



Belhaven Middle School
_____ Linwood, NJ

NATIONAL FORUM and
NJ "SCHOOLS TO WATCH"

MOTTO: "Learn Now, Soar for a Lifetime"

Marianne Gaffney, EdD.
Superintendent

Jill Yochim
Director of Curriculum & Instruction

Frank Rudnesky, Ed.D.
Principal

Colleen Bretones
Director of Special Education

Christine Ruth
School Counselor

51 Belhaven Avenue
Linwood, NJ 08221

Main Office
(609) 926-6700

Fax Number
(609) 926-6705

Web Site
www.linwoodschoools.org

Vision: Belhaven Renaissance celebrates hard work, commitment, great character, leadership, and participation by involving students, staffulty, parents, and the community in sharing the fun and passion for excellence in education.

Belhaven Mission Statement: "We Inspire Life-Long Learners and Leaders."

Thank you to Linwood Parent Teacher Organization for providing these handbooks for our

Belhaven Middle School
Linwood, NJ

BELHAVEN RENAISSANCE LEADERSHIP PLEDGE

**I am a leader.
I will lead.
I will take creative risks.
I will know my expectations and the consequences for being lazy.
Good is the enemy of Great.
I am empowered.
I will empower others.
I will motivate myself.
I will inspire others through hard work and commitment.
Peace.**

Belhaven Middle School students pledge, with the consent of their parents, that they have read and understood this handbook, and will do their best to live up to positive CHAMP character traits.

Student Signature

Date

Parent/Guardian Signature

Date

Leadership is a huge component of our Renaissance process. During your years at Belhaven, you will accomplish the following in the four cabins of the Leader-Ship.

► **Self-Management – Organization**

- Set short term and long term goals and be able to effectively carry the plan to achieve these goals.
 - Write goals for each year
 - Write goals for each week and marking period
 - Develop a personal mission statement
- Work independently and assume responsibility for yourself.
 - Schedule priorities
 - Manage time
 - Understand leadership styles
- Effectively manage your attitude.
- Take creative risks.

► **Communication – Listening**

- Use a variety of written, oral, digital, and nonverbal communication to articulate in a technological, global society.
 - Improve public speaking skills
 - Infused in curriculum
 - Submit a digital copy in your graduation portfolio
 - Read and/or make a presentation to elementary school, senior citizens, or at a conference
 - Write a variety of essays
 - Infused in curriculum
 - Submit a digital copy in your graduation portfolio
 - Convey information properly and timely
- Become an effective listener through authentic listening habits.
 - Visit and talk to an elementary school and/or senior citizens

► **Critical Thinking, Problem Solving, & Team Building**

- Consider different points of view.
- Identify, analyze, and solve problems.
 - Create an action plan.
- Demonstrate teamwork skills.
 - Empower others
 - Travel with your school or other organization
 - Learn from professionals outside of your school
 - Participate in a club, sport, school band, and/or community organization
 - Complete a list of challenges
 - Participate in a Leadership Exchange

► **Character Education – Service Learning**

- Demonstrate character traits.
- Complete community service.
 - Read to senior citizens and/or children
 - Facilitate your own community service project – “Pay It Forward”
 - Complete service learning at a food bank or homeless shelter

Greetings from the Belhaven Staffuly (Faculty and Staff) . . .



Welcome to the **2014/2015** school year at Belhaven. The Belhaven Middle School provides an educational program focusing on the special needs and interests of the early adolescent. Middle school is a special time in your life in which you are going through many changes physically, mentally, socially, and emotionally. Our curriculum and activities are planned to help you grow in maturity during your years at Belhaven.

This handbook/planner, along with the interaction of your family and teachers should teach you the value of setting goals and being proactive rather than reactive. Being proactive means accepting the responsibility of your own actions and not making excuses. Whereas, reactive people find it easy to complain and blame other people or circumstances. For more, read The 7 Habits of Highly Effective Teens by Sean Covey, 1. Be proactive, 2. Begin with the end in mind, 3. Put first things first, 4. Think win-win, 5. Seek first to understand then be understood, 6. Synergize, 7. Sharpen the saw.

There are many opportunities for you to grow in the areas of academics, sports, leadership, and special interests. The more involved you become in the activities offered at Belhaven the more you will enjoy and profit from your middle school years. Through opportunities for interaction with others, students should discover more about their own self-worth and potential as well as sensitivity, acceptance and respect for the abilities, values, and attitudes of others.

The purpose of this handbook/planner is to provide an overview of the policies, expectations, curriculum, programs and special services offered at the Belhaven Middle School. It also aids students' organizational skills, increases communication, acts as a hallway pass, and gives helpful hints. The fine academic reputation enjoyed by Belhaven is a result of the efforts of the community, parents, board of education, staff, students, aides, maintenance workers, custodians, crossing guards, and cafeteria workers.

Please read this handbook/planner several times. In addition to the clubs, sports, and incentives we offer, it is the responsibility of every student to know the expectations of the Belhaven Middle School. Student awareness will create a safe and friendly environment conducive to learning. Students should report any unsafe conditions.

