Memorial School
7 Grant Avenue
Eatontown, New Jersey 07724

Student - Parent Handbook

Welcome to...

Memorial School

We are providing you with this Student Handbook to acquaint you with Memorial School and the programs and activities that are available to you, and to familiarize you with the rules and regulations that govern Memorial School.

This handbook should serve as your guide during your time at Memorial. You are responsible for its contents and to be aware at all times of your responsibilities and opportunities as a Memorial School student. Every student is expected to abide by the rules and regulations as set forth in this handbook.

We hope that your time at Memorial School is both enjoyable and profitable. How well you cooperate and how seriously you take your responsibilities will determine in large part how successful you will be.

Let us all work together to make Memorial School a place of learning and enjoyment!

Kristoffer Brogna

Principal

Name_____

Homeroom_____

Important Numbers

Memorial School Main Number	732-542-5013
Fax Machine	732-389-1364
Main Office	Ext. 1001
Guidance Office	Ext. 1006
Nurse's Office	Ext. 1005
Food Service	Ext. 1031

Important Websites

District Website	www.eatontown.org
Memorial School Website	www.eatontown.org/schools/memorial/

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Daily Time Schedule

The Memorial School Day is divided into 9 periods of 39 minutes each with 4 minutes between periods.

Regular Bell Schedule

STAFF REPORTS	**7:40 AM**
STUDENTS REPORT- GO TO LOCKERS	**7:45 AM**
ANNOUNCEMENTS/ ATTENDANCE(in 1st period)	**7:50-7:53 AM**
LATE BELL	**7:52 AM**
PERIOD 1	**7:53-8:32 AM**
PERIOD 2	**8:36-9:15 AM**
PERIOD 3	**9:19-9:58 AM**
PERIOD 4	**10:02-10:41 AM**
PERIOD 5- 6TH GR. LUNCH	**10:45-11:24 AM**
PERIOD 6- 7TH GR. LUNCH	**11:28-12:07 PM**
PERIOD 7- 8TH GR. LUNCH	**12:11-12:50 PM**
PERIOD 8	**12:54-1:33 PM**
PERIOD 9	**1:37-2:16 PM**
DISMISSAL	**2:16-2:19 PM**

Delayed Opening Bell Schedule

STAFF REPORTS	**9:10 AM**
STUDENTS REPORT- GO TO LOCKERS	**9:15 AM**
ANNOUNCEMENTS/ATTENDANCE(in 1st period)	**9:20-9:23 AM**
LATE BELL	**9:22 AM**
PERIOD 1	**9:23-9:52 AM**
PERIOD 2	**9:56-10:25 AM**
PERIOD 3	**10:29-10:58 AM**
PERIOD 4	**11:02-11:31 AM**
PERIOD 5- 6TH GR. LUNCH	**11:35-12:04 PM**
PERIOD 6- 7TH GR. LUNCH	**12:08-12:37 PM**
PERIOD 7- 8TH GR. LUNCH	**12:41-1:10 PM**
PERIOD 8	**1:14-1:43 PM**
PERIOD 9	**1:47-2:16 PM**
DISMISSAL	**2:16-2:19 PM**

Early Dismissal Bell Schedule (One Session Day)- NO LUNCH ON ONE-SESSION DAYS
(See the next page)

Early Dismissal Bell Schedule (One Session Day)-

Grade 6

STAFF REPORTS	**7:40 AM**
STUDENTS REPORT- GO TO LOCKERS	**7:45 AM**
ANNOUNCEMENTS/ATTENDANCE (in 1st period)	**7:50-7:54 AM**
LATE BELL	**7:52 AM**
PERIOD 1	**7:54-8:23 AM**
PERIOD 2	**8:27-8:56 AM**
PERIOD 3	**9:00-9:29 AM**
PERIOD 4	**9:33-10:02 AM**
PERIOD 6	**10:06-10:35 AM**
PERIOD 7	**10:39-11:08 AM**
PERIOD 8	**11:12-11:41 AM**
PERIOD 9	**11:45-12:14 PM**
DISMISSAL	**12:15 PM**

Grade 7

STUDENTS REPORT- GO TO LOCKERS	**7:45 AM**
ANNOUNCEMENTS/ATTENDANCE (in 1st period)	**7:50-7:54 AM**
LATE BELL	**7:52 AM**
PERIOD 1	**7:54-8:23 AM**
PERIOD 2	**8:27-8:56 AM**
PERIOD 3	**9:00-9:29 AM**
PERIOD 4	**9:33-10:02 AM**
PERIOD 5	**10:06-10:35 AM**
PERIOD 7	**10:39-11:08 AM**
PERIOD 8	**11:12-11:41 AM**
PERIOD 9	**11:45-12:14 PM**
DISMISSAL	**12:15 PM**

Grade 8

STUDENTS REPORT- GO TO LOCKERS	**7:45 AM**
ANNOUNCEMENTS/ATTENDANCE (in 1st period)	**7:50-7:54 AM**
LATE BELL	**7:52 AM**
PERIOD 1	**7:54-8:23 AM**
PERIOD 2	**8:27-8:56 AM**
PERIOD 3	**9:00-9:29 AM**
PERIOD 4	**9:33-10:02 AM**
PERIOD 5	**10:06-10:35 AM**
PERIOD 6	**10:39-11:08 AM**
PERIOD 8	**11:12-11:41 AM**
PERIOD 9	**11:45-12:14 PM**
DISMISSAL	**12:15 PM**

Eatontown Public Schools

2026-2027 School Calendar

September 2026

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

Students - 18 Staff - 20

September 2026	
Tuesday, September 1, 2026	Professional In-Service Day for Staff
Wednesday, September 2, 2026	Professional In-Service Day for Staff
Thursday, September 3, 2026	First Day of School (One-Session Day) for Students, PM In-Service for Staff
Friday, September 4, 2026	One-Session Day for Students and Staff
Monday, September 7, 2026	Schools Closed - Labor Day
Friday, September 11, 2026	One-Session Day for Students, PM In-Service for Staff
Monday, September 21, 2026	Schools Closed - Yom Kippur

October 2026

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

Students - 20 Staff - 21

October 2026	
Friday, October 9, 2026	Schools Closed for Students - Professional In-Service Day for Staff
Monday, October 12, 2026	Schools Closed - Columbus Day/Indigenous Peoples' Day
Friday, October 30, 2026	One-Session Day for Students, PM In-Service for Staff

November 2026

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

Students - 16 Staff - 16

November 2026	
Monday, November 2, 2026	One-Session Day for Students, PM Parent/Teacher Conferences
Tuesday, November 3, 2026	One-Session Day for Students, PM Parent/Teacher Conferences
Wednesday, November 4, 2026	One-Session Day for Students and Staff
Thursday, November 5, 2026	Schools Closed - NJEA Convention
Friday, November 6, 2026	Schools Closed - NJEA Convention
Wednesday, November 11, 2026	Schools Closed - Veterans' Day
Wednesday, November 25, 2026	One-Session Day for Students and Staff
Thursday, November 26, 2026	Schools Closed - Thanksgiving Recess
Friday, November 27, 2026	Schools Closed - Thanksgiving Recess

December 2026

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

Students - 17 Staff - 17

December 2026	
Wednesday, December 23, 2026	One-Session Day for Students and Staff
Thursday December 24, 2026 through Friday, January 1, 2027	Schools Closed - Winter Recess

January 2027

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

Students - 19 Staff - 19

January 2027	
Friday, January 1, 2027	Schools Closed - New Year's Day
Monday, January 4, 2027	**Schools Reopen**
Monday, January 18, 2027	Schools Closed - Dr. Martin Luther King, Jr. Day

Feburary 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Students - 18 Staff - 19

February 2027	
Friday, February 12, 2027	Schools Closed for Students, Professional In-Service Day for Staff
Monday, February 15, 2027	Schools Closed - Presidents' Day

March 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Students - 18 Staff - 19

March 2027	
Friday, March 5, 2027	One-Session Day for Students, PM Parent/Teacher Conferences
Friday, March 12, 2027	Schools Closed for Students, Professional In-Service Day for Staff
Friday, March 26, 2027 through Friday, April 2, 2027	Schools Closed - Spring Recess

April 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	**5**	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Students - 20 Staff - 20

April 2027	
Friday, March 26, 2027 through Friday, April 2, 2027	Schools Closed - Spring Recess
Monday, April 5, 2027	**Schools Reopen**

May 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Students - 20 Staff - 20

May 2027	
Monday, May 31, 2027	Schools Closed - Memorial Day

June 2027						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Students - 14 Staff - 14

June 2027	
Friday, June 4, 2027	One-Session Day for Students, PM In-Service for Staff
Friday, June 18, 2027	Last Day of School (Tentative - No Emergency Days Used)
Wednesday, June 23, 2027	Last Day of School (Tentative - Three Emergency Days Used)

Total # Days for Students: 180

Total # Days for Staff: 185

Adopted: 15 December 2025

This calendar is designed to meet the requirements of Chapter 58 of Title 18A of the New Jersey State Administrative Codes. **Three emergency days have been built into this calendar. If these emergency days are not used, the last day of school will be June 18, 2027.** If the schools are closed for emergency purposes in excess of the three (3) built-in days, those days will be made up at the end of the school year and/or from the Spring Recess. **Make travel plans at your own risk on those dates.**

EATONTOWN SCHOOLS DISTRICT VISION STATEMENT

Eatontown's vision is to develop a community of lifelong learners where children have healthy self -esteem, respect and compassion for others, essential and technological knowledge, and the creative problem -solving skills needed to meet the challenges of successful citizenship in an ever-changing multi-cultural global society.

MEMORIAL SCHOOL MISSION STATEMENT

Memorial Middle School is dedicated to providing a safe, supportive learning community that empowers students to positively impact the world. We aim to fo ster mutual respect and shared ownership for learning between school and home. Students, staff and families will work collaboratively to promote an environment that values education and character.

EXPECTATIONS FOR STUDENT LEARNING

Learning to Learn Skills

- Students will become independent learners, taking responsibility for their learning.

