



**PARENT/STUDENT HANDBOOK  
2018-2019**

**Müller Pierre**

**Principal**

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# DISTRICT PROTOCOL FOR EVENT PROGRAMS

IRVINGTON PUBLIC SCHOOLS  
Irvington, NJ 07111



## **BOARD OF EDUCATION**

**Romaine Graham, President**  
**Richard Williams, Vice President**  
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## **CENTRAL OFFICE ADMINISTRATION**

**Dr. Neely Hackett**  
Superintendent of Schools

**Dr. April Magee**  
Assistant Superintendent for Curriculum and Instruction

**Reginald Lamptey, CPA**  
Assistant Superintendent for Business/Board Secretary

**Cherelle C. Tolor, Esq.**  
Manager of Human Resources

**Muller Pierre**  
Principal of Union Avenue Middle School

# Letter from Principal

August 27, 2018

Dear Parent/Guardian:

Welcome to the 2018-2019 school year! At Union Avenue Middle School, we advocate total collaboration on the part of our school staff, scholars, parents, and community stakeholders. Our primary goal is to ensure that all scholars are prepared for a better future. To this end, we demand that our professional staff holds itself accountable in motivating all scholars to learn and grow. We wholeheartedly accept the responsibility of working with the parents and other stakeholders to mold each young person into a high academic achiever and a productive citizen. Our school staff will work diligently to provide your child with a quality education, and I encourage you to participate in the school. I look forward to seeing you at Back to School Night on Wednesday, September 26, 2018. Moreover, our staff members are anxious to work with you through the PTA, SLC, and the Parent Academy.

The school staff and I have worked very hard to create a safe climate conducive to learning. The Parent Academy is entering its second year, and we hope that more parents and guardians will take advantage of the workshops and community fellowship. Union Avenue Middle School will communicate with parents via flyers, letters, telephone calls and the school's website. As a parent or guardian, you will receive a calendar each month and full access to your child's grades and attendance record through the Parent Portal. Please take the time to review the calendar and the Parent Portal and contact teachers or the Main Office with questions. You can also maintain an open line of communication with teachers by using the Class Dojo. If you wish to speak with your child's teacher, an appointment **must** be made during his/her preparation period, so that instruction will not be interrupted. Teachers will notify you of their availability for conferences. Feel free to make an appointment to meet with me if you have any questions or concerns that the teacher cannot address. Moreover, please read the Code of Conduct enclosed as an addendum to this handbook.

It is imperative that your child comes to school daily and on time. The School District maintains an attendance policy, which you can review on the District's website. **Uniforms are mandatory!** Your child must wear the school uniform, which is a navy blue bottom and collared yellow top. Loitering around the school building will not be allowed before or after school. Students should go home after school and seek parental permission to go out. Please encourage your child to find assistance from an adult, if a problem arises between him/her and another person. Your child always has the option to speak to an administrator including the principal.

Enclosed is also an emergency form. It is imperative that it is completely filled out and returned to the teacher by Wednesday, September 12, 2018. Please list on the form all individuals who are authorized to pick up your child. The individuals authorized to pick up your child must be eighteen years of age or older. Anyone picking up a child from school before dismissal time must show a valid identification card or the child will not be released. No child will be released unless the person picking up the child is listed on the authorization form, which is entered in the school's computer database (**no exceptions**)!! Please ensure that you provide the school with working telephone numbers in order to contact you. I urge you to notify the Main Office and the classroom teacher **immediately** of any changes in your child's emergency information, so your child's file can be updated. As a reminder, you can only enter and exit the school building through the **MAIN ENTRANCE** (**no exceptions**)!! Lastly, please take the time to read the Parent/Student Handbook and return all forms requesting your signature. I wish you and your child a safe and productive school year.

Sincerely,

Müller Pierre  
Principal

# Hours of Operation

Office Hours:	7:30 a.m. - 4:00 p.m.
Eighth Graders:	8:20 a.m. - 2:50 p.m.
Seventh Graders:	8:20 a.m. - 2:50 p.m.
Sixth Graders:	8:20 a.m. - 2:50 p.m.
Delayed Opening:	10:05 a.m. - 2:53 p.m.
Half-day Hours for Students:	8:20 a.m. - 12:30 p.m.

Union Avenue Middle School conducts staggered dismissal daily; therefore, the dismissal times may be altered per grade level.

# Telephone Directory

Main Office.....(973)-399-6885  
Fax.....(973)371-0957

## Administration

Müller Pierre, Principal.....(973) 399-6885 Ext.1702  
Tyisha Bennett, Assistant Principal.....(973) 399-6886 Ext. 1720  
Eric James, Assistant Principal .....(973) 399-6885 Ext. 1704

## Guidance Counselors

Sari Greggs, 8<sup>th</sup> Grade Counselor.....(973) 399-6885 Ext. 1708  
Desirae Holt, 7<sup>th</sup> Grade Counselor.....(973) 399-6885 Ext. 1707  
Vacancy, 6<sup>th</sup> Grade Counselor.....(973) 399-6885 Ext.1710

## Medical Office

Anna Castor, School Nurse.....(973) 399-6885 Ext. 1717

## Other Personnel

Michael Brown, Dean/Climate Specialist.....(973)399-6885 Ext. 1721  
Marie Ganthier, Health & Social Services.....(973)399-6885 Ext. 1709

The Board of education of the Irvington Public Schools charges the principal of the school with the responsibility for requiring compliance with school law. The New Jersey Statutes Titles 18A:38-25, 18A:38-26, and 18A:38-31, state that: "Every parent, guardian or other person having custody and control of a child between the ages of 6 and 16 years, shall cause such child to regularly attend the public school...Such regular attendance shall be during all the days and hours that the public schools are in session, unless it is shown to the satisfaction of the Board of Education...that the bodily condition of the child is such as to prevent his or her attendance...A parent...who shall fail to comply with any of the provisions...shall be deemed a disorderly person and shall be subject to a fine...."

