

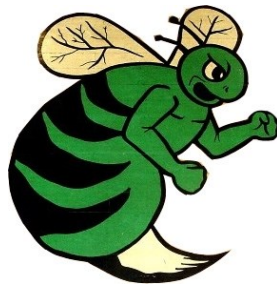
WHARTON BOROUGH PUBLIC SCHOOLS

www.wbps.org



STUDENT HANDBOOK

2021 – 2022



Alfred C. MacKinnon
Middle School

"Home of the Hornets"

Mr. Robert D. Hayzler
Principal



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Whenever a large group of people come together it becomes necessary to develop guidelines to ensure order and the health and safety of everyone. Students and parents are encouraged to read the MacKinnon Middle School Student Handbook to become familiar with the many procedures of the school. If you need further information, please see a teacher, counselor or the Principal.

Developing positive social behaviors requires commitment from students, parents, teachers, administrators and the community. Working together the middle school years can be academically and socially rewarding.

DISTRICT MISSION STATEMENT

“Learn to Thrive in a Dynamic World.”

Mrs. Robin Ghebreal.....	President
Ms. Jennifer Hobbs.....	Vice President
Mr. Anthony Astrologo.....	Member
Mr. Gilbert Bahr	Member
Mr. Paul Breda.....	Member
Mr. John McCusker.....	Member
Mr. Wayne Schiele.....	Member

Christopher Herdman.....Superintendent
Robert D. Hayzler.....Principal, MacKinnon Middle School
Email: rhayzler@wbps.org
Ken Russo.....Director of Curriculum Instruction
Email: krusso@wbps.org

Sandy Cammarata.....Board Secretary/Business Administrator
Yelitza Ledesma.....Administrative Assistant to Business Administrator
Rhett Munson.....Administrative Secretary
MaryAnn Smilek.....Confidential Secretary

GUIDANCE

Frank DeVone..... School/Guidance Counselor

Email: FDevone@wbps.org

CHILD STUDY TEAM

Marie Giantomasi..... Director of CST

Armi Clancy..... Social Worker

Stephanie Dzikowski..... LDTC

Brooke Hanenberg..... School Psychologist

Stacy McCoy..... School Psychologist

NURSE

Jennifer O'Malley-Dorr, RN, CSN.....Nurse

Email: jomalleydorr@wbps.org

SECRETARIAL STAFF

Jennifer Podesta..... Administrative Assistant to Principal

Email: jpodesta@wbps.org

Christine Buehler..CST Office Secretary

Email: cbuehler@wbps.org

Danella Haro-Aguayo.....Guidance Secretary/ Attendance

Email: dharo-aguayo@wbps.org

Superintendent of Schools 973-361-2592

Board of Education Office..... 973-361-2593

Duffy School.....973-361-2506

MacKinnon School.....973-361-1253

Guidance/Child Study Team Office.....973-361-3010

Nurse's Office.....973-361-2903

WHARTON BOROUGH PUBLIC SCHOOLS

SCHOOL CALENDAR

2021—2022

Duffy Hours 8:35 AM—3:05 PM

MacKinnon Hours 8:00 AM—3:05 PM



Date with line through it depicts 12:40 dismissal

Shaded area depicts school closed

September 2021

Su	Mo	Tu	We	Th	Fri	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Su	Mo	Tu	We	Th	Fri	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Su	Mo	Tu	We	Th	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Su	Mo	Tue	We	Th	Fri	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

Su	Mo	Tu	We	Th	Fri	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September	1	Staff Reports
September	2	Staff Professional Development Day
September	6	Labor Day—Closed
September	7	First Day of Classes

SCHOOL CLOSINGS & EARLY DISMISSALS

October	11	12:40 Dismissal—Staff Professional Development
November	1, 2, & 3	12:40 Dismissal Duffy & MacKinnon Parent/Teacher Conferences
November	4 & 5	NJEA Convention
November	24	12:40 Dismissal—Thanksgiving Recess
November	25 & 26	Thanksgiving Recess
December	1	12:40 Dismissal—Staff Professional Development
December	23	12:40 Dismissal—Holiday Recess
December	24 to 31	Holiday Recess
January	17	Martin Luther King Jr. Day
February	17	12:40 Dismissal—Staff Professional Development
February	18 & 21	Winter Break
March	9 & 10	12:40 Dismissal Duffy & MacKinnon Parent/Teacher Conferences
April	15	Good Friday
April	18 to 22	Spring Break
May	30	Memorial Day
June	17	12:40 Dismissal
June	20	Last Day of School 12:40 Dismissal

Student Teacher

Days	Days
September	18
October	21
November	18
December	17
January	20
February	18
March	23
April	15
May	21
June	14
	185
	187

Calendar includes five snow days. In the event that additional school days are required, they will be subtracted from Spring Break beginning April 22 and working backwards. Should not 11 snow days be used, the appropriate number of days will be

subtracted from the school calendar per Board discretion.

Board Meeting - Generally last Thursday of the Month at 7 PM (TLC)

Work Sessions - Generally next to last Thursday of the Month at 7 PM (TLC)

Calendar Board Approved - 02-25-2021

February 2022

Su	Mo	Tu	We	Th	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022

Su	Mo	Tu	We	Th	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022

Su	Mo	Tu	We	Th	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022

Su	Mo	Tu	We	Th	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022

Su	Mo	Tu	We	Th	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2021-2022

7:50AM - 8:00AM	DOORS OPEN
8:00AM - 8:05AM	HOMEROOM
8:07AM - 8:49AM	PERIOD 1
8:51AM - 9:36AM	PERIOD 2
9:38AM - 10:23AM	PERIOD 3
10:25AM – 11:10AM	PERIOD 4
11:12AM – 11:57AM	PERIOD 5
11:59AM – 12:44PM	PERIOD 6
12:46PM – 1:31PM	PERIOD 7
1:33PM – 2:18PM	PERIOD 8
2:20PM – 3:05PM	PERIOD 9
3:05	DISMISSAL TO LOCKER AREA

BOTH SCHOOLS:

On one-session days, students will be dismissed at 12:40PM. We will observe the following schedule on these days:

DUFFY	
8:35AM	ARRIVE AT SCHOOL
8:40AM - 8:45AM	HOMEROOM
8:52AM - 9:34AM	PERIOD 2
9:36AM - 10:18AM	PERIOD 3
10:20AM - 11:02AM	PERIOD 4
11:04AM - 11:59PM	PERIOD 8 or 9
12:01PM - 12:40PM	PERIOD 5

MACKINNON	
7:50AM	ARRIVE AT SCHOOL
8:00AM - 8:05AM	HOMEROOM
8:07AM - 8:43AM	PERIOD 1
8:45AM - 9:11AM	PERIOD 2
9:13AM - 9:39AM	PERIOD 3
9:41 AM - 10:07AM	PERIOD 4
10:09AM - 10:35PM	PERIOD 6
10:37AM - 11:03PM	PERIOD 7
11:05AM - 11:31PM	PERIOD 8
11:33AM - 11:59PM	PERIOD 9
12:01PM - 12:40PM	PERIOD 5

DUFFY

Periods 2, 3, 4, 5, 9 with return to homeroom from 12:32PM 12:40PM

Duffy teachers will not be required to report until 8:15AM

MACKINNON

When only the MacKinnon School has an early dismissal the schedule will run as follows:

Period 1, 2, 3, 4, 6, 7, 8, 9, 5

10:00 DELAYED OPENING SCHEDULE

MACKINNON

- Homeroom and Period 3 FROM 10:00 to 10:18.
- Resume regular schedule beginning with period 4 including lunches.

