



***Parent & Student Handbook  
2025-2026***



Dear Parents/Guardians,

It is with great joy and deep gratitude that I welcome you to the 2025–2026 school year at **Union Avenue Middle School** — where we “*Rise Together with Respect, Resilience, and Results*”.

As the newly appointed principal, I am honored to serve a school and community I have grown to love deeply. From 2019 to 2024, I had the privilege of serving as Assistant Principal here at Union Avenue. During that time, I witnessed firsthand the strength, dedication, and brilliance of our scholars, staff, and families. Now, as Principal, I am excited to continue that work with a renewed passion and unwavering commitment to excellence.

Middle school is such a pivotal time in a young person’s life. It’s a season of exploration, growth, and self-discovery — and our team is here to guide and support every step of the way. This year, we are focused on empowering our scholars to reach their full potential in a learning environment that is safe, inclusive, and rooted in mutual respect.

The *Scholar Handbook and Agenda* you’re receiving is an important resource. It outlines our expectations, procedures, and the tools needed to stay organized and prepared. It’s more than just a guide — it’s a key to helping scholars develop the habits that lead to success both in and beyond the classroom.

I truly believe that when we work together — families, educators, and scholars — there’s no limit to what we can achieve. I look forward to partnering with each of you as we build a school year filled with high achievement, personal growth, and moments worth celebrating.

Here’s to a fantastic year ahead at Union Avenue Middle School. I am proud to lead this incredible community and can’t wait to see all that we accomplish — together.

Sincerely,  
Mrs. Shakeena Hill-Simpson  
Principal

# I. INTRODUCTION-

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At Union Avenue Middle School (UAMS), we take pride in being a vibrant and inclusive educational community dedicated to delivering a high-quality, research-based academic experience for every scholar in grades six through eight. As the place where scholars from various elementary schools across Irvington come together for the first time, UAMS has a unique opportunity to embrace the rich diversity of our community and foster a learning environment that equips every scholar to grow into a responsible, productive citizen.

To support our scholars and families through this important stage, our dedicated administrators and teachers have created this *Scholar Handbook*. It's designed to ease the transition into middle school by clearly outlining school rules, behavioral expectations, academic guidelines, and resources that will help make each scholar's experience a positive one. We encourage families to read through and discuss the information together so everyone starts the year informed and prepared.

For continued access to information and updates, please visit the Union Avenue Middle School page on the Irvington Public Schools district website: [www.irvington.k12.nj.us](http://www.irvington.k12.nj.us). There, you'll find helpful links for both scholars and parents, including teacher email addresses, grade-level resources, school events, and more. The website is a valuable tool for staying connected and informed throughout the school year.

Strong communication between school and home is key to every scholar's success. We are committed to keeping those lines open and accessible. While our administrative team strives to be available to all families, we kindly ask for your patience during our busiest times — especially between 7:30–9:00 a.m. and during lunch hours — when you may be directed to our automated phone system. For general questions, the main office staff can usually assist you quickly and directly.

Our school operates using a grade-level team model. Each grade level is supported by a team that includes an Assistant Principal and a Guidance Counselor. This structure ensures that both scholars and parents receive targeted support tailored to their grade-level needs. The grade-level Assistant Principals assist in managing scholar life and are empowered to address most scholar-related concerns, while Guidance Counselors provide support in academic planning, scheduling, special education, testing, and overall student well-being.

If you're unsure who to contact for a particular issue, the main office is always a good starting point. Most concerns — especially those related to academics, progress reports, or grades — can be best resolved by reaching out directly to the guidance office.

We are excited to welcome you and your child to UAMS and look forward to partnering with you in what promises to be a rewarding school year. Together, we'll create a safe, respectful, and enriching environment that supports every scholar's journey toward success.

Let's make it a great year at Union Avenue Middle School!

II. GENERAL INFORMATION

Hours of Operation

Office Hours: 7:30 a.m. - 4:00 p.m.  
School Hours: 8:25 a.m. - 3:00 p.m.

Half-day Hours for Scholars: 8:25 a.m. - 12:30 p.m.

Telephone Directory

Main Office	(973) 399-6885
<b><u>Administration</u></b>	
Shakeena Hill-Simpson, Principal UAMS	(973) 399-6885 Ext. 1701
Michael Smith, Asst Principal - 8th	(973) 399-6885 Ext. 1720
Vangela Crowe, Asst Principal - 7th	(973) 399-6885 Ext. 1704
<b><u>Guidance Counselors &amp; HSSC</u></b>	
Shanelle Knight, 6 <sup>th</sup> Grade Counselor	(973) 399-6885 Ext. 1713
Emelyn Vargas, 7 <sup>th</sup> Grade Counselor	(973) 399-6885 Ext. 1710
Jahita Kitchen, 8 <sup>th</sup> Grade Counselor	(973) 399-6885 Ext. 1707
Tanora Ligons, Health & Social Services	(973) 399-6885 Ext. 1709
<b><u>Dean of Scholars</u></b>	
Michael Brown	(973) 399-6885 EXt. 1721
<b><u>Medical Office</u></b>	
Pierre Anna Castor, School Nurse	(973) 399-6885 Ext. 1717
Malhil Vigneswaran, Nurse's Secretary	(973) 399-6885 Ext. 1716
<b><u>Other Personnel</u></b>	
Solicity Manley, Secretary	(973) 399-6885 Ext. 1702
Tiffany Fontaine, Main Office Secretary	(973) 399-6879 Ext. 1703
Fatiesha Baskerville-Baytops, Attendance	(973) 399-6879 Ext. 1719
Faithann Whitehall, Technology	(973) 399-6879 Ext. 1729

### III.

## **2025 - 2026 UNION AVENUE MIDDLE SCHOOL VISION, MANTRA, & DAILY AFFIRMATIONS**

### **Vision Statement**

Union Avenue Middle School inspires and instructs all students to think critically, creatively, and responsibly, to embrace diversity, and to pursue their dreams with purpose.

**Our Vision:** Union Avenue Middle School envisions a future where every scholar is equipped with the knowledge, confidence, and character to succeed in high school, college, and beyond. We believe in building strong minds, strong hearts, and a strong community—together.

### **Theme/Mantra**

**“Rise Together with Respect, Resilience and Results”**

We are Union Avenue Scholars- strong, proud, and united!

We come to school ready to learn, grow, and lead.

We show respect, take responsibility, and rise with resilience.

Because at Union Avenue, success starts with us!

### III. ACADEMIC PROGRAMS

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#### **Guidance**

Scholars are assigned a guidance counselor, who will remain their counselor for the three years they will be at UAMS. Guidance Counselors work with scholars, 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.

Each scholar will be given the opportunity to see his/her guidance counselor. This contact may take place on an individual basis, in a counseling or conflict resolution group, or in a classroom lesson format. We encourage parents/guardians to contact their child's counselor to discuss concerns including scholar achievement, behavior issues, special needs of their child, early intervention of potential crisis, and family difficulties or challenges. Parents may call their child's guidance counselor at any time for a phone conference or to set up an appointment.

Guidance counselors help scholars in a variety of ways. Scholars may request an appointment with their counselor by completing an appointment sheet located on each counselor's door. Some of the services provided by the guidance counselors are:

- Assisting with academic problems in an open and caring environment where scholars can learn to better understand themselves and others.
- 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 monthly guidance lessons on conflict resolution skills.

#### **Health and Social Services Coordinator**

Union Avenue Middle School provides additional counseling sessions through our Health and Social Services Coordinator. The HSSC provides services for our scholars related to their health and social development. Additionally, they provide support to parents by introducing them to support agencies throughout the Irvington community.

#### **Special Education**

Some young people in Irvington have 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 scholars achieve their full potential. At Union Avenue Middle School, classified scholars are taught in self-contained, resource room, and inclusion classroom settings. Parents who feel that their child is exceptional and/or in need of special academic or behavioral programming may address their concerns with the grade-level guidance counselor.

#### **Curriculum Offered**

The curriculum offered at UAMS is diversified. Designed to meet the academic needs of the scholars, the offerings satisfy the criteria established by the New Jersey Department of Education.

Each scholar in grades six through eight is required to complete the following minimum requirements:

Sixth Grade

Language Arts Literacy  
World History/Financial Lit  
Science  
Mathematics  
PE/Health  
Elective (1)  
Intellectual Gifted

Seventh Grade

Language Arts Literacy  
Geography/Financial Lit  
Science  
Mathematics  
PE/Health  
Elective (1)  
World Language

Eighth Grade

Language Arts Literacy  
Civics/Financial Lit  
Science  
Mathematics/Algebra  
PE/Health  
Elective (1)  
World Language

**Grading Policy**

Scholars are evaluated in each class dependent upon the number of factors determined by the course, the curriculum, as well as teacher and departmental requirements. Grades are averaged in the following manner:

90-100 = A      89-80 = B      79-70 = C      69 –60 = D      Below 60 = F

All parent(s)/guardian(s) are responsible and required to make an account on **PowerSchool** to monitor their child’s grades. Parent(s)/Guardians should also reach out to their child’s teacher(s) when a grading question arises. In the instance that grades are not updated after five school days please contact your child’s school counselor.

