

RLHS

STUDENT HANDBOOK



Purpose

The purpose of this handbook is to give parents the answers to some of the most commonly asked questions regarding the organization and operation of this school. It is our hope that this manual will prove to be beneficial to both you and your child. This handbook will be revised every year to reflect changes in school and district policies and procedures. Please note that this booklet may not answer all of your questions. When you need additional information, please contact the office for assistance.

Welcome

ROBERT L. HORBELT ELEMENTARY
SCHOOL
PARENT HANDBOOK
SCHOOL YEAR 2023-2024
(REVISED/REVIEWED 7/20/23)

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OUR MOTTO - IT'S A HORBELT THING!

Reminds us that there are two foundational values we always consider in our day to day interactions with others and how we conduct ourselves. We focus on Kindness and Respect.

Kindness because we do not know what others might be going through and our kind behavior might be the thing that helps them get over the rough patch.

Respect because we all deserve to be treated with civility and courtesy.

These values help us as we strive to do the right things.

They remind us that we need to care.

We demonstrate respect to ourselves by doing our very best in school, and trying to do well at our studies.

We are nice to others. We get involved. We have fun learning (it's our job!)

We are encouraged to go the extra mile and be part of the solution rather than part of the problem.

This is what it means to be a student at Horbelt - "it's a Horbelt thing!"



Our Mission: At the Horbelt Intermediate School, we believe that all students will learn at their highest level of achievement in an engaging environment; working collaboratively with our community, we will foster a culture of shared lifelong learning, empathy, and acceptance. We will help our students become productive contributors to society.

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Advertising

No advertising matter, such as circulars, blotters, calendars, etc. is to be distributed unless permission is secured through or approved by the Superintendent of Schools.

After School Activities

After School Clubs

*Students may participate in various clubs after school. Clubs will run either in fall, winter, spring, or as an all-year-long club. Letters and permission slips will be sent home prior to the beginning of the following after-school programs. The pick-up time is 3:00. Students that are not picked up on time a total of three times will be removed from the after-school program they are enrolled in. **Transportation will not be provided at the conclusion of each club.***

Clubs offered by Horbelt Intermediate are as follows:

Academic Bowl Club Advisor - Gr 6

- *Members of this club display their geographic skills in competition with other sixth graders in the county.*

ACADEMIC Assistance Moderator - ELA

- *Attending students receive assistance with ELA growth based on their homework or other related assignments.*

ACADEMIC Assistance Moderator - Math

- *Attending students receive assistance with mathematical concepts based on their homework or other related assignments.*

ACADEMIC Assistance Moderator - Science

- *Attending students receive assistance with the science curriculum based on their homework or other related assignments.*

ACADEMIC Assistance Moderator - Social Studies

- *Attending students receive assistance with the social studies curriculum based on their homework or other related assignments.*

Art Club

- *The members of this club are provided a safe and encouraging atmosphere to explore their artistic abilities with multiple activities throughout the year.*

Computer Club

- *The members of this club participate in computer-based activities to build their technology skills.*

CyberPatriot Club

- *The mission of the CyberPatriot club is to foster computer science through competing in virtual cybersecurity exercises.*

FOREIGN LANGUAGE CLUB

The Foreign Language Club "Spanish Club" is a club that meets monthly (in person and virtually) to foster and nurture interest in Hispanic culture and to provide an opportunity to learn more about the Hispanic world through fun activities, cultural exploration and discussion.

Gamers Club

- *The club provides a place for students to socialize and play video games with their peers. (Students must be in good standing academically and socially to participate.)*

Girls Who Code

- *Girls Who Code is a program designed to support and increase female participation in computer science.*

Jazz Band

- *This program provides students with the opportunity to work together in a collaborative and cohesive ensemble that performs jazz compositions for the public.*

JOI Club

- *The JOI Club is a club that will meet weekly in person and virtually work together to help the community through a variety of service activities.*

Leaders in Training

- *The members of this club are encouraged to build their teamwork and leadership skills and enhance personal communication skills through community service projects.*

Morning SPLASH!!!

- *Morning SPLASH is Horbelt Intermediate's morning announcement club. In this club, members use the school's PA system in the main office to lead the school in the Pledge of Allegiance and read the daily announcements. Occasionally, the club creates entertaining and informative videos for the school community.*

PROS Advisor

- *This club's mission is to promote social and personal development within our organization and allow members to plan and present social and educational activities. The PROS club develops the leadership skills of its members through a variety of related opportunities.*

Chorus (Vocal Ensemble)

- *Students will prepare traditional and contemporary music for vocal performance at school events and competitions.*

Sign Club

- *Students will share the collective goal in learning and understanding the language of American Sign Language. We meet to discuss deaf culture and learn how to communicate silently using ASL.*

ALCOHOL AND DRUG POLICY

The Board of Education believes that the possession, use or distribution of alcohol, drugs, nicotine/tobacco products and/or devices/paraphernalia in the school environment or any and all school-related activities or functions is a substantial danger to students and all other individuals in the school community. Therefore, such actions will not be tolerated. Copies of Board Policies on the use of alcohol and other drugs are available in the school office. The following information may help you understand the policies more clearly. (Board of Education Policy #5535, Passive Breath Alcohol Sensor Device.)

What are the consequences of a first violation of the policy?

If you are reasonably suspected of having violated the alcohol and drug policy for the first time you will be

- *Suspended from school;*
 - *Excluded from extracurricular activities for the duration of your suspension;*
 - *Expected to follow the school policy;*
 - *Counseled by the SAC and/or guidance counselor to develop a plan of recovery. The process may involve the Police, Security, or School Resource Officer. If the violation is sufficiently serious, you may be recommended for expulsion from school. Your parent/guardian and the principal must meet in conference prior to your return to school.*
- What are the consequences of a second violation?*

If you violate the policy a second time, you will be:

- *Immediately suspended;*
- *Excluded from extracurricular activities for the duration of your suspension;*
- *Expected to follow the school policy;*
- *Mandatory parent meeting with administration;*
- *Required counseling with Student Assistance Counselor (SAC);*
- *Possible recommendation to the Board of Education for expulsion.*

All violations are cumulative.

What does "possession, use, or distribution" mean?

Being under the influence of alcohol or a controlled dangerous substance in school or at a school-sponsored event is considered a prohibited use, regardless of the time or place the substance was ingested.

Possessing alcohol or a controlled dangerous substance in school or at a school-sponsored event is prohibited.

Giving, providing, or making available to another student an alcoholic beverage or controlled dangerous substance is considered a prohibited distribution, regardless of whether an actual transfer of the substance was completed,

- *whether anything of value was asked for or received in return, and*
- *the time or location of the distribution.*

Where does this policy apply?

The policy applies on school premises, within the drug-free school zone, on school buses or other authorized transportation, and at any event away from school that is authorized or sponsored by the district. Even if you ingest the substance prior to your arrival at school or at a school-sponsored event, you will be considered to be in violation of the policy.

What happens if I am suspected of being under the influence?

