

# ALPINE ELEMENTARY SCHOOL



## 2018-2019 STUDENT HANDBOOK

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*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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Dear Parents:

The Parent/Student Handbook has been developed to maximize each student's potential to grow academically, socially and emotionally. The staff is committed to working with parents as a critical component of our home school partnership to actively nurture the values of courtesy, respect, cooperation, integrity, honesty, fullness of participation and open-mindedness. This is done not only by intervention with students but also through example. Our example is more powerful than our words. We believe that a sound foundation in these standards will assist each student in becoming a well-rounded individual who experiences achievement, enjoyment and satisfaction in life.

Yours truly,

*Ms. Maureen McCann*

Superintendent/Principal

### GENERAL INFORMATION

The procedures, rules and regulations in this handbook are designed to help each student achieve academic, social and personal success and to facilitate an environment conducive to learning. Every student has the right to learn and achieve success. Parents, staff and students need to work together as a community to make sure that the best possible conditions exist for learning. **Your cooperation and support are essential to the success of Alpine School.**

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Please feel free to make suggestions for additions or modifications to this student handbook by contacting Mr. Lockwood at [lockwood@alpineschool.org](mailto:lockwood@alpineschool.org).

Adopted by the Alpine Board of Education  
July 2018

# ATTENDANCE POLICY

## DAILY ATTENDANCE REQUIRED

Under New Jersey Law, absence from school is permitted only for personal illness, death in the family, mandated court appearance, fulfillment of religious obligations, and take your child to work day. Absence for any other reason may jeopardize promotion and, in the case of eighth graders, graduation. **Board of Education policy does not permit promotion for students who have more than 18 days of unexcused absences.** A student who is absent (unexcused) for the school day may not participate in any after school/evening activities.

IF A STUDENT WILL BE ABSENT, the parent must call the school nurse by 8:45 a.m. at 768-8255, ext. 1113 or email at nurse@alpineschool.org. **The student must return to school with a written explanation of the absence. No student will be readmitted to their classroom without a written excuse for absence.** A telephone call cannot be substituted for the required written notice, as it does not provide legally acceptable documentation.

The following are **unexcused** absences:

- Extensions of scheduled holidays or recesses.
- Family trips during school time.
- Doctor/dental visits that are not emergencies.

To be considered present a student must be in school for at least 1 hour in the AM session and 1 hour in the PM session.

**ILLNESS DURING THE SCHOOL DAY:** If a student is unable to complete a school day because of illness, a school official will notify parents. Parents are responsible for picking up their child, and must sign an “early release” form.

**MEDICAL/DENTAL APPOINTMENTS:** should be scheduled outside of the regular school day. If an emergency situation requires that a student miss school, a note must be given to the school nurse from the medical provider upon the student’s return.

**WORK MISSED DUE TO ABSENCE:** Students must make up missed work. The student has three days after their return to school in which to make up the work. Exceptions will be granted at the discretion of the principal. Tests/quizzes must be made up within five school days. **It is the obligation of the parent / student to obtain missed school and homework from each teacher’s website.**

## LATENESS PROCEDURES

Getting to school on time is essential. Tardiness deprives the student of prime learning time and disrupts the education of the rest of the class. **Any student** arriving after 8:25 a.m. **is considered late** and is required to get a late pass from the nurse. Per the district tardiness policy, five unexcused tardy accumulations will result in a detention to be served at recess.

\*Five unexcused tardy accumulations for one class will result in a detention as well.

Per district policy and all applicable N.J.A.C. statutes, excessive tardiness or excessive absenteeism will result in academic failure or grade deductions.

**Middle School students who have accumulated more than 18 unexcused absences in a particular class cannot be promoted to the next grade level for that subject.**

## **SCHOOL HOURS**

The school day for all students begins with **8:25 a.m.** homeroom and ends at 3:00 p.m. Students are permitted in the building prior to 8:00 a.m. for the following:

- scheduled appointment with a teacher;
- band practice;
- before school instructional program.

### **EARLY DROP-OFF IS NOT PERMITTED**

Staff is not available to supervise students before 8:00 a.m. **Parents maintain responsibility for students who arrive at school prior to 8:00 a.m.**

Students who arrive on school grounds prior to 8:15 a.m. are restricted to a predetermined area where supervision is present beginning at 8:00.

