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**TOWNSHIP OF OCEAN INTERMEDIATE SCHOOL
STUDENT HANDBOOK
2016-17**

INTRODUCTION

This year's handbook is published as part of the PTA's assignment book package. It is hoped that the information it contains will help you understand your school and its program. Read it carefully for the students will be responsible for knowing and abiding by that which is included. Keep it ready for reference.

The seven rules below should be observed by all students.

Be in attendance, prepared to work and in your assigned seat on time.

Listen to and follow directions of all persons in authority.

Respect school property and the personal belongings of others.

Keep hands, feet and objects to yourself.

Walk , do not run, in an orderly way when moving about the school.

Use of profanity or obscene gestures is prohibited.

Treat others in the manner in which you would expect to be treated

NOTICE OF NON-DISCRIMINATION

The Township of Ocean Board of Education offers all students and staff equal educational and employment opportunities regardless of race, creed, handicap, religion sex, ancestry, age, national origin or social or economic status.

"The Township of Ocean Board of Education is an equal opportunity employer"

SPECIAL EDUCATION STATEMENT

The Township of Ocean School district provides a free, appropriate public education program and related services for handicapped pupils (ages 3-21) in the least restrictive environment.

ATTENDANCE POLICY

TRUANCY-DISTRICT POLICY 5200

Unexcused absence from school will be considered truancy and will be treated as such. This includes absence from any class, study hall, or activity during the school day for which the pupil is scheduled, as well as any after school special-help session or disciplinary session the pupil has been directed to attend.

The Township of Ocean Board of Education recognizes and accepts its responsibility to provide a thorough and efficient education for every student within the district boundary, in keeping with the prevailing laws of the state. The Board cannot successfully fulfill its responsibility to the student unless the student is present for all regularly scheduled classes.

School attendance is a basic responsibility of the student and the parent/guardian. The student who evades responsibility for learning by being absent from school/class is clearly impeding and complicating the learning process. Therefore, it is essential that every parent and student accept responsibility for the student's attendance at school as scheduled.

The Board will not condone or permit absences from school on any day for any reason not specified in the law and will not issue credit if the minimum student attendance is not accomplished.

ABSENTEE NOTE AND CALL

When a student is absent, the parent or guardian must call the appropriate grade house office on the morning of the absence. The telephone number is 732-531-5630. 6th grade extension is 7008, 7th grade is 7009 and 8th grade is 7013. A student must present an absence note to that office within 48 hours of returning to school. The note must contain the student's first and last name and the specific date(s) of the absence. The note must contain the reason for the absence, be signed by the parent/ guardian, and include a telephone number at which the parent can be reached. **Be advised the note does not excuse the absence, it simply explains the absence.**

ACCEPTABLE REASONS FOR ABSENCE FROM SCHOOL

School sponsored educational activities or externally sponsored activities approved by the Principal.

Suspension from school

Other special reasons approved by the Principal, such as:

Medical appointments

Family emergencies

Full-day court appearance

Bereavement

Illness as supported by a written statement from parent or physician

Religious Holiday as prescribed by the New Jersey State Department of Education

Early Dismissal – The Board recognizes that the following situations may occur which would require an early dismissal from school:

- Illness which manifests itself after having reported to school.
- Verified appointment with a physician or dentist.
- Court appearance with verification of appointment.

Note: A student wishing to be excused from school early is required to present a note to his/her respective House Office prior to homeroom. This note must state the reason for early dismissal and must be signed by the parent or guardian.

THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE OTHER ACCEPTABLE CAUSES FOR ABSENCE.

CONSECUTIVE ABSENCES

In the event that a student misses five (5) consecutive school days and

- has not requested or received home assignments
- is not on home instruction
- is not medically certified as incapacitated
- the school has not been able to contact the parent/guardian

The parent/guardian and the student will be issued a written notification for the student to report back to school. Failure to do so will result in the following:

Students under the compulsory school age (below 16 years of age) shall have presented to their parent/guardian a formal written notice to cause the child to attend school (N.J.S.A. 18:38-25). Failure to comply with the provisions of the law may cause the parent/guardian to be deemed a disorderly person and the parent/guardian be subject to a fine (N.J.S.A. 18:38-31).

FAMILY VACATION PROCEDURES

Although family trips may have educational value, student absence from school interferes with the continuity of the learning process and may hinder the acquisition of essential grade level skills.

Therefore, the Township of Ocean School District strongly disapproves of student absences for this purpose. We strongly urge parents to schedule family trips during the vacation periods within the framework of the school calendar.

If a student is planning to be absent to accompany his/her parents on a trip, the school must be notified beforehand. The student must follow the procedure of securing a Trip form from his/her respective House Office and have it completed by each teacher. It is then signed by his/her parents and the administrator.

Such notification by a parent/guardian does not indicate school approval of the trip. It simply provides the principal and attendance officer with the information concerning the student's whereabouts during his/her absence.

The student will be allowed to make up the schoolwork missed as a result of a family trip, but the responsibility for acquiring the assignments from each teacher rests with the student. Students should utilize teachers on the web to keep up to date with class activities. However, parents should be aware that while written work and assigned reading can be made up, the benefits of teacher-directed instruction and activities have been lost.

LOSS OF CREDIT

A student may not receive a credit for a course if he/she has been absent over twenty (20) or more school days for a full-year course, ten (10) school days for a half-year course.

The parent /guardian of a student who is absent twelve (12) school days for a full-year course or six (6) school days for a half-year course, shall be contacted with written notification from the school administration that his/her child is in danger of not receiving credit for courses due to excessive absenteeism. A parent conference may be requested to discuss the student's status.

The parent/guardian of a student who has been absent over twenty (20) school days for a full-year course or ten (10) school days for half-year courses shall receive written notification from the school administration that his/her child will not receive credit.