BELHAVEN MIDDLE SCHOOL PHONE DIRECTORY

Main Office	926-6700
Principal	926-6700
Superintendent	ext. 6703
Curriculum Supervisor	ext. 6730
Guidance	ext. 6715
Child Study Team	ext. 6709
Health Office	ext. 6706

Web Site: <http://www.linwoodschoools.org>

*Belhaven Middle School is proud to be designated
a 2011 and 2013 NJ and National Forum
"School to Watch."
and a
Jostens Renaissance Award - Winning school*

STAFFULTY

Child Study Team

Director of Special Education & Special Programs– Colleen Bretones

Social Worker - Cindy Reynolds

Psychologist - Lisa Davis

LDTTC -

Speech—Marilee Sobrinski

GRADE 5

Jennifer Bernardini, Henry Eissler,
Jaime Hiltwine, Lori Dooner, Bernadette Marino

GRADE 6

Gina Wenzel, Amy Winterbottom,
Carmen Faia, Jill Cunniff, Elizabeth Moss

GRADE 7

Christina Lonergan, Mark Haviland, Raquel Law,
Christopher Meade, Allison Wrigley, Kate Mitchell

GRADE 8

Sandra Palombo, Keith Grimley, Kate Mitchell,
Debbie Levine, John Napoli, Susanne Pfaff-Manzini

TECHNOLOGY COORDINATOR

Frank Pileiro

INDUSTRIAL TECHNOLOGY

Peter Davis

PHYSICAL EDUCATION & HEALTH

Shelly McNamara, Brian Coyle

WORLD LANGUAGE

Erica Coombs, Nicole Diaz

ART

Robin Moore

VOCAL MUSIC

Kimberley Peschi

INSTRUMENTAL MUSIC

Nancy Robinson

G&T/SPEAK

Cindy O’Kane

TECHNOLOGY INTEGRATION

Karen Zaleskiewicz

LIBRARIAN/MEDIA SPECIALIST

Amy Ojserkis

LRC/SPECIAL ED

Amy Magazzu, Christine Swan, Kristen Lamkin,

Tiffany Graziotto

BSI

Kim Savino, Linda Dirkes

NURSE

Ann Forshaw

RENAISSANCE

“Supporting Excellence in Education”

Renaissance is a nationwide movement designed to recognize and reward academic excellence, participation, and good school citizenship. Educators, parents, and partners in the business community join forces to provide incentives for students to improve grades, attend school, increase school spirit, and eliminate disciplinary incidents.

Jostens Renaissance Mission Statement: Renaissance is the first and only national education-focused program created to recognize and reward the academic achievements of students from elementary school through college.

Out Vision: Belhaven Renaissance celebrates hard work, commitment, great character, leadership, and participation by involving students, staffulty, parents, and the community in sharing the fun and passion for excellence in education.

CRITERIA FOR RENAISSANCE MEMBERSHIP AT BELHAVEN

Renaissance will be an ongoing process and will be renewed each quarter. Criteria for each quarter will include no disciplinary referrals, no failing grades, participation in a school sponsored club, sport, or service organization, or a similar community based organization approved by the school.

There will be three levels of Renaissance:

★Gold cardholders: Distinguished Honor Roll, not more than one unexcused absences, and all of the above

★Silver cardholders: Honor Roll and Merit Roll, not more than three unexcused absences, and all of the above

★Bronze cardholders: Nothing lower than a C average, not more than 4 unexcused absences, and all of the above

* Criteria may be subject to periodic changes.

INCENTIVES

- Spotlight on Students
- Lunch Privileges
- Special Lunches
- Discounts at Renaissance Stores & School Store
- Free or Discounted Admissions to Events
- Prizes and Awards
- Special Privileges
- Attendance at Special Renaissance Events (pep rallies, dances, & shows)

- Staffulty of the Month
- Almost Anything Goes
- People’s Choice Awards
- Ice Cream Social
- Falcon Stamps
- Girls Only/Guys Night Out
- Leadership Exchanges
- Street Team
- Student Council

Belhaven is a member of the JOSTENS RENAISSANCE PENN/JERSEY Collaboration.

WHAT IS THE PENN/JERSEY RENAISSANCE COLLABORATION?

The PENN/JERSEY Collaboration, formed thirteen years ago through the efforts of Highland High School, is one of only four Renaissance collaborations in the entire nation. Over 150 schools are collaboration members. The collaboration features interschool recognition of Renaissance cards and collaboration to reach large numbers of students throughout the region.

C.H.A.M.P.

(Character Has A Million Possibilities)

Each month begins with a specific character trait, definition, and quotation to share with students and get them thinking about that particular trait. Also included are suggested activities in the form of discussion questions or dilemmas to use for journal writing, essays, debates, discussion, or role-playing. While we already emphasize positive values in our curriculum, the C.H.A.M.P. Program will serve as a guide to assist the Staffulty in working toward school-wide respect and responsibility. Renaissance & C.H.A.M.P. also recognize Random Acts of Kindness and service learning.