During inclement weather, students are permitted to line up inside the school building where directed at 8:00 a.m.

### **AFTER SCHOOL PICK-UP**

Parents should be at the school prior to 3:00 p.m. for dismissal. A student cannot be released to anyone other than the parent unless written / email permission for another adult pick up is provided. If a

parent will be late, call the school so we can notify the student and make supervision arrangements

Written (email) permission or parent presence is required for a student to not take the bus home or to get off at a different stop. **Telephone calls cannot be accepted.** Notifications can only come from the parent, NOT student. Failure to comply will cause a loss of bus privileges.

### **EMERGENCY AND SNOW CLOSINGS**

**Unexpected school closings are announced on the district website, [www.alpineschool.org](http://www.alpineschool.org) and by school automated message**

### **SCHOOL CLOSED NOTICE by 6:30 a.m.**

The decision to close school due to snow or other hazardous conditions is usually made by 6:30 a.m. Once the decision is made, the Police Department, parents and teachers are notified. An automated message is sent to the telephone number and email address on file and a notice is placed on the district's website and the Alpine municipal website.

### **10:00 DELAYED OPENING (1 ½ hrs. )**

At times, snow/road conditions are poor at daybreak, but clear up through the early morning. If forecasters indicate that such conditions are expected and the police anticipate improved road conditions, a 10:00 a.m. delayed opening will be announced. **This decision is usually made by 6:30 a.m.** Notification will come from the automated message system. The

bus and school vans will pick up children 1 ½ hours later than the usual pick up time.

**Students are not to report before 9:50.**

If after calling for a delayed opening, it is determined that the weather/road conditions are not expected to improve, school will be closed for the day. This decision will be made no later than 8:00 a.m. and notification will come from the automated message system

**12:30 EMERGENCY DISMISSAL**

Inclement weather or an emergency related issue may occur which necessitates an unexpected school closing. Every effort will be made to maintain students until 12:30, but an early dismissal may be called at any time in an emergency. Parents will be notified via automated message as soon as possible regarding an early closing.

You are permitted to sign your child out early. Your child is not permitted to be released to any other parent without prior written / email permission. Students are not permitted to call home to be picked up early.

**EMERGENCY EVACUATION**

If it becomes necessary to evacuate the school building, students will be taken to an off-site location as determined by the Alpine Police Department depending on the situation that is presented. Evacuation drills are practiced at least twice per school year. For support and assistance, students in Pre-K and K are provided with

a Middle School "buddy" while walking. Parents will be called to pick up their children at the designated site. The parent or approved designee must sign out each child.

**BILL OF RIGHTS FOR STUDENTS**

1. An entire class should not be punished for the inappropriate behavior of a few students. However, each student must understand that it is their responsibility to admit the inappropriate behavior, if it is not clearly evident.
2. Students should be compensated if they are wrongfully punished.
3. If students are accused, they should be addressed politely and in private.
4. Students have the courtesy of no homework over the weekend, if they have successfully accomplished the week's objectives, as determined by the teacher. This applies to all classes but mathematics.
5. Students can propose one field trip per year per grade level as long as it has educational value.
6. Students will be treated with respect and courtesy.
7. In grades 5-8, no more than two tests/quizzes may be scheduled per day. This does not include "pop" quizzes.

## **CODE OF CONDUCT FOR STUDENTS**

There are behaviors that do not demonstrate honesty, courtesy, respect, cooperation, integrity, inclusiveness and open-mindedness. These behaviors are not acceptable because they do not contribute to the development of positive personality traits. The following behaviors at school, or at a school related function will result in disciplinary actions:

### **Level One**

- Dress Code Violation
- Disruptive Behavior
- Running in the halls or horseplay
- Cell Phone/Internet Violation
- Disrespectful Behavior
- Defacing School Property

### **Level Two**

- Abusive Language
- Challenging Teacher/Staff Authority
- Cheating
- Cutting Class/Leaving without permission
- Using obscene gestures or language

### **Level Three**

- Assault on a student/teacher/ or staff
- Physical Fight
- Bullying/Harassment
- Conduct physically dangerous to self or others
- Inciting to cause a disturbance
- Possession of drugs or weapons
- Pulling of fire alarm
- Sexual harassment
- Theft
- Vandalism

- Verbal threats
- Racial, religious, and/or ethnic slurs

The disciplinary response will vary depending upon the nature, frequency or severity of the infraction. Normally, the response is one of trying to help a student determine a better way to handle the problem that provoked the unacceptable behavior. Conflict resolution strategies will be implemented when appropriate.