The parent/guardian and the student will be required to arrange for a conference with the Attendance Committee. The policy on loss of course credit shall be explained and a copy of the policy shall be given to the parent/guardian. If cause is due to special circumstances ascertained in the conference, the conditions of the policy must be waived.

Loss of credit may result in retention or recommendation of summer school if deemed appropriate by the administration.

TARDINESS

A student who is tardy to homeroom or school will be required to report directly to the Main Office or House Office.

The following penalty will be in effect for those who violate the rules regarding tardiness to the school:

Three incidents of tardiness – Student will be assigned one administrative detention

Six incidents of tardiness – student will be assigned two administrative detentions

Nine incidents of tardiness – Student will be assigned three administrative detentions.

Ten incidents of tardiness – Student will be assigned in-school suspension. Parental conference may be required to readmit student to class.

Any student returning to school from a medical appointment must present a doctor's note in order for the lateness to be counted as an excused tardy.

UNWARRANTED ABSENCE FROM CLASS

Teacher will take attendance at the beginning of each class period. An accurate record of each student's classroom attendance shall be kept by the teacher. A record of any discrepancy on student's attendance, including unwanted absences from class, should be sent to the House Office.

Any student cutting class will be referred to the office. All referrals will be checked and the appropriate disposition will be made.

APPEALS PROCESS

The Board of Education is cognizant of possible unforeseen factors which may create hardships relating to the operation of the attendance policy.

A written letter must be presented to the Principal by the parent/guardian no later than five (5) school days after the receipt of notification of loss of credit.

Appeals to the Superintendent of Schools relating to the decision of the Principal must be made in writing within five (5) school days of receipt of the Principal's decision. The Superintendent of Schools shall hear the appeal within five (5) school days. A written decision shall be rendered no later than two (2) school days. Decisions may be appealed by the Board of Education.

ACCIDENTS

In case of accident within the jurisdiction of the school, students must report promptly to the nurse. The nurse will fill out the proper forms following the emergency treatment.

AFTER SCHOOL SOCIAL ACTIVITIES

Only students enrolled in our school and who are present on the day of the activity, may attend. Once the student enters the area of the activity, he or she must remain until the end of the activity. The end of the activity will be announced in advance. Parents are to provide transportation home from the activity and must arrive on time.

For after school social activities, students not under the direct supervision of a teacher, coach or advisor must leave the building at the 2:30 dismissal.

ATHLETICS

Athletics are a vital part of our school program and will conform with the standards of the school, academically and socially.

Any athlete who is absent from school will not be allowed to practice or play in a game that day. Regular attendance in school is required the day following a game, unless the athlete has a legitimate reason for being absent.

Athletes must maintain passing grades in order to continue to participate in a sport.

Any athlete who is a serious discipline problem will be eliminated from the team of which he or she is a member.

No athlete may participate in any way in the athletic program while he or she is under suspension. All athletes, managers and cheerleaders are representatives of the Township of Ocean Intermediate School. Their conduct must be beyond reproach at all times.

The following interscholastic sports are offered for students in grades 6, 7, and 8 on a competitive basis at the Intermediate School:

FALL

Soccer

Field Hockey

Cross Country

WINTER

Wrestling

Basketball

Cheerleading

SPRING

Track

Softball

Baseball

In order to participate in any sport, it is necessary for the athlete to obtain his parent's signature on the form provided for this purpose. Students must also have a physical exam provided by a family or school physician.

BUS TRANSPORTATION

When a student rides the bus, he/she should realize that this is a privilege. This privilege imposes certain responsibilities on the pupil. The school bus is an **extension of the school; therefore the same expectations of behavior are in place**. The following rules are devised for the safety of all that ride buses for the general good behavior purpose:

Pupils will be expected to conduct themselves on buses in an orderly manner. This includes late buses. Courtesy to others and respect for law and property are expected.

Smoking is prohibited.

Pupils will keep arms, hands, and other parts of the body inside the bus – never through windows.

Pupils will not throw objects of any kind through windows.

Pupils will board buses and leave them in designated places. Drivers are not obligated to make special stops and should not be asked to do so. Adjustment of the routes or stops will be made through the transportation office.

Pupils will talk only in conversational tones. There should be no shouting, singing, or making loud noises that will distract the driver. Distracting the driver endangers the lives of all the pupils on the bus.

The school specifically forbids any attempt on the part of the student to haze or irritate others. No student has the right to interfere in any way with another person's privilege of traveling on the bus.

Pupils must understand that they are under the authority of the school while traveling on buses. In the event of misconduct, the driver will report the student to the school office. When a student is reported to the office for misconduct on the bus, appropriate disciplinary action will be taken. This action will consist of notification to the parent/guardian. If the offense is sufficiently serious, the privilege of transportation will be withdrawn until the parent comes to

the office to discuss the problem. The bus privilege will be withdrawn for a longer period, if necessary.

Responsibility for any damage to a school bus that is the result of the improper conduct of the students will be placed directly on the individual or groups, involved. Students are to ride only on the bus to which they are assigned. They are not to ride on any other bus without written authorization from the administration.

Improper conduct on buses to or from school or while waiting for the bus may result in suspension from school or suspension from transportation.

Pupils who become a serious disciplinary problem on the school bus may have their riding privileges suspended by an administrator. In such cases, the parents of the pupils involved become responsible for the safe transportation of their child to and from school.

CAFETERIA

Rules of good behavior and manners should be followed by all students.

All food purchases should be made when the student first comes to the cafeteria.

Students who abuse the privilege of eating in the cafeteria will be assigned to eat in another supervised area of the school.

Throwing food, loud or obscene language or other unacceptable behavior will not be tolerated.

