

2019 - 2020

Student Handbook

CARL W. GOETZ MIDDLE SCHOOL

Carl Perino, Principal

**Mr. Al Aires
Assistant Principal**

**Mr. Michael Bryce
Assistant Principal**

**835 Patterson Road
Jackson, New Jersey 08527**

**Telephone: (732) 833-4610
FAX: (732) 833-4749**

The procedures and rules contained in this planner supplement our broad discretionary power to maintain safety, order and discipline in the Goetz Middle School. This building uses a closed circuit camera monitoring system.

**For additional information, including all district policies,
calendar event information and updates, please visit our website at
www.jacksonsd.org/goetz**

Jackson Board of Education

Mr. John Burnetsky, Board President
Mrs. Sharon Dey, Board Vice President
Mr. Gus Acevedo
Mr. Thomas Colucci
Ms. Tara Rivera
Mr. Michael Walsh

Central Office Administration

Dr. Stephen Genco, Superintendent of Schools
Mrs. Nicole Pormilli, Assistant Superintendent
Mr. Daniel Baginski, Assistant Superintendent
Ms. Michelle Richardson, Business Administrator/Board Secretary

This student handbook is to be reviewed by both parents/guardians AND students. Parents will sign off via the Parent Portal that both the parent and child have reviewed it and understand its contents.

**Please be sure to review the ENTIRE handbook carefully.
Below are a few key updates and changes.**

2019- 2020 STUDENT ID CARDS

School safety is of the utmost importance. In order to continue to strengthen school safety, this year students will be issued student identification cards.

These cards will consist of a photo, school name, school year and a barcode that will be used to purchase lunch (instead of entering in their student ID number), take out library books, and be required for sign-in into the nurse's office. The ID will be issued in homeroom. e student pictures have become available. The ID will be kept in the possession of the homeroom teacher when not in use. Students will not be carrying the IDs back and forth from home and school.

ATTENDANCE

A student who has nine (9) absences during a semester or eighteen (18) for a full year does not meet the minimum instructional requirements. **Those students be labeled as “chronically absent” by the State of New Jersey.**

Research shows:

- Children chronically absent in kindergarten and 1st grade are much less likely to read at grade level by the end of 3rd grade.
- By 6th grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9th grade good attendance can predict graduation rates even better than 8th grade test scores.

Absences can add up quickly. A child is chronically absent if he or she misses just two days every month! See the full information under the “Attendance” section of this handbook.

VAPING AND SMOKING

The Jackson School District treats the possession of what is known as “vape pens” or other electronic “vaping” or smoking devices exactly the same way as cigarettes.

- Anyone caught in possession of these devices will get an automatic two-day detention and is subject to a \$250 fine;
- Anyone caught using a vapor pen, pod, e-cigarette or other vapor device and displaying signs of being under the influence of a substance will be subjected to a drug test. If that test is positive, the student will receive a 10-day suspension.

DISTRICT MISSION STATEMENT

The Jackson School District is a partnership of dedicated staff, learners and community members committed to developing the unique abilities of each student through compelling learning experiences in a safe and nurturing environment.

Our comprehensive, engaging and technology-enriched programs inspire, educate and motivate students to become independent, creative and critical thinkers who will thrive in a diverse, evolving global society.

We are resolved that through commitment to scholarship, character and initiative, our students will succeed beyond the expectations of New Jersey and Common Core Standards as they excel in their life-long pursuit of knowledge.

DISTRICT VALUES AND BELIEFS

We believe that:

1. All students can learn.
2. Students learn best in an atmosphere of acceptance, tolerance and mutual respect.
3. All staff will set high expectations for themselves and for their students.
4. Education is most successful when individual learning styles, needs, and talents are respected and utilized.
5. It is our responsibility to provide an environment that fosters creativity, develops critical thinking and promotes academic and personal growth.
6. Attendance is essential to motivate students to learn.
7. Current and relevant technology is an integral part of enhancing instruction.
8. Offering diverse instructional opportunities in core subjects and in the fine and performing arts is essential to providing an effective and well-rounded education.
9. Athletics and extracurricular activities are valuable to a student's collective educational experience and to creating a culture of leadership, sportsmanship and initiative.
10. Collaboration among highly qualified educational staff, students, families and the community will maximize the potential of all students.

MIDDLE SCHOOL MISSION STATEMENT

The faculty, staff and community of the Goetz School are dedicated to providing for the unique needs of the early adolescent. The organization of the school addresses a transition from the self-contained classroom of the elementary school to the departmentalized program of the high school.

Educational competency is dependent upon a proficiency in the basic skills as well as a diversified academic experience. Therefore, the school will stress the continuing development of basic skills through a varied and challenging curriculum.

The school will be sensitive to the affective needs of the young adolescent, recognizing that this will enhance the quality and effectiveness of academic time. A student's ability to learn and succeed in school is grounded in formation of a positive sense of self; thus we will cultivate individual strengths and talents.

The school is a community. The value of individual contributions and the development of a respect for the rights of others guide school and community behavior. The staff will encourage parent and community involvement as a key ingredient to creating an effective school.

THE R.A.C.E.R. CODE

GOETZ RACERS PROMISE TO:

RESPECT people and property.
ACCEPT the differences of others.
Choose to be good **CITIZENS**.
Express **EMPATHY** for everyone.
Be **RESPONSIBLE** for our actions.