- *If you appear to be under the influence, you will be reported to the school nurse and the principal or their designee.*
- *An immediate evaluation will occur until you can be examined.*
- *Your parents/guardian and the superintendent will be notified.*
- *The parent/guardian must arrange for an immediate medical examination by the school medical inspector or by a physician selected and paid for by your parent/guardian. You will also be required to take a drug test at LabCorp. You may not return to school without proof of both examinations having been completed.*

- *If neither your physician nor the medical inspector is available, you will be transported by the emergency squad or the police to the emergency room of the nearest hospital. You will be accompanied by a member of the school staff and, if available, your parents/guardians.*
- *Your parents/guardian and the school should get a report from the examining physician within 24 hours. If the report is not received within 24 hours, you may not be allowed to return to school.*
- *The principal or his/her designee may institute a search if there are reasonable grounds to suspect that there will be evidence that you have violated the policy. Confiscated substances will be turned over to the police and/or medical personnel for analysis.*
- *Police assistance may be requested.*
- *If you are determined to have been under the influence, you will be suspended, as described above.*
- *You will not be allowed to return to school until your physician submits a report to your parents/guardians, and the principal indicated that substance abuse no longer interferes with your physical and mental ability to perform in school.*

What if I am suspected of being in possession or distributing alcohol or other drugs?

- *If any staff member has reason to believe that you are in possession of, selling, or distributing alcohol or other drugs, you will be placed under the supervision of the principal or his/her designee.*
- *The suspected substance will be confiscated.*
- *The principal or designee may institute a search if there are reasonable grounds to believe that there will be evidence that you violated the policy.*
- *Your parents/guardians and the superintendent will be notified.*
- *If it is determined that you have violated the policy, a conference will be held with you, your parents/guardians, and the principal.*

● *Police assistance will be requested in all cases involving controlled dangerous substances.*

● *You will be suspended, as described above.*

● *You will be referred to the Student Assistance Counselor or other appropriate specialists for an evaluation. A follow-up plan that addresses your specific needs will be developed.*

What if I think I have a drug or alcohol problem but have not violated the policy?

● *If you confide in a staff member that you have a problem, or if another student contacts a staff member regarding your drug or alcohol use, or if a staff member suspects that you have a problem because of academic, social, physical or psychological changes in behavior, the staff member should discuss his or her concern with the SAC or their designee.*

● *The discussion should focus on observed signs or symptoms.*

● *You will be referred to the SAC*

● *Fact-finding by program staff will be limited to discussion with you unless you agree otherwise.*

● *The Counselor will develop and evaluate a treatment plan that addresses your specific needs.*

● *If you voluntarily acknowledge your problem prior to having allegations made against you and if you successfully complete a rehabilitation program, the information you provide will not be used against you, providing that you do not violate the policy in the future.*

● *Your physician must provide a report that you are physically and mentally able to return to school.*

● *You cannot seek refuge under this policy if you are found to be under the influence, in possession of, or distributing alcohol or drugs in violation of the policy.*

Animals

Any student wishing to bring a live animal to school must have prior approval from the principal. Please be aware any animal brought to school must be protected by a rabies vaccine. In addition, the teacher must approve the animal for educational purposes and must assume responsibility for its protection and the protection of his/her students.

Arrival/Dismissal

****ARRIVAL PROCEDURES****

Walkers

If you are walking to school in the morning, it is important that you try to walk directly to school in an appropriate way, try to walk with a friend or adult, and always cross at the crosswalks. Crossing guards or police personnel will be stationed at each crosswalk to ensure you cross when it is safe. Please listen carefully to their instructions. When on school grounds, cars should not block the crosswalk and extra care should be taken to watch for children and staff crossing our parking lots.

Bus Conduct

The code of behavior for students riding the bus is located on the back of the District Calendar. Please review this code with your child. You will be notified if your child misbehaves on the school bus. Serious or continued misbehavior will result in loss of bus privileges for a period of time.

Children may not switch buses. Bus riders who need to walk home for whatever reason must bring a note, otherwise they will be sent on their regular bus.

Car Drop Off

Over the past few years, we have tried a variety of ways to keep the flow of traffic moving when dropping your son or daughter off. As always, safety is our number one concern and, above all else, is the first point taken into consideration when creating the system below. Please follow these instructions carefully as it will ensure the safety of your children and keep the wait times for drop off at a minimum...and please remember to

DRIVE SLOWLY:

- *Upon entering the parking lot, parents should use the access lane closest to the school. Please do not block the crosswalk.*

- Prior to 7:30, you should drive along the front of the school and follow the parking lot around so that the students get dropped off using the passenger side of your car, closest to the school—no students should be dropped off on the street.
- At 7:30 a staff member will be outside directing traffic. CARS WILL BE DIRECTED TO PULL ALL THE WAY FORWARD TO DROP OFF STUDENTS. This should be done quickly as there is no parking in the front fire lane of the school. Parents should not park in any of the Fire Lanes, especially in front of the school. The School Safety Patrol will be standing at the curb to help direct your son or daughter out of the car and into the building.
- Walkers should cross using the crossing guards and use the sidewalks to the sides of the school.
- When driving in our parking lot, please maintain a safe/slow speed and be aware of all your surroundings. Teacher volunteers and security will be outside to help direct traffic and cross students safely.
- If you are waiting with your child, please park your car in a designated space and walk your child to the front of the school. PLEASE DO NOT DOUBLE PARK.

DISMISSAL PROCEDURES*

Dismissal

Once your child is in the care of the school, we take their safety very seriously. As a result, we are very careful and organized in the way we dismiss your children—we kindly ask for your patience at the end of each day.

You will be asked at the beginning of the year to identify the method in which your child will be going home. If your child is not a busser at the end of each day, they will either be staying after school for a specified program, or walking home/getting picked up.

Student Pick-Up

The front of the building is designated for pick up at the end of the school day. Please keep this area free from cars. Cones will be up to block off this area. We dismiss from the front doors at the end of the day. This is where you should make arrangements to meet your child. The front parking lot should be used for all parents picking up your child.

IMPORTANT: If you are late picking up your child or the designated person responsible for picking up your child is not there, please contact the front office. Your child will be brought to the front office where you will need to sign your child out. Identification will be required.

Attendance

Regular attendance in school is a major component of a student's academic success. Studies indicate that students who are on time and in school each day are better able to meet the demands and rigors of the curriculum.

To maximize instructional time, students must arrive at school on time each day. The school day begins at 7:40 AM, and students may arrive at school starting at 7:30 AM while staff members are on duty. In addition, classroom instruction takes place until the end of the day, and we request that end-of-day sign-outs occur only if there is an appointment or an emergency. If it is necessary to sign out your child before the end of the school day, please send a note with your child that morning.

*Excessive absence from school can affect the progress of your child's education. Please refer to the district Attendance Policy sent home with your child on the first day of school. When your child is absent, please call the School Nurse at 660-7500 (EXT.). You may leave a message on the answering machine if the nurse is unavailable. Homework may also be requested when you phone the nurse. Upon your child's return to school, you must send a written excuse explaining their absence, even if you have called the school on the day of absence. **A NOTE FROM YOUR CHILD'S PHYSICIAN IS REQUIRED TO RETURN TO SCHOOL IF THEY HAVE BEEN ABSENT THREE (3) DAYS.***

SOME ATTENDANCE REMINDERS

- *Students must be present in school for at least 4 hours to be marked present for the full day and participate in extracurricular activities.*
- *On early dismissal days, students must be in school for two (2) hours to be marked present.*
- *A note is required if the student is being signed out by a person other than their parent or guardian.*
- *Students must be IN SCHOOL in order to attend an after school function like a dance, or other school sponsored event.*

Bicycles

Bicycles may be ridden to school. Students must have a written permission from parent/guardian on file in the office to do so. All students riding bikes must wear a helmet as per state law.

Bicycles must be parked in the rack which is provided on the school grounds. A locking device should be used by each pupil. Students should follow all bicycle safety rules. Bicycles may not be ridden on the school grounds at any time.



Motorcycles, go-karts, mopeds, scooters, roller blades and skateboards are not permitted on school grounds at any time.