Parents are encouraged to prepay lunches by putting money in their child's account. Students will be notified when the balance of their account is below \$2.00. Parents may request a printout of their child's purchases from the food service staff.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all desks, books, supplies and furniture supplied by the school. Students who disfigure or vandalize property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item and face disciplinary action. Students are responsible for seeing that no excessive wear or abuse comes to books. It is the student's responsibility to make sure his/her books are covered at all times. Fines are levied on students who abuse or lose books. Stolen books remain the responsibility of the student. Unpaid financial responsibilities may result in loss of privileges. Examples include attendance at dances, school functions or graduation ceremony. As a prerequisite for summer school, students may not have any outstanding financial obligation.

CELLULAR PHONES AND OTHER ELECTRONIC DEVICES

Cellular phones, iPods (earphones included) and electronic games all create a disruption to the academic mission of the Intermediate School. All items are to be turned off and kept in a student's hallway locker. They are small, valuable and easily lost or stolen. They are to be used before and after school only, never during the academic day (8:00-2:30). Receiving calls, making calls, checking the time, displaying the phone, text messaging and playing games are all considered cell phone violations. Failure to comply constitutes defiance, which may result in the confiscation of the item by a teacher or administrator who may return it to the student or parent at a later time. **Parents should call the school if they need to contact their child. Text messaging or calling them on their cell phones interrupts the instruction and will generate a discipline referral.** Due to health concerns, the use of any spray can, deodorant, perfume, etc. is not permitted. Students have full control over these behaviors.

CHROMEBOOKS

We are pleased to announce that students in grades 6-8 will be issued a Chromebook for the duration of their enrollment at the Township of Ocean Intermediate School. Classroom technology is an essential learning tool. Access to this technology will provide students with the opportunity to develop 21st century skills, solve problems creatively, communicate clearly in multiple forms of media, and become successful in this information age.

Students will take full responsibility for the care of this device and return it in the same condition they received it. A charger will be issued with each Chromebook and it is expected that student will bring a fully charged Chromebook to school each day. Students and parents/guardians must sign a Chromebook application and abide by the district's AUP (acceptable use policy). Violations of these policies may result in disciplinary action. Failure to return the school issued Chromebook at the appropriate time will result in a debt to the district and therefore may compromise participation in end of year activities, including graduation. Parents are strongly encouraged to purchase insurance for chromebooks. Information on insurance will be sent home with students in September. Chromebook inquiries should be made to 732-531-5630 ext. 7020.

CLOSING OF SCHOOL

In conjunction with the township, CODE RED, an automated telephone notification system will contact anyone with children in our school district. Please keep your child's school updated with any changes to your telephone numbers. If you have call-blocking, you may not receive the automated call. You may also tune to radio stations 92.7 FM- WOBFM, 94.3 FM- The Point, or New Jersey 101.5 FM. Optimum customers may also view News 12 New Jersey. Information will also be posted on the school website through www.oceanschools.org. If for any reason school is closed after students have reported and are to be sent home, families should have set procedures for students to follow. We suggest that these procedures be discussed before such an unlikely necessity occurs. Although no student is denied a phone call, your emergency closing plan should not be dependent on one.

COLLECTIONS

Students are not permitted to take collections of money or sell merchandise while under the jurisdiction of school authorities without the permission of an Administrator and the Superintendent of Schools.

DANGEROUS WEAPONS

A student shall not knowingly possess, handle, or transmit any object that can be considered a weapon (1) on the school grounds during and immediately before or after school hours (2) on the school grounds at any other time when the school is being used by a group (3) off the school grounds at any school activity, function or event, or (4) on a school bus. This policy applies to, but is not limited to: lighters, firearms, any explosive device including fireworks, knives, box cutters and any other object that can be used as a weapon which serves no reasonable use to a student in school. Police report and discipline will apply.

DELAYED OPENING

It may be necessary to begin school later than usual on certain occasions, which include inclement weather or in-service meetings for teachers. The delayed opening schedule moves all times ahead two hours. This means that homeroom will begin at 10:00 A.M. Students should be at their bus stop two hours later than normal time. Lunch is served as usual and dismissal remains the same. Parents driving students to school on these days should not drop them off before 9:45 A.M.

Delayed opening days planned ahead will be announced in school. Emergency conditions causing delayed opening will be announced on the radio and district website. (See CLOSING OF SCHOOL.)

DETENTION

Teachers may assign personal detentions, Administrators assign central detentions. Parents are notified at least one day in advance of the detention date and are asked to sign the form, which the student returns to the school.

DISCIPLINE

PHILOSOPHY

We believe that a safe, orderly and mutually respectful environment is a prerequisite to learning. Based on this premise, a committee with representatives of the administration, guidance

department, special services, special subjects, basic skills and special education as well as all grade levels, formulated the following school Discipline Code. These guidelines will pertain to all students and staff and should be strictly adhered to in order to insure consistency. The following apply to any school-related activity on or off school grounds.

MAJOR OFFENSES

ADMINISTRATIVE ACTION

- | | |
|---|--|
| 1. Serious fighting (inciting a conflict will be considered a serious offense.) | Minimum In School Suspension (ISS) |
| 2. Profanity directed toward a staff member | Minimum ISS |
| 3. Truancy | 8 days detention |
| 4. Weapons | Suspended or expelled according to the severity of the infraction as per Board policy |
| 5. Extreme misbehavior while in ISS | Out of school suspension |
| 6. Drug/Alcohol Offense | Police notified
Out of school suspension
Department of Human Services substance abuse evaluation mandatory prior to return to school |
| 7. Smoking(includes use of and/or possession of cigarettes, electronic cigarettes or other tobacco products | Out of school suspension and Police notification |
| 8. Vandalism (damaging school property) | Minimum ISS
Restitutions as per Title 18A
NOTE: Damaging school property/graffiti administrative action dealt with on an individual basis depending upon severity of the content |

9. Theft	ISS/ OSS Individual basis depending Upon value and nature of theft
10. Extortion/Threats	Minimum ISS
11. Assault	Out of school suspension
12. Defiance of authority. (Failure to comply with a reasonable request by a staff member)	Minimum ISS
13. Continued and willful disobedience	Minimum ISS
14. Any act endangering welfare of others	Minimum ISS
15. Sexual Harassment	Minimum ISS

MINOR OFFENSES

1. Late to class
2. Cutting teacher detention
3. General misconduct
4. Cutting of class
5. Loitering (including staying
after school or on school grounds
without a purpose.)