TEACHER	ASSIGNMENT/GRADE
Marina Andrea	World Language
Kim Astrologo	Speech and Language
Samantha Bartlett	Physical Education / Health
	7th and 8th Grade Math
Joyce Carpenter	6 th Grade ILA
Sandy Colfin	General Music, K-8
Douglas Cronin	6th Grade Math
Diana Daniel	7th and 8th Grade Math
Sotirios Efthimiopoulos	Special Education Math/ESL Support
Michelle Freeman	8th Grade Math
Andrew Burrell	6-8th Grade Math
Barbara Grasso	Librarian/Media Specialist
	Technology/ RtI
Angela Harrigan	6-7th Science
Sharon Harvey	RtI– Grade 7 Language Arts
Laura Hoffman	Speech and Language
Don Howes	Spec. Education / Social Studies
Erin Johannesen	6-8th Social Studies
Frank DeVone	School Counselor
Kathy Kuchar	Physical Education/Health
Meredith Lutz	Special Education/ In Class Support
Krista MAC Namara	6-8th Science
Debra Madsen	Special Education– Pull Out Resource
Kim Maly	Speech and Language
Christopher Marken	7 th , 8 th Grade Social Studies
Tom McMillin	Physical Education / Health
Nadia Nunez	Middle School World Language
Jennifer O'Malley-Dorr	School Nurse
Frank Orefice	Special Education
Christian Orrico	Instrumental Music / General Music
Rosemary Parisi	Special Education/In Class Support
Samantha Rios	Special Education
Tina Schaefer	6th Grade Language Arts /Instructional Coach
Tina Struble	Grade 7 ELA/ Grade 8 ELA– RtI
Lisa Turner	8 th Grade ELA
Karen Vaughan	ESL
Raymond Vikete	Art

Homeroom begins promptly at 8:00 each morning. Homeroom teachers expect students to be in their rooms, and ready for the day's beginning, by the time the bell sounds to start homeroom at 8:00. As the 21-22 school year kicks off, students are encouraged to arrive at 7:50 unless coming for breakfast, where doors open at or around 7:40. Arrive just prior to the doors opening will limit gathering outside of the school building and will increase social distancing. Staff members are scheduled to supervise students starting at 7:45. Access to the building will be officially given by supervising staff members and/or the building Principal.

The first few minutes of class are sometimes the most important minutes of class. Walking in late disrupts can disrupt the flow of class as well as the child arriving late could have missed some important information. Being on time is of utmost importance.

ALCOHOL ABUSE POLICY

The Board of Education recognizes that alcoholism and the misuse of alcohol are serious social problems that have far-reaching implications for both the consumer of alcohol and for the entire community. The Board accepts responsibility for instructing pupils in the early identification and remediation of pupils who become involved with alcohol.

The Board of Education prohibits the possession, and consumption of any alcoholic beverage in a school building, on school grounds, on school transportation, or at any event or school sponsored function except as expressly permitted by the Board. A pupil who possesses or consumes an alcoholic beverage on school premises will be subject to discipline, which will be graded to the severity of the offense and may include suspension or expulsion. The pupil may be reported to an appropriate law enforcement agency.

The Board will enforce the laws of New Jersey requiring instruction in the public schools on the nature of alcohol, the effect of alcoholic drinks on the human system, and the short and long term implications of alcohol abuse on the individual and society. Instruction on alcohol shall be integrated with the health education curriculum.

DRUG ABUSE POLICY

The Board of Education recognizes that the misuse of drugs by any pupil seriously impedes that pupil's education and threatens the welfare of the entire community. The Board is committed to the prevention of drug abuse and the rehabilitation of substance abusers by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to drugs.

The Board prohibits the use and/or possession of any drug on school premises, at any event or school sponsored function, any on any transportation vehicle provided by the Board. Pupils suspected of being under the influence of drugs will be identified, evaluated, and reported in accordance with the law. A pupil who uses, possesses, or distributes a drug, on or off school premises will be subject to discipline, which will be graded to the severity of the offense and may include suspension or expulsion. The pupil may be reported to law enforcement personnel.

TOBACCO USE POLICY

The Board of Education recognizes that the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by the young may have lifelong deleterious consequences. For purposes of this policy, "smoking" means the burning of a lighted cigar, cigarette, pipe, vape, electronic cigarette, Juul or any other matter or substance that contains tobacco and the use of smokeless tobacco and snuff.

The Board prohibits smoking by pupils at any time on school premises at events sponsored by this Board away from school, and on any transportation vehicle supplied by this Board. The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. Staff members shall, by example and persuasion, make every reasonable effort to discourage pupils from developing the habit of smoking.

Announcements are made during homeroom to inform students of school activities, community programs and other events. Additionally, information will be sent posted on the district website or in the RealTime Parent and Student Portals. Information in need of immediate attention will be disseminated to student families through use of the district's automated system.

ARRIVAL AND DISMISSAL

At arrival during inclement weather days and in the winter months, students will assemble in the gym. Students will be socially distanced in the gymnasium. Unauthorized presence in the building will result in the assignment of a detention.

School is dismissed at 3:05PM. Students must exit through the main doors of the locker area. Students should leave the school grounds promptly upon dismissal using the sidewalks and report directly home. No student should remain in the building after 3:05PM unless authorized to do so. Students detained after school will be dismissed by 3:40PM unless special arrangements have been made.

A request for Supervision at Dismissal from School form should be completed if the student is not in kindergarten and should not be permitted to walk home from school alone unless escorted by a parent, legal guardian or escort (21 years of age or older). The forms are available in the MacKinnon office and on the website.

Please be mindful to exit and enter all drop off areas in a safe, cautious, and efficient manner.

Regular attendance is essential for good schoolwork and is expected of all students. Since excessive absence from school may result in failure in school subjects, every effort should be made to maintain the best possible attendance record. According to New Jersey school law, personal illness, quarantine, death in the immediate family, and state approved religious holidays are the only legal reasons for school absences. An absence of three or more days will require remittance by the school nurse. Additionally, a student must be present one hour in the morning or one hour in the afternoon to be recorded as "present" for that session.

Whenever a student is absent from school, parents should telephone the attendance office before 8:30 AM on the day of the absence. Students must bring a note from their parents on the day of their return and present it to their homeroom teacher. The note must be dated and include the student's full name, date(s) of the absence, reason for the absence and parents or guardian's signature. When a doctor requires that your child remain home from school, please obtain a doctor's note. The doctor's note must be submitted to the attendance office. A note is required even if a telephone call has been received concerning the absence. Failure to present a written excuse will result in detention being assigned.

Absence without parent's/guardian's knowledge, or leaving the building without authorization from the office, will be considered a truancy. Truancy will result in a multiple detention assignment, and/or in-school suspension, referral to the district attendance officer and possible legal action through the juvenile courts.

This attendance procedure is in accordance with the State Law (NJAC6:20-1.3;NJJA-18A: 38-25 et.seq), State Department of Education recommendations. It is designed to guarantee the maximum educational opportunity for all students.

1. Attendance will be taken/recorded on a daily basis and all subsequent parent/school contacts will be recorded accordingly.
2. Parents of absent students will be called if no confirming notice (phone call) has been received by 8:30am.
3. Parents will receive written notification of a possible attendance problem.
4. A formal "Five Day Notice" requiring the student to attend school within the next five days may be sent home as a result of continued absences.
5. Letters will be sent home informing you when your child has reached or exceeded seven unexcused absences.
6. Please note that 10 "unexcused absences" from school may result in truancy being filed, a formal filing with the Municipal Court.
7. A student who has not met district standards for attendance (170 days) will not be promoted. Cases involving extenuating circumstances will be reviewed by the school's Attendance Review Committee.
8. When applicable, a meeting will be scheduled between the school (Administration, Guidance, etc.) and the parent. **NOTE:** This intervention may involve the Child Study Team, Division of Youth and Family Services, Probation Department, etc.
9. Continued failure to improve negative attendance patterns will result in the formal filing of charges in Municipal Court by the Attendance Officer.

It will be the student's responsibility to contact teachers regarding makeup work, and to complete all missed assignments. Students can call the Homework Hotline for specific assignments. Home instruction is available to students who are absent for an extended period of time. An arrangement is made whereby a teacher visits the home to keep the student current with their studies. Parents may call the School Counselor's Office to obtain further information regarding placement on home instruction.

Students are permitted to ride bicycles to and from school, in compliance with the following guidelines, which have been established to ensure student safety and bicycle security.

1. The student has read, signed, and returned a safety “contract” to the school office. Preferred option is for form to be submitted online (Form found online on Realtime).
2. All students must wear a properly fitted and fastened helmet when riding a bicycle at all times.
3. Helmets are to be worn whenever the bicycle is being operated on any public property used by pedestrians or vehicles. Students not wearing a helmet while riding to or from school will not be permitted to ride their bike to school.
4. The student is responsible to ascertain that his/her bicycle is in proper and safe working condition.
5. Bicycles must be ridden on the right hand side of the street and in compliance with all traffic laws.
6. Only one student may ride a bicycle at a time.
7. Students are to follow the directions of crossing guards.
8. Students are expected to display courtesy and consideration toward others.
9. Upon arriving on school property, bicycles are to be dismounted and walked.
Bicycles may not be ridden on school property nor on the public sidewalk directly in front of the school between Lafayette Street and the driveway leading to the Drop-Off Zone.
10. All bicycles should be secured with locks at the bicycle racks which are located in front of the Duffy School.
11. Mini-bikes, motorcycles, etc., are not permitted on school grounds.

