

**ROCKAWAY TOWNSHIP**  
**Copeland Middle School**  
**2022-2023**



Copeland Middle School is a collaborative community, where all stakeholders work in solidarity, thus creating an environment of mutual-respect, trust, and responsibility while empowering all individuals to be their authentic selves.

**Superintendent's Message**  
**Message from the Superintendent**

A successful school year is almost guaranteed when parents are involved with their child's education and there is effective communication between the parents and the school. I encourage parents to be involved by joining the local PTA or volunteering to assist during the school year.

Homework is designed to reinforce what is learned during the school day. Just as important are the conversations between child and parent about the school day. Asking your child questions such as; "How was your day?" "What did you learn?" or "What was the best (or worst) part of your day?" will provide insight into your child's experiences and progress toward learning. Most concerns, if any, can be addressed by your child's teacher.

I will be communicating with you regularly throughout the school year through letters, the website, emails and Twitter (@RockawaySup). For example, news regarding school closure due to inclement weather will be announced first on Twitter. I encourage you to follow me.

I remind all parents and students that students are "in school" from the time they leave their front door until they return home at the end of the day. Since student safety is our preeminent concern, we have developed new [Bus Transportation ~ Expectations for Student Behaviors](#) which will ensure that every child experiences safe and tranquil transportation. Parents are asked to thoroughly review these *Expectations* on Genesis and discuss them with their child(ren).

Finally, since each school is a "No-Bullying Zone" the only acceptable behaviors are kindness and mutual respect. Anything less does not meet the high standards we have for all students and staff.

I am looking forward to a wonderful school year and meeting you at school or around Town.

~ Richard R. Corbett, Ed. D.

### **Principal's Message**

*Each new school year brings with it excitement and anticipation. As the Principal of Copeland Middle School, I share this excitement as we begin the 2022-2023 school year. I believe that you will find the faculty, staff, and administration dedicated to providing quality programs in a supportive and caring environment that is geared to meet the needs of the middle school student. I also believe that we as educators, students, and parents must work together as a community. Through our dedication, mutual support, and understanding, our students' success will have no limits. I look forward to working with you throughout this school year.*

*Alfonso A. Gonnella*

**COPELAND MIDDLE SCHOOL**  
100 Lake Shore Drive, Rockaway, NJ 07866  
(973) 627-2465

### **Phone Numbers and Extensions (All are 973 area code)**

- General Office 627-2465
  - After School Activities (after dismissal) 627-2465 (6142)
  - Attendance 627-2465 Press 1
- Cafeteria 627-2465 (6156)
- Nurses Office 627-2465
  - School Nurse Mrs. Karen Jordano (6144)
  - School Nurse Mrs. Regina Adamson (6145)
  - Nurse Fax
- Administration 627-2465
  - Principal Mr. Alfonso Gonnella (6139)
  - Vice Principal Mr. Brian Rawlins (6137)
  - Vice Principal Mrs. Bree Brace (6138)
- Administrative Assistant Ms. Denise Manger (6139)
- Guidance Secretary Mrs. Christine Elston (6192)
- Purchasing Secretary Mrs. Marci Gregory (6155)
- Attendance Secretary Mrs. Stephanie Mueller (6142)

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### **Rockaway Township Central Office**

- Board Of Education Phone 627-8200
- Transportation 627-3377

## THIS AGENDA BELONGS TO:

NAME: \_\_\_\_\_

**Copeland Middle School  
100 Lakeshore Drive  
Rockaway, NJ 07866**

### STUDENT RECOGNITION

Positive reinforcement is an ongoing and essential part of our school's philosophy. Included below are specific forms of student acknowledgment:

#### Academic Performance and Criteria

- Principal's List
  - An average of 95 or better
- Honor Roll
  - An average of 87-94
- National Junior Honor Society
  - 8th-grade students who have a cumulative GPA of 95% or better on a 4.0 scale (for 6th grade, 7th grade, & the first marking period of 8th grade) will receive an invitation to apply for the Copeland Chapter of NJHS. Students must demonstrate distinguished qualities in the areas of scholarship, citizenship, leadership, and service.

**PLEASE NOTE:** Averages will be based on a weighted GPA

### GRADING EXPECTATIONS

Grades below 60 constitute failure in the 6<sup>th</sup> grade.

Grades below 65 constitute failure in the 7<sup>th</sup> grade.

Grades below 70 constitute failure in the 8<sup>th</sup> grade.