Expanding and Integrating Knowledge

- Students will develop research skills as well as the ability to evaluate, analyze, and synthesize information.
- Students will experience and appreciate the fine and performing arts and humanities.

Communication Skills

- Students will articulate ideas clearly and logically, and substantiate ideas using written, oral, visual and technological communication skills.

Thinking and Reasoning Skills

- Students will develop good problem solving and decision-making skills.

Personal Responsibility

- Students will organize and manage time and resources for all aspects of life.
- Students will take pride in their work.

Interpersonal Skills / Social Responsibility

- Students will make inform ed and responsible judgments regarding health of self, environment, and society.
- Students will work cooperatively and effectively in team efforts on a variety of tasks, appreciating the contributions and perspectives of others.
- Students will value and practice community responsibility.
- Students will respect the rights and be sensitive to the needs of others.

GENERAL RULES AND REGULATIONS

Included here are the rules and regulations that govern Memorial School. Each student is responsible for being aware of and following these procedures at all times.

Bringing Valuables to School

Students are not to bring excess amounts of money or valuable items to school. The school cannot assume responsibility for lost or misplaced items.

Care of School Property

Marking desks, walls or other equipment belonging to the school is an offense. Students must repair or replace all school property abused by them and will be subject to appropriate disciplinary action.

Change of Address

Please notify the office immediately if you have any change of address or home, business, or emergency telephone numbers.

Emergency Card

Every student must have a yellow emergency card on file in the office. This information must be kept current and changed as needed during the school year. It is important that we be able to contact parents or other persons in case of an emergency.

Emergency School Closings

When it is necessary to close school because of inclement weather or any other reason, an announcement will be made over the following radio stations and internet sites:

Eatontown Public School District Website	www.eatontown.org
WJLK (AM Dial 1310 or FM 94.3)	www.cancellations.com
WOBM (AM Dial 1160 or FM 92.7)	News 12 New Jersey

Please do not call the Police Department for school closing information.

Code Red

In addition, Eatontown School District has implemented an automated emergency phone calling service. In the event of an emergency school closing, phone calls will be made via the system indicating so. Parents must keep contact information up to date at all times. Each family may provide one phone number for the emergency calling system. Please contact the main office with any changes to your emergency calling system number.

Enrollment Eligibility

No child shall be permitted to enroll in the Eatontown School District unless the parent or legal guardian has established residency within the district. "District" in this instance shall include the borough of Eatontown and those federal properties which house children whose education is the assigned or accepted responsibility of the Eatontown Board of Education. If the parent or legal guardian of a child presently enrolled in the Eatontown Schools terminates residency within the district as defined above, said parent or legal guardian shall have the opportunity to petition the Board of Education, in writing, indicating a desire for the child to remain in his/her current school situation for the balance of the school year. Said parent or legal guardian must assume the responsibility for the payment of the tuition prorated for the balance of the school year. If termination of residency occurs after May 15 of a given year, the child concerned shall be permitted to remain in his/her current school situation for the balance of the school year at no cost to the parent. In each case, the parent or legal guardian of the child concerned must assume the responsibility of providing the child's transportation to and from the Eatontown Schools.

Extra Help

Teachers are available to work after school until 2:34. Students should be encouraged to seek assistance where needed and to arrange for extra help with their teachers. **Please note that it is the student's responsibility to seek out the teacher to ask for help**. Students should notify their parents in advance if they are planning to stay after school for extra help.

Field Trips

Memorial School offers field trip experiences for our students. Students going on a school trip must have written parental permission. All rules of proper behavior and courtesy are expected of students participating in field trips. All rules for bus conduct also apply to field trips. Students who are repeating 8th grade may not participate in the Washington Trip.

Leaving School Building

Under no circumstances are students permitted to leave the school during school hours. Any student who leaves the building for any reason without express written permission of the principal will be liable for suspension and police notification.

Lost and Found

Each student is responsible for all of his/her books, materials and belongings. Everything should be labeled with the student's name. Lost and found items will be held in the office for a reasonable length of time.

Notices and Posters

The permission of the principal is required before posting or distributing any materials in the building. Students may not sell anything in the school.

Bathroom Procedures

Students may use the bathroom when necessary, however, they must have a pass, and it will need to be signed by a teacher before they go. Students will utilize a digital pass from their app on the computer.

School Opening

The school day begins at 7:50 AM. Students will report to their lockers and then 1st period when the 7:45 bell rings. Please do not plan to arrive at school any earlier than 7:40 AM, unless eating breakfast. Students are to go directly to their lockers after the bell rings in the morning. After getting the necessary books and materials for morning classes, students are to report immediately to 1st period. All students must be in 1st period by the time the late bell rings or will be marked tardy.

Breakfast

Each morning before 1st period, breakfast will be available for purchase in the cafeteria. The front doors of the school will be opened at 7:25 for this program. Students who are interested in breakfast are expected to enter the cafeteria as soon as the doors are opened or as soon as you get off the bus. No one will be permitted to report to 1st period and then go to breakfast.

School Dismissal

At the end of 8th period, students are to report to their lockers and then proceed to 9th period. Students who do not report to their lockers or 9th period will be assigned a consequence. **At the 2:19 PM bell, all students will stay in the class until buses are called. When buses are called, walkers, students riding the bus and students staying for an after school activity will be dismissed**. Students are not to be in the building after school unless with a teacher, in detention, or at an extra-curricular activity. Students loitering in the building will be assigned a consequence.

School Insurance

School insurance will be made available to every student at the beginning of each school year. Since the insurance provided by the Board of Education is supplemental to the family's insurance, it is strongly urged that parents purchase the inexpensive insurance policy that will provide primary coverage in case of injury.

Staying After School

Any student staying after school for any extracurricular activity is to notify his/her parents the day before the activity. Any student assigned central detention is to notify his/her parents by the office phone. Students staying after will be required to be picked up by a parent and/or walk home (if specified in their records).

Telephone Calls

If a phone call is necessary, it is to be made from the office. Students will call their parents to tell them they are staying after school for detention. Parents should be notified the day prior to an activity.

Cell Phones-NEW!!

Cell phones *must be placed in the designated holder at the start of every period.* The child can also keep the phone in their locker or book bag. All teachers will have designated holders for the phones. They **may not be used during the school day for making and/or receiving calls and text messages or taking photographs—this includes calling parents during school hours.** If the parent texts the child, and they return the text, they will be violating the school rules. The only times students are permitted to have their phones out will be during the following: before school, breakfast, lunch, recess and after school. **If this policy is violated, the cell phone will be taken and returned only to the parent. Please see the updated policies on the following pages.**

5516 STUDENT USE OF INTERNET-ENABLED DEVICES

The Board of Education prohibits student use of internet-enabled devices on school grounds during the school day in accordance with N.J.S.A. 18A:36-40b. The Board adopts this Policy and Regulation 5516 pursuant to N.J.S.A. 18A:36-40b. and the guidelines developed by the Commissioner of Education concerning student use of internet-enabled devices during regular school hours, on a school bus, or during school-sponsored events when the student is under the direct supervision of a teaching staff member or employee of the Board.

For the purpose of this Policy and Regulation 5516:

1. "Bell-to-bell" means the timeframe when the bell rings at the start of the school day until the dismissal bell rings at the end of the academic day. Bell-to-bell includes time in between class periods and lunch.

2. "Digital citizenship" means the development of thoughtful, empathetic citizens who can wrestle with important ethical questions at the intersection of technology and humanity. Model digital citizens focus on using technology to make communities better, engage respectfully online with others, and leverage technology to amplify voices and perspectives. They are careful to determine the validity of online sources of information and are always respectful of ideas different than their own.

3. "District-managed tools" means school-issued technology or platforms used for educational purposes (e.g., laptops, tablets, learning management systems, etc.).

4. "Internet-enabled device" means any device capable of connecting to the internet and accessing online content (e.g., smartphones, tablets, smartwatches, smart glasses, etc.), including social media applications. An internet-enabled device does not include an internet-enabled device provided by the Board when used for educational purposes.

5. "Non-internet-enabled device" means a basic communication device that is not capable of connecting to the internet or enabling the user to access content on the internet (e.g., basic flip-style cell phones, two-way radio/walkie-talkie, etc.).

6. "School grounds" means and includes land, portions of land, structures, buildings, and vehicles, not to include school buses, owned, operated, or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school



wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. "School grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

A student's use of an internet-enabled device on a school bus or during school-sponsored events when the student is under the direct supervision of a teaching staff member or employee of the Board will be in accordance with the age-appropriate and grade-level differentiated requirements outlined in Regulation 5516.

District-issued technology and sponsored platforms are permitted to be used in classrooms for educational purposes. The district may use existing information technology systems to proactively establish and monitor restrictions to the district's network. The district may utilize device management software to restrict or monitor student browsing on school-issued devices or from devices connecting to the district's Wi-Fi. If the district chooses to use software or other technology to block students' use of their internet-enabled devices, the district may collaborate with the local municipality to determine that there are no safety or security concerns. The Board shall notify students and parents about the monitoring practices in Policy and Regulation 2361.

The Board shall assume no responsibility for the security of or damage to a student's internet-enabled device brought onto school grounds. If a student brings an internet-enabled device to school, the internet-enabled device must remain off and may be required to be stored in a storage system as indicated in Regulation 5516. An internet-enabled device required to be stored in a district storage system shall be password protected by the student so only the student owner of the internet-enabled device can use the internet-enabled device.

The district shall provide instruction aligned to the New Jersey Student Learning Standards (NJSLS) on Digital Citizenship and shall ensure classroom instructional time is entirely free of internet-enabled devices. Teachers shall not incorporate students' personal technology into lesson plans. All digital engagement shall occur through district-managed tools and devices.



The district shall communicate behavioral expectations for student use of internet-enabled devices to students and their parent(s) and reinforce these behavioral expectations throughout the school year. Communication of this Policy and Regulation 5516 may include, but not be limited to, school-wide notifications, signage, and reinforcement as part of classroom routines.