SCHOOL DAY

The school day for students begins at 8:05 a.m. and ends at 2:27 p.m. Students should arrive no earlier than 7:50 a.m. or later than 8:05 a.m. **The school building will not be open before 7:50 a.m.; therefore, proper supervision of your child will be unavailable.**

SCHOOL SCHEDULES:

REGULAR DAY - BELL SCHEDULE

<i>PERIOD</i>	<i>TIME</i>	<i>LUNCHES</i>
HOMEROOM	8:05 - 8:19 AM	
PERIOD 1A	8:21 – 8:42	
PERIOD 1B	8:44 – 9:05	
PERIOD 2 A	9:07 - 9:28	
PERIOD 2 B	9:30 – 9:51	
PERIOD 3 A	9:53 - 10:14	
PERIOD 3 B	10:16 – 10:37	3 B/10:16 – 10:37
PERIOD 4 A	10:39 – 11:00	4 A/10:39 – 11:00
PERIOD 4 B	11:02 – 11:23	4 B/ 11:02 - 11:23
PERIOD 5 A	11:25 – 11:46	5 A/ 11:25 - 11:46
PERIOD 5 B	11:48 – 12:09	5 B/ 11:48 - 12:09
PERIOD 6 A	12:11 – 12:32	6 A/ 12:11 - 12:32
PERIOD 6 B	12:34 – 12:55	6 B/12:34 – 12:55
PERIOD 7 A	12:57 – 1:18	7 A/ 12:57 – 1:18
PERIOD 7 B	1:20 – 1:41	7 B/ 1:20 – 1:41
PERIOD 8 A	1:43 – 2:04	
PERIOD 8 B	2:06 – 2:27	
EXTRACURRICULAR	2:27 – 3:00	

SHORTENED DAY - BELL SCHEDULE

<i>PERIOD</i>	<i>TIME</i>	<i>LUNCHES</i>
HOMEROOM	8:05 - 8:14	
PERIOD 1A	8:16 – 8:31	
PERIOD 1B	8:33 – 8:48	
PERIOD 2 A	8:50 - 9:05	
PERIOD 2 B	9:07 – 9:22	
PERIOD 3 A	9:24 - 9:39	
PERIOD 3 B	9:41 – 9:56	3 B/ 9:41 – 9:56
PERIOD 4 A	9:58 - 10:13	4 A/ 9:58 – 10:13
PERIOD 4 B	10:15 – 10:30	4 B/ 10:15 - 10:30
PERIOD 5 A	10:32 – 10:47	5 A/ 10:32 - 10:47
PERIOD 5 B	10:49 – 11:04	5 B/ 10:49 - 11:04
PERIOD 6 A	11:06 - 11:21	6 A/ 11:06 - 11:21
PERIOD 6 B	11:23 – 11:38	6B/ 11:23 – 11:38
PERIOD 7 A	11:40 – 11:55	7 A/ 11:40 – 11:55
PERIOD 7 B	11:57 – 12:12	7 B/ 11:57 – 12:12
PERIOD 8 A	12:14 – 12:29	
PERIOD 8 B	12:31 – 12:46	

DELAYED OPENING – BELL SCHEDULE

<i>PERIOD</i>	<i>TIME</i>	<i>LUNCHES</i>
Homeroom	10:05 - 10:11	
PERIOD 1A	10:13 - 10:27	
PERIOD 1B	10:29 – 10:43	
PERIOD 2 A	10:45 – 10:59	
PERIOD 2 B	11:01 – 11:15	
PERIOD 3 A	11:17 - 11:31	
PERIOD 3 B	11:33 – 11:47	3 B/ 11:33 – 11:47
PERIOD 4 A	11:49 - 12:03	4 A/ 11:49 – 12:03
PERIOD 4 B	12:05 – 12:19	4 B/ 12:05 - 12:19
PERIOD 5 A	12:21 - 12:35	5 A/ 12:21 - 12:35
PERIOD 5 B	12:37 – 12:51	5 B/ 12:37 - 12:51
PERIOD 6 A	12:53 - 1:07	6 A/ 12:53 - 1:07
PERIOD 6 B	1:09 – 1:23	6 B/ 1:09 – 1:23
PERIOD 7 A	1:25 - 1:39	7 A/ 1:25 – 1:39
PERIOD 7 B	1:41 – 1:55	7 B/ 1:41 – 1:55
PERIOD 8 A	1:57 - 2:11	
PERIOD 8 B	2:13 – 2:27	

District-Wide Problem Solving Chain of Command

***Curriculum* (Academic concerns including grades, student performance, teacher concerns)**

1. Teacher
2. Subject Area Supervisor
3. Director of Curriculum
4. Principal
5. Assistant Superintendent for Curriculum & Instruction

***Student Discipline* (Code of Conduct violations)**

1. Assistant Principal (assigned to discipline)
2. Principal
3. Assistant Superintendent for Human Resources & Operations

Transportation or Cafeteria

1. Principal
2. Director of Transportation/Director of Food Service
3. Business Administrator

Special Education

1. Teacher
2. Child Study Team
3. Supervisor of Special Education
4. Principal
5. Director of Special Education
6. Assistant Superintendent for Curriculum & Instruction

Publications or District Website

1. Coordinator of Communications and Technology
2. Superintendent

Technology

1. Supervisor of Technology
2. Assistant Superintendent for Human Resources & Operations

Building Affirmative Action

1. Principal
2. Superintendent of Schools

District Affirmative Action

1. Assistant Superintendent for Human Resources & Operations
2. Superintendent of Schools

504 Plans

1. School 504 Case Manager
2. Principal
3. Director of Guidance
4. Director of Special Education (Appeal)

Harassment, Intimidation, and Bullying

1. School Anti-Bullying Specialist
2. Principal
3. Director of Security
4. Assistant Superintendent for Human Resources & Operations

Athletics

1. Head Coach
2. School Athletic Coordinator
3. Supervisor of Athletics
4. Principal
5. Assistant Superintendent for Human Resources & Operations

If after following each step of the above chain of command you have not received a satisfactory resolution,
then contact the Superintendent's Office.