ADMINISTRATIVE ACTION

When chronic (in the teacher's opinion) lateness should be referred to the administration after the teacher has exhausted corrective action on his/her part including, but not limited to, parental contact and teacher detention

- Minimum – 2 administrative detentions coupled with phone call to parents
- Minimum administrative detention
- Immediate referral to administration
- Minimum administrative action

DEMERITS

1. Administrative Detention	1 Demerit
2. In School Suspension	3 Demerits
3. Out of School Suspension	6 Demerits

DISMISSAL PROCEDURE AND RULES

Students are to proceed in an orderly fashion to the buses.

Students are to board the buses as soon as they reach the loading area.

Students are not permitted to come back into the building after the final dismissal unless they are under the direct supervision of a teacher.

Spectators to athletic events which do not begin immediately after school must go home. They may return at the advertised time.

The parent/guardian is responsible for reviewing the school calendar and complying with all school dismissal times and procedures.

The House Office must receive **written** notification on the day when a parent/guardian removes a child from the school earlier than dismissal time or when there is a change in a child's schedule. All notes must be presented by the parent/child to the House Office for approval.

In the absence of written notification of change of dismissal procedure, the child will be dismissed as per his/her usual arrangement.

During Arrival and Dismissal time, cars may not utilize the East driveway (Bus Loop). In the event a child is to be picked up or dropped off, parents must report to the West side of the building (Main Entrance). Students must remain inside the building while waiting to be picked up. **Under no circumstances will walking or riding a bike to or from home be permitted.** Students should not be dropped off at school earlier than 7:30 A.M.

No student is to remain after school unless he/she is under the direct supervision of a teacher, coach, or administrator. Parents picking up their children from school should arrive by 2:30pm. There will be a 3:25pm late bus provided for students participating in extracurricular activities and extra help. Please note that any student whose ride is not here by 3:25pm will be required to take the 3:25pm late bus home. Students who miss the late bus must report to the Main Office so that alternate arrangements can be made.

DRESS AND GROOMING

The basic responsibility for the appearance of the students in district schools rests with the **parents and students** themselves. The school, however, requires specific guidelines that must be followed. The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preference. The Board will impose its judgment on students and parents only when a student's dress and grooming affect the educational environment of the school.

Students may not wear clothing or engage in grooming practices that present a health or safety hazard to that individual or others, materially interfere with school work, create disorder, disrupt the educational program, cause excessive wear or damage to school property, or prevent pupils from achieving educational objectives.

The following are guidelines to appropriate attire:

1. Coats, jackets, any outer garment, gloves, hats, sleepwear, swimwear, backpacks, headbands, bandanas, kerchiefs, wave caps, the hood of a hooded sweatshirt, gloves, sunglasses, and other head coverings are not to be worn during the school day. **Exceptions will be made in the case of religious observances.**
2. Revealing clothing deemed inappropriate include but are not limited to: see-through clothing, backless tops, strapless tops, bare midriffs, excessively short or small attire that is revealing in nature, exposed undergarments, tank tops (boys) shall not be worn.
3. Flip-flops, backless sandals, slippers, untied shoes or sneakers, heeled shoes and other footwear deemed hazardous, will not be permitted.
4. Pants must be worn at the waist.
5. Vulgar, illegal (including alcohol, drugs, tobacco) and / or sexually oriented statements or suggestions on clothing are not permitted.

Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.

The code shall serve as a minimum code of dress. The building administration reserves the right to address any student whose mode of dress is outside the bounds of modesty, safety, and appropriateness or presents a distraction to the educational mission of the school.

DRUG POLICY

The Township of Ocean Board of Education has established a policy (5530) regarding student possession, use, or sale of drugs while on school property. Students may be subject to expulsion if found to be involved in possession of, using or selling drugs while on school property.

In addition, any student who, upon finding or receiving any narcotics or paraphernalia used in consuming the narcotics, and fails to turn them immediately over to a member of the school staff, shall be considered in possession of narcotics and may be subject to expulsion from school.

Any student found to be under the influence of alcohol or narcotics on school grounds or at anytime the student is under the jurisdiction of the school, will be considered a user of and in possession of such narcotics or alcohol even though the drugs or alcohol may not have been taken while on school premises.

The Township of Ocean Board of Education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession and distribution of controlled dangerous substances and drug paraphernalia on school property. To that end, the Board will cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. All district policies regarding substance abuse are available to interested parties by calling your building principal.

EMERGENCY INFORMATION

Parents or guardians are urged to carefully complete the “Student Information Forms” which are distributed in September. Prompt return of these forms to classroom teachers is requested. It is vitally important for school personnel to have access to accurate information in case of emergency. Children should be instructed by their parents or guardians as to what to do if the parent is not home in an emergency situation (accident, early dismissal, etc.)

EXCUSED FROM SCHOOL

If a student must be excused before regular dismissal, the student is to receive permission from the House Office prior to homeroom period and leave the permission slip in the Main Office before leaving.

Students who are to be excused early must wait for their parents in the Main Office, not outside. Students and parents are urged, as much as possible, to arrange medical appointments after school.

Emergency dismissals because of sudden illness will be handled by the school nurse.

