

***Southern  
Regional  
Middle  
School***

*75 Cedar Bridge Road  
Manahawkin, NJ 08050  
(609) 597-9481*

*This agenda belongs to:*

Name \_\_\_\_\_

Address \_\_\_\_\_

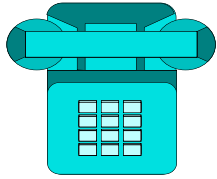
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Grade/Homeroom \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

*“Committed to Excellence”*



## TELEPHONE DIRECTORY

### **Main Office**

**(609) 597-9481 Ext. 4216**

**(609) 597-9481 Ext. 4214**

### **Principal**

**(609) 597-9481 Ext. 4215**

### **Guidance Counselors**

#### **Ms. Bleam**

**(609) 597-9481 Ext. 4226**

#### **Mrs. Skeie**

**(609) 597-9481 Ext. 4227**

#### **Mr. Fierra**

**(609) 597-9481 Ext. 4228**

#### **Mrs. Benson**

**(609) 597-9481 Ext. 4229**

### **School Nurse**

**(609) 597-9481 Ext. 4265**

### **Child Study Team**

**(609) 597-9481 Ext. 4262**

## ABOUT SOUTHERN REGIONAL MIDDLE SCHOOL

Southern Regional Middle School provides its students with a unique educational environment. The school is comprised of two different grade levels with students coming from three constituent and one sending district.

Southern Regional Middle School is teamed. The teams consist of five core subject teachers. Each grade level has four teams. Thus, communication between the school and the home has increased dramatically. SRMS educators have taken the challenge of developing a program that is student centered and addresses the needs of each student.

Individual educational programs for students with special needs may take many forms and include both in-district and out-of-district programs. At Southern Regional Middle School, several special education programs are available: Resource Room, Self-contained, In-Class Support, Mainsail, Compass, Physical and Speech Therapy. These programs are designed to meet the needs of those students who, due to a handicapping condition, have difficulty learning in regular classroom settings.

Mentoring, Peer Mediation, Peer Leadership, and Substance Abuse Preventive Programs are all offered as a part of the Middle School's Student Assistance Program. These programs, among others, provide students and their families with pro-active opportunities to function successfully in school, at home and in the community.

Southern Regional Middle School students are afforded extensive interscholastic, intramural, and co-curricular programs. Students are encouraged to participate in extra-curricular programs to assist them in becoming well-rounded individuals.

SRMS students have frequently received recognition and awards for their achievement by the Ocean County Math League, the Thinking Cap Quiz Bowl, the Stafford Township Arbor Day contest, Stockton College, the All South Jersey Band, the All South Jersey Orchestra, and the American Scholastic Press Association Awards for the school's literary magazine and yearbook.

## WELCOME TO SOUTHERN REGIONAL

It is with great pleasure that we take this opportunity to welcome you to Southern Regional Middle School. We are extremely proud of the programs we offer to our students and encourage all students to make the most of their time with us.

This handbook has been developed by our faculty and administration to help you and your parents learn as much as possible about all of the procedures and services we offer to our students. It is a quick reference guide that you will find extremely useful as questions arise throughout the school year.

Whether you are joining us for the first time or were here last year, we encourage you to become an active member of Southern Regional Middle School. We offer many activities, clubs, and sports that provide our students with opportunities to grow and mature into young adults. "Commitment to Excellence" is our never-ending goal.

We look forward to the school year with great excitement and hope all of our students will have a rewarding and successful year.

Once again, welcome!

Robert Schoka Assistant Principal	Lorraine Airey Principal	Beth Brahn Assistant Principal
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### SCHOOL CALENDAR 2009/2010

September	2	Teacher Orientation	
	8	School Opens	17
October			22
November	2-6	NJEA Convention	
	26-27	Thanksgiving	14
December	24-31	Winter Recess	17
January	1	Winter Recess	
	18	Martin Luther King Day	19
February	1	Teacher In-Service	
February	15	Presidents' Weekend	18
March	29-31	Spring Recess	20
April	1-5	Spring Recess	19
May	31	Memorial Day	20
June	18	Last Day for Students	14
	21	Last Day for Teachers	
<b>Total</b>			<b>180</b>