Jackson School District Policies

Below are summaries of key policies that must be read and understood by parents and students. They can be read in full in the [Student Handbook Appendix](#) on our district website. All district policies are also available on the [BOE Policies Page](#) of the district website.

Policy 2361 - Acceptable Use of Computers Policy – See Appendix

An Acceptable Use Policy Parent/Guardian Permission Slip is given to parents at the beginning of the school year. See the Appendix for the full policy.

Policy 3283 – Electronic Communications Between Teaching Staff Members and Students

The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students. **See the full policy in the Appendix for a list of acceptable protocols and reporting requirements.**

Policies 5350 and 5351 - Student Homicide/Suicide – See Appendix for Full Policy

Students are encouraged to notify a teacher, guidance counselor or principal if a classmate makes a statement leading them to believe that the classmate may do some harm to himself/herself or anyone else. Student confidentiality will be guarded to the greatest degree possible.

As you may or may not be aware, childhood suicide is a growing national concern. We in the Jackson School District are fortunate to have a policy in place, which utilizes the expertise of our professional staff. These personnel will intervene in the event that a child makes statements or takes action that may imply that these thoughts are present. After a child has been seen, parents will be notified. Further intervention may be necessary. **See the full policies in the Appendix.**

Policy 5512 - District Policy Against Sexual Harassment, Harassment, Intimidation, and Bullying

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

It is important to note that this policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions, on a school bus and, as appropriate, acts that occur off school grounds pursuant to N.J.S.A. 18A:37-14. The complete policy (Policy 5512) can be found at the Administrative Office, 151 Don Connor Blvd., Jackson, NJ, or on the district website. **It is also included in the Appendix of this Handbook.**

Contact: [Mr. Dan Baginski](#) – Assistant Superintendent and Affirmative Action Officer
Address: [Jackson School District](#), 151 Don Connor Blvd., Jackson, NJ 08527

Policy 5516 - Use of Electronic Communication and Recording Devices– See Appendix

A pupil is not permitted to have turned on or use an Electronic Communication or Recording Device on school grounds during the school day or when the pupil is participating in a curricular or school-sponsored co-curricular activity. cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. **See the Appendix for the full policy.**

Policy 5530 – Substance Abuse - See Appendix

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11. A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. **See Appendix for full policy.**

Policy 5600 – Pupil Discipline/Code of Conduct – See Appendix for Full Policy

Policy 5610 – Suspensions

Extreme misconduct or multiple violations of basic school rules and regulations may result in the student being suspended from school. In this case the student may not enter the school, and parents or guardians will be notified when a student is being suspended from school, and parents or guardians must meet with the Principal before the student may return to school. He/she is also forbidden to attend any school function held during the time he/she is under suspension.

See the full policy in the Appendix

The State of New Jersey, under Title 18A, Chapter 37, identified student behavior which constitutes good cause for suspension or expulsion. A student guilty of such conduct, but is not limited to any of the following:

- A. Continued and willful disobedience
- b. Open defiance of the authority of any teacher or person, having authority over him
- c. Conduct of such character as to constitute danger to the physical well-being of other people
- d. Physical assault upon another pupil or upon an employee of the district
- e. Taking or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear
- f. Willfully causing, or attempting to cause, substantial damage to school property
- g. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by the school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility
- h. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district
- i. Incitement which is intended to and does result in truancy by other pupils
- j. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises
- k. Possession of a weapon (gun, knives, etc.) on any school property, on a school bus, or at a school sponsored function

Policy 5611 - Removal of Students for Weapons or Firearms Offenses – See Appendix

Students are forbidden to carry any type of weapon or simulated weapon to school. Strict disciplinary action and legal actions will result if this occurs. **“Any person who knowingly has in his possession any imitation firearm in or upon any part of the building or grounds of any school, college, university or other educational institution, without the written authorization of the governing officer of the institution, or while on any school bus is a disorderly person.”**

Students are encouraged to notify a teacher, guidance counselor or principal if a classmate makes a statement leading them to believe that the classmate may do some harm to himself/herself or to anyone else. Student confidentiality will be guarded to the greatest degree possible. For further details regarding prohibited weapons and consequences for various weapons-related offenses and other assaults, please view Board policies 8467 and 5611. **See the Appendix for the Full Policy.**

Policy 5612 - Assaults on District Board of Education Members or Employees – See Appendix

Any student who commits an assault, as defined under N.J.S.A.2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, shall be immediately removed from school pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7. **See the Appendix for the Full Policy.**

Policy 5701 – Plagiarism – See Appendix

Pupils are expected to be honest in all of their academic work. The following acts will not be tolerated by any pupil in any subject: Attempting to use or using unauthorized material or information as study aids in any academic exercise. Visually or verbally receiving or giving information during tests, quizzes, or examinations. Turning in work as one's own that was created, researched, or produced by someone else. Turning in a report of another's research, or submitting a paper researched or written by someone else. Using words and ideas of another person as if they were one's own. Communicating all or any part of tests or answer sheets. Turning in the same work to more than one class. Falsifying or altering school documents. **See the Appendix for the full policy.**

Policy 5751 – Sexual Harassment – See Appendix

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties. The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment. **See the Appendix for the full policy.**

Policy 7441 – Electronic Surveillance in School Buildings and on School Grounds – See Appendix

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, pupils, community members, and other building occupants and to protect the school district's buildings and grounds. **See the Appendix for the full policy.**

Policy 8431 – Preparedness for a Toxic Hazard – See Appendix

The Board of Education is concerned for the safety of the pupils and staff members assigned to district schools and will take reasonable steps to protect pupils and staff members from hazards that may result from industrial accidents beyond the control of school officials. **See the Appendix for the full policy.**

Policy 8550 - Unpaid Meal Service Charges / Outstanding Food Service Charges

How we handle situations where a student may accrue an outstanding balance for food service charges, including our plan to provide a meal for that student and to contact his or her guardians to arrange for the account to be brought current.