NOTE: Skateboarding, scooters and roller-blading/skating to and from MacKinnon School are not permitted. Additionally, they may not be stored in lockers.

A ‘Bicycle Safety Agreement’ must be filed with the principal’s office certifying that he/she has permission to ride a bike to and from school.

The preceding guidelines will be strictly enforced by both school officials and the Police Department. The Board of Education will not assume responsibility for bicycles which are lost, stolen or damaged.

Crossing guards are on duty before and after school. They are special officers of the Wharton Police Department, and are to be obeyed at all times. For your safety, please abide by the following safety guidelines:

1. Use sidewalks where they are available.
2. On streets where sidewalks do not exist, use the extreme edge of the street, walking in the direction facing traffic.
3. Obey all traffic lights, and signals of the crossing guards.
4. Cross at intersections where crossing guards are posted.
5. When crossing streets where crossing guards are not stationed, cross only at the intersection, and use extreme caution.

Students reported to the administration who fail to abide by these guidelines will face disciplinary action.

AUTOMOBILE AND PARKING REGULATIONS

The concrete island and parking lot, which has been constructed in the front of the MacKinnon School along with curbing and sidewalks on either side of the parking lot creates a “horseshoe” for children to be safely discharged. Vehicles can enter the drop off and pick up zone via the driveway on the east side of the lot and exit through the west drive. Only west bound cars on East Central will be able to turn into the driveway. The left hand turn required for eastbound cars to enter will be prohibited. To maintain a constant flow of cars in and out without necessarily waiting for the cars stopped in the zone. Being that the MacKinnon School has an earlier start to the school day parents who are transporting students, solely from the MacKinnon School should plan to drop off their youngsters by 8:00am. Duffy School students may be discharged after 8:25am. Students who are being picked up in the afternoon will await their rides on the sidewalks. Vehicles are expected to yield to children and parents who are crossing.

The driveway that leads into the MacKinnon School parking lot remains off limits for the purpose of discharging and picking up students. All vehicles should use the designated drop off zone in the Duffy School parking lot.

Accommodations have been made for parking in the lot, although there are a limited number of spaces available, during school hours, visitors may also park on East Central Avenue.

***Do not park in reserved “spaces.”**

The Police Department will work with the school to implement this plan. Parking and traffic ordinances will be strictly enforced. For safety reasons, please note that students exiting a vehicle should exit through the vehicle door adjacent to the sidewalk.

Students are allowed two (2) minutes to change classes. To ensure a smooth flow of traffic, students must keep to the right. Courteous behavior is expected of all students. Running and loud talking or shouting are not permitted. When Duffy classes are in the corridors, they should be given special consideration and be permitted to pass as a class. All individuals in the building are to show respect to one another at all times.

DETENTION

Students and parents will be given 24-hour advance notice of a Detention assignment. Parents will also be given notice of all disciplinary incidents that require administrative action prior to the implementation of the disciplinary action. Forty Five minute Administrative Detention will begin promptly at 3:10PM and end at 3:55 PM (Tuesday/Thursday). 1.5 hour Administrative Detention will begin promptly at 3:10 PM and end at 4:40 PM. Students may serve a detention on the day it is issued if given permission by a parent to do so.

NOTE: Forty Five minute Administrative detention will normally be held in room 203 unless a change is made. One and a half hour Administrative detentions will normally be held in room 103 unless a change is made. Students are expected to be in the detention room by 3:10PM.

If a student has an extraordinary excuse for needing to reschedule a detention assignment, he/she must see the Principal by lunchtime. An extracurricular activity does not excuse the student from a detention assignment.

During detention, students will be assigned seats and are expected to sit quietly for the duration. Students who misbehave will be removed and assigned additional Office Detentions or other disciplinary action as determined by the principal.

Students should bring their coats and all other materials with them to detention, since they will be dismissed directly from the detention classroom, and not allowed to return to their lockers.

DISPLAY OF STUDENT PHOTOS

There may be times during the school year that the teacher may want to display photographs in the classroom or hallway of your child. Sometimes the newspaper or Cablevision's local community access station, Channel 3, may come in and take pictures of special events during the year. Parent permission for use of student photographs is required by law.

The key to maintaining suitable and healthy dress and grooming practices is the exercise of sound judgment and good taste. Parents are requested to work with their child so that they are dressed, groomed neatly and cleanly and wear clothing that is suitable for the weather conditions. This dress guide pertains to field trips, field days, extra-curricular activities, athletic events, school dances and at all school related activities in addition to the normal school day.

Board of Education policy strictly prohibits dress and grooming practices which:

1. Present a hazard to the health or safety of the student him/ herself, or to others in the school.
2. Materially interfere with schoolwork, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Clothing and other articles which are distracting, revealing or may draw undue or negative attention to the wearer are not permitted. These might include, but are not limited to, clothing that is extremely tight or form fitting, clothing that is excessively short, or clothing that is inappropriately revealing. Clothing must fully cover shoulders and the midriff. Shirts must not contain any inappropriate or offensive sayings or graphics. Shorts must be of acceptable length.

Specific items that are not acceptable in a school setting include bike, exercise, or boxer shorts, half or three quarter length T-shirts, mesh shirts, or thin strapped shirts. “Sagging” or “slacking” as well as rolling up of pants are strictly prohibited. Shorts/pants with holes above mid thigh. Please refrain from wearing skin tight clothing, ripped jeans, and sleeveless shirts. **Also, the wearing of hats, bandanas, sun visors, and sunglasses within the school building is not acceptable.** The wearing of such footwear as high heels or clogs is discouraged for safety reasons. All students should keep their shoes or sneakers tied at all times. Garments intended for outside wear or sleeping should not be worn in school. **The wearing of coats, jackets, and pajamas in the classroom is not permitted.**

Please Note: Students are expected to wear footwear at all times. All shoes must have a back or strap to them. No flip-flops or open shoes are permitted.

The wearing of chains, including wallet chains, is prohibited. Not only does it cause damage to school property, scratching desks, etc., they are also a distraction in the classroom, and can also be construed as a weapon.

Students who report to school in attire that is not appropriate will have their parents contacted to arrange for a change of clothing. All missed class time and work shall be made up.

In addition to the above, the administration reserves the right to make a decision regarding the appropriateness of student dress. Students are encouraged to obtain an interpretation of the dress code from the administration in advance if they are in doubt of the applicability of the code to certain articles of clothing. Violation of the dress code may result in disciplinary action.

More detailed information pertaining to dress code is noted in a “Document” on RealTime and acknowledgement is required by parent/guardian prior to the first day of school.

In order for optimal learning to take place, students should continue to develop and have the ability to demonstrate positive attitudes and display character.. The set of behavioral expectations that appears below, approved and adopted by the Board of Education, should serve to guide students in their daily living:

Students will:

Prepare themselves mentally and physically for the process of learning

- Students are nourished, rested, clean, properly dressed and groomed
- Students are free of drugs and alcohol.
- Students come to school prepared to learn.

Demonstrate respect for people and property

- Students are honest, courteous and polite.
- Students respect the property of others.
- Students accept the rights of others to their own opinions
- Students settle differences peacefully.
- Students display good sportsmanship.
- Students participate in the maintenance and cleanliness of school facilities and property.

Take responsibility for their own behavior and learning

- Students recognize that school is work, and academic development is the primary purpose.
- Students complete all homework, class work and examinations.
- Students make personal choices based on reasonable decision-making processes.
- Students accept constructive criticism and disagreement when necessary and appropriate.
- Students accept the consequences of their action

Use time and resources responsibly

- Students attend school regularly and punctually.
- Students use study periods and library time for schoolwork.
- Students use books and other materials appropriately.

Share responsibilities when working as members of a group

- Students cooperate, contribute and share in the work of a group.
- Students accept and assume leadership when appropriate.
- Students listen to the points of view of others.

Meet the unique requirements of each class

- Students participate actively in class work.
- Students follow class rules and procedures.
- Students bring to class all textbooks, clothing and other materials necessary for participation.
- Students observe rules for safe handling of class equipment and materials.