### **Attendance Call-In Program**

A parent must call the main office between the hours of 7:30 a.m. – 8:15 a.m. if his /her child will be absent and provide the approximate length of absence. If a student is absent and a phone call has not been received, a call will be placed to the parent. The school must have reliable and current phone numbers to a parent/guardian at all times in case of an emergency. Please update student records when changes occur.

When a child is absent from school, a note from the parent or legal guardian explaining the "excused" reason should be given to the student's homeroom teacher or the attendance secretary. Excused absences are defined as follows: a) Take Our Children to Work Day, b) recovery from an accident, c) death in the family, d) District approved religious observance, and e) District approved school bus transportation problem.

In the event a child is absent three or more consecutive days, a doctor's note must be submitted to the school nurse upon the return of the child. If a child is going to be absent for a prolonged period of time, the school must be notified as to the length and reason. Arrangements should be made to receive homework for the child.

- Homeroom teachers, guidance counselors, and the attendance secretary closely monitor student attendance. Chronic truancy problems will be referred to the attendance office for appropriate court action. A letter will be sent to parents/guardians after the fifth unexcused absence from school. A second letter will be sent to parents/guardians after the tenth unexcused absence from school. Parents and guardians will be required to appear in court after the fifteenth unexcused absence. Student attendance is also one of the areas considered when determining the promotion or retention of a student at the end of the year.
- Students must be present in school for a legal attendance day in order to participate in an activity on that day. Failure to be present in school will jeopardize participation.
- Students are reminded that in order to participate in athletic and extra-curricular activities, they must be present in school on the day of the planned activity.

### **Tardy Policy**

#### **A. Tardy to School**

Prompt arrival to school is vital to reinforcing responsibility of students and maintaining compliance with state law. Children must be in school and in class on time. **Students reporting to school after 9 a.m. must be escorted into the building by a parent/guardian.** Parents must escort students directly to the main office and sign the tardy acknowledgement log. Failure to comply will result in the following:

- A phone call to parent/guardian
- Detention during their lunch period (failure to attend detention will result in a Home For-Parent-HFP- letter)
- Referred to Board of Education's attendance officer (repeat offenders)

Excuses received from a parent/guardian on the same day of the late arrival help the staff understand that circumstances were beyond the student's control, but it does not excuse his or her lateness.

## **B. Tardy to Class:**

If a student has no pass and arrives late to class less than fifteen minutes into the period, he or she will be disciplined according to the teacher's tardy policy. Teachers are encouraged to give warnings, call parents/guardians and assign detention.

If a student has no pass and arrives late to a class period fifteen minutes or more, it will be considered cutting or skipping that class, and he/she will be disciplined accordingly.

### Uniform Policy

Irvington Public Schools has a mandatory school uniform policy, which was approved by the Board of Education and has been in effect since September 1, 2009. Union Avenue Middle School will consistently enforce the Board approved uniform policy.

**Boys**— must wear yellow-collar shirts, or polo shirts. Plain uniform navy pants are to be worn. **Cargo pants, jeans, or shorts are not permitted at any time.** Pants should be appropriately fitting and belts are to be worn, with shirts tucked in. Shoes are preferred, but sneakers of a solid color (black, brown or navy) may be worn. Black, blue or white solid socks are to be worn. **Navy Blue Jeans are not allowed.**

**Hats, scarves and other headgear are not permitted at any time. Shirts with any logo other than Union Avenue Middle School's logo are not permitted. Head coverings for religious reasons are permitted when documentation is presented.**

**Girls**— must wear yellow-collar blouses, shirts, or polo shirts. Plain uniform navy skirts or pants may be worn. Black, blue, or brown hose or socks may be worn. **Multi-colored and/or bright colored tights/socks are not permitted. Scarves and head coverings to cover uncombed or ill-fashioned hair are not permitted.** Head coverings are permitted for religious reasons only. Shirts with any logo other than Union Avenue Middle School's logo are not permitted.

**NOTE: Additional clothing such as tank tops, vests, scarfs, etc. are not permitted for boys or girls. Hooded sweatshirts are not permitted at any time! Failure to wear the appropriate uniform will result in disciplinary acti**

## Grading Policy

Grades are averaged in the following manner:

90 -100 = A

89 - 80 = B

79 - 70 = C

69 - 60 = D

Below 60 = F

Any student who fails two subjects must attend summer school. If a student fails more than two subjects, he or she will be retained in the same grade.

## Eighth Grade Promotion Policy

In order to participate in the 8<sup>th</sup> grade promotional exercise, students must pass all academic subjects. **Students are considered ineligible to participate if they fail one major academic subject (math, ELA, social studies, science, or physical education) or two minor subjects (technology, art, music, or world language)** for the school year.

Parents are encouraged to actively monitor their children's grades and behavior to ensure academic success and participation in the promotional ceremony. Please obtain access to the **Parent Portal** in order to review your child's up-to-date grades and attendance information.

## Guidance

Union Avenue Middle School's guidance counselors work with the students, teachers, and parents under the direction of the principal. The counselors also seek the assistance of the child study team and community resources when necessary.

Every student will be assigned a counselor. Guidance counselors help the students in a variety of ways. Some of the services provided by the guidance counselors are:

- Assisting with academic problems in an open and caring environment where students can learn to better understand themselves and others
- Monitoring chronic absenteeism and encouraging students to attend school regularly
- Scheduling of classes based on academic strengths and interests
- Exploring possible careers and vocations
- Reviewing academic progress reports and assisting in the adjustment to middle school
- Assisting in the development of decision-making skills
- Conducting weekly guidance lessons on conflict resolution skills, social media, et al.