The district shall comply with all applicable State and Federal laws that protect the rights of students with disabilities or health related needs, including, but not limited to, the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

Students shall be permitted to use their internet-enabled device on school grounds during the school day, on the school bus, and at school-sponsored events in the following circumstances in accordance with N.J.S.A. 18A:36-40b.:

1. To fulfill accommodations provided in a student's individualized education program (IEP);

2. To support the implementation of a 504 Plan;

3. To implement a student health plan established to monitor or address a student's health condition (upon submission by a parent of documentation from a healthcare professional indicating that the use of an internet-enabled device is necessary for the health or well-being of the student);

4. For translation services;

5. For a student caregiver who is routinely responsible for the care or well-being of a family member;

6. When no reasonable alternative to the use of the internet-enabled device for a specific purpose exists (upon authorization by the Superintendent, Principal, or designee);

7. When required by law; and

8. In the event of an emergency.

The Superintendent or designee will inform students and parents of their right to request an internet-enabled device accommodation. The parent(s) shall submit a written request to the Superintendent or designee. The written request shall include, but not be limited to, supporting documentation from the student's physician, child study team, and/or any other documentation as



required by the Superintendent or designee as to why the student requires an internet-enabled device accommodation. The Superintendent or designee shall inform the parent(s) of the approval or denial of the written request for an internet-enabled device accommodation within five school days of receiving the written request. The Superintendent or designee shall base such an accommodation determination on documented educational, medical, developmental, accessibility, or other needs or specific purposes and review them on a regular basis.

A supervising staff member may submit a request for an internet-enabled device accommodation for their students to use their internet-enabled device for a specific purpose. The supervising staff member shall submit the written request to the Superintendent or designee at least 5 school days before the anticipated date of use and shall include, but not be limited to, supporting documentation as to why no reasonable alternatives exist for a student to use an internet-enabled device; the students who will be granted the accommodation; and the date of the activity. The Superintendent or designee shall inform the supervising staff member of the approval or denial of the written request for an internet-enabled device accommodation within 3 school days of receiving the written request.

The Superintendent or designee may involve school nurses, case managers, and IEP/504 coordinators in planning for and implementing internet-enabled device accommodations. Staff responsible for implementation shall have ready access to documentation of the accommodation and shall ensure their enforcement strategies minimize disruption. The district shall develop and disseminate clear procedures to ensure staff implement internet-enabled device accommodations confidentially. Staff training may be necessary to recognize and honor valid internet-enabled device accommodations without drawing unnecessary attention to the student. Staff shall treat students with an internet-enabled device accommodation with sensitivity and dignity. As appropriate, the district may develop one-page "internet-enabled device use summaries" for staff to ensure awareness while maintaining student confidentiality.

Pursuant to N.J.A.C. 6A:16-5.1, the district has developed and implemented comprehensive plans, procedures, and mechanisms that provide for safety and security in the district's schools. School safety plans include thoughtful integration of internet-enabled device procedures during emergencies or perceived threats. The district has incorporated clear expectations into school safety plans, emergency drill protocols, and staff professional development.

In the event of an unplanned emergency closure that prevents students from retrieving stored internet-enabled devices, the district shall develop and communicate a clear, centralized protocol for retrieving stored internet-enabled devices safely and efficiently once the school building is accessible.



In the event of a family emergency or for non-emergency communication, families shall contact the school's main office directly rather than reaching out to students during the school day. District staff will then follow local notification procedures to ensure the student receives the information in a timely and appropriate manner.

When a student leaves school grounds, whether for an open lunch period, internship, or other purpose, the student may be permitted to use their internet-enabled device. However, upon returning to school grounds, the student's internet-enabled device must be stored for the remainder of the school day in accordance with Regulation 5516.

The district shall ensure students, parents, and school staff members are aware of this Policy and Regulation 5516 and understand how this Policy and Regulation 5516 apply to them. The Board shall include information about this Policy and Regulation 5516 in student handbooks.

District staff shall apply clear, age-appropriate consequences and use strategies to redirect students who attempt to use internet-enabled devices. Discipline and consequences shall be addressed in Regulation 5516.

No student enrolled as a student of an elementary or secondary school, knowingly and without the express written permission of the Board, its delegated authority, or any Principal, shall bring or possess any remotely activated paging device on any property used for school purposes, at any time and regardless of whether school is in session or others are present pursuant to N.J.S.A. 2C:33-19.

N.J.S.A. 2C:33-19.
N.J.S.A. 18A:36-40a.; 18A:36-40b.
Guidance for Schools on Student Use of Internet-Enabled Devices,
New Jersey Department of Education, January 2026
Guidance for Schools on Student Use of Internet-Enabled Devices,
Frequently Asked Questions

Adopted: 14 September 2026

R 5516 STUDENT USE OF INTERNET-ENABLED DEVICES

The following age-appropriate and grade level differentiated provisions shall govern student use of internet-enabled devices on school grounds during the school day.

A. Kindergarten through Grade Eight

1. Students in Kindergarten through grade eight are prohibited from using an internet-enabled device on school grounds during the school day.

2. Students in Kindergarten through grade eight shall store their internet-enabled device using the following storage options for internet-enabled devices during the school day. It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the device.

   a. In-class storage stations – Upon entry to school, students in grades six through eight are expected to store their internet-enabled devices in a teacher-managed system for the entire school day and retrieve them at dismissal. These storage stations may be locked or unlocked and include options such as numbered pockets/shelves, caddies, or lockers.

   b. A student storage system – Each student in Kindergarten – grade five who brings an internet-enabled device to school is expected to turn off their internet-enabled device and store it in their backpack, locker, or other bag throughout the entire school day.

3. Students in Kindergarten through grade eight shall be permitted to use their internet-enabled device on a school bus on their way to school at the start of the school day or on their way home from school at the end of the school day.

4. Students in Kindergarten through grade eight shall be permitted to use their internet-enabled device on school grounds before the start of the regular school day and on school grounds after the regular school day.

5. Students in Kindergarten through grade eight shall be permitted to use their internet-enabled device during school-sponsored events off school grounds during the school day while under the direct supervision of a school staff member or employee of the Board (e.g. field trip) after determining no reasonable alternative to the use of the internet-enabled device at school-sponsored events off school grounds during the school day exists only with the authorization of the Superintendent or designee.



6. Students in Kindergarten through grade eight are prohibited from using their internet-enabled device during school-sponsored events taking place outside of the school day when students are under the direct supervision of a school staff member or employee of the Board (e.g., afterschool club meeting, sport team practice/game, etc.). The supervising school staff member or employee of the Board may establish the storage method to be used for a student's internet-enabled device during school-sponsored events taking place outside of the school day when students are under the direct supervision of a school staff member or employee of the Board. Devices should be stored with the student.

    a. If the supervising school staff member establishes a storage method, it is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device.

7. Students in Kindergarten through grade eight shall be permitted to use non-internet-enabled devices under the direct supervision of a school staff member or employee of the Board.

8. Discipline

    a. School staff members shall apply clear, age-appropriate consequences and use strategies to redirect students who use internet-enabled devices in violation of this Regulation and Policy 5516.

        (1) First Offense in a School Year

            (a) The internet-enabled device shall be taken from the student by a school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

            (b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

            (c) The student will be permitted to pick up the internet-enabled device in the Principal or designee's office at the end of the school day.



(d) The student will have the internet-enabled device returned upon signing an acknowledgment of their first offense in a school year in violation of this Regulation and Policy 5516.

(e) The following discipline will be imposed on a student for a first offense in a school year in violation of the provisions in this Regulation and Policy 5516:

Parent Notification

(2) Second Offense in a School Year

(a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.

(d) If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.

(e) The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a second offense in a school year for their child.

(f) The following discipline will be imposed on a student for a second offense in a school year in violation of the provisions in this Regulation and Policy 5516:

Student Detention



(3) Third Offense in a School Year

(a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.

(d) If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.

(e) The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a third offense in a school year for their child.

(f) The following discipline will be imposed on a student for a third offense in a school year in violation of the provisions in this Regulation and Policy 5516:

Student Detention

(4) Fourth Offense in a School Year

(a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled

device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.

(d) If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.

(e) The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a fourth offense in a school year for their child.

(f) The following discipline will be imposed on a student for a fourth offense in a school year in violation of the provisions in this Regulation and Policy 5516:

In-School Suspension

(5) A student who violates the provisions of this Regulation and Policy 5516 more than four times during a school year shall, for the remainder of the school year, be prohibited from bringing an internet-enabled device on school grounds during the school day, on a school bus before and after school, or while participating in school-sponsored programs which include, but are not limited to: during before and after school programs; during co-curricular activities; during extra-curricular activities, and during intramurals and interscholastic games and practices.

(a) The following discipline will be imposed on a student for bringing their internet-enabled device to school after being prohibited to have their internet-enabled device on school grounds:

Out-of-School Suspension

Adopted: 14 September 2026

Transfers and Withdrawals

Please have your parents or guardians notify the office with a written note three days in advance if you are moving out of the district. The office will issue a withdrawal form to you two days before you leave. This form must be signed by each of your teachers and should be returned to the office on your last day of school. A transfer card will be issued only when the form has been completed by all of your teachers and all books and materials have been returned and fines paid.

Visitors

Anyone who is not a current student or staff member of Memorial School must report directly to the office. Students are not permitted to bring visitors to school as a guest during the school day. Due to safety protocols, visitors will not be allowed in the building unless approved by the Principal or appropriate administration.

Visitors - Other District Schools

Memorial School students may not visit other district schools (or be on their grounds) while they are in session. Likewise, no visitors are permitted in Memorial School until after dismissal time.

ABSENTEE HOMEWORK POLICY

1. Homework is posted by each teacher regularly on Genesis and/or Google Classroom (located on the Eatontown School District Home Page). All efforts to obtain homework using this procedure should be exhausted before proceeding to the steps below.

2. If possible, you should request another student in your class to get your assignments and books when you are absent.

3. Parents may call the school nurse to request assignments when reporting absenteeism. Calls must be received by 8:30 AM for assignments to be provided by 2:30 PM the same day. Homework will not be available until the following day if the call is received after 8:30 AM.