Policy 8601 Supervision After Dismissal

The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision. It requires parents to submit a form to the district to designate if they wish their child to be released at dismissal to only certain individuals. This form is distributed at the beginning of the year to all parents and is available under the Annual Notices section of the district website.

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form. **See the Appendix for the full policy.**

Policy 8690 – Monitoring Devices on School Vehicles – See Appendix

To maintain the safe and secure conditions for all pupils transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe pupil behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that: "Video And/Or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time." **See the Appendix for the full policy.**

PARENT RESPONSIBILITIES and SCHOOL PROCEDURES & INFORMATION

EMERGENCY CLOSING

The school district carefully weighs the decision to close schools early as we know many parents work and do not expect their children to be home until the regular time. It may be necessary to close the school and/or dismiss pupils during the day due to a building emergency or inclement weather. **Students should know what to do in case parents are not at home when they arrive following an emergency dismissal.**

Our district website www.jacksonsd.org is the best first resource for school closings.

The following radio stations will provide information during an emergency or inclement weather: WOBN 92.7FM or 1160 AM, WJLK 94.3FM or 1310AM, TV Channel 12 – News 12 New Jersey, or J-TV Channel 77 on Cablevision.

PARENT PICK UP

Any child who is excused early from school must be picked up at the receptionist. Please notify the office in writing when an early dismissal is necessary. Please arrive at the school before 2pm and we will call your child out of their last period class. If you arrive after 2pm, we may not be able to call your child down and you may need to wait for the 2:27pm dismissal bell. Proper identification must be presented when signing out a student; if the driver is NOT listed in Genesis as having permission to pick up your child, we cannot release them. Additionally, we will not release a child to any driver under the age of 18 years old. For students who need to be picked up during after school activities, we will make one announcement at 3pm for all students who are being picked up early to report to the main lobby for sign out. After that, students will report to the main lobby at 3:30pm for dismissal with a parent pick-up or to take the late school buses. Parents who choose to pick-up their child from after school activities need to be at the school by 3:20 pm or students will be placed on the late bus to be transported home.

VISITORS

All doors will be locked and visitors to the Middle School must show proper identification and sign in at the receptionist's desk of the school. A visitor's pass must be worn at all times. Students are not permitted to have visitors during the school day.

SCHOOL GROUNDS AFTER HOURS

Students are to leave school grounds immediately after school is dismissed. They should stay off the grounds unless they are to participate in school-sponsored events and supervised by a staff member. **Children should not come onto the grounds when night meetings are being held unless a parent accompanies them. Children must be accompanied by a parent/guardian in order to attend after school athletic contests.**

REPORT CARDS AND ACADEMIC PROGRESS

Report cards are released on Portal four times during the school year. They will indicate your grades in all subjects and attendance during each marking period. Parent conferences with individual teachers may be scheduled by contacting the Guidance Department at 732-833-4747. Student progress is available electronically throughout the year.

PARENT CONFERENCES

Parents are welcomed and encouraged to come to school to conference with teachers. Appointments must be made to coincide with the teachers' schedules. This may be done through the Guidance Office. Call to make an appointment

PORTAL SYSTEM

Parents/Guardians are strongly encouraged to view their child's grades and averages and report cards on the computer via the Portal. You will be assigned a Portal login ID and password when you register with the district. The following steps will allow you to obtain your Portal password if you have forgotten it or if you are locked out of the system.

Go to the district website at www.jacksonsd.org and look for the PORTAL button. When you come to the login page, look for the "Forgot My Password" item. Follow the instructions and put in the email address that we have on file for you and that you use as your Portal Login ID. You will receive a new temporary password, which will allow you to enter the system and change it to a new password.

If you have difficulty, you can send an email to portalsupport@jacksonsd.k12.nj.us. Please be sure to include the student's full name, the full name of both parents, the child's address, school and grade and your contact information. If you send the email from the account we have on file in the Parentlink system, your login information will be emailed back to you. If you are sending the email from another email address, we will have to contact you.

HOMEWORK

EACH STUDENT WILL BE GIVEN A STUDENT PLANNER BOOK WHICH IS TO BE USED DAILY.

Students are expected to complete all homework assignments on time. Your child will have homework daily. There are several reasons for homework:

1. To provide extra practice on learned skills and
2. To provide further learning in areas covered in the classroom.

We think learning is important and that learning should continue after school hours. The daily homework is not punishment, but rather a way to encourage and extend learning.

Requests through Guidance for work beyond what is available on the Portal for students who are ill for an extended period should be made **at least 24 hours in advance** to the Guidance office and picked up on **the following day before 3:00 p.m.** All work should be returned to teacher upon a student's return to school.

GRADING SYSTEM INFORMATION

The district utilizes a numeric system to report the work of each marking period to students and parents.

- 90 – 100 = Outstanding performance
- 80 – 89 = Above average performance
- 70 – 79 = Average performance
- 65 – 69 = Passing work but below average
- 64 and below = Not doing passing work

*Each subject area has its own district percentage value for homework, participation, and assessment.

**Students whose final average grade falls below 65 will fail for the year.

HIGH HONOR ROLL – A student must earn a grade of 95% or above in all five core subjects (Literacy, Science or Social Studies, Math, Unified Arts and Physical Education) *AND* a minimum grade of 85% in any elective subject.

HONOR ROLL – A student must earn a grade of 90% or above in all five core subjects (Literacy, Science or Social Studies, Math, Unified Arts and Physical Education) *AND* a minimum grade of 80% in any elective subject.