September: Responsibility
October: Compassion
November: Trustworthiness
December: Respect
January: Courage
February: Citizenship
March: Positive Attitude
April: Gratitude
May: Friendship
June: Culmination Month

RENAISSANCE STREET TEAM

Street Team is our seventh and eighth grade student council. They are committed to the positive leadership of our school. They are involved in planning school Renaissance events. Any student who would like to be involved should contact Mr. Napoli.

NEW JERSEY PEER-TO-PEER

New Jersey Peer to Peer (NJPTP) trains young people to help their peers understand the dangers of substance abuse and make healthy decisions. Throughout the year, NJPTP will conduct workshops dealing with difficult issues facing students—resisting pressure to experiment with alcohol, tobacco, marijuana and other drugs; dealing with anger; handling stress and frustration; and communicating with peers and parents. Our goal is to empower teens with knowledge and information so they will have the tools they need to make responsible decisions.

AWARDS

The following awards will be presented to qualifying eighth grade students at the end of the school year:

1. *Instrumental Music Award* for effort, interest and a high quality of musicianship
2. *Art Award* for most originality and outstanding ability
3. *Industrial Technology Award* for effort, interest and knowledge
4. *General Music Award* for effort, enthusiasm, interest and knowledge
5. *Stewart Smith Memorial Mathematics Award* for outstanding effort, interest and achievement.
6. *Social Studies Award* for effort, interest and achievement
7. *LEF Computer Award* for effort, interest and achievement
8. *Language Arts Award* for effort, interest, improvement and a love of reading
9. *Perfect Attendance Award* for no absences or tardies
10. *Physical Fitness Awards*
11. *Drama Award* for outstanding achievement in the area of theater and dramatic arts
12. *Science Award* for effort and achievement in science
13. *SPEAK Award*
14. *Belhaven Renaissance Falcon Award* for the student with leadership potential who understands the virtues of kindness and charity
15. *LEA Citizenship Award*
16. *Spanish Award*

17. *Kiwanis Club Award* for outstanding effort
18. *Rose Jones Memorial Award*
19. *Dr. Finkelson's Orthodontic Award*
20. *Elks Lodge Award* for the most improved
21. *Keystone Masonic Lodge Community Service Award*
22. *Student Council School Leadership Award*
23. *David N. Blyler, Sr. Memorial Scholarship*
24. *Daryl F. Todd, Sr. Historian Award*
25. *Janice G. Dennis Humanitarian Award*
26. *Philomena Deery Conroy Memorial Scholarship*

ARRIVING AT SCHOOL

All students are to enter the building through their grade level doors. No student should enter the building through the front or side doors. Students that are late for the day may enter through the front doors but should be accompanied by a parent.

ABSENCES/EARLY DISMISSAL

Absences

Absences must be reported to the school office at 926-6700 prior to 9:00 a.m. Upon returning to school after any absence, a note stating the student's name, date of absence, reason for absence, and parent signature is to be brought to the main office prior to the 8:15 a.m. entrance bell. Parents are strongly discouraged from taking students out of school for vacations. Vacations should be structured around the school calendar.

Excused Absences

Excused absences are hospitalization, prescribed home convalescence, chronic illness (as defined by Law N.J.A.C. 6:28-3-5), religious holidays, court appearances, and death in the family, all of which must be verified within **three (3) school days**, upon the student's return to school. Absences for school sponsored activities, such as class trips, are always excused.

ABSENCES NOT DOCUMENTED IN THE ATTENDANCE OFFICE WITHIN THE REQUIRED THREE (3) DAY TIME PERIOD WILL BECOME UNEXCUSED ABSENCES!

Unexcused Absences

Unexcused absences are absences for reasons such as common illness, family vacations, family emergencies, **up to the limits established in the attendance policy.**

Once a student reaches 14 unexcused absences any additional unexcused absences must be made up during Summer Course Completion.

Early Dismissal

Medical and dental appointments should be scheduled outside of school hours whenever possible. Students requesting early dismissal are to report to the office prior to 8:30 a.m. with a note stating the student's name, date and time of dismissal, reason for dismissal, and parent signature. Pupils must be signed out by a parent, guardian, or person authorized by either parent to act on his/her behalf.

DISMISSAL

Upon dismissal, students are to proceed to their lockers then immediately leave the building unless remaining for a planned activity. There is to be no loitering on school grounds at the end of the day. Students may leave from any door except the front door. Leaving from the front door creates congestion and is a safety hazard.

DROP OFF

Parents dropping off students should not pull into the parking lot on Belhaven Ave. behind the fifth grade wing. Please do not block driveways when dropping off children. Parents should encourage their children to enter through the appropriate doors. Unless your child is arriving at school for band practice, do not drop them off or have them arrive before 8:00 in the morning because of the lack of supervision beforehand.

BACKPACK SAFETY

In over three quarters of our classrooms we use the dual book system. This means that the teacher has an extra set of books that stays in the classroom. Students should leave their copy at home. Please leave books at home if you do not need them in school.

Textbooks that go back and forth should be covered at all times. Backpacks are not allowed in class and should remain in lockers during the school day.