4. Parents should pick up the assignments at the end of the day (after 2:30 PM).

5. Assignments may be sent in as they are completed. Except in extenuating circumstances, all assignments are due on the day the student returns to school.

6. This policy applies only to students who are out of school for excused absences.

7. In accordance with Board of Education policy, it is the teacher's discretion to provide advance work for students absent because of family vacations or trips.

ATTENDANCE POLICY

A. Category of Absences

Excused Absence - Absence from school will be excused for the following reasons only upon presentation of a note from the student's parent or guardian.

1. Personal illness
2. Death in the family
3. Religious holiday (as defined by the Commissioner of Education)
4. School sponsored educational activities with the prior approval of the principal
5. Other special reasons approved by the principal such as: medical appointments, family emergencies, court appearances, etc. (In case of appointments it is expected that the student return to school after the appointment).

An unexcused absence is generally defined as any reason not listed above. It includes, but is not limited to, babysitting, shopping, oversleeping, and missing the bus, faulty private transportation and vacations. **(Note: A vacation or day trip is not an excused absence. Teachers are not permitted to give assignments prior to the trip. It will be the student's responsibility to make up missed work).**

Truancy is any unauthorized absence from school in violation of this policy and the laws of the state. Such absences are reported to the local police department.

Tardiness is defined as arrival in class any time after the 7:52 AM late bell.

B. Absence Procedures

1. **Parents are required to call the nurse's office as early as possible to report a student who will be absent for the day.** If a phone call is not received, parents will be called to verify the absence.
2. After telephone contact has been established, any parents or guardians that cannot verify an absence of their son/daughter will result in the student being considered truant. In cases where a parent is unaware of their child's absence, it is the parent's responsibility to locate the child and bring him/her to school.
3. Any student who is returning from being absent for one day or longer must have a written excuse from the parent or guardian which includes: (1) student's name and homeroom, (2) day or days of absence, (3) reason for absence, (4) signature of parent or guardian. Failure to submit a note within 3 school days after returning will result in the absence being marked unexcused and the student considered truant.
4. Students absent from school or classes for any reason are responsible, within a reasonable period of time, for the completion of the work missed.

C. Tardiness Procedures

Students who are tardy to school must report to the main hallway desk, sign in on their own and head to class. A determination will be made by the office concerning the reason for the tardiness. **Five tardies will result in student consequences that are determined by the Student Behavior Committee**. Students who are excessively tardy will be subject to further disciplinary action, including structured schedules, central detentions and corresponding additional consequences.

D. Early Dismissal

It is recognized that the following situations may occur which will require a student to request an early dismissal from school:

1. An illness that occurs after the student reported to school and is verified by the school nurse.
2. A verified appointment with a physician / dentist.
3. A verified court appearance, legal appointment or family emergency.

Whenever possible, appointments should be scheduled outside of school hours. On those occasions when it is necessary to schedule an appointment during school hours, a note should be sent in the morning indicating the reason for early release and the time the student will be leaving. If possible, students should return to school after the appointment. In all cases of early release, whether because of illness or for an appointment, the student must be picked up by the parent and signed out in the office. Proper identification will be required. No one other than a parent or guardian may pick up a student unless written authorization and proper identification are provided. Students must complete 4 hours of school in order to be considered present for the full day.

E. Excessive Absences and Tardiness

The total number of student absences (excused or unexcused) will be carefully monitored, and the following steps will be taken relative to excessive absenteeism:

1. After the 10th day of absence, a letter will notify the parents that excessive absenteeism may affect the student's class standing. A conference will be held with the student.
2. After the 15th day of absence, a parent conference will be required.
3. Any student with a poor attendance record, but especially those who have been absent in excess of 20 school days, will be considered for retention. The Attendance Committee will review each case individually.
4. Any eighth grader who has been absent in excess of 20 school days may be excluded from participation in the formal graduation program.
5. Any sixth, seventh or eighth grade student who has excessive absence or tardiness may be excluded from the 6^{th} grade trip, 7^{th} grade trip, 8^{th} grade trip, Field Day, and/or 8^{th} grade dance.

F. Attendance Committee

The Attendance Committee consists of the principal, guidance counselor, and school nurse. A parent seeking review of a case must meet with the Attendance Committee. Any decision made by the Attendance Committee may be appealed to the Superintendent of Schools and the Board of Education.

BOOKS, TECHNOLOGY AND SUPPLIES

Students are responsible for all materials checked out to them.

In addition, some classes or special situations allow you to obtain a textbook for home use. The rules of responsibility apply the same to this software as it does for your textbooks. Treat these items with care or you will be responsible for their replacement.

Textbook Regulations

1. Do not write or mark in textbooks at any time.
2. Do not put paper, pencils, rulers, etc. inside textbooks. This helps to break the binding. Your notebook is the place for your papers, not your textbooks.
3. Immediately mend torn pages.
4. Do not allow books to get wet.
5. Keep your books in a safe place when not in use whether at school or at home.
6. Do not lend books to others.
7. You are responsible for paying fines for all lost or damaged books or materials. Report cards and records will not be issued and you will not be cleared for promotion until all debts are paid.

Computer Regulations

Students will have the use of computers. Computers and related equipment (such as headphones and mice) are not to be abused or damaged in any way. **If you damage any computers or related equipment, students and your parents will be responsible.**

Students and parents are required to read and sign an Internet-Use Policy Form. Any student who violates the Internet-Use Policy will be subject to consequences. Students are not permitted to download from the internet, check personal e-mail, use Instant Messengers of any kind, or take or record images.

Students will also receive a Web Page Permission Form that will need to be signed and returned at the beginning of each school year. Failure to return these forms will result in forfeiting use of the computers in the school.

Bookbags

Students are permitted to bring a bookbag/backpack to school; however, student will not be permitted to carry them from class to class. In order to maintain a safe, organized and clean school, students will need to place their bookbags in their issued locker. Failure to abide by these rules will result in disciplinary measures.

CLASSROOM PROCEDURES

Although each teacher you have will advise you of his or her classroom procedures, the following applies to all classrooms.

1. Enter the classroom in an orderly manner.

2. Place phones in holders

3. Be on time to all classes.

4. Discipline yourself according to the classroom rules.

5. Have the proper materials with you.

    a. books
    b. notebooks/binders
    c. pen/pencil
    d. computer
    e. student planner

6. Sit in your assigned seat.

7. Do not damage any school furniture.

8. Place trash in the waste baskets.

9. Nothing should be thrown in the classroom.

10. No running or reckless behavior in the classroom.

11. Shades, lights, windows, etc. should not be touched without the permission of the teacher.

12. Return all books and materials to the proper place.

13. The teachers will dismiss classes and students will leave the classroom quietly and in an orderly manner.

14. No chewing gum or eating candy.

15. Students are not to bring to school such things as laser pens, cards, games, cameras or any other electronic device.

16. Cell phones ***are allowed*** to be carried around out of sight and off, however, when the student walks into their class, they will place their phone in a designated holder.

17. No drinks, except water, are permitted in school. Water fountains/filler stations are provided throughout the building.

REGULATION

Eatontown
School District

Section: Students
5600. STUDENT DISCIPLINE/CODE OF CONDUCT Mandated
Date Created: January, 2015
Date Edited: February, 2019

5600. STUDENT DISCIPLINE/CODE OF CONDUCT Mandated

A. Purpose

The Student Code of Conduct and this Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.9, as appropriate.

B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 12.1.

C. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, 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, any of the following:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over the student;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;

5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;

6. Willfully causing, or attempting to cause, substantial damage to school property;

7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;

8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;

9. Incitement which is intended to and does result in truancy by other students;

10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and

11. Harassment, intimidation, or bullying.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

D. Students' Rights

Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;

2. Education that supports students' development into productive citizens;

3. Attendance in safe and secure school environments;

4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;

5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;

6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.9; and

7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by students, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

E. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

1. Positive Reinforcement for Good Conduct and Academic Success

A student will be provided positive reinforcement for good conduct and academic success which may include, but are not limited to:

a. Praise

b. Positive Report and Contact with Parent and Guardian

c. Positive Reinforcement Plan Developed by Teacher and School Counselor

d. Possible Expansion of Privileges or Rewards

2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

3. Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

a. Restitution and Restoration

(1) A student may be required to make restitution for any loss resulting from the student's conduct; or

(2) A student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.

b. Counseling

(1) A student may be required to consult with school guidance counselors or Child Study Team members.

(2) The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.

(3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.

c. Parent Conferences

(1) Students may be required to attend a meeting with their parent and appropriate school staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

d. Alternate Educational Program

(1) Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff member.

e. Creation of a Behavioral Plan or Contract with Interventions and Supports Specified

4. Students with Disabilities

For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

5. Positive Behavioral Intervention and Supports

a. Tier 1: School/Classroom-wide Systems

b. Tier 2: Behavior Modeling/Social Skills Instruction/ Development of Behavior Plans/Counseling Groups/ Mentoring/Tutoring/Homework Assistance/I&RS

c. Tier 3: Functional Behavior Assessment/Individual Counseling/Outside Agencies or Professionals

F. School Responses to Violations of Behavioral Expectations

1. In accordance with the provisions of N.J.A.C. 6A:16-7.1(c)5, the Student Code of Conduct shall include a description of school responses to violations of behavioral expectations established by the Board of Education that, at a minimum are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behavior that shall:

a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;

b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;

c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and

d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.

G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand

a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

2. Temporary Removal from Classroom

a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.

b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.

c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.

3. Meeting with School Administration and Parent

a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.

4. Deprivation of Privileges

a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:

(1) Moving freely about the school building;

(2) Participation in co-curricular or inter/intrascholastic activities;

(3) Attendance at a school-related social or sports activity;

(4) Participation in a graduation ceremony;

(5) Transportation to and from school on a school bus; or

(6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.

b. Transportation to detention before school or from detention after school will be the responsibility of the parent.

c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

6. Grade Adjustment

a. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.