ACADEMIC AWARDS BANQUET - Any eighth grade student who is placed on the High Honor Roll for the first three marking periods will be eligible to attend the Academic Awards Banquet in June. Please carefully read the criteria above.

ACADEMIC AWARDS CEREMONY - Any sixth or seventh grade student who is placed on the High Honor Roll for the first three marking periods will be eligible to attend the grade level Academic Awards Ceremony in June. Please carefully read the criteria above.

CORRIDOR OF CHAMPIONS CRITERIA:

- A) Must have attended Goetz throughout his/her middle school career.
- B) Must be on the High Honor Roll each year. (Scholar's Award recipient.)
- C) A faculty committee will choose the finalist.

STUDENT OF THE MONTH

Students who comply with school expectations and otherwise contribute to the positive atmosphere of the school are eligible for certificates of appreciation and/or awards that acknowledge their good citizenship. The office will distribute these on the basis of administrative observation, teacher recommendation, and other criteria. A student may be honored as *Student of the Month* only **once** per year.

PROMOTION AND RETENTION CRITERIA

In order for a student to be promoted he/she must not fail more than one academic subject. Academic Subjects: literacy, math, social studies, and science.

BAND/CHORUS

Students who selected Band/Chorus will remain in these courses for the duration of the program. We will not change the class schedule after your selection for one of these courses has been made.

DISCIPLINE

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual's actions interfere with the right of teachers to teach and students to learn. Please review **District Policy 5600** posted on the Board of Education page on the district website. Students are reminded that any teacher or staff member in the school has the right to correct unruly individuals at any place and at any time. If the individual teacher has exhausted all interventions to improve behavior, the Vice-Principal will become involved.

1. iPods, CD players, electronic games, water pistols, skateboards, and any other items that interfere with an optimal learning environment or cause a threat to student injury should not be brought to school. Items that detract from learning, such as trading cards, may be taken and redeemed only by parents.

2. Smoking is prohibited at all times in any building or on school district property as per District Policies 5533 and 7434.

3. Students are forbidden to carry any type of weapon or simulated weapon to school. Strict disciplinary action and legal actions will result if this occurs. N.J.S. 2C:39-5 is amended to read as follows: IC:39-5. Unlawful Possession of Weapons: "Any person who knowingly has in his possession any imitation firearm in or upon any part of the building or grounds of any school, college, university or other educational institution, without the written authorization of the governing officer of the institution, or while on any school bus is a disorderly person."

Students are encouraged to notify a teacher, guidance counselor or principal if a classmate may do some harm to himself/herself or to anyone else. Student confidentiality will be guarded to the greatest degree possible.

NJAC6A:16-4.2 Removal of Students for Firearms Offenses.

NJAC6A:16-5.6 Removal of Students for Assaults with Weapons Offenses

4. No student in any school in the district shall use any remotely activated device (cell phones and/or pagers) on any property used for school purposes, unless the student shall first receive express written permission to use such a device from the Board of Education, the Superintendent of Schools, or the School Principal as per District Policy 5131.7 "USE" shall be defined for purposes of this policy as having or placing the device in the "ON" position.

NJAC6A:16-5.8

5. Students passing through the hallway and other parts of the building, without a staff member, during class time, should possess a hall pass and move in a quiet and orderly fashion.

6. Bathroom passes are required, only one boy and only one girl may be out of any given classroom at a time. Students should use the closest facility.

7. Student use of the school telephone should be restricted to emergencies, communicating some unavoidable change in plans. In all cases the student must have a pass from a teacher.

8. At all times, the student is expected to use appropriate language and treat staff members and fellow students with respect. Failure to do so will result in disciplinary action.

9. School property must be respected. Damage to school property and the personal property of others will result in disciplinary action and monetary replacement cost.

10. Food outside of the cafeteria will be allowed with permission only. No glass bottles or containers are permitted for safety reasons. No gum chewing is allowed in school at any time.

11. For safety reasons, book bags are to be placed in the locker before homeroom and retrieved at the end of the school day. Book bags are NOT to be carried in school during the day. Bags should be of a reasonable size and may not have wheels. THIS RULE WILL BE STRICTLY ENFORCED.

12. Spray cans and aerosol cans, such as deodorant, perfume, body spray, or hair spray are prohibited.

The administrators use a Code of Discipline to administer discipline. However, final discipline is at the discretion of the building Principal or designee.

IN-SCHOOL SUSPENSION

The Middle Schools are dedicated to offering every student the opportunity to learn and experience success. From time to time, a student may be having difficulty making the most of the regular

classroom offering. An alternative placement may be effective and necessary. An on duty teacher monitors the I.S.S. classroom throughout the day. A student's parents will be notified of the in-school suspension.

The I.S.S. classroom gives the student a productive alternative to out-of-school suspension in those cases where the problem is behavioral. A placement in the I.S.S. classroom comes only after it is apparent the student, for whatever reason, refuses to conform to the expectations of the regular classroom. Other disciplinary measures used by the administration might include: After School Detention (**ASD**), and Out of School Suspension (**OSS**).

The Board of Education District Policy requires 10 days of out of school suspension consequence for the following offenses:

- **Assault of a student or school employee**
- **Possession of a weapon**
- **Making a terroristic threat**
- **Possession and/or use of drugs and alcohol**
- **Repeated fighting**

In addition, **students will be on conduct probation for six weeks beginning with the first day of the suspension.** This means students will not be permitted to practice in nor participate in any type of sports, clubs, and special events/functions or in any other capacity of the school's extracurricular programs. This also includes class trips, dances/socials and class activities that take place after school and during the evening hours.