Breakfast

- *Breakfast will be available as grab and go at 7:30 AM in the cafeteria. Any student participating in the breakfast program must report to the cafeteria immediately once they are either released from the gym (if they are a walker) or enter the building after getting off of their bus. Once a student receives their breakfast, they are to report to their homeroom immediately.*
- *Drinks will only be given with a purchased meal and not be sold separately.*
- *All students must discard their garbage in a trash can and be ready for instruction within 15 minutes.*
- *Our breakfast and lunch vendor is Chartwells Food Services, and they are managed separately from the school district.*
- *If there are any changes with free and reduced students and their requests, please notify Chartwells Food Services and the Board Office.*

BUS CONDUCT AND DISCIPLINE

Students are reminded to follow rules and regulations of proper behavior and conduct on the bus as well as at the bus stop. N.J. Statute 18A-25a Discipline on the School Bus: "The driver shall be in full charge of the school bus at all times and will be responsible for order; he shall report the unmanageable pupil to the principal of the school he attends. A pupil may be excluded from the bus for disciplinary reasons by the principal, and their parents shall provide their transportation to and from school during the period of such exclusion."

BUS RULES

A majority of the students at Horbelt Intermediate School are dependent upon bus transportation to get to and from school. This means that for everyone's safety and comfort, a few reasonable and necessary regulations must be stated and enforced. Students must comply with the following:

- 1. Be on time at the designated bus stop. (It is suggested that students arrive eight minutes early.)*
- 2. Wait for the bus to come to a complete stop and for the door to open before attempting to board.*
- 3. Sit in the assigned seat. Remain seated while the bus is in motion.*
- 4. Keep hands and head inside the bus at all times. Do not throw anything inside the bus or out of the window. Do not spit at any time.*
- 5. Do not participate in horseplay.*
- 6. Be courteous to other pupils and the driver. Use appropriate language and a quiet voice.*
- 7. Use seatbelts where provided.*
- 8. Remember that all school rules are in effect while on the bus. Follow all driver instructions.*
- 9. Ride the assigned bus, including the activity bus, unless a written note has been received and verified by the Main Office. Changes are for emergency use only, not for social use.*
- 10. Acknowledge the driver as the person of authority on the bus. Students who are uncooperative will be reported by the driver to the administration for disciplinary action*
- 11. If referred to administration, a student is subject to disciplinary action, including seat change, central, or all-day detention and/or out-of-school suspension, restitution for damages, or suspension from the bus. In the case that a bus suspension is warranted, parents or guardians are responsible for providing transportation to and from school. (NJ Statute 18A:25-2)*

Calendar

For a copy of the Barnegat Township School Calendar, go to the District homepage, scroll down the left navigation bars, and then click on the link entitled - District Calendar

Check on the Horbelt home page for a list of monthly activities.

CARE OF SCHOOL PROPERTY

The school building and grounds are for student use and not abuse. Students are expected to keep the school property as clean as possible and take pride in the appearance of our building. Students help by:

- 1. . Keeping hallways and classrooms free of paper. (Please pick up scattered litter.)*
- 2. Properly using pens/pencils. (When passing in hallways, all writing tools should be contained. None are allowed in lavatories.)*
- 3. Politely waiting for classes to change. (Without shoes and hands resting on hallway walls.)*
- 4. Reporting broken glass or dangerous objects found on the playground and school property. 5*
- 5. Enjoying and reading posters/hallway bulletin boards. (Without marking or defacing them.)*
- 6. Keeping desks cleaned and not tipping chairs.*

Chain of Command/How to Effectively Communicate with School Officials

Parents are often discouraged when they attempt to communicate with central office administrators and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the "Chain of Command", or where to begin the communication sequence regarding their child's problem.

Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken, with appeals moving on to the next level on the chain of command. The easiest way to communicate would be by email (email format: first initial, last

name@barnegatschools.com). A phone call would be the next preferable way to communicate. Here is a brief guide on where to go when you have a concern:

1. On Elementary School Matters:
 1. Classroom Teacher
 2. Guidance Counselor/Child Study Team
 3. Principal
2. On Matters Involving Buildings or Grounds (building maintenance/custodial/grounds maintenance)
 1. Principal
 2. Facilities Coordinator - Buildings - (609) 698-5824
 3. Facilities Coordinator - Grounds (609) 698-5824
3. On Matters Involving Transportation:
 1. Transportation Coordinator - (609) 698-5816
4. To Resolve ALL Matters ONLY after you have followed the levels outlined above:
 1. Superintendent of Schools - Dr. Brian Latwis (609) 698-5800 x11101

CHEATING/PLAGIARISM

The Horbelt School is committed to the promotion of intellectual and moral development. The fulfillment of these goals depends largely on the personal honesty of each student and on the bond of mutual trust between faculty and students. All course requirements are expected to be fulfilled by work that is exclusively the product of the student's own effort, without unauthorized help from any other source.

Students should demonstrate integrity and honesty at all times. Cheating will result in loss of credit for the assignment and may result in further disciplinary action as determined by the administration.

Cheating is a violation of academic integrity.

1. Cheating is taking credit for any work that is not one's own.
2. Cheating on any work produced for a grade will be penalized.
3. Students who cheat, including those who help others cheat, will receive no credit for the activities in question.

4. *If a student is found cheating, they may receive a zero. It is the teacher's discretion to allow the student to resubmit the work for partial credit.*
5. *The parents or guardians will be contacted by the teacher.*
6. *The office will be notified of each instance of cheating on an appropriate form with appropriate documentation. This information will be kept on file for the duration of the student's career.*
7. *Plagiarism is copying all or part of another person's work (ideas as well as exact words) as if they were the copier's own. It is stealing; it is illegal and unethical. Any use of pictures, graphics, videos, sound recordings, etc. from computer databases, the Internet, books or magazines, must be documented appropriately. Anyone plagiarizing may face disciplinary action; plagiarized work will not be accepted and the student will be given a zero. However, it is the teacher's discretion to allow the student to resubmit the project for partial credit. The plagiarism incident will remain in the student discipline record.*

Classroom Parties

1. *Parties for selected holidays and events are permitted at the discretion of individual teachers.*
2. *Classroom parents will assist in planning parties under the direction of the classroom teacher.*
3. *The number of classroom parents attending parties is limited to teacher discretion.*
4. *Siblings are not permitted to attend classroom parties.*
5. *Please do not leave your assigned classroom to go visit another party.*
6. *All food sent in for parties/birthdays must be brought to the Main Office for the nurse to check ingredients. Please do not bring food to your child's classroom.*
7. *All food must be store bought, individually wrapped, and vetted by the nurse for potential allergies.*

CODE OF CONDUCT

Barnegat Township School District Philosophy

The Barnegat Township School District believes in providing its students with a positive environment conducive to learning. To create this environment, Barnegat believes in a philosophy of strong, consistent, and effective discipline. Therefore, the Administration must formulate rules and procedures to provide for the safety of the individual to protect school and personal property and maintain an atmosphere conducive to learning.

The Board of Education requires each student to adhere to these rules and regulations promulgated by the administration of each district school and to comply with such disciplinary measures as assigned for the infractions of these rules. Accordingly, a student code of conduct shall require that all students:

- 1. Conform to reasonable standards of socially acceptable behavior.*
- 2. Respect the person, property, and rights of others*
- 3. Respond and comply with the directions of those persons responsible for the order and maintenance of the educational process*

Students must keep their ID cards on them at all times and must present them on request to any staff member. ID cards are mandatory and are enforced for the safety of the children of Barnegat High School. They may be required for entrance to school events, scheduled appointments with staff, to access the school building after homeroom, etc. Failure to have an ID card may restrict access for the student. If a student loses their ID, it is their responsibility to report to the main office to obtain a temporary ID card and/or purchase a replacement.
Replacement cards are \$5.00.