7. In-school Suspension

a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.

b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

8. Suspension from School

a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.

b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

9. Expulsion

a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.

b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

H. Chart of Discipline

Below is a Chart of Student Discipline listing school responses to violations of behavioral expectations. These behavioral expectations and school responses include, but are not limited to:

Violation	First Offense	Second Offense	Third Offense
Arson	Out of School Suspension (1-5 days)	Out of School Suspension (6-10 days)	Alternate Placement/Expulsion
Assault	After School/Central Detention or In School	In-School or Out-of-School Suspension	Out-of-School Suspension
Assault With Weapon	Out of School Suspension (1-5 days)	Out of School Suspension (6-10 days)	Alternate Placement/Expulsion
Cheating	School Lunch Detention	After School/Central Detention	In-School Suspension
Cutting Class, Leaving Class, or Leaving Assigned Location Without Permission	School Lunch Detention	After School/Central Detention	In-School Suspension
Cutting Detention	School Lunch Detention	After School/Central Detention	In-School Suspension
Dating Violence	After School/Central Detention or In School Suspension	In-School or Out-of-School Suspension	Out-of-School Suspension
Defiance of Authority	Verbal Reprimand	School Lunch Detention	After School/Central Detention
Destruction of School, Staff or Student Property	School Lunch Detention	After School/Central Detention	In-School Suspension
Disobedience	Verbal Reprimand	School Lunch Detention	After School/Central Detention
Disruption	Verbal Reprimand	School Lunch Detention	After School/Central Detention
Extortion	After School/ Central Detention or In School Suspension	In-School or Out-of-School Suspension	Out-of-School Suspension
Falsifying a Fire or Security Alarm	Out of School Suspension (1-5 days)	Out of School Suspension (6 – 10 days)	Alternate Placement/Expulsion
Fighting	After School/Central	In-School or Out-of-	Out-of-School Suspension

	Detention or In School Suspension	School Suspension	
Forgery	School Lunch Detention	After School/Central Detention	In-School Suspension
Gambling	School Lunch Detention	After School/Central Detention	In-School Suspension
Harassment, Intimidation, or Bullying	After School/Central Detention or In School Suspension	In-School or Out-of-School Suspension	Out-of-School Suspension
Inappropriate Language	Verbal Reprimand	School Lunch Detention	After School/Central Detention
Inappropriate Dress Dress Code Violation	Verbal Reprimand	School Lunch Detention	After School/Central Detention
Inappropriate Behavior on School Bus	Verbal Reprimand	School Lunch Detention	After School/Central Detention
Littering	Verbal Reprimand	School Lunch Detention	After School/Central Detention
Misuse of Computer Networks/Computers	School Lunch Detention	After School/Central Detention	In-School Suspension
Membership in Secret Society	School Lunch Detention	After School/Central Detention	In-School Suspension
Sexual Harassment	After School/Central Detention or In School Suspension	In-School or Out-of-School Suspension	Out-of-School Suspension
Smoking (As Defined by Board Policy) on School Grounds	After School/Central Detention or In School Suspension	In-School or Out-of-School Suspension	Out-of-School Suspension
Substance Abuse	Out of School Suspension (1-5 days)	Out of School Suspension (6 – 10 days)	Alternate Placement/Expulsion
Terroristic Threat	After School/Central Detention or In School Suspension	In-School or Out-of-School Suspension	Out-of-School Suspension
Theft/Damage	After School/Central Detention or In School Suspension	In-School or Out-of-School Suspension	Out-of-School Suspension
Truancy	School Lunch Detention	After School/Central Detention	In-School Suspension
Use or Possession of an Exploding Device	Out of School Suspension (1-5 days)	Out of School Suspension (6 – 10 days)	Alternate Placement/Expulsion
Vandalism	School Lunch Detention	After School/Central Detention	In-School Suspension
Weapon Possession	Out of School Suspension (1-5 days)	Out of School Suspension (6 – 10 days)	Alternate Placement/Expulsion

Wrongful Entry	After School/Central Detention or In School Suspension	In-School or Out-of-School Suspension	Out-of-School Suspension
Use of Force	School Lunch Detention	After School/Central Detention	In-School Suspension
Language misuse towards a Staff Member	School Lunch Detention	After School/Central Detention	In-School Suspension
Simple Assault	After School/Central Detention or In School Suspension	In-School or Out-of-School Suspension	Out-of-School Suspension

2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board's policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.

3. The Principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student's family, as appropriate, and a list of legal resources available to serve the community.

4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.

5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.

I. Student Conduct Away from School Grounds

1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

   a. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.

   b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.

2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:

1. The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.
2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.
3. The parent will be notified of the student's reported conduct.
4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.
5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

L. Records

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.

2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information; Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), and N.J.A.C. 6A:32-7.5.

a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.

b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.

3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.

4. The Board shall not use a student's past offenses on record to discriminate against the student.

5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.

2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.

3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.

4. The Superintendent will review the Committee's report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.

5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy, if needed.

N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be disseminated annually to all school staff, students, and parents. These documents may be disseminated in handbooks, electronically, or in hard copy form. Principals will ensure these documents are made available to all

students on or before the first day of each school year and to transferring students on the first day of their enrollment in this district.

1st Reading: 11 FEBRUARY 2019

Adopted: 25 FEBRUARY 2019

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DETENTION

Detention - lunch or central - may be assigned for failure to comply with school rules and regulations. In each case, a "Disciplinary Report to Parents" will be issued. It must be signed by the parent and returned the following school day. If the form is not returned, additional detentions will be assigned. **Forgery of your parent's signature is a serious offense and will be treated accordingly (see below).**

Detention

Lunch Detention is held during lunch in a designated classroom. If assigned lunch detention, report directly to the designated classroom - do not go to the lunchroom (unless you need to buy lunch). To avoid further penalty, you must be seated in the lunch detention room by the time the late bell rings. The detention teacher will dismiss you for lunch at the appropriate time.

Central detention is held after school from 2:19 until 3:19 PM. When students are dismissed, report directly to the designated classroom. Bring a pencil, coat and all the materials you will need for homework. You will not be permitted to return to your locker.

Even though you will receive a notice, it is your responsibility to inform your parents that you will be staying after school for detention.

Forging Parent's Signatures

Forging your parent's signature (or having someone else do it) is a serious infraction and will be treated accordingly. Your parents' signature on any detention slip will be verified. If it is not their signature, you will receive consequences.

Cutting Detention

Legitimate excuses for detention will be accepted if verified by parents. However, these arrangements must be made prior to the assigned detention, not the following day.

DRESS CODE

It is the responsibility of the student, with parental assistance, to come to school properly dressed. Pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with schoolwork, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement. **The following items are not permitted in school: wallet chain, belt chain, or similar chain; dog collars, choker chains, and jewelry containing spikes or studs; <u>beach flip flops, and sunglasses</u> are not to be worn in the building; <u>hats, hoods, gloves, bandanas</u>, halter tops, tube tops, strapless tops, belly shirt tops, spaghetti strap tops, exposed undershirts or sleeveless "muscle" shirts, pajamas, inappropriately short or tight skirts, or short shorts. Any clothing, which by slogan or illustration, is offensive or promotes the use of drugs, alcohol, violence, or sex will not be permitted. All pants must be worn at the waist or held up with a belt. Winter or outside jackets are not permitted to be worn in the school building. Students are prohibited from wearing any type of clothing, apparel or accessory which indicates that the pupil has membership in, or affiliation with, any gang associated with criminal activities.**

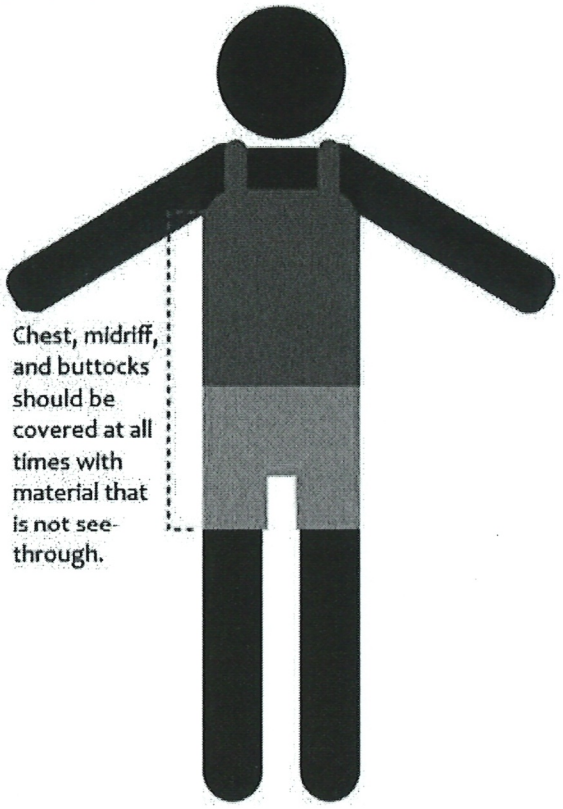
Students who do not dress in accordance with the above policy will call their parents for acceptable clothing or find something else acceptable to wear in school. If they do not comply, appropriate disciplinary measures will be taken.

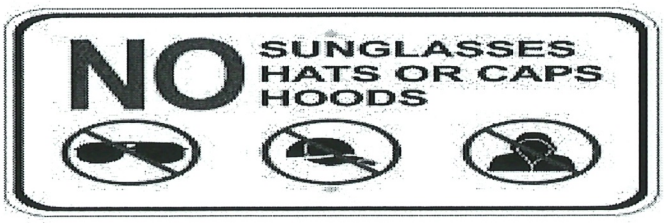
<u>Please see the diagram on the next page:</u>

MEMORIAL MIDDLE SCHOOL DRESS CODE

NEED SUPPORT? CONTACT YOUR COUNSELOR/PRINCIPAL/NURSE

STRICTLY ENFORCED!