## BELL SCHEDULE

Bus Bell	7:38
Warning Bell	7:44
Homeroom/	
Period 1	7:45 - 8:43
Period 2	8:46 - 9:30
Period 3	9:33 - 10:17
Period 4	10:20 - 11:04
4B	10:42
Period 5	11:07 - 11:51
5B	11:29
Period 6	11:54 - 12:38
6B	12:16
Period 7	12:41 - 1:25
7B	1:03
Period 8	1:28 - 2:12
First Bus	2:16
Activity Period	2:16 - 2:56
Second Bus	3:00

## SCHOOL CLOSING

When school is closed because of storms, other emergencies, or for a delayed opening, the following will broadcast the information:

WJRZ-100FM  
 WGRF-99FM  
 WFPG-1450AM/96.6FM  
 WOND-1400AM/103.7 FM  
 WOBN-92.7FM  
 TV Channel 21 (Mainland)  
 TV Channel 14 (Waretown)  
 TV Channel 36 (Island)  
 Southern Regional website  
[www.srsd.net](http://www.srsd.net)

**Global Connect**, the district's automatic dialer, will also be used to contact students' homes.

Local police may also be called for information.

## CO-CURRICULAR ACTIVITIES

Southern Regional Middle School offers a wide variety of co-curricular activities and encourages all students to become involved in one or more of them. Students can check with each activity's advisor or coach, a guidance counselor, teacher, or administrator for information on the following activities. Students must be present during the school day in order to participate in co-curricular activities.

### **INTRAMURAL PROGRAM**

#### **FALL**

Flag Football

#### **WINTER**

Floor Hockey  
Indoor Soccer  
Volleyball

#### **SPRING**

Basketball  
Soccer  
Volleyball

### **CLUBS AND OTHER ACTIVITIES**

Art Club

Builders Club (Kiwanis)

Checker Club

Chess Club

Chorus

Dance Club

Drama Club

Ecology Club

English Club

History Buff Club

Jazz Band

Lip Sync

Math Club

National Junior Honor Society

Newspaper – Ramporter

Orchestra

Peer Meditation

Peer Tutoring

ST.Y.L.E.

Student Council

Student Store

Technology Club

Variety Show

Walk-Fit Club

World Language Club

Yearbook – Reflections

### **INTERSCHOLASTIC SPORTS PROGRAM**

#### **FALL**

Cheerleading

Cross Country – Boys

Cross Country – Girls

Soccer – Boys

Soccer – Girls

Field Hockey – Girls

Football

#### **WINTER**

Basketball – Boys

Basketball – Girls

Cheerleading

Wrestling

#### **SPRING**

Baseball

Softball

Track – Boys

Track – Girls

### **INTERSCHOLASTIC ATHLETIC ELIGIBILITY GUIDELINES**

1. Students in grades 7 & 8 must pass a minimum of the equivalent of six (6) full year courses in order to be eligible for participation in a co-curricular activity.
2. Any student involved in co-curricular activities who is suspended from school will be subject to a reinstatement procedure.

### **PROMOTION REQUIREMENTS**

The following guidelines constitute the promotional requirements for students from grades 7 to 8 and 8 to 9.

1. Students must pass six of seven courses in order to be promoted from 7<sup>th</sup> to 8<sup>th</sup> grades and 8<sup>th</sup> to 9<sup>th</sup> grades respectively (this includes courses passed in Summer School).
2. If a student fails math and/or language arts, the course(s) **must** be taken and passed in summer school.
3. If a student fails two courses, he/she **must pass one** of the courses in summer school although it is recommended that students enroll in both. (The school reserves the right to require the course(s) to be repeated.)
4. If a student fails three courses, **two MUST** be passed in summer school. (The school reserves the right to require the course(s) to be repeated.)
5. If a student fails three and a half (3 ½) or more courses, the student will be retained (without the option of Summer School).
6. The principal reserves the final decision in cases of extenuating circumstances.

