

# *EISENHOWER MIDDLE SCHOOL*

## *Student Handbook*



**EISENHOWER  
MIDDLE SCHOOL**

*A great place to learn, work and grow...*

Mr. Paul S. Gallagher, Principal

Ms. Elizabeth Omega, Assistant Principal

## School Hours

Doors Open.....	7:45 a.m
Homeroom.....	7:58 a.m
Last Period Ends.....	2:30 p.m
Guidance Office.....	7:30 a.m-3:00 p.m
Main Office Hours.....	7:30 a.m-3:30 p.m

There are activity buses that run at 4:00 and 5:00 that serve the Roxbury area. There is limited service for Mt. Arlington students on the 5:00 late buses. See the EMS website for late bus information. Also outside the main office, there is a list of late buses and drop off locations on wall.

**ROXBURY SCHOOL DISTRICT**

***Eisenhower Middle School***

***Student Expectations and Responsibilities***

**Vision**

Preparing the children of today for tomorrow...

**Mission**

The Roxbury Township Public Schools, a dynamic and thriving district, in partnership with a supportive and collaborative community, inspires and empowers all learners to flourish as ethical and global citizens in the 21st century.

**Philosophy**

Utilizing various tools we will ensure all students learn and strive to be successful, well rounded citizens.

The staff and community of Eisenhower Middle School set the following goals for the 2018-2019 school year:

Curricula:

To create interrelatedness between curricular disciplines, in a collaborative effort amongst the faculty.

Climate:

To continue fostering strong relationships, encouraging all stakeholders to take an active role in school and community events.

Communication:

To continue meaningful and quality dialogue with all stakeholders, so that the entire EMS community is aware of all pertinent news and information.

## **Counseling and Guidance**

The Guidance program is an essential tool for the success of students at the middle school level. Through our program, we strive to help students not only make the right academic decisions, but we also attempt to guide them as they go through adolescence. Teenagers experience the most change during these crucial years, and we are committed to aiding them socially, emotionally, and cognitively.

Counselors schedule student conferences. Students and parents/guardians are encouraged to call or make appointments whenever needed.

### **Seventh Grade Guidance Counselor**

Mrs. Caroline Lomuntad

#### **Contact Information:**

Email: [clomuntad@roxbury.org](mailto:clomuntad@roxbury.org)

### **Eighth Grade Guidance Counselor**

Mrs. Evelyn Torres-Davis

#### **Contact Information:**

Email: [etorresdavis@roxbury.org](mailto:etorresdavis@roxbury.org)

### **Student Assistance Counselor**

Mrs. Geri Esposito

#### **Contact Information:**

Email: [gesposito@roxbury.org](mailto:gesposito@roxbury.org)

## **EXPECTATIONS FOR STUDENTS**

One of the objectives of formal education is to teach citizenship and responsibility for one's actions. This is of primary importance in today's society. It has been the custom of Eisenhower Middle School students to recognize the appropriate behavior for a given situation and to conduct themselves accordingly. It is expected that this custom will continue and that students will exhibit the courtesy that has brought many compliments to the student body and the school.

The Board expects all pupils in this school district, commensurate with their age and ability, to:

- prepare themselves mentally and physically for the process of learning;
- respect the person, property, and intellectual and creative product of others;
- take responsibility for their own behavior and learning;
- use time wisely and share responsibilities when working with others;
- meet the requirements of each course of study;
- monitor their own progress towards school objectives;
- communicate with parents/guardians and appropriate school staff members about school matters.

## **TWO-MINUTE CHANGE OF CLASSES**

- Please keep to the right and always walk.
- Talking in the halls is permitted, provided there is no loud talking or shouting.
- Students are not permitted to use mobile device in the halls.
- Students may not use the restrooms between changing of classes.
- Students entering class after the bell will need a late pass.
- Do not run, push, or engage in horseplay as these may cause a serious accident.
- Lateness to class may result in disciplinary action.

## **ACADEMIC INTEGRITY**

The highest standards of honesty must apply to a student's actions at Eisenhower Middle School. Any act of dishonesty reflects upon a student and affects the entire school community.