STUDENT BEHAVIOR

The following are some examples of student behavior that violates school policy when they occur during school or school activities. This list is not intended to be all-inclusive. Students may be disciplined or suspended for any of the following:

- Possession, transmission and/or use of tobacco, e-cigarettes, vapes, drugs or alcohol
- Disrespect, insubordination or the use of improper language
- Inappropriate displays of affection in public
- Rowdy behavior such as running, pushing, shoving, yelling or whistling
- Leaving a classroom or leaving school without permission
- Class tardiness or truancy
- Vandalizing, damaging or stealing school or private property
- Threatening, intimidating or causing bodily harm to any person
- Throwing snowballs
- Fighting and/or Assaults may be enforced pursuant to NJAC6A:16-5.7
- Creating a school-wide disruption and substantially impacting the activities of the school day

CONDUCT PROBATION

Students who are on in-school suspension (ISS) or out-of-school suspension (OSS) will not be permitted to join in or practice in any sport, club, activity, special function or participate in any capacity in the school's extracurricular program on the day of suspension. This includes class trips, dances, athletics and class activities that take place after school, during the evening hours, or on weekends.

DRESS CODE AT THE MIDDLE SCHOOL

Students' dress should be comfortable and in good taste. Clothing advertising beverages and tobacco products or containing inappropriate language and/or messages will not be worn. Clothing and shoes should also provide for the safety of your child. Students may be asked to change their attire or be given a change of clothes if it is deemed necessary.

The following guidelines have been set:

- No clothing or jewelry promoting violence, bigotry, profanity or use of restricted substances will be allowed.
- Students are not permitted to wear backless sundresses, tank tops, tube tops, see-through shirts, midriff tops, halter tops, off-shoulder blouses/dresses, and shirts with spaghetti straps.
- Skirts and shorts must be of an appropriate length.
- No P.E. clothing allowed except during physical education activities as required. Any student wearing shorts must bring an additional pair for P.E. class.
- 7th and 8th grade students are required to change for P.E. without exception.
- 6th grade students do not change.
- Pajama tops and/or bottoms are not be worn to school.
- All students must wear shoes at all times. No slippers, sandals or flip-flops are allowed for health and safety reasons. Also, no sneaker skates, shoe skates or heelys are allowed.
- Students will not wear hats, bandanas, caps, hoodies or other head covering inside the building.
- No outer clothing may be worn in the building.
- No pocket chains, choker necklaces, or spiked jewelry are to be worn.
- Jewelry and clothing should not restrict movement, be distracting, or cause a safety hazard for any individual.
- Any apparel deemed inappropriate for a school setting by school personnel.
- At no time should a student's attire reveal their undergarments.

SOCIAL PROBATION - 8TH GRADE

The problem of discipline in education today is more apparent than ever. Both parents and administrators have addressed themselves to this concern for many years. In an effort to maintain a high level of control and cooperation from our student body, we have initiated a disciplinary program of social probation. There will be adequate warning if students are to be on social probation. Students on social probation will be subject to exclusion from:

1. All after school/ evening activities/ team sports.
2. Participation in the 8th grade dances.
3. Participation in the 8th grade class trip.
4. Participation in the 8th grade breakfast.
5. Participation in the promotional exercises.

HARASSMENT, INTIMIDATION AND BULLYING

Policy 5512 -District Policy Against Sexual Harassment, Harassment, Intimidation, and Bullying --See Appendix for Full Policy

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

It is important to note that this policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions, on a school bus and, as appropriate, acts that occur off school grounds pursuant to N.J.S.A. 18A:37-14.

The complete policy (Policy 5512) can be found at the Administrative Office, 151 Don Connor Blvd.,

Jackson, NJ, or on the district website. **It is also included in the Appendix of this Handbook.**

Contact: Mr. Dan Baginski - Assistant Superintendent and Affirmative Action Officer
Address: Jackson Public Schools, 151 Don Connor Blvd., Jackson, NJ 08527
Telephone: 732-833-4600

AFFIRMATIVE ACTION

In compliance with Title I, II, Americans with Disabilities Act of 1990 (ADA), Title VII, Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and related laws, it is the policy of the Board of Education of Jackson Township that all students shall have equal educational opportunity including vocational educational opportunities regardless of race, color, creed, religion, sex, ancestry, national origin, social or economic status or disabilities, nationality, sexual orientation, sexual preference, and gender identity and expression.

Any student, employee, or other individual who alleges that there has been an incident of discrimination should contact the Affirmative Action Representative in this school/division for assistance.

The district Affirmative Action Officer, Section 504 ADA Coordinator is:

Mr. Dan Baginski
Assistant Superintendent Jackson School District
And Affirmative Action Officer
151 Don Connor Boulevard
Jackson, NJ 08527
Telephone: 732-833-4600

LATE BUS

At the close of school, students are to report immediately to their assigned bus. Students are not allowed to remain in the building at the end of the school day unless they are under the direct supervision of a teacher. The "late bus" is available only to students involved in school activities on that particular afternoon. Parents who choose to pick-up their child from after school activities need to do so by 3:20pm.

BUS TRANSPORTATION

The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the request of the driver. **School bus transportation is a privilege that may be withdrawn for inappropriate behavior.**

Video and/or audio monitoring devices are used on school owned and contracted vehicles and all vehicles may be monitored at any time. For additional information on vehicle monitoring please refer to BOE policy 8690. All children conveyed shall act in a manner that will not jeopardize their safety and that of the other passengers. They shall not distract the driver from his/her appointed duties. It is the responsibility of parents to see that the children are so instructed. Transportations phone # 732-833-4614.