EXTRA HELP

Each teacher has set aside an extra help period one day a week after school. The days will be listed in an early issue of the PTA newsletter. (See LATE BUSES)

FAMILY LIFE EDUCATION

Any child whose parent or guardian presents to the school principal a signed statement that any part of the instructions in health, family life education or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs, shall be excused from that portion of the course where such instruction is being given and no penalties as to credit shall result.

FIRE, LOCK DOWN AND EVACUATION DRILLS

Promptness and silence are required. Information regarding exit procedures is posted in each instructional, office or gathering area. Students **must** follow the instructions given to them by their teachers. At the first sound of the fire alarm or intercom announcement there shall be absolute silence and students are to proceed according to the fire plans and/or Depending on the situation, students may be directed to lockdown in a secure area or evacuate the building. In the event of an evacuation, DO NOT STOP FOR ANY COATS. Students who are not in assigned areas must leave the building by the closest exit and then proceed to the assembly area where they will report their presence to the nearest teacher.

Every student must be able to use a stairway, without aid, during a fire drill in order to be in attendance at school. The elevators do not operate during a fire drill. Students who feel they are incapable of using the stairways in order to evacuate the building during a fire drill should consult with the House Administrator.

GRADING

CONFERENCES

Since it is recognized that there is not system of grading that conveys all of the facets of student progress, the report cards are supplemented, as needed, by telephone conferences, notes, interim reports, and comments on the report card. Parents may arrange for a conference with the academic team by calling the House Office for an appointment.

POWER SCHOOL PARENT PORTAL

Students and parents will have access to grading information through the Power School parent portal. This can be accessed by going to the district website: www.oceanschools.org. Passwords and directions will be provided early in the school year. Included in that info will be the specific dates for mid marking period progress reports and end of the quarter grade reporting. Contact the Main Office or your child's counselor with questions regarding this program.

Student progress and grades are posted and updated on PowerSchool throughout the school year. Marking periods close on 11/9/16, 1/27/17, 3/31/17 and 6/21/17. Grades will be posted one week after the close of each marking period. The intermediate school will not send paper report cards home. If you do not have internet access or need assistance in accessing student grades online, please contact the appropriate house office or guidance counselor.

REPORT CARDS

Grades are based on the evidence of the attainment of the instructional objectives assigned to the students.

Numerical grades from 61 – 69 indicate failure with effort in the subject area(s). A numerical grade of 55 indicates failure with no effort. Numerical grades from 70 – 100 indicate passing in the same subject areas. The class work, homework, class participation and effort of each student in addition to the student's grades on tests and quizzes may be included in the calculation of a grade.

In the special subject area Enrichment, "P" and "F" will be given to indicate satisfactory and unsatisfactory progress.

At the discretion of classroom teachers, in cooperation with special area teacher, “P”: and “F”: may be given to mainstreamed handicapped students and English Language Learners (ELL) students for satisfactory and unsatisfactory progress.

The following legend appears on the report card:

70 – 100, P	Passing
61 – 69, F	Failing with effort
55	Failing with no effort
P	Pass
F	Fail
I	Incomplete
R	See Progress Reports section
W	Withdrew
X	Medical Excuse

If an “incomplete” is noted on the report card, students have two weeks following issuance of the report card to make up the work. Failure to accomplish the work satisfactorily will result in a failing grade. The responsibility to make arrangements to make up the work lies with the student.

The final course grade indicates the average of the quarter grades. Any student who receives a failing grade in a yearlong course for the last two marking periods may fail for the year.

ELIGIBILITY

Student participation in extra curricular activities is strongly encouraged. The Township of Ocean Intermediate School has a wide variety of these programs available for our students. Participation in these programs is a privilege and not an entitlement. All students must meet eligibility requirements for participation.

Eligibility of student participation in extra curricular activities due to academic standing shall be reviewed by the administration of the intermediate school at the midpoint of the first marking period, the conclusion of the first, second, and third marking periods and at the midpoint of the fourth marking period. Failing grades in two or more subjects will make a student “academically ineligible” for a minimum of two weeks. At the conclusion of that period, a student may regain eligibility if he/she has attained passing grades in at least all but one of the failed classes. If

eligibility has not been attained at that point, the ineligible status will continue until the policy is fulfilled.

Students will be considered ineligible due to disciplinary reasons upon the accumulation of 6 demerits. The initial period of ineligibility will be for two weeks. If additional demerits are accumulated during that time, the student's ineligible status will be extended to thirty days. Demerits will be monitored on a daily basis.

GUIDANCE

All teachers, in addition to the counselors and administrators, perform guidance functions. Parents/guardians who wish to confer with teachers or counselors may call the House Office to make an appointment to meet with the teaching team, the counselor or the administrator.

GUM AND FOOD

Students are not permitted to chew gum. Students shall not eat food outside of the cafetorium, except during the prescribed breakfast time or during special circumstances approved by the teacher or administration.

HARRASSMENT/BULLYING

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. All incidents of bullying and harassment will be addressed by the administration on an individual basis.

The Township of Ocean School District is committed to equality of educational opportunities and classroom practices for all pupils, regardless of age, race, color, creed, religion, non-applicable handicap, sex, ancestry, national origin, and social or economic status.

It shall be the policy of the Township of Ocean Board of Education to maintain a learning environment that is free from sexual harassment. Sexual harassment is defined as deliberate or

repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature which is unwelcome.

It is a violation of this policy for a member of the Township of Ocean Public School staff to harass a student or for students to harass other students through conduct or communications of a sexual nature.

The entire Township of Ocean Board of Education policy on harassment, intimidation and bullying can be found on the Township of Ocean website (www.oceanschools.org.)