Among the most serious academic offenses are forgery, copying and plagiarism. All are forms of cheating. Forgery is an attempt by the student to provide a false endorsement of a parent or guardian. In copying, a student is taking the work of another, either from homework or from a test, and claiming it as his/her own. The term plagiarism usually refers to a higher level of copying in which a person, often in preparing a research paper, copies from sources without indicating what sources were used. In effect, by not naming the source, the student is claiming the work as his/hers. The term also applies if a student copies a research paper of another and claims that he/she is the author. Whether the student is the person who gives or receives the information, he/she is guilty of a dishonest act.

All instances of cheating are dealt with severely at Eisenhower Middle School. Any work (homework, test examination, or paper), which was completed by dishonest means will receive a grade of zero. Teachers will notify counselor and parent/guardian. Students will be subject to disciplinary action and a record of this offense will be placed in the student's file and retained throughout the school career.

## **Homework**

Homework is an essential part of the learning process developed in the classroom, which is continued independently with cooperation and encouragement at home. It is the student's responsibility to develop good work and study habits. To prepare for homework students should:

1. Make sure they understand the assignments, the date due, and directions.
2. Ask for help in advance.
3. Know the expectation of the individual teacher.
4. Long term assignments should be planned accordingly.

## **Make-up Work**

Students are expected to develop a reasonable timeline with their teachers especially for tests and quizzes that must be scheduled, and submit work each day until completion.

## **Student Emergency Cards**

Each year, every student must submit an up-to-date and accurate emergency card that provides parental phone numbers and other emergency contact information. If this information changes during the school year, a new emergency card must be submitted. The school nurse will maintain the emergency card information.

## **Change of Address**

Students must report changes of address or phone numbers immediately to their counselor. Counselors will notify the attendance office and the school nurse.

## **Student Academic Honors**

Students will be listed on the EMS Honor Roll provided they meet the following requirements:

Honor Roll: If student receives a B and higher in all subjects.

High Honor Roll: If a student receives straight A's in all subjects.

## **Co-Curricular Program**

The school co-curriculum program is an important part in the total development of each individual student. Students are encouraged to participate in athletics, clubs, intermural, musical groups, class activities, and other special events sponsored and approved by the school. Students should join activities that tap their interests and allow them to become full-time participants.

Students must also accept the responsibility for the commitments once they join any club or activity and schedule their time wisely. Classroom work must come first, since that is the primary purpose of attending EMS.

Excessive absences may result in forfeiture of the right to participate in co-curricular events held during the school day. The faculty will bring to the attention of the appropriate Assistant Principal the name of the student whose frequent absences are impacting negative classroom performance.

### **Activities and Organizations**

- Student Council
- Art Club
- Builders Club
- Tech Club
- Robotics
- Math League
- Chess Club
- Academic Team
- Intramural
- News/Magazine Literacy
- Drama Club
- Encores Choir
- Harmonies
- Yearbook
- Jazz Band

### **Athletics**

- Cross Country (B&G)
- Track (B&G)
- Basketball (B&G)
- Field Hockey (G)
- Wrestling

## **Code of Conduct**

The EMS Code of Conduct contract is a commitment by the student to exercise good judgment in all affairs, to represent self, school, family and community in the most positive manner at all times, and to encourage others to share these ideals. Students engaged in interscholastic athletics or student activities are considered leaders and, as such, are expected to represent themselves in that fashion. Participation in co-curricular activities is an avenue for the teaching and practicing of good citizenship, for promoting the growth of good character, and for the development of other important life skills. Student involvement in Eisenhower's co-curricular program is an honor and a privilege, not a right. The privilege comes with inherent responsibilities, and is dependent upon compliance with applicable rules and regulations.

As a member of a school team, club, or organization, a student's behavior on campus, in the community, and at other schools reflects on not only him/herself, but on one's family, on one's program, and on one's school as well. Students engaged in co-curricular activities must carefully consider their actions at all times. This Code of Conduct applies to all students in Eisenhower Middle School. Students and parents understand that, in order to participate in any co-curricular activity (athletic or student activity), students must act in accordance with the following standards:

### **ATHLETICS/ACTIVITY PHYSICALS PROCEDURES**

All candidates for interscholastic sports must have a medical examination within 365 days prior to the first practice session. Medical examinations for candidates for a school athletic squad or team are to be conducted at the student's medical home. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent/guardian for the provision of health care.