LATENESS POLICY

The following will be the disciplinary policy regarding unexcused lateness:

- * 1-2 - excused
- * 3 - warning letter & referral to STAT & PAC

- * 5 - after school detention
- * 6 - after school detention
- * 7 - **2 hour Saturday detention**
- * 8 - detention, meet with principal & guidance counselor

* 9 - **2 hour Saturday detention**

*10 - referral to Juvenile Family Crisis or Saturday detention. Home visit by social worker, parents meet with Superintendent.

Three unexcused latenesses will count as one unexcused absence. Once a student reaches 14 unexcused absences any additional unexcused absences must be made up during Summer Course Completion.

Students should always come to the main office when they are late for school. Failure to sign in the main office upon a late arrival will result in disciplinary action.

Lateness is excused only in the case of a doctor's appointment that cannot be scheduled after school hours. The attendance officer will follow up any lateness that is excused because of a doctor's note.

CODES OF STUDENT CONDUCT

Each district board of education is required to develop, adopt and implement a code of student conduct (CSC) that establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on school buses or at school-sponsored functions, and, if determined appropriate by the board, conduct away from school grounds [N.J.A.C. 6A:16-7. 1(a)]. Provided below are information and resources on the requirements for the CSC and the adoption, development and implementation of the CSC.

BICYCLES, SKATEBOARDS, SKATES & SCOOTERS

Scooters, bicycles and skateboards are to be locked securely in the bike racks. All skates and skateboards are not to be taken into the building for storage in student lockers. The school cannot assume responsibility for them. No motorized scooters, skateboards, etc. For safety reasons, none of these modes of transportation may be ridden on school grounds. **All students that ride bikes, scooters, and skateboards to and/or from school are required to wear a safety helmet per Linwood Board of Education policy.**

RESPECT

- Belhaven students are expected to:
- show courtesy and respect towards others
 - * use acceptable language at all times, free of name calling, insults or profanity
 - * settle differences without put-downs, threats or fighting
 - * ask staff and student conflict managers for help as needed for conflict resolution
 - * eat in designated areas only and keep the school clean and free of litter
 - * interact with each other safely without pushing or roughness
 - * share equipment and demonstrate good sportsmanship
 - * remain on school grounds from the time of arrival to dismissal
 - * take care of school grounds, property and equipment

Consequences for Poor Choices

Students who fail to meet Belhaven's positive behavior expectations will face certain consequences. If a student misbehaves, appropriate consequences may include:

- * warnings and/or
- * parent notification and/or
- * parent conference and/or
- * loss of privileges/participation in school activities
- * after school detention
- * suspension
- * referral to administration

Illegal activities such as vandalism, graffiti, use or possession of drugs, paraphernalia, alcohol, tobacco products or other controlled substances are prohibited. Matches, lighters, weapons, firearms, or any other dangerous items are also illegal on campus. Intimidation, fighting, or harassment are all prohibited. All of these activities may result in suspension or expulsion.

RESPONSIBILITY

- Belhaven students take responsibility for the task of learning. They are expected to:
- * come to school and class on time, prepared to work and study
 - * listen, follow directions, participate and cooperate
 - * walk in a safe and orderly manner in school buildings
 - * leave toys, games, gum, radios, laser pointers, pagers (or other electronic devices) that distract from learning at home.

DISCIPLINE

Students are reminded that all teachers, staff, employees, or persons acting in a capacity of a supervisor authorized by the school administration, i.e., chaperons, aides, coaches, advisors, etc. in the building, from either school at any time, have the authority to enforce rules and regulations. Teacher authority is not in any way limited to the classroom or particular students. Students are to show respect to all school employees whether professional or non-teaching as well as any student.

Bullying Prevention

At Belhaven Middle School, we are proactive in preventing bullying at our school. Our guidance counselor works with the social studies teachers to ensure students can recognize and reduce the chances of bullying. Through classroom meetings students role play, discuss, form groups, and learn how to recognize and react to bullying.

Students are periodically surveyed. Additionally, students must report incidents of bullying in order to help us eliminate these occurrences. Report forms are available in every classroom, the main office, and the guidance office. All reports are taken seriously.

Belhaven began implementing the Olweus Bullying Prevention Program in the Spring of 2006. The OBPP includes school-wide and classroom elements, individual intervention and community efforts to combat bullying and promote leadership within our school. Please contact Ms. Ruth, school counselor or Dr. Rudnesky, principal for more information on the program.

School Rules Against Bullying

- * we will not bully others
- * we will help students who are bullied
- * we will include students who are easily left out
- * when we know somebody is being bullied, we will tell an adult at school and an adult at home.

On January 5, 2011, the *Anti-Bullying Bill of Rights Act* (P.L.2010, c.122, which can be found at http://www.njleg.state.nj.us/2010/Bills/PL10/122_.PDF) was signed into law to strengthen the standards and procedures for preventing, reporting, investigating and responding to incidents of harassment, intimidation and bullying (HIB) of students that occur on school grounds and off school grounds under specified circumstances. All incidents of HIB should be reported to the school principal who will assign investigation responsibilities to the school Anti-Bullying Specialist (school counselor).