There is also the need for some consequence. Consequences may vary from apologies (written or perhaps public), parent conference, telephone call to parents, loss of merit points, detentions, writing an essay, elimination from school activities or trips or suspension in/out of school. Law enforcement may be notified for level three violations.

## **DISCIPLINE OF STUDENTS**

All school staff members share in the responsibility for the implementation of appropriate behavior management. Staff is responsible for ensuring that student misconduct is dealt with fairly and comprehensively according to the provisions of these procedures.

Any staff member observing any inappropriate behaviors will address the behavior immediately. Penalties for behaviors will be determined by certified staff as appropriate.

Penalties assessed by staff for behaviors shall be subject to review by the Superintendent upon appeal from the

student or his/her parent. Such review shall not apply to basic infractions of classroom decorum such as failure to do homework, etc. Penalties for these infractions shall be at the discretion of the teacher.

Any behavior that requires a referral to an administrator will result in parent notification. Parent notification is also required for any penalty assigned at the discretion of other staff.

### **LOSS OF CLASS TRIPS / ACTIVITIES**

Class trips, special events, school plays, winter concerts, parties, after school enrichment, etc., may be denied when a student fails to fulfill his/her responsibilities.

Students with documented incidents of misconduct and / or violations of the student code of conduct may be denied participation in these activities.

If a middle school student's merit points drop to 75 or below, that student will be denied the privilege of participating in class/field trips. **No student with outstanding detentions or suspensions, 15 or more school absences, and school obligations will be permitted to attend a class trip.**

The Administration will notify parents, faculty and administration if a student is at risk to lose these privileges

### **SUSPENSION / EXPULSION OF STUDENTS**

New Jersey law 18A:37-2 states, "Any student who is guilty of continued and willful disobedience, or of open defiance of

authority of any teacher or person having authority over him/her, or of habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school." Conduct that shall constitute good cause for suspension or expulsion of a student shall include, but not be limited to, any of the following:

- Continued and willful disobedience or defiance of authority not responsive to progressive discipline;
- Conduct that constitutes a continuing danger to the physical well being of other students / self;
- Physical assault upon another student;
- Taking, or attempting to take, personal property or money from another student by means of force or fear;
- Willfully causing, or attempting to cause, substantial damage to school property;
- Unauthorized occupancy of any part of the school building, failure to leave school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building facility;
- Incitement which results in unauthorized occupation by any group in the school building;
- Incitement which is intended to and results in truancy by other students;
- Knowing possession or knowing consumption without legal authority of alcoholic beverages, tobacco or controlled dangerous substances on

school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.

- Harassment, intimidation or bullying.
- Disruption to the educational process.

See: N.J.S.A. 18A:37-1, Discipline of Pupils, N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions. District Policies may be viewed from the district website.

### **HARASSMENT, INTIMIDATION, BULLYING**

The Alpine Board of Education prohibits acts of harassment, intimidation or bullying (HIB) of a student. HIB, like other disruptive behaviors, is conduct that disrupts a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment.

#### Definitions:

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

- reasonably perceived as being **motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability**, or by any other distinguishing characteristic; that takes place on school property, at any

school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; **and** that

- a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing the student in reasonable fear of physical or emotional harm to his person or damage to his property
- has the effect of insulting or demeaning any student or group of students;
- creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

#### Expected Behavior:

Students are expected to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities consistent with the code of student conduct.

Students are expected to behave in a way that creates a supportive learning environment. The best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the code of conduct as opportunities for helping students

learn to assume and accept responsibility for and consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' ability to grow in self-discipline.