GUIDELINES:

- Clothing that suggests drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures is prohibited.
- Any clothing that is gang-related is prohibited.
- Please do not wear any perfume, cologne
- Headwear is prohibited- this includes bandanas, caps, hoods, dew rags, and head wraps (exceptions made for religious and/or medical reasons)

EXTRA-CURRICULAR ACTIVITIES/SPORTS

In addition to your regular classroom work, student activities should play an important role in your education at Memorial School. A wide range of after-school (extracurricular) activities are offered for students who are interested in participating.

After school activities are geared to meet student interests. In addition to the activities listed below, additional ones may be established with (a) approval of the Principal and Board of Education, (b) securing of a teacher sponsor, (c) indication of sufficient student interest. Requests for new activities should be brought to the attention of the Student Council.

Clubs

Activities in the following areas may be offered:

- Student Council
- Environmental Club
- Band
- National Junior Honor Society
- After School Flex Period (TBD)
- Culture Club
- Chorus
- GSA
- Community Service Alliance
- Intramurals
- STEAM/STEM Club

Athletics

Memorial School offers many sports programs throughout the school year. Intramural and inter-scholastic competition may be offered in season in the following areas for boys and girls:

- Cheerleading
- Basketball
- Softball
- Cross Country
- Dance Team
- Soccer
- Track & Field
- Baseball
- Wrestling

Requirements for Participation

Participation in activities and sports programs is a privilege for those students who have shown an interest and maintain the proper attitude and academic standards during the regular school day. Students are encouraged to participate in one or more extracurricular activities. The following are the important points regarding eligibility for participation in after school activities:

1. **In accordance with the school attendance policy, students who are frequently and/or chronically absent or tardy will be excluded from participation in co-curricular activities and sports.**
2. **A good attitude and favorable conduct rating are essential. Students who are frequently assigned detention or who are continually in trouble will be excluded from such activities. Any student who accumulates discipline referrals will be excluded from all co-curricular activities and sports.**
3. All students participating in sports programs are required by state law to have a physical prior to being permitted to participate in any sports activity. The family physician must perform the physical and complete the New Jersey Pre-participation Physical Examination Form. This form *MUST* be returned to the school nurse before the designated deadline (Physicals are valid for 365 days provided no serious injury occurs within that time.)
4. Written permission from parents is required for participation in any after-school sports activity.
5. A student may not participate in after-school activities on any day of which he/she has been absent for more than half the day unless prior approval has been received from the sponsor and principal.
6. Students may be excluded from participation in any after-school activity at any time for conduct unbecoming of a student.
7. Students may not be excused from detention to participate in any after-school activity.
8. The teacher in charge may stipulate other requirements for individual activities.

Spectators

Spectators are welcome and encouraged to attend games. If you plan to attend a game, you must leave school at the end of the day and may return when the gym doors open at 3:15pm. Student spectators are expected to observe all school rules of good sportsmanship while attending after-school athletic events. Students will not be permitted to go back to their lockers. Transportation will not be provided for spectators.

EXPECTATIONS FOR STUDENT BEHAVIOR

The New Jersey State Board of Education has adopted eight expectations for student behavior. They are listed below. Under each are examples to interpret the meaning of each of the expectations. This list represents what we expect of each of our students and forms the basis of our discipline policy.

The list should be your guide as to how you should conduct yourself during every day at Memorial School. As a Memorial School student you should:

1. **Prepare yourself mentally and physically for the process of learning.**
   a. Students are nourished, rested, clean, properly dressed and groomed.
   b. Students are free of drugs and alcohol.
   c. Students come to school prepared to learn.
2. **Demonstrate respect for people and property.**
   a. Students are honest, courteous and polite.
   b. Students respect the property of others.
   c. Students accept the rights of others to their own opinions.
   d. Students settle differences peacefully.
   e. Students display good sportsmanship at school related functions.
   f. Students participate in the maintenance and cleanliness of school facilities and property.
3. **Take responsibility for your own behavior and learning.**
   a. Students recognize that school is work and academic development is the primary purpose.
   b. Students complete all homework, class work and exams.
   c. Students make personal choices based on reasonable decision-making processes.
   d. Students accept constructive criticism and disagreement when necessary and appropriate.
   e. Students accept the consequences of their actions.
4. **Use time and other resources responsibly**
   a. Students attend school regularly and punctually.
   b. Students use study periods and library time for schoolwork.
   c. Students use books and other equipment appropriately.
5. **Share responsibilities when working as members of a group.**
   a. Students cooperate, contribute and share in the work of the group.
   b. Students accept and assume leadership when appropriate.
   c. Students listen to the points of view of others.
6. **Meet the unique requirements of each class.**
   a. Students participate actively in class work.
   b. Students follow class rules and procedures.
   c. Students bring to class textbooks, clothing and other materials necessary for participation.
   d. Students observe rules for safe handling of class equipment and materials.
7. **Monitor your own progress toward objectives.**
   a. Students record and maintain records of progress.
   b. Students plan courses of study and schedules.
   c. Students seek assistance from school staff members and peers.
   d. Students value the relationship of learning to everyday life.
8. **Communicate with parents and school personnel about school related matters**
   a. Students take time to discuss academic learning and school progress with parents and school personnel.
   b. Students transmit information to parents and return responses to appropriate school personnel when requested.
   c. Students know the appropriate people to involve when a problem occurs.
   d. Students outline with parents and teachers a clear and concise educational goal for the school year.

FIRE DRILL & EMERGENCY DRILL PROCEDURES

Fire and evacuation drills are serious business and every person in the school building should react accordingly. The purpose of the regular fire and evacuation drills is to practice emptying the building as quickly and efficiently as possible to be prepared in the event of a fire or other emergency. The following are the responsibilities of each and every student during a drill:

1. Follow the directions of the teacher in charge at all times.
2. Proceed quickly in single file to the exit designated door.
3. No talking whatsoever at any time during a drill.
4. Students may not hold doors.
5. When outside, stay in line quietly and await further instructions.

Our only assurance of safety for everyone is everyone's complete cooperation. Students who do not cooperate in observing the responsibilities above are endangering the lives of everyone in the building and will be liable for suspension. Please cooperate.

Our fire alarm is connected directly to Police Headquarters and, when not a fire drill, immediately dispatches the firefighters to the school. In addition to jeopardizing the safety of those in the building as well as the firefighters, pulling a false alarm is a criminal offense. Any student responsible for or party to such an offense will be suspended from school and criminal charges will be filed.

GOOD STUDY HABITS

If you are to be successful, you need to develop good study habits in school and at home. Here are a few suggestions:

In School

1. Be prepared for each class with all necessary materials.
2. Listen carefully in class.
3. Take notes.
4. Ask questions about things you don't understand.
5. Keep your papers neat and orderly and in a notebook.
6. Write neatly.
7. Participate in class discussions and activities.
8. Do your homework regularly.
9. Study in advance for tests.
10. Review your work regularly.
11. Make an appointment with your teacher if you need extra help.

At Home

1. Plan a study schedule.
2. Study alone and in quiet.
3. Have all your materials close at hand.
4. Study with good light.
5. Avoid distractions - phone calls, visitors, etc. while you are studying.
6. Study your more difficult subjects first.
7. Take short breaks between subjects.
8. Turn off radio and television while studying.
9. Read carefully and follow directions for each assignment.
10. Review your work each day.
11. Complete all homework before going to bed.
12. Arrange your books and materials for the next day before you go to bed.

GRADING SCALE / HONOR ROLLS

GRADE EQUIVALENTS

A+ 96-100	**C 73-79**	**P Pass**
A 92-95	**C- 70-72**	**F Fail**
B+ 88-91	**D 65-69**	
B 84-87	**F Below 65**	
C+ 80-83	**I Incomplete**	

There are two honor rolls at Memorial School. Eligibility requirements for each are as follows:

High Honor Roll Criteria:

- A student must receive all A's in the four academic areas of: ELA, Math, Science, and Social Studies.
- A student must receive any combination of A's & B's in the areas of: Music, Art, PE, Technology, Spanish, Media and/or Music and Health.

Honor Roll Criteria:

- A student must receive any combination of A's & B's in the four academic areas: ELA, Math, Science, and Social Studies.
- A student must receive any combination of A's & B's in the areas of: Music, Art, PE, Technology, Spanish, Media and/or Music and Health.

MEMORIAL SCHOOL CHAPTER OF THE NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society (NJHS) is a nationally recognized organization that creates an enthusiasm for academics, a desire to render services both in your school and your community, promotes worthy leadership and citizenship, and encourages character development. There is a great amount of prestige that comes with affiliation with the group as well as richly deserved recognition.

In order to be selected to apply to this organization, you must be in grade 8 and meet the prerequisite grade point average of 4.0 or higher (as demonstrated through the cumulative final grade point average through 6th and 7th grade in core subjects). These students will be given a Student Activity Information Form. Completed forms must be returned by the assigned date and will be evaluated by the Memorial School Faculty Council. The Faculty Council will select students for induction who demonstrate not only outstanding performance in academics, but a strong display of leadership, service, citizenship, and character. A copy of the NJHS by-laws can be obtained by contacting the NJHS advisor.

HONORS

Students may be selected for Honors level classes. A student can be selected into either Math, ELA or both. Parents and students were notified over the summer if selected. Please note the criteria for getting in:

1. NJSLA
2. iReady scores
3. Report Card Grades
4. Placement test
5. Teacher Recommendation

HALL PROCEDURES

Proper behavior in the corridors is expected in this building.

1. No excessive noise including loud talking, laughing, yelling, etc. Remember - while you are changing classes or going to lunch, other classes are in session.
2. Proceed directly to your next scheduled class.
3. Enter your classroom promptly to avoid congestion at the door.
4. No running, pushing, or shoving. Do not endanger yourself or someone else by improper behavior.
5. Students are to keep to the right in single file when passing in the hall.
6. Students are to use waste containers placed in the hall.
7. No student is allowed in the hall at any time during classes without a digital smart pass.
8. Students are to observe the directions of any staff member when passing in the halls.
9. **Four minutes** are allowed between classes, which is more than enough time. Students who are late must present a pass from the teacher who detained them. Students who are late to class without a written excuse will be subject to discipline.
10. No hats, hoods and/or sunglasses.