## General School Information

### Correspondence

A monthly calendar of upcoming activities will be sent home during the last week of every month. Additionally, notices are sent home frequently to notify parents/guardians of current and future events at Union Avenue Middle School. Please ask your child for any flyers/notices. When indicated, please return them on the next school day. Lastly, the school-wide telephone messaging system (robo-calls) and Class Dojo are also used as means to correspond with parents and guardians.

### Student Identification Cards

Students are required to wear their identification cards at all times. If a student does not have his/her identification card he/she will get a warning, after which students will receive detention. If the identification card is lost, students will have to purchase a new identification card for the cost of \$2.00.

### Lost Textbooks

The Irvington Board of education policy states that students are responsible for all textbooks and other non-consumable books issued to them. Students who lose or who return textbooks or non- consumable materials in damaged or unusable condition shall be assessed a fine for the replacement cost. Fines should be paid by cash or money order made payable to Union Avenue Middle School. A refund will be made if the missing book is located and found in usable condition. A second text will be supplied to a pupil who has lost a book for in class use. If the second book is lost, no replacement will be made until both missing book fines are paid.

### Damage to School Property

A New Jersey Law (N.J.S.A. 18A:37-3) makes the parent or guardian of a student attending a public school responsible for any damages to school property that the student intentionally causes. Under this law, the parent or guardian is responsible for paying damages even if the parent or guardian is not at fault. All money collected is recorded and paid to the proper fund for replacement purposes. Moreover, the student will be subjected to disciplinary measures up to and including an out of school suspension or expulsion.

### Cell Phones and Other Electronic Devices

**Cell phones, recording devices, and personal listening devices must be turned off during the school day and must not be visible.** If the device is visible or activated in any fashion it will be taken from the student, and a parent/guardian will be asked to pick up the confiscated item from the main office between 8 a.m.-8:30 a.m. and 3 p.m. - 4 p.m. Any student who violates this policy a second time will have this privilege revoked, and the device will not be returned until the end of the school year. Recordings of any school event will result in the device being confiscated and the immediate revocation of privileges.

### Alcohol and Drugs

In accordance with state law, local ordinances, and the Irvington Board of Education policy: Any student known to have alcohol, drugs, and/or related paraphernalia in his/her possession of use and/or distribution or found to be under the influence of said substance while in school or while participating or attending an approved school function or trip, may be suspended or expelled from school, be referred to the district Health and Social Service Coordinator, be subjected to supervised medical drug testing and/or be prosecuted.

### Weapons

In accordance with state law, local ordinances, and the Irvington Board of Education policy: Any student found to be in possession of any recognized weapon, objects designed to resemble or be used as a weapon, or the use of any object as a weapon, will be apprehended by the school resource police officer and transported to the police station. The parent/guardian will be notified, and legal proceedings will commence.

### Terroristic Threats

Any student accused of terroristic threats, or who in any way undermines the safety of the Union Avenue Middle School population, will be remanded to the custody of the Irvington Police Department. The parent/guardian will be notified, and legal proceedings will commence. Suspension or expulsion from school will proceed in accordance with the Irvington Board of Education policy, state laws and local ordinances.

### Code of Conduct

The school has an obligation to the larger society to educate young people to assume the responsibilities of adult life. The school is said to act "in loco parentis", that is in the place of the parent with respect to the supervision of the students' education and conduct while in school. This authority extends to school-sponsored functions as well as functions in other schools and sites involving approved activities. Schools have the power to enforce rules and regulations by imposing disciplinary sanctions.

Irvington Public Schools District has a student code of conduct on the District website <http://irvington.k12.nj.us/>. It is also included in this manual. Below you will find the behavior guidelines that are important to create an efficient and safe learning environment at Union Avenue Middle School.

### **Expectations of Student Behavior:**

1. Students are to prepare themselves mentally and physically for the process of learning:
  - be nourished, rested, clean, and properly dressed and groomed
  - be prepared to learn
2. Students are to take responsibility for their own behavior and learning both in school and at all school related activities:
  - recognize that academic development is the primary purpose
  - complete all class work, homework, and other assigned tasks
  - make appropriate decisions
  - accept constructive criticism as part of the learning process
  - accept disagreement when necessary and appropriate
  - accept the consequences for their actions (**Be accountable!!**)
3. Students are to demonstrate respect for self and for others:
  - are honest, courteous, and polite
  - respect the opinions of others
  - are respectful of different cultures
  - settle differences peacefully and appropriately
  - display good sportsmanship
4. Students are to respect the natural and physical environment:
  - participate in the maintenance and cleanliness of school facilities and property.
5. Students are to share responsibilities when working as a member of a group or team:
  - cooperate, contribute and share in the work of the group
  - accept and assume leadership when appropriate to do so
  - listen to the viewpoints of others
6. Students are to use their time and resources in a responsible manner:
  - attend school regularly and on time
  - use learning materials and equipment appropriately
7. Students are to communicate appropriately with parents and school personnel regarding their needs and goals:
  - take time to discuss academic learning and school programs
  - transmit information to parents and return responses to school personnel (in a timely fashion) when appropriate
  - seek assistance from appropriate school personnel in time(s) of need
8. Students are to be responsible for meeting individual class requirements:
  - participate actively in learning activities
  - follow all class rules and procedures
  - arrive to class on time with all appropriate materials
9. Students are to work to their full potential, monitor their progress, and seek help when necessary.