HOME INSTRUCTION

A student becomes eligible for Home Instruction when illness occurs which requires the student to be out of school for a period not less than 10 days. To secure instruction, the parent should observe the following:

1. Parent will present a physician's note to the School Nurse. It should contain the following:
 - a. Statement of diagnosis
 - b. The expected or anticipated length of confinement
 - c. Statement that student is physically able to receive instruction
 - d. Physicians signature
2. The physician's note will be approved by the school physician.
3. Home instructor(s) will contact the parent to arrange the tutorial schedule.
4. There must be an adult present in the home during instructional sessions.
5. The parent should provide a tutorial space in the home that is conducive to learning and free from distraction or interruption.
6. Tutoring is to be scheduled only on those days when school is actually in session, excluding weekends and holidays.
7. The parent is responsible for notifying a tutor in advance when the student is unable to receive instruction for any reason.
8. A student must receive a prescribed number of hours of instruction at home to be certified as having successfully completed a course. You are urged to avoid unnecessary cancellation of tutoring sessions.
9. All students returning from Home Instruction will report to the principal, and to the School Nurse with a physician's release stating:
 - a. Date of release

- b. Student is physically able to return to school
- c. Any medical limitations to resumption of normal school program
- d. Physician's signature

Home Instruction will be provided upon receipt of a letter from a physician indicating that a student will be absent for at least a two (2) week period of time. Such home instruction will be arranged by the Guidance Department in cooperation with the Office of Special Services. Upon return to school, the student must present a note from his/her doctor indicating that he/she may return to regular classes. This note must be presented to the school nurse.

HOMEWORK

Homework assignments are a necessary and important part of the educational program at the Intermediate School. Homework is used to reinforce class activities, for makeup work, long range research and as an opportunity for enrichment and completion of class assignments.

Although the time required to accomplish homework may vary from student to student, the daily amount of time devoted to homework in general should be 65 minutes for 5th and 6th grade and 75 minutes for student in grades 7 and 8.

When a student is absent, he/she has the responsibility to make arrangements to makeup homework assignments, tests, etc. Usually students should have one day for every day they have been absent to make up work missed. Twenty-four hour notice must be given to teachers in order to organize homework assignments for students who will be absent more than two days.

HONOR ROLL

Name of students who achieve grades above 85 in all subjects will be placed on the Honor Roll. Students who achieve grades above 93 in all subjects will be listed on the High Honor Roll.

IMC (INSTRUCTIONAL MEDIA CENTER-LIBRARY)

Library Books and Circulation Policy: Students are allowed to borrow materials from the school library according to the rules set by the teacher and the librarian. The normal lending period is 3 weeks. An item may be renewed. If items are not returned within a reasonable time, they are considered lost and must be paid for. Overdue notices are sent to Reading teachers and distributed to students periodically. Upon receiving a notice, it is the student's responsibility to come to the Library and renew or return the book.

HOURS: The IMC is open all day, plus 15 minutes each morning before homeroom, and once a week after school. To attend extra help, students are required to have a pass from one of their subject area teachers to work on specific class assignments. **Purely social visits are prohibited.**

To access OPALS our web based catalog, go to www.otis.opalsinfo.net. Click on the “Web Links” tab to search our e-books and databases. Passwords for remote access to the databases can be viewed on the library homepage at www.oceanschools.org. with the code: **otilib**

Check out an eBook through OPAL. Simply click on “Web Links” then select the “Follett Shelf” link. User credentials are posted.

INSURANCE

School insurance is provided by the township of Ocean Board of Education. If you would like further information, please call the school nurse.

LATE BUSES

The Board of Education provides limited “late bus” transportation for students who are involved in approved and meaningful activities after the regular school day. **No student is to remain after school unless he/she is under the direct supervision of a teacher or administrator.**

Parents/guardians picking up their child/children should arrive by 2:30pm. There will be a 3:25pm late bus provided for students participating in extra-curricular activities and extra help. These buses are available Monday-Thursday.

Please note: Any student whose ride is not here by 3:25pm will be required to take the 3:25pm late bus.

LOCKER USE AND INSPECTION/SCHOOL INITIATED SEARCHES

Students have the use of a school locker. Students who have a locker assigned to them shall be fully responsible for its condition and contents. Students should not give their combination to another person. There should be no sharing of lockers. The school assumes no responsibility for any property which has been lost or stolen.

The lockers are the property of the school and may be subjected to inspection by the building principal or his designee.

The Township of Ocean Board of Education recognizes that the Fourth Amendment applies to students and that students are therefore entitled to be free from unreasonable searches and seizures by school officials. The Board also recognizes that the State Legislature has specifically charged school officials with the duty of maintaining order, safety, and discipline. To that end, an individual student's rights must be weighed against the school's obligation to maintain order. The standard that shall guide the conduct of school officials in effecting a student search shall be that the school officials must have reasonable suspicion to believe that a student possesses evidence of illegal activity or activity that would interfere with school safety and order before a reasonable search can be conducted.

Money or valuable items such as calculators, cell phones, iPods, CD players, jewelry or expensive articles of clothing should never be left unattended or unsecured in lockers – particularly in the physical education locker rooms. The school cannot guarantee the safety of one's belongings and is not responsible for their loss. **Students need to purchase and use a lock for items placed in the locker room lockers.**

LOST AND FOUND

There are two locations for lost and found articles:

1. The House Office
2. The Cafetorium stage

Items will be held for 30 days. If not claimed, they will be donated to a worthy cause.

NURSE'S OFFICE

Students should come to school physically well and able to participate in class for the entire day. Students who are ill should remain at home to protect their own health as well as that of others. Students becoming ill during the course of the school day **must** report to the nurse. If the student needs to be sent home because of illness, the nurse will contact the parent. **Any student leaving the building without permission will be subject to disciplinary action.**

HEALTH SCREENINGS

Hearing and Vision screenings will be completed on all 6th and 8th grade students. If there is a need for the parent/guardian to follow up with their physician/nurse practitioner, a letter will be sent home with that student.