The District prohibits active and passive support of HIB. Students are encouraged to support other students who walk away from these acts when they see them, constructively attempt to stop them, and immediately report these acts to a staff member.

Bullying Prevention and School Safety Team:

The District has established a school safety team to develop, foster and maintain a positive climate within the school. The school safety team shall:

1. Identify and address patterns of HIB of students in the school;
2. Review and strengthen school climate in order to prevent harassment, intimidation or bullying of students;
3. Educate the community, including students, teachers, administrative staff and parents, to prevent and address HIB of students;

**Consequences and Appropriate Remedial Action for a Person Who Commits an Act of Harassment, Intimidation or Bullying:**

School administrators will implement procedures that ensure the appropriate consequences and remedial responses for students or staff members who commit one or more acts of HIB, consistent with the code of student conduct, and district policy.

Appropriate consequences and remedial actions are determined according to the nature and severity of the offenses, age, developmental and maturity levels of the parties involved, degrees of harm, surrounding circumstances, nature and severity of the behaviors, incidences of past or continuing patterns of behavior; relationships between the parties involved; context in which the alleged incident occurred, per the code of student conduct and N.J.A.C. 6A:16-7.14.

Examples of Consequences and Appropriate Remedial Measures:

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of HIB may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1. Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the target of the act; and take corrective action for documented systemic problems related to HIB.

Examples of Consequences:

Admonishment, temporary removal from classroom, deprivation of privileges, administrative detention in-school suspension, out-of-school suspension (short-term or long-term), report to law enforcement or legal action, expulsion, ban from participating in district-sponsored programs, or being

in the school building or on school grounds.

Examples of Remedial Measures:

Restitution and restoration, corrective instruction or other relevant learning or service experience, supportive student interventions, behavioral assessment or evaluation, referral to the Child Study Team, behavioral management plan; student counseling; parent conferences; alternative placement.

Reporting Procedure: All personnel who have contact with students are **required** to verbally report alleged violations of HIB to the Principal on the same day that the individual witnessed or received reliable information regarding any such incident. They shall also submit a report in writing to the Principal within one school day of the verbal report. The Principal is required to inform the parents of all students involved in alleged incidents.

Students, parents, and visitors are encouraged to report alleged violations of HIB to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Students, parents, and visitors may report an act of HIB anonymously. Consequences for violations of the code of conduct or HIB are not implemented solely on the basis of an anonymous report.

Investigation: The Board of Education requires a complete investigation be conducted for each report of an alleged incident of HIB. The investigation shall be

initiated by the principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist. The principal may appoint additional personnel to assist in the investigation.

The investigation shall be completed and the written findings submitted to the Superintendent as soon as possible, but not later than 10 school days from the date of the written report of the alleged incident of HIB.

The Superintendent's designee shall proceed in accordance with the code of student conduct. Based on the findings from the investigation, the Superintendent shall ensure the student code of conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board no later than the date of the regularly scheduled Board meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the code of student conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the Superintendent.

Parents of the students who are parties to the investigation shall be provided with information about the investigation, in

accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the District found evidence of HIB, and whether consequences were imposed or services provided to address the incident of HIB. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board.

A parent or guardian may request a hearing before the Board after receiving the information. When a request for a hearing is granted, the hearing shall be held within 10 school days of the request. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school anti-bullying specialist and others, as appropriate, regarding the alleged incident, the findings from the investigation of the alleged incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than 90

days after the issuance of the Board's decision.

Response to HIB: The Superintendent shall respond to confirmed HIB according to the parameters described below and in policy. The CSA will define the range of ways in which school staff will respond once an incident of HIB is confirmed. Some acts of HIB may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of HIB that they require a response either at the classroom, or school building levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of HIB may range from positive behavioral interventions up to and including suspension or expulsion.

## **DRESS CODE**

Parents are urged to give their children guidance in attire appropriate for school. All clothes should be clean, safe, modest, and not be distracting to others.

Specific clothing restrictions during the school day and at all school sponsored events, trips, etc. are as follows:

- Offensive or indecent lettering, pictures or slogans on clothes is not permitted.
- Shoes must be tied, or laces tucked in.
- Head gear is not permitted in the building.
- Sagging pants below the belt line are not permitted. Cuffs or hems must be above the floor when standing.

