

# KINGSWAY REGIONAL MIDDLE SCHOOL



## STUDENT HANDBOOK *2023-2024*

**Adopted: *July 1, 2023***



# KINGSWAY REGIONAL SCHOOL DISTRICT



## Vision, Mission, and Core Values

**Vision for Excellence:** It is the vision of the Kingsway Regional School District to successfully prepare students for their unique path in life.

**Mission:** The Kingsway Regional School District, guided by our core values, engages students within a diverse and nurturing community dedicated to our Vision for Excellence.

### Core Values

- **Growth** – We are committed to growing our students academically, socially, and emotionally. Through this commitment, students view the journey of education as a lifelong pursuit and continuous personal advancement beyond high school.
- **Belonging** – We are committed to ensuring every student feels included, supported, represented, valued, and celebrated at Kingsway. Through this commitment, students develop a lasting sense of worth for self and others.
- **Teamwork** – We are committed to providing a collaborative environment that invites participation and partnership from all stakeholders. Through this commitment, different perspectives and ideas are realized for the betterment of students.
- **Student-Centered** – We are committed to placing the safety, needs, and well-being of students at the forefront of decision-making. Through this commitment, the district remains focused on servicing the unique needs of every student.
- **Perseverance** – We are committed to cultivating resilience and self-reflection as students cope with life's hardships. Through this commitment, students emerge stronger and more confident as they work to achieve their goals.



# KINGSWAY REGIONAL SCHOOL DISTRICT



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Edward Dubbs, *Assistant Principal*  
Mary Neyer, *Assistant Principal / Supervisor of Social Studies*

## **HIGH SCHOOL ADMINISTRATION**

Stefanie Fox-Manno, *Principal*  
Meredith Alexander, *Assistant Principal / Supervisor of Team Scholastics*  
Steven Ottinger, *Assistant Principal / Supervisor of Social Studies*  
Farid Syed, *Assistant Principal*  
James Zurzolo, *Assistant Principal*

## **7-12 INSTRUCTIONAL SUPERVISORS**

Rachael Anderson, *Supervisor of ELA, ELL, World Language, and Family & Consumer Science*  
Megan Bruder, *Supervisor of Science and Visual & Performing Arts*  
Charae Whetstone, *Supervisor of Special Education*  
Balvir Singh, *Supervisor of Math, Technology, & Business*

## MIDDLE SCHOOL FACULTY & STAFF

Ms. Mary Ann Allen, *Paraprofessional*  
Ms. Danielle Altersitz, *Mathematics Teacher*  
Mrs. Megan Anastasia, RN, BSN, *School Nurse*  
Ms. Kim Aureli, *Paraprofessional*  
Mrs. Danielle Baney, *School Psychologist*  
Ms. Amanda Barbagallo, *Special Education Teacher*  
Ms. Erin Bernat, *Health & Physical Education Teacher*  
Mrs. Christiana Barrett, *English Language Arts Teacher*  
Mr. Joseph Bittmann, *Social Studies Teacher*  
Mr. Derrick Brewer, *Science Teacher*  
Mrs. Kristina Bullock, *Mathematics Teacher*  
Mrs. Nicole Cammarota, *Inclusion Coach*  
Mrs. Laura Campbell, *Learning Disabilities Teacher Consultant*  
Mrs. Juliana Chellew, *Mathematics Teacher*  
Ms. Lindsay Contarino, *English Language Arts Teacher*  
Ms. Alexa Croce, *S.T.E.M. Teacher*  
Mrs. Erin Cunningham, *World Languages (French) Teacher*  
Mrs. Kristen D'Alonzo, *Special Education Teacher*  
Ms. Sara DiBenedetto, *Health & Physical Education Teacher*  
Mrs. Nicole DiBonaventura, *Mathematics Teacher*  
Mrs. Susan Dillard, *Special Education Teacher*  
Mr. Dave Dominik, *S.T.E.M. Teacher*  
Mr. Vincent Doud, *Instructional Technology Coach*  
Mrs. Tia DuBose, *Mathematics Teacher*  
Ms. Takiyah Dumas, *English Language Arts Teacher*  
Mrs. Jennifer Earley, *Admin. Assistant to CST/Guidance & Nurse*  
Mrs. Shany Enzman, *Mathematics Teacher*  
Mr. William Ewe, *Health & Physical Education Teacher*  
Mrs. Dina Fanelle, *Administrative Assistant to the Asst. Principals*  
Mrs. Mary Fiordimondo, *English Language Arts Teacher*  
Mrs. Jennifer Fisicaro, *Special Education Teacher*  
Mrs. Regina Foody, *English Language Arts Teacher*  
Ms. Tammy Furber, *Paraprofessional*  
Mrs. Lori Gendaszek, *Science Teacher*  
Mrs. Christine Gismondi, *Science Teacher*  
Ms. Judith Gomes, *Paraprofessional*  
Ms. Michelle Gray, *Administrative Assistant for Attendance*  
Mr. Robert Green, *Health & Physical Education Teacher*  
Mrs. Amanda Hannigan, *Special Education Teacher*  
Mrs. Kimberly Hargraves, *English Language Arts Teacher*  
Mr. Ben Hedenberg, *Social Studies Teacher*  
Mr. Edward Heil, *Mathematics Teacher*  
Ms. Brooke Helmandollar, *Social Studies Teacher*  
Mrs. Antoinette Henry, *School Counselor*  
Mr. Robert Hildebrand, *Health & Physical Education Teacher*  
Mrs. Karen Jennett, *Special Education Teacher*  
Ms. Isabella Knapp, *Special Education Teacher*  
Mrs. Theresa Kupsey, *School Counselor*  
Ms. Tara Kuroda, *Science Teacher*  
Mrs. Kaitlin Kurtz, *Science Teacher*  
Mrs. Jean Lacovara, *Media Center Specialist*  
Mrs. Amanda Leto, *World Languages (Italian) Teacher*  
Mrs. Jaime Lloyd, *English Language Arts Teacher*  
Ms. Danielle MacIntosh, *Art Teacher*  
Mr. Nicholas Magnotta, *Art Teacher*  
Mr. Michael Maguire, *Special Education Teacher*  
Mrs. Madalyn Marlin, *English Language Arts Teacher*  
Mr. Michael Massaro, *Music Teacher & Band Director*  
Ms. Alexis McCann, *Special Education Teacher*  
Ms. Jasmine McLaurin, *Special Education Teacher*  
Ms. Lauren Mecholsky, *English Language Arts Teachers*  
Mrs. Catherine Merryman, *Special Education Teacher*  
Mrs. Stefanie Miles, *Science Teacher*  
Mrs. Morgan Moore, *Speech Therapist*  
Mrs. Michelle Mower, *English Language Arts Teacher*  
Mrs. Stacey Oehler, *English Language Arts Teacher*  
Ms. Michele Orr, *Business & Computer Science Teacher*  
Mrs. Allison Oplinger, *Science Teacher*  
Mrs. Amanda Ottinger, *English Language Arts Teacher*  
Mr. Andrew Owens, *English Language Arts Teacher*  
Mrs. Stephanie Owens, *Music Teacher & Chorus Director*  
Mrs. Suzanne Pataro, *Paraprofessional*  
Ms. Heather Peltz, *Paraprofessional*  
Mr. Anthony Pezzimenti, *Special Education Teacher*  
Mr. Raymond Philipp, Jr., *Wellness Counselor*  
Mr. Lamar Price, *Network Technician*  
Mrs. Kate Richards, RN, BSN, CPN, *School Nurse*  
Mr. David Reiners, *Social Studies Teacher*  
Mr. Michael Sandberg, *Special Education Teacher*  
Mr. Leonardo Santiago, *World Languages (Spanish) Teacher*  
Mrs. Tiffany Scurry, *Social Worker*  
Ms. Nicole Servais, *Instructional Technology Coach*  
Mrs. Susan Shakespeare, *English Language Arts Teacher*  
Mrs. Jennifer Skelly, *Special Education Teacher*  
Mrs. Albree Smith, *Special Education Teacher*  
Ms. Elizabeth Spinner, *Paraprofessional*  
Mrs. Anastasia Steinmetz, *Special Education Teacher*  
Ms. Ryan Stickel, *Mathematics Teacher*  
Mrs. Brittany Stone, *Science Teacher*  
Ms. Laura Terpak, *Special Education Teacher*  
Mrs. Michele Tirado, *Administrative Assistant to the Principal*  
Mrs. Nichole Tolley, *Special Education Teacher*  
Mrs. Evelyn Torres, *World Languages (Spanish) Teacher*  
Ms. Ashley Townsend, *English Language Arts Teacher*  
Mr. Zachary Van Der Wall, *Social Studies Teacher*  
Ms. Alexandra Walek, *Health & Physical Education Teacher*  
Mrs. Terri Walsh, *Administrative Assistant to CST/Guidance*  
Ms. Lauren Warner, *English Language Arts Teacher*  
Mrs. Kathleen Wilhelm, *English Language Arts Teacher*  
Mr. John Worthington, *Social Studies Teacher*  
Ms. Claudia Yarrick, *Mathematics Teacher*  
Ms. Sharon Young, *Paraprofessional*  
Ms. Michelle Yourison, *Mathematics Teacher*  
Mr. Thomas Yourison, *Social Studies Teacher*

# KINGSWAY REGIONAL MIDDLE SCHOOL

203 Kings Highway  
Woolwich Township, NJ 08085  
(856) 467-3300 / [www.krsd.org](http://www.krsd.org)



*Dear Parents & Guardians:*

*The purpose of this handbook is to help both students and parents understand the middle school's philosophy, operations, and expectations. Parents are encouraged to review this handbook with their children and keep it handy for reference.*

*This handbook may not answer every contingency or question. Therefore, we encourage you to contact the school at **(856) 467-3300** for assistance at any time. Moreover, we encourage parents to be involved with the school and meet with the administrators, counselors, and/or teams if they have any questions or concerns.*

*With your help, support, and cooperation, Kingsway Regional Middle School will provide a sensitive, caring, and supportive learning environment that will assist your child in making the transition from elementary school to high school. We pledge to help each individual student bridge this gap!*

*Best Wishes,*

***Middle School Administration***

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## **INTRODUCTION**

### **THE PHILOSOPHY OF THE MIDDLE SCHOOL**

The middle school years are unique in social, emotional, and intellectual development. Three qualities should be imparted into such a setting. Initially, the student should have an opportunity to join a small community in which people form healthy and lasting relationships. Second, every student must be able to rely on a small, caring group of adults who work closely with each other to provide coordinated, meaningful, and challenging educational experiences. Finally, every student needs at least one thoughtful adult who has the time to talk with the student about academic matters, personal growth, and the importance of performing well in school.

Ensuring success for all students is the goal of our middle school. Our school strives to offer opportunities for students to learn, mature, and exhibit excellence. There is a crucial need to help adolescents at this early age acquire confidence, reliable human relationships, and a sense of usefulness beyond the self. The social, emotional, and intellectual areas of early adolescence will continually be addressed at Kingsway Regional Middle School.