As required by N.J.A.C. 6A:16-2-2 (h), the medical report from the examining physician, nurse practitioner, clinical nurse specialist, or physician's assistant must include a determination concerning the student's participation. If it is not possible to arrange a physical at the student's medical home, one may make an appointment to have a physical performed by the school physician (Medical Care Associates) at that office.

Please note that eligibility is directly associated with the date of a physical, not prior sports participation. This means that depending on the date a physical was performed, a student may be eligible for one or two seasons and then become ineligible during the course of the school year. Physical clearance is governed by the official deadlines for submission of Sports Participation forms.

A completed and signed Permission Slip, Health History Questionnaire, Health History Update, Athletic/Activity Emergency Card, and the school physical examination form completed by his/her physician must be returned to the school nurse. Prior to the first practice in a second sport or activity, students must report to the nurse with a completed Permission Slip, Health History Update, and Athletic/Activity Emergency Card for that sport in order to receive clearance. Students will not be allowed to participate in any sport/activity until the coach receives a completed Athletic/Activity Emergency Card signed by the nurse and athletic director.

The school nurse will make announcements as to when and where physical examination forms can be obtained and when they should be returned for each athletic season.

Permission Slips: All students must submit a Parental Permission Form (as provided by the school) to the appropriate school official. This form is included in the packets for all students who must receive a physical examination as a criterion for participation.

## **CONDUCT**

All students must submit a Code of Conduct form that has been acknowledged by the student and his/her parent/guardian. No student will be allowed to participate in any activity or sport without having submitted this form. The Code of Conduct includes periods when school is in recess or is not in session.

Students who are involved in activities or athletics are representatives of Eisenhower Middle School and must conduct themselves in a manner that reflects positively on their clubs, their teams, their school, and their community at all times. Therefore, they accept the responsibility to comply with all Board of Education Policies and Regulations, all school rules, and the rules established by various governing organizations. Students found to be in violation of the department standards delineated in this document and/or Eisenhower Middle School's student expectations and responsibilities will be subject to appropriate discipline, suspension, and/or expulsion.

## **Sportsmanship**

All activity students and student athletes will adhere to the guidelines of proper sportsmanship/behavior and must show proper respect for their teammates, fellow activity participants, opposing players, coaches, advisors, parents, judges, and officials at all times. Disqualification from an activity/event as a result of poor sportsmanship or as a result of an official's ruling is unacceptable. In cases such as these, team/club discipline will be instituted, including possible suspension from a club/activity.

## **Attendance Policy**

EMS encourages regular attendance, while allowing students to be absent if they're ill. If your child is going to be absent for more than three days, please contact the guidance office to arrange for work to be sent home by the student's teachers. If your child has an extended illness or a chronic health problem, please get documentation from your child's physician and give it to the principal and school nurse.

Students will be considered tardy if they report to school after 8:00 am. Anyone coming into school after that time must report to the Guidance Office to sign in. If a student who is tardy does not report to the guidance office to sign in, a safety Honeywell notification will be sent.

1<sup>st</sup> Tardy- Verbal Warning

2<sup>nd</sup> Tardy- Written Warning

3<sup>rd</sup> Tardy- Lunch Detention

4<sup>th</sup> tardy- Saturday Detention

5<sup>th</sup> & Subsequent Tardies- Parent & Administrator conference and discipline based on discretion of administration.

## **Student Discipline**

Rules and regulations are necessary for the orderly operation of the school community. It is important that students recognize their responsibility to abide by the rules of the school. Accordingly, students who do not conform to school rules and regulations will be subject to the policy of progressive disciplinary rules, which include parent/guardian-teacher conference, lunch detention, Saturday detention, in-school suspension, out-of-school suspension, or expulsion. Administrative morning or afternoon detention may be arranged by the administration and a student's parent/guardian.

### **Standards of Behavior**

Students shall be required to conduct themselves in a manner in keeping with appropriate levels of maturity, which includes proper respect of constituted authority, conformity to school rules and regulations, and such provisions of the law as they apply to the conduct of juveniles and minors. Poor behavior is not only undesirable in its effects upon the individual - it is also

disruptive of the main purpose for which schools are established - to provide meaningful learning experiences to all students. The Roxbury Township Board of Education, administration, and faculty, have made every effort to provide quality education for all students. To take advantage of this opportunity, the student must be willing to learn and behave acceptably.