- Pajama-like pants, flannel pants and pajamas of any kind are not permitted.
- High-heeled shoes, backless shoes and flip flops are prohibited.
- Skirts/shorts may not be shorter than the fingers of the student's extended arm.
- Inappropriate exposure of skin and/or undergarments is prohibited. This includes sleeveless sports jerseys without a shirt underneath, transparent or sheer clothing, low cut shirts, visible bra straps or undergarments, strapless tops, bared midriff, etc.
- In grades 5-8, leggings, tights, and yoga pants must be worn with a mid-thigh length shirt.
- Other dress as deemed inappropriate by the school administration for reasons of safety or because of its disruptive nature to school environment.

Violations will result in an immediate change of clothes, either supplied by the school or brought from home, and a loss of one merit point for each incident. **3 Dress Code Violations will result in a detention.**

### **INTERNET PUPIL USAGE POLICY**

An internet usage policy has been established to regulate the vast amounts of resources that are accessible via internet connection.

Inappropriate usage of the network will result in disciplinary action as deemed necessary by the administration, to include

loss of internet use in the school. It may also result in criminal and/or legal action taken against violators.

Inappropriate usage includes, but is not restricted to the following:

- Using the network for commercial advertising;
- Using copyrighted material in reports without permission;
- Using the network to lobby for votes;
- Using the network to harass, intimidate and/or bully another individual
- Using the network to access pornography of any type;
- Using the network to send/receive messages that are discriminatory
- Using the network to send/receive messages that contain obscenities;
- Using the network to provide personal information that others may use inappropriately;
- Using the network to send/receive messages that are racist and/or sexist;
- Using the network to send/receive inflammatory messages;
- Creating a computer virus and placing it on the network;
- Using the network to send/receive a message with someone else's name on it;
- Using the network to send/receive a message that is inconsistent with the school code of conduct;
- Accessing the network from an unauthorized station.

The Board of Education and its employees are not responsible for any damage that may occur from the use of the Internet.

The Board of Education is also not responsible for any inappropriate usage by the student. The Internet is to be used at the student's own risk, and the student shall be held responsible for his/her own misconduct. Financial costs resulting from such misconduct or misuse are the responsibility of the parents.

Parents of pupils in all grades must sign the Internet Contract. This contract specifies knowledge of the restrictions stated above and indemnifies and holds harmless the Alpine Board of Education from their child's inappropriate use of the Internet. A separate contract for i-Pads must also be signed before the device is distributed to a student.

Both contracts are available for review on the district website.

## **PLAYGROUND AND EQUIPMENT RULES**

Playground equipment is to be used with caution. Specifically, students using the equipment should:

- keep hands and feet to themselves – no pushing, kicking;
- only use equipment that they can reach;
- do not jump from or to swings or other equipment;
- do not walk in front or behind swings when in use;
- use slides, curly climb, track rides, climbing wall or sliding pole individually;

- only slide forward, no backward sliding, no standing on slides and no walking up slides;
- do not stand on parallel bars, challenge ladder or track ride beam;
- equipment meant for specific ages / grades may only be used by those students;
- follow all directions of staff who are assigned to monitor outdoor activities;
- tackle games of any sort are prohibited;

## **VISITING DURING SCHOOL HOURS**

In compliance with state law, parents and any other visitors must check in at the school's main office and obtain an I.D. badge. **Parents may not enter the lunchroom during student lunch time unless scheduled to assist with lunch distribution.**

## **VISITING A CLASS**

If a parent or parent representative wishes to observe his/her child's class or that of another teacher, arrangements can be made through the Office of Student Services. Any parent representative must present their credentials to the district for visit approval. An administrator will remain with any visitor during the observation.

## **PARKING / PICK UP/DROP OFF**

For the safety of ALL students, please follow procedures.

### **Morning Drop-Off**

Please stay in SINGLE FILE! Do not exit the car, there will be staff members outside

to assist the younger students in exiting the vehicle (on the sidewalk side). After your child has exited the vehicle please remain in the line of cars.