A bus driver must be in complete control of the bus at all times; therefore, the following rules shall be strictly enforced:

1. Students will take a seat and remain seated while the bus is in motion.
2. Students will not throw any articles in or out of the bus.
3. Students will not disturb other passengers. This includes pushing, grabbing, slapping, etc.
4. Inappropriate language is not allowed.
5. Student will refrain from talking to the bus driver except in an emergency.
6. Students are to remain seated until the bus comes to a full stop.
7. Students, upon exiting the bus, shall wait for the driver to instruct them to cross the road at the front of the bus.

8. There shall be no eating or drinking on the bus at any time.
9. There is no smoking allowed on the bus.
10. **New Jersey law requires every student to wear a seatbelt at all times.**
11. Students that do not comply with these regulations will be subject to disciplinary actions and possible suspension from school transportation.
12. A student is to ride the bus to which he/she is assigned. **Transportation to a location other than the home address will be on an emergency basis only and requires administrative approval prior to the requested change.** Students going to a caregiver's home must submit the proper form that is available in the assistant principal's office.

PARKING POLICY

The procedure of dropping off or picking up of students at the Goetz Middle School is primarily centered on the safety of children. Because of the design of the Goetz Parking lot, there are a number of steps you can take to help us keep our children safe.

1. No vehicle may enter the bus loading area while buses are present.
2. You may pick up or drop off students at the main entrance only if there are **NO** buses loading or unloading in front of the building.
3. Because of lack of field space and track area, students in various sports use the parking lots, under coaching supervision, for their workouts and practices. Please be aware that these athletes generally use this area between the hours of 2:30 and 6:00.
4. There is **absolutely NO PARKING** on the fire lanes around the school.

ATTENDANCE

Students are expected to be in school every day. Attendance is closely linked with student success. A letter will be sent home on the 4th, 8th, 10th and 11th absences. **When a child returns to school after any absences, he/she must present a written explanation, signed by the student's parent/guardian acknowledging the student's absence.** The school's Attendance Review Committee (ARC) will monitor student attendance. On a student's 7th absence, the ARC will convene a meeting to develop an action plan for improved attendance at school. The ARC will communicate with parents throughout the year to document and encourage a student's attendance in school.

Students with poor school attendance may be ineligible to participate in special programs/activities/athletics. Students may be excluded from educational excursions and field trips associated with extracurricular or academic programs should their attendance reach 9 absences from school.

If a child fails to attend school on a regular basis for no legitimate reason, but with the knowledge of the parent, the parent will be served a legal warning. If this does not remedy the situation, it may be necessary to proceed against the parents in court.

A child who is absent from school without the knowledge or consent of the parent shall be considered truant and shall be disciplined in accordance with school policy. Repeated or continuing truancy may result in juvenile charges being brought against the child.

Punctuality and attendance are important habits for students to develop and maintain. In accordance with the laws of the **State**, the Jackson School District requires students to attend school regularly to ensure continuity of instruction and classroom participation.

NJ State Law requires that we document all days when a student is absent from school. As such, the school will monitor your child's attendance and timely arrival throughout the year. Parents of middle school students are also encouraged to monitor their child's attendance via the Portal. **Note:**

Students who have missed 18 or more days of school, excused or unexcused, will be labeled as “chronically absent” by the State of New Jersey.

TARDINESS

When a student is late for school, a late slip from the receptionist is required. A note must be presented to the receptionist indicating the reason for the lateness. Students who are late more than three times in a semester may receive school discipline. **Any student who is not present for a full day (at least 4 hours), for any reason, may not participate in athletics, dances, band, chorus, or any other extra curricular activity that day/evening.**

HOME INSTRUCTION

In the event of extended absence, students may require home instruction. If a child will be home for more than two weeks due to an injury or illness, parents should contact the student’s home school for the appropriate forms and procedures. Completed forms must be reviewed by the school before home instruction is scheduled. Upon approval by the school physician, the school district will arrange for a professional teacher to work as a home tutor for that period of time at no cost to the family.

PERSONAL PROPERTY

Students are advised against bringing large sums of money or items of considerable value to school. **The school cannot assume responsibility for the loss or theft of personal property.**

Students may not bring items to school for the purpose of selling to students or teachers. Such items will be confiscated and returned only to the parents at the end of the school year. These actions will be subject to disciplinary action.

LOST AND FOUND

Lost articles may be found in the following areas: Main Office, Custodian’s Office

HALL CONDUCT

Students are expected to act in a proper manner during class changes and in the halls. **They are not to run or loiter, as this is not acceptable behavior and will result in disciplinary action.** Students will keep to the right while passing to classes and will remain with the teacher who is escorting the class.

LOCKERS

Each student has been assigned a locker. Students are permitted to go to lockers upon coming into the building in the morning, one time during the day and after dismissal at the end of the day. Each student should memorize his/her locker combination and not share it with anyone else. Students are not permitted to bring locks from home to their lockers. Lockers should be kept neat and clean. Periodic inspections will be scheduled. No valuables are to be left in lockers. If a locker is in need of repair, the student must sign the Locker Repair Sheet, located in the main office. **THE SCHOOL IS NOT RESPONSIBLE FOR THE LOSS OF ANY ITEM FROM THE SCHOOL LOCKER.**

LOCKER SEARCHES

Under the Constitution, all citizens are protected from unreasonable searches and seizures; however, this does not mean that students are legally protected from search and seizure of any materials in their lockers, which are school property. The student is accountable for the contents of his/her assigned locker. Any item, such as book bags, coats, etc. may be subject to a search. The school Principal and/or his/her designee will inspect lockers or other storage facilities provided for use by students periodically throughout the year. Lockers may be searched at any time.

