semester of 8<sup>th</sup> grade. Only 10 honor points per year can be attained through outside service activities.
3. Passed a review by the Honor Society committee, composed of NJHS advisors, selected teachers and administration.

**INTERNET USE AGREEMENT**

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Before accessing the Internet, all students/parents must sign an Internet user agreement permission form. Any violation of the policy may result in a loss of access as well as other disciplinary or legal action.

**ACTIVITIES & FIELD TRIP POLICY**

**Students with poor attendance, financial obligations, chronic behavior patterns that result in three (3) or more suspensions/BACCA, and/or frequent referrals for irresponsible actions, disrespect and insubordination may be excluded from activities and field trips.**

**Banned from Attendance at Co-Curricular Activities (BACCA)**

Students will be banned from all co-curricular activities if they incur 3 or more out of school suspensions or equal/surpass 18 total infraction points. The BACCA demerit point system is as follows:

- Disciplinary Referral 1 pt.
- Lunch Detention 1 pt.
- Administrative Detention 1 pt.
- SSD 3 pts.
- OSS 5 points per each day suspended

Students will have a point (1) subtracted from their overall BACA total each week they do not incur an additional violation.

Students on BACCA will be excluded from the following activities; Assemblies, dances, skate night, field trips, clubs/organizations, plays/musical, elf Olympics, field day, interscholastic sports teams.

## **Student Activity Fee**

All participants in athletics, band and the theatre program will be assessed an annual fee due **prior** to the first practice or activity meeting. This fee covers all sports, clubs and co-curricular activities for the entire school year. There will be a fee of \$100.00 for the first student in the family. For families with two or more participating children, there will be a \$175.00 maximum family fee. Payment allows the student(s) to participate in all co-curricular activities offered. Student activity fee forms may be obtained from the district website.

### **GENERAL SCHOOL RULES**

1. Follow directions of all school staff members the first time that they are given.
2. Students may go to their lockers at designated times, going to the locker may not serve as a reason for being late to class.
3. Students should not litter in halls or on campus, have food, candy, drinks or deface displays.
4. Students will not run in the halls and will keep their hands and feet off other people, their lockers, and their possessions.
5. Students will move directly to their next class without stopping or loitering in the halls. They should keep to the right when passing between classes.
6. Students will refrain from public displays of affection.

### **SCHOOL-WIDE CLASSROOM RULES**

1. Follow directions when they are given.
2. Be on time to class and prepared to work with the **necessary** materials at the beginning of class.
3. Respect everyone in word and action.
  - a. Touch no person or others' property or school issued Chromebook.
  - b. Talk to participate, not to disrupt
  - c. Use appropriate language
  - d. Use positive comments and actions toward others.
  - e. Your actions should be considerate of the safety and welfare of others.
4. Do not be insubordinate or disrespectful toward a teacher.
5. If you dispute a teacher's reprimand, do so **after class**. Student actions that require immediate removal from class will be sent to the office with a referral.

### **MEDICATIONS & MEDICAL EXCUSE FROM PHYSICAL EDUCATION**

Prescriptions with Doctor's instructions and over-the-counter drugs must be administered through the school nurse and all such medications should be brought to the nurse's office. To be excused from Physical Education due to a medical condition, the student must present a doctor's note directly to the school nurse upon immediate return to school indicating a reason and approximate length of time. Students who are medically excused from Physical Education will be assigned alternate work to complete. Failure to complete these alternate assignments will result in a failing grade in the course. While on the physical education medical excuse the student may not participate in athletics.

## **HOME & SCHOOL COMMUNICATION**

Parents are encouraged to establish positive lines of communication with their child's teachers and the administration. You may contact the Counseling Office to arrange teacher conferences or to simply talk to a teacher by calling 962-5702 ext. 6700.

## **WITHDRAWING A STUDENT FROM SCHOOL**

To withdraw a student from school, notify the Counseling Center two days in advance. The student will receive a withdrawal form and instructions. All textbooks, cafeteria loans, and fines must be cleared before the student secures a transfer record to another school.

## **PERSONAL PROPERTY**

Students are advised against bringing large sums of money to school or items of considerable value. Students may not bring items to school to sell to students or staff. It is strongly recommended that students label personal property whenever possible.

## **EMERGENCY EVACUATIONS & STAY-PUT DRILLS**

All schools are required by law to conduct fire drills/emergency evacuation/stay put drills regularly. The objective of the drill is not only to see how quickly the building can be emptied, but how orderly and completely. At the sound of the signal, students will clear the building according to the plan. Each room will have a posted chart indicating the exit directions for the class using the room. PROMPTNESS and SILENCE during the evacuation are necessary. If an alarm sounds while students are passing in the hallways between classes, students and staff are to go to the nearest exit and leave the building immediately. A location for students to meet their teachers will be announced. Students are not to reenter the building after a fire drill or any other evacuation until they are authorized to do so by a building administrator or staff member. In the event of a Stay Put drill all students are to stay in their classroom/building and follow the directions of the teacher/staff member. Blue lights located above the school's main entrance, and on the rear of the building (Eldridge Ave.), will illuminate to inform visitors and exterior guests when the school is in a lockdown or a drill.

## **EMERGENCY SCHOOL CLOSING**

Should an emergency or serious weather conditions arise that require school to be closed parents will be notified. Notice will be broadcast over radio stations WIP, WCAU, and KYW. The district code number for closing or delayed openings is 554. You should have arrangements made for the supervision of your child in the event of an early dismissal.