### **Strategies and Consequences for Unacceptable Conduct:**

It is important to note that a student may be suspended for conduct that he/she should have been aware of as a violation of school policy though not specifically listed in the statute. A school may also suspend a student for grounds where that misbehavior is detrimental to school safety, stated discipline procedures, or property.

Consequences for non-compliance can include any of the following depending upon the seriousness and or frequency of the matter: (listed in progressive order)

- Adult to pupil conference (warning)
- Demerit points

- Home contacts
- Detention (early morning or after school)
- Parent-pupil-teacher conference
- Home for Parent (HFP)
- Loss of privileges (i.e. field trips, extra-curricular activities)
- Behavior Modification Room (BMR) Assignment
- Intervention program
- Out of school suspension
- Expulsion

Please remember that our actions involving disciplinary measures are meant to correct inappropriate school behaviors. Our goal is to produce happy, healthy, well-adjusted individuals who will lead successful adult lives. Please support our school's efforts to have students behave appropriately while at school, on a trip, on the school bus, and traveling to and from school.

### **Detentions**

Detentions may be held before school at 7:45 a.m. or after school at 3:00 p.m. Staff members are encouraged to schedule detentions. All detentions will be held within 24 hours of the offense unless an administrator, after conferencing with the parent and referring teacher, designates otherwise. All administrative detentions will be held in a designated room and last 30 to 45 minutes. Students must bring schoolwork to occupy their time in detention. The staff member will inform parents or guardians of the assigned detention at least 24 hours in advance.

No talking is allowed in detention and may result in additional consequences. Those who fail to attend detention or complete detention satisfactorily (as determined by teacher or administrator) will be assigned other consequences as deemed by school administrators.

### **Home for Parent (HFP)**

Students will receive a letter notifying parents that they have displayed negative behavior or broken a school rule. Students will not be readmitted to school without a parent conference with an administrator. If a child enters the building without a parent, he/she will be considered trespassing and may be subject to disciplinary action by the Irvington Police Department.

### **Behavioral Modification Room (BMR)**

Students will be assigned to the Behavior Modification Room for a period of time (from 1 class period to a maximum of two days) as determined by an administrator. Students will spend their suspension time at school completing classroom work that will be collected and graded by their teacher. Parents will be notified by telephone when their child has or will serve in-school suspension time. Any student who does not follow the rules of BMR will receive an out of school suspension. The length of time assigned in BMR is at the administrator's discretion. **Additionally, there will be a mandatory meeting with the Health and Social Services Coordinator for any student referred to BMR.**

### **Out of School Suspension**

An out of school suspension is the temporary denial of the student's right to attend school. Only the building principal or a building administrator can suspend students.

Each suspension shall be reported to the student's parent and the Superintendent of schools, who shall report the suspension to the Board of Education.

A parent conference with an administrator is necessary for a student's re-admittance to school. Students are required to make up all missed work. All assignments will be provided, and it is expected that the student will complete work while at home. Assignments must be returned upon student's re-admittance to school.

### **Expulsion**

Expulsion is the denial of the student's right to attend public school and may be imposed solely by the Board of Education. A student may appeal an expulsion decision of the Board of Education to the Commissioner of Education and State Board of Education.

A prerequisite to any board action for expulsion of a non-handicapped student is referred to the District's child study team for preliminary determination. The purpose of this evaluation is to determine whether the student's misbehavior arises from a handicapping condition.



# IRVINGTON PUBLIC SCHOOLS

## Union Avenue Middle School

*Mr. M. Pierre, Principal*

427 Union Avenue  
Irvington, NJ 07111  
(973) 399-6885  
(973) 371-0957- FAX

Mr. E. James  
Assistant Principal  
973-399-6885 Ext. 1704

Ms. T. Bennett  
Assistant Principal  
973-399-6885 Ext. 1720

### **The Merit/Demerit Program**

August 27, 2018

Dear Parent(s)/Guardian(s):

The Union Avenue Middle School Staff uses ClassDojo as a vehicle by which you and your child can monitor his or her progress regarding classroom behavior and participation. There are many parents and guardians who are active users of the program and find it very useful in communicating with the teachers. You can access ClassDojo by signing up on the web at ClassDojo.com or by downloading the ClassDojo app on your cell phone.

The goal is to create an environment conducive to learning. To this end, rules and regulations have been established. With that said, the school has a Merit and Demerit Program by which staff members award merit or issue demerit points to students based on exhibited positive and negative behaviors. Please review the list of infractions and positive behaviors accompanied by the demerit and merit points on pages 20-21 of this document.

Thank you for your anticipated assistance in helping us monitor the progress of your child.

Sincerely,

Muller Pierre  
Principal

### **Acknowledgement Form**

After you have read the Merit/Demerit Program rules and requirements please sign below. **Failure to return this form will not exempt your child from the Merit/Demerit Program.**

_____	_____	_____
Parent/Guardian Name (Print)	Parent/Guardian Signature	Date
_____	_____	_____

Student Name (Print)	Student Signature	Date
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**This page must be signed and returned no later than Thursday, September 13, 2018.**



# IRVINGTON PUBLIC SCHOOLS

## Union Avenue Middle School

*Mr. M. Pierre, Principal*

427 Union Avenue  
Irvington, NJ 07111  
(973) 399-6885  
(973) 371-0957- FAX

Mr. E. James  
Assistant Principal  
973-399-6885 Ext. 1704

Ms. T. Bennett  
Assistant Principal  
973-399-6885 Ext. 1720

The Merit/Demerit System is a guide of discipline and rewards for sixth through eighth grade students at Union Avenue Middle School. The faculty and staff expect students at Union Avenue Middle School to maintain the highest standards of behavior at all times. Failure to comply with the Code of Conduct and regulations will result in the issuing of demerits and/or other disciplinary actions.