Monitor their own progress towards objectives

- Students record and maintain records of progress.
- Students utilize RealTime student portal to monitor grades and advocate for themselves when they have questions.
- Students plan courses of study and schedules.
- Students seek assistance from school staff and peers.
- Students value the relationship of learning to everyday life.

Communicate with parents and school personnel about school related matters

- Students take time to discuss academic learning and school progress with parents and school personnel.
- Students transmit information to parents and return responses to appropriate school personnel when requested.
- Students know the appropriate people to involve when a problem occurs. Students outline with parents and teachers a clear and concise educational goal for the school year.

A student is declared ineligible for participation in co-curricular activities (e.g. school dances, school clubs, special assemblies, special field trips and athletic competition both interscholastic and intramural) if he/she has:

1. Failed a major subject in the proceeding marking period/trimester or is currently failing a core academic class.
2. Demonstrated unsatisfactory attendance or excessive tardiness in the preceding or current marking period.
3. Has had a recent behavioral infraction which has made the student ineligible to participate at the discretion of the building Principal.
4. Has amassed specific quantities of points detailed in middle school code of conduct.
 - Field Trips: 20 points in Trimester or 40 points total
 - Sporting Events– 20 points in Trimester or 2040 points total
 - Attendance at Sporting Events– 20 Points in Trimester or 40 points total
 - 8th Grade Dance– 40 Points
 - Promotion Ceremony for 8th Grade Graduates-50 Points

ELIGIBILITY REVIEW

Review of students on the ineligibility list will take place regularly to evaluate student progress and determine if reinstatement to eligibility status is in order. Attending programs after school that offer additional support to students is a consideration.

HEALTH SERVICES

Hearing & Vision screenings are provided at various grade levels.

Scoliosis screenings which are state mandated are provided for grades 5 & 7.

Please report any Communicable Disease to the school nurse: Chicken Pox, Mumps, Whooping Cough, Scarlet Fever, Rubella, Scabies, Pediculosis (Head Lice), German Measles, Measles, Hepatitis, Strep Throat, Impetigo, Conjunctivitis (Pink Eye), M. R.S.A.

LAVATORY USE

Lavatory facilities for students are located in the locker area. The most appropriate times to use the lavatories are before and after school and before and after lunch. You must have a pass issued by your teacher to use the lavatories. When using the lavatory, students must sign out on the classroom sign-out sheet.

Reminder: Students are not permitted in the hall (during classes) or lavatory without a pass.

Any student needing to be excused during the school day must bring a note signed by his/her parent/guardian stating the reason and the time for the early dismissal. All notes requesting an early dismissal are to be given to the HOMEROOM TEACHER, who will send it to the Office with the morning attendance. Approval is at the discretion of the Principal. A parent or guardian must sign the student out in the School's Main Office.

EMERGENCY CONTACT SYSTEM – “Realtime Alert”

The Wharton School District utilizes the RealTime Student Data base contact information to provide telephone notification to parents in the event of an emergency change in the school schedule. Please visit the school website or contact the main office for information regarding accessing the Parent Portal to update your RealTime contact information.

EMERGENCY CLOSING

In the event of inclement weather or other emergency conditions, it may be necessary to close for the day, delay the opening of the school day, or dismiss early. Several modes of communication are in place to report this information as early and as accurately as possible.

Radio Stations:	NJ/FM 101.5	WRNJ/AM 1510
	WSUS/FM 102.3	WHCY/FM 106.3 (Web)
	WNNJ/FM 103.7	

Television Stations: Channel 12NJ, Channel 4 NBC, Channel 7 WABC

Webpages: www.wbps.org www.max1063.com

Delayed School Opening:

A delayed school opening means that **school will open for students at 9:55AM**. Students should report directly to the area assigned for their particular grade.

Early Dismissal:

An early dismissal results in school **dismissing at 12:40PM**. Parents should have instructions for their children on the procedures they wish followed in the event of an emergency early dismissal. It is also advisable for parents to have a backup plan that includes neighbors or relatives who will assume responsibility for their children.

It is imperative that the office have complete and accurate contact information. It is equally important that changes in contact information are shared immediately.

School emergencies are handled best when students understand the serious meaning of a fire drill. In each room there is a notice indicating which exit to use in leaving the building. Your teachers will acquaint you with these directions the first few days of school. Surviving an actual disaster is often the difference between a well-rehearsed plan and an unpracticed one. Panic is avoided when students cooperate in following the proper fire drill procedures.

In order to facilitate a rapid exit during fire drills and other emergencies, it is imperative that students adhere to the following:

1. When the alarm sounds, stop working immediately and move toward the assigned exit in an orderly fashion.
2. Unless otherwise directed, the ringing of the fire bell implies that all persons evacuate the building.
3. If an exit customarily used has been blocked, proceed to the nearest useable exit, listen for instructions from your teacher, and walk quietly and quickly in a single, orderly line to the designated location.
4. **ABSOLUTE SILENCE IS NECESSARY!!!** When outside, proceed until the group is away from the building (approximately 50 feet from the building). A teacher will take attendance. **Permission to go back into the building will be given by the teacher in charge.**
5. Follow the directions of your teacher AT ALL TIMES!!!
6. In all fire drills, activities in progress outside the building should be immediately terminated and students should assemble in class groups.

(Please note that it is mandated by the state of New Jersey to have one fire drill and one security drill per month)

FUNDRAISERS

Student grade level fundraisers are conducted throughout the year to help defray the cost of school activities.

It is expected that each student participate in the activity which also promotes class and school spirit.

Hall lockers with combination locks are assigned to students on the first day of school. Lockers are used to store and safeguard your books and personal property. Students must accept full responsibility for their lockers, and their possessions maintained within the lockers. Lockers which are over filled, and/or in such a state of disarray that they may not be safely operated without doing costly damage to doors, hinges, or locking mechanisms, will be emptied and the contents retained so that, and until, the student has an opportunity to reorganize the locker for safe use. Such an opportunity may constitute an administrative detention. The following regulations should guide students' use of hall lockers :

1. Do not disclose your combination to another student.
2. Students are not permitted to share lockers.
3. The only times that students are permitted to go to their lockers, without a pass from a teacher, are directly before and after school.
4. Padlocks may not be used on hall lockers.
5. Keep your locker clean and organized at all times.
6. Appropriate materials are permitted to be placed inside your lockers; please use magnets only! No writing or stickers are permitted on the inside or outside of any locker.
7. Never force a locker, kick a locker, hang on the locker doors, slam it, or damage the locker in any way. If you have problems with your locker you should notify the office for help.
8. Under no circumstances should you open a locker other than your own, or tamper with any locker.
9. Cell phones are to be kept off and in the students locker.
10. Money and other valuables such as rings, necklaces, pins, etc., should not be left in lockers. If it is necessary to bring these items to school, you should leave them in the MacKinnon Main Office for safekeeping
11. Radios, cameras, recording devices, electronic games, etc., may not be brought to school or on class trips unless requested by the classroom teacher for a specific purpose. This also includes collection sets of any kind (ex. Stamp collection, trading cards, etc.).
12. New Jersey law permits school officials to inspect student lockers at any time. Periodic inspections may be made, since all lockers are and shall remain, the property of the Board of Education.
13. Decorating lockers for Birthdays or any other celebration will NOT be permitted. Lastly no tape is to be used on the outside of the lockers.

GYM LOCKERS with combination locks will be assigned to each student by the physical education teachers. These lockers are for storage of physical education clothing only. Locker use is restricted to scheduled physical education classes and organized athletic activities.

Cafeteria procedures and rules have been established to allow all students to eat their meals in a safe, orderly and pleasant atmosphere.