EXTRA CURRICULAR ACTIVITIES

During each school year, students will have the opportunity to participate in a number of special activities, clubs and events. Teachers and community members offer these activities as a way for students to investigate new areas and develop in those that they are especially interested in. Remember that while participating in these after school activities, students are still expected to follow the school's rules and represent themselves and the school in a positive manner.

Dances - Tickets will be available to students prior to each dance. **Only Goetz students will be permitted to attend dances and socials. Parents must pick up their students promptly at the end of the dance. Failure to do so may result in the student being excluded from the future dances.**

ATHLETIC ELIGIBILITY

Students are required to be in good academic/attendance standing in order to participate in any Fall, Winter or Spring athletic program. Failure to meet these standards may result in a student's ineligibility for athletic participation.

IDEAS FOR HELPING YOUR CHILD

Parents can do their part to improve homework when they:

- Cooperate with the school to make homework effective.
- Provide your children with suitable conditions (desk or table, lights, books and supplies).
- Reserve a time for homework and turn off the television, cell phone and computer. Encourage your children, but avoid undue pressure.
- Show interest in what your children are doing, but do not do the work for them.
- Understand that the school expects homework to be completed and returned.

GENERAL SUGGESTIONS TO PARENTS

- Encourage your child to come home immediately after school is dismissed.
- Please do not phone/text your child during school hours unless there is an emergency.
- Do not bring dangerous or distracting articles to school such as guns, knives, water guns, toys, radios, jewelry, electronic equipment, etc.
- Label all articles of clothing such as coats, gloves, hats, caps, sweaters, raincoats, etc.
- The school maintains a lost and found department. Please feel free to investigate if your child loses or misplaced something.
- Instruct your child never to converse with a stranger, never accept a gift from a stranger and never get into a car with a stranger.
- To leave the school grounds during school, your child must have permission from the Principal's office.
- If there is something that you want to know about school, something has happened at school that worries you or your child, there is a misunderstanding or you need more information for any reason, please see the Vice-Principal or the Principal.
- Visit the school. As a parent, you are not only welcome here but urged to visit. It is highly desirable that you attend the various meetings arranged by the Principal. You will also want to know your child's teacher. **If you wish to confer with a teacher, please call the Guidance Office and make an appointment. You should not take the teacher's class time to discuss an individual problem.**

STUDY SKILLS

The student who studies well:

- Brings notebook, paper, pen or pencil and other necessary materials to class.
- Is an active participant in the classroom, listens well and takes part in discussions.
- Asks questions to understand the discussion if there is a problem.

- Plans work and schedules time for homework each day; makes sure the assignment is understood before leaving class.
- Uses what is learned and sees how each subject applies to the others.
- Strives to do their best work, not just enough to get by.

GUIDANCE & CHILD STUDY TEAM

Guidance Counselors and CST members are assigned students by the first initial of the student's last name.

Guidance Counselors

Child Study Team

A-De: Mrs. Sue Gansman
 Di-La: Mr. Eric Rado
 Le-Re: Mrs. Kelly Hobbs
 Ri-Z: Mrs. Susan Kratz

A-G: Mrs. Stacie Kajewski
 H-N: Ms. Amanda Sobel
 O-Z: Ms. Susan Hebrew

ANTI-BULLYING SPECIALIST

Mr. Eric Rado is the Anti-Bullying Specialist.

STUDENT ASSISTANCE COUNSELOR

Lindsay Costello

2NDFLOOR Helpline (888)-222-2228)

The 2NDFLOOR Youth Helpline is operated by 180 Turning Lives Around Inc. out of Monmouth County since 2008. The NJ Department of Education has encouraged districts to inform their young people about the helpline as it serves students seeking guidance with a crisis or simply needing an immediate place to talk.

Students: The 2NDFLOOR Youth Helpline is a safe place to call when you need help with ANY problem. 2NDFLOOR is a free, confidential and anonymous (except if you say you are going to hurt yourself or others). 2NDFLOOR is available 24 hours a day, 7 days a week. You can call 888-222-2228 anytime! 2NDFLOOR's phone counselors are caring, supportive and friendly. 2NDFLOOR also has a website at www.2ndfloor.org. You can anonymously write a message on the online message board and receive a response from 2NDFLOOR. What types of problems do people talk about when they contact 2NDFLOOR? Problems with friends, peer pressure, dating, substance abuse, school stress, dating violence, bullying, eating disorders, family problems, depression, anxiety, abuse, suicide, worry about a friend, and any other problem, question or concern. The Helpline is here to support you!

Goetz PTN (Parent Teacher Network) 2019-20 Membership Form

Please complete this form by September 27th and send in along with your dues to your child's homeroom teacher in an envelope marked

"Goetz PTN-Membership".

Please make all checks payable to **"Goetz PTN"**. Thank you!!

Parent Name(s) & Phone(s) Email(s):

*Note: Membership information solely used for communicating PTN business and will not be shared.

Payment Amount \$_____cash/check

Student Name(s), Grade(s), & HR Teacher(s):

Would you like to volunteer your time to help out throughout the year?

(check one) * List of events listed on our school PTN web page and FB page*

Yes_____ No_____ Maybe_____

I am sorry I would love to volunteer but have too many commitments, please accept my one-time PTN donation. (check one)

\$25_____ \$50_____ \$75_____ \$100_____ Other_____

Stay Informed!!!!

- Sign up for Automatic PTN Text Reminders! **Simply Text @739a8b to 81010**
- Join our Facebook Page....**Carl W. Goetz Middle School PTN.**
- Check out the Goetz School Webpage and look for the **Parent Teacher Network Section.**

Reminder:

This handbook contains summaries of key policies that must be read and understood by parents and students.

They can be read in full in the [Student Handbook Appendix](#) on our district website.

All district policies are also available on the [BOE Policies Page](#) of the district website.