In order to create an atmosphere conducive to the effective functioning of all students, the students are to demonstrate courtesy and respect toward school personnel and their peers, respect school property, and avoid behavior that disrupts a group activity or is detrimental to the functioning of a class or the school. Students are accountable for their actions even when these actions are taken while they are part of a group. Disruptive behavior that disturbs others or keeps others from learning **will not be tolerated**.

### **Progressive Discipline Policy**

Disciplinary problems range from minor infractions of the rules to major violations of policy and/or law. The following is a list of possible disciplinary actions:

Administrative warning – verbal or written

Lunch Detention – detention during lunch period

Saturday Detention – 3 hours on assigned Saturday morning

In School Suspension – 2 days of social exclusion

Out of School Suspension – mandatory parent/guardian conference

Other actions as deemed appropriate by the administration.

Penalty noted is minimum discipline to be implemented. Infractions not noted will be left to the discretion of the administration.

***The rules in the student expectations and responsibilities are in addition to the school's broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, school authority.***

#### **DISCIPLINARY INFRACTIONS**

##### **1. Use of Tobacco/Tobacco Products (including electronic smoking devices)\***

Offense 1: Multiple Lunch Detentions/Saturday Detention

Offense 2: In School Suspension

Offense 3: Out of School Suspension

*\*On all offenses, smokers will be reported to the Roxbury Township Board of Health who will issue a summons for appearance in municipal court where a penalty will be assessed in accordance with applicable statutes and ordinances.*

## 2. Drug/Alcohol Use or Possession (On school premises/At School Functions)\*

10 Day Out of School Suspension

*\*On all offenses, it is the administrator's policy to file charges with the police on all drug/alcohol incidents as per board policy.*

## 3. Physical Confrontations/Fighting\*

Offense 1: In School or Out of School Suspension (1-3 days)

Offense 2: Out of School Suspension (3-5 days)

Offense 3: Out of School Suspension (up to 10 days)

*\*On all offenses, Parents/Guardians and the Police are notified determining the severity of the incident*

## 4. Bias/Harassment/Bullying/Hazing\*

Offense 1: Multiple Lunch Detentions/Saturday Detention

Offense 2: In School Suspension

Offense 3: Out of School Suspension

*\*On all offenses, Parents/Guardians and the Police are notified determining the severity of the incident*

## 5. Sexual Harassment

Up to 10 Day Out of School Suspension

Police Report/Charges

BOE Hearing

## 6. Fire Alarm/Bomb Threats

10 Day Out of School Suspension

Police Report/Charges

BOE Hearing

## 7. Destruction of Property/Vandalism

Up to 10 Day Out of School Suspension

Police Report/Charges

Restitution

## 8. Use of Weapons

Up to 10 Day Out of School Suspension  
Police notification

9. Disruptive/Insubordinate Behavior/Use of Inappropriate Language

- Offense 1: Administrative Warning
- Offense 2: Multiple Lunch Detentions/Saturday Detention
- Offense 3: In School Suspension
- Offense 4: Out of School Suspension

10. Verbal Confrontation/Threats/Intimidation (Students or Staff)

- Offense 1: Multiple Lunch Detentions/Saturday Detention
- Offense 2: In School Suspension
- Offense 3: Out of School Suspension

11. Plagiarism/Forgery/Cheating

- Offense 1: Multiple Lunch Detentions/Saturday Detention  
Loss of credit on Assignment
- Offense 2: In School Suspension
- Offense 3: Out of School Suspension

12. Dress Code Violation (refer to attached policy)

- Offense 1: Administrative Warning/Change Clothes
- Offense 2: Multiple Lunch Detentions/Saturday Detention
- Offense 3: In School Suspension

13. Electronic Device Violation

- Offense 1: Administrative Warning, Confiscation for Day
- Offense 2: Multiple Lunch Detentions/Saturday Detention, Confiscation and Saved for Parent Pick-Up
- Offense 3: In School Suspension, Confiscation and Saved for Parent Pick-Up at Police Station after a Complaint is filed