### MERIT CODE

All students begin the school year with a blank slate or zero. In order to attend school functions (dances, field trips, assemblies, pep rallies, sporting events, etc.) students must earn a required number of merit points each month. For example, a student must have at least 6 merit points to attend or participate in extra-curricular activities in September and incrementally increase by 6 points each month. Students can earn additional merits from the faculty and staff for displaying positive behavior, which will be documented on the Student Merit form that briefly documents the reason for the accolade. On a monthly basis this report will be used as part of the criteria to select students of the month in each grade level. A student is not to receive more than one merit reward per staff member, per day. Positive Behavior in School team members will monitor the Merit/Demerit points program to ensure that proper procedures are followed. No student will be permitted to attend or participate in any after school functions, trips, clubs, and sports with negative merit points. **Negative merit points (demerits) will be deleted every 8 weeks in order to encourage the students who have improved on their behavior and give everyone an opportunity to participate and enjoy the activities that the school offers.** On a monthly basis, a report will be collected regarding the merit and demerit points for each student in the school. Those with the highest points will earn recognition such as student of the month, shopping coupons for the school store, and participation in raffles.

### DEMERIT CODE

The Class Dojo program will also document a demerit system of discipline. A student will receive demerits based on any disrespectful, rebellious, and/or disruptive behavior. Demerits serve as a record of the scholar's inappropriate conduct and as a communication tool to parents that their help is needed to correct their child's behavior. A student is not to receive more than one demerit infraction per teacher per day. Again, Positive Behavior in School team members will monitor the Merit/Demerit points program to ensure that proper procedures are followed. Demerits may also be assigned at the discretion of the administration in certain cases, which are not covered by the list.

### RESETTING of POINTS

The merit and demerit points will accumulate month to month. Every 8 weeks, the demerits will be reset to zero in order to give students renewed opportunities to earn positive merit points and participate in upcoming extra-curricular activities. A guidance counselor will review a student's record of his /her accumulated merit and demerit points during conference meetings each marking period.

The lists on pages 20-21 are examples of the type of positive attributes for which your child will be recognized with merit points as well as examples of infractions for which your child will held accountable and issued demerit points. The merit and demerit lists on the following pages may change based on the needs of the school building. Please regularly check the Class Dojo portal for the



# IRVINGTON PUBLIC SCHOOLS

## Union Avenue Middle School

*Mr. M. Pierre, Principal*

427 Union Avenue  
Irvington, NJ 07111  
(973) 399-6885  
(973) 371-0957- FAX

Mr. E. James  
Assistant Principal  
973-399-6885 Ext. 1704

Ms. T. Bennett  
Assistant Principal  
973-399-6885 Ext. 1720

current lists, as well as monitor the progress of your child.

<b>Positive Behavior</b>	<b>Merit(s)</b>
Courteous and/or respectful (weekly basis)	1
Displaying school spirit (participates in an after school activity)	1
Does most (80%) homework (bi-weekly)	1
Maintains good behavior in the auditorium (weekly basis)	1
Maintains good behavior in the hallway (weekly basis)	1
Maintains good behavior in the lunch room (weekly basis)	1
Good Citizenship (weekly basis)	1
Good attendance for after school programs (bi-weekly)	1
Good attendance for Saturday School (bi-weekly)	1
Good classroom behavior (bi-weekly)	3
Maintains good attendance (97% or higher) (quarterly)	3
Volunteering (a minimum of 10 hours and maintains a log with signatures)	5
Honor Roll (quarterly)	3
Super Honor Roll (quarterly)	5
Recovering and Returning Lost Items	3



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<b>Infractions</b>	<b>Demerit(s)</b>
Using profanity and/or acts of vulgarity	1
Defiance (Refusal to follow directions)	1
Disrespect (Rude/insulting others)	1
Dress code violation (3 or more incidents double demerits)	3
Failure to provide identity to faculty/staff members	2
Failure to report misconduct	2
Littering	2
Running, loud talking in halls, and/or wandering in the hall without a pass	2
Unexcused tardy to class (three or more times)	2
Failure to serve detention	3
Instigating	3
Rowdy behavior (horseplay)	3
Refusal to put cell phone, music devices (including headphones), and other electronics away after being advised	3
Abusive language (Cursing at someone)	3
Cheating, including plagiarism	3
Stealing (Taking anyone's belongings without permission)	3
Cutting class and/or walking out of class	3
Failure to attend Saturday Detention	3
Classroom disruption (interfering learning and teaching)	3
Defacing property	3
Fighting	10
Setting off a fire-alarm	10
Found guilty of an HIB offense	10
Possession of illegal paraphernalia	10
Sexual Activity/Lascivious behavior	10
Use of alcohol/illegal drugs	10

### **Year End Incentive Trips**

Students must earn the right to attend the end of the year incentive trips. Each grade level will have an end of the year incentive trip and field day. Those students who have displayed positive and appropriate behavior over the course of the school year and maintained positive merit points will be eligible to participate. The respective grade level field trips are all day events. Additionally, grade 8 students will have a dinner dance after normal school hours at a date to be determined.

### **Field Trips**

In order to expedite the smooth planning of approved field trips, it is necessary that all pupils desiring inclusion on said trips do the following:

- Secure and complete a signed permission slip by a parent/guardian and provide current and reliable information.
- Return the permission slip in a timely manner. No student will be permitted to attend any approved trips without a signed permission slip. The teacher/sponsor will be in charge of distributing, collecting, and accounting for all monies and permission slips.
- Complete any homework, tests, and class work missed as a result of attending the approved trip.

### **Lost and Found**

Lost articles are kept for a period of one month. A student should report to the school office as soon as possible after discovering a loss. It is particularly helpful if nametags are placed on all items. All students must have a lock when using the physical education locker rooms.