GUIDANCE SERVICES

Memorial has a full-time guidance counselor. Guidance and counseling services are available to all students at Memorial School. The guidance office is located across from the cafeteria. To schedule an appointment, students need to see the counselor or get a pass from their teacher.

Throughout the year, many groups are scheduled to address concerns and issues relevant to adolescents, such as academic success. All students are welcome to join the groups.

HEALTH SERVICES

The school nurse is available to give immediate assistance. If you become ill, or are injured, do not hesitate to seek the nurse's help.

If you are injured, notify your teacher immediately or send someone for the nurse. An injured person should not move or be moved by anyone else. This is very important. If the nurse is not in her office, report to the main office for help.

If it is necessary for an ill or injured student to be sent home, either the nurse or office will notify the parent to come for the student. We must have your current home phone number, address, and name and number of someone to call in case of an emergency. This information should be up to date at all times. If there is any change, please notify the office immediately. Sick or injured students will not be allowed to walk home. **DO NOT TEXT OR CALL YOUR PARENT TO PICK YOU UP. THIS WILL RESULT IN A DISCIPLINARY REFERRAL.**

Except in case of an emergency, you are to have a hall pass to see the nurse. Do not report to the Health Office between periods. Report to your next class and secure a pass from your teacher.

Medication

Board of Education policy states that the medication must be brought to the school by a parent. The medication must be properly labeled with instructions for dosage and must be accompanied by a doctor's prescription (this includes all over the counter medications as well). All medication will be administered in the Health Office only.

No student is allowed to carry any medication without the consent of the school nurse. This includes prescription and non-prescription medication. Violation of this policy may result in suspension.

Yearly Screenings

All students will have eyes and hearing tested and will be weighed and measured. Scoliosis screening will be done every other year on all students according to state mandate, unless a note is received from the parent.

Athletic Participation

Students who participate in interscholastic sports will be required to have a physical examination performed by their family doctor. This examination must be completed prior to participation in any sports activity, including tryouts. A New Jersey Pre-participation Physical Examination Form, to be completed by your physician, can be obtained from the school nurse.

For those students involved in one, or more than one, interscholastic sport who has not suffered a severe injury or illness since the last physical examination, the student's family doctor will decide whether or not another examination will be necessary. Physicals are valid for 365 days provided no injury or illness has occurred in that time. Students who have experienced an injury or illness since the last examination will be required to be examined again.

Physical Education Excuses

Students who need to be excused from physical education must bring a note from their parents unless the exclusion is due to an injury or sudden illness which occurred during the school day. Excuses for a long period of time require a written note from the family doctor.

LOST AND FOUND

We expect all our students to respect the property of others. If you are responsible for taking someone else's property, or are involved with someone who does, the consequences will be serious. If you find something, bring it to the office. If you lose something, check for it in the lost and found. This is located in the main office under the mailboxes.

1. Do not bring excessive amounts of money or valuable items to school.
2. Do not leave anything unattended - even for a short period of time.
3. Keep everything locked in your hall or gym lockers.
4. When taking gym, lock up all belongings in your locker. Do not leave anything on the benches. Give valuables to your physical education teacher.
5. Do not give your locker combinations to anyone - including your friends.
6. Do not take anyone else's property - even as a joke or prank.
7. Report any information about theft to an adult. If you conceal important information, you are part of the situation.
8. Be sure all your belongings are clearly labeled.

LOCKERS

The following are regulations concerning hall lockers:

1. Students **<u>may</u>** use lockers only at the times indicated below. Students using lockers at other times will be subject to discipline unless given a pass by the teacher/staff.

    a. ***Morning- before Period 1 (7:45-7:50)***
    Get books, computer and materials needed for all classes prior to lunch.

    b. ***Grades 7&8- After Period 3 (10:00)***

    c. ***Before Lunch (Grade 6- 10:41) (Grade 7- 11:24) (Grade 8- 12:11)***
    Put away computer, AM books; get lunch.

    d. ***After lunch (Grade 6- 11:24) (Grade 7- 12:07) (Grade 8- 12:50)***
    Get your computers and all you need for your afternoon classes.

    e. ***Afternoon- before Period 9 (1:33)***
    Get all materials needed for homework.

    f. ***One Session Days***
    On one session days, students can go to their lockers after period 4.

    g. ***At any other time as designated by a teacher and with a proper digital hall pass.***

2. Under no circumstances are students permitted to share lockers or to change lockers unless directed by the office.

3. Students are not to give combinations to any other person.

4. Lockers are to be locked at all times. We cannot assume responsibility for any materials taken from lockers since each locker is provided with a lock.

5. Students are to keep their lockers neat and clean. There will be frequent checks to be sure that lockers are kept clean.

6. Students staying for an after-school activity or detention must get coats and all other materials during afternoon homeroom period and will not be permitted to go to lockers after school.

7. Lockers are not to be defaced in any way. Students are responsible for paying for any damage done to lockers as well as facing appropriate disciplinary action.

8. Items 2-7 also apply to gym lockers. Students may use gym lockers only during physical education periods or after school sports activities. When in gym or sports activities, all belongings are to be locked in your gym locker. We will not assume responsibility for anything not locked in a locker.

9. The principal or his designee may inspect student lockers. See below.

Locker Inspection: According to Title 18A:36-19.2 – The principal or other official designated by the local Board of Education may inspect lockers or other storage facilities provided for use by students so long as students are informed in writing at the beginning of each school year that inspections may occur. Under the Constitution, all citizens are protected from unreasonable searches or seizures; however, this does not mean legal search or seizure cannot be initiated by school officials on school property. Therefore, on occasion, an inspection will be held; or, with reason, spot-checking of lockers will be done.

LUNCHROOM PROCEDURES

It is your cafeteria and it is your responsibility to keep it clean. The following are a few suggestions that will help to speed up the service and maintain a comfortable eating place for all:

1. Students are report to the lunchroom in a timely fashion.
2. If waiting to buy lunch, line up in single file in an orderly manner. If you have brought your own lunch, report directly to your seat.
3. As long as proper behavior is maintained, you may sit anywhere you want unless directed otherwise.
4. Students are not permitted to use the microphone at any time.
5. Except for getting lunch or throwing trash away, students are to remain seated at all other times.
6. Upon finishing your lunch, clear your table and throw away all trash in the proper containers. Appropriate containers should be recycled.
7. Running or loud talking is not proper lunchroom behavior and will result in consequences.
8. Students are to follow the directions of the adults who are in charge of the lunchroom at all times.
9. No students are allowed to go home for lunch.
10. Lunch may be purchased daily with cash. Instead of using cash, money may be placed in your cafeteria account in advance from which you can pay for your lunches.
11. **Students may not leave the lunchroom at any time without a pass.**
12. Students are not excused from the lunchroom until dismissed by the teacher.
13. No food of any kind is to be taken outside the cafeteria.
14. Throwing food is a serious offense and will result in serious disciplinary action.
15. All students are to complete their lunch in the time provided except in extreme circumstances
16. Refer to Policy 8550 for Outstanding Food Service Charges which can be found on the Eatontown Schools website under About Us/District Policies.

Failure to cooperate with the adults in charge and/or conduct yourself in a mature and responsible manner in the lunchroom is a serious offense and will be handled accordingly.

REPORT CARDS

Report Cards are issued at the end of the four marking periods according to the district schedule/calendar:

Report cards will be available on the Parent Portal. Notification will be sent out when they are completed and ready. It is also encouraged that parents check the portal frequently to monitor their students' progress.

Interim Progress Reports

Interim Progress Reports are issued midway between report card periods to inform your parents of any unsatisfactory work and the possibility of failure in any subject area. The best way to avoid these is to keep your grades high.

Parent – Teacher Conferences

Parent Teacher Conferences will be held on November 2 & 3, 2026. All parents and their students are requested to attend conferences.

Mid – Year Conferences

Mid-Year Parent-Teachers Conferences are held on March 5, 2027. These are by **invitation only** for parents of those students who need improvement in academics and/or behavior.

The Parent Portal is a very helpful tool for keeping track of your child's class work, test and homework grades. If you have not signed up for access, please send an e-mail requesting a password to Mr. Brown (Technology Coordinator) at mcbrown@eatontown.org.

Promotion

Each case of promotion will be considered on an individual basis. However, any student who is failing two or more subjects **and/or** is continually absent will be considered for retention.

SCHOOL BUS POLICIES

Students who refuse to cooperate with bus laws will lose the privilege of riding the bus and will be required to provide their own transportation.

School bus regulations are established for your safety. The following Code of Behavior is for school bus students.

1. Students must refrain from making excessive noise.
2. Students are prohibited from smoking or having cigarettes on the bus.
3. Students are to understand that the bus driver is in complete charge of the bus.
4. Students will not throw anything from the windows of the bus or anything on the floor of the bus.
5. Students must respect private property rights while waiting for the bus. Severe penalties will be administered for failure to observe this rule of conduct.
6. No student will ever put his/her arm out of windows whether the bus is moving or parked.
7. Windows must not be raised or lowered without the permission of the driver.
8. Getting on the bus at your bus stop - Be on time. Keep off the road and private property while waiting. When you get inside the bus, go directly to a seat.
9. When getting off the bus - Stay seated until the bus stops and the driver gives you the signal to get off. Do not cross the road until the driver gives you the signal to go. Look before you cross.
10. No student is to touch the emergency door unless an emergency arises.
11. Good conduct is expected while boarding the bus, while on the bus, when leaving the bus, and while walking to your home.
12. Aisles of the bus are to be kept free of items.
13. No glass containers or large objects permitted on the bus.
14. Students are prohibited from eating and drinking on the bus.
15. Students may not change buses to ride home with someone else.
16. Formal Bus Disciplinary Complaints submitted to the principal by the driver are considered serious and will be handled accordingly.
17. Students who are continual problems on the bus will be excluded from riding the bus and will have to walk or provide their own transportation to and from school during the period of suspension.
18. All bus policies apply to the late bus and field trips as well as to and from school routes.
19. School buses are private property and acts of vandalism will be handled as serious infractions. In addition to disciplinary measures, students will pay for any damage for which they are responsible on school buses.
20. Students are under the jurisdiction and authority of the school at the bus stop, on their way to and from the bus stop and on the bus.
21. You are required by law to have your seat belt fastened at all times that you are a passenger on a school bus or van.