Horbelt Goals:

The primary focus of Horbelt Intermediate School is the academic success of every student. We seek to build within each child a love of learning, a sense of responsibility, self-discipline, a positive self-image, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

School Discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of our school discipline policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on their

errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior, including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with school property. At Horbelt Intermediate, we use a restorative discipline approach to build school climate and address student behaviors. We believe that a very positive and productive learning environment will enable students to strive for excellence when this occurs.

*****The successful implementation of this policy is everyone's responsibility. Every student, parent, teacher, administrator, staff, a community member has a role that includes:*

- 1. Supporting the school-wide positive behavior and discipline policy*
- 2. Knowing, communicating, and consistently monitoring the policy*
- 3. Maintaining open lines of communication between school and home*
- 4. Using positive response strategies and corrective feedback for disruptive students*

For our students to receive a high-quality, standards-based education, it is essential and expected that all students adhere to our school's Student Expectations.

All adults should communicate the same message and should have the exact expectations. Together, we can maintain a positive school culture with individuals interacting in a safe, responsible, and respectful way towards themselves and others.

BASIC ASSUMPTIONS

- 1. Student Expectations must be clear and consistent.*
- 2. Our school must maintain high behavioral expectations for its students.*
- 3. These expectations, encompassing clear values and norms, must be taught and reviewed by capable and enthusiastic staff.*
- 4. Any perspective toward discipline should be taken from the total school environment and not just from the perspective of the individual classroom.*
- 5. Effective classroom management depends upon the ability of students to understand the limits of their behavior in all areas of the school setting.*
- 6. Student Expectations should be taught and reviewed regularly, not just announced or published.*

7. *Shared decision-making in all areas of the school environment, involving both staff and students, is needed to serve as a vehicle for making individuals more committed and responsible, both to the decisions made and their various outcomes.*
8. *All staff members must be responsible for all students in all school settings.*
9. *Students must become responsible for accepting the consequences of violating their boundaries.*
10. *Parental contact, through telephone conversations, in-school conferences, and written communication (e-mail, agenda messages) by staff members, shall be required for those students who demonstrate unsatisfactory behavior.*
11. *Parents/Guardians should contact Barnegat's central office for extreme cases and per the school procedures and teacher responsibility.*
12. *A positive approach to interacting with children is much more productive than a negative one.*
13. *Determining the cause of the inappropriate behavior is much more important than reacting to that behavior in isolation.*
14. *An eclectic approach in dealing with children and their diversity of problems is preferred over any single approach.*
15. *All individuals, faculty, and pupils must feel important, needed, and worthwhile.*
16. *All students and staff must believe in themselves, see themselves as leaders, and be rewarded for their positive efforts.*
17. *The ultimate goal of any approach is to develop self-control and self-discipline within the student.*

Discipline:

While most students consistently observe these expectations and behave safely and appropriately, there are times when misbehavior warrants interventions and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior.

1. *Discipline begins in the classroom.*
2. *Discipline is the responsibility of the teacher.*
3. *New Jersey State Law forbids corporal punishment.*
4. *Expect appropriate, responsible behavior from your students.*

5. Teachers should not send students to the office without a Discipline Behavioral Referral form.
6. No child is placed in the hall or another teacher's room as a means of punishment.
7. Do not use materials that are part of the child's learning experience as a means of punishment.
8. Do not assign punishment while angry. Think before you act!
9. A phone call home or a parental conference will, in most cases, do more constructive good than anything else.
10. Please make sure that students are NEVER left unattended.
11. Serious Offenses should be referred to the office at once:
12. Substance abuse. Violent behavior. Fighting
13. Threats
14. Profanity directed at a staff member or student with blatant disrespect
15. Safety and well-being of staff and students.
16. Harassment, Intimidation, Bullying

Discipline Procedure:

While our goal is to focus on student success, there are times when we need to help students solve problems, make better decisions, improve academic excellence, and be more respectful. Our first and foremost goal is to ensure that each child is safe and has access to a positive learning environment. Therefore, it is sometimes necessary to use discipline procedures to help redirect behavior to keep the student and our school safe. Please note that harassment, intimidation, and bullying are against the law and have more severe consequences.

In short, most issues involving student issues in the classroom may include the offenses listed below.

Offenses

- *Classroom Disruption/Interference*
- *Out of Class Disruption*
- *Defiance*
- *Profanity*
- *Truancy*
- *Excessive Tardiness/Absences*

- *Cheating*
- *Theft*
- *Vandalism*
- *Inappropriate Use of Technology*
- *Physical Aggression (Shoving, Pushing, Kicking, Spitting)*

The staff deals with major offenses as they occur. When administering consequences, we attempt to help the child or children solve and resolve conflicts while protecting the safety and welfare of all students in the school learning environment. The consequences may include one or more of the following.

Consequences

- *Verbal Warning*
- *Reflection or Refocus Time*
- *Problem Solving with Adult*
- *Oral/Written Apology*
- *Telephone Call Home*
- *E-mail home*
- *Parent/Teacher/Child Meeting*
- *Recess Detention*
- *Counseling*

The Principal or Assistant Principal will handle MORE SEVERE offenses. Habitual infractions lead to further interventions and more severe consequences. These offenses affect the safety and welfare of students and staff and disrupt the educational process. Teachers will initiate a Discipline Referral Form for such offenses. In addition, because relationships are so valuable, we may look to create an alternative consequence that grows out of the concept of restorative practices - that is, looking at ways to help the students who have had a conflict manage that dispute and walk through the process of having respectful relationships again. This builds resilience and grows in children the ability to cope with challenges that come their way.

Offenses:

- *Classroom Disruption/Interference*
- *Defiance*
- *Profanity directed at a staff member or student with blatant disrespect*
- *Violent Behavior*

- *Fighting*
- *Truancy*
- *Excessive Tardiness/Absences*
- *Recess Detention Refusal*
- *Cheating*
- *Theft*
- *Alcohol/Tobacco*
- *Vandalism*
- *Drugs*
- *Assault*
- *Threats/Weapons*
- *Gang Activity*
- *Inappropriate Use of Technology*
- *Suicide*
- *Harassment, Intimidation, Bullying*

The principal or assistant principal addresses code of conduct offenses when reported. Habitual infractions lead to further interventions and more severe consequences. Severe offenses affect the safety and welfare of students and staff and disrupt the educational process. Teachers will initiate a conduct referral through the Genesis database for severe infractions.

Consequences

- *Recess/Office Detention*
- *Short-Term Suspension*
- *Long-Term Suspension*
- *Law Enforcement Referral*
- *Counseling/Child Welfare Referral*
- *Interagency/Intervention Referral (PESS, Children's Mobile Response)*
- *Restrictions on school wide events such as dances, trips, field day, etc.*

**If you visit during an assembly, you will see me reminding the students of our assembly etiquette. This is an example of us practicing with the students the behavior we expect to see.*

Finally, not all issues fit neatly into a shoebox. We will use our best judgment and the concepts outlined here to deal with a given situation. This said...

THE BOARD AND ADMINISTRATION RESERVE THE RIGHT NOT TO INVOKE THE DISCIPLINE CODE IN THE DISPOSITION OF THOSE REFERRALS THAT WARRANT SPECIAL CONSIDERATION. THE BOARD AND ADMINISTRATION ALSO RECOGNIZE ITS RESPONSIBILITY AND RIGHT TO TAKE REASONABLE DISCIPLINARY ACTIONS FOR STUDENT BEHAVIOR/OR CONDUCT THAT IS NOT SPELLED OUT IN THE CODE BUT IS JUDGED INAPPROPRIATE BY THE ADMINISTRATION.