1. Students are to walk quietly to the cafeteria staying to the right in the hallway, entering the cafeteria in single file. Students are to be mindful of the classes currently in session in the Duffy section of the building.
2. Students purchasing lunch should form a single file line along the wall adjacent to the cafeteria. Cutting in line is not permitted. Entry into the serving area will be guided by an aide. Students are required to wait quietly and patiently in line.
3. Students bringing lunches from home may purchase milk at the snack counter. Glass containers are not permitted in the cafeteria or in the building.
4. The purchase of dessert items will be by table upon the direction of the aides. Students will form a single file line adjacent to the dessert counter. Cutting into the snack line will be cause for a student to lose his/her snack privilege for the day.
5. Failure to pay for food items taken will be considered grounds for suspension from school.
6. Food, snacks or juice may not be taken out of the cafeteria.
7. Aides are to be respected and obeyed by students at all times.
8. Students are to remain seated during the entire time in the cafeteria. Students will be seated socially distanced.
9. Talking should be conducted at a normal conversational level. Loud talking, yelling, or shouting is not permitted.
10. Throwing of food, containers or objects of any kind will be considered a serious disciplinary matter and many result in suspension.
11. Students needing assistance are to seek an aide by raising their hand.
12. Students may not leave the cafeteria until dismissal. Students needing to use the lavatory or see the nurse must obtain permission from an aide, and sign-out.
13. Students are responsible for depositing trash from their table and floor in the trash barrels at the end of the lunch period, as directed by the aides. All glass and aluminum containers should be placed in the recycling containers provided.
14. Aides will dismiss students, one table at a time, when students are orderly and the table and floor are clean. Any student who violates the lunchroom rules will be reported to the Principal and subject to disciplinary action. In a case of continual misbehavior, the student may not be permitted to eat lunch in cafeteria/school.

If you find books, articles of clothing, jewelry, etc. you should bring the item to the office. It is your responsibility to check with the Main Office to ascertain if something you have lost has been brought in.

LUNCH

Lunch menus are available on our website, and are posted in homerooms. Each day your homeroom teacher will circulate a form on which you are to select an entree item. If you report to school after homeroom period you should advise the Attendance Office of your food selection. Only those students who sign-up for an entree will be served that item. It is the student's responsibility to ensure that his/her name is included on the lunch list. Money can be deposited into student accounts utilizing MySchoolBucks on district website. Prices are as follows:

Student Breakfast _____ \$ 1.35

Student Lunch (includes entree, milk, dessert) _____ \$ 3.05

Milk _____ \$ 0.50

Chips _____ \$ 0.75

Ice Cream _____ \$ 1.00

Free and reduced price lunches are available for children who are eligible to receive them. Application forms for participation in the Free/Reduced Lunch Program are available in the Main Office or from the Business Office.

Any child whose parent wishes for him/her to go home for lunch must arrange for his/her pick-up and return in the main office. Students leaving the school premises without proper authorization will be subject to disciplinary action.

The following rules have been established to ensure the safety and security of all individuals:

1. Students will walk quietly, in a single line, through the halls to the playground or assigned areas.
2. Students must remain in designated areas at all times. These areas include the blacktop, playground and the playing field (up to the near side of the soccer field). Students must stay off the bike racks and chain link fence. The woods are strictly off limits.
3. Those students who are to meet with a teacher during recess **must have a written, dated pass from that teacher**. This pass must be presented to any teacher or aide requesting it.
4. Students may not re-enter the building without permission from an aide.
5. If a child is hurt while outside, he or she is to inform an aide. As necessary, the aide will assist or direct the student to the Nurse's Office.
6. Games that are "rough" in nature will not be permitted. This includes games in which the ball is forcefully thrown at players or games involving aggressive body contact. Rough play, such as wrestling, arm or wrist wrestling, pushing or tripping is not permitted.
7. The throwing of rocks, acorns, snow, ice or other objects is strictly prohibited!
8. Ball playing will be in designated areas during lunch recess only. Only tennis balls or other "soft" balls may be used. (During the 20-21 SY ball playing will be prohibited) Recess will be an opportunity to get outside, walk around, have socially distanced conversations with peers.
9. Playground equipment is to be used properly and safely. Students are reminded to share the various equipment with each other. Please be sure to return the equipment at the end of the recess period.
10. When the bell rings, students are to line up immediately and maintain an orderly line while awaiting re-entry instructions.
11. Recess is an incentive. Those not adhering to expectations can be restricted from access to recess when alternatives are available.

Failure to comply with these above mentioned rules will result in disciplinary action.

It is expected that students will be respectful, adhere to the expectations and follow the leadership of the staff at all times.

REMOVAL FROM LUNCH

Students who repeatedly misbehave during lunch will not be permitted to dine in the cafeteria. Parents will be notified that they will need to make alternate arrangements for their child to have lunch. Students removed from the cafeteria are not to return to school until 11:45 AM.

Students are required to dress appropriately for their physical education classes. The rationale for this policy is based on both safety and hygiene. Students should bring the following for use on gym days.

- Sneakers and white socks or peds
- Shorts or sweatpants
- White shirt or athletic sweatshirt
- Students WILL NOT be allowed to wear the same clothes that they are wearing to classes for the day.
- No loose jewelry, including chains, bracelets, dangling earrings, dangling belts, etc.

Failure to comply with the physical education dress policy will affect the student's grade, based on the student not being prepared for class. Parents will be notified when their child has failed to follow the physical education dress policy.

SPECTATOR CONDUCT

Spectators are an important part of athletic competition and should, at all times, conform to accepted standards of good sportsmanship and behavior. Respect and consideration should be shown toward officials, coaches, players and fellow spectators. Students displaying inappropriate spectator conduct will be directed to leave and will be subject to disciplinary action and possible exclusion from attending athletic events.

STUDENT COUNCIL

The Student Council is a democratic organization composed of officers and homeroom representatives elected by the student body. It is the responsibility of the Student Council members to represent, and act as spokespersons for the entire student body, and to work closely with the advisors and administration.

Meetings are conducted on a regular basis. The Student Council plans social activities, conducts fundraisers and participates in school and community projects.

Should the opportunity arise to have dances this year, the Student Council and Wharton Community Alliance typically sponsors dances throughout the school year. Dances are normally scheduled from 6:00 – 9:00 PM. Students should not arrive before 6:00 PM nor later than 7:00 PM (unless special arrangements have been made with the advisor or Principal), and should pre-arrange transportation home for 9:00PM. (Dances are currently not scheduled at this time).

The following guidelines have been established to ensure successful, problem-free dances and Alliance Nights:

1. All students must show signed permission slips to chaperones. Appropriate dress is required. Adhering to school dress code.
2. Only Wharton residents in grades 6-8 will be granted admission to the dance.
3. Enter and exit through the MacKinnon doors by the APR. All other outside doors will be locked.
4. Keep all valuables on your person (i.e., money, jewelry, purse).
5. You will not be permitted to leave the building once you enter - if you do leave you will not be granted re-entry.
6. Lavatory facilities will be available for your use.
7. You will not be permitted to socialize in the hallways.
8. The pay telephone will be available for emergencies only.
9. Treat the building and decorations with respect.
10. Possession or use of any tobacco product, alcohol or drug will result in dismissal from the building and suspension from school.
11. The police officer and chaperones are to be obeyed at all times.
12. Speak and act like respectable young adults.
13. Students who are absent or on suspension on the day or afternoon of the dances and Alliance Nights will not be permitted to attend.
15. All school rules are in effect at all times.

Students are expected to make up any work missed due to legitimate absence, in a timely manner. Upon return to school, students should check with their teachers to determine what assignments and tests have been missed, and the due date for completion. A grade of "Incomplete" will be assigned to a student whose make-up work deadline extends into the next marking period. Work that has not been made up as arranged will automatically become a "zero" and be averaged accordingly.

In all cases, any student who is absent for an extended time due to illness substantiated by a medical official will be able to make special arrangements with the administration for class work or examination make-ups.

REPORT CARDS

Report cards are issued three times per school year. Progress of achievement is noted in one of four categories:

1: Needing Support

2: Approaching Standard

3: Meeting Standard

4: Exceeding Standard

- Grades for Achievement are assigned numerically. Grades below a 69.5 are considered failing. Students who fail a major subject may be required to attend programs being offered to assist academically struggling students.
- Students failing two major academic subject areas for the academic school year may be required to attend and successfully complete summer school in order to be promoted to the next grade level. The cost of the summer school will be assumed by parent/guardian.
- 8th Grade students who have failed two or more subjects for the school year will be ineligible to participate in the promotion ceremony. Promotion and issuing of the diploma will coincide with the successful completion of summer school.
- Students failing three major academic subject areas for the year may not be promoted to next grade level.
- Report cards will be made available on the Realtime Grade Portal.

See page 49 for Honor Roll requirements

It is important to continually reinforce and reward high levels of student achievement and excellence in citizenship and conduct. Additionally, school- wide awards are provided in several categories as outlined below.