**NOTES:**

1. All courses are considered “major courses”.
2. In the case of all exploration cycle courses, a student must pass a minimum of two quarter courses of study and one semester course of study. Failure to do so will result in the review of the need for summer school.
3. Students attending summer school must pay \$350.00 or more per course. Summer school transportation is provided by the parents.

Please find the grading policy below:

<b>92 - 100</b>	<b>Average = A</b>
<b>83 - 91</b>	<b>Average = B</b>
<b>74 - 82</b>	<b>Average = C</b>
<b>70 - 73</b>	<b>Average = D</b>
<b>69 – and below</b>	<b>= F</b>

**STUDENT ASSISTANCE INFORMATION**

**GUIDANCE SERVICES**

Guidance services are available to every student in the school. Each child is assigned a guidance counselor according to team. Guidance services include: assistance with education, vocational, and personal/social concerns or any question a student would like to discuss, development of an I-plan for Success. Requests for appointments to meet with a guidance counselor are made in homeroom via an appointment slip. Students are not permitted to see a guidance counselor without a pass. Parents may schedule conferences with individual teachers by calling the Guidance Office at 597-9481 Ext. 4225.

**CRISIS?**

At times, we ALL experience events in our lives that hurt us or cause us to do poorly in school. Often, we feel that the problem is too personal to share. If you have a crisis, you can share it without worry that it will be told.

**24 hour Emergency/Crisis Intervention**

Kimball Medical Center-PESS (866) 904-4474

**Hospital Emergency Service**

Southern Ocean County Hospital (SOCH) (609) 597-6011

Community Medical Center in Toms River (800) 300-0628

**Local Community Resources**

Contact of Ocean (24 hr. telephone) (732) 240-6100

Catholic Charities (Including Counseling) (732) 505-3113

Emergency “After Hours” pager # (800) 203-1165

Counseling and Referral Services (732) 920-2700

St. Francis Counseling Center (609) 494-1554

**Youth Services:**

Harbor House: (732) 929-4001

National Runaway Hotline (800) 621-4000

NJ Division of Family Services (DYFS) (800) 792-8610

**Value Options** (877)652-7624

**PROJECT CHILD FIND / SPECIAL SERVICES**

A parent/guardian of a SRSD student who suspects that his/her child has an education disability, can call the Southern Regional Child Study Team or Ocean County Supervisor of Child Study Teams as follows: Southern Regional High School District at 609-597-9481, Ext 4339 or Ocean County Supervisor of Child Study Teams at 732-929-2079. Teachers, administrators and guidance counselors may also refer students to the Child Study Team. Many times, students may seek assistance themselves. Referrals may be made for a number of reasons such as learning difficulties, social/emotional problems, or family concerns. The Child Study Team consists of a school psychologist, a learning disabilities teacher consultant, a school social worker, and a speech therapist.

## HEALTH SERVICES

### **USE OF MEDICATION**

All medication, both prescription and over-the-counter, must be administered by the school nurse only. All medication must be brought to the nurse's office by the parent/guardian, and students must come to the nurse's office to take their medication. All medication must be in the original container with the student's name, dosage, and frequency of the medication clearly labeled. **In addition, a written order or note from the prescribing physician and a note from the parent/guardian must be submitted with the medication.**

### **SCREENINGS**

The school nurse will perform height, weight, and blood pressure screenings for all 7<sup>th</sup> and 8<sup>th</sup> grade students who have not received a sports physical for the school year. Eighth grade students will also receive a vision and hearing screening. If a problem is suspected, any parent, counselor, teacher, or student may request a vision or hearing screening at any time during the school year.

In addition, during physical education class, the nurse will perform a scoliosis screening on all students. Scoliosis is a curvature of the spine, which can cause complications in a child's life. Ten percent of the population of the United States has some form of scoliosis. Of that ten percent, only one percent will require treatment. The nurse may send a referral home and ask that the child be seen by your family physician to determine if he/she requires any further treatment and/or follow-up. Any parent wishing for a child to be excluded from this examination should contact the school nurse. *This procedure is in compliance with state-mandated directives.*

### **IMMUNIZATIONS**

As a reminder to parents, as a child reaches the middle school it is often time for a diphtheria/tetanus vaccine. This vaccine was last given upon entrance to kindergarten and is re-administered every ten years. Should a child receive a notice stating the need for this immunization booster, parents should be prompt in making plans to have it completed. Physician documentation is required and will be made a permanent part of each student's health record. Also, new state laws require the three dose Hepatitis B vaccine for all students. All appropriate documentation should be up-to-date in the student's file.