**6th Grade - Shanelle Knight**    (sknight@irvington.k12.nj.us)  
**7th Grade -Emelyn Vargas**    (evargas@irvington.k12.nj.us)  
**8th Grade - Jahita Kitchen**    (jknight@irvington.k12.nj.us)

**National Junior Honor Society**

Union Avenue Middle School National Junior Honor Society’s purpose is to create enthusiasm for scholarship, stimulate a desire to render service, to promote leadership, develop character, and encourage citizenship in the scholars of secondary schools. Membership is based on scholarship and character. All eighth-grade scholars who have a 3.5 GPA and above during the four quarters of grades 6<sup>th</sup> and 7<sup>th</sup> and the first quarter of grade 8 will be considered for membership. Teacher recommendations/comments also impact membership eligibility. All honor society scholars must complete at least eight hours of community service (four of which are served at school), and regularly attend the honor society meetings.

**Intellectually Gifted**

Union Avenue Middle School has an Intellectually Gifted Resource Room Program for grades 6-8. This program serves those exceptional children in our school system that possess such superior cognitive abilities that they require special education to meet their unique needs. Intellectually gifted scholars perform or show the potential to perform at substantially high levels of accomplishment when compared with others of their age, experience, or environment. Scholars exhibit high-performance capability in intellectual areas, specific academic fields, or in both intellectual areas and specific academic fields. Intellectually gifted scholars require differentiated education services beyond those ordinarily provided by the regular educational program. Outstanding abilities are present in scholars from all cultural groups, across all economic strata, and in all areas of human endeavor.

## **Student Council**

The purpose of Union Avenue Middle School is to develop and practice attitudes of good citizenship serving as role models for their fellow peers. Student Council also improves scholar-teacher relationships and provides harmonious relations throughout the entire school. In addition, the Student Council provides a forum of expression and welcomes scholars' ideas for the school, ultimately, improving school morale and assisting in the management of school activities for scholars.

## **Super Honor Roll/ Honor Roll**

Students in grades 6–8 are eligible for Super Honor Roll or Honor Roll recognition each marking period based on the following criteria:

- **Super Honor Roll:** Students must have a minimum GPA of 3.5, with all A's and no more than one B in both academic and special/minor subjects. No grade may be lower than a B.
- **Honor Roll:** Students must have a minimum GPA of 3.0 and maintain at least a B average in academic subjects and overall. While an academic A can offset a C in a special subject, an A in a special subject cannot offset a C in an academic subject. No grade may be lower than a C.

## **Homework Policy**

The purpose of homework is to help scholars become self-directing and independent learners. It is intended to extend and reinforce the learning experience of the school. It provides scholars 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 scholar carry out assigned responsibilities. In general, daily homework is issued approximately 10 minutes per grade level. Therefore, 6th-grade scholars will have 60 minutes, 7th-grade will have 70 minutes, and 8th-grade scholars will have 80 minutes of homework. Every effort should be made to access homework assignments via your Google Classroom, as keeping track of homework is the responsibility of each scholar. For more information about your child's classes or teachers, please refer to your PowerSchool access and ClassDojo. **Homework counts as a percentage of the overall grade.**

## **Make-Up and Incomplete Assignments**

Scholars are required to make up all assignments, class work, and tests missed due to an excused absence. One day of make-up time will be given for each consecutive day of absence. In the event of a single day of absence on the date of an announced test, project, or other assignment, the work must be completed or submitted on the date of return to school. Scholars will not be able to make up missed assignments after the marking period is over. In the event of extenuating circumstances, extensions may be granted by the administration.

## **Marking Period Dates**

- **1st Marking Period - 9/3/25 - 11/5/25**
- **2nd Marking Period - 11/10/25 - 1/27/26**
- **3rd Marking Period - 1/29/26 - 4/9/26**
- **4th Marking Period - 4/10/26 - 6/18/26**

## **Progress Reports and Report Cards**

Progress reports are accessible online via PowerSchool during the middle of each cycle. Additionally, report cards are accessible at the end of each marking period via PowerSchool. Parents/guardians are urged to regularly monitor and check the progress of



their child. Parents should review the reports with their child(ren) and call the school guidance office if there are any questions concerning these reports.

Parents should participate in a parent/teacher conference at the end of the first and third marking period. Parental involvement is crucial when improving scholars' academic performance. Report cards serve a significant function in school/home communication. Report cards will not be issued to scholars who owe fines or have any outstanding financial obligations.

Progress Reports will be live on PowerSchool, ***not sent home***, on the following dates:

- **1st Marking Period - 10/3/25**
- **2nd Marking Period - 12/15/25**
- **3rd Marking Period - 3/2/26**
- **4th Marking Period - 5/12/26**

Report Cards will be live on PowerSchool, ***not sent home***, on the following dates:

- **1st Marking Period - 12/3/25**
- **2nd Marking Period - 2/5/26**
- **3rd Marking Period - 4/20/26**
- **4th Marking Period - 6/18/26**

## **Power of Positive Communication**

Most importantly, please know that while our doors are always open and we value the opportunity to visit with our families, you must **schedule** a time to visit with school staff should you have any questions or concerns as we are unable to meet without a scheduled appointment. We want your child's educational experience with us to be top notch and that takes teamwork between home and school. You are their first teacher and we are pleased to have the opportunity to work with your family along this journey.

## **Retention Policy**

If a scholar fails three (3) core courses, he/she will AUTOMATICALLY be retained in their present grade. Core courses are defined as Mathematics/Pre-Algebra/Algebra, English Language Arts, Science, Social Studies, and Physical Education. Summer school is not an option for these scholars.

## **Athletics and Clubs**

To be eligible for athletics and clubs, students must: Maintain regular attendance (not be chronically absent, which is defined as missing 10% or more of the school year), hold at least a C average (2.0 GPA), and follow all school rules and expectations. Students who do not meet these requirements may be suspended from or removed from participation in athletics and/or clubs.

## **Eighth-Grade Promotion Policy**

To participate in the 8th-grade promotional exercise, scholars must pass all academic subjects. Scholars are considered ineligible to participate if they fail one major academic subject (math, ELA, social studies, science, physical education) or two minor subjects (technology, art, music) for the school year. If a scholar fails one core course, summer school is available to that scholar. Attendance and successful completion of the course will lead to promotion. Failure to pass the course(s) or to attend the summer session will result in AUTOMATIC RETENTION. A maximum of two (2) courses may be taken. There is also an attendance requirement. Questions concerning retentions should be directed to the

Guidance Department. Parents are encouraged to actively monitor their children's grades and behavior to ensure academic success and participation in the promotional ceremony.

## **Class Dojo - Our Merit & Demerit Program**

The merit/demerit system known as Class Dojo is a guide of discipline and rewards for sixth through eighth-grade scholars at Union Avenue Middle School. The faculty and staff expect scholars at Union Avenue Middle School to maintain the highest standards of behavior at all times and will hold them accountable for maintaining this standard. Failure to comply with the code and regulations will result in the issuing of demerits, disciplinary actions, and exclusion from events including graduation, field trips, assemblies, and dances.

All parent(s)/guardian(s) are **required** to connect to their child's ClassDojo page as this will be the main form of communication between the school and home and your child's teacher and home. Limited printed communication will be sent home so it is the utmost importance that parents/guardians utilize the online platform for up-to-date information.

## **Merit Code using Class Dojo**

All scholars begin the school year with a blank slate or 0. To attend school functions (dances, field trips, assemblies, pep rallies, sporting events, 8th-grade commencement, etc.) scholars must maintain a certain number of merits for each event. The number of merits will be shared with scholars on the permission slips and during assemblies. Additionally, scholars can earn additional merits from the faculty and staff for displaying positive behavior, which will be documented on Class Dojo. On a monthly basis, this report will be used to determine ten scholars of the month in each grade level and those scholars will be entered into our end-of-year raffle to win bigger prizes. Moreover, a scholar is not to receive more than one daily reward per teacher, per day. In the event this happens a member of the Dojo team will remove the extra merit provided from a scholar's overall score.

## **Demerit Code using ClassDojo**

The program also includes a demerit system of discipline. A scholar will receive demerits based on any disrespectful, rebellious, and/or disruptive behavior, which will be documented on Class Dojo. Demerits serve as a record of the scholar's conduct and as a communication tool to parents that their help is needed to correct their child's behavior. A scholar is not to receive more than one infraction per teacher per day. In the event this happens a member of the Dojo team will remove the lesser infraction from a scholar's overall score.

## **Lost Textbooks**

The Irvington Board of Education policy states that scholars are responsible for all textbooks and other non-consumable books issued to them. Scholars 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, payable to Union Avenue Middle School. A refund will be made if the missing book is located and found in a 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. Scholars are reminded to keep their lockers secured and to check with the main office for lost books. Scholars should carefully examine their textbooks upon receipt and report all damage to the teacher immediately. Any unreported damage will be the responsibility of the scholar. Damage or loss assessments must be paid before report cards will be distributed.