### **HOW PARENTS CAN HELP**

Most parents earnestly desire to help their child acquire the maximum benefits from their school experience. There are many ways in which parents can help:

- Assume the role of “primary educator” of your child and work collaboratively with the school to ensure the success of your child.
- Show your child how to work efficiently and effectively.
- See that your child has the proper amount of sleep. A child in middle school should have at least 8 to 10 hours of sleep each night.
- Ensure that your child maintains good health and nutritional habits.
- See that your child has the proper materials and resources.
- Maintain regular contact with your child’s teachers.
- Monitor your child’s progress by utilizing Genesis and Schoology. Specifically, sign-in to your parent Schoology account to view your child’s academic progress and communicate with teachers. Click [here](#) to access parent resources to learn more about Schoology.
- Encourage your child to join the Renaissance Program.
- Encourage your child to be his or her own advocate by seeking guidance or academic assistance as needed

## COMMUNICATION

### CHAIN OF COMMUNICATION

Kingsway Regional School District's core values invite a partnership with families and the community as we work collaboratively for the betterment of our students. Our faculty, staff, and administrators communicate often to keep families informed. Despite our very best efforts, questions and concerns do arise. To ensure the success of our students, we ask that the District's Chain of Communication [HERE](#) be followed when a question or concern arises on various matters.



### DISTRICT WEBSITE

Parents and students may access updated information by visiting the district website at [www.krdsd.org](http://www.krdsd.org). Click on the middle school link to learn more about the following: *teams and departments*, *clubs and activities*, *the monthly lunch menu*, and *upcoming events*.

### SCHOOLGY

**Schoology** supports students' learning and streamlines student, parent, and faculty interactions.

Parent Access to Schoology: Through the Schoology platform, parents can view their child's activities, check current grades, and communicate with teachers.

Student Access to Schoology: Students can access our Schoology site by signing-in using their Kingsway Google credentials. Schoology replaces Google Classroom and serves as a convenient "one stop shop" for students to access courses, assignments, teachers, grades, and more.

### GENESIS

Parents may access their child's current grades through Schoology. Genesis will be used to store your child's historical grades, current schedule, and bus route while providing the district with your child's demographic information as well as parent/guardian contact information. Parents may contact the guidance department (ext. 3095) if they need additional assistance and/or misplace the username and password information.

### MID-MARKS & REPORT CARDS

All middle school students will receive an interim mid-mark (progress report), which will reflect the student's progress at the midpoint of the semester. This is a singular report containing input from each teacher. Mid-marks are available online through Genesis. Additionally, report cards are also available online through Genesis.

### SEMESTERS

The academic calendar is divided into two semesters. Please check the [district calendar](#) for these timelines as they are subject to change due to unforeseen circumstances.



# SCHOOL POLICIES

## THE SCHOOL DAY

The Middle School Main Office is open from 7:15 AM to 4:15 PM. Scheduled classes occur from 8:00 AM to 2:38 PM.

## STUDENT DROP-OFF & PICK-UP PROCEDURES

Students who are dropped off in the morning before school may arrive as early as 7:40 AM. Parents may pull through the front lane (closest to the middle school) and students may enter the building through the main entrance. Parents are to pull forward between the cones and then drop their child off once their vehicle comes to a stop between the cones. Parents picking up at dismissal should pull into the faculty parking lot and park in a parking space (if possible).

## ARRIVAL & DEPARTURE

Students should plan to arrive at their assigned bus stops approximately ten (10) minutes before the scheduled pick-up time. Transportation schedules have students arriving at school between 7:40 AM and 8:00 AM. Once in the building, all students will proceed directly to their lockers. Following this, students will then proceed directly to their homeroom. Students are not permitted to eat or drink during this time. Students are expected to follow the student code of conduct during this time as well. All students should be present and seated in their homeroom by 8:00 AM.

## BELL SCHEDULES

The following bell schedules will be utilized during the 2023-24 school year:

- [Regular Bell Schedule](#)
- [Two-Hour Delay Bell Schedule](#)
- [Half-Day Bell Schedule](#)

## EMERGENCY CLOSINGS

In case of inclement weather or any other emergency, announcements will be given on the radio, school messenger, email, and TV broadcasts over all major stations. Our school number is [815](#). The school district will make every attempt to notify parents and staff via School Messenger (the automated email and phone system) as well as the district website. Please be sure the school district is kept up to date with current phone numbers and contact information.

## VISITORS / EARLY DISMISSAL

All visitors must report to the main office with identification in order to be present in the building. Except in cases of emergency, parents and guardians are encouraged to make an appointment in advance. Please do not send your child to school with a guest unless permission has been granted by the administration. Parents and guardians will be asked to show identification before picking up their child. If someone other than a parent or guardian is picking up a child, written documentation and identification will be required.

## SCHOOL NURSE

There are two middle [school nurses](#) on duty during the school day. Before reporting to the nurse's office, a student must secure a pass from his or her teacher. Students will sign in to the Nurse's Office using their ID. Students are not permitted to visit the nurse's office without a pass unless it is an emergency. The nurse will be the determining official as to whether a student must leave school due to sickness.

No students are permitted to carry medication on their person while on school grounds. The only exception to this rule is if the student has written orders in the nurse's office for an inhaler for an asthmatic condition or an Epi-Pen for a severe allergic reaction. This policy is for the safety of all of our students and full compliance is expected. If a student requires medication at school, the student's physician should complete the necessary paperwork, and the parent must bring the medication to the school in its proper container.

Students and staff who begin to show COVID-compatible symptoms during the workday should report to the nurse's office. The nurse will assess and determine if the individual should be quarantined. School officials will establish and maintain

communication with local and state authorities to determine current COVID-19 mitigation levels in the community. The middle school nurse will serve as liaison to county and state health officials for Kingsway and continue to collaborate with our school physician and solicit feedback, direction, and guidance concerning health and safety guidelines.

### **SCHOOL COUNSELING SERVICES**

The school counseling department's mission is to build collaborative relationships with various stakeholders to help ensure the academic, career, and personal/social development of all students in grades 7 through 12. Student needs are addressed by delivering services that are multifaceted and aligned with Kingsway Regional School District's Strategic Plan. The department's comprehensive program will provide the tools to empower students to achieve their individual and post-secondary goals. Should questions or concerns arise, parents and students are encouraged to contact their [school counselor](#).

### **CHILD STUDY TEAM**

If your student is experiencing learning, social-emotional, and/or behavioral challenges in school, contact your child's guidance counselor to discuss whether a referral to the child study team is warranted. The child study team is a multi-disciplinary team comprised of a school psychologist, learning disabilities teacher consultant, and social worker who can determine if your student qualifies for special education and requires an Individualized Education Plan (IEP). If you have questions about the referral process or qualifying for special education, please contact the [child study team](#).

### **CHANGE OF ADDRESS**

When moving from one address to another within or outside of the district, the parent or guardian must visit the School Counseling Office and complete a [Change of Address Form](#). Moreover, two proofs of residency will be required to effectuate the change.

### **TRANSFERS**

When transferring to another school district, the parent or guardian must visit the guidance office and complete a Student Transfer Verification Form and a Parental Permission & Transfer Information Form. The student will be given a sign-out sheet to be taken to all his or her teachers. When the form is returned to the guidance office, a transfer card will be prepared, processed, recorded, approved, and given to the parent or guardian. Transcripts of grades will be forwarded to the student's new school provided the student has fulfilled all responsibilities, returned all textbooks, materials, and equipment, and paid any outstanding fines and obligations.

### **HOMEROOM / FIRST PERIOD**

Homeroom is very important in that legal attendance is taken for the day and general announcements are made during this time. The flag salute is held each morning in each homeroom according to state law. Students are requested to pause and participate in the flag salute. After the announcements, various housekeeping tasks are carried out. First-period class commences after the 8:00 AM bell. Students who report to school after 8:00 AM should report directly to the main office for a late pass.

### **LUNCH**

Each student is assigned to eat during a specific lunch period. Lunch periods are 23 minutes in length. Students are not to leave the cafeteria before the normal dismissal time unless they have a pass from a teacher on duty. The cafeteria is equipped with a debit system that allows students to keep money on a lunch account. A student can choose to pay for his or her lunch by utilizing one of the following three methods: student ID card, five-digit ID number, or cash payment. If lost, replacement IDs may be purchased during homeroom for a \$3 fee.

### **MEDIA CENTER**

Student use of the media center is for research, for printing assignments that were completed at home, for studying specific topics of interest, or for leisure reading. Students may visit the media center with their class or with a pass from their teacher. Students will use their ID's to scan into the media center.

### **USE OF PHONES**

A telephone is available in the main office for student use. The student must first report to class to receive permission from his or her teacher, and then the student may report to the main office to use the telephone. As with all electronic devices, student cell phones must remain off and in the student's locker throughout the school day.

### **FIRE DRILL**

At the sound of the fire alarm, students should proceed through the nearest exit silently and in a single file. All windows and doors of all rooms should be closed. All lights should be turned off. If the alarm should sound while students are passing in the corridors, they should fall into a single file on each side of the corridor and file out the nearest exit. If the fire alarm should sound while students are in the cafeteria, they should proceed orderly through the cafeteria exits. When students are outside, they should move away from the parking areas and paved areas and proceed to the grass. Students are to remain orderly and attentive so that they may hear any possible directives. No one is to enter the building without administrative permission. Fire drills are conducted monthly.

### **EMERGENCY EVACUATION**

Students and staff will be directed over the public address system to gather up all belongings and quickly evacuate the building using the same evacuation procedures as utilized in a fire drill. Students should not go to any other area (such as a locker) to secure belongings. Students should only take the items that are with them at the time the evacuation is ordered. Cell phones are not permitted to be used during an emergency evacuation.

### **EMERGENCY LOCKDOWN**

Students and staff will be notified of an emergency lockdown over the public address system. Staff and students are to quickly move into lockdown mode once the order is given.

### **BICYCLES**

Students are not permitted to ride bicycles to or from school. Students are not permitted to use skateboards, rollerblades, scooters, or motorized equipment on school property. Anyone in violation will be subject to the disciplinary code, and the transportation means will be confiscated until a parent conference is held.

### **BUS TRANSPORTATION**

School bus service is maintained to provide transportation to and from school for all students. We aim to provide efficient service and to ensure the health and safety of all passengers. To accomplish this aim, the assigned bus driver is recognized as the one responsible for the personal health and welfare of the students. Therefore, directions must be strictly adhered to and the following list must be observed regarding bus transportation:

- While waiting for the bus, pupils should not stand in or play in the road or abuse the property of the homeowners living near the bus stop.
- Students should be seated in their assigned seats.
- All students must remain seated until the bus comes to a full stop.
- Pupils shall at all times keep their entire body inside the bus.
- No one should make unnecessary noise, shout, or use vulgar language.
- No student will be permitted to throw or shoot articles within the bus or out of the bus windows.
- Pupils should not fight or engage in hazing of any sort or type.
- All students must ride their assigned bus and enter and leave the bus at their assigned bus stop.
- No food or drinks are permitted on any bus. Water bottles must be stowed while on the bus.
- While waiting at middle school to board buses in the afternoon, students must stand on the sidewalks at least two feet from the curbside.