I. MACKINNON SCHOOL STUDENTS OF THE MONTH - Each month a sixth, seventh and eighth grade student is selected to recognize his/her academic performance and/or citizenship qualities. Students are selected by the major subject teachers during the last common planning period of the month and approved by the entire faculty. Recipients are honored at regular Board of Education meetings.

II. EIGHTH GRADE AWARDS, are provided in the following areas:

- Valedictorian
- Salutatorian
- President's Award for Educational Excellence
- President's Award for Academic Effort
- Outstanding Student - Rotary Club
- Community Service - Rotary Club
- Music Achievement - Morris Hills and Wharton Band Boosters
- Art Achievement
- Academic Effort Award - FOP
- Academic Effort Award - American Legion
- Physical Education Achievement
- Health Achievement
- Technology Achievement
- Proficiency in World Language - Spanish
- Proficiency in Math
- Excellence in Science
- Proficiency in Reading - Wharton Public Library
- Vocal Music/Chorus Award
- U.S. Citizenship Award
- Proficiency in ILA
- Excellence in Social Studies - Daughters of the American Revolution
- Fernandez Awards (Boy's Basketball and Cheerleading)
- Girls Basketball Award
- Drama Award
- Ann Rossetti Athletic Leadership Award
- Perfect Attendance
- Morgan Astrologo Memorial Award
- Gregg Bitondo Memorial Award

III. END OF THE YEAR AWARDS – are offered in the following categories:

- Academic Excellence (one in each grades 6 & 7)
- Outstanding Citizenship (one in each grades 6 & 7)
- Outstanding Academic Achievement (2-3 per class in grades 6 & 7)
- Outstanding Academic Effort (2-3 per class in grades 6 & 7)
- Outstanding Achievement in each of the school's programs

**I Will Treat Myself And Others With
Respect**

I Will Treat Property With Respect

I Will Act In A Safe Manner

**I Will Come To School Prepared And Do
My Personal Best**

I Will Be A Responsible Student

**I understand that if my use of technology
at home/outside of school negatively
impacts or interferes with the educational
programs offered during the school day,
disciplinary action may be taken.**

The MacKinnon Middle School offers an interesting and practical variety of subjects developed into a program designed to make you better prepared as you continue your education. You will be provided with quality instruction, guidance, and experiences which will enhance your academic, social and vocational development.

Developing into a good citizen is as important as improving your academic skills. The positive habits and attitudes that you develop at the MacKinnon School will greatly influence you for the rest of your life.

Rules and regulations are necessary when large groups of people are to live and work together constructively and harmoniously. A good citizen will be honest, tolerant and considerate of others under all circumstances. A good citizen will become actively involved in encouraging others to respect each other and their school. With all students striving to be good students and good citizens, the MacKinnon Middle School will be a productive and pleasant environment.

The MacKinnon Middle School's philosophy of student discipline is to instill in each student the responsibility to conduct himself/herself in a safe, orderly, respectful and courteous manner. Teachers, counselors and administrators provide continual guidance and direction in assisting students to develop acceptable behavior patterns. Student conduct is guided by the school Code of Conduct.

The middle school offers an interesting and practical variety of subjects developed into a program designed to make students better prepared to continue with their education. Each child will be provided with quality instruction, guidance and experiences which will enhance their academic, social and vocational development.

Developing into a good citizen is as important as improving academic skills. Developing positive habits and attitudes will greatly impact our children's lives.

Rules and regulations are necessary when large groups of people are to live and work together constructively and harmoniously. A good citizen will be honest, tolerant, and considerate of others under all circumstances. A good citizen will become actively involved in encouraging others to respect each other and their school. With all students striving to be good students and good citizens, the MacKinnon Middle School will be a productive and pleasant environment.

With the goal of instilling good citizenship, courtesy and respect, middle school students will guide their actions in accordance with the Code of Conduct supplemented with a point system, encouraging positive behavior while inhibiting inappropriate actions.

Demerit Point System

Throughout the school year, students will have the opportunity to participate in special events such as activity nights, dances, picnics, and class trips. If the nature of a student's discipline record is at a serious level, a student may be excluded from any special event due to the number of demerits accumulated at the time of the event. A demerit point system is included in a student's disciplinary record throughout the school year. Demerits are issued for a student's violation of the school's code of conduct. The demerit point system is designed for academic team and/or administrative review. A student's demerit record can adversely affect his/her attendance on a class trip, field trip, or other upcoming school activity or event. A student must have a clean record of served detentions in order to attend an upcoming school activity or event, class trip, or field trip. The demerit point system is recorded as follows: 1 point for a teacher, office, or lunch detention; 1 point for each tardy per trimester, starting at the 3rd tardy, 2 points for deprivation of privileges; 3 points for an ISS; 4 points for an OSS.

***Students who remain infraction free for one month will have a demerit removed from their record.**

Students may be barred from any field trip, school activity such as an assembly for disciplinary or safety reasons. The school's demerit point system will be reviewed regarding field trip/assembly spectator participation. Any student barred from a **field trip** may appeal his/her case to the teacher/trip coordinator/grade level advisor and the principal. Students who accumulate 6 demerits or more prior to start of the 3rd cycle or 12 Demerits or more following that, may appeal. An appeal committee will hear each student's appeal. The decision of the appeal committee is final. In some cases, as determined by administration and appropriate staff members, a student who has demonstrated behavior violations may require the student's parent/guardian to attend the field trip to maintain close management.

Applies to all Grade Levels

- Attending as a spectator at school sporting events (8 demerits)
- School dances– 6 demerits prior to start of 3rd cycle 12 Demerits total or more following start of 3rd cycle.

Grade Level Promotion

Promotion to the next grade level includes the following:

- Student attendance meets district/state guidelines.
- Final grade of a 70 or higher in all Academic Courses of Study.
 - o Language Arts, Math, Science, Social Studies, and Physical Education

Grade 8 Promotion Activities Procedures

There are several end of the year activities that are designed to celebrate the end of eighth grade. These activities are: promotion field trip, promotion dance, end-of-year picnic, award ceremonies and the promotion ceremony. These are offered to the students as a privilege and reward for completing Middle School. As such:

Any Grade 8 student who has demonstrated violations of the school's student behavior code may be excluded from any or all promotion activities. The following number of demerits will be used as a benchmark to determine if a student is excluded from an activity: Promotion field trip (denial at 10 demerits); promotion dance (denial at 20 demerits); promotion team picnics (denial at 24 demerits); the all-school awards program on the last day of school (denial at 30 demerits); and promotion ceremony (denial at 30 demerits).

Our school's philosophy of student discipline is to instill in each student the responsibility to conduct himself/herself in a safe, orderly, respectful and courteous manner. Teachers, counselors and administrators provide continual guidance and direction in assisting students to develop acceptable behavior patterns. Student conduct is guided by a school discipline code. The code will be strictly enforced to ensure a safe, orderly and productive learning environment.

GRADES 6-8 CHART OF CONDUCT									
* These behavioral expectations and responses from the school administration include, but are not limited to what is listed below. Please note: All consequences will be at the discretion of school administration.									
INFRACTION		Dispositions				REFER TO:			
<i>All infractions will include an Administrative Conference and/or Teacher Conference.</i>	<i>Teacher Detention/ Lunch Detention</i>	OFFICE DET.	MULTIPLE DET.	IN-SCHOOL SUSP.	OUT OF SCHOOL SUSP.	Prin. or Asst. Prin.	SAC/CST/ Guidance Counselor	WPD	SUP T
Late to class (Referred by teacher)	X (Teacher Detention possible)								
Cut Class			1st	2nd, 3rd= 2 days		X	X		
Cutting Detention			1st	2nd, 3rd= 2 days	4+	X			
Insubordination	X	X	X	X	X	X			
Disruption	X	X	X	X	X	X			
Foul Language	X	X	X	X	X	X			
Foul Language Towards Staff				X	X	X			
Instigation		X	X	X	X	X			
Bus Misconduct (May also result in loss of privileges- i.e. bus susp.)		X	X	X	X	X			
Horseplay	X	X				X			
Horseplay with Injury			X	X	X	X			
Creating an unsafe environment	X	X	X	X	X	X			
Retaliating by pushing/hitting			X	X	X	X			
Physical Scuffle			X	X	X	X			
Threats/Extortion			X	X	X	X			
Fighting				X	X	X		X	X
Assault					X	X		X	X
Harassment/Intimidation/ Bullying		X	X	X	X	X	X		X
Forgery (Academic consequences possible)			X	X	X	X			
Copying Homework (Academic consequences possible)	X	X				X			
Cheating on Test (Academic consequences possible)			X (3 Det.)	X		X			
Plagiarism (Academic consequences possible)			X (3 Det.)			X			