## **Scholar ID Cards (REQUIRED)**

Scholar ID cards will be issued to each scholar within 3-5 weeks after picture day. The first ID card for the year will be free. ID Cards MUST be worn at all times with the picture facing forward. The ID card is considered part of the uniform at Union Avenue Middle School. This card allows scholars to attend school-sponsored functions and the scholar may be asked to show and use the ID card in order to get breakfast and lunch. If your child loses and/or damages his/her ID card, he/she must go to the main office before or after school to purchase a new one. The cost is \$3.00.

## **Chromebook Policies (including lost, broken, damaged, etc.)**

Union Avenue Middle School is excited that your child will be participating in our 1:1 technology learning program. Students will be issued a Chromebook device and a charger for their use in school and at home. Please review the below provisions of this program as well as the attached applicable Board of Education Policies and accept this form.

- When using the district-provided Chromebook and charger, students must comply with the District's Acceptable Use of Computer Network/Computers and Resources policy and regulation.
- The device and charger, loaned to a student, must be returned to the District in the condition they were initially provided to the student considering reasonable use and care by the student while they are a student.
- The District reserves the right to demand the return of the device and/or charger at any time. Failure to return the device may result in disciplinary action and/or criminal charges sought against the student and/or the person in possession of the device/peripherals.
- The parent or student shall be responsible to reimburse the District the cost of repair or replacement of any technology device, including the charger that is lost, damaged beyond reasonable use or beyond their value, abandoned, missing, stolen, or cannot be returned to the District.
- Parent(s)/Guardian(s) must send a message to our Technology Coach (fwhitehall@irvington.k12.nj.us) and their child's homeroom teacher if there is an issue with any technology loaned to their child. The message should be as specific as possible. This message can also be sent via email or ClassDojo. Students will not be issued a new computer until payment or a payment plan is received and acknowledged.

## **Cost of Broken Parts**

- |                 |                      |
|-----------------|----------------------|
| • Battery \$45  | • System Board \$100 |
| • Screen \$30   | • Charger \$30       |
| • Keyboard \$50 | • Touchpad \$30      |

## **Cost of Replacement Chromebook**

- Chromebook \$200 - \$300

## **New Jersey's Anti-Big Brother Act Notice, N.J.H.S.A. 18A: 36-39**

The electronic device provided by the Irvington Public School District may record or collect information on a student's activity or a student's use of the device. **The district may remotely activate a location tracking feature.** The district may monitor device usage and internet traffic anytime the device is connected to an internet connection. The Irvington Public School District will not use any of these electronic capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

The district uses software to help monitor student's activity during school and after school hours. GoGuardian is a safe, web-based internet system. All messages and searches pass through a number of filters. Messages and websites with offensive language, questionable domains, banned file types, or pornographic images are automatically rerouted to the student's Assistant Principal and Guidance Counselor for review. Students will be warned directly via email for other less serious infractions.

### **Transfer Procedures**

The Guidance Office must be notified if a pupil is transferring from the school district. A transfer request can only be made by the parent/guardian; this must be done in person. After completing a transfer form request, the parent should submit it to the main office secretary. A Transfer Clearance Sheet (TCS) will be issued to the scholar for teachers and personnel to sign. A signature indicates that all school obligations have been met. This should be completed on or before the last day of attendance. A transfer paper for the new school district will be issued to the parent on the last day of attendance at Union Avenue Middle School provided that all financial obligations have been satisfied.

## **IV. SCHOOL PROCEDURES, POLICIES, & REGULATIONS**

### **Attendance**

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 at school is crucial for success and is the responsibility of both the scholar and the parent. However, we realize that occasionally scholars will be unable to attend school for legitimate reasons. Scholars are not entitled to any unexcused absences. A parent/guardian providing written notice as to why a scholar was absent does not make the absence excusable. The attendance secretary will review all notes and deem if they meet the district's criteria for excused absences. At which time she will begin the legal proceedings as required by the district.

Examples of unexcused absences include:

- Absence due to parental/scholar neglect -- overslept, etc.
- Visiting a family member
- Truancy -- cutting of classes and scheduled periods.

When an absence is excused, the frequency of absences is still a concern. Therefore, when a scholar accumulates excessive absences, additional administrative contact may be made with the parent/guardian, and/or medical/professional verification may be required.

## **Procedure for Scholar Absences**

1. The parent/guardian must call the attendance office between the hours of 7:30 a.m. – 8:15 a.m. and provide the reason and the approximate length of absence. If no one answers, you can leave a message and the secretary will obtain the information. If a scholar 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 access to a parent/guardian at all times in case of an emergency. Please update scholar 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 scholar’s homeroom teacher upon return. Excused absences are defined as follows: a) illness, b) recovery from an accident, c) required court attendance, d) death in the family, e) religious observance, and f) medical appointments.

### **In the event a child is absent for 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, the school must be notified as to the length and reason. Arrangements should be made to receive homework for the child.

- Scholar attendance is closely monitored by homeroom teachers and guidance counselors.
- Chronic truancy problems will be referred to the attendance office for appropriate court action, commencing with the fifth unexcused absence from school. Scholar attendance is also one of the areas considered when determining the promotion or retention of a scholar at the end of the year.
- Scholars must be present in school for a legal attendance day to participate in an activity on that day. Failure to be present in school will jeopardize participation.
- Scholars are reminded that to participate in athletic and extra/co-curricular activities, they must be present in school on the day of each planned activity.

## **Unexcused Absences and Class Cuts**

Unexcused absences from school or class result in missed instructional time. Therefore, scholars who are absent from school or who choose to cut class will receive a “zero” for any work missed without the possibility of make-up.

Scholars are not entitled to unexcused days or class cuts and will be subject to disciplinary action. Continued class cutting or unexcused absences will result in a recommendation to exclude the scholar from the regular school program. Scholars who establish a history of absences (excused or illegal) may be required to produce medical verification for subsequent absences.

## **Tardy**

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

Prompt arrival to school is vital to reinforcing the responsibility of scholars and maintaining compliance with state law. The courts recognize three (3) tardies as one (1) absence. Children must be in school and class on time.

## **Scholars reporting to school after 9:15 a.m. must be escorted into the building by a parent/guardian.**

Parents must escort scholars directly to the security desk and sign the tardy acknowledgment log. Failure to comply will result in the following:

- A phone call to the parent/guardian
- A mandatory HFP meeting with the dean and/or guidance counselor
- Students are sent to BMR until the HFP meeting takes place
- Referred to Board of Education's truancy officer (repeat offenders)

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

If a scholar does not have a pass and arrives late to class more than **two** minutes into the period, they will be subject to the teacher's tardy policy. If a scholar does not have a pass and arrives late to class **three** minutes or longer into the period, it will be considered cutting that class and they will be disciplined accordingly.

## **Early Dismissal/Appointments**

No child shall be permitted to leave school except:

1. In case of injury or sickness.
2. When accompanied by his/her parent or guardian **after said person has signed for the child in the sign-out book.**

The procedures to be followed for early dismissal are as such:

- Send a written request to your child's guidance counselor with the child, giving a specified date and time that you will be picking the child up.
- A pass will be given to the scholar. This pass will state the reason for leaving and the departure time.
- At the stated time, the scholar should show the pass to the classroom teacher and report to the main office.
- When the parent/guardian arrives to pick up the scholar, the parent/guardian will sign the child out of the building at the security desk.
- Upon the scholar's return to school, a note from the doctor or dentist's office verifying the appointment must be submitted to the nurse's office.
- If returning to school the same day after keeping an appointment, the scholar must first report to the main office, where he/she will receive an admission pass.
- No child can be picked up after 2:30 p.m. and will have to wait until the school's posted dismissal time.

Only a parent/guardian may dismiss a scholar early; unless the parent has been identified on the child's emergency information, individuals who may act on their behalf, then that individual can pick the child up early. Parents/guardians must **present proper photo identification** (license or passport) to ensure the safety of our scholars.

Parents/guardians **must meet the child at the security desk in the main lobby and sign** the early dismissal sign-out book. Children are **not** to be picked up on the bus-loading platform or parking lot but **MUST** be signed out. If a note was not received prior to dismissal, teachers will release the scholar only when requested to do so by the main office. Children of separated or divorced parents/guardians will be released to either parent/guardian except in the case of a court order, which specifies which parent/guardian has custody. **A copy of a court order must be on file in the child's folder.**

## **Outside Food and Drinks**

Students are not permitted to bring in outside food and beverages (excluding water bottles) unless it is in their **backpack** and then **placed in their locker**. Students will be asked to wait outside by a staff member until the item is put away or if they chose to discard the item. Students who attempt to enter the school with food and/or drink (excluding water bottles) on their person will have the item(s) confiscated and the school will not reimburse or be held responsible for the item(s) the student chose to bring into the school.

## **Parent Information Update**

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 scholars' records. The packet includes the following information: personal information, medical information, a field trip permission slip, emergency information, an internet permission slip, and a press image release form. Scholars will not be issued their first-cycle report cards unless an updating sheet is on file. Any scholar who does not return this packet promptly will receive a Home for Parent letter until it is returned.

## **Notification of Change of Status**

If you plan to change your address or phone number, please notify the registered secretary at 973-399-6885 Ext: 1719 immediately. This information is vital in case of an emergency.