### **ALTERNATE TRANSPORTATION IN AN EMERGENCY**

Any student requesting permission to ride home on another student's bus or any other alternate form of transportation must have notes of approval from his or her parent or guardian and the parent or guardian of the student with whom he or she is riding home. Students must present their notes to the main office before or during homeroom and the principal reserves the right to deny permission.

Note: These procedures apply to emergencies only and do not apply to social conveniences.

### **LATE BUS**

Late buses are offered throughout the school year and depart from the middle school at 4:15 PM. The late bus runs are a privilege. Misconduct on any late bus run will result in the loss of privilege to ride the bus on a late run. Students who must stay after school for work or activities will sign in with an assigned teacher. The student will then remain with the teacher in charge of the activity until the late bus arrives. Any student who misses his or her regular bus run will report directly to the main office. Parents providing transportation home from an after-school activity must arrive before the late bus departs or the student will be instructed to ride the late bus.

Note: Late afternoon buses are provided for students staying after school, but these buses do not necessarily follow the same route as the regular bus. Door-to-door transportation is impossible, so a perimeter route has been designed to drop off students in a timely fashion.

## EVENTS, CLUBS, WELLNESS ACTIVITIES & SPORTS

### PHILOSOPHY

KRMS is proud to offer a variety of after-school clubs and activities. Student activities provide opportunities for students to engage in special interests in addition to curricular experiences. Student activities help to develop student abilities necessary for leadership as well as those necessary for group participation. Students who have special talents in fields such as music, drama, and/or athletics are allowed to improve their skills to an extent not usually afforded in the classroom. In keeping with the philosophy of Kingsway Regional Middle School, the administration and staff strive to develop a program of positive social activities planned in such a manner as not to interfere with the academic program. Once a student gains access to an interscholastic sports team, he or she will be charged a participation fee. All social activities are monitored by KRMS staff members.

### ELIGIBILITY

Important factors related to determining eligibility are as follows:

- **Good Student Standing:** All students will begin the school year with the status known as “good student standing.” A student with “good student standing” may attend or be eligible for any extracurricular activity (clubs, wellness activities, sports, etc.) offered by Kingsway Regional Middle School. Refer to the Code of Conduct for additional details on the factors involved in losing good student standing.
- **Obligations:** Obligations may include, but are not limited to, the following: new student medical clearance / physical, lost / missing / damaged textbook, library book, or Chromebook, debt to the cafeteria, or unpaid fundraiser monies. Students with obligations will not be allowed to attend or participate in afterschool activities, class trips, extracurricular trips, dances, tournaments, etc.
- **Academics:** To be eligible for athletic competition, clubs, and wellness activities during the first semester, a pupil must have passed six courses during the immediately preceding academic year. To be eligible for the second semester, a pupil must have passed six courses at the close of the preceding semester. The administration reserves the right to revisit each case at the mid-semester point to grant eligibility if a student is passing all classes.
- **Attendance:** Any student absent or suspended from school is not permitted to attend after-school activities. Exceptions may be made for absent students with a physician’s note and administrative approval.

### DANCES

Dances are held for 7<sup>th</sup> and 8<sup>th</sup> grade students to provide an opportunity for social experiences with their peers. General guidelines listed below are student responsibilities and conduct during this event.

- Chaperones / staff members are in complete charge and all situations are under their authority.
- Disruptive behavior will be dealt with under the guidelines established in the code of conduct. Social privileges may be revoked at the discretion of the principal or assistant principal.
- Once a student enters a dance, he or she may not leave until it is over, or until his or her parent arrives.
- Most dances will begin at 7:00 PM and conclude at 9:00 PM. Students should inform their parents to pick them up by 9:00 PM.
- Transportation to and from dances is the responsibility of parents. The school does not provide busing.
- Any student may be refused admittance at the discretion of the administration.
- No guests are permitted at dances. The dances are only open to Kingsway Regional Middle School students.
- The middle school dress code remains in effect for all dances.
- Any student absent from school or suspended from school externally is not permitted to attend. Exceptions may be made for absent students with a physician’s note and administrative approval.

### CONCERTS, PLAYS & MUSICALS

Our music department presents several concerts annually. Concerts feature choral and instrumental performances. These performances enable students to demonstrate their musical ability and talents. Such events are free and are scheduled in the evening; students, parents and guardians, and other community residents are invited and welcome. KRMS also presents a fall play and spring musical each school year. Students try out and commit to attending practices and rehearsals in

preparation for these performances. These events require an admission fee; students, parents and guardians, and other community residents are invited and welcome. An adult must accompany students.

#### **AFTER-SCHOOL OFFERINGS**

Students may sign up for after-school clubs and wellness activities via Schoology. Days and locations are communicated on the morning announcements and can be found on the [activity calendar](#), as well as the [daily announcements](#) page. For a complete list of our after-school clubs and wellness activities, click [here](#).

#### **#1DRAGONFAMILY**

Kingsway Regional Middle School will continue to pursue a climate and culture initiative entitled, #1DragonFamily, which hosts activities, guest speakers, and school-wide events. These events are instrumental in emphasizing the importance of accepting differences while promoting respect among the entire school community throughout the school year. In addition to monthly activities and themes, our after-school club, Dragon Spark, is an opportunity for students to further these efforts.

## PROPERTY, APPEARANCE & GENERAL CONDUCT

### CARE OF SCHOOL PROPERTY

Students are to maintain respect for school property at all times. Each student is responsible for his or her books, and books must be covered. If a book is lost, damaged, or destroyed, the financial responsibility will fall on the student. Damage or destruction of school property is covered under the Code of Conduct. Students are also responsible for the Chromebook.

In a case where a student owes an obligation to the school, report cards will be withheld until the obligation has been satisfied. No student with an outstanding obligation will be allowed to attend various school activities (dances, field trips, after-school clubs/activities, sports tournaments, etc.).

### BOOK FEES

The amount of a book fee will be determined based on the scale below. Each teacher will assign a rating to each book before issuance to students and payment will be based on this rating.

Condition --- At the Time of Receipt ---	Payment
New	Full Price
Good	75% of Full Price
Fair	50% of Full Price
Poor	25% of Full Price

### ELECTRONIC DEVICES

Radios, headphones, earbuds, air pods, cellular phones, iPods, laser pointers, video games, or other electronic devices are not to be used during school hours. Students must have all electronic devices turned off and put in their book bags as they enter the building each day. All electronic devices must remain off and secured in the student's locker throughout the school day and during after-school activities. Students with electronic devices in their possession will be subject to the disciplinary code. The school is not responsible when these items are lost or stolen.

No videotaping of students or teachers is allowed without permission. This stance is in keeping with Kingsway Regional School Board [policy #5516](#), which reads, "The Board of Education believes pupils and/or school staff members should not be subject to having a video or audio recording taken of any pupil(s) or school staff member(s) for any purpose without the consent of the pupil, the pupil's parent or guardian, and/or the school staff member. In addition to protecting the privacy rights of pupils and school staff members, the Board recognizes such recordings can be disruptive to the educational program."

### BACKPACKS & LOCKERS

Students are not permitted to carry a backpack throughout the day. Each student will be issued a personal locker at the start of the school year. Phones and other personal electronic devices, books, binders, and other student belongings should be stowed in the student's locker. Lockers are to be kept neat and clean, and they should be locked at all times. Moreover, students are not to share combination information with their peers. Lockers will be checked periodically and organized by students during locker clean-out times. The school cannot assume responsibility for personal property.

Note: The administration reserves the right to search lockers and/or book bags when reasonable suspicion of a Code of Conduct violation necessitates an investigation.

### HALL CONDUCT

Students should move from class to class in a timely and orderly manner. There is to be no running in the halls at any time. Any student in the hall during class time must have his or her student agenda along with the necessary staff signature that grants hallway access. Any hallway behavior that violates the Code of Conduct will warrant disciplinary action.

### LOST & FOUND

Any article found in the building should be turned into the main office or placed on the "Lost and Found" table outside of the cafeteria. A student who has lost an article should check with the main office or visit the "Lost and Found" table. Items that are not claimed will eventually be donated to local charities.

### ASSEMBLY CONDUCT

Assembly programs will be presented throughout the year for grades 7 and 8. Students are expected to proceed to the location in an orderly fashion and to show proper respect to all persons appearing before the assembly. These programs are presented as a supplement to the curriculum.

### PUBLIC DISPLAYS OF AFFECTION

Public displays of affection (kissing, hugging, handholding, etc.) are inappropriate and will not be tolerated.

### DRESS CODE

The school district expects that all students will dress appropriately for the school day, virtual meetings, athletic competitions, activities, and any school-sponsored event. The student dress code is designed to support equitable educational access and should not increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, socioeconomic status, or cultural observance. While we believe that the primary responsibility for a student's attire resides with the student and his or her parent(s), the school will assume the responsibility to establish and enforce a dress code that...

...does not interfere with the health or safety of any student.

...does not contribute to a hostile or intimidating school environment.

...respects the district's intent to sustain a community that is inclusive of diversity.

...affords students opportunities for responsible decision-making.

The items below adhere to our district's dress code philosophy and are **allowable**:

- Pants/jeans or the equivalent are worn at the hips or higher.
- Pants/jeans or the equivalent cannot be any shorter than fist length.
- Shirts that cover the front, back, and sides (i.e. tank tops, including spaghetti straps, off-the-shoulder shirts, and halter tops are permitted);
- Religious headwear and/or headwear that is worn for purposes for which the administration has provided advanced approval.
- School approved athletic uniforms.

The items below do not adhere to our District's dress code philosophy and are **not allowable**:

- Clothing or accessories with offensive, distasteful or suggestive images or language. (i.e. profanity/vulgarity or disrespectful or erotic language/images).
- Clothing or accessories that denote, suggest, display, or reference alcohol, drugs, or related paraphernalia, weapons, or other illegal conduct or activities.
- Clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Excessively ripped or revealing clothing, that exposes a disproportionate amount of skin (i.e. rips in pants cannot be above fist length).
- Shorts, skirts, dresses that are above fist length.
- Pants/jeans or the equivalent worn below the hips.
- Tube tops, midriff-baring shirts, and crop tops.
- Sunglasses (unless prescribed by a doctor)
- Accessories that could be considered dangerous or could be used as a weapon.
- Pajamas or pajama pants, slippers, robes, blankets, and pillows.
- Outerwear & head coverings (heavy jackets, overcoats, rain gear, gloves, hoods, hats, baseball caps, bandanas).
- Costumes, capes, banners and/or flags.