Conduct/Restorative Discipline and Practices

Restorative Discipline and Practices

Restorative discipline and practices are inspired by the philosophy and practice of restorative justice - that is when one is involved in a conflict, those involved work at repairing harm done to relationships and people over and above the need of assigning blame and administering punishment. Restorative practices are important because they cultivate a culture in which everyone feels like they belong. They build a particular sense of community in which every member--students, teacher, parent volunteers, aides--feel that they are seen, heard, and respected.

These practices have been known to:

1.) reduce disciplinary referrals

- reduce suspensions and expulsions*
- reduce instructional time lost*
- improve teacher morale, teacher retention, academic outcomes*

2.) Other bonuses:

- students gain experience dealing with conflicts, and feel reasonably safe and supported.*
- classes works together to identify and solve problems that interfere with learning*
- there is shared responsibility for behavior management; It becomes more of a team effort*
- conflicts are often managed by gathering in circles*

**Please see our handbook online for videos with additional information.*

DELAYED OPENING (TWO-HOUR DELAY)

Students are permitted to enter the building at 9:30 A.M. Students who are dropped off at this time. Homeroom begins at 9:40 A.M. Students who arrive after 9:50 A.M are to sign in with the Attendance Secretary immediately upon entering the building to receive a pass. As with normal school days, teachers will take attendance in the homeroom. Lunch will be served during this adjusted schedule, and the dismissal time will remain the same, 2:20 PM.

- *The Superintendent's office will decide to close schools due to storms, heating problems, or other emergencies during the school day. The school will make every effort to call parents and/or emergency numbers to indicate early dismissal. However, parents who do not expect to be home during the school day must make arrangements for some responsible person to receive their children if they are sent home. PLEASE INSTRUCT CHILDREN WHAT THEY ARE SUPPOSED TO DO IF SUCH AN EMERGENCY ARISES.*

Dress Code

Student attire must be school-appropriate - neat, clean, and modest. The following guidelines are established regarding student dress code:

In general, the following decorations and/or designs imprinted upon or attached to the body or clothing is prohibited:

Symbols, mottoes, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages, identify a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.

Clothing that is extremely torn or extremely tight or transparent is not permitted. Bathing suits are not permitted.

Outerwear

Students must store outerwear (coats, hats, gloves, scarves, etc.) in their cubbies upon arrival to school. Outerwear will not be permitted in classrooms, cafeterias, libraries, corridors, or other areas of the school buildings after arrival unless authorized by the school's administration.

Head Coverings/Sunglasses

Students shall not wear scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments to class or within school buildings. Caps, hats, or other similar head coverings shall not be worn to class or within school buildings unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.

Students shall not wear sunglasses (unless prescribed by a physician) to class or within school buildings.

Upper Garments

Undergarments should not be visible or exposed. Strapless garments are prohibited. Shoulder straps of permitted garments must be a minimum of the width of three fingers of the person wearing the garment.

Bare midriffs, immodestly low cut necklines, off-the-shoulder straps, or bare-back shirts are prohibited. Shirts altered by tying in the back, front, or side, crop tops, halter-tops, tube tops with straps less than two inches of the garment, or exposing the lower back or abdominal area are not permitted. Garments must be the appropriate length, cut, and/or fit to meet these requirements while standing, sitting, and/or bending.

Lower Garments

Undergarments shall not be visible. Students shall wear pants and shorts at the waist. Shorts and skirts must not be above the students' fingertips, wearing them with the arm fully extended. No holes, slashes, or frayed material is permitted above the short/skirt minimum length requirement.

Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleepwear (including pajamas), etc., are not permitted and do NOT negate the length requirement.

Footwear

Students must wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or school transportation. All footwear must have a back or a back strap. Slippers, sliders/sandals, and flip flops are examples of unacceptable footwear.

Accessories

Jewelry and other accessories shall not convey prohibited messages as defined above. Visible pierced jewelry may not be worn when participating in physical education classes, athletic practices, or competitions. Dog collars, wallet chains, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others are prohibited.

Enforcement

First Offense - Results in a warning, and the incident is documented.

Students must call home for or borrow alternate clothing.

Second Offense - Results in lunch detention, and the incident is documented.

Students must call home for or borrow alternate clothing.

Three or more offenses - The incident will be documented and then referred to the administration. Parents/Guardian may be called in for a conference.

Drug/Substance Abuse

At no time will alcohol, drugs, drug paraphernalia, or mood-altering substances be allowed on school property. Any teacher suspicious of a student being in possession of or under the influence of such substances must notify the office immediately and send the student to the nurse's office. Subsequently, an administrator will contact parents, and they will implement the district's drug protocol.

All prescription medicines are to be brought to the Nurse's Office in the original container with the prescription at the beginning of the school day by the parent or guardian. Under no circumstances is any student to transport or medicate himself without a physician's note as per board policy. The school nurse must also handle all over-the-counter drugs through the Nurse's Office. Students may not be in possession of aspirin products, vitamins, etc.

EARLY SIGN OUT

Early Dismissals are discouraged; however, the school will honor medical/dental appointments and extreme emergencies. To arrange for Early Dismissal, parents are expected to write a note to the MAIN Office specifying the date, time and reason for the request. Students will be allowed to leave with a parent if a note is presented to the administration and parental approval is confirmed. Parents-Designee will be expected to show identification.

If a student is ill, permission from the school nurse must be given prior to signing out. Parents must pick up ill students directly from the health office after sign out is complete.

● *In emergency situations, the administration may secure parent permission for alternative action*

● *Notes must include a home number where the parent/guardian can be reached for verification purposes. If the parent cannot be reached to verify the early dismissal, the student will be refused permission to leave.*

Students who sign out prior to the end of the regular school day may not attend or participate in any after-school activities if they don't have the required hours accumulated for the school day. Exceptions may be made only with the approval of the Administration.

Emergency School Closing

Except in cases of emergency, schools will be kept open per the school calendar. When it's necessary to close schools due to inclement weather or other emergencies, radio stations WOBM (FM) 92.7 and WJRZ (FM) 100.1. will make the announcement (or visit our website: <http://rlhs.barnegatschools.com/>). You will also receive a School Messenger alert from our school district.

Parents and students are asked not to call the school. Incoming phone inquiries close needed phone lines necessary for school district communication and emergencies. All school closing information will be available from local radio station announcements. With your help in this matter, our phone lines will remain open, and we will be able to assist you with any emergency.

Students should be informed where they are to go in the event of an emergency closing. Parents/Guardians should make arrangements ahead of time; this will help ensure the safety and well-being of all our children. Please make sure that you complete and return the Emergency Closing of School card sent home at the beginning of the school year.

Family Life

Parents/guardians have the right to present to the school principal a signed statement indicating that specific instructional lessons in health, family life education, or sex education are in conflict with their conscience, moral or religious beliefs and, as a result, may request their son/daughter be excused from that portion of the course where such instruction is being given. There are no penalties to a student's academic results should a parent choose not to have their child participate.