14. Failure to Attend Disciplinary Actions/Continued Willful violations of School Policies and Regulations

Up to 10 Day Out of School Suspension

***15. Actions not listed above as determined by administration that are justifiable to elicit a disciplinary response are reserved by the right of the administration to handle accordingly.***

## **Cafeteria**

The school cafeteria is maintained as a vital part of the overall school program. Hot entrees are served daily along with a selection of sandwiches, salads, and nutritious snacks. To help keep the lunch program a success students should remember the following:

1. Consume all food and beverages in the cafeteria.
2. Deposit all recyclable materials in designated containers located in the cafeteria.
3. Students are encouraged to be respectful to the custodial staff and the students who eat lunch after them in the cafeteria. By leaving the table and floor around their lunch table in a clean condition.
4. Maintain appropriate behavior.

Failure to adhere to these procedures may result in disciplinary action and/or a restricted lunch program in the in-school suspension room.

## **Daily Announcements**

During each grade levels Homeroom, pertinent information for student will be relayed to the classroom through video. All announcements must be placed on an announcement request sheet found in the guidance office at least one day prior to the announcement date. Emergency announcements will be made at the end of the day. All announcements must be approved by administration.

## **Dress Code**

Students are expected to exercise proper judgment and be properly dressed and groomed. School clothing should support the teaching and learning process and neither detract or deter. Clothing shall be clean, neat and avoid extremes in appearance that would otherwise be disruptive or detract from the educational process. No dress or grooming is allowed that is hazardous to the health or safety of the student or others. Specifically:

- Short-shorts/skirts/cutoffs, defined as a length that fails to reach the tip of the longest fingers when both arms are fully extended at the side, are not acceptable for school.
- All pants/shorts must be worn at the hips with no visible undergarments

- No see through or mesh tops, tank/tube/halter/spaghetti strap tops, bare midriffs are not acceptable for school. **ALL shirts must cover the torso and have sleeves.**
- No clothing advocating alcohol, drugs, sexual slogans, slanderous or prejudicial slogans, or gang-related emblems are acceptable for school.
- No exposed or inappropriately tight clothing will be permitted
- Proper footwear must be worn at all times
- No hats or head attire, sweatbands, sunglasses will be worn in the building during school hours unless it pertains to a school or class activity required as such by the teacher.
- Yoga pants/leggings must be worn with tops that are at a minimum hip length.

Students who do not adhere to the Dress Code will be warned accordingly, required to change to proper attire and may be subject to disciplinary action.

*Additionally:* EMS is a fragrance-free facility. Aerosols (deodorants, hair sprays, body/perfume sprays) are prohibited. Please be sensitive to students and staff with asthma and respiratory ailments.

## **Dances**

- Hours of the dance are 7:00 pm – 9:00 pm and are strictly enforced. Please be sure to pick up your child promptly at 9:00 pm.
- A parent or designated adult/guardian must drop off and pick up the student.
- All students must have a ticket and student ID to gain admittance to the event. Tickets will be sold during lunches on Thursday and Friday before each dance.
- No tickets will be sold at the door.
- A student cannot participate in an after school event unless he/ she has been present in school that day, or has been absent due to an excused reason other than for sickness.
- Leaving and re-entering the school during the event is prohibited. Parents that need to pick up a student early must enter the building to do so.
- Disrespect and challenging of the chaperones' authority will not be tolerated.
- The rules found in the EMS Student Handbook and BOE Discipline and Policies will be strictly enforced, including but not limited to cell phone usage and dress code.

## **Electronic and Mobile Devices**

### **Mobile Devices @ EMS**

#### **General Guidelines**

- Students may carry mobile devices during the school day. The word “devices” includes: laptops, cell phones, smart phones, eReaders, iPads, iPods, tablets, and chromebooks.
- Please note that Nintendo DS and/or other gaming devices with Internet access are not allowed.
- Headphones must be used for listening to music at a volume that cannot be heard by others, and may only be used during class (teacher discretion) and in the cafeteria.
- Cell phones and other mobile devices are to be silenced during school hours (7:44 AM – 2:35 PM).