Students are expected to abide by the dress code expectations noted above, and teachers and administrators will enforce compliance in a manner that is fair and consistent and aligns with the district's communicated philosophy, ensuring there is no increase in marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, socioeconomic status, or cultural observance.

#### **BOARD POLICY RELATED TO DRESS CODE**

According to [policy #5511](#), *"The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of the pupil's style and individual preferences. The Board will impose its judgment on pupils and parent(s) or legal guardian(s) only when a pupil's dress and grooming affect the school's educational programming. Pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or others; materially interfere with school work; create disorder and/or disrupt the educational program; cause excessive wear or damage to school property; and/or prevent the pupil from achieving his or her educational objectives because of blocked vision or restricted movement. The Board of Education prohibits pupils from wearing, while on school property, any type of clothing, apparel, or accessory which indicates that the pupil has membership in, or affiliation with, any gang associated with criminal activities. The local law enforcement agency will advise the Board, upon request, of gangs that are associated with criminal activities. The building principal shall publish the student dress code in this handbook/agenda each school year."*

#### **MISCELLANEOUS**

Toys and stuffed animals are not permitted in school. Pacifiers, toothpicks, and Popsicle sticks are not permitted in students' mouths, nor are lollipops or straws (when not used for their intended purpose).

## STUDENT RIGHTS

### ACCESS TO STUDENT RECORDS POLICY

According to [policy #8330](#), “The Board of Education believes that information about individual pupils must be compiled and maintained in the interest of the pupil’s educational welfare and advancement. The Board will strive to balance the pupil’s right to privacy against the district’s need to collect, retain, and use information about individual pupils and groups of pupils. The Board authorizes the establishment and maintenance of pupil files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directives, and those records permitted by this Board....Access to and disclosure of a pupil’s record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).”

### STUDENTS CONCERNED FOR CHANGE POLICY

Students wishing to offer suggestions for changes in activities or school-related policies are to do so through the Student Council. The Student Council is one recognized body for student concern and change. Any concerns, recommendations, and/or changes will then be reported to the principal via the Student Council.

Should the Student Council not support the proposal, a representative delegation of those concerned may appeal by seeking a meeting with the principal. Subsequent appeals may be made to the superintendent and the Board of Education in the manner prescribed in the student grievance policy.

### STUDENT GRIEVANCE POLICY

For an individual student who has a personal grievance, which is a result of his or her association with the school, the following steps shall be followed:

- The student shall seek relief at the appropriate level (teacher, advisor, coach, assistant principal, and/or counselor).
- If not resolved, the grievance can be reported to the principal. The principal shall render a decision within fifteen (15) school days of receipt.
- If not resolved, an appeal of the principal’s decision may be made in writing to the superintendent of schools. The superintendent shall render a decision within fifteen (15) school days of receipt of the appeal.

### VACATION

Please be advised that vacation days taken while school is in session will be considered “unexcused” absences. Should the vacation be unavoidable, the student is required to obtain work from his or her teacher(s). The student must follow the steps below:

- At least one week before the vacation commences, the student must come to the attendance office with a parent/guardian’s written notice. The student will then be given a vacation form.
- The student must take the vacation form to each teacher to obtain work. Each teacher will initial the form to confirm that he or she has communicated with the student. Work given to the student before the vacation must be completed by the student upon returning to school.
- When the vacation form has been filled out by all of the student’s teachers, the student must promptly return the vacation form to the attendance office.
- A copy of the completed vacation form will be given to the student to take home.

### OBLIGATIONS

Students are responsible for all obligations. Obligations may include, but are not limited to, the following: new student physical, lost / missing / damaged textbook, library book, or Chromebook, debt to the cafeteria, and unpaid fundraiser monies. Once an obligation is incurred, the student is notified in writing and allowed to clear the obligation. His or her name is added to the obligation list, and he or she will not be allowed to attend or participate in afterschool activities, field trips, tournaments, the end-of-year class trip, Spirit of Philadelphia trip, dances, sports, extra-curricular events, etc. If an obligation should continue beyond the last day of school, it will carry over to the next school year. Obligations continue to follow a student through high school and may ultimately prevent the student from graduating. Students transferring from the school district must rectify outstanding obligations to ensure the timely transfer of school records.

## **STUDENT IDENTIFICATION BADGES**

### **PURPOSE**

Students are required to have identification badges on their person while on school premises. These identification badges are used for setting up lunch debit accounts. Identification badges will also be required for checking books out of the media center. Students that qualify for the renaissance program also place renaissance stickers on their identification badges to indicate their card status.

### **IDENTIFICATION BADGE**

Students are expected to carry their IDs on their person at all times. There will be a \$3 surcharge for a replacement identification badge. Students will use their ID to scan into the Main Office, Media Center, Nurse's Office, and the School Counseling office.

## **HAZARDOUS SUBSTANCES**

### **WORKER & COMMUNITY RIGHT TO KNOW ACT**

*According to the Worker and Community Right to Know Act (N.J.S.A. 34:5A-3), "Notice is hereby given and all parents/guardians are hereby advised that any construction or other activities involving the use of any hazardous substances will be posted on a bulletin board in the school. In addition, hazardous substances may be stored at various times throughout the year. These substances will be stored and used by all safety regulations. Safety Data Sheets for these substances are available at the school."*

# ACADEMICS

## GRADING PRACTICES FOR GENERAL SUBJECTS

Students will be provided a syllabus and course description from each of their teachers during the first week of school.

### GRADING POLICY

The Kingsway Regional Middle School requires that students complete all assigned work. Teachers within the Kingsway Regional School District utilize the following grading categories and percentages for various assessments:

#### **Primary** →

- Assessments in this category comprise **40%** of a student's semester grade & typically assess multiple standards introduced throughout the unit or multiple units.
- A minimum of **four** primary assessments are given each semester.
- Purpose: evaluation of mastery / comprehension
- Examples: tests, major projects, major essays, extensive labs, oral presentations, performances

#### **Secondary** →

- Assessments in this category comprise **40%** of a student's semester grade & typically focus on the discrete skills and understandings students need to acquire before engaging in a primary assessment.
- A minimum of **six** secondary assessments are given each semester.
- Purpose: ongoing or formative assessments to guide instruction
- Examples: quizzes, graded practice, smaller labs, minor writing responses, journal entries, outlines

#### **Supportive** →

- Assessments in this category comprise **20%** of a student's semester grade and typically focus on independent work towards proficiency or mastery of the standards.
- A minimum of **ten** supportive assessments are given each semester.
- Purpose: reinforcement and facilitation of comprehension
- Examples: homework, participation, guided practice, notebook checks, outlines

### ACADEMIC ASSISTANCE PROGRAM (AAP)

This Title I program is offered after school to students who have been identified as needing additional support in math and/or language arts based on the results of a variety of measures (i.e. recommendations, course grades, and standardized test scores). The goal of the Academic Assistance Program is to provide supplemental instruction for our academically at-risk students through individualized supplemental math and ELA practice activities in a one-to-one or small group setting.

### HOMEWORK REQUEST

When absences occur and work is missed, one day for make-up work is granted for each day of absence. The following procedure will be followed in this circumstance:

- Requests for homework / classwork assignments will be accepted only after a student has been absent for two (2) consecutive days due to illness.
- Requests must be called into the [school counseling secretary](#) no later than 8:00 AM.
- Homework requests for a student absent due to vacation will not be honored except as noted in the vacation policy. Homework / classwork collected from the teachers will be available in the School Counseling Office after 2:38 PM on the day of request.
- Books and other materials will not be collected. It is up to the person retrieving the work to go to the student's locker to gather any necessary materials.

Note: Despite the advent of teacher's Schoology pages that list daily homework and other pertinent class information, absent students are not required to complete missed homework and/or classwork before their return. Students may certainly choose to utilize these websites as a means to prevent "falling behind," but they are not mandated to utilize them.

## GRADING SCALE

Kingsway utilizes a 13-point grading scale, implementing a plus and minus system (i.e. A+, A, A-, B+, etc.).

Numerical Grade	Letter Grade
97 – 100	A+
93 – 96	A
90 – 92	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
67 – 69	D+
63 – 66	D
60 – 62	D-
59 and below	F

Note: A numerical score of 45% is the lowest grade given during the first semester for full-year classes. For additional information, please click [here](#).

## HONOR ROLL

Students receiving grades at or above 80 in all subjects will be placed on the Principal's List for that semester. Students receiving grades at or above 90 in all subjects will be placed on the Superintendent's List for that semester. If a student receives an "Incomplete" and does not make up the work in a timely fashion (two weeks from the end of the semester), honor roll status will not be awarded.

## INTERVENTION & REFERRAL SERVICES (I&RS)

The Kingsway Regional School District is committed to excellence and values all learners. We believe that each student has the right to reach his or her fullest potential in a supportive school environment. Our [Intervention and Referral Services \(I&RS\) Team](#) strives to assist our teachers in facilitating student achievement through a combination of an engaging and rigorous curriculum, excellence in teaching, and strengths-based intervention plans to help each learner meet academic, social, emotional, and behavioral success.

The I&RS team is a multidisciplinary team bringing together representatives from multiple professional constituencies for the goal of improving student achievement. A teacher, counselor, administrator, or parent can initiate a request for assistance. The purpose of this service is to assist students who are experiencing challenges that impact learning. These difficulties may include problems with academics, behavior, health, and/or attendance issues. Through the different steps that comprise the I&RS process, students are directed to appropriate services in the school or community.

## NJSLA STANDARDIZED TEST

The State of New Jersey requires students to complete a standardized test (in math and language arts) called the NJSLA (New Jersey Student Learning Assessment) test, which is aligned with the New Jersey Student Learning Standards. The NJSLA test will be conducted during one testing window (near the conclusion of the school year). Because the test is conducted via computer, a broad window is set in place to enable schools to test all of their students. Students must come to school ready to perform to the best of their ability. Students are encouraged to be on time, get a good night's sleep, and eat a nutritious breakfast each day. For more information, click [here](#).

## PROMOTION PROCEDURES & FAILURES

Any middle school student who receives two or more failures in any full-year core course will be retained in his or her respective grade level. Such pupils will have the option of attending a summer school program (approved by the NJ

Department of Education and the Kingsway Regional School District Board of Education) to obtain a passing grade in any subject failure. The cost of the summer school would be the responsibility of the parent(s) or legal guardian(s) and the student. If the parents of the student decide to forgo the summer school option, then the student will be retained in his or her grade level.

When unusual or unforeseen circumstances make it impossible to implement the above policy requirements in the best interest of the pupil and school, the administrative staff shall review the situation and render an appropriate decision based upon the known facts and circumstances. See [policy #5460](#) ("High School Graduation") for the administrative review procedure and application for early graduation.

Note: Any pupil in the 8<sup>th</sup> grade who has a failing average in Pre-Algebra must be placed in the Foundations of Algebra course in the 9<sup>th</sup> grade.