## **Parent-Teacher Conference**

The staff at Union Avenue Middle School seeks to partner with parents to maximize opportunities for every child to be successful. A parent-teacher conference will be requested by the school when a scholar is encountering academic problems, behavior problems, or a combination of both.

In order for home and school to work more effectively for the education and training of the scholars, a mandatory parent conference is scheduled in December. During Open House in September, parents will be given the opportunity to meet with the administration, classroom teachers, and specialists who will be interacting with their children. There will also be an opportunity to schedule an appointment for the December conferences. Prior to the conference, parents will receive a confirmation letter. Additional conferences may be initiated either by the parent or the teacher when either deems it advisable. Any time a conference is needed, an appointment must be made in advance so that all concerned may plan their time accordingly. These conferences may be arranged through the guidance counselor's office unless it is more convenient for both parties to do otherwise.

## **Visiting 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 scholars, all visitors are required to enter through the front 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. Scholar visitors are restricted; we cannot accept responsibility for their safety or behavior while in the school. Scholars are not to bring younger children to school. The issuance of any visitor pass is determined by the judgment of the principal.

## **Lockers**

1. Lockers are provided to all 6th, 7th, and 8th-grade scholars. All scholars are responsible for their own materials and the school district is not responsible for any stolen or damaged property inside of the locker.

2. Scholars 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.
3. School lockers remain the property of the district even when used by scholars. Lockers are subject to administrative search in the interests of school safety, sanitation, and discipline.
4. Any illegal materials found in the locker will be subject to confiscation. Such materials may be used as evidence against the scholar in disciplinary proceedings. If school authorities have reasonable suspicion that a locker contains materials that pose a threat to the health, welfare, and safety of scholars in the school or the school environment, the locker may be searched without prior warning.
5. If a scholar is habitually using his/her locker during unauthorized times, their lockers will be padlocked and they must carry their books to class.
6. Scholars shall 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.
7. Any insignias, signs, pictures, etc., should not be attached inside or outside the locker except when decorated for school activities. No writing will be permitted anywhere on or inside the locker.
8. Locker clean-out will be held at intervals throughout the year. Scholars are responsible for keeping their lockers clean and orderly at all times.
9. At the end of the school year, scholars must remove all items from their lockers.
10. Padlocks may not be used on hall lockers without permission from the administration.

## **Locker Use Policy**

All lockers are property of the Irvington Public Schools. Lockers are to be utilized to store school supplies and personal items that are permitted at school (jackets, hoodies, hats, etc...). Students will be held responsible and accountable for the contents of their lockers. School administrators retain the right to inspect student lockers to ensure that they are being used for their intended purpose and for safety reasons.

Locker procedures:

1. Students will be issued their locker and combination by their A-Day homeroom teacher.
2. Students should not allow any other student(s) to place items in their locker.
3. Students should not share their locker combinations with other students.
4. Students are permitted to access their locker during the following times:
  - i. \*Prior to entering homeroom
  - ii. \*At dismissal
5. Students are expected to keep their lockers clean and free of any food (lunch is permitted).

## **Gym Lockers**

In an effort to prevent unnecessary theft or loss during Physical Education classes, scholars are **required** to bring a combination lock to school for use during gym class. However, scholars must remove the lock and personal belongings at the conclusion of each class session.

## **Student Statements**

Should an incident occur that disrupts the school environment, students will be required to provide written statements reflecting their views on the event. These statements will be kept confidential and will only be disclosed to relevant district personnel, unless the



Superintendent of Schools requests otherwise. Parents or guardians retain the privilege of reviewing their child's statement.

## **School Telephones**

Messages for scholars may be taken by the office in emergency situations only. Parents that constantly call the school to leave messages will be referred to their child's grade-level administrator and school counselor.

Since office telephones are constantly in use for school business, scholars may not use an office telephone to call home unless there 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.

## **School Correspondence**

A Union Avenue Middle School monthly calendar is sent home and posted on the school's website during the first 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. Union Avenue Middle School teaching staff also utilizes ClassDojo to keep parents abreast with assignments and projects. Another source of communication is the SchoolMessenger System which is used via phone calls.

## **Classroom Visitation or School Activity Observation**

If you would like to observe a lesson or activity in progress that includes your child, please call the main office at least one day (24 hours) in advance. The principal will arrange for your observation with the staff member. When observing, please remember that you are there to observe. Recording devices are not permitted, nor is the transcript of the lesson or activity. As this is a time during which the staff member is engaged in his/her responsibilities, it is not an appropriate time to try to engage the staff member in conversation. If you'd like a parent-teacher conference, we would be more than pleased to arrange for one another time. The length of the observation will be limited to one instructional period.

## **Electronic Devices and Cellphone**

To support a safe, focused learning environment, scholars are not permitted to use personal electronic devices during the school day. This includes, but is not limited to: cell phones, AirPods, earbuds, smartwatches, digital cameras, personal gaming systems, and any other audio, video, or digital communication devices.

### **Usage Guidelines**

All electronic devices must be turned off and stored out of sight during the entire school day, including instructional time, study halls, lunch periods, and hallway transitions. Use of devices at any time—especially in a way that compromises student safety—is strictly prohibited unless explicitly authorized by a school administrator.

### **Classroom Procedures**

Educators may implement a classroom policy that requires students to turn in their phones upon entering. Devices will be stored securely and returned at the end of the class period. If you do not wish for your child to participate in this policy, please ensure their phone remains at home. Refusal to follow classroom expectations will result in a Saturday detention, with escalating consequences for continued non-compliance.

## **Communication Protocol**

Parents/guardians should not call or text their children during the school day. In the event of an emergency, please contact the main office. Personal emergencies will not excuse a violation of this policy.

## **Consequences for Unauthorized Use**

Unauthorized use of any electronic device may result in confiscation by a school staff member (administrator, teacher, or security personnel). The district is not responsible for lost, damaged, or stolen items.

- **First offense:** The device will be returned to the student at the end of the school day.
- **Repeated offenses:** A parent/guardian must pick up the device between 3:05 p.m. and 3:45 p.m.

## **Strict Prohibitions**

Use of any electronic device in locker rooms or restrooms is strictly forbidden. Recording without permission, or any illegal use of a device, will result in immediate disciplinary action, potential loss of privileges, and possibly legal consequences.

## **Recommendation**

To avoid distraction, loss, or disciplinary action, it is strongly recommended that students leave personal electronic devices at home.

## **Lost/Missing Devices**

Personal electronic devices are not permitted at school. Therefore, the school will not allocate time or resources to search for lost or missing items. To prevent loss, please ensure your child leaves all devices at home.

## **Damage to School Property**

A New Jersey Law (N.J.S.A. 18A:37-3) makes the parent or guardian of a scholar attending a public school responsible for any damages to school property that the scholar 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.

## **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.

## **Student Uniform Guidelines**

### **Union Avenue Middle School Scholar Uniform:**

- Shirts: White polo shirts (6th Grade), Yellow polo shirts (7th Grade), and Navy Blue (8th Grade).
- Pants: Navy blue pants for all three grades.
- Headgear: Hats, scarves, and other headgear (e.g., durags, bonnets) are not permitted, except for religious reasons.
- Logos: Shirts with any logo other than Union Avenue Middle School's logo are not permitted.
- Shoes: All scholars must wear rubber-soled, fully enclosed shoes or sneakers.

- Crocs, open-toed shoes, slides, etc., are not allowed.
- Inclement Weather Policy: Scholars may wear sweatshirts or hoodies, but hoods must remain off their heads. Failure to comply will result in the hoodie being confiscated and or/ a student being placed in BMR.

### **Additional Guidelines:**

- Parents may be asked to bring a change of clothing for scholars who violate this policy and the scholar will remain in BMR until the parent/guardian arrives with the required uniform items.
- School officials may limit scholar participation in the regular instructional program if this policy is violated, especially if the lack of cleanliness poses a health hazard or disrupts the educational program.

### **REPEATED VIOLATIONS OF THE DRESS CODE WILL BE VIEWED AS DEFIANCE AND APPROPRIATE DISCIPLINARY ACTION WILL RESULT.**

Violation of the Uniform Policy may result in: (not listed in any specific order)

- Request to remove additional clothing/change clothes (if applicable), at which time said clothing will be confiscated
- Phone call to parent/guardian to bring a change of clothes to school
- Face disciplinary actions, which could include BMR, before or after-school detention
- Mandatory parent conference
- Persistent offenders of the school uniform policy will face further disciplinary actions, which could include suspension and loss of privileges, including participation in extracurricular activities, events and trips.

### **Physical Education Uniform**

Scholars must wear sweatpants/shorts and t-shirts (no graphics).

The administration will determine the appropriateness of a scholar's attire if it is in question. Repeated dress code violations will result in a mandatory parent conference. The administrators shall have the right to access/appraise any current fashion or fad and determine the appropriateness of the attire for school. These guidelines apply to all extra-curricular activities, events and field trips unless otherwise stated by the administrators.

### **Substance Use, Possession, and Drug Testing Policy**

In accordance with New Jersey state law (N.J.S.A. 18A:40A-12) and the policies of Irvington Public Schools, Union Avenue Middle School is committed to maintaining a safe, healthy, and drug-free environment for all students. This policy outlines the procedures and expectations regarding substance use, possession, and related evaluations.