## PHYSICAL EDUCATION

### **MEDICAL EXCUSES**

1. Occasions will arise where students require a medical excuse from participation in physical education activities. Medical excuses (for three days or more) must be documented by a doctor's note presented to the school nurse.
2. A procedure is in place that will allow the student to care for his/her medical problem while still meeting the mandated physical education requirement. For long term medical (doctor) notes of five days or more or when otherwise deemed necessary by the nurse, the student will be removed from the gym to complete physical education-related written work in a classroom. The written work completed during this time will be part of the student's final grade for the marking period.
3. In addition to the documented medical excuse, each marking period students are allowed one parent note and one nurse's note to excuse them from P.E. participation for one day.
4. If a student fails to participate in physical education (beyond those days documented by the appropriate doctor's, nurse's, or parent's note), points will be deducted from the student's grade.

### **DRESS/JEWELRY**

1. Students must be dressed appropriately (t-shirts, gym shorts, sweatshirts and sweatpants, and sneakers) in order to participate in physical education. Shorts and t-shirts must meet the school dress code.
2. Jewelry (bracelets, earrings, rings, watches, necklaces, body piercings) cannot be worn during PE. Do not get a piercing during PE; if it is not removed, you will not be allowed to participate in PE.
3. Students who fail to meet the dress/jewelry requirements will not be allowed to participate in PE class and will lose all points for the day.

## EARLY DISMISSALS

There will be no early dismissals or excuses granted for miscellaneous reasons. Where possible, dental and medical appointments shall be made for hours when school is not in session. There are often logical reasons for such appointments during school hours. **WHEN DISMISSAL FOR SUCH PURPOSES IS NECESSARY, STUDENTS MUST COMPLETE TWO STEPS:**

1. A note signed by a parent/guardian must be presented to the homeroom teacher during homeroom on the day of the requested early dismissal.
2. The parent/guardian must come into the Main Office and sign out the student at the requested time; a legal ID is required at this time. All requests for early dismissal **will be verified** with a parent/guardian.
3. **NO STUDENT IS PERMITTED TO LEAVE SCHOOL WITH ANYONE EXCEPT A PARENT/GUARDIAN WITHOUT PRIOR ADMINISTRATIVE APPROVAL (written parental/guardian permission, verified by phone ).**
4. **THE CLASS ABSENCES WILL COUNT UNDER THE ATTENDANCE POLICY.**

## DANCES

1. Only Southern Regional Middle School students are permitted to attend dances.
2. All dances run from 7:00 p.m. until 9:00 p.m.
3. Students must arrive no later than 7:30 p.m. unless they are detained by another school sponsored activity.
4. All students **MUST** have their school ID card in their possession to be admitted to any Middle School dance. **NO EXCEPTIONS.**
5. Students arriving after 7:30 p.m. will not be admitted; parents will be called to pick them up.
6. Student dress for dances will be as per the current dress code unless there is a special theme for the dance.
7. Once students arrive on school property, they are to report to the gym. They may not leave until the conclusion of the dance. No students will be permitted to leave the dance before 9:00 p.m. unless a parent is present to pick them up.
8. **No supervision will be provided prior to 7:00 p.m. and after 9:15 p.m. If a student is not picked up by 9:15 p.m., he or she will not be allowed to attend the next dance.**
9. All other school rules are in effect during the dance, including the dress code.
10. **Students must be present during the school day to attend dances or other after school activities.**

## STUDENT RECOGNITION PROGRAMS

Students are recognized for a variety of accomplishments in the middle school. For specific information on these programs, please see a guidance counselor. Some recognition programs include:

- Student of the Quarter
- Student of the Month
- Physical Education Student of the Month
- Academic Honor Roll
- Honor Pass
- Academic Awards Banquet
- Perfect Attendance Awards