FAMILY VACATIONS

(Vacation days are chargeable to the attendance record)

The following procedures regarding student make-up opportunities shall apply to absences for family vacations:

- 1. Students are to have their parents/guardians notify the school of a vacation*
- 2. The classroom teacher will provide the student with appropriate assignments prior to the absence if applicable and if so requested by the student, parent or guardian.*
- 3. Failure to complete the assignments and/or tests within the specified time shall result in the issuance of a failing grade for the assignment and/or test.*
- 4. Responsibility for making arrangements to complete missed assignments and/or tests shall rest with the student.*

GRADING POLICY

100-90 = A

89-80 = B

79-70 = C

69-65 = D

64 & below = F

HALLWAY BEHAVIOR

Students are requested to keep to the right when walking in hallways. Running is never permitted. A pass is required for students in the hallway, except when changing classes. Students must use the most direct route to their destination. Homeroom teachers will acquaint pupils with the proper order and procedure for passing in the corridors. Pushing, shoving and general horseplay will not be tolerated and could result in disciplinary action.

HARASSMENT INTIMIDATION/BULLYING (HIB) SOP

1. Acts of HIB must be verbally reported to the Principal the same day that they are made known.
2. The Principal will inform the parent/guardians of alleged targets/accused students involved.
3. A Written Report will be completed by reporter of the incident within 2 days of HIB report.
4. If the report meets criteria to launch an investigation, the investigation is initiated by the Principal within 1 day of the incident report.
5. Investigation is completed by the School Anti-Bullying Specialist within 10 school days of the Written Report.
6. Results of the investigation are given to the Superintendent within 2 school days of completion of investigation.
7. Results of the investigation are given to BOE at the next regularly scheduled meeting following the completion of investigation.
8. Results of the investigation are given to the parent/guardian within 5 school days after the results are reported to BOE of students involved.
9. Parent/guardian may request a hearing before the BOE via communicating to the Board Secretary within 60 calendar days of their written notification following the regularly-scheduled BOE meeting. If requested, such meeting will be held within 10 business days of the request in Executive Session, which is a confidential meeting.
10. At the next regularly-scheduled BOE meeting following receipt of the report, BOE issues a decision to affirm, modify, or support Superintendent's decision; this can be appealed to the Commissioner of Education no later than 90 days after BOE decision.
11. Parent/guardian may file a complaint with the Division of Civil Rights within 180 days of any incident

Health Services

Health services require the nurse's input.

All students will be weighed and measured on an annual basis. They will also have their eyes examined, and their hearing tested.

According to state law, every student is required to have the following immunizations:

1. Completed polio immunization series including booster after 4th birthday
2. Measles rubella immunization on or after the 1st birthday

3. Rubella (German measles immunization on or after the 1st birthday.
4. Mumps immunization on or after the 1st birthday
5. Second (2nd) MMR or equivalent before Kindergarten
6. Mantoux test for TB is recommended. Any student transferring from high incidence areas in NJ or certain states and countries depending on the Health Dept. recommendation.
7. Three (3) Hepatitis B vaccines for students entering Kindergarten
8. Varicella (Chickenpox)

All prescription medicines are to be brought to the Nurse's Office in the original container with the prescription at the beginning of the school day by the parent or guardian. Under no circumstances is any student to transport or medicate himself without a physician's note as per board policy. The school nurse must also handle all over-the-counter drugs through the Nurse's Office. Students may not be in possession of aspirin products, vitamins, etc.

All students must have a medical emergency card on file in the Nurse's Office. Please notify the main office if any changes to this card during the school year are to be made.

Homework

Homework is an extension of classroom learning activities. Many lessons will require home preparation, practice, or extension. During the course of each week, students will have frequent assignments or the need for home study of lesson notes and readings. Each grade level creates homework policies to meet the curricular reinforcement needs of their students.

LAVATORY USE

*The use of the facilities during the school day **requires SPECIFIC PERMISSION** from a specific teacher. Students must:*

- 1. Properly sign out of classes (sign name and time) and*
- 2. After lunch, students are to return to class and then ask for permission to go to the bathroom.*

Students are not to bring: pens, pencils, crayons, markers, or writing utensils to the lavatories. As students sign out, writing instruments must be left in the classrooms.

Parental contact may be made for any student who abuses this privilege.

It is important to remember that using the lavatory in school is a privilege and may be restricted for misuse of this privilege.

Lost and Found

*The Lost and Found section is located in the Nurse's Office. Students may visit it with the teacher's permission. **Please be sure to mark all of your child's belongings with their name, especially hats, coats, lunch boxes, and book bags. Please check with our security guard for an updated collection of lost and found items.***

Lunch/Recess Conduct

Lunch Conduct

All general school rules apply in addition to the following:

- *Glass bottles are not permitted in the cafeteria.*
- *Students will walk at all times in the cafeteria.*
- *Students will remain in their seats unless called upon.*
- *Students will use their inside voice at all times.*
- *Students will not ask other students for food or money.*
- *Students will not play with or throw food.*
- *Students may lose their recess time for disciplinary reasons.*
- *Students are to follow the directions of the cafeteria staff.*

Playground Conduct

All general school rules apply in addition to the following:

- *Students will walk to the playground.*
- *Students will use playground equipment properly.*
- *Students will line up in an orderly manner when recess ends and quietly enter the building.*

- *Students may be assigned lunch or recess detention for misbehavior.*
- *Chronic misbehavior by a student may result in their loss of class trip(s) and/or field day.*
- *Students are to follow the directions of the supervising staff.*

Makeup Work

Students will be allowed to make up missed work as a result of an absence. Parents should make arrangements for make-up work immediately after the student returns to school. Teachers may reassign or adjust make-up work based upon individual student needs.

When requesting make-up work for an absent student, please contact the Main Office before 11:00 AM on the day of their absence. Teachers will do their best to see that work is waiting in the office after 2:00 PM.

If you have a sibling or a friend pick up the work, please provide the Main Office with this individual's name.

NURSE: MEDICATIONS AND PRESCRIPTIONS

A school nurse is on-premises in the event of student illness or injury. Students must possess a pass or have expressed permission from a teacher to visit the nurse. In the event of injury, students may be cleared from participating in physical education. These exemptions are cleared by the nurse's office. All sports physicals must also be cleared by the nurse's office. All Medications must be stored in the nurse's office at all times. If a student requires the administration of medication, they must report to the nurse's office at appropriate times for the administration of prescriptions and medications. The Board of Education permits self-administration of medication for asthma, other potentially life-threatening illnesses, or a life-threatening allergic reaction, both during school hours and during school-sponsored functions. In these cases, parents must complete all necessary paperwork and follow all procedures outlined for permission outlined in the Self-Administration of Medication letter and medical forms. Please contact the nurse's office or the main office for more information. Up to date or current immunizations are required by law for all students. Please contact the nurse's office with questions

PARENT CONFERENCES

Students and parents may wish to see a school counselor and/or teacher about an educational or personal concern. Parents are urged to avail themselves of the opportunity to work closely with the school. Parents should request appointments through their student's school counselor

Parent Teacher Conferences

One week every year has been set aside for parent-teacher conferences. Limited evening appointments will be available 2 evenings - Please do not request an evening conference unless necessary. The school will notify you of this conference time via letter home and website posting.

A parent-teacher conference is a time to build bridges. It is an opportunity for you and your child's teacher to come together and come away with a better perspective on your child's educational and emotional growth. To make the most of these conferences, prepare yourself for them. Check your child's books, homework assignments, test grades, and report cards. Communicate with your child's teacher(s). Parents are encouraged to contact the teacher as soon as a problem or difficulty is noticed to set up a conference and discuss the matter

PARENT PORTAL

Parents are encouraged and should monitor their children's grades via the parent portal which is accessible on the district website at www.barnegatschools.com. For any issues associated with the parent portal, parents may email tech support at helpdesk@barnegatschools.com.