## REASSESSMENT PRACTICE

### PHILOSOPHY

Kingsway Regional School District values all learners and the learning process. Specifically, we acknowledge that not all learners learn the same way, at the same pace, and at the same moment in time. Therefore, we believe students should take ownership of their learning by reflecting on errors and by taking steps to further engage in the learning process to demonstrate improvement. In carrying this belief forward, we wish to afford all students the opportunity to reassess to demonstrate proficiency on grade-level standards so they may successfully progress with confidence and ultimately attain mastery. Consequently, Kingsway Regional School District will continue to implement a uniformed reassessment practice in grades 7-12 that supports this rationale as well as the goals noted below.

- Goal #1: *To improve understanding of the material and increase confidence as student progress toward mastery*
- Goal #2: *To assist students with the understanding that mistakes can be an opportunity for growth*
- Goal #3: *To increase study skills and accountability for one's own learning*

### RETAKE PRACTICE

As a grade of 83 (B) demonstrates strong proficiency within the district's grading scale, if a student receives a grade of less than an 83 on a secondary assessment, he or she will be eligible to pursue another opportunity to demonstrate proficiency of the material. The highest grade the student can receive as a result of the reassessment opportunity is an 83. To take advantage of this opportunity, the student must reach out to the teacher within the allotted timeframe and let the teacher know of his or her intention to reassess. The teacher will then provide additional opportunities for the student to further engage in learning so the student can better understand the material. These opportunities are referred to as "learning demonstration activities" (LDA) and are specifically designed by the course teacher. Students have 5-10 school days (5 days is optimal) from receipt of the first graded assessment to engage in the "learning demonstration activities" and to take the reassessment. All "learning demonstration activities" must be completed before the reassessment is given.

### LEARNING DEMONSTRATING ACTIVITIES (LDA)

Each teacher will decide what LDA his or her students should engage in that best demonstrates further learning and exposure to the concepts or skills in which there were deficits. Examples of LDA that teachers could assign are noted below. Students are required to request the opportunity to reassess and complete the LDA before the reassessment. The list below is not an exhaustive compilation of examples.

- Make corrections to the assessment
- Additional targeted practice questions to complete related to errors on the initial assessment
- Additional help sessions from the teacher (during class, after school, during math working lunch, etc.)
- The student submits a plan of re-learning and provides evidence of that re-learning

### REASSESSMENTS

Each teacher will have the discretion as to the form the reassessment will take that will best assess the student's growth in skills and understanding. The second assessment will remain similar to the first assessment in its content and rigor but may take a different format. The reassessment grade will replace the first grade; if the student scores lower on the second opportunity, the higher grade of the two stands.

If more information related to the district's reassessment practice, click [here](#).



## TECHNOLOGY

### STUDENT TECHNOLOGY SUPPORT

If you are having difficulty with technology, please click [here](#) to submit a device request. You may also call (856) 467-3300 (ext. 4256) and leave a voicemail with detailed information regarding the issue and we will call back with assistance.

### ONE-TO-ONE CHROMEBOOKS

All students enrolled at Kingsway will receive a Chromebook computer to aid in their learning experience. This device will require wireless internet access to work from your home. Students are responsible for bringing the Chromebook to school, taking them home each day, and ensuring they are fully charged for use the following day.

Important stipulations related to Chromebook use are listed below.

#### Students and Parents Agree to:

- Read the [Student Technology Handbook](#).
- Use the device for school purposes only. School issued Chromebooks are not intended for personal use. Only @krsd.us Google accounts will work. The school's Code of Conduct will apply to the inappropriate use of technology.
- Acknowledge that the district will record and collect information on your child's activity while using this device.
- Understand that the device we are allowing your child to use will have a webcam installed. The Webcam may be used by teaching staff members to deliver online instruction and/or may be used in the event the device was reported stolen. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of your child or any individual residing with your child.
- Treat digital technologies with care, and report any damages, security risks, or violations to the technology department by clicking [here](#).
- Keep the device until it is deemed end of life (including summer).
- Return the device to your school's guidance office if your child transfers out of Kingsway Regional School District.
- In the event a Chromebook is stolen, submit a formal police report and a copy forwarded to the district.
- Acknowledge that the district will impose a "zero tolerance" policy for Chromebook damage, accidental or otherwise. Chromebooks must be returned to the district in the same condition they were initially provided to the student (assuming reasonable use and care by the student). All repairs for Chromebook damage will be charged back to the parent/guardian. The chart below outlines the most common repair costs.

Part \ Component	Cost
Chromebook Screen	\$100.00
Chromebook Keyboard	\$45.00
Replacement Hinges	\$25.00
AC Power Adapter	\$28.00
Chromebook Bag	\$20.00
Total Replacement (including charger and bag)	\$250.00

## ATTENDANCE

### CALENDAR

Please click [here](#) for the most up-to-date district calendar.

### RELIGIOUS HOLIDAYS

The state of New Jersey identifies a host of religious holidays that qualify as “permitting student absence from school.” Students who do not attend school on these days due to a religious reason will have the absence excused. For a list of these holidays, please click [here](#).

### ATTENDANCE POLICY

Substantial research illustrates the clear connection between student attendance and student achievement. Our attendance policy supports a district-wide initiative to improve student attendance and consequently student achievement. Under our attendance policy, students who exceed eight (8) unexcused daily absences will lose credit for the year. Additionally, students who exceed eight unexcused absences for a high school credit course (Algebra I, Geometry, Spanish A/B, French A/B, and Italian A/B) will lose credit for that course. We ask that all parents and guardians work with us to ensure that students attend school and participate in the irreplaceable educational experiences created by our staff. If a student must be absent, we ask that you submit appropriate documentation promptly to ensure the absence is excused.

### EXCUSED ABSENCES

Excused absences include participation in New Jersey’s Take Your Child to Work Day, religious observance (see above), documented [chronic illness](#), court-ordered appearances, death in the immediate family, medical quarantine, and days relating to sickness / well-being as documented by a licensed medical practitioner. Doctor and dentist appointments will be considered an AM or PM excused absence pending proper documentation (see [policy #5230](#)). In addition, emergencies or other unusual circumstances will be considered at the discretion of the principal.

Note: Vacation days and sick days without a note from a licensed medical practitioner are considered unexcused absences.

### ATTENDANCE LETTERS FOR EXCUSED ABSENCES

Attendance letters are sent to parents and guardians using the following timelines. To ensure accurate records please ensure notes and letters for absences are sent to the middle school attendance secretary as soon as possible.

- 5 Days: *Student meeting with the guidance counselor and attendance letter sent home*
- 8 Days: *Student meeting with the assistant principal, parent phone call with the assistant principal, and attendance letter sent home*
- 10 Days: *Parent meeting with the principal and attendance letter sent home*
- 12 Days: *Certified letter from the principal’s office sent indicating the attendance matter will be referred to the municipal court*

### RETURNING TO SCHOOL AFTER AN ABSENCE

A pupil returning from an absence of any length must present to the attendance office a written statement on the day of his or her return, dated and signed by the parent, stating the reason for the absence. The note must verify the date(s) of absence. If a doctor verifies a personal illness, the doctor’s note must be submitted on the day the student returns to school. Only original doctor’s notes will be accepted. A note explaining a pupil’s absence for non-communicable illness for more than five days must be accompanied by a physician’s statement of the pupil’s illness. A pupil who has been absent because of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease (per [policy #8451](#)).

## DISCIPLINE

### PHILOSOPHY

It is our goal to develop students who are capable of making good, sound decisions regarding both their academic preparation and how they conduct themselves in our school and outside our four walls. We expect that students will conduct themselves responsibly. The interventions and consequences imposed adhere to our overarching goal of keeping students in class and engaged in meaningful activities designed by our teachers.

We hold students to a very high standard. Those who meet this standard will have opportunities and privileges to participate in activities outside the classroom. However, those students who do not meet the expectations outlined in the Code of Conduct will be held accountable for the decisions they have made and therefore will no longer have access to various privileges. That being said, the goal will be to guide these students to make more responsible decisions. Disciplinary consequences imposed in response to discipline code infractions are designed, not to “punish,” but rather to redirect students to engage in appropriate and productive behaviors. Administrators will apply the Code of Conduct in a manner that is fair and consistent and in a way that encourages appropriate and responsible behavior moving forward.

### PUPIL DISCIPLINE

According to [policy #5600](#), *“The Board of Education adopts this Pupil Discipline / Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.”*

Accordingly, the Code of Conduct is intended as a guideline for interpreting the possible disciplinary action to be taken by faculty and/or administration for various disciplinary offenses. This code is not all-inclusive and may be altered, modified, or applied in response to student conduct or events at any time as deemed by the administration. Furthermore, the code is applied progressively and may result in placement in an alternative program. It must be emphasized that actions taken by teachers and/or administrators are intended to remediate problems and provide a safe and secure learning environment for all students. Teachers are urged to contact parents about student disciplinary issues in the classroom in conjunction with teacher warnings, teacher detentions, and administrative referrals.

### BEHAVIORAL INTERVENTION OPTIONS

The nature and severity of each disciplinary infraction will determine the behavioral intervention that is implemented. Below are a list of various behavioral interventions that may be used in the event of a disciplinary infraction:

- **Warning** → Tier I infractions of the Code of Conduct may be addressed with a warning. A warning can be implemented as a learning experience for students and is oftentimes utilized as a first measure of correction.
- **Administrative Lunch Detention (ALD)** → An ALD is held in a designated classroom during the student’s lunch period. An ALD will last for 23 minutes and the student will eat lunch during the session.
- **After-School Detention (ASD)** → An ASD is typically the primary behavioral intervention used to address most Tier I and Tier II violations. ASD is provided by the school as an intermediate step and serves to warn students that continued misbehavior will result in more serious consequences. Assignments to ASD are made by administrators. Students who are assigned an ASD are to report to the designated classroom immediately after the conclusion of 12<sup>th</sup> period. ASD begins at 2:40 PM and concludes at 4:15 PM. Tardiness is not permitted. Failure to report on time is treated as a “no show” and the student may be assigned additional days or suspended (for repeat offenses). A student who fails to report to or cooperate while in ASD will be referred to an administrator and disciplined with appropriate consequences that may include additional ASD sessions or the issuance of an ESD session.
- **Extended School Day (ESD)** → An ESD is provided by the school for students who commit serious infractions that warrant more than ASD or for those who are repeat offenders. Assignments to ESD are made by administrators. Any student who is assigned ESD will attend school and follow their regularly assigned schedule. At the conclusion of the school day, the student will then report to the designated ESD classroom. While at ESD, students are assigned a learning module related to the infraction to help students reflect and learn from the behavioral intervention. ESD begins at 2:40 PM and concludes at 5:00 PM. Students are responsible for providing

their own transportation home from ESD. Tardiness is not permitted. Failure to report at the start time is treated as a “no show” and the student may be assigned additional days or suspended (repeat offenses). A student who fails to report or cooperate while in ESD will be referred to an administrator and disciplined with appropriate consequences that may include additional ESD sessions or possible suspension from school.