Affirmative Action

If a student feels discriminated against for any reason, they should report this to a teacher, guidance counselor, or the principal. Likewise, if a student feels threatened or offended for any reason this should be immediately reported. If any incident is reported to anyone other than the principal, the information will be disseminated to the principal to be documented. The principal is the Affirmative Action Officer as approved by the Linwood Board of Education and can be contacted through the Belhaven main office. Additionally, the Linwood Board of Education has appointed an Affirmative Action Committee to periodically review and carry out the Comprehensive Equity Plan as approved by the New Jersey Department of Education.

PROHIBITED ITEMS

Gum Chewing—Gum chewing is not allowed. Careless disposal of gum and candy in drinking fountains, on furniture, and floors present sanitation and cleaning problems.

ELECTRONIC DEVICES

All electronic devices should be turned off and stored in a locker. They should not be visible at any time. This includes but is not limited to laser pointers and lights, electronic games, MP3 players and other communication devices. These devices interrupt the educational process.

Cell phones are not to be turned on or visible at any time. The only time cell phones are permitted to be used is after school, outside the building. Any use of phones in class will result in a detention. Any cell phone that is turned on or visible will be immediately confiscated. Students will face discipline consequences.

Inappropriate text messaging is becoming an increasing problem. Texting will not be tolerated during school hours. Likewise, it is inappropriate to take pictures at school or forward any inappropriate messages that refer to school, students, or personnel.



CLASSROOM RULES

For all students - For all classes

1. Be on time.
2. Enter the room quietly and orderly.
3. Immediately take assigned seat.
4. Be completely prepared for class.
5. You must raise your hand and receive permission before taking any action.
6. All homework and class assignments are to be completed to the best of your ability.
7. No gum chewing in any school area at any time.
8. All non-classroom materials, including personal electronic equipment or toys are not permitted in school.
9. No trading cards, dice, or card games are allowed.
10. No invitations for parties are to be handed out during school hours.

COMPUTER USE

STUDENT RULES & PROCEDURES

NOTE: Your workstation is being electronically monitored.

Computer Usage:

- ~ Ask permission to use the lab.
- ~ Sign in upon entering.
- ~ Present a pass from your classroom teacher.
- ~ **DO NOT** change settings (i.e. wallpaper) or preferences to any program including desktop.
- ~ **DO NOT** print more than one copy of any document.
- ~ **DO NOT** send e-mail.
- ~ Report any technical problems immediately.
- ~ Keep your workstation clean.
- ~ Log off and shut down properly.

Internet Use:

- ~ You must have a signed Acceptable Use Policy from a parent or guardian to use the Internet.
- ~ Present a pass from your classroom teacher stating the assigned objective.
- ~ No chat rooms.
- ~ No downloading without permission from Librarian, or Computer Teacher.
- ~ **DO NOT** visit inappropriate sites-if you are uncertain ASK the Librarian or Computer Teacher.

Consequences: Loss of computer privileges, parent conference, office referral, and penalties from detention to suspension, in accordance with severity of offense.

CAFETERIA RULES

All students must eat in the cafeteria

1. Walk while entering or exiting.
2. Talk in a conversational tone.
3. Remain seated in your assigned seat at all times.
4. All students must report to the cafeteria on time. Late students must present a written pass.
5. Do not leave your assigned seat or the room without permission.
6. Upon dismissal:
 - a. Clean table and surrounding floor area
 - b. Dispose of trash
 - c. Go directly outside (If time and weather permit)
7. NO PARTIES ARE PERMITTED.
8. Students are not permitted to order food from fast food restaurants and have it delivered by anyone.
9. All students must eat in the cafeteria, no students are allowed to eat in classrooms.

*Failure to comply with cafeteria rules will result in:

- a. lunch detentions
- b. after-school detentions

**Throwing of any object in the cafeteria, food or otherwise, will result in disciplinary action.

***Only 7 students may sit at each table.

LUNCHES

Students may purchase lunch from the school cafeteria or bring a bag lunch from home buying only milk if they so desire on a daily basis. Weekly lunch tickets may be purchased only on the first day of the school week during lunch time in the cafeteria and used at any time during the school year.

Students are to sign up for lunch during homeroom period each morning. Students must pay for each lunch they order.

Lunch is available to qualifying families for a free or reduced rate. Individual application forms must be submitted for each child. We promote fitness for life through healthy choices.

PLAYGROUND RULES

1. No one is permitted outside unless an aide or teacher is present.
2. Rough play or inappropriate games are not permitted.
3. No interference with classmates' games.
4. Treat everyone with RESPECT.
5. Absolutely no one off property or on any rooftop to retrieve balls, etc.
6. No food or drink is to be taken outside from the cafeteria.
7. Playground equipment must be signed out and returned by the borrower.
8. Anyone abusing playground equipment will be subject to disciplinary action.
9. After recess all students will line up quickly and quietly by homeroom in their designated areas.

LOCKERS

1. Each student will be assigned a locker at the beginning of the school year.
2. Never reveal your locker combination to any other student.
3. Lockers are to be kept in an orderly condition, free of rubbish and paper. Before closing locker doors, be sure that no coats, book bags, etc. are sticking out. Doors to lockers are not to be slammed or kicked shut.
4. All materials, including books, personal belongings, or other supplies, are the total responsibility of each individual student.
5. It must be clearly understood that all lockers are the property of the Linwood Board of Education and as such may be opened and inspected at any time without prior notice (New Jersey Statutes Annotated 18A:36-19.2).
6. Lockers should only be used before homeroom and after school and before and after lunch.