### **Reasonable Suspicion & Medical Evaluation**

If a staff member has reasonable suspicion that a student is under the influence of drugs or alcohol, or if a student is found in possession of a controlled or prohibited substance, including drug-related paraphernalia, the school is legally required to take immediate action. Under N.J.S.A. 18A:40A-12, students suspected of being under the influence must be immediately removed from class and sent for a medical examination, which may include drug and/or alcohol testing. The evaluation must be conducted by a licensed on the same day. Reasonable suspicion may include, but is not limited to: physical symptoms, behavior changes, possession of substances or paraphernalia, or credible reports from staff or students.

## **Parental Responsibility**

Parents/guardians are responsible for arranging and covering the cost of the required medical evaluation. Refusal to comply with the medical examination or drug testing requirement will be considered a violation of school policy, and disciplinary consequences will follow.

## **Consequences for Non-Compliance**

If a parent/guardian refuses to have their child evaluated as required by law, the school will proceed with disciplinary action, which may include suspension for up to five (5) days and exclusion from school-related activities. Continued non-compliance may result in further disciplinary measures in accordance with the district's Code of Conduct.

## **Rehabilitation and Support Services**

While disciplinary action is part of our response, Union Avenue Middle School also emphasizes a health-based approach to substance-related incidents. We partner with organizations such as The Bridge/MAP to provide:

- Counseling and support services
- Substance abuse education
- Referrals for additional treatment when needed

## **Vape and Tobacco Products**

Nicotine-only vapes and tobacco products: Possession is a disciplinary matter and will be addressed in accordance with the school's Code of Conduct. It does not trigger mandatory medical evaluation unless there is evidence of substance misuse.

## **Vapes containing THC or controlled substances**

If a vape is suspected or confirmed to contain an illegal substance, the incident will be treated as possession of a controlled substance. The student may be subject to:

- Disciplinary action
- Medical evaluation (including possible drug testing)
- Possible referral to law enforcement, depending on the circumstances

Schools cannot require drug testing solely for possession of nicotine or tobacco products.

**However**, if there is reasonable suspicion of substance use, the school can require a medical exam that may include a drug test. Failure to comply with these procedures will result in disciplinary consequences, as outlined in district policy. Furthermore in accordance with state law, local ordinances, and the Irvington Board of Education policy: any scholar known to have alcohol, drugs, and/or related paraphernalia in their 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 subject 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 scholar 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 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 and state laws and local ordinances.

## **Terroristic Threats**

Any scholar 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 and state laws and local ordinances.

## **Weapons/Contraband Search Policy**

In the interest of providing a safe learning environment, all scholars may be subject to search on any given day by school officials when there are reasonable grounds. Since scholar lockers remain the exclusive property of the Irvington School District, they may also be searched without prior notice, and a scholar will be given the opportunity to be present if possible or appropriate. School personnel and/or security officials will conduct the searches. Scholars will be required to stand in a line before a table and empty their pockets while their backpacks, coats, purses, etc., are searched. Hand-held metal scanners may be utilized in the searches. In addition, this policy extends to scholars entering the building for activities such as dances and other extracurricular activities.

## **Student Activities**

Union Avenue Middle School will host numerous activities in order to reward students and/or raise money for scholarly activities. All school rules are in effect during any Union Avenue Middle School event on or off campus. In addition, the following guidelines will be followed for all events. **If scholars do not adhere to these rules, they will be denied admittance to and/or removed from the event:**

1. Once scholars have entered the building for an event, they are not allowed to leave and return later. Parents will be notified of scholars leaving early.
2. If a scholar is absent from school on the day of the event, the scholar will not be permitted to attend an activity.
3. Student privileges may be revoked by the administration for any student that does not comply with school and classroom rules.
4. Any scholar who has paid for an event and is subsequently not allowed to attend or removed from the event will not receive a refund.
5. Any scholar whose behavior is continually disruptive will not be permitted to attend school activities.
6. Arrangements must be made for transportation home from the after-school activity in advance of arrival. For security purposes, parents must pick up scholars immediately at the conclusion of the activity or inform the school of arrangements made for their child's dismissal from the event via the permission slip.
7. Every scholar attending an event must have a permission slip that is completed by a parent/guardian.
8. Scholars must have their school identification card for entry into any and every event.

## **Lost and Found**

A Lost and Found Department is located in the cafeteria where lost items may be redeemed. Scholars who find items should immediately turn them into the Main Office. Personal items not claimed after thirty (30) calendar days will be considered abandoned and discarded. The school and its staff are not responsible for lost/misplaced items.

## **Fire/Emergency Drills**

At least two unannounced safety drills will be held each month. Directions for leaving the building are posted in each room, and teachers will inform the scholars of all procedures. Any deliberate, false activation of a fire alarm will result in school discipline as well as possible legal action. When the fire bell is sounded, scholars are to do the following:

1. REMAIN QUIET to hear instructions.
2. Follow directions for leaving the building.
3. Stay in line and WALK quickly.
4. Be alert and cooperative.
5. Stay with the class with whom you have left the building.

During a “Lock-Down” drill all scholars will remain in their classrooms or in the office they may be visiting. Scholars and/or visitors in the restrooms or hallways will move to the nearest classroom and await directions from the Main Office. When appropriate, via the public address system, all scholars will be released to continue their daily schedules.

## **Hall Conduct**

All movement between classes shall be expeditious and orderly. The following are the guidelines for the changing of classes:

1. Scholars have two (2) minutes to change classes.
2. Scholars are to WALK on the RIGHT side of the hallways and stairwells.
3. No loitering is permitted in the hallways or outside classrooms and other areas of the building at any time—before school, during a change of classes, lunch, etc.
4. Scholars are not allowed to go to the bathroom the first five minutes of class and the last five minutes of class.
5. Scholars are to enter their classroom immediately and be seated.
6. Scholars need to be in the classroom on time. Lateness will not be tolerated.
7. Scholars must have a pass to move throughout the building (bathroom, nurse, deans, admin, main office, and counselors, etc.)
8. Scholars must ONLY use their designated stairwell unless escorted by a staff member.
9. Scholars who arrive late to class will be allowed to enter; however, they will receive appropriate classroom and/or school consequences. These may include after-school detention, Saturday detention, Behavior Modification Room (BMR), and/or a phone call to a parent or guardian.
  - i. Repeated tardiness will result in more serious consequences, including suspension (up to 2 days per incident) and loss of privileges related to school activities.

## **Cafeteria Expectations**

Union Avenue Middle School operates three (3) lunch periods, each lasting 42 minutes. Free and reduced-price lunch applications are available in the main office. Daily and weekly meals can be purchased in the cafeteria. To maintain a safe, respectful, and orderly environment, the following cafeteria procedures must be followed:

### **Arrival & Seating**

- Upon entering the cafeteria, scholars must be seated immediately.
- Cafeteria staff will dismiss tables in an orderly fashion to proceed to the lunch line.
- Saving seats is not allowed.

## Behavior & Movement

- Scholars must remain seated during lunch unless granted permission by an adult.
- To leave your seat (e.g., to use the restroom, water fountain, or return to the lunch line), you must ask for permission. Restroom passes are given on a first-come, first-served basis.
- Respectful, quiet conversation is permitted. Loud or disruptive behavior will not be tolerated.
- Inappropriate conduct or dress code violations may result in removal from the cafeteria and lunch being served in an alternate supervised location.
- Scholars must follow directions from all supervising staff, including lunch aides, security personnel, custodians, cafeteria workers, and teachers.

## Clean-Up & Dismissal

- Scholars are responsible for cleaning up their eating area and disposing of all trash, under the supervision of cafeteria staff.
- Dismissal from the cafeteria will be directed by the lunch aide.

## Food & Drink Policy

- Food and beverages may only be consumed in the cafeteria. Eating is not allowed elsewhere inside or outside the school building.
- For safety reasons, glass bottles are strictly prohibited.
- Scholars may bring lunch from home, but food must be stored in lockers until their scheduled lunch period.
- Outside food deliveries are not permitted. Any food ordered by or for students will be refused at the school entrance at the sender's expense.

## Transitions

- Scholars are not permitted to visit lockers during or after lunch; only before lunch.
- After leaving the cafeteria, scholars have two minutes to report to their next class. Tardiness will not be excused.

## Pass Requirements

- To leave the cafeteria for any reason (visiting a teacher, staff member, etc.), scholars must present a valid pass from the staff member they are visiting.
- Following these expectations ensures a respectful and safe lunchtime experience for all.

## **Breakfast Program**

Breakfast begins promptly at 8:00 AM, and concludes at 8:20 AM. All scholars attending the breakfast program must enter through the main door. Scholars must dispose of their garbage. Faculty/staff will ask students out of compliance to meet expectations and students failing to do so will be referred to guidance counselors and/or the deans. Repeated incidents will result in being banned from early arrival.

## **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. Provide current and reliable information.
- Return the permission slip in a timely manner. No scholar will be permitted to attend any approved trips unless such criteria are met. The teacher/sponsor will be in charge of distributing, collecting, and accounting for all monies and permission slips.