## **CELL PHONE POLICY**

Students are permitted to bring cell phones into the school building. Students are permitted to use cell phones for instructional purposes when granted permission from a staff member. Once the dismissal bell at the end of the day has sounded, and students have exited the building, they are permitted to use their cell phones.

For any students involved in an after-school activity (practice, club meeting, tutoring, detention, etc.), use of cell phones is at the discretion of the staff member leading the activity.

Students may use their cell phones once the formal activity is completed (example: on the bus ride home after a competition). Students who do not comply with the requirements of the policy will have their cell phones confiscated and returned to their parents. Any subsequent violations will result in disciplinary action.

Unauthorized picture taking and recording of any individual is strictly forbidden. Additionally, unauthorized picture taking and recording of an individual may result in disciplinary action.

Students who refuse to relinquish electronic devices when requested to do so by a faculty member are subject to disciplinary action, including suspension. The school assumes no responsibility for the loss or theft of any personal electronic device at school.

## DANCES

**Dances are open only to students attending Collingswood Middle School.** Students may be asked to provide their student identification card before being admitted into the dance. Students attending school-sponsored dances are expected to follow the school dress code and abide by the school discipline code. Students not doing so will be asked to leave. Dances are from 7:00pm – 9:00 pm. In order to ensure the safety of our students, parents are asked to pick their children up promptly at 9:00 pm. Students will not be permitted to leave the dance prior to dismissal at 9 pm. Students will only be permitted to leave the dance prior to 9 pm if a parent is present, or the school has been notified in advance by the parent with a request for early dismissal from the dance. Students picked up after 9:15 pm will forfeit the next dance. **A student who owes an obligation or any suspended student will not be permitted to attend the next regularly scheduled dance.** Students must be present in school at least four (4) hours on the day of the dance to be permitted to attend the dance. Parent chaperones are always welcomed. Please call the PTA president to schedule.

## HARASSMENT, INTIMIDATION AND BULLYING

Policy #5512.01: The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability and a school's ability to educate its pupils in a safe environment. In cases where bullying by a student is substantiated, disciplinary consequences will be applied consistent with our Code of Conduct. Students are encouraged to report cases of bullying to their teachers, whether they are the recipient or if they see someone being victimized. Harassment based on race, religion, gender, sexual orientation, ancestry, or disability is prohibited. The complete policy is located on the District website.

### **Definition**

“Harassment, intimidation or bullying” means any gesture, electronic, written, verbal or physical act that takes place on school property, at any school sponsored function or on a school bus and that:

1. Is motivated by an 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
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

### **Reporting Procedures**

- Victims: All students who believe they have been the victim of bullying shall promptly report the bullying to a teacher or building administrator. There are “Bully Boxes” located in the Guidance office and the Main office to report a bullying incident for student use as well.
- Parents: All parents who become aware of any bullying are encouraged to report the bullying to a building administrator.
- Witnesses: All students who witness bullying shall immediately report the bullying to a teacher or administrator. Any teacher or administrator who witnesses bullying shall immediately intervene and take appropriate action to stop the bullying.
- Teachers: Any teacher who witnesses bullying or receives a report of bullying shall make a written referral to the building principal for appropriate action.

## CAFETERIA SERVICES

As an integral part of the total school program, full cafeteria services are provided to all students. Cafeteria menus are published monthly. Students with special diet requirements should consult with the nurse to provide for these needs. Observing the following rules will help create a pleasant, orderly, and efficient cafeteria.

1. Lines at serving areas are to be single file.
2. Students may use the lavatories or obtain a drink of water during the lunch period; however they are expected to be considerate of others who may also wish to use such facilities. A pass system is used for the lavatory.
3. Students may converse quietly with other students at their assigned table. During announcements, students should refrain from talking and pay attention. Visiting from table to table is not permitted.
4. Students carrying lunches to school should have their names clearly written on the bag.

5. Trash from lunches is to be placed in the trash cans provided. Each student is expected to help clean his/her area. If food is spilled, notify the monitor on duty.

The following activities will result in disciplinary consequences:

1. Refusing to follow and obey the directions of the cafeteria supervisors and the general rules of the cafeteria.
2. Throwing food or objects in the cafeteria.
3. Leaving the cafeteria without authorization from a cafeteria monitor.
4. Being in an unauthorized area of the cafeteria without permission after being given a verbal warning
5. Inciting a general disturbance in the cafeteria.

**FIRST OFFENSE:** 3 days administrative detention

**SECOND OFFENSE:** 5 days administrative detention

**THIRD OFFENSE:** Indefinite exclusion-will return to the cafeteria at the discretion of the administration

Please note: Any disciplinary action may be taken at the discretion of the administration in accordance with our Disciplinary Code.

## ELECTRONIC SURVEILLANCE

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

## WE TIP

Call 1-800-78-CRIME or [www.wetip.com](http://www.wetip.com) to report any crime, violence or vandalism. YOUR CALL IS ALWAYS ANONYMOUS. You may receive a \$1,000 reward.

Arden Niessner – [aniessner@collsk12.org](mailto:aniessner@collsk12.org)

## COLLINGSWOOD MIDDLE SCHOOL STAFF

### EMAIL LIST

#### English Department

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