### **General Cafeteria Guidelines**

- You must arrive at the cafeteria in a timely manner.
- You must line up when and where instructed. **Do not cut in line.**
- You must sit at your assigned table. Saving seats is not permitted.
- You must remain in your seat during the lunch period unless you have been granted permission to leave by an administrator. You must ask permission to use the restroom, water fountain, or to return to the lunch line. Passes to the restroom are provided on a first come, first served basis.
- Do not leave the dining hall for any reason without permission.
- All eating must be done in the dining hall. No food or drink is to leave the dining hall.
- Eat slowly. Be neat with food, drink, and wrappers.
- Speak in conversational tones. Shouting or yelling is not acceptable.
- Be courteous and considerate of others in the dining hall.
- For safety reasons, bottles or glass containers are not permitted in the dining hall and/or in the school.
- Each student is responsible for properly discarding his/her lunch tray and any other trash.

### **Locker Information**

• Lockers are provided to all students. Students may be required to share a locker with another student in their homeroom as assigned by the homeroom teacher. All students are responsible for their own materials.

- Students are responsible for all of their books and personal property that are kept in their lockers. **Locker combinations should not be given to anyone who is not assigned to the locker.**
- School lockers remain the property of the district even when used by students. Lockers are subject to administrative search in the interests of school safety, sanitation, and discipline.
- Any illegal materials found in a locker will be subject to seizure. Such materials may be used as evidence against the student in disciplinary proceeding. If school authorities have reasonable suspicion that a locker contains materials that pose a threat to the health, welfare, and safety of students in the school or the school environment, the locker may be searched without prior warning.
- Law enforcement officials upon presentation of a proper warrant may search lockers.
- If students are habitually using their lockers during unauthorized times, their lockers will be padlocked and they must carry their books to class.
- Students will be informed of this policy when lockers are assigned. Failure to follow school locker rules or misuse of lockers may result in loss of locker privileges.

## Gym Lockers

In an effort to prevent unnecessary theft or loss:

**•It is strongly recommended that students store their personal items in a locker after changing for physical education class. Students are required to bring a combination lock to school for use during gym class. Union Avenue Middle School is not responsible for stolen items.**

•Student must remove the lock and personal belongings at the conclusion of each gym class.

## Search and Seizure

School officials may search a student's personal possessions when there are reasonable grounds on the part of the official to believe that illegal or prohibited substances or objects are present.

### Entry, Exit, and Homeroom Procedures

- Each student is assigned a homeroom by grade level.
- Students are allowed to enter the school building as early as 7:30 a.m., but have to remain on the first floor except for those students who have an appointment with a teacher. Students who have an appointment must have a pass or note.
- A.M. Homeroom is incorporated into the first block. Students must be seated before the ringing of the late bell at 8:31 a.m. **Homeroom and first period are combined into the same period.**
- Morning announcements will commence at 8:32 a.m., daily. Other arrangements will be made during testing.
- During the opening announcements, students will stand, salute, and recite the Pledge of Allegiance to our flag or show respect to the flag by standing at attention while the pledge is recited.
- Students will listen to announcements via the intercom.
- Late students who are in the hallways must stop and listen to the opening announcements.

### Extracurricular Eligibility Policy

The Irvington Board of Education, in accord with recent New Jersey Department of Education mandates, shall establish the following criteria for all students who wish to participate in extracurricular activities.

- To be eligible for any sport, a student must maintain a "C" average.
- At the discretion of the principal, a student may be declared ineligible for failure to comply with school rules and regulations regarding tardiness, class cutting, and proper behavior in school, during the athletic event, and in the community.
- Any student involved in the use of alcohol or drugs (not of a medical nature) will be removed from all eligibility lists for a period of time to be determined by the principal.
- All students eligible for sports must also meet the following attendance requirements:
  - a. Any student eligible for fall and winter sports becomes ineligible after seven unexcused absences from school or until an appeal is filed by the attendance office.
  - b. Any student eligible for spring sports becomes ineligible after fifteen unexcused absences or until an appeal is filed and approved by the attendance office.
- All special education students must meet the requirements outlined within his/her Individualized Education Plan (IEP).

Anyone is eligible to try out for a sport providing he/she has a grade point average of "C" or better. All students are required to have a permission form filled out and signed by their parent or guardian. At that point, the school doctor will schedule the student for a physical examination provided that he or she meets the academic requirements.

### Positive Behavior Support In School (PBSIS)

Union Avenue Middle School will incorporate the PBSIS program. The purpose of PBSIS is to help the school create positive learning environments that lead to a reduction of discipline problems, and increase opportunities for all students to learn. Positive proactive and practical interventions are used to produce socially desired behaviors at the school wide, classroom and individual student levels.

The success of an educational program relies on the involvement of the entire school community: students, parents, staff, and community stakeholders. The professional staff will handle routine discipline matters through: individual student conferences, parent conferences, phone calls home, teacher detentions (lunch/after school) and referrals to the school dean and assistant principals. The role of the school administration is one of support for the professional staff in disciplinary matters. Administrative staff will work with pupils, staff and parents to resolve disciplinary issues. Students are to follow these clear expectations in all school areas.

## Parent Information

### Lunch Program

Union Avenue Middle School has a closed lunch program where students are not allowed to leave the school premises. Lunch applications are sent home at the beginning of the year for parents to complete. All information must be answered for the application to be processed. Parents will be notified if their child qualifies for free or reduced lunch. Students also have the option to bring lunch from home or purchase the daily lunch at full price if they do not qualify for the program. **Lunch is not served during four hour session days (half days). Please note that all students must submit a lunch application. Parents can also complete the lunch application via an Internet link which can be accessed through the District's website.**

**\*Anyone who does not return a lunch form by the assigned date will be assigned a Home for Parent (HFP) letter.**

The government requires the school to thoroughly verify the lunch applications. Therefore, it is imperative that you submit the requested application by the due date.