DETENTION

Students assigned after-school administrative detention shall receive written notice 24 hours prior to the designated detention date. This notice must be signed by a parent or guardian and returned to the main office the day after being issued. Students failing to return a signed discipline referral are still required to stay on their assigned day and will receive additional assignments until the notice has been signed and returned.

SUSPENSION

Suspension constitutes a loss of all school privileges. Suspension may also result in, under the discretion of school authorities, the loss of all school activity privileges, not only during the period of suspension, but for a period of time after the student returns to school.

Parental contacts will be made with the parent or legal guardian of all suspended students. In most cases, conferences will be held with the parent or legal guardian of the suspended student prior to the time the individual is allowed to return to class.

Suspendable offenses include: repeating any offenses; leaving school grounds; blatant disrespect towards any employee; fighting; bias acts; stealing; harassment; obscene language/gestures towards staff; smoking or possession of tobacco, lighter or matches; pulling fire alarm creating a false alarm; physical harm to an employee; threats to an employee; vandalism; extortion; possession or use of drugs/alcohol, fireworks, weapons.

TELEPHONE CALLS

Telephones in the main office are for emergency student use only. Students should not ask to use the phone for any other reason during school hours. Students are not permitted to call home because they forgot their homework.

DRESS STANDARDS

Students are encouraged to use good judgment when dressing for school. The school's intent in establishing a dress standard consistent with the rulings made by the Commissioner of Education is to promote a positive attitude about learning and about one's self, as well as to eliminate distractions to the educational process. Studies have shown that those who dress appropriately for school come with a more positive attitude than those who dress too casually.

- The student and his/her parents must accept the responsibility of dressing appropriately for the occasion with a high standard of personal cleanliness maintained at all times. Cleanliness, neatness, and appropriateness will be stressed.

- Extreme styles of dress (i.e. tank tops—no exceptions, see-through clothes, short-shorts, etc.) are prohibited.

- **The following types of shorts are unacceptable: any type of bathing suit, cut offs, spandex or bicycle shorts. Shorts, skirts, and dresses must be fingertip length.**

- Bare midriffs are unacceptable.

- Clothing or jewelry advertising alcoholic beverages, tobacco, prejudice, or those with obscene or questionable printing are not permitted.

- Coats and head coverings are not to be worn indoors.

- No Bandanas

- For safety purposes all footwear must enclose the foot. Flip flop sandal styles without a heel strap are prohibited.

- Sleeveless tops with a collar are allowed.

- Dress shorts are permitted.

Teachers and administration will have the prerogative to take appropriate action in any situation in which attire is judged to be indecent, dangerous, or which distracts and interferes with the educational process.

RETENTION/SUMMER SCHOOL

According to board policy, a pupil who has failed to master the basic academic skills for any grade level will be considered for retention.

Additionally, Belhaven will be offering a summer course completion for students who finish the year with an F average (below 70) in any academic course. Each course that a student fails for the year will require twenty hours (one week) of summer school. Students assigned to course completion who do not attend summer school will be retained.

Eighth grade students who fail any academic course for the year will not be permitted to participate in the June promotional exercises.

EXTRA-CURRICULAR ELIGIBILITY RULES

Academic Probation

Any student receiving two or more “Fs” or one “F” and two or more “Ds” in a given marking period will be ineligible to participate in any extra curricular activity until the next interim report has been issued and satisfactory progress has been indicated. The student will continue to be restricted from participation if he or she receives an unsatisfactory grade in either of the two subject areas.

Disciplinary Probation

Habitual offenders will be ineligible to participate in any extra curricular activity as per the discretion of the principal.

EXTRA-CURRICULAR ACTIVITIES

Belhaven Avenue School offers a wide variety of extra-curricular activities designed to enhance students’ middle school experience. Interscholastic sports offered throughout the year include:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Soccer (G/B)	Basketball (G/B)	Track (G/B)
Cr. Country (G/B)	Volleyball (Co-ed)	
Field Hockey (G)		

Students must remain eligible for participation in interscholastic sports through meeting standards of satisfactory academic progress and behavior.

Students must be present at least 4 hours during the school day to participate in any after school activities.

A variety of clubs and activities are offered each year according to student interest. Some of the clubs offered recently include:

Art Club	Science Club
Bowling Club	Stage Crew
Chorus	Student Council
STEM Club	C.H.A.M.P./ Builders
Drama Club	Think Team
Homework Club	Renaissance Television (RTV)
Jazz Band	Newspaper
Math Counts	
NJ Peer to Peer	
Renaissance Ambassadors	Yearbook Club

Any student who does not dress for physical education class will not be able to participate in an athletic contest on that day.