- **Out-of-School Suspension (OSS)** → Students who commit major infractions or who are repeat offenders may face OSS, which constitutes a denial of school attendance and participation in school for a designated number of days. Such suspensions are made by the administration following the policies of the Kingsway Regional School District. A student suspended outside of school is required to attend a parent conference before he or she is readmitted to school unless otherwise stated by the administration. At the time of suspension, the student will also be given a copy of the suspension letter and the parent will be notified by the administration before the suspension begins. All suspensions may be appealed to the principal and are subject to Due Process Procedure.

### KEY TERMS

**Multiple Offenses, One Incident:** A single incident can consist of multiple incident types. For example, a student might make a criminal threat toward another student while holding a knife. This would be entered into the SSDS as a single incident of criminal threat and weapon use.

**Alternative Education Program:** A comprehensive educational program designed to address the individual learning, behavior, and health needs of students who are not succeeding in the general education program or have been mandated for removal from general education, pursuant to N.J.A.C. 6A:16-5.5, 5.6 and, as appropriate, 5.7. The alternative education program shall provide a variety of approaches to meet the State-adopted standards, such as through nontraditional programs, services, and methodologies to ensure curriculum and instruction are delivered in a way that enables students to demonstrate the knowledge and skills specified for all students in N.J.A.C. 6A:8.

**Assault:** A person attempts to cause – or Purposely, knowingly, or recklessly causes – bodily injury to another.

**Fight:** Mutual engagement in a physical confrontation in which the offenders understood that the confrontation may result in bodily injury to either party. Does not include a verbal confrontation or a minor confrontation, such as a shoving match. Each participant must be classified as an offender.

**False Public Alarm:** Initiating or circulating a report or warning of an impending fire, explosion, bombing, crime, catastrophe or emergency, knowing that the report or warning is false or baseless and that it is likely to cause evacuation of a school building, school bus, or other place of assembly on school grounds. This includes knowingly setting off a fire alarm when no fire exists.

**Bias-Related Act:** Incidents determined to be Bias-Related means that it is an incident directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial, gender, disability, religious, sexual orientation, or ethnic prejudice. A bias-related incident need not involve conduct that constitutes a criminal offense. All bias-related incidents will be reported to law enforcement to determine if the incident rises to bias-intimidation. Bias-Intimidation is an incident that was confirmed by a law enforcement official to be bias-intimidation.

**Bias-Intimidation:** New Jersey law defines bias intimidation as threatening or committing an offense (or attempting or conspiring to commit an offense) (1) with a purpose to intimidate an individual or group of individuals because of race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin, or ethnicity; or (2) knowing that the conduct constituting the offense would cause an individual or group of individuals to be intimidated because of race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin, or ethnicity. A person is guilty of the crime of bias intimidation if he commits, attempts to commit, conspires with another to commit, or threatens the immediate commission of an offense specified in chapters 11 through 18 of Title 2C of the New Jersey Statutes; N.J.S.2C:33-4; N.J.S.2C:39-3; N.J.S.2C:39-4 or N.J.S.2C:39-5.

**Expulsion:** Pursuant to [policy #5620](#), that expulsion from this district is the most severe sanction that can be imposed upon a student. It is when a school district is no longer required to provide educational services to a general education student. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2. An appeal of the Board’s decision regarding the cessation of the student’s general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17.

**Formal Charge:** A formal allegation made by a law enforcement official asserting that somebody has committed a crime. A stationhouse adjustment would not be considered a formal charge. (A stationhouse adjustment is an alternative method that

law enforcement agencies may use to provide for immediate consequences, such as community service or restitution and a prompt and convenient resolution for the victim, while at the same time avoiding a formal juvenile delinquency record.)

**Hate or Hateful Behaviors:** Hate or hateful behaviors relate to beliefs or practices that attack, malign, delegitimize or exclude an entire class of people based on immutable characteristics, including their ethnicity, religion, gender, sexual orientation, or disability. Hate actors are understood to be individuals, groups or communities that actively and overtly engage in the above activity, as well as those who implicitly attack classes of people through, for example, the use of conspiracy theories and disinformation. Hateful activity is understood to be antithetical to pluralism and the universal application of human rights.

**Suspensions:** Pursuant to [policy #5610](#), administration recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process. Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq.

For the purposes of this policy, "suspension" means the temporary removal of a student from the regular instructional program. Suspension is the denial of school attendance and of participation in or attendance at school-sponsored activities. "Short-term suspension" means a suspension of not more than ten days, and "long-term suspension" means a suspension of more than ten days. All suspensions may be appealed to the Principal and are subject to Due Process/Appeals Procedure.

#### **DUE PROCESS / APPEAL PROCEDURES**

A student has the right to appeal the discipline decision of a school administrator for any infraction resulting in an Out of School Suspension (OSS), and has the right to an advocate during the appeal process. Every effort is made to reach an agreement at the lowest level possible. Appeals begin with the administrator who administered the disciplinary infraction. The purpose of the Appeals Procedure is to provide a student/parent/guardian (complainant) with an administrative remedy to dispute alleged violations, misinterpretations, and misapplications of Board policies, regulations, procedures and practices and/or law. Based on the merits of the written report filed by the complainant, the appeal may be heard or denied, with clear and sufficient reasons, in writing, to the complainant if the appeal is denied. All suspensions will be served immediately. Detentions are not considered appealable in that they do not deprive a student of his/her educational program.

An appeal must be filed, in writing using the Student/Parent/Guardian Appeal Form, within three (3) school days of the date the aggrieved knew or should have known of the circumstances, which caused the appeal/grievance. The administrator shall render a decision within fifteen (15) school days from the date the appeal was originally filed. When requesting an appeal, the complainant must include the following information:

1. Student Name
2. Date of decision and/or incident that you are appealing
3. Briefly describe the reason you are appealing the decision in this matter. Cite relevant laws, policies, or regulations that you believe have been violated
4. Provide a detailed statement with supporting facts and evidence to support your appeal of the disciplinary decision. The district will not consider additional evidence and/or claims at subsequent levels.
5. Please indicate the remedy or outcome you are seeking:

**Appeal to the Principal:** If a complainant is not satisfied with the written decision rendered by the administrator for consequences resulting in out-of-school suspensions (OSS) only, the complainant may submit a written appeal to the principal within five (5) school days of receiving the administrator's written decision. The Complainant will be provided with

the opportunity to present witnesses and evidence in support of his/her cause. The principal shall render a decision within fifteen (15) school days from the date the appeal was filed with the principal.

Appeal to the Superintendent: If a complainant is not satisfied with the written decision rendered by the principal for consequences resulting in out-of-school suspensions (OSS) only, the complainant may submit a written appeal to the Superintendent's Office within five (5) school days of receiving the principal's written decision. The appeal must request a review of the complaint, include the principal's decision and all pertinent information, and state the remedy requested. Within fifteen (15) school days of the receipt of the appeal, the Superintendent or his/her designee will render a written decision and send it to the complainant and the principal.

Appeal to the Board of Education: If a complainant is not satisfied with the written decision rendered by the Superintendent or his designee for consequences resulting in out-of-school suspensions (OSS) only, the complainant may submit a written appeal to the Board of Education within five (5) school days of receiving the Superintendent's written decision. The appeal must request a review of the complaint, include the decision of the Superintendent/Designee and include all pertinent information, and state the remedy requested. The Board of Education will hear the appeal at the next scheduled Board meeting.

### **DISCIPLINING SPECIAL NEEDS STUDENTS**

When disciplinary action is contemplated for a child with a disability, there will be a consultation between the student's designated case manager and the administrator responsible for determining appropriate discipline. Students with disabilities are subject to the same disciplinary actions that apply to all children. However:

- The nature of the disabled student's disability and any behavioral intervention component in his or her IEP will be taken into consideration in determining appropriate disciplinary action.
- In instances in which it is not possible to have a day-of-incident consultation between the case manager and administrator responsible for discipline, a decision will be made by the administrator and the consultation will be conducted at a future time. Such instances will include situations in which there is ongoing peril of physical harm to the student (or others) or substantial disruption of the educational process.

When the proposed disciplinary action is a suspension from school for more than ten (10) days, either successively or cumulatively, the following procedures will be followed:

- No later than the date on which the decision to take that action is made, the parents will be notified of the decision and all procedural safeguards under the New Jersey Administrative Code (Chapter 14, Title 6A).
- No later than ten (10) school days after the date on which the decision to take that action is made, a review (known as a Manifestation Determination meeting) will be conducted to determine what relationship, if any, exists between the child's disability and the behavior subject to the disciplinary action. This review will be conducted by the student's IEP team and other qualified personnel to determine whether:
  1. The child's IEP and placement were appropriate and the special education services, supplementary aids, and behavior intervention strategies were provided consistent with the child's IEP.
  2. The child's disability impaired his or her ability to understand the impact and consequences of the behavior subject to disciplinary action.
  3. The child's disability impaired his or her ability to control the behavior subject to disciplinary action.

Based on the outcome of the Manifestation Determination meeting, a written report will be completed which indicates whether the pupil's behavior is primarily caused by the disability and if the pupil's education program needs modification. All decisions resulting from this report are subject to due process procedures as outlined in the New Jersey Administrative Code, Title 6A, and Chapter 14.

## CODE OF CONDUCT

**The Code of Conduct applies in all settings and schedules (in-person, hybrid, and virtual).**

### BEHAVIORAL CONSEQUENCES

- TLD** – Teacher Lunch Detention → Periods 4, 6, 8, 10  
**ALD** – Administrative Lunch Detention → Periods 4, 6, 8, 10  
**ASD** – After School Detention → 2:40 PM – 4:15 PM  
**ESD** – Extended School Day → 2:40 PM – 5:00 PM  
**FTS** – Failure to Serve  
**OSS** – Out-of-School Suspension

### LOSS OF GOOD STUDENT STANDING

All students will begin the school year with a status known as “Good Student Standing.” A student with “Good Student Standing” may attend or be eligible for any extracurricular activity offered by Kingsway Regional Middle School.

If a student receives a behavioral consequence, the student may also lose their “Good Student Standing.” Loss of “Good Student Standing” means the student will be denied the privilege to attend all extracurricular activities for the number of school days depicted below. These days commence immediately following the suspension. In the event an activity occurs when school is not in session (weekends or holidays), those days will count when determining the student’s Good Student Standing. Activities in this policy include wellness activities, all clubs, school-sponsored tournaments, sports, dances, plays, musicals, talent shows, non-curricular field trips, and any other special extracurricular activity that may be scheduled. Administrative approval is required before attending an academic activity, such as after-school tutoring. Loss of Good Students Standing **three times or more in a given school year** renders the student ineligible to attend the end of year field trip and after-school activities for the remainder of the school year. In addition, egregious behavior at Tier III and/or Tier IV level, from June 1<sup>st</sup> up to and including the last day of school will result in a loss of student privileges, such as attendance at the end of the year field trip.