Scoliosis screenings will be completed on all 5th and 7th grade students. If you *do not* wish for your child to be screened, please sign and return the appropriate form. If there is a need for the parent/guardian to follow up with their physician/nurse practitioner, a letter will be sent home with that student.

Blood Pressure will be screened annually for all students. If there is a need for the parent/guardian to follow up with their physician/nurse practitioner, a letter will be sent home with that student.

COMMUNICABLE DISEASE REPORTING

Please notify the Health Office if your child should contract any of the following communicable diseases:

Meningitis, Chickenpox, Coxsackie virus, Impetigo, Ringworm, Strep Throat, Pertussis and Mononucleosis/Epstein Barr

IMMUNIZATION

According to the State of New Jersey, all students must meet the state immunization requirements or they will be excluded from school. These state requirements include:

Dta/DTP/DT/Td: four doses, one of which must have been administered on or after the 4th birthday. All 6th grade students must have a Tdap.

Polio: 3 doses, one of which must be given after the 4th birthday.

6th graders or students over 12 years of age must provide proof of meningitis immunization

MMR: 2 doses with the first dose being given on or after the 1st birthday, or 4 days before the first birthday

HBV: 3 doses

TB: Students transferring from certain states or countries that do not have a valid record of a mantoux tuberculin test must receive one.

MEDICATION

According to Board of Education policy, all medications to be taken by students in school must be brought in (and picked up) BY THE STUDENT'S PARENT/GUARDIAN IN THE CONTAINER SUPPLIED BY THE PHARMACIST. Any unused medication must be picked up by the parent/guardian at the end of the school year or it will be discarded. **NO MEDICATION IS TO BE CARRIED ON A STUDENT'S PERSON EXCEPT ASTHMA INHALERS AND INSULIN PUMPS, WITH PROPER DOCUMENTATION.**

No medication, including over the counter medication, will be administered without a script from a physician or nurse practitioner and parent signature on school medication forms available in the Health Office.

Students who have reactive airway disease, asthma, food allergies, and/or diabetes will be mailed a specific packet over the summer. Parents/Guardian must complete this packet and return it to the Health Office. If you do not receive one in the mail or a student is diagnosed with one of these conditions during the school year, please notify the Health office immediately. **It is for the safety of your child that the nurses know your child's health condition.**

CRUTCHES, CAST, WHEELCHAIR, ELEVATOR

If your child has acquired an injury that will require the use of crutches or use of the elevator, leave early from class, and/or have help carrying books, please obtain a note from the physician stating the diagnosis, physical restrictions (including the need for crutches) and approximate length of time out of physical education. If your child needs the use of a wheelchair, **advance notification** is required, as arrangements must be made for someone to handle the chair for the student. A note saying "until further notice" must be updated every 60 days or earlier. A student must be cleared by the physician before they can return to gym. If your child has a leg or foot injury, toes must be covered by a sock or a shoe. Orthopedic shoe or boot is necessary if there is not a hard cast on and a regular shoe will not fit. Flip-flops are not acceptable on an injured foot. **No child will be permitted to use crutches or a wheel chair without written permission from the physician or emergency room.**

PHYSICAL EDUCATION NOTE

All physical education excuses will be processed through the health office. Any problem requiring **more than a 2-day excuse** from physical education will require a physician/nurse practitioner note, which will specify an approximate date of return and the reason for the excuse. All notes saying "until further notice" require an update at least every 60 days. A **new note** is required to return the student to activities if cleared by the physician/nurse practitioner prior to the original "out until" date.

PHYSICAL EXAM

New Students: New Jersey State Department of Education requires all new students entering a school district to have a physical examination done within 60 days. A physical examination done no more than 365 days prior to entry will be acceptable. Please pick up the required form in the Health Office.

Sports Physical: Sports Physicals will be given by the school physician at specified times prior to the beginning of each sport. Physical examinations done by a private physician/nurse practitioner must be recorded on the appropriate form. These physical examinations must be completed no more than 365 days prior to the first day of that sport. These forms are available in the Health Office.

*PLEASE UPDATE ALL CELL AND HOME PHONE NUMBERS REGULARLY

SUBSTANCE ABUSE TESTING

In the event a student is suspected of being under the influence of any controlled dangerous substance, including alcohol, the student must be taken for medical testing (state statute 18A:40A-12) which requires the student to be tested within 24 hours of the referral. Results must be forwarded to the nurse in a timely fashion in order to comply with the state law.

OFFICES

Pupils must remember that the offices are for the transaction of business and a business-like atmosphere should prevail. Pupils are never permitted to place materials in or take anything from the teacher's mail boxes, offices files, cabinets or desk drawers.

PARENT TEACHER ASSOCIATION (PTA)

Our Intermediate School PTA plans an active program. Meeting dates and events are publicized on the school calendar and in Ocean Currents, the monthly newsletter, which is posted online.

PASSES

Teachers will issue passes on forms provided by the office. Except when students change periods, they must possess a pass in order to be out of their assigned area.

PERSONAL SAFETY

STAIRWELLS AND HALLWAYS

Students are to use the handrails when walking the stairways in school. They are there for your convenience and assistance.

Students are to walk and not run on the steps and in the hallways, being careful not to cause injury to themselves or others. Students may be subject to severe disciplinary action if they continually display unsafe behavior, including running in the halls.

PICTURES

Students will have photographs taken by a professional photographer. These pictures are used for school records. Students may purchase the photographs. Procedures will be outlined at the appropriate time. Students who purchase photographs are not entitled to the yearbook, which is published by a different firm and is not part of the photograph “package” at this school.

PLEDGE OF ALLEGIANCE

Every Board of Education must require the students in each school in the district on every school day to salute the United States flag and repeat the Pledge of Allegiance to the flag.