Note: The order of the buses at dismissal time varies each day. The order of the buses is posted daily by the exit doors. Check each day to determine the location of your bus.

***Students are not permitted to go on other buses. Even if a parent sends in a note, we are not permitted to allow this. If it is an issue, the parent can pick the student up at school.

SEXUAL HARASSMENT
(Board of Education Policy 5751)

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers or third parties).

The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

Definitions:

1. Quid Pro Quo harassment occurs when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcome sexual advances, requests for sexual favors, or other favors, or verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful, whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.

2. Hostile environment sexual harassment is sexually harassing conduct (which can include unwanted sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This Policy protects any "person" from sex discrimination; accordingly, both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil's sexual orientation, may create a hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible for effectively correcting problems.

The Superintendent, or designee, will take steps to avoid any further sexual harassment and to prevent any retaliation against the pupil, who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The school district staff can learn of sexual harassment through notice and any other means such as from a witness to an incident, an anonymous letter or telephone call.

This policy and regulation on sexual harassment of pupils shall be published and distributed to pupils and employees to ensure all pupils and employees understand the nature of sexual harassment and that the Board will not tolerate it. The Board shall provide training for all staff and age-appropriate classroom information for pupils to ensure the staff and the pupils understand what type of conduct can cause sexual harassment and that the staff know the school district policy and regulation on how to respond.

In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other programs in the public schools. The Superintendent, or designee, will formulate, interpret, and apply the policy so as to protect free speech rights of staff, pupils and third parties.

In addition, if the Board accepts federal funds, the Board shall be bound by Title IX of the Education Amendments of 1972 prohibiting sexual harassment of pupils. Title IX applies to all public school districts that receive federal funds and protects pupils in connection with all the academic, educational, extracurricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school in a school building or at another location.

Board of Education Policy 5751
United States Department of Education - Office Civil Rights Sexual Harassment Guidance: Harassment Students by School Employees. Other Students. or Third Parties 0997)

Adopted: 10 April 2000

BULLYING

Bullying is defined as anyone that has been intimidated physically, psychologically, or socially with the intent of embarrassing or scaring another student. Bullying has no place in education and your teachers are dedicated to stopping or preventing any issue that arises. We have a **zero-tolerance** approach to bullying in our school and anyone that falls into this category will be handled swiftly and severely. However, you must remember that just because you are being bullied, does not necessarily mean that your teachers know about it. Although the single most effective deterrent to stop bullying is adult authority, you must take the first step in helping us help you. If you have been bullied, or are currently being bullied, you are encouraged to talk to the School Counselor, the Principal, or your parents. *Ignoring the action will not make it go away...and remember,* ***if we don't know about it, we can't address the issue.***

AFFIRMATIVE ACTION

It is the policy of the Eatontown School District not to discriminate based on race, color, national origin, religion, gender, sexual orientation, ancestry, or social or economic status. If an act of discrimination has occurred, please contact the district affirmative action officer as directed through the main office.
Affirmative Action Officer- Mr. Kristoffer Brogna

Intervention and Referral Services (I&RS)

The Intervention and Referral Services (I&RS) process is a primary way in which we support teachers' and students' needs in the general education environment. I&RS is not intended to replace traditional methods or resources for helping students to function effectively in school. Its primary focus is to align students' needs with available resources in the general education environment.

The I&RS Team:

- Identifies the responsibilities of building staff who participate in the planning and provision of intervention and referral services
- Actively involves parents/guardians in the development and implementation of the I&RS plans
- Identifies students in need and then plans and provides appropriate interventions for those students within the general education community
- Reviews and assesses the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral plan

STUDENT BEHAVIOR

Students who have reached the sixth, seventh or eighth grade are expected to assume increasingly greater responsibility for their own behavior.

Under no circumstances can or will defiant or disrespectful behavior be tolerated.

18A:37-1. Submission of pupils to authority.

"Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them."

18A:27-2. Causes for suspension or expulsion of pupils.

"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 for punishment and to suspension or expulsion from school."

With these points in mind, the rules and regulations established in this handbook are the standards by which your behavior will be judged. Each infraction will be treated on an individual basis, but the stated discipline policies will apply to all students.

Parent conferences will be arranged at any time it is felt that a student cannot take care of his/her own problems. Parent conferences will be required for students who are assigned an excessive number of detentions. Likewise, a parent may request a conference at any time by calling the school for an appointment. However, parents may not "drop in" for conferences or just to speak to teachers. Appointments are necessary.

STUDENT COUNCIL

The purpose of this organization shall be:

1. To conduct meetings and debates that shall provide experience in parliamentary procedure and democratic government.
2. To hold open discussions on questions affecting students' welfare and to appoint committees to perform special services for students and the school when requested.
3. To publicize anything affecting the students and the school to ensure progress reports on things undertaken by the council.

Student Council elections will be held in the fall. The entire student body will elect the Student Council officers. The following are the positions for the Student Council Representatives:

1. President
2. Vice-President
3. Secretary
4. Treasurer

The Nomination and Election of Officers

1. Students may run for Student Council office by petition. The petition must have the signature of at least 30 different students.

2. Representatives to the Council shall be chosen by either election within their section or by appointment. To be eligible, a representative must have not less than a "C" average in academic areas and not less than satisfactory citizenship.

3. Student Council officers and representatives are expected to set an example for their fellow students. The Student Council Advisor and Principal may remove a student from the Student Council based on behavior or academic concerns.

Advisors- Mrs. Krsyzckowski and TBD

SUBSTITUTES

Substitutes have all the responsibility and authority of your regular teachers. We expect that substitutes will be treated with courtesy and respect.
Their directions are to be **followed at all times**.

SUSPENSIONS/INTERVENTIONS

Suspension is a most serious consequence for unacceptable behavior. The student will be separated from classes and classmates for the duration of the suspension. Every attempt should be made to solve problems or avoid the kinds of behavior that may result in suspension. This is the primary responsibility of the student.

Structured Schedule
A structured schedule is an alternative to an In-School Suspension. It is a modification of the student's day that allows the student to participate in the instructional day but with specific structures and constraints. Students will be monitored through the halls and not allowed to walk with other students to classes. During this day, the student will be removed from all social settings (recess, free time, hallways, after-school sports, etc.).

In-School Suspension

An in-school suspension is where the child reports to school and placed in a classroom where they will have work to do and be supervised by a staff member. The student will remain in the room for the entire day.

Out-of-School Suspension

Out-of-School suspension is a last resort in dealing with serious discipline problems. When a student's behavior becomes such that he/she endangers the safety or well-being of other persons in the school, it will be necessary to exclude him/her from school for an appropriate period of time. Students will be allowed to return to school only when accompanied by their parents.

Reasons for Suspension
The following infractions may result in suspension, at the discretion of the school authorities.

1. Repeated misbehavior with little or no noticeable improvement.
2. Actions that may in any way endanger the safety or well-being of other persons.
3. Misbehavior during any emergency situations.
4. Continuous and deliberate class disruption.
5. Cutting class or leaving class without permission.
6. Extortion or stealing.
7. Fighting in school, on school grounds, on bus, at bus stop.
8. Threatening any staff member.
9. Use of profanity/obscenity toward any staff member.
10. Willful disobedience and/or open defiance toward any staff member.
11. Smoking or possession of cigarettes or vapes. (Note: Lighters are not permitted in school)
12. Destruction of school property.
13. Possession of items considered constituting danger to oneself or others. (Note: knives of any kind are not permitted in school.)
14. Possession or being under the influence of alcohol, drugs or other dangerous substances.
15. Violation of the District Internet Policy.

You are absent. Be sure to bring in a note from your parents the day you return to school listing all school days missed. Check with each of your teachers to obtain missed assignments.

You are late to school. Report to the hallway desk and sign in on the computer prior to reporting to homeroom or class.

You are late to class. Obtain a pass from the teacher who detained you and show it to your next teacher.

You are ill. Stay Home. If you are in school, obtain a pass and report to the Health Office.

You are injured. Send someone to notify the teacher in charge or to get the nurse. In case of possible broken bones, do not attempt to go to the nurse yourself. Wait for help.

You are transferring from Memorial School. Notify the office at least three days in advance. Return all materials and have checkout form completed by all teachers.

You change your address or phone number. Report any changes to the office immediately.

You wish to obtain working papers. Report to the Guidance Office.

You lose or find an article. Report to the lost and found in the central office.

You need to be excused from school early. Bring a note from your parents to the office in the morning. At the appointed time, report to the office and wait for your parents.

You are assigned detention. Be sure to notify your parents by the office phone.

You have a problem, question, or need advice. See the principal, guidance counselor or one of your teachers.

Community Resources for Families:

Boy's and Girl's Club of Monmouth Co. 732-775-7862
Big Brothers/Big Sisters 732-544-2224
Community YMCA Outpatient Services 732-290-9040
CPC Behavioral Health Care Outpatient 732-842-2000
Family Support Organization 732-571-3272
Monmouth Medical Center/Child & Family 732-923-6999

Crisis Clinicians
Riverview Medical Center-Outpatient 732-345-3400
Mental Health & Substance Abuse Services
2nd Floor Helpline (Youth Support) 888-222-2228
Value Options Child Behavioral 877-652-7624
Health Services (Perform Care)

Legal Services
Community Health Law Project 732-502-0059
Legal Aid Society 732-776-7733
Legal Services of NJ Hotline 888-576-5529

Self Help Groups
Alcoholics Anonymous 800-245-1377
Alanon/Alateen 973-744-8686
Families Anonymous 800-843-5437
(800-THE KIDS)

I have reviewed the Memorial School Student-Parent Handbook. Please sign and return if you haven't done so on the Parent Portal.

_____ Date _____
Student's Signature

_____ Date _____
Parent's Signature