FIRE DRILL PROCEDURES

1. When the fire alarm sounds, one or two students assigned should quickly close all windows in the room.
2. Leave the room quickly and quietly following the teacher’s directions. The last person out of the room must close the door.
3. Walk in a single file, in absolute silence, and return in the same manner.
4. Follow the instructions of the teacher in each classroom concerning the place to line up outside the building.
5. If the fire alarm should sound during the passing of classes, students should leave the building by the nearest exit and line up with the teacher to whom they are reporting.

EMERGENCY CLOSING OF SCHOOL

Emergency closings are announced over the following radio stations:

WAYV	95.1 FM	WFPG	1450 AM
WFPG	96.9 FM	WOND	1400 AM
WMGM	104 FM	WMID	1340 AM

Announcements are made as early as possible, usually by 6:30 a.m.

Web Site: www.linwoodschoools.org

SCHOOL HEALTH SERVICES

School health services are conducted for the following purposes:

1. Care of emergency sickness or injury in school
2. Prevention and control of communicable disease
3. Determination of health needs for students
4. Follow-up and communication with parents regarding health needs
5. Scoliosis screening—state mandated screening for curvature of the back for students age 10 and above
6. Height, weight, blood pressure and vision screening for all students
7. Hearing screens for students in grades 6&8
8. Coordinating physicals for all students in Grade 5, new students to the district and those participating in interscholastic sports.

** Please note that all physicals are now required to be completed by the student's private physician as mandated by the state of NJ. If a student needs a physical exam and does not have a physician, the school nurse will make arrangements for this to be completed by the school doctor.*

Medications

Any medication that needs to be taken by a student during school hours must be kept in the school health office in a properly labeled container. This includes both prescription and over the counter medications. All must be accompanied by an order from the physician naming the medication, dosage and diagnosis as well as written permission from the parent or guardian allowing the nurse to dispense the medication. A specific permission form for this purpose is located in the school health office.

Students who use inhalers for the treatment of asthma may carry and self-administer their medication only if they have their doctor's written permission. Forms for this privilege must be filled out by both the parent/guardian and physician, and are available in the school health office as well.

Parents/Guardians - Please do not send any medication to school with your child! Linwood School Board policy specifically states that students are not permitted to have medication in their possession (this includes Tylenol, Ibuprofen, aspirin and cough/cold medications). If your child needs to take medication in school please contact the school nurse!

STUDENT MEDIATION PROGRAM

Mediation is the bringing together of two students, or two groups of students, who are involved in a dispute. A third student, the mediator, helps the other two parties arrive at an agreement to resolve the dispute.

Many problems that develop in the classroom do not really start there. Arguments with friends at home or outside are often brought to school and into the classroom because they are difficult to forget and to leave behind.

When problems are brought into the classroom, even though they may begin out of school, they may become disciplinary actions (detentions, suspensions, etc.) Mediation offers an opportunity for students to work out their differences before they become discipline problems.

A trained Belhaven student mediator is a person who is not personally involved in the dispute. The mediator hears both sides of the problem and helps the disputants to come to a mutual acceptable written agreement.

PARTNERSHIP for ASSESSMENT of READINESS for COLLEGE and CAREERS
PARCC Testing is new this year.



Academic Honor Code

GIFTED & TALENTED/ENRICHMENT

All students in grades five through eight meet with the Gifted and Talented teacher in the Related Arts cycle during SPEAK (Students Performing, Experiencing, and Acquiring Knowledge) and benefit from enrichment activities such as storytelling, public speaking, Mock Trial, and participation in Belhaven's TV production activities. Gifted and Talented students receive enhanced and extended activities during this SPEAK cycle. Pre-engineering middle school activities are offered to the fifth through eighth grade Gifted and Talented students within the Industrial Technology rotation.

Inclusion into the Gifted and Talented program is based upon the results from statewide testing, measures of achievement, creativity, and aptitude. Students are initially identified through performance on the New Jersey Assessment of Skills and Knowledge (NJASK) and must meet three of the four eligibility criteria to be considered for acceptance into the program.

Students can also be recommended for the program through teacher and/or parent referral. Testing occurs each year in late spring. Parent referrals to be tested for the Gifted & Talented program must be in writing and are due to the building by June 30th. Testing will take place during the first week of July (no exceptions will be allowed).

If a student transfers to our district and was eligible for and participated in the Gifted & Talented program from their sending district, they may participate in our program without additional testing.

Linwood Public Schools continually strive for academic excellence. Students are expected to pursue their school work with integrity and honesty. Students in violation of the Academic Honor Code (AHC) will face academic and disciplinary actions.

It is your responsibility to understand and uphold the AHC. If you are unclear about a specific situation, speak to your teacher.

The AHC focuses on two common areas of academic dishonesty: cheating and plagiarism as defined below.

Cheating:

1. Cheating on tests (cheat sheets, use of unauthorized electronic devices, discussion of test information with other students).
2. Obtaining test questions and/or copies of tests outside the classroom test setting.
3. Lending and/or copying from another student's work, (homework, tests, projects, assignments)
4. Altering or interfering with grading (forgoing signatures, changing or inserting answers on work after grading).
5. Submitting work previously presented by you or another person in this or another course.