INFRACTION		DISPOSITIONS				REFER TO:			
Truancy				X		X			
Dress Code Violation *		X	X	X		X			
AUP Violation						X			
Littering		X	X	X	X	X			
Out of Area	X	X	X	X	X	X		X	X
Vandalism			X			X			
Smoking				X	X	X		X	X
Possession of Tobacco/Tobacco Related Products- (1st Offense ISS; 2nd Offense- 2 Days OSS; 3rd Offense 3 Days OSS)				X	X	X	X	X	X
Possession, distribution, and/or use of other tobacco/tobacco related products (1 st Offense- 1 Day ISS; 2nd Offense- 2 Days ISS; 3rd Offense- 3 Days ISS)				X	X	X	X	X	X
Substance Abuse- Possession, distribution and/or under the influence (see District Policy regarding substance use, abuse, possession)					X	X	X	X	X
Gambling				X	X	X		X	X
Severe Misconduct (10 Days OSS- Police Notification)					X	X	X	X	X
Electronic Communication Recording Device (Without Staff Permission)		X	X	X					
Use of Electronic Devices (Without Staff Permission)		X	X (Social Media/ Computer Use- Game Play)	X					
*Dress Code Violation- 1st Offense Verbal Reprimand- Warning- Required change of inappropriate attire. Additional infractions may result in further consequences.									

As stated prior: In addition to the above, the Principal reserves the right to determine student participation in school related activities (

GENERAL BEHAVIOR	
BEHAVIOR	DISCIPLINARY ACTION
1. Cutting Teacher Detention	Make-up detention + one (1) additional office detention
2. Vandalism/Graffiti	Restitution possible Friday detention and/or in-school/out-of-school suspension and or other disciplinary action as determined by the principal. In addition, the act may be reported to the police.
3. Theft/Extortion	Restitution, possible Friday detention and/or in-school/out-of-school suspension and any other disciplinary action as determined by the principal. In addition, the incident may be reported to the police.
4. Excessive rough play/scuffling	Friday detention and/or in-school suspension/out-of-school suspension (number of days depends on severity and/or frequency of the offense. Possible other disciplinary action as determined by the principal. The action may be reported verbally, and/or formally to the police.
5. Fighting/or provoking same verbal/physical intimidation	Suspension from school, number of days depends on severity and/or frequency of the offense and/or any other disciplinary action as determined by the principal. The action may be reported to the police.
6. Possession or use of any tobacco product, matches, lighter,	Confiscation and possible Friday detention and/or in-school or out-of-school suspension and or any other disciplinary action as determined by the Principal.
7. Possession, use or sale of any illegal substances, including alcohol and drugs. Juul, electronic cigarette, are included due to possible unknown product inside, etc.	Immediate suspension from school in accordance with the rules and regulations of the Board of Education and other disciplinary actions determined by the principal. The action will be reported to the police. *Student will be referred for a drug and alcohol screening
8. Possession or threat of any illegal or harmful items, including knives, fireworks, weapons, toy weapons, etc.	Confiscation and immediate suspension from school in accordance to the rules and regulations of the Board of Education and other disciplinary actions as determined by the principal. The action may be reported to the police.

IN-SCHOOL SUSPENSION

Students who have received an in school suspension will be provided with work by the teachers, will be with a certificated staff member during the day, however, the students will not be with their class peers going from class to class but instead be in a classroom working quietly.

Students who are suspended are responsible for all of the academic work to be completed. It should be completed during the day(s) of suspension, and submitted to the appropriate teachers upon return or upon the completion of work the work can be collected in a folder designated for the student or the student, if applicable, can submit the work online.

OUT-OF-SCHOOL SUSPENSION

Students who are suspended from school are in the custody of their parents, and are to remain with their parents or in their home during school hours. Random checks may be made by the District Attendance Officer, a member of the Wharton Police Department. Students on suspension are prohibited from school grounds during the time and days of the suspension. This includes sporting events or any events related to the school during school hours or evening hours.

Students who are suspended from school are responsible for all of the academic work missed. It should be completed during the day(s) of suspension, and submitted to the appropriate teachers upon return. Work will be collected in the main office for students that are suspended and parents can arrange for work to be picked up.

Important Note:

The Discipline Code applies to students from the time they leave home until the time they return home. Problems occurring walking to and from school, will be handled according to these policies.

Any behavior that interferes with the education or safety of other students will be subject to disciplinary action. Conduct that is persistently contrary to the Discipline Code will result in suspension from school.

Incidents considered severe in nature will result in assigned multiple detentions, suspension from the lunchroom, Friday detention, and/or an in-school or out-of-school suspension. Students who receive any of these consequences are automatically declared ineligible for participation in and attending all co-curricular activities.

CUMULATIVE BEHAVIOR INCIDENTS

If a student's behavior is persistently poor, then additional measures will be taken. If a student accumulates multiple incidents within a short time frame, parental communication will be required. If subsequent improvement is not evidenced then out of school suspension will result. Parents will be notified in all cases of Friday detention, in-school suspension and out-of-school suspension.

STUDENT INTERNET & NETWORK

Independent use of the Internet and e-mail will be given only to those who complete and return this permission form with parent approval. The school will grant access to only those students with parent permission who agree to follow the rules established for the school network and Internet. Students may only access the Internet under direct teacher supervision. The teacher must be with the student and able to see the monitor at all times.

The Internet includes file server worldwide. It is not possible to screen the materials at all of these sites. Information can change at any site daily. It is important for each family to discuss the Internet and set expectations for the kinds and types of materials that are acceptable for each family. The district uses "Go Guardian" which is software that alerts the district for possible searching using "trigger words" concerning or inappropriate searches or comments. The principal will receive a report and then investigates the reported concerns. The principal will notify the parent/guardian when applicable.

The district has set rules which apply to student use of the Internet. The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using other's passwords
- Trespassing in other's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

The nurse's office always available for students who are genuinely sick or injured.

Medication required by students during the school day is governed by the following requirements:

1. Medication must be brought to the School Nurse in its original container.
2. Both prescription and over-the-counter medication must be accompanied by a physician's order, and a parental note authorizing and specifying the conditions for its administration.
3. Medication shall be dispensed by the School Nurse only unless covered under self-medication clause in Board Policy.
4. Information for students who are on a regular program of medication must be renewed at the beginning of each school year.

No child is to bring any medication to school unless the above procedures are followed.

1. If a student has a fever above 100 degrees he/she is expected to remain home a full 24 hours fever free without anti-pyretics (Tylenol, Advil, etc.) before returning to school
2. If a student has vomiting or diarrhea, he/she should not return to school until symptom free for 24 hours.

STUDY AND WORK HABITS

Many factors enter into your grade for each of your subjects. Preparation for class, daily classroom performance, completion of homework assignments, quiz scores and test scores contribute to each marking period's grades. You should report to class on time, prepared with the necessary materials, and with a positive attitude. Listening attentively, participating, by asking and answering questions, writing down important notes and assignments, and conscientiously completing written work are keys to learning subject matter and earning good grades.

Quizzes, tests and exams measure the learning that has taken place. Keeping pace with the class, fulfilling the daily requirements, reviewing the textbook and your notebook on a regular basis along with the necessary specific preparation, and study will contribute to satisfactory scores and grades.

There may be a time when you miss some class work or when you are encountering difficulty understanding the subject matter. Your teachers are available on most days after school for assistance. It is your responsibility to make the effort to seek that help.

It is the responsibility of the student to arrive to classes on time. Any student detained after class by a teacher, should ask for an admission pass to the next class. Students who are tardy to class and not in possession of a teacher pass, will receive a teacher detention of five (5) minutes for each one (1) minute of lateness. Lateness to class of more than five (5) minutes will be considered as a class cut.

TARDINESS TO SCHOOL

Students who are late to school **must** report to the Office for a pass before reporting to their scheduled classes. If the student arrives to school after 8:15 a.m he/she must be signed in by a Parent/Guardian. A doctors, legal, or religious note may be used as an excuse for the Lateness (tardiness). Unexcused Lateness to school will be handled as follows:

1. First unexcused tardy the student may receive a warning from the office.
2. After the second warning, each unexcused tardy will result in a negative result. (**Note: Students are responsible for all work missed due to tardiness to school**)

Persistent tardiness will be referred to the District Attendance Officer to be handled in accordance with Board of Education policy and New Jersey State law which could result in a court appearance and fine.