### **OBEY ALL NO PARKING SIGNS**

No vehicles may be parked in the “no parking” zones at any time. Fines will be issued by the Alpine Police.

**CURBSIDE PICK-UP – NO DOUBLE PARKING** Students must be picked-up curbside. It is extremely dangerous for students to walk between cars to a car that is double-parked. Alpine Police will enforce the double parking prohibition.

Between the hours of 2:30 and 3:15 p.m., the approach road to the school is a student pick-up zone. **Cars should not be left unattended or idling.** Pick-up is at the front of the school or in the parking lot adjoining the ball field.

### **PROHIBITED DEVICES**

Students are not permitted to carry cell phones, personal iPads, i-Pods, lasers, laptops or similar devices with them during the school day. If brought to school, such items must be turned off and left in student lockers. Smart watches may only be used for the purpose of telling time. Failure to do so will result in confiscation – 1<sup>st</sup> offense returned at end of school day; 2<sup>nd</sup> offense returned after 5 days; 3<sup>rd</sup> offense returned after 10 days. Parents who need to speak to their children may do so by contacting the main office. **Parents should NOT text or email their child during the school day.** Student iPads used for this purpose will be confiscated per the cell phone policy.

### **STANDARDIZED ASSESSMENTS:**

The PARCC (Partnership for Assessment of Readiness for College and Careers) will be administered in grades 3-8 in Language Arts and Mathematics. Testing is scheduled between April 8 and May 28, 2019. The 5<sup>th</sup> and 8<sup>th</sup> grades will also be tested in Science between May 6 and June 7, 2019.

In addition, Alpine will administer district achievement tests in grade 2 and standardized I.Q tests in grades 2 and 7.

The purpose of such testing is to provide diagnostic information to assist in providing meaningful instructional support for students.

### **MIDDLE SCHOOL MATTERS**

#### **ACADEMIC INELIGIBILITY**

An academic ineligibility policy is in effect for grades 5 - 8. Students failing at **the mid-marking period** will be notified that they are on probation. They will be given 5 weeks of probation to bring their failing grade to a passing one. During that time, they may participate in all extracurricular activities and are expected to seek extra help from the teacher of the failed course. If at the end of the quarter they have a passing grade, they will be removed from probation. If they continue to fail the course, they will not be eligible to participate in extracurricular activities.

**Students who fail an academic course for the year must pass it in summer school or repeat it the next school year.**

## GRADUATION REQUIREMENTS

To graduate from the Alpine Public School, eighth graders must meet the attendance requirements and receive passing grades in all subjects for the school year. Students must also receive passing grades in the final marking period in all subjects.

## GRADING FOR MIDDLE SCHOOL

The following numerical ranges have been adopted by the Alpine Board of Education for determining alphabetical grades:

A+ 100-97	A 96-93	A- 92-90
B+ 89 -87	B 86-83	B- 82-80
C+ 79-77	C 76- 73	C 72-70
D+ 69-68	D 67-66	D- 65

The final average for each subject is determined by adding each quarter grade and dividing by four.

\*Grades can be viewed at any time throughout the year via Realtime. Please see the school website for procedures.

### Honor Roll Criteria – Grades 5-8

1. Satisfactory ratings in conduct and effort \* Discipline referrals may revoke honor roll status.\*
2. A's (including A-) in at least four of the five major academic courses Language Arts / Literature, Social Studies, Mathematics, Science, Foreign Language)
3. In all other courses, at least a straight B (B- not acceptable)

Students in special programs may have modifications per an Individual Education Plan (IEP) or 504 Plan that do not preclude the ability to earn Honor Roll.

## HOMEWORK CLUB

Homework Club has been established to provide students with the opportunity to complete assignments in a structured, quiet setting under the supervision (and with re-instruction if needed) of a teacher. Homework Club is strongly encouraged for students whose work habits or academic skills need improvement.

The Homework Club schedule and more information will be given out during the first few days of school. This year there will be opportunities for ALL students to attend Homework Club.

## LOCKERS

Grade 5-8 students are assigned lockers. **Lockers are the property of the district.** If administrators believe there is a need to open any locker for any reason, the district retains this right. Locker decorations are permissible for special occasions. Permission must be obtained **in advance** and decorations must be removed after 4 weeks.