### PROGRESS REPORTS

Progress reports are generated electronically at the midpoint of each marking period, and can be accessed via the parent portal.

### REPORT CARDS

Report cards are generated electronically at the end of each marking period, and can be accessed via the parent portal. The parent portal can be accessed by selecting the "Genesis" button found on the top of each school's website.

### HOMEWORK

The Rockaway Township Board of Education believes that homework is an important part of a student's learning experience. Homework gives teachers and parents an opportunity to work cooperatively to help children get the maximum benefit from their education. Homework will not be provided in advance to students who go on family vacations while school is in session.

## EXTRACURRICULAR ACTIVITIES & SPORTS

After school programs and clubs will be posted each week on our district website listed as, "Preview of the Week." Morning announcements remind students of our after school activities scheduled or canceled each day. Students must report directly to their after school activity. **STUDENTS WHO DO NOT HAVE A SCHEDULED AFTER SCHOOL ACTIVITY, MUST LEAVE AT 2:20 DISMISSAL.** Students may not be unattended in the building. Students who are not in good standing either academically or behaviorally will not be permitted to participate in an after school club, activity, or sports.

- A student who is absent unexcused from school may not participate in school district sponsored programs or athletic competition the afternoon or evening of that school day.
- A student who is serving an in-school or out-of-school suspension may not participate in school district sponsored programs or athletic competition while serving the suspension.
- A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs or athletic competition. Please see district policy 2431.

## STUDENT DEMOGRAPHICS

It is mandatory to notify the Main Office when there is a change in guardian status, address or emergency contacts. Parents are able to change phone numbers and e-mail addresses through the parent portal without notification. Incomplete or incorrect information will result in mailing errors (i.e. report cards and special mailings).

## BUS INFORMATION

All students are expected to observe bus rules to ensure their safety and that of others. Students whose behavior jeopardizes the safety of classmates or creates disturbances for bus drivers may be disciplined or suspended from riding the bus in both the morning and afternoon. Transportation will then become the responsibility of the parent. The Principal or Principal's designee reserves the right to take an unruly student from the bus at any time.

Late buses are available for after school activities, extra help, or detention. The buses will stop at various locations throughout the township, but do not stop at every bus stop. Late buses arrive at school at approximately 3:30 PM and leave as soon as all students have boarded. Please refer to the bus routes posted at the school entrance. **Students may get off the bus at a different stop only if written permission has been given to the office by 9:00 in the morning. If students are walkers, parents or guardians must check the appropriate box on the opening day checklist that is distributed to the students.**

## VISITORS

Visitors must report to the Main Office immediately after entering the building. Articles to be delivered to students during school hours must be left in the Main Office. Students will not be called out of class during instructional time.

## **ATTENDANCE**

### **(See Policy 5200)**

Regular school attendance is one of the most powerful ways a student can be prepared for success—both in school and in life. When students are absent for fewer days, their grades and reading skills often improve—even among those students who may be struggling in school. Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future. The following guidelines serve to support the regular attendance of all students.

Students must be signed in and out at the main office by a parent/legal guardian in the event that they are late to school or must leave early. Students are required to attend 162 days or more of school in order to successfully complete the instructional program requirements of the grade/course to which they are assigned.

The school day begins at *7:50AM and ends at 2:20PM*. Copeland's period 1 teachers take attendance each morning. When a student is absent, the date of the absence is recorded. Parents are expected to call the school at 973-627-2465 ext. 6142 in order to report absences. Messages can be left on the recorder 24 hours a day.

Building administrators will monitor pupil attendance and communicate with families when there is a concern. Letters will be sent home when students reach 5, 9 and 15 days absent and administrators will determine when a parent meeting is required to discuss and support families in getting their child to school. In some cases an action plan will be created with parents and the school to help student attendance. If this plan fails, consequences may include retention. If further action is necessary, and/or if no improvement is forthcoming, the principal may file a truancy complaint with municipal authorities.

## **CAFETERIA**

The cafeteria provides a complete lunch daily, including milk, and prices are posted each year. Students may, of course, bring lunches from home. A lunch menu can be located on the district webpage. We no longer sell peanut butter and jelly sandwiches or any product containing peanuts. In addition, each cafeteria will designate a "peanut free" table when applicable.

## **HEALTH SERVICES**

Contact the Health Office to make the school nurse aware of any changes in your child's wellbeing that could affect his/her education or school environment (i.e. change in medication or family status, head lice, etc.). Refer to the Health Services Manual for further health-related matters such as illness, medications, physical education excuses, etc. You can find information regarding health services on the school webpage, located under the Families tab.