Plagiarism:

1. Using ideas, words, sentences, paragraphs, or parts of another person's writings, without giving appropriate credit, and representing the product as your own.
2. Using pictures, music, multi-media, computer programs, without giving appropriate credit, and representing the product as your own.
3. Submitting work that is not your own (having a parent or another person complete the work),
4. Submitting a paper purchased from a research or term paper service, including but not limited to the Internet.

Consequences:

1st Offense:

1. Receive a failing grade on the test, paper, or project
2. Parent phone call.

2nd Offense:

1. Receive a failing grade on the test, paper, or project
2. Parent phone call
3. Administrative detention.

3rd Offense:

1. Receive a failing grade on the test, paper, or project
2. Loss of Honor Roll
3. Parent Conference

MARKING SYSTEM

For each of the marking periods during the school year, the pupils are graded as follows:

- A = 93-100 - Excellent
- B = 85-92 - Good
- C = 77-84 - Average
- D = 70-76 - Below Average
- F = 69 or below - Failure

Students may also receive number or letter factors.

Attributes

- A. Outstanding effort
- B. Excellent class participation
- C. Accepts responsibility independently
- D. Outstanding conduct
- E. Outstanding work habits
- F. Improvement shown
- G. Works well with others
- H. Exceptionally cooperative
- I. Neat, accurate work

Need for Improvement:

Achievement

- J. Doesn't follow directions
- K. Doesn't complete work neatly
- L. Poor organization
- M. Excessive class absence
- N. Poor test results
- O. Inconsistent effort
- P. Poor class participation
- Q. Poor skills performance (Physical Ed)
- R. Unprepared for class
- S. No initiative to complete missed work
- T. Incomplete assignments

Conduct

- 1. Observance of classroom rules and procedures
- 2. Attitude
- 3. Violation of Honor Code



THE THREE-STORY INTELLECT

High-Level Thinking Skills

Key Words:

Evaluate

Predict

Judge

Assess

Idealize

Forecast

What judgment could be made about....?

What would you predict if.....?

How would you prioritize.....?

Why was _____ better than _____?

What evidence supports _____?

Key Words:

Compare Inspect How is ____ Similar to ____?

Apply Develop What might we infer from....?

Solve Infer How would you categorize..?

Classify Analyze How would you classify.....?

Reason Explain What conclusions can you draw?

Distinguish Why do you think.....?

Examine How is ____ related to ____?

Contrast How would you summarize...?

Key Words:

Who Label What is.....?

What Identify When did.....?

When Match Which one.....?

Where Name How would you show?

Which Spell Who was.....?

Choose Select Which is the best answer?

Find Restate What facts.....?

Define Observe How would you classify...?

What is the definition of...?

How many.....?

**SCHOOL CALENDAR
2014-2015**

(These dates are subject to change)

Sept. 4&5.....School Opens - Early Dismissal
 Sept. 6.....Early Dismissal - Staff Inservice
 Sept. 10.....Back to School Night Gr.5-8
 Sept. 16.....Back to School Night Gr. P-2
 Sept. 18.....Back to School Night Gr. 3-4
 Sept. 17.....School Pictures
 Sept. 25.....Schools Closed—Rosh Hashanah
 Oct. 16.....Picture Retakes
 Oct. 31.....Early Dismissal - Staff Inservice
 Nov. 4.....Schools Closed - Staff In-Service
 Nov. 6-7.....Schools Closed - NJEA Convention
 Nov. 26.....Early Dismissal
 Nov. 27-28.....School Closed - Thanksgiving
 Dec. 1-4.....Early Dismissal-Conferences Gr.P-8
 Dec. 5.....Early Dismissal - Staff Inservice
 Dec. 23.....Early Dismissal
 Dec. 24-31.....Schools Closed-Winter Break
 Jan. 1-2.....Schools Closed
 Jan. 5.....Schools Reopen
 Jan. 15.....Early Dismissal - Staff In-Service
 Jan. 16.....Schools Closed - Staff In-Service
 Jan. 19.....Schools Closed- Martin Luther King Day
 Feb. 13-16.....School Closed -President’s Weekend
 Feb. 25.....Early Dismissal - Staff-Inservice
 Mar.3-27.....PARCC Testing
 Apr. 2.....Early Dismissal
 Apr. 3.....Schools Closed - Good Friday
 Apr. 6-10.....Schools Closed - Spring Break
 Apr. 13.....Schools Reopen
 Apr. 27-May 22.....NJ ASK 7&8 Testing
 May 25.....School Closed - Memorial Day
 May 27.....NJ ASK Testing – 4&8 Science
 May 28.....NJ ASK Make-Ups – 4&8 Science
 June 10.....Early Dismissal - Staff Inservice
 June 19, 22, 23*.....Early Dismissal

*Note: The calendar includes 3 days for emergency closings. If not used, the final day of school will be June 18th.



**NOTIFICATION OF RIGHTS UNDER FERPA
FOR
ELEMENTARY AND SECONDARY
SCHOOLS**

1. The right to inspect and review the student’s education records within 45 days of the days the School received a request for access.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
 Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5901

2ND FLOOR NEW JERSEY’S YOUTH HELP-LINE

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