**Students are held liable for any damage to their locker.**

## LUNCH/FOOD

For the health / safety of all students, the following are prohibited in school:

- **Glass bottles / containers**
- **Soda**
- **Chewing Gum**
- **Providing snacks / treats unless it is a student's birthday with approval.**

\*If bringing lunches after 8:30am please place them in the bins by the main office.

No lunch deliveries will be accepted from outside vendors.

## **MATH**

Three math programs are available for Middle School students. Multiple criteria are used to determine program placement at the end of grades 4-7. Assessment criteria used include a review of standardized assessment scores, class grades, benchmark assessments, and end of the year placement assessments. At the end of every grade, placements may be adjusted so that all students can achieve success at their developmental level. Seventh grade Algebra students who score a C+ or below in Algebra I must repeat the course in 8<sup>th</sup> grade.

## **MERIT POINTS**

Each Middle School student begins every school year with 100 Merit Points. Points may be added or deducted throughout the year. For example, verified school or community service, lunch assistance, earning honor roll, joining sports teams could earn points while unacceptable behavior and/or violations of the school dress code could lose points. The deductions are:

**Detention** **2 points**

**Half day in-school suspension** **5 points**

**Full day in-school suspension** **10 points**

**Out of school suspension** **20 points**

Any student who falls below **80 points** will be denied the privilege of attending in-school field trips, events and assemblies.

Any student who falls below **75 points** will be denied the privilege of attending out of school field trips, including grade level day and overnight class trips.

In-school rewards will be given to students through the year for incremental earning of points. Any student who earns more than **130 points** will participate in a special trip in June. For more information on Merit Points please check the district webpage.

## **IMPORTANT INFORMATION**

### **PARENT CONCERNS**

Parents are valuable partners in the education process. Many parent questions are easily and completely answered by communicating directly with the teacher.

Please make arrangements directly with the teacher via phone or email to schedule a meeting. **Impromptu meetings before /after school or during the school day are strongly discouraged.** Kindly show teachers and administrators the courtesy and respect they deserve as professionals by requesting an appointment in advance.

Staff members will make a concerted effort to respond to all parent inquires within one school day. If concerns remain after meeting with the teacher, schedule a meeting with the Principal if your concern is about academics or the Supervisor of Student Services for a behavioral or discipline issue. The vast majority of issues and concerns are resolved by meeting directly with the teacher. Jumping ahead to administration does not accelerate the process. Administration will direct you back to the

teacher or involve the teacher into the initial process.

In both the Fall and Spring, you will be invited to attend an individually scheduled parent teacher conference.

## **COMPLAINT PROCEDURE**

Any student, parent, guardian, or citizen having a concern or complaint with the educational or administrative process of the school district, or with a specific member of the staff, shall make every effort to resolve the issue in an informal conference with the staff member directly concerned. **A conference with the teacher is required before an administrator will become involved.**

If the issue cannot be resolved at the informal conference, the concerned party should schedule a meeting with the Supervisor of Student Services and / or Principal. If after this meeting, the concern has not been resolved, a meeting should be scheduled with the Superintendent.

Administrators have several courses of action available. These include a joint meeting with the party and staff member or a separate meeting with the concerned party and follow-up with the staff member.

If the concerned party is dissatisfied with the decision of the Superintendent, he/she may appeal to the President of the Board of Education for a joint conference with the President and the Superintendent.

If after the joint meeting with the Board President and the Superintendent the concerned party remains dissatisfied,

he/she may submit a formal written appeal to the Board of Education. Such appeal shall set forth a brief statement of:

- the specific nature of the concern, complaint or grievance; the relief desired; and; the reasons why the concerned party believes he/she is entitled to the relief sought.

**No step in this procedure may be bypassed on the way to a higher level except if mutually agreed by the parties.**

Pursuant to New Jersey Executive Order, all matters involving personnel are to be kept confidential. If confidentiality is not maintained, legal action could result.

Nothing contained in this procedure shall be construed to require a grievant to follow the complaint procedure set forth herein where another method of review is provided for under the provisions of Title 18A. Where another method of review is provided for by Title 18A, the grievant(s) shall have the discretion to invoke such method of review of this procedure.