## **DRESS AND GROOMING GUIDELINES**

### **(See Policy 5511)**

The Rockaway Township School District respects the right of students to determine their mode of dress providing this mode meets the standards which have been established.

A. General rules

1. Pupils are expected to be clean and well groomed in their appearance and should abide by common standards of decency in dress and appearance.
2. Pupils are expected to avoid extremes in appearance that are so disruptive or offensive.
3. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.
4. Pants must be worn at the waist. Underwear should not be visible.
5. Hats and hoods are not to be worn in the school building during school hours.

B. Prohibited clothing and articles

The following garments and articles are prohibited in school and at school-sponsored events:

1. Low-cut, or transparent clothes, including beachwear, tube tops (tube tops are strapless/sleeveless shirts), bare midriffs (Shirts must cover one's belly button).
2. Sleeveless shirts (Must have straps) are permitted, however, shorts, skirts and dresses must cover one's backside.
3. Outdoor jackets (Larger winter coats) or hats except when entering or leaving the building (Thinner jackets and sweat jackets are permitted).
4. Patches and decorations that are offensive or obscene such as profanities, nudity, and hate symbols).
  - Clothing, apparel and/or accessories which make reference to sex, drugs, violence, or alcohol, is demeaning to gender, race or ethnic groups, or which indicate affiliation with any gang or organization associated with criminal activity or fraternities or sororities or styles which may suggest such affiliation.
5. Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the pupil's doctor, are not permitted to cover one's eyes. They can, however, be worn as accessories.
6. **Cell phones and backpacks must be placed in the student locker at the beginning of each day (Drawstring backpacks, Chromebook bags, Small-sized bags are permitted).**

C. Enforcement

1. ***Teaching staff members will report perceived violations of the guidelines to the administration, who will interpret and apply the guidelines.***
2. Pupils who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply will disqualify themselves from participation.
3. Pupils will not be permitted to attend a school-related function, such as a field trip, after-school activity unless they are attired and groomed in accordance with the guidelines.
4. The principal may waive application of the dress code on a day especially scheduled for pupils' free expression in dress and grooming.

### TELEPHONE USE

Students will not be called out of class for parental phone calls unless there is a true emergency. Messages will be provided, to the student, at the end of the period or at lunchtime. Please keep messages to a minimum

due to a large number of students. Use of the office phone by students will be allowed only in the event of an emergency. Social arrangements or afternoon activity plans do not constitute an emergency. These matters should be arranged prior to the start of the school day. **NOTE: Cell phones must be kept in lockers during school hours.**

## **LOCKERS**

Lockers are the property of the Board of Education and will be opened and inspected if believed to house any material detrimental to the health, safety, or welfare of a student or the student body. **Lockers should be kept locked at all times, and the combination should not be given to anyone. Decorating lockers for birthdays or any other special events is not permitted. Any students entering the building after school hours must do so by 4:00 PM and be accompanied by a parent.**

Students are permitted access to their lockers at the following times:

- before homeroom period
- before and after lunch
- at dismissal
- when given permission by a teacher

**NOTE: BACKPACKS MUST BE KEPT IN LOCKERS AT ALL TIMES. ALSO, BACKPACKS WITH WHEELS ARE NOT PERMITTED.**

## **HARASSMENT, INTIMIDATION & BULLYING**

See link here ( [HIB District Policy 5512](#) )

The Rockaway Township Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behavior is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion.

If you feel that your child is a victim of harassment, intimidation and/or bullying, you can report the behavior to the school Anti-Bullying Specialist using the District HIB Forms. All forms can be located on the District Webpage under the HIB/Anti-Bullying Information Tab.

## **AFFIRMATIVE ACTION POLICY, PLANS, AND PROCEDURES**

It is the policy of the Rockaway Township Public School System not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status in its educational programs or activities and employment policies as required by Title IX of the Education Amendments of 1971 and N.J.A.C. 6:4-1.1 et seq. Inquiries regarding compliance may be directed to the district Affirmative Action Officer.

**COMPUTERS**  
**Responsible Use of Technology**  
**(See Policy 2361)**

The entire student body shares technology resources at the Elementary Schools. To ensure that all technology networks, hardware, and software are available for educational pursuits, students are expected to demonstrate responsible use of technology. Students and parents/guardians must agree to the Acceptable Use Policy (AUP). Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.