### Breakfast Program

A breakfast program known as "Grab and Go" is offered to all students regardless of their lunch application status. Students are to enter through the main entrance at 8:10 a.m. The dispensing of breakfast concludes at 8:25 a.m.

**Once a student enters the building for breakfast, he/she will not be permitted to leave. Also, breakfast will be eaten in the student's homeroom.**

### Parent Conference

In order that home and school may work more effectively for the education and training of the students, a mandatory parent conference is scheduled in November. Additional conferences may be initiated either by the parent or the teacher when either deems it necessary. These conferences may be arranged through the guidance counselor's office unless it is more convenient for both parties to communicate via email or the Class Dojo.

During Open House on September 26, 2018, parents will be given the opportunity to make an appointment for the November conference. Prior to the conference, parents will receive a confirmation letter.

### Homework Policy

The purpose of homework is to help students become self-directing and independent learners. It is intended to extend and reinforce the learning experience of the school. It provides students with practice in the mastery of skills, experience in data gathering, and an opportunity to remediate learning problems. The homework process recognizes the role of the parent in helping the student carry out assigned responsibilities. Therefore, parents and students will have online information about homework assignments. Grade 6 scholars will have 60 minutes, grade 7 will have 70 minutes, and grade 8 will have 80 minutes of homework. **Please note that students receive a grade for homework.**

### Make-Up Assignments

Pupils absent for any reason must make up assignments, class work, and tests within a reasonable length of time. Students who have been absent from school for an extended time are permitted the same length of time to make up assignments. For example, a child absent for five consecutive days will have five days to complete all make-up work.

### Special Education

We have a population of students with special educational needs that cannot be met in regular classrooms by standard academic programs and regular classroom teachers. It is the goal of special education to provide programs and personnel to help these exceptional students achieve their full potential. At Union Avenue Middle School, every effort is made to educate special needs students in a least restrictive environment.

### Early Dismissal

If an emergency arises in which a student must be taken out of school, a parent or legal guardian must present himself/herself at the school and personally sign the student out. **No telephone calls will be accepted, and anyone picking up a child before dismissal time must show a valid identification card, which will be copied and kept on file before a student is released to his/her care.** No child will be released in the care of a person whose name is not on the emergency form.

## **Open House**

All parents are encouraged to attend Open House, which will be on September 26, 2018 from 6 PM to 8 PM. This will be an opportunity for parents to meet with the administration, classroom teachers, and specialists who will be interacting with their children. P.T.A. membership drive will be in progress prior to the start of Open House.

## **Observation of a Classroom or School Activity**

If you would like to observe a lesson or activity in progress that includes your child, please call the main office at least a day in advance. The principal will arrange for your observation with the staff member. Please remember that you are present to solely observe and will not be able to meet with the teacher at the time. Recording devices are not permitted, nor are transcripts of lessons or activities. As this is a time during which the staff member is engaged in his/her responsibilities, it is not an appropriate time to engage the staff member in conversation. If you would like a parent-teacher conference, we would be more than pleased to arrange for one at another time. The length of the observation will be limited to one instructional period.

## **Transfers**

Transfer cards will be issued only to the student's legal parent/guardian. The parent/guardian of a student transferring from the school district must give the school's secretary the following information:

- the date that the student will be leaving the district
- the name and address of the student's new school
- the student's new home address and telephone number

The transfer card and all other pertinent information will be issued to the parent/guardian after the student has completed a Transfer Clearance Sheet (TCS). The TCS must be signed by the student's teachers indicating that all books, fines, etc. have been properly accounted for. The

TCS requires the signature of the guidance counselor, school nurse, register clerk, and the appropriate administrator.

## **Updating Sheets**

Each September an information packet is sent home for parents to complete. It is necessary to return the packet as soon as possible so that the school can update students' records. The packet includes the following information: personal information, medical information, insurance form, emergency information, lunch application, an Internet permission slip, and a press image release form. Students will not be issued their first cycle report cards unless an updating sheet is on file. Any student who does not return this packet in a timely manner will receive a Home For Parent letter until it is returned.

## **Visitor Policy**

**Parents and guardians are welcome to visit the school at any time. They may visit with teachers at pre-arranged times.**

For the protection of our students, all visitors are required to **enter and exit** through the **Main Entrance** door only. All visitors must sign in at our receiving desk and follow the instructions of the security guard in charge. Visitors will be required to wear a visitor's badge while in the building.

Student visitors are prohibited; we cannot accept responsibility for their safety or behavior while in the school.

- Visitors will gain admittance in the school within 30 seconds of ringing the school bell.
- Security Officers must greet all visitors and verify the photo identification unless it is a known District employee. All District employees must display their District identification upon entering the building.
- Visitors will record their name, time and destination in the sign in book located at the security desk in the front lobby. In addition, all visitors must show proper identification at the security desk.
- If the visitor requests to interact with staff or scholars, the office personnel will confirm that the visitor's identity is in Power School, the school's information database. If the visitor is not documented in Power School, the visit or contact with a student will not be allowed.
- Types of Visits:

- a. Meeting with a teacher- The teacher will confirm the appointment and will meet the visitor in his or her classroom or an available office. **There will be no visitor-teacher conferences during instruction time. A copy of a teacher's schedule is available upon request from the Main Office.**
- b. Visit the Class-The teacher will confirm the appointment and office staff will wait for a security guard to escort the visitor to the requested class. The teacher will call for security to escort the visitor back to the security desk at the conclusion of the class visit. Parents/Guardians who desire to observe a class must speak with the Principal to arrange an appointment 24 hours prior to the visit.
- c. Meet with a student- The office staff will ask about the nature of the visit and call the teacher to send the student to the office with a pass.
- d. Outside agency request to visit or sign out student- ID must be given to an office staff and copied.
- e. Sign a student out- The office staff will inform the teacher and request that the student be released to the office for dismissal. The visitor must sign the student out in the Student Sign-Out Book at the security desk.