A New Jersey statute provides that students who have conscientious scruples against the pledge or the salute, or who are children of accredited representatives of foreign governments to whom the United States extends diplomatic immunity, cannot be required to salute or pledge allegiance but shall be expected to show full respect to the flag while the pledge is being given by standing at attention.

RECYCLING RULES

PAPER: All paper (except for newspapers) will be deposited in the white receptacles, located in every classroom. A second can will be provided for other trash.

BOTTLES AND CANS: Place in receptacles in the Cafetorium.

GLASS: Place all glass containers, washed out, in receptacles in the Cafetorium.

NEWSPAPERS: Place newspapers on floor in neat piles and cardboard boxes on floor in classrooms. Newspaper used to cover tables in art or classrooms is to be discarded in regular trash.

SCHOOL PROPERTY

Students are responsible for the proper care of all desks, books, supplies, and furniture supplied by the school. Students who disfigure or vandalize property break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item and face disciplinary action. Students are responsible for seeing that no excessive wear or abuse comes to books. It is the student's responsibility to make sure his/her books are covered at all times. Fines are levied on students who abuse or lose books. Stolen books remain the responsibility of the student. Unpaid financial responsibilities may result in loss of privileges. Examples include: attendance at dances and graduation ceremony.

SCHOOL RECORDS

It is the parent's responsibility to report to the grade level administrator any legal documentation with regard to the custody of the school child. Title VI of the New Jersey Administrative Code states that parents have access to their child's records. For more information, please call the school office for an appointment for such a review, if desired.

STUDENT WELFARE

THE Division of Child Protection and Permanency (formerly DYFS)

In New Jersey, the Division of Child Protection and Permanency is New Jersey's child protection and welfare agency within the Department of Children and Families. Its mission is to ensure the safety, permanency and well-being of children and to support families. A non-punitive agency, the Division's main focus is on protecting children from further harm while attempting whenever possible, to maintain the integrity of the family unit. Treatment is aimed at the stabilization of family life through the enhancement of potential abilities. New Jersey's law requires anyone having information regarding possible child abuse to report it immediately to the Division. (Officials and employees in the Township of Ocean School District are required by state laws and district policy to fully cooperate with the Division. Reports to the Division are filed by the building principals.)

New Jersey offers a statewide toll-free 24/7 Child Abuse Hotline to report suspected incidents of child abuse and neglect. The telephone number is 1-877-652-2873 (1-877- NJ-ABUSE)

STUDENT ASSISTANCE COUNSELING (SAC)

The Student Assistance Counselors (SAC) provide in school assessment, crisis intervention, counseling, and referral services to any student who may be experiencing personal, family, and/or peer difficulties. Their goal is to support the students and prevent personal difficulties from interfering with their success in school. All counseling services are confidential. When students at the Intermediate School seek help on their own, we encourage them to share this with their families. We do not, however, automatically contact parents unless our assessment indicates a safety risk. This would include a student who is in danger of harming him or herself, harming someone else, or is being harmed by another individual. Please contact the Student Assistance Counselor at Ext. 7042, or visit the office located in room 611.

The Student Assistance Program is coordinated and run by the Ocean Township Department of Human Services. The Department of Human Services offers a broad range of free outpatient counseling services to members of the community, which include family counseling. If you would like more information about these services or to make an appointment for counseling, please call 732-531-2600.

SUBSTITUTES

When a teacher is absent, a qualified substitute will be in charge of the class. Since each and every class period is important, students will cooperate and the work planned will be accomplished. Students who are uncooperative, who are disrespectful or create a distraction, are subject to disciplinary action.

TELEPHONE CALLS

Teachers may send students to use the office phone *in case of emergencies* only. Forgetting such items as homework, physical education clothing, etc are not considered emergencies. No student may use the public telephone during school hours. A pay phone is available for student use after school hours. The school assumes no responsibility for money not returned in the

TESTING PROGRAM

Standardized tests will be administered to the students of the district to measure general aptitude, mental ability, general achievement and achievement in specific subject areas. All tests are approved by the Board of Education.

VALUABLES

Students should not bring valuables or large sums of money to school. If a youngster has something of interest he/she would like to share with the class, please make arrangements with the teacher so that the item may be displayed and then secured immediately. Students are responsible for the own valuables (such as in Physical Education class).

VISITORS

1. All visitors must enter TOIS through the main office/ west side entrance to the building. Visitors will identify themselves and their business prior to entry to the building. They must then proceed immediately to the office and sign in and be issued a visitor's pass. Visitors may be escorted by staff to their requested location.
2. Students may not visit any other Township schools after dismissal nor play on the playgrounds. This is a distraction to students who are dismissed after Intermediate dismissal.
3. **Persons who are not authorized to be on school property will be subject to action from school authorities and/or the police.**

WORKING PAPERS

Applications for working papers may be obtained from the Main Office in the Intermediate School. A student may be 14 years old to apply for working papers.

Township of Ocean Intermediate School
Bell Schedule

Period	Grade 6	Grade 7	Grade 8
Home Room	8:00-8:05	8:00-8:05	8:00-8:05
1	8:09-8:50	8:09-8:50	8:09-8:50
2	8:54-9:35	8:54-9:35	8:54-9:35
3	9:39-10:20	9:39-10:20	9:39-10:20
4	10:24-11:05	10:24-11:05	10:24-11:05
5	11:09-11:50	<u>11:09-11:50</u> (Lunch) 11:50- 12:15	(Lunch) <u>11:05-11:30</u> 11:34-12:15
6	<u>11:54-12:35</u> (Lunch) 12:35-1:00	12:19-1:00	12:19-1:00
7	1:04-1:45	1:04-1:45	1:04-1:45
8	1:49-2:30	1:49-2:30	1:49-2:30