- Complete any homework, tests, and classwork missed as a result of attending the approved trip.
- Must meet the merit requirements via ClassDojo.
- The final decision of any scholar to attend a field trip or event, will be determined by administration.

## **Year-End Incentives**

Scholars must earn the right to participate in the end-of-the-year incentive activities. Each grade level will have an end-of-the-year incentive trip. Those scholars who have displayed exceptional behavior over the course of the school year will be eligible to attend the planned events. The field trip is an all-day event, depending on the venue, scholars may be required to report to school earlier than the regularly scheduled time. Moreover, the Moving Up Ceremony is not a right but an incentive and students who do not follow the code of conduct will be excluded from the 8th Grade Moving Up Ceremony, the formal, and trips.

## **V. SCHOLAR RESPONSIBILITIES**

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 scholars’ 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 School District has a scholar code of conduct on the district website <http://irvington.k12.nj.us/>.

Below you will find a list of scholar responsibilities that are important to create an efficient and safe learning environment at Union Avenue Middle School.

### **Expectations of Scholar Behavior:**

1. Scholars are to prepare themselves mentally and physically for the process of learning:
  - o be nourished, rested, clean, and properly dressed and groomed
  - o be prepared to learn
2. Scholars are to take responsibility for their own behavior and learning both in school and at all school-related activities:
  - o recognize that academic development is the primary purpose
  - o complete all classwork, homework, and other assigned tasks
  - o make appropriate decisions
  - o accept constructive criticism as part of the learning process
  - o accept disagreement when necessary and appropriate
  - o accept the consequences for their actions
3. Scholars 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. Scholars are to respect the natural and physical environment:
  - Participate in the maintenance and cleanliness of school facilities and property.
5. Scholars 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. Scholars are to use their time and resources in a responsible manner:
  - attend school regularly and on time
  - use learning materials and equipment appropriately
- 7. Scholars 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. Scholars 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. Scholars are to work to their potential, monitor their progress, and seek help when necessary.

## **HARASSMENT, INTIMIDATION, AND BULLYING POLICY (HIB)**

The Irvington Public School District will enforce a Harassment, Intimidation, and Bullying Policy in compliance with New Jersey State Law P.L. 2010, Chapter 22. The Harassment, Intimidation, and Bullying Policy prohibits any gesture, any verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic such as race, color, religion, ancestry, national, origin, gender, sexual orientation, gender identity, and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, that takes place on or off school grounds that substantially disrupts or interferes with the orderly operation of the school and/or the rights of others. Likewise, the incident or series of incidents could result in actual or potential physical or emotional harm to the pupil or his/her property and/or creates a hostile educational environment that interferes with learning. All reported incidents of harassment, intimidation, or bullying will be investigated by the administration and handled appropriately in accordance with state law.

Further, all bystanders will be subject to investigation and remedial/disciplinary action. Bystanders enable HIB behavior by encouraging a bully to physically attack a scholar, spreading rumors, or shunning a scholar who has been ostracized by a group.

Any scholar or scholars who retaliate against the individual who reported the original HIB incident or who falsely accuses an individual of HIB will be subject to administrative action.

All reported cases of HIB are to be referred to the building Principal or designee. Reports can be made in person, via district form posted on the website, or anonymously via phone call, email, or letter.

Cases will be investigated by the School Anti-Bullying Specialist, reviewed by the Office of the Superintendent of Schools, and reported in closed session to the Board of Education each month.

The Building Anti-Bullying Specialist in your building is:

**Ms. Emelyn Vargas**

**(973) 399-6885 Ext. 1710**

The District Anti-Bullying Coordinator is:

Further information regarding HIB can be found on the district website.

## **VI. DISCIPLINARY ACTIONS (CODE OF CONDUCT page 20)**

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### **Positive Behavior Support in School (PBSIS)**

Union Avenue Middle School will continue to incorporate the PBSIS program. PBSIS aims to create positive learning environments, reduce disciplinary issues, increase learning opportunities, and promote positive behaviors at all levels within the school.

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

Any disciplinary action taken by the administration is intended to ensure the safety and welfare of everyone at Union Avenue Middle School and benefit the scholar through improving attitude and subsequent behavior. The disciplinary options available to the administration are regulated by law and school district policies; and are strictly enforced to maintain a safe learning environment for all. The disciplinary option chosen depends on (1) the nature of the offense, (2) the nature of the scholar's previous behavior, and (3) stated policy or precedent based on previous action.

### **DISCIPLINARY OPTIONS:**

It is important to note that a scholar 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 scholar 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: (not listed in progressive order)

Adult to pupil conference (warning)	Home contacts
Parent-pupil-teacher conferences	Home for Parent (HFP)
Detention (after school or Saturday)	Out of School Suspension (OSS)
Denial of privileges (i.e. field trips, dance, etc.)	
BMR Assignment (ISS)	
Expulsion	

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

## **Denial of Privileges**

Privileges must be earned. They will be withdrawn for improper behavior. The length of denial depends on (1) the nature of the offense and (2) the previous behavior of the scholar. Privileges can be denied from one day to the entire year depending on the circumstances. Privileges include but are not limited to

1. Attendance at dances and other school-related activities
2. Eating in the cafeteria
3. Use of hall passes
4. Any other activities/events deemed non-academic.

## **Student Statements/Investigation**

As part of the school's responsibility to maintain a safe and orderly learning environment, all students are required to cooperate during disciplinary investigations. When a student is accused of misconduct or identified as a witness to an incident, they are required to provide a written statement to school administration upon request. This process is a standard part of school investigations and helps ensure a fair and thorough review of the situation. Under New Jersey Administrative Code (N.J.A.C. 6A:16-7.1(c)), school officials are authorized to develop and enforce a student code of conduct, which includes the right to investigate student behavior and impose appropriate disciplinary measures. New Jersey law allows these actions to occur without prior parental notification, provided that students' rights are not violated. N.J.A.C. 6A:16-6.2(b): Grants school officials the authority without parental consent when investigating incidents related to school safety and discipline. Failure to comply with this policy can result in further disciplinary action.

### **Parent/Guardian Notification and Rights**

Parental permission is not required for a student to provide a statement during a school investigation. The school is not obligated to contact a parent or guardian in advance before requesting a statement from a student. However, parents/guardians have the right to request and receive a copy of their child's written statement at any time.

## **Detention**

Educators may provide detention to any student who chooses not to follow the classroom and/or school rules. Detention may be held before school at 7:30 a.m. or after school at 3:05 p.m. The student's parent/guardian must be notified by the person assigning the detention and provide the rationale for assigning detention.

Students must be present for the entire detention and must follow all school rules while serving their detention. Those who fail to attend detention or complete detention satisfactorily (as determined by the teacher and/or administrator) will receive a Home For Parent (HFP) and still be required to serve his/her previously assigned detention. Additional consequences may also be imposed by the administrator.

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

This option is a temporary exclusion from classroom attendance. The purpose of this alternative is to remove disruptive scholars from the regular instructional program and reassign them to a designated room for a period of time and provide them with behavior modification strategies and techniques they may use in the future. These scholars will stay in an assigned area for the duration of days assigned by an administrator. The scholar is expected to complete schoolwork during this time. Parents will be notified by telephone and letter when their child has or will be re-assigned to BMR.

Scholars absent from school during any of the days assigned will report for a make-up day immediately upon their return to school. Tardiness is not permitted when assigned to BMR. Scholars in BMR are not eligible to participate in any school function or activity while in BMR, including lunch in the cafeteria. Students will eat lunch in BMR.

It is the scholar's responsibility to bring all of their materials to be successful in their temporary relocation to BMR. Scholars will be given the appropriate credit for work completed in the BMR. Failure to complete work or unsatisfactory work will receive a grade of "o" for all assignments and no student will be able to make up work at a future time. Additionally, as per the Uniform Grading Policy, all teachers will notify the parent(s)/guardian(s) of the child's grades via PowerSchool.

The maximum time a scholar will be assigned to BMR (per infraction) is up to three (3) days, after which a more severe consequence will be imposed.

**IF A SCHOLAR IS DISRUPTIVE IN THE BEHAVIOR MODIFICATION ROOM, HE OR SHE WILL BE SUSPENDED AT HOME AND A MANDATORY MEETING WITH A SUPPORT TEAM WILL TAKE PLACE THE DAY THE STUDENT IS SCHEDULED TO RETURN.**

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

Scholars will receive a letter notifying parents that they have displayed negative behavior or broken a school rule. Scholars 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.

### **Out of School Suspension**

An out-of-school suspension is the temporary denial of the scholar's right to attend school. Scholars can only be suspended by the building principal or his/her designee. Each suspension shall be reported to the scholar's parent and the Superintendent of Schools, who shall report the suspension to the Board of Education.

Parents have the responsibility of guaranteeing that the scholar remains in the confinement of the home during the time of suspension. A parent conference with the grade level administrator is required for a scholar's re-admittance to school. Other members of the team will be present to provide support for the student who will be reentering his/her regular program.

While suspended, scholars are required to make up any missed work. All assignments will be provided, and it is expected that the scholar will complete work while at home. Assignments must be returned upon the scholar's re-admittance to school. Failure to submit the work will result in a failure for each assignment and no make-up work will be offered and/or accepted. In addition as per the Uniform Grading Policy, all teachers will notify parent(s)/guardian(s) of the child's grades via PowerSchool.