PAWS: Providing Alternative Ways for Success

Placement within PAWS academy may come as a result of:

- ☐ *One egregious act*
- ☐ *Multiple suspensions*
- ☐ *Consistent minor infractions that disrupt the education environment*
- ☐ *Administrative discretion*

The alternative education program will be an extension of the general education program. The alternative school principal shall require verification from the

appropriate homeschool that a student referred is suitable for placement. Before a student is removed and placed in the program, the Superintendent must determine that the disciplinary policy of the local district is being followed. The removal of a student requires a committee of appropriate professional personnel to determine if a student is eligible for PAWS.

Students in grades 6-12 who struggle with the normal school day whether behavioral or medical reasons are eligible for the PAWS program:

- Who has been suspended*
- Who have repeated (documented) disciplinary infractions*
- Whose presence in the classroom, in the determination of the school superintendent or principal is a disruption to the educational environment of the school or detriment to the best interest and welfare of the students and teacher of such class as a whole.*
- Who have subject failures*
- Who acquire excessive absences*
- Who possess a criminal record*
- Who are referred for placement based upon a documented need by the parent, legal guardian or custodian because of disciplinary problems.*
- Who are referred to by order of a chancellor or youth court judge, but only with the consent of the principal.*
- Who are identified as having specific handicapping conditions, such as school anxiety or other medical conditions.*

Personal Possessions

To maintain our educational focus and for safety reasons, students are requested not to bring toys, cameras, electronic games/devices, MP3 players, headphones, and other non-instructional items to school. It is also recommended that any item of value be left at home as well. In addition, we strongly recommend that cell phones not be brought to school by students.

Physical Education Requirements

Please make sure that students are dressed appropriately for physical education classes. Students are required to wear sneakers. Sneakers that cannot be laced or fastened are unsafe, and therefore, inappropriate. A physician's note is required to be excused from physical education class. This note will also excuse your child from participation in recess.

Playground

Weather permitting, students in grades 5-6 have a twenty minute recess.. Students are expected to follow all the rules and regulations established by the administration and teachers on duty. Students should dress properly for the weather and wear sneakers or rubber sole shoes. A light jacket is always a good idea during the early Fall and Spring. The weather may seem mild, but the wind can make it chilly on the playground. Hats and gloves are also recommended for the winter months.

POLICE IN SCHOOL

Police may enter the school if asked by school officials if they suspect a crime has been committed or have a warrant to search or arrest. If you are questioned by the police, school authorities must see that all questioning takes place privately, in the presence of the principal, or his/her designee. If at all possible, your parents should also be present at the questioning. You are not required to answer any questions other than those concerning your name, age, address, or business in the school until a parent or lawyer is present. You have the right to be informed of your legal rights, to be protected from unnecessary force, and to remain silent, just as you would if you were out of school.

Positive Referral System

We are rolling out a new positive referral system here at Horbelt. Teachers and staff can nominate students who go above and beyond. Referrals will be read for parents to hear, as well as receiving a letter in the mail. At the end of the month, we will have a drawing and one lucky student will be awarded a "prize".



Progress Reports and Report Cards

Progress Reports and Report Cards will be issued four times a year. Please watch for the announcements on the web page each year as to the specific dates when they will be released.

INTERIM PROGRESS REPORTS

Interim reports of student progress are available at the midpoint of each quarter by utilizing the parent portal. These reports indicate student progress at that point in the course. Students and parents are urged to review progress directly with subject area teachers and for those courses in which progress is difficult. Progress reports may also be used to indicate commendable progress and/or outstanding work.

REPORT CARDS

*Made available via parent portal at the end of each marking period, report cards show student progress in each subject. The report cards are data processed and will be available on the computer for parents to access. **Students and their families are encouraged to contact the school counselor and teachers with questions and/or concerns at any time throughout the school year.***

QUICK PHONE REFERENCE

Robert L Horbelt School : 609-660-7500

Main Office: x27101, x. 27102

Attendance: x21050

Guidance: x 27105, x. 27106

Nurse: x. 27108

Transportation: 609-698-5816

Safety Drills

For the safety and protection of all students, periodic fire drills will be conducted. It is most important that students follow the teacher's directions and move quickly and in absolute silence.

ANY STUDENT FOUND TAMPERING WITH THE FIRE ALARM SYSTEM WILL BE SUBJECT TO SUSPENSION, EXPULSION AND A COMPLAINT SIGNED IN JUVENILE COURT.

ANY STUDENT WHO REFUSES TO COMPLY WITH ANY FIRE DRILL REGULATION WILL BE REFERRED TO THE OFFICE IMMEDIATELY.

We will also conduct regular code blue, lock-down, and evacuation drills to prepare for an emergency. You will be contacted via School Messenger to let you know when a drill has occurred.

SCHOOL COUNSELING SERVICES

School counseling services are available to each student to facilitate their academic success in school to help them better understand their strengths and limitations, to identify their interests and to aid them in planning for and obtaining realistic goals. The emphasis is always on the individual. All students are encouraged to take advantage of the counseling facilities; self-referrals are greatly encouraged.

The procedures for using the school counseling office are:

- 1. If a counselor wishes to see a student, a pass is issued through the homeroom teacher.*
- 2. If students wish to refer themselves to the department, he/she should fill out the form located in the school counseling office.*
- 3. Students should have an appointment and a pass to be seen by a counselor. Of course, unusual circumstances sometimes require a more immediate visit.*

SCHOOL TRIPS

All students participating in any athletic contest, field trip, and class outing or other school-sponsored function must be transported to and from these activities by Board approved transportation. Permission slips and releases must be signed in advance by a parent or guardian.

All school-sponsored trips, dances, and activities are Grade 5-6 program privileges. Students are not entitled to attend these functions. The Administration reserves the right to exclude students displaying inappropriate attitudes and behaviors, which may negatively impact fellow students at RLHS.

Any student not attending school trips is still expected to attend school. An educational program will be planned for students remaining in school.

Students are not allowed to carry any medication unless they are inhalers for asthma or Epipen for anaphylaxis. Proper medical documentation from the doctor and parent is required to be on file with the school nurse.

Smoking/Vaping

Please be aware that smoking/vaping is not permitted in the school or on school grounds at any time! Smoking/Vaping paraphernalia is not allowed on school grounds. Failure to adhere to these rules will result in disciplinary action.

Student Ambassadors

Student Ambassadors have replaced Safety Patrol at RLHS. While the Student Ambassadors still ensure the safety of our students to and from the buses they also serve to represent our school in other ways. Our members are expected to show good leadership and citizenship traits during school as well as helping to run activities such as, Back to School Night and Parent Teacher Conferences. Students are selected through a rigorous application process. The organization is extremely important in dealing with the safety of the students who attend the school.

Sports

The following sports are available for 6th-grade students to join the middle school teams.

Sports Offered Per Season

Fall

Football

Winter

Boys Basketball

Spring

Baseball

<i>Boys Soccer</i>	<i>Girls Basketball</i>	<i>Softball</i>
<i>Girls Soccer</i>	<i>Wrestling</i>	<i>Boys Track</i>
<i>Field Hockey</i>	<i>Cheerleading</i>	<i>Girls Track</i>
<i>Boys Cross Country</i>	<i>Dance</i>	<i>Boys Volleyball</i>
<i>Girls Cross Country</i>		
<i>Girls Volleyball</i>		
<i>Cheerleading</i>		

TECHNOLOGY/CELL PHONE/ELECTRONIC EQUIPMENT USE

Student usage of phones during the school day is on an emergency basis only. Students may use the phone in the Main Office during the school day; cell phones are not to be used without specific permission from a staff member. Planning after-school activities should be done at home, not during school. Student cell phones, i-pods, earbuds/headphones, internet and/or camera capable watches, etc. may not be used during the school day except for academic purposes as directed and approved by the classroom teacher; unapproved use is subject to disciplinary actions. If a student cell phone or other device is seen or heard during the school day outside of these parameters, it may be confiscated and held in the main office until the end of the day. If the phone or device is confiscated a second time, the parent/guardian will be called. If a phone or device is confiscated a third time, the parent/guardian will be called and other disciplinary consequences assigned. Using a cell phone or other technology to take/send/post (or publish in any way) inappropriate or unauthorized photos, videos or texts during or from school or a school function, or on the bus is grounds for disciplinary action.