## STUDENT ATTENDANCE

### **ATTENDANCE POLICY**

There are two kinds of absences: **Excused** and **Unexcused**. Absences are **excused** for the following reasons:

1. Illness (with documentation)
2. Court/legal proceedings (with documentation)
3. Religious observances
4. Family/education requests (advance approval)
5. Personal circumstances
6. Other reasons as approved by the administration

## UPON RETURN FROM ABSENCE

1. A note explaining the reason for the absence on the dates noted should be taken to Homeroom/Period 1.
2. The Homeroom/Period 1 teacher will provide an admit slip for the student and submit the student's note to the attendance office. Attendance personnel should be alerted by the student if there was an early dismissal the previous day.
3. The admit slip should be taken to each class and signed by the teacher. (The slip should be kept as a personal record at the end of the day.)
4. **If no written note is provided upon a student's return, the student must still report to his/her homeroom teacher for AN UNEXCUSED ADMIT TO CLASS FORM.** The absence will remain unexcused until written documentation is presented.

## NOTE:

1. Students who are absent are required to provide a parental note or documentation within 48 hours to substantiate that an absence is excused. If the required documentation is not provided within 48 hours, the absence will be considered **UNEXCUSED**. All class activities and/or participation for that day will result in a zero as a grade with no opportunity for make-up work/credit.
2. **ALL UNEXCUSED ABSENCES MUST RECEIVE A "0"** as a grade for that day, unless notified to the contrary by the administration.
3. Total absences beyond eighteen (18) days in any given year may require additional documentation when determined necessary by the administration.
4. **All absences (excused and unexcused) count** towards the limits for each course.
5. **A student must be present in school to participate in an after school activity.**

## LIMITS ON ABSENCES

Full Year Course	18 absences
Semester Course (1/2 year)	9 absences
Marking Period Course (1/4 year)	5 absences

## MAKE-UP WORK

**IT IS THE STUDENT'S RESPONSIBILITY TO GET WORK MISSED DUE TO ANY ABSENCE FROM CLASS FOR ANY REASON.** Failure to make up work will result in a failing grade for the days missed. It is the students' responsibility to obtain class notes. Under normal circumstances, students will be given an equivalent number of days to make up the work missed.

## VACATIONS

*Vacations during the school year are strongly discouraged. When parents or guardians decide that a student must join them on vacation, the school should be notified in advance by a letter stating the dates when the student will be absent from school. The student should present this letter to the attendance officer at least seven (7) days prior to the start of vacation and complete and return the Vacation Request Form. Failure to do this could result in the absences being recorded as unexcused. (See Attendance Policy) Documented vacation days are excused. However, they are included in the student's attendance total.*

**The student is responsible for obtaining class work in advance from all his/her teachers. Upon returning to school, the student should meet with his/her teachers to ascertain if all work has been completed. \*\*A student must be present in school in order to participate in an afterschool activity.**

## CLASS CUTTING

Students who are absent from class without authorization shall be referred to the administration for disciplinary action. Additionally, the attendance policy regarding credit status will be applied. All students cutting class must receive a "0" as a grade for that day, unless notified to the contrary by the administration. Repeated cutting may lead to immediate administrative review.

## LOSS OF CREDIT

When a student is approaching the limit of **total absences** for a quarter, semester, or full year course, the student and parent will be notified and a conference held. The principal or designee will prepare a written plan for the pupil for the remainder of the school year. The plan will be signed by the student and/or parent.

### Attendance Thresholds

- 18 absences = maximum allowable to receive credit
- 19-24 absences = no credit status; student may apply for Credit Restoration Process
- 25 or more absences = no credit status; subject to principal's review

### Credit Restoration Process

- Upon the 19<sup>th</sup> absence, a student may attend Saturday School in order to begin the credit restoration process.
- Two Saturday Schools will absolve one absence.
- Saturday School will absolve an absence only after a student has surpassed the threshold of 18 absences.
- A student will not be permitted to utilize the Credit Restoration Process once he/she has surpassed the 24<sup>th</sup> absence.
- The Credit Redemption period begins January 15.
- Saturday School sessions must be scheduled through the student's specific Assistant Principal.