Students may receive suspensions or other disciplinary consequences for behavior that occurs outside of school—including on social media, through text messages, phone calls, and/or events outside of school—if it disrupts the learning environment or negatively impacts the safety and well-being of others at school.

### **Expulsion**

Is the denial of the scholar's right to attend public school and may be imposed solely by the Board of Education. A scholar 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 the expulsion of a non-handicapped scholar is referred to the district's child study team for preliminary determination. The purpose of this evaluation is to determine whether the scholar's misbehavior arises from a handicapping condition.

## **Physical Restraints/Force**

In accordance with state law, physical restraint or reasonable force may be used for the following reasons:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.

The administration reserves the right to skip the sequence of disciplinary options as outlined in this section if the offense so warrants.

## **VII. EXTRACURRICULAR ACTIVITIES**

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Representing the school and community on the field of athletic competition or through a performing group or club carries with it an important responsibility. Those who participate beyond what is required deserve praise, but not unfair advantages over those scholars who choose not to participate. Every scholar who wishes to participate in the sports program must follow the recruitment and participation guidelines for that particular sport.

### **Participation**

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

1. To be eligible for any sport, a scholar must maintain a “C” average.
2. No scholar who has been absent from school may participate in any activity after school hours on the day of such absence. Exceptions to this rule may be granted by the principal or assistant principal for emergencies, funerals, etc., and must be cleared prior to the absence. Illness will not be considered as cause for exception to this policy.
3. Scholars who are serving in BMR or out-of-school suspension are also ineligible to participate in any school-related function or activity during the time that they are under suspension.
4. Any scholar 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.
5. All scholars eligible for sports must also meet the following attendance requirements:
  - Any scholar eligible for fall and winter sports becomes ineligible after seven unexcused absences from school or until an appeal is filed by the attendance office.
  - Any scholar eligible for spring sports becomes ineligible after fifteen unexcused absences or until an appeal is filed and approved by the attendance office.
  - At the discretion of the principal, a scholar may be declared ineligible for failure to comply with school rules and regulations regarding tardiness, class cutting, and proper behavior in school, on the athletic field, and in the community. The principal will consider recommendations for the athletic director regarding any of these matters.
  - All special education scholars must meet the requirements outlined within his/her Individualized Education Plan (IEP).

- Anyone is eligible to try out for a sport providing they have a grade point average of “C” or better. All scholars are required to have a permission form filled out and signed by their parents or guardian. At that point, the scholar will be scheduled for a physical examination by the school doctor provided that he/she meets the academic requirements.

The activities and clubs sponsored by the school are intended to provide personal enjoyment and help in developing cooperativeness, initiative, self-confidence, creativity, and group experiences. The nature and variety of clubs will depend on scholars’ interests.

## **VIII. SPECIAL PROGRAMS & PUPIL SERVICES**

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### **Guidance**

UAMS school 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. Rapport on a one-to-one and group basis is an important part of the counseling process to help students establish life skills and resolve personal, social, and emotional problems. Guidance, therefore, hopes to provide an opportunity for individuals to grow and develop their potential to the maximum.

### **Child Study Team**

The Child Study Team consists of three members: a learning disability teacher consultant, a psychologist, and a social worker. The primary role of the team is to evaluate students who may experience learning and/or emotional difficulty and to provide, when necessary, supportive services.

### **Special Education**

Some young people in Irvington have 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 classified students are taught in a resource center setting or consultative model.

### **Speech Therapy**

Therapy in the area of speech and language is offered to students who are experiencing difficulty in the articulation of sounds and/or in the reception of the expression of language. The therapist provides instruction, individually or in small groups, up to several times a week, depending on the needs of the students.

### **New Jersey Youth Helpline**

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous, and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2ND floor at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally, and compassionately to issues and problems they are facing. Visit [www.2NDFLOOR.org](http://www.2ndfloor.org) <<http://www.2ndfloor.org>> for more information and try the message board!

### **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 scholars, manages illness/injury occurring during school hours, confers with staff and parents, participates in the child study process, counsels scholars in matters of health, 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 scholar 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 scholar emergency form with the name, address, and telephone number of a relative or friend 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 medical care. 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 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 scholar, medication, doctor, and the times to be administered. Scholars are not permitted to carry or take medication in school. This includes over-the-counter medicine such as aspirin, cough drops, etc. If a scholar 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 scholar 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.

## **Required Immunizations**

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

## **Scholars Unable to Participate in Physical Education**

If a scholar is unable to participate in gym class for an extended period of time, an excuse from the doctor is required. A doctor must also give permission for a scholar who has a known physical problem to participate in athletics.

## **Elevator Usage**

Scholars requiring the use of the elevator need to provide a doctor's note to the School Nurse stating that the elevator is needed and for how long.

## **Parent-Teacher Association (PTA)**

The PTA is an active organization at Union Avenue Middle School whose primary objectives include the following:

1. Promoting the welfare of children and youth in home, school, and community.
2. Raising the standards of home life.
3. Bringing into closer relation the home and the school in order that parents and teachers may cooperate intelligently in the training of their child.
4. Uniting efforts that will secure for every child the highest advantages in physical, mental, social, and spiritual education.
5. Membership is \$5.00.
6. Meetings are held monthly.

## **The Parents' Role: Supporting School Discipline**

There are many factors, which contribute to excellence in education. Among the most prominent of these factors is the development of a school environment, which reflects order and discipline.

Discipline is achieved when learning is valued and teachers are respected; disruptive behavior is dealt with firmly, fairly, and quickly; students are expected to attend classes and complete assignments; high academic standards are expected to be met; and when learning entails effort, hard work, and sacrifice.

To maintain this kind of discipline, cooperation is needed from all elements of society, especially parents. By supporting and enhancing discipline in the school, parents foster a situation in which teachers can spend their time engaged in the process of teaching rather than consuming valuable time dealing with disruptive students and poor learning attitudes.

The following are suggestions for parents as to what they can do to promote better discipline in the schools:

- Become knowledgeable of the behavior policy of the school. What conduct is expected in the classroom and on the school grounds? What procedure is followed when problems arise?
- Instill in your child a sense of responsibility for what he/she does. Children should realize that disruption and disorder in the classroom undermine the educational effort and hurt everyone.
- Encourage respect for authority.
- Create an atmosphere where your child feels secure about discussing school-related concerns and problems. Discuss their concerns and problems with your child's teacher or administrator.
- Review your own attitude toward discipline. If parents don't enforce reasonable and firm rules consistently, then perhaps it is too much to expect such discipline within the schools.
- Most importantly, parents must be a model of respect for the learning process. A key to the attainment of excellence in education is the rededication to learning within the home.



# CONDUCT VIOLATIONS & CONSEQUENCES

<b>Examples of Conduct Violations</b>	<b>Definition</b>	<b>Minimum Level</b>	<b>Maximum Level</b>
<b>Chronic Lack of Supplies</b>	Repeatedly reporting to class without necessary materials such as books, physical education attire, supplies, etc.	1	2
<b>Cutting Class</b>	Failing to attend scheduled class and/or arriving to class at least ten (10) minutes beyond the scheduled start time without a valid pass.	1	4
<b>Defacement of School Property</b>	Participating in activity that results in substantial destruction or disfigurement of school property that is not the result of accidental behavior.	1	4
<b>Dishonesty / Forging / Cheating</b>	Delivering a message that is untrue (verbal or written), producing a forged school document (e.g., pass), turning in academic work produced by other students as their own, plagiarizing/cheating.	1	4
<b>Disruption</b>	Causing an interruption in a class or activity which may include sustained loud talking, yelling or screaming, making noises with materials; horseplay or rough-housing, and/or sustained out-of-seat behavior.	1	4
<b>Entering School Grounds Without Permission</b>	Trespassing on school property during or outside of regular hours of building operation and/or during out-of-school suspension without permission.	1	4
<b>Failure to Comply</b>	Failing to attend administrative detention, arriving more than	1	4

<b>with Administrative Detention</b>	ten (10) minutes after the scheduled start time, or leaving administrative detention without permission.		
<b>Failure to Comply with Teacher Detention</b>	Failing to attend teacher detention, arriving more than ten (10) minutes after the scheduled start time, or leaving teacher detention without permission.	1	4
<b>Food Fighting</b>	Deliberately throwing food or beverages	2	4
<b>Gang-Related Activity</b>	Wearing of clothing or jewelry associated with a gang and/or using written, verbal or gestures that are symbolic of gang signs, or other indicators of gang related activity.	1	4
<b>Harassment / Intimidation / Bullying</b>	Intentionally delivering threatening messages, real or implied,(verbal, gestural, or textual) to another person with the intent of causing hurt or harm, or which has the effect of causing a disruption to the orderly operation of the school.	1	4
<b>Inappropriate Dress</b>	Dressing in a manner that interferes with the teaching and learning of others. Students must wear appropriate attire as determined by administration.	1	3
<b>Lacking Supervision / Loitering</b>	Wandering in the hallway without permission; leaving a designated area without permission or supervision; remaining in the hallway after allotted transition time; and/or if a student is in an unauthorized area of the building without permission (e.g., storage room).	1	4