Inappropriate use of cell phone or electronic devices is defined as: photos, video, or audio of classmates and/or teachers taken without their consent. This includes using BTSD staff members in social media applications, transferring photos, videos or any recordings of the staff member. This activity is strictly prohibited. Engaging in any of these actions is deemed a serious offense and may lead to police notification.

TRANSFERS/CHANGE OF ADDRESS OR PHONE NUMBER

Parents/Guardians should notify the main office immediately of any change of address or telephone number. Anyone wishing to withdraw their child from school must do so through the main office. Two days' notice is required to complete the transfer request.

TRANSPORTATION

At present, our policy is to transport students living more than two miles from school. It is the sole responsibility of parents to ensure the safe conduct of their walking child and for the conduct of their child while waiting at bus stops. Bussed students are assigned to specific stops and bussed for reasons of efficiency and service. Safety is our utmost concern and for this reason, no requests will be honored for an alternate bus or stop assignments without approval from the director of transportation.

When a parent is requested to transport their student home; during the school day or after school, the school administration/designee will wait for the parent for a period of one hour. After this period of time, Barnegat Township Police will be notified and the student will be turned over to the police. The Division of Child Protection and Permanency may be contacted by the Barnegat Township Police.

VISITOR/SECURITY

Security

All exterior doors to the building are locked at all times, before, during, and after the school day. Visitors must ring the bell and enter through the main entrance doors. All visitors to the school or the school's grounds must report to the office to sign-in and receive a visitor's pass. Other security guidelines include:

- *Vehicles should not pull up to the main entrance of the school. All vehicles must be parked, even if you are simply dropping something off in the Main Office.*

- Upon ringing the doorbell, the office staff will "buzz" the visitor in.
- 1. Once inside, visitors should report to the security desk or Main Office. Parents may not visit classrooms during the day as it is a disruption to the learning process. If you are dropping off something for your child, the office staff will make sure it is received in a timely manner. Your cooperation is greatly appreciated.
- 2. Teachers are not available for unscheduled conferences. All conferences with the principal must be arranged by appointment.

What You Can Do at Home to Help Your Child Succeed at School

Research shows that children are more likely to succeed in school if parents or caregivers take an active part in their education. A good education is important for finding a good job and having a good future. It makes sense to help your child do well at school. Most parents want to get more involved in their child's education, but may not be sure how to begin. A great starting point is sharing a positive attitude about school with your child.

Remember, you don't have to know how to do the homework to help your child succeed in school.

Helping Your Child Succeed at School

Share your ideas about the importance of education with your child.

Talk about ties between what your child is learning today and how that knowledge might be used in the future. Begin to talk about possible education goals for your child. If you begin to think about goals, your child will, too. Talk about technical and professional schools in your area, careers that you find interesting, or people you have met that seemed to enjoy their work. Let your young student know that they have many educational possibilities!

Be careful not to pass on negative attitudes about school that may be a part of your own past experience.

Without realizing it, you could start your child off on the wrong foot by recalling bad memories from your own school days. Giving children the idea that school is too difficult, that teachers are unfair, or that school isn't important will discourage them from doing well. Instead, talk about your friends from school, your favorite teachers or your best subject. If school was a bad experience for you, you might

tell them you made the mistake of not liking school and you don't want them to do the same.

A positive attitude about school is perhaps the most important gift you can give your child.

Help your child set education goals, both short term and long term.

Talk to your child about the future and plans for high school, technical school or college. Tell your child you hope they will be successful in school.

A short-term goal may be finishing a writing assignment by Sunday night.

A long-term goal could be attending a trade school, the local community college or a university after high school.

Talk to your child about what they are learning at school.

From kindergarten to high school senior, it's important to ask students about their school subjects. Ask open-ended questions about their class work —questions that can't be answered with a "yes" or "no." Share any knowledge you have, and if you are curious, read the textbook!

Help your child get organized to do homework.

Create a study area or corner for homework. You can start this as early as first grade, and it becomes more important as homework is assigned. Have a table and chair in a quiet place away from the TV, perhaps in the corner of a bedroom. Add a lamp, if needed. Add a box for books and supplies. Make a special trip to the store to buy supplies such as paper, pencils, and colored pens. As your child gets older, add a clock. Help keep this area tidy and ready for use.

Have a place to keep all communications from school.

All schools are making an effort to keep in better touch with parents. Most communication is on paper and is sent home with your child. This includes reports on your child's grades, lunch menus, coming events, newsletters, requests for materials from home, and so on. After you have read them, save them all in a box, basket, or easy-to-find location. This system will save the day over and over when a form needs to be read or returned to the school and your child is hurrying out the door. It takes some effort to make this plan work, but it also lets your student know that these communications from school are important to you.

Make rules about homework.

Decide with your child on a good time to do homework and stick to that schedule as much as possible. Try to keep noise down during study times.

Ask what homework your child has been assigned and look it over when it is finished. Don't be a tyrant about homework, though. The goal is for the student to be responsible for getting it done without excessive nagging. If homework isn't getting done, talk to the teacher about ways to help your child. A joint effort may work better than "laying down the law." Some schools post assignments and grades online or record homework assignments on telephone voice mail.

Help with assignments if you are asked, but don't feel bad if you are unfamiliar with a subject. School has changed since you attended! The teacher is always there for additional help.

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Make interactive homework fun.

Many teachers assign projects that require a student to interview adult family members. For example, elementary students may ask questions about their ancestors: what was their country of origin and when did they come to North America. Your young interviewer may ask opinions on current events, favorite books or hobbies. Respond with enthusiasm and give your child as much help and good information as you can. One of the purposes of this type of assignment is to practice good conversation skills with your children.

A study of students who get good grades showed that children whose parents talk to them almost every night at dinner do better in school than children who rarely talk to their parents except to argue. Message: try to eat one meal seated together and talk about what's going on in everyone's life without arguing.

Do a community service project together.

Watch for opportunities for the whole family to join a park cleanup, to collect food for the hungry, or simply to help an elderly neighbor with chores. Doing things together for others helps students practice cooperation and caring, skills they will need to be successful in school and on the job.

Help your child do research projects at your library, museum or nature center.

Provide transportation to the library for work on projects. Access to learning centers other than school introduces children to the world of learning outside of school.

Help your child succeed at school—work with the teacher!

One reason parents say they don't know how to help their children at school is because schools have changed so much since they were students. Subject matter and teaching methods are different and unclear to parents. Parents often feel that

teachers talk down to them or that teachers are not honest with them. Student learning patterns have also become much more visual and fast-paced with the advent of television and video games.

These barriers are very real. The good news is that schools are aware of these communication problems and want to work with both teachers and parents for the good of the student. These problems will not be solved immediately, but at least they are out in the open and can be discussed. Much of what is needed between the parent and the teacher is better communication. By being open minded and willing to try new ways, you will help your child succeed in school.

From: http://learningtogive.org/parents/helping/1_what_you_can_do.asp?idioma