Consequence	Administrative Discipline Per Code --- Total Cumulative Days ---	Number of Days of “Loss of Good Student Standing”
ASD	1 to 3 days	<u>No Loss of Good Student Standing</u>
	4 to 10 days	<u>5 days per offense</u>
	11 or more days	<u>10 days per offense</u>
ESD	1 to 4 days	<u>5 days per offense</u>
	5 to 8 days	<u>10 days per offense</u>
OSS	1 or more days	<u>10 days per offense</u>

### VIOLATIONS BEYOND THE CODE

Unfortunately, violations can occur in the middle school setting beyond what is described within this Code of Conduct. When these violations occur, they need to be dealt with more severely because of the implications they can have for the safe, orderly operation of our school. Discipline will begin at a minimum at the third offense.

**TIER I → INFRACTIONS RELATING TO ATTENDANCE and SCHOOL RULES & PROCEDURES**

Infraction	Disciplinary Action / Number of Offenses		
	1	2	3
A. Improper Use of a Hall Pass	Warning	ASD (1)	
B. Dress Code Violation	Warning & Student will be asked to change	ASD (1) & Students will be asked to change	
C. Littering	Warning	ASD (1)	
D. Unauthorized Use of Earbuds/Headphones	Warning	ASD (1)	
E. Riding an Unauthorized Bus without Administrative Approval	Warning	ASD (1)	
F. Solicitation/Sale of Goods or Services without Administrative Approval and/or Food Delivery During School Hours <i>Note: For Drugs and Alcohol, see Tier IV.E</i>	Warning	ASD (1)	
G. Eating in Non-Designated Areas/Bringing Food/Beverage (not water) out of the Cafeteria	Warning & Food Confiscated	ASD (1) & Food Confiscated	
H. Academic Integrity <i>Pursuant to <a href="#">policy #5701</a></i>	See Plagiarism / Academic Integrity Code <i>Note: Students who distribute copies of assessment/assessment questions and/or answers will warrant a heightened response of two (2) ESD, zero on the assignment, and LGSS for 10 days.</i>		
I. Late to School (LTS) (3 LTS equals 1 offense)	ALD (1)	ASD (1)	ASD (1)
J. Late to Class (LTC) (3 LTC equals 1 offense) <i>Note – A student is referred to administration after he/she has been LTC on six occasions and their teacher of record has already addressed the issue with lunch detention after the first offense.</i>	TLD (1)	ASD (1)	ASD (2)
K. Cutting Class - Leaving without permission & lateness/missing from class for over ten minutes.	ASD (1)	ASD (2)	ESD (1)
L. Teacher Detention - Failure to Serve	ASD (1)	ASD (2)	
M. ALD - Failure to Serve	ASD (1)	ESD (1)	
N. ASD - Failure to Serve	ESD (1)	OSS (1)	
O. ESD - Failure to Serve	OSS (1)	OSS (2)	
P. Unauthorized Use of Technology – Including but not limited to the use of cell phones, smartwatches, etc. <i>Note: All cell phones should be off and stored in the locker unless approved by a teacher.</i>	ALD (2)	ASD (2)	
	Devices may be confiscated by faculty and/or administration and parental pickup may be required.		
Q. Failure to Follow Rules and/or General Misconduct on School Transportation	ALD (2) & Possible Seat Change	ASD (2) & Seat Change	ASD (1) & Possible Two-Week Bus Suspension
R. General Misconduct – Including, but not limited to, excessive noise, running in halls, disruption, and public display of affection	ASD (1)	ASD (2)	



S. Inappropriate/Vulgar Language and Gestures/Inappropriate Materials	ASD (1)	ASD (2)		
T. Disrespect to Another Student – Including, but not limited to, name-calling, horseplay, and teasing	ASD (1)	ASD (2)		
<b>TIER II → INFRACTIONS RELATING TO SAFETY &amp; SECURITY</b>				
Infraction	Disciplinary Action / Number of Offenses			Possible complaint filed with WTPD, restitution for loss, and board action
	1	2	3	
A. Restricted Area/Unauthorized Entry – In an unauthorized area without permission/supervision/pass before, during, or after school	ASD (2)	ESD (2)	OSS (2)	N/A
B. Disturbance to the School and/or Learning Environment – Including, but not limited to, a larger population, hallway misconduct, and assemblies	ASD (2)	ESD (2)	OSS (2)	N/A
C. Defiance/Insubordination/Failure to Follow Directives, Rules, and/or Expectations – Including, but not limited to, academic environment/classroom, after school activities, school-sponsored events, ALD, ASD, and ESD	ASD (2)	ESD (1)	OSS (2)	N/A
D. Disrespect to Faculty and Staff	ASD (2)	ESD (1)	OSS (2)	NA
E. Inappropriate, Rude, Disrespectful Behavior – Including, but not limited to, comments and/or actions directed at another student that cause a disruption to the school or learning environment and/or impede the learning of a student  <i>Note: For comments related to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or any distinguishing characteristic or sexually remarks see Tier III.C Violating the Rights of Others</i>	ESD (2)	OSS (2)	OSS (4)	NA
F. Falsification of Records/Alerting of Documents/Lying – Including, but not limited to, forging/altering signatures	ASD (2)	ESD (1)	OSS (1)	N/A
G. Leaving School Grounds without Proper Authorization/Cutting School	ESD (2)	OSS (S)	OSS (4)	N/A
H. Gambling	ESD (2)	OSS (2)		X
I. Breach of Security/Violation of regulations, requirements, procedures, or guidelines that compromises the safety and security of staff and students – Including but not limited to opening perimeter doors without authorization	ESD (2)	OSS (2)		N/A
J. Tampering with Locks and/or Magnetic Strips – Including, but not limited to, theft of lockdown magnet	ESD (2)	OSS (2)		N/A
K. Trespassing	ESD (2)	OSS (2)		X
L. Vandalism/Misuse of School Equipment	ESD (2)	OSS (2)		X
M. Distribution/Possession of Inappropriate or Pornographic Material (video, pictures...)	ESD (2)	OSS (2)		N/A

(For incidents relating to child pornography, see Tier IV.F.)				
N. Theft and/or Possession of Stolen Goods (Less than \$10 in value)	ESD (2)	OSS (2)		X
<b>TIER III → MISDEMEANORS</b>				
Infraction	Disciplinary Action / Number of Offenses		Complaint filed with WTPD	Principal's Hearing & Probation
	1	2		
A. Theft, Distribution, and/or Possession of Stolen Goods or Counterfeit Funds (More than \$10 in value)	OSS (2)	OSS (4)	X	X
B. Jeopardizing the Safety of Others/ Hazardous, Reckless, or Physically Dangerous Conduct – Including but not limited to misuse of staff/security/administrative resources, putting others in harm, or failure to report hazardous/reckless conduct	OSS (2)	OSS (4)	X	X
	INCIDENTS THAT CAUSE A DISRUPTION TO THE SCHOOL AND/OR COMMUNITY WARRANT A HEIGHTENED RESPONSE OF EIGHT (8) DAYS OSS AT MINIMUM			
C. Violating the Rights of Others (physically and/or verbally - spoken, written, or electronic) - Including but not limited to hazing, harassment, ridicule, embarrassment, inflammatory statements and derogatory comments	OSS (2)	OSS (4)	X	X
	INCIDENTS THAT CAUSE A DISRUPTION TO THE SCHOOL AND/OR COMMUNITY WARRANT A HEIGHTENED RESPONSE OF EIGHT (8) DAYS OSS AT MINIMUM			
D. Tampering with Fire Alarms or Cameras and/or False Public Alarm	OSS (2)		X	X
E. Inappropriate Language and/or Gestures Directed at Faculty & Staff/Gross Disrespect to Faculty and Staff	OSS (2)	OSS (4)	X	X
F. False Accusations <i>Pursuant to <a href="#">policy #5512.01</a>, Section J, Consequences and Appropriate Remedial Action for False Accusation</i>	OSS (2)	OSS (4)	X	X
G. Possession of Lighter / Matches	ESD (2)	OSS (2)	OSS (3)	X
H. Distribution of Over the Counter Medicine  <i>Note: Over-the-counter medications that are improperly used to cause intoxication, inebriation, excitement, enhanced focus, stupefaction, and/or dulling of the brain or nervous system.</i>	OSS (4)	OSS (8)	N/A	X
	Mandatory counseling sessions will be scheduled for students struggling with substance abuse.			
I. Smoking on school grounds/possession of cigarettes, vaporizers, and/or e-cigarettes  <i>Note: The possession of two or more electronic cigarettes/vapes and/or a bottle of e-juice will be classified as intent to distribute. See Tier IV.E.</i>  <i>Pursuant to the "New Jersey Smoke-Free Air Act, N.J.S.A. 26:3d-55, et. seq., Persons found to violate the Act are subject to fines and penalties</i>	OSS (4)	OSS (8)	X	X
	<ul style="list-style-type: none"> <li>• Mandatory counseling with the School Counselor</li> <li>• Confiscated devices/products turned over to law enforcement</li> <li>• Complaint filed with Woolwich Township Police Department</li> <li>• Mandatory drug screening for possession or use of electronic devices and/or related juice, wax, or oil.</li> </ul> <i>Note: Refusal to test will be recorded as a positive test; Positive results will require mandatory enrollment in an appropriately recognized and certified prevention/education program or a drug/alcohol rehabilitation program.</i>			

established by the act of \$250 for a first offense, \$500 for a second offense, and \$1,000 for each subsequent offense.”