<b>Leaving Class Without Permission</b>	Leaving class without permission.	1	4
<b>Misuse of School Equipment</b>	Using school equipment without permission and/or without following instructions.	1	4
<b>Non-compliance / Defiance / Disrespect</b>	Refusing to follow directions, talking back, or engaging in socially rude interactions toward staff and/or students that include negative verbal statements or gestures.	1	4
<b>Obscene / Inappropriate Language / Materials</b>	Verbalizing or writing messages, and/or making gestures that include swearing, name calling, profanity, and/or explicit messages of a violent nature.	1	4
<b>Physical Aggression</b>	Delivering actions that involve substantial physical contact toward another where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).	2	4
<b>Possession or Use of Tobacco Products</b>	Possessing or using tobacco products while on school property or in attendance at school sponsored events.	1	4
<b>Possession of Unsafe Objects / Materials</b>	Possessing an item that can potentially place them or others at risk for injury. Examples include sharp objects, items that may be construed as weapons and toxic substances. This definition applies even if the student has not used the item in an unsafe manner or has not threatened to use the item. Devices that contain combustible material (snaps,	1	4

	“stink bombs”, jumping jacks, firecrackers)		
<b>Sexually Inappropriate Activity or Behavior / Gestures / Materials</b>	Verbalizing, writing, texting or ‘sexting’ messages, and/or  Making gestures that include pornographic content, mature themes, inappropriate touching, solicitation, and/or explicit messages of a sexual nature.	2	4
<b>Theft</b>	Removing someone else’s property without that person’s permission. (Student may have said item or may have passed identified item on to another).	2	4
<b>Tardiness to Class</b>	Failing to arrive to class at the scheduled start time without a pass or permission.	1	3
<b>Tardiness to School</b>	Failing to arrive at school at the scheduled start time and/or arriving late to school without permission.	1	3
<b>Throwing Objects</b>	Deliberately throwing or tossing objects.	2	4
<b>Truancy</b>	Failing to report to school without prior permission, knowledge or excuse by the school or parent. Leaving school without permission.	1	2
<b>Use of an Electronic</b>	Using personal electronic devices such as a cell phone, MP3 players, airpods, image	1	4

<b>Device</b>	recorder, or electronic entertainment device at any time on school property without the expressed written permission of the school principal or noted in the IEP.		
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\*(Level 1 – Conference)

(Level 2 – Intervention, Detention &/or Suspension)

(Level 3 –Suspension Short term 1-4 days/Long term 10 days – pending expulsion hearing)

(Level 4 – Expulsion)

\*Minimum and maximum levels are subject to be changed at the Administration and/or Superintendent of Schools discretion\*

# LAW RELATED VIOLATIONS & CONSEQUENCES

## (Police may be called)

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
Arson	Intentionally starting, or attempting to start a fire or combustion.	3	4
Assault	Causing or attempting to cause bodily injury to another person. Assault includes an attempt by physical menace to put another in fear of imminent serious bodily injury.	3	4
Bias Incident	Acting, at least in part, with ill will, hatred or bias with a purpose to intimidate an individual or group of individuals because of race, color, religion, gender, sexual orientation or ethnicity.	1	4
Bombs/Explosives	Possessing or using a device containing combustible material and/or a fuse, including fireworks.	3	4
Burglary	Unauthorized entering into a school District building (unoccupied) with the intent of committing a criminal act when the building is closed to the students and the public.	3	4
Computer Violations	Stealing computer hardware or software,	3	4
	reproducing unauthorized information (fraud),	3	4
	viewing or obtaining pornography or sexually explicit materials,	3	4
	introducing computer viruses, identity theft	3	4
	threatening /menacing,	2	4
	sending or receiving hate materials,	2	4
	committing a bias offense,	2	4
		2	4

	harassing, 'sexting' (sending sexually explicit messages/photos electronically).		
<b>Disorderly Conduct</b>	Behaving in a violent or seriously inappropriate manner which disrupts the educational process. (NOTE: This category is used when the police are called to cite a student for extreme disruption).	3	4
<b>Drug/Alcohol/Chemical Use (NJSA 18A:40A-12(a))</b>	Using any controlled substance, intoxicant or alcohol or substance alleged to be a drug regardless of its content. (Mandated HSSC Intervention)	2	4
<b>Drug/Alcohol/Chemical Possession (NJSA18:40-1011;NJAC:29-6.3(c) (2))</b>	In possession of any controlled substance, alcohol or intoxicant includes transfer of a prescription drug or substance alleged to be a drug regardless of its actual content. (Mandated HSSC Intervention)	3	4
<b>Drug/Alcohol/Chemical Sale/Distribution (NJSA 18:40A-10, 1NJAC:29-6.3(c) (2))</b>	Selling of any controlled substance, alcohol, intoxicant or prescription drug or substance alleged to be a drug regardless of its actual content. (Mandated HSSC Intervention)	4	4
<b>Possession of Drug Paraphernalia:</b>	In possession of pipes, rolling papers, needles or other paraphernalia.	3	4
<b>Extortion</b>	Using threats or intimidation to demand money or something of value from another.	3	4
<b>False Fire Alarm/Bomb Threat</b>	Reporting a fire to school or fire officials or intentionally setting off a fire alarm or fire extinguisher without a reasonable belief that a fire exists or making	3	4

	statements that a bomb is on the premises.		
<b>Gambling</b>	Playing any game of skill or chance for money or anything of value.	2	4
<b>Robbery</b>	Taking property from a person by force, violence or threat of immediate bodily injury.	2	4
<b>Sexual Assault/ Offenses</b>	Participating in intentional sexual contact of a harmful or offensive nature.	3	4
<b>Terrorist Threats</b>	<p>a.) Committing a crime of violence with the purpose to terrorize another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise to cause serious public inconvenience.</p> <p>b.) Threatening to kill another with the purpose of putting him in imminent fear of death under circumstances reasonably causing the victim to believe the immediacy of the threat and the likelihood that it will be carried out (Both of these terrorist threats are crimes of the third (3rd) degree.</p>	3	4
<b>Stealing/Extortion Fraud</b>	Unlawful taking and carrying away of property belonging to another person with the intent to deprive the lawful owner of its use.	3	4
<b>Threatening/Menace</b>	With criminal intent, the act of threatening to strike, attack or harm any person in school or at any sponsored or supervised activity, including the use of internet websites and electronic devices.	3	4
<b>Vandalism/Graffiti</b>	Willfully or maliciously destructing or defacing public or private property belonging to another. Parents/guardians will be held liable for damages and the district will seek appropriate restitution.	2	4



<b>Weapons &amp; Dangerous Instruments</b>	Possessing or using an instrument that can cause bodily harm.; including but not limited to mace, knives, razors, clubs, metal knuckles, tasers, nun chucks, laser lights, or any other object used or intended to be used to inflict bodily harm.	3	4
<b>Firearms</b>	<p>Possessing, using, or threatening to use a firearm on school property, on a school bus or other contracted transportation service, or at a school sponsored function.</p> <p>A firearm is defined as any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device or instrument in the nature of a weapon from which may be fired or ejected any solid projectable ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. It shall also include, without limitation, any firearm which is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature (including BB guns and pellet guns) in which the propelling force is a spring elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three eighths of an inch in diameter, with sufficient force to injure a person.</p>	4	4
<b>Other Pellet Guns &amp; BB Guns</b>	<p>Possessing, using, or threatening to use a pellet gun, BB gun, or any other facsimile thereof, which ejects a projectile of three-eighths (3/8) of an inch or more in diameter, on school property, on a school bus or other contracted transportation service, or at a school sponsored function</p> <p>A pellet gun is defined as a gun which uses compressed air or carbon dioxide to propel a projectile.</p>	3	4

	A BB gun uses the same compressed air or carbon dioxide to propel a copper plated sphere, known as a BB.		
<b>Paintball Guns</b>	Possessing, using, or threatening to use a paintball gun on school property, school buses or other contracted transportation services. Paintball guns use compressed air to propel large diameter paint filled projectiles.	3	4
<b>Toy Guns and Imitation Firearms</b>	Possessing, using, or threatening to use a toy gun or imitation gun on school property, school buses, or other contracted transportation services.	2	4

\*(Level 1 – Conference)

(Level 2 – Intervention &/or Detention)

(Level 3 –Suspension Short term 1-4 days/long term 10 days – pending expulsion hearing)

(Level 4 – Expulsion)

\*Minimum and maximum levels are subject to be changed at the Principal and/or Superintendent of Schools discretion\*

**2025-2026**  
**UAMS PARENT AND SCHOLAR**  
**ACKNOWLEDGEMENT FORM**

**Please review and discuss this handbook with your son/daughter; sign this sheet and return it to your child's homeroom teacher. This form will be kept in your son/daughter's personal folder.**

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

Address \_\_\_\_\_

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

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

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

Email Address \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

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

Email Address \_\_\_\_\_

Student's Name \_\_\_\_\_

Scholar's Signature \_\_\_\_\_

Date \_\_\_\_\_

Homeroom \_\_\_\_\_

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