TELEPHONE AND CELL PHONE USE

OFFICE TELEPHONE

Students who have an emergency need to call home during the school day should get a pass from their teacher and report to the Office. The office telephone may be used only with expressed permission from office personnel.

CELL PHONE

Students are permitted to bring their cell phone to school. However, students are to keep their cell phones turned off and in their book bag until the conclusion of school at 3:05. Students are not allowed to record, video, text or take pictures in the school setting. Students caught with cell phones will have phone confiscated as well as parent notification of each offense. Students with cell phones our will receive progressive dependent upon the use of the cell phone. Students with multiple offenses can receive multiple detentions.

All basic textbooks and supplementary materials are provided to you for use during the school year. Each student should place his/her name in issued books as directed by the teachers. **It is school policy to have all textbooks covered immediately and to keep them covered throughout the school year.**

You are personally responsible for all items that you are issued. It is very important that you take the time to check each book carefully and report any damage to your teacher immediately upon receipt of the book. All books are to be kept clean and handled properly. Fines will be assessed for loss of any item, or the amount of abuse or misuse evidenced.

Students with outstanding books and/or fines will not receive report cards or diplomas. Promotion to the next grade and/or final withdrawal from the district is contingent upon meeting all financial obligations.

At the beginning of the school year, each student will be assigned a password for access to their textbooks on line.

TRANSFERRING FROM SCHOOL

Students who plan to transfer from school during the school year, must inform the Guidance Office at least five (5) days in advance of their withdrawal. This should be done in a letter from parents or guardian indicating the last day of attendance and the new school which the student will be attending. A transfer card will be issued after all books and other school property have been returned, and all other obligations, including lunch money owed, have been satisfied.

WORKING PAPERS

State Law requires that any person under 18 years of age who desires to work, must obtain an employment certificate (working papers). The required forms are available in the Guidance Office at Morris Hills High School.

“ZERO TOLERANCE FOR GUNS ACT”

In 1995, the New Jersey Legislature enacted, NJSA 18A: 37-7, known as the **“Zero Tolerance for Guns Act.”** The law provides that any pupil convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found to knowingly possess a firearm on school property, on a school bus, or at a school sponsored function must be immediately removed from the school’s regular education program for a period of not less than one calendar year.

- ... **You have been absent:** bring a note, signed by your parent or guardian, listing the days you have been absent, and the reason for your absence. The note must be submitted in to your homeroom teacher on the day of your return or brought to the main office.
- ... **You are late to school:** report to the Main Office before going to class. You must bring a note from home, with the date of your tardy and the reasons for your lateness, signed by your parent or guardian. Any student arriving after 8:15 must be escorted in and signed in by a parent.
- ... **You are uncertain whether or not school is in session due to inclement weather:** listen for the siren signals (see page 7), and listen to radio stations WRNJ 1000 AM, WMTR 1250 AM or WDHA 105.5 FM. Please do not call the school. A Honeyell would be sent out. Check for a missed call. We also will note it on our webpage.
- ... **You have forgotten your lunch or lunch money:** obtain a pass **DURING HOMEROOM**, and report to the Main Office to make a call home. All lunch loans should be borrowed from the cafeteria and repaid to the cafeteria within one (1) week.
- ... **You need to phone a parent for emergency reasons:** request a pass from your teacher to go to the office for permission to use the telephone.
- ... **You feel sick in school:** ask your teacher if you may go to the Nurse's Office. You must have a pass to go to the nurse. You must have permission from the principal or school nurse and your parent to leave the school grounds at any time.
- ... **You are unable to participate in physical education for medical reasons:** bring a parental note or doctor's excuse note to the Nurse's Office.
- ... **Another student hassles you:** Think smart and handle the situation the best way possible so everyone "wins." Go immediately to a teacher, the guidance counselor, or an administrator. They are always ready to help you or listen to your problem.
- ... **You find books, a coat, etc:** bring the article directly to the Main Office.
- ... **You are moving out of town:** inform the School Counselor or Guidance Secretary as soon as you are certain you will be moving.

2021-2022 SCHOOL YEAR	
<u>1st Trimester</u>	
Start Date	September 7, 2021
End Date	December 3, 2021
<u>2nd Trimester</u>	
Start Date	December 6, 2021
End Date	March 15, 2022
<u>3rd Trimester</u>	
Start Date	March 14, 2022
End Date	Last Day of School

* DATES SUBJECT TO CHANGE DUE TO SNOW DAYS

SEMESTER CONFERENCES (Tentative Dates)			
	Dates	1:30 - 4:30 PM	5:00 - 8:00 PM
FIRST SEMESTER	November 1, 2021	Duffy	MacKinnon
	November 2, 2021	MacKinnon	Duffy
	November 3, 2021		Duffy & MacKinnon
SECOND SEMESTER	March 9, 2022		Duffy & MacKinnon
	March 10, 2022	Duffy & MacKinnon	

PLEASE DO

- Enter the MacKinnon parking lot from the westbound side of East Central Avenue.
- Pull up to the vehicle in front of you while waiting to discharge or pick up your child(ren).
- Discharge students from the passenger side of your vehicle.
- Exit the drop-off/pick-up line to the left once you have discharged or picked up students.
- Obey the directions of the Crossing Guard and district staff in the parking lot.
- Park your vehicle in available spaces if you choose to exit your vehicle.
- Ask your child(ren) to cross to the parking lot to your parked vehicle at the direction of the Crossing Guard at the crosswalk. Students are to walk on the side walk on the left facing away from the building, look for moving cars, wait, and then cut straight across to the parked vehicles. When students exit they can also go to the right and utilize the crossing guard and the cross walk to access the parked cars.
- Ask your child(ren) to remain inside the orange cones when walking in the parking lot.
- Heed to pedestrians at the Drop-Off Zone Crosswalk, the Entrance and the Exit.
- Obey the yellow curb markings when parking on East Central Avenue.
- Exercise patience and courtesy.

PLEASE DON'T

- Enter the parking lot from the Eastbound side of East Central Avenue by making a left-hand turn into the lot.
- Execute K-Turns or U-Turns while in the parking lot or on East Central Avenue.
- Discharge students on the driver's side of your vehicle.
- Allow your child to cross the parking lot between waiting vehicles or run in the parking lot.
- Pass to the right of any vehicle in the parking lot or on East Central Avenue.
- Leave your vehicle unattended while waiting in the drop-off/pick-up line.
- Block the path of pedestrians along the sidewalk.
- Pick up or discharge students on East Central Avenue between the entrance and exit driveways to the MacKinnon parking lot.
- Pick up or discharge students on the eastbound of East Central Avenue.
- Engage in arguments or rude behavior with students or other adults while waiting to discharge or pick up students.
- Double park in the parking lot.

**YOUR COOPERATION IN ADHERING TO THESE RULES WILL MAKE THE
DROP-OFF/PICK-UP ZONE SAFER FOR STUDENTS AND DRIVERS.**

To be on the honor roll is an important achievement for any student. The middle school has both Merit and High Honors for each marking period. Each marking period, honor roll is calculated using the marking period average for all classes taken during the period.

Merit Honor Roll– A student must have at least an 85% average in their core academic classes and no grade below an 80 for the marking period.

High Honor Roll– A student must have at least a 95% average in their core academic subject areas for the trimester with no grade below a 90.

INTERSCHOLASTIC ATHLETICS

There will be a fee associated with participating in interscholastic athletic teams in the MacKinnon Middle School.

The fee associated with this new policy will be \$ 25.00 per sport, per child, with a \$ 100.00 cap for family.

Payment should be mailed to the MacKinnon Middle School or paid in person, in the middle school office.

Students not making payment, barring financial hardship, will not be permitted to participate.

Please note that students will not be permitted to participate in athletics if they have two or more classes they are currently failing or have recent behavioral infractions.

Any student that has made the team will have two weeks to make up their grades to get them up to passing and will be required to maintain or continue to improve upon their grades. Coaches will be expected to assist in monitoring their student athletes academics.

All student athletes are expected to be respectful, accountable and positive throughout their time as they represent Wharton both inside and outside the school.