**The point of contact will be responsible for the visitor for the duration of the meeting. At the end of the visit, the point of contact will accompany or request for security to escort the visitor to the front desk. The visitor is required to return the pass, sign out at the front desk, and exit through the main entrance. Should there be a fire or any other emergency or drill, the point of contact will accompany the visitor in executing the requirements of the school's protocol.**

#### **Notification of Change of Status**

**If you plan to change your address or phone number, please notify the Main Office at 973-399-6885, ext. 1703. This information is vital in case of emergency.**

#### **Telephones**

The office may take messages for students in emergency situations only. Parents that constantly call the school to leave messages will be referred to the principal. Since office telephones are constantly in use for school business, students may not use an office telephone to call home unless it is an emergency.

Parents are encouraged to call and/or email teachers when they have questions. Teachers will return calls and emails during their preparation period.

#### **Illegal Residents**

If you know of a suspected illegal resident attending Union Avenue Middle School or any district school please call 973-399-6885, ext. 1719. All calls will be confidential. A parent of a student found to be an illegal resident might be subjected to a monetary fine.

#### **Calendars**

Each month, a calendar will be sent home listing all of the month's activities and special events. Please display this calendar in a central location in your home. The calendar will also assist you in planning to participate in the school's monthly activities and special events.

#### **Drop-off Zone**

Students who receive a ride to and from school must notify the driver that the only drop-off zone is on Rutgers Street. **Do not drop/pick up pupils on Union Avenue or the staff parking lot.** Also, please remember that jaywalking is both unsafe and illegal. Students must cross at each corner according to the traffic signal. Students must also respect and follow the instructions of the crossing guards.

## **Health Services**

Good health is basic to learning. School health services include growth, dental, vision, hearing, tuberculosis, scoliosis, and physical screenings, as required by state law and in accordance with District policy. These services are coordinated and/or carried out by a full-time certified school nurse in consultation with the school physician.

In addition, the school nurse maintains accurate health records on all students, manages illnesses/injuries occurring during school hours, confers with staff and parents, participates in the child study process, counsels students in matters of health, leads the Wellness Committee, and is a resource person in health education.

The primary responsibility for health rests with the parent or guardian. In school, management of illness and injury is limited to first aid. The parent or guardian will be contacted in situations that may need further attention. If not urgent, it will be the parent's responsibility to come to the school and have treatments rendered as necessary. In matters of urgency, the student may be referred to the family physician or emergency squad. Therefore, since there is a possibility of parents/guardians not being home in such instances, it is necessary to have parents/guardians complete and sign the student emergency form with the names, addresses, and telephone numbers of relatives or friends who will assume responsibility in the absence of a parent or a physician.

Please do not request that the school nurse "check" an injury that occurred outside of school, since this can only result in a referral to a physician. In addition, please keep the school nurse informed of changes in your child's health (including medication) to ensure the accuracy of health records.

## **Medication Policy**

Administration of medication is not the responsibility of the school. All requests for the administration of a prescription medication must be in the form of a written note from a doctor. All prescription medication to be dispensed in the health office must be in the original container and clearly labeled with the name of the student, medication, doctor, and the times to be administered.

The following describes the policy of the Irvington Board of Education regarding the dispensing of medication to students.

Students are not permitted to carry or take medication in school. This includes over the counter medicine such as aspirin, cough drops, etc.

If a student has to take medication during school hours, it will be necessary to provide:

- the medication labeled by the pharmacy
- a statement from the private physician indicating the diagnosis of the condition for which the medication is prescribed, and the length of time during which medication should be taken
- written permission for dispensing medication (Please note the time that prior doses are given and if the student is to receive more than one dose a day)
- non-prescription medication is never dispensed at the school
- the school nurse and the parent are the only persons authorized to administer medication.

A child who is absent for three (3) consecutive days or more due to illness must be readmitted by the school nurse with a note.

## **Required Immunizations**

Students will not be permitted to attend school unless immunization requirements have been met. All students must present records of complete immunization against diphtheria, pertussis, tetanus, polio, measles, mumps, and rubella for enrollment in the Irvington Public Schools.

**PARENT AND STUDENT ACKNOWLEDGEMENT FORM**  
2018-2019

The administration of Union Avenue Middle School has established this handbook to help students be successful in school. Parents/guardians must take responsibility for the actions of their children and should be involved in their education.

The school is in need of your cooperation and assistance. Please review and discussed this handbook with your son/daughter; sign this sheet and return it to the school. This form will be kept in your son/daughter's personal folder.

**FAILURE TO RETURN THIS ACKNOWLEDGEMENT WILL NOT RELIEVE A STUDENT AND/OR THE PARENT(S) FROM THE RESPONSIBILITY FOR KNOWLEDGE OF THE CONTENTS IN THIS HANDBOOK.**

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**PARENT AND STUDENT ACKNOWLEDGEMENT FORM AGREEMENT**  
2018-2019

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_ Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Cell Phone# \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student

Signature \_\_\_\_\_ Date \_\_\_\_\_ Homeroom \_\_\_\_\_

PLEASE DETACH AND RETURN THIS ACKNOWLEDGEMENT TO YOUR CHILD'S HOMEROOM TEACHER BY THE NEXT SCHOOL DAY.