**TIER III → MISDEMEANORS**

Infraction	Disciplinary Action / Number of Infractions		Complaint Filed with WTPD	Principal's Hearing & Probation
	1	2		
<p><b>J. Under the Influence of Alcohol or a Controlled Dangerous Substance - Including, but not limited to cocaine, heroin, PCP, methamphetamines, LSD, marijuana, and ecstasy</b></p> <p><i>Note: The possession of two or more electronic cigarettes/vapes and/or a bottle of e-juice will be classified as intent to distribute. See Tier IV.E.</i></p> <p>Pursuant to <a href="#">Policy #5530</a>, Section C, Substance Abuse.</p>	OSS (4)	OSS (8)	N/A	X
<ul style="list-style-type: none"> <li>• Minimum of three (3) sessions with the School Counselor</li> <li>• Confiscated devices/products turned over to law enforcement.               <ul style="list-style-type: none"> <li>• Mandatory drug screening.</li> </ul> </li> </ul> <p><i>Note - Positive results will require mandatory enrollment in an appropriately recognized and certified prevention/education program or a drug/alcohol rehabilitation program within seven calendar days of the confirmed positive test result. Refusal to test will be recorded as a positive test.</i></p>				

**TIER IV → MAJOR OFFENSES**

Infraction	Disciplinary Action	Complaint filed with WTPD	Principal's Hearing & Probation
A. Refusal to Comply with a School Employee	OSS (4)	OSS (8)	X
B. Failure to Disperse - Including, but not limited to failure to follow directives during a fight, riot, safety drill, or engagement in behaviors that are disrupting, inappropriate, likely to cause alarm and/or harm	OSS (4)	OSS (8)	X
C. Incitement to Fight/Verbal Altercation - Including but not limited to verbal or electronic threat, battery/unwanted physical contact, one-sided pushing/shoving of another student	OSS (4)	OSS (8)	X
<p><b>D. Unauthorized Social Media Posting / Inappropriate Use of Technology – Includes, but not limited to, the following: images taken within the school and/or of the staff and student body; posting commentary, content, video, or defamatory images; harassing, or misrepresenting/slandering the district, school, staff or student body; creating a hostile environment.</b></p> <p>Behaviors that produce, post and promote hate or discrimination; uses creative effects, music, and/or narration to produce, post and promote bias-related behaviors and/or bias intimidation; uses imagery or voiceover for such purpose; uses hashtags to gain broader appeal/viewership of hateful or bias-related content will additionally be found to violate Tier IV.O Bias-Related Acts</p> <p><i>Note: The use of any electronic mobile device that has recording capability, be it video, photo or any other electronic image and audio recording of any kind is strictly prohibited in locker rooms, dressing rooms, bathrooms, or other areas of the school where there may be a reasonable expectation of personal privacy. Any use or attempted use of an Electronic Mobile Device to capture, record, or transfer the image of an individual in any stage of undress is strictly prohibited and will result in immediate referral to police and appropriate disciplinary action as outlined in the district's Student Code of Conduct.</i></p>	OSS (4) ***	OSS (8)	X
E. Disorderly Conduct / Lewd Behavior	OSS (4)	OSS (8)	X
F. Physically Resisting Detainment	OSS (8)	X	X

G. Possession of a Fireworks, Hazardous Materials, Knife, or a Look-a-Like (i.e. water gun)	OSS (8) ***	X	X
H. Fighting (Physical Altercation)	OSS (8) ***	X	X
<b>TIER IV → MAJOR OFFENSES</b>			
Infraction	Disciplinary Action	Complaint filed with WTPD	Principal's Hearing & Probation
I. Assault – knowingly and purposely intending to cause <u>serious</u> bodily injury	OSS (8) ***	X	X
J. Act of Aggression and/or Threat Towards a School Employee  <i>Note: Implicit or explicit threats with intent to harm or act out violently against an agent of the board of education. Pursuant to NJ Rev Stat § 18A:37-2.1</i>	OSS (8) ***	X	X
K. Possession of a Weapon or Weapon Related Paraphernalia with the Intent to Threaten/Harm - Including but not limited to a pocket knife	OSS (8) ***	X	X
L. Terroristic Threat (written, verbal or electronic) - A threat having the purpose of terrorizing or acting with reckless disregard for a third party, and is imminent and can potentially be carried out.	OSS (8) ***	X	X
M. Solicitation/Distribution/Possession of Alcohol, Prescription Medicine, Drugs, and/or Paraphernalia (Paraphernalia includes any equipment, product, accessory, or material that is modified for making, using, or concealing drugs or alcohol.  In addition, the possession of two or more electronic cigarettes/vapes and/or a bottle of e-juice) Pursuant to <i>District Policy 5530. Section C – Substance Abuse.</i>	OSS (8) ***	X	X
N. Distribution/Possession of Child Pornography	OSS (8) ***	X	X
O. Bias-Related Acts - Incidents determined to be Bias-Related mean that it is an incident directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial, gender, disability, religious, sexual orientation, or ethnic prejudice.  A bias-related incident need not involve conduct that constitutes a criminal offense. All bias-related incidents will be reported to law enforcement to determine if the incident rises to bias-intimidation. Bias-Intimidation is an incident that was confirmed by a law enforcement official to be bias-intimidation. New Jersey law defines bias intimidation as threatening or committing an offense (or attempting or conspiring to commit an offense) “with a purpose to intimidate an individual or group of individuals because of race, color, religion, gender, disability, sexual orientation,	OSS (8) ***	X	X

gender identity or expression, national origin, or ethnicity.”

\*\*\* Will Result in One to Three Mandatory Counseling Sessions and Date of Return to School May Be Contingent Upon Safety Evaluation and/or Psychological Evaluation

## OTHER DISCIPLINARY ITEMS

### HARASSMENT, INTIMIDATION & BULLYING (HIB)

According to [policy #5512.01](#), “Harassment, intimidation, or bullying’ means any gesture, any written, 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 either 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 [handicap] disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of p.l.2010, chapter 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- Has the effect of insulting or demeaning any student or group of students (in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school); or
- Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.”

### ANTI-HAZING

According to [policy #5541](#), “A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Hazing is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe and disciplined environment. The Board of Education prohibits acts of hazing and adopts this Policy against hazing in accordance with N.J.S.A. 18A:37-32.2. The provisions of this Policy apply to all schools within the district.

‘Hazing’ in a school setting includes, but is not limited to, conduct by an individual(s) who is a member and/or representative of a school-sponsored student organization, club, or athletic team where such individual(s) conditions a student’s acceptance as a member into such group on whether the student engages in activities that are humiliating, demeaning, intimidating, and exhausting to the student.”

### RETALIATION DISCRIMINATION

The Federal civil rights laws prohibit discrimination based on race, color, national origin, sex, disability and age in programs or activities receiving Federal financial assistance. In addition to prohibiting discrimination, each of these civil rights laws also prohibits retaliation against individuals who assert their rights. The ability of individuals to oppose discriminatory practices and to participate in investigations and other proceedings is critical to ensuring equal educational opportunity in accordance with Federal civil rights laws. For this reason, agents of the Board of Education shall refrain from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Federal civil rights law.

### AFFIRMATIVE ACTION

The district’s Affirmative Action Team provides a forum to address and resolve issues related to discrimination. For more information related to Affirmative Action, please click [here](#).

### ACADEMIC INTEGRITY / HONOR CODE

The administration and staff intend to preserve the integrity of all curricular and co-curricular programs. The basis for all integrity is honesty. Every student is expected to observe the highest standards of integrity in meeting the course requirements of his or her educational program. **Violations of academic integrity for a *primary assessment* or *secondary assessment* will result in the mandatory re-completion of the assignment (an original or different version) by all student(s) who participated in the offense, as well as two after school detentions for each student (except infraction #7). Due dates for the re-completion are at the discretion of the teacher. **Violations of academic integrity for a *supportive assessment* will****

result in the mandatory re-completion of the assignment (an original or different version) and one after-school detention for each student involved.

Note: Students who distribute copies of the assignment or assessment questions and/or answers will warrant a heightened response of one (1) ESD, a zero on the assignment, and loss of “Good Student Standing” for 10 days.

Examples of infractions that warrant these disciplinary actions are as follows:

- Obtaining help from or giving help to another student during a test or quiz.
- Submitting or knowingly participating in the submission of a report, paper, essay, homework assignment, or any other product that is not an honest representation of the individual’s effort.
- Using books, notes, or any other unauthorized sources of information during an examination.
- Obtaining or giving information concerning a primary, secondary, or supportive assessment that is to be administered.
- Altering any answers on any test or assignment after it has been submitted for grading.
- Copying another student’s homework or giving homework to another student.
- Reproducing and distributing copies of assignments, quizzes, tests, or examinations. **(1 ESD)**

Infractions which compromise the educational process will result in further disciplinary action, which may include withholding of credit, detention, suspension, restriction from school activities, disqualification from awards and scholarship eligibility, and exclusion from the Renaissance Program.

## HEALTH

### RANDOM TESTING FOR ALCOHOL AND DRUG USE

Kingsway will continue the Random Testing for Student Alcohol or Other Drug Use Program in the 2023-24 school year. This program, as established through [Policy #5536](#), enhances the district's ability to provide our students with a safe and drug-free learning environment. The purposes of this random alcohol and drug testing program are to have a positive effect on attaining the important objectives of deterring alcohol and drug use and to provide a means for early detection of students with substance abuse problems so that referral for evaluation or treatment may be offered.

Students in grades 7 through 12 who participate in Kingsway's interscholastic athletic program, participate in extra-curricular programs, and/or those who receive a school-issued parking permit to drive/park a personal vehicle on school district property will be required to sign the [Consent to Participate in Random Testing for Student Alcohol or Other Drug Use Program](#). By signing the consent form, students agree to participate in the program for the duration of the time they are enrolled as students in the Kingsway Regional School District, regardless of whether the activity they participate in is out-of-season.

Remedial measures will be applicable for a student who tests positive for alcohol or drugs ([Summary of Remedial Measures for Positive Alcohol/Drug Test](#)). Remedial measures will result from a confirmed positive alcohol or drug test, a student's refusal to test when selected, and/or tampering with or adulterating the specimen process.

No student will be penalized academically for testing positive for alcohol or other drugs under district [Policy #5536](#). Any action taken concerning any student who tests positive for alcohol or other drugs shall be limited to removal from or prohibition against participation in extra-curricular activities, including interscholastic athletics, and revocation or denial of a student's parking permit.

The results of drug tests according to this Policy will not be documented in any student's academic records or discipline file. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by a valid and binding subpoena or another legal process, which the Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's parent will be notified at least seventy-two (72) hours before the response is made by the Board of Education to the extent permitted by such subpoena or legal process. The Contractor will only provide the identity and results of those tested to the Designated Official.

### PHYSICALS / MEDICAL CLEARANCE

All students at KRMS are required by law to obtain a medical physical. Students who do not obtain a physical will not be permitted to participate in interscholastic sports, wellness activities, or field trips. Physical clearance is considered valid if the physical was conducted within the past 365 days. Any physicals that were conducted before this time frame are outdated and no longer valid.



## RENAISSANCE PROGRAM

### OVERVIEW

Kingsway Regional Middle School students are offered the opportunity to participate in the school's Renaissance Program. The Renaissance Program was established at KRMS during the 2015-16 school year and it has successfully serviced to motivate, reward, and celebrate student success since its inception. Renaissance is a nationwide program that rewards students for academic excellence and behavior. This program partners with local businesses, the community, and our parents to recognize students and staff for hard work and effort in a variety of ways.

### MISSION

The mission of Kingsway Regional Middle School's Renaissance Program is to foster a culture and climate of excellence by recognizing individual student growth and achievement while building partnerships with the community, parents, staff, and students.

### GOALS

The goals of the Renaissance Program are as follows:

- celebrate individual student growth and achievement
- improve school accountability (attendance, discipline, homework, and grades)
- build parent and community involvement
- increase school spirit and morale
- encourage service to others

### REQUIREMENTS / TIERS / REWARDS

The Renaissance Program runs from semester to semester. At the start of each semester, every student is eligible for entry into the program. To earn membership in this incentive-based program, students must meet the established criteria. A student will be placed in the *gold*, *silver*, or *bronze* tier depending on the criteria that student attains. Renaissance labels are issued to all eligible students. When received, students place a label on student identification (ID) cards.

For more information regarding the criteria, as well as other information related to the Renaissance Program at the middle school, please click [here](#).