The invocation of the complaint procedure shall not relieve the grievant(s) of the responsibility of complying with any order which shall have been stayed by the Chief School Administrator or by the BOE.

No punitive action of any kind shall be taken against any grievant(s) solely because of having filed a complaint. All information elicited during any stage of the complaint procedure shall remain confidential, unless such information is specifically made accessible to the public by the State or Federal law or all parties involved agree to disclose such information

to the public. This procedure is not to take the place or to supplant any complaint procedure, which is part of any negotiated contract of any recognized bargaining unit within the Alpine School District. Any grievant or employee who is in any way related to the complaint matter may be represented by a person or persons of his/her choosing.

### **AFFIRMATIVE ACTION**

The Alpine Board of Education pledges itself to avoid any discriminatory actions and instead seeks to foster good human and educational relations to help attain:

- Equal rights and opportunities for students and employees;
- Equal opportunity for all students to participate in the total program of the school;
- Curricula to improve human relations and reduce cultural differences;
- Frequent training opportunities for staff to improve ability and responsiveness to educational and social needs;
- Educational programs that are broadly available to students regardless of race, color, religion, gender, ancestry, national origin or social, or economic status.

**Affirmative Action Officer for the 2018-2019 school year is Mrs. Jennifer Goodell.**

### **DRUG FREE SCHOOLS**

Federal regulations require the following notifications to parents and students:

- The use of illicit drugs and the unlawful possession and use of alcohol/tobacco is wrong and harmful.
- The possession, use or distribution of illicit drugs and alcohol/tobacco by students on school premises or at school activities is unlawful. If there is reason to believe that a student is using or distributing controlled dangerous substances or drug paraphernalia, this will be reported to the Alpine Police. School officials will then immediately notify the student's parents or guardian whenever a student is arrested for violating any laws involving the possession, use, sale or distribution of any controlled substance or paraphernalia.
- The law allows the Superintendent or designee to conduct a search of a student's person or belongings if there is reasonable suspicion that a student is concealing contraband.
- Students found to have been using drugs or other controlled substances will be suspended and may also be required to participate in substance abuse counseling.
- The school will provide information about available drug and alcohol counseling and rehabilitation and re-entry programs.
- Compliance with these standards of conduct is mandatory.

**PROJECT CHILD FIND 800-322-8174**

Project CHILD FIND is a free referral service and public awareness campaign to assist in the identification of children with a delay or disability from birth through twenty-one years of age. Project CHILD FIND develops and distributes information to the public about early intervention services and special education programs throughout New Jersey. If you have concerns about the development of a child ages 0-3, please contact Child Find.

**SEXUAL HARASSMENT PROHIBITED**

New Jersey Law prohibits school staff and students from sexually harassing students and other members of the school community directly or indirectly by way of threats or insinuation.

Such behavior will result in disciplinary action at the school up to and including suspension or expulsion. Referral will also be made to local police authorities.

**ZERO TOLERANCE FOR WEAPONS**

New Jersey law requires that any student convicted of possession of a weapon or found knowingly in possession of a weapon on school property, on a school bus, or at a school-sponsored function, must be ***immediately removed from the school's regular education program for a period of not less than one calendar year.*** Incidents are referred immediately to the Alpine Police Department.

**Alpine School Handbook  
Conclusion and Signature Page**

**Dear Parents:**

**We look forward to a successful and enjoyable school year. Thank you for reading and discussing the Alpine School Handbook with your child. By reviewing these expectations and procedures in advance, we can ensure that high standards have been set for the best school experience possible. We hope that there is shared understanding that all students are expected to report to class every day, on time, and be prepared to learn. All students are also expected to demonstrate conduct which facilitates their own personal, social and academic growth, and which enhances the school environment for themselves and for their peers.**

**This handbook is also available on our website [alpineschool.org](http://alpineschool.org)**

**Your student must return this page to his / her homeroom teacher by Friday,  
September 14, 2018.**

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I have read and understand the expectations and procedures required of a student of the Alpine School, including Computer use, School hours, Attendance, Tardiness, Discipline and H.I.B.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_