### **Acceptable Uses of Student Personal Devices**

#### Classroom Use

- All classroom use is at teacher discretion.

#### Non-classroom Use

- Mobile devices with the exception of Chromebooks are permitted during the scheduled lunch periods in the cafeteria.
  - Students may read, complete schoolwork, and listen to music.
  - Students may not impinge on the privacy of others by taking pictures and/or other inappropriate uses.
- The use of mobile devices is NOT permitted between classes and in the hallways during school hours because of safety and time.

### **Unacceptable Uses of Student Personal Devices**

- At no time during school hours are phone calls to be made on any mobile devices. In the event of an emergency, students are to make calls in the office.
- The use of mobile devices to capture photos, video or audio recordings of students or staff is prohibited unless it is under the direct supervision of school personnel and is for internal school use only.
- Sending text, image, sound, video or files for the purpose of cheating is prohibited.
- Students may not answer or initiate mobile device communication during instructional time.

## **Fire Drills**

Fire drills are held periodically for the safety of the student body. With the students' cooperation the building can be emptied quickly and efficiently. Signs are placed in each classroom specifying that building exit to be used. A staff member will be assigned to escort

and assist physically impaired students from the building during emergency evacuation procedures. The signal for a fire drill is a continuous ringing of the fire alarm bell. When the fire bell rings, the student should walk quietly and quickly from the building.

## **Food and Beverage**

In order to keep the building clean and safe, food of any type is not allowed outside the cafeteria without permission of an administrator. Students who violate this rule are subject to disciplinary action.

## **Hall Passes**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

A hall pass permits a student to go from one room to a specific destination and then return. It does not permit the student to make any unauthorized stops along the way. Failure to observe this regulation will result in the student being sent to the original location and possible disciplinary action. The above-mentioned student planner is to be used for a specific purpose only, and not as an excuse to loiter in the building.

## **School Nurse**

Students becoming ill during the school day should secure a pass from their classroom teacher to report to the nurse. If there is a necessity to go home, the nurse will inform the students' parents/ guardian, and the student will be released from school. If the procedure is not followed and a student leaves without properly checking out, he/she will be subject to disciplinary action.

If a student is required to take prescription medication during the day, the parent/guardian will provide a written request to the school nurse for the administration of the prescribed medication. Medications require written authorization from the attending physician. Parents/guardians will deliver prescribed medication to the school nurse, who is the only person authorized to dispense medication.

## **Lockers**

Student lockers are the property of Roxbury Township Board of Education and are made available to students for their use. The school administration reserves the right to gain access to lockers when evidence suggest that the health, safety, or welfare of students and other personnel in the building may be endangered. If a student has any difficulty opening a

locker, the student should ask a teacher or administrator for assistance. If the problem persists, it should be reported to the main office to be corrected. **Students should keep their lockers locked. THE SCHOOL IS NOT RESPONSIBLE FOR LOSSES FROM THE LOCKERS.**

## **Lost and Found**

The lost and found is located in the Main office and Cafeteria. If a student misplaces any articles, he/she should check with a secretary in the Main Office or Cafeteria.

## **Money and Valuable Articles**

Please do not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. **The school can not accept the responsibility for stolen money or other articles.**

## **Student ID Cards**

All students **MUST** obtain a picture ID card each year. The photos for this card are taken at the beginning of the school year. Two cards are provided free of charge, one will be placed in the students Chromebooks. Students will need to replace a lost ID card and will be assessed a \$5.00 processing fee. Students who need a replacement should see the secretaries in the Main Office.

## **Substitute Teachers**

The school is fortunate in having capable people to help whenever regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of the school will be carried into the community. Be certain that these are good impressions by being polite, helpful, and considerate. It is expected that the substitute teacher be given the same respect as the regular teacher.

## **Telephones**

Students who have extreme emergencies can request a pass to Guidance or the Main Office. While students have legitimate reasons to use their phone during the course of the school day, no excuses will be acceptable. Students who need to use a phone **MUST** report to the main office to ask permission to use either a landline or their own personal cell phone.

## **Visitors**

The only visitors permitted during the school day are those who have business with the Counseling Department or the Main Office., or are invited to participate as speakers or observers in classes or programs. All visitors must report to the Main Office and will be given a visitor pass.