Should the student not fulfill the above stipulations by year's end, the student will receive "no credit" in the class(es), no matter the grade. Excessive absences which result from absences from school, cutting, tardies, or any other reason which exceed the following limits lead to "no credit" status.

## LATENESS POLICY

Lateness to school is subject to the attendance policy. For every five lates (excused or unexcused), an absence will be assessed. Work can be made up only for excused lates. The following are examples:

1. Illness (with doctor's note)
2. Court/Legal (with documentation)
3. Religious observance
4. Personal (with administrative approval)
5. Out-of-school Suspension

Additionally, when class time is missed, the attendance policy regarding "no credit" will be applied. If a student is late to homeroom more than five (5) times, detentions will be assigned. Students who have accumulated excessive latenesses or absences, students who are in danger of failing, or students who have discipline problems may be prohibited from participation in school activities which require their absence from school or class.

The superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate is below 90% for the district or below 85% in any one school, the superintendent shall develop and implement an attendance improvement plan. The attendance rate shall be calculated by dividing total pupil days present for all pupils by the total possible pupil days for all pupils and multiplying the result by one hundred.

*N.J.S.A. 18A:36 et seq.; 18A:38-25 et seq.; N.J.S.A. 34.2-21.1 et seq.; N.J.A.C. 6:20-1.1 et seq.*

## PHONE USE

Student use of the telephone during the school day is on an emergency basis only.

- Students must use the phone in the Main Office during the school day; use is limited to emergencies.
- **Student cell phones may not be used during the school day. If a student cell phone is seen or heard during the school day, it will be confiscated and held in the main office until the end of the day. If the phone is confiscated a second time, the phone will be held for a parent/guardian to pick up. If the phone is confiscated a third time, the phone will be held until June.**
- Planning after school activities should be done at home, not during school. Phone calls should be made for emergencies only.

### FINAL EXAM DATES

The last four days of school are scheduled “Final Exam” days. However, these dates are **subject to change**. No vacations, sports camps or family reunions, etc. should be planned until after the winter snow season and for at least three school days after the anticipated last day of school. It is extremely difficult to schedule make-up exams prior to school ending. Remember: Any snow days or other emergency school closings must be made up at the end of the year, thus changing the dates of final exams.

### DRESS GUIDELINES

Student dress guidelines are established and enforced cooperatively by the students, faculty, and administration of this school:

- It is the responsibility of the student, with parental assistance, to come to school properly dressed. Every student should be clean and fully dressed. Attire should not be injurious to health and welfare or disruptive to the educational process.
- The dress guidelines as enumerated below are in effect at all school functions including plays, concerts, dances, trips, and co-curricular programs.
- Shorts and skirts should fall below the tips of the fingers when arms are at side.
- When sitting or raising a hand, the shirt should still overlap the waistband in the front and back.
- Bookbags are not to be worn/carried during the school day; they are to be left in lockers.
- Jackets and coats are not to be worn in the building; they are to be kept in lockers.
- Hats/bandannas are not to be worn during the school day. The wearing of a wallet chain, belt chain, or any similar chain is not permitted. Students are not permitted to wear dog collars, choker chains, or jewelry containing spikes. These items will be confiscated. Parents should contact the assistant principal to make arrangements for the return of confiscated item(s).
- Footwear is required at all times. Clothing that is inappropriate, ripped, torn or indecently patched is not acceptable. Sunglasses are not to be worn in the building.
- There are special activities in school, such as gym, band, science, home economics, labs, shops, etc., where special dress is required.
- If a student does not dress in accordance with the above policy, he/she will be given an opportunity to conform. A student will not be allowed to participate in any co-curricular or class activity if dressed inappropriately.
- Pajamas are not to be worn to school.
- Waistlines must not be folded down. Student shirts and pants must overlap. Mid-drifts should not show when ending over or raising arms.
- Some examples of items that are not to be worn to school are hats, bandannas, halter tops, tube tops, strapless tops, bare midriff tops, spaghetti strap tops, tank tops, and mesh or revealing items of clothing. Exposed undershirts, sleeveless “muscle shirts”, and inappropriately short or tight skirts, slacks, pants, or short shorts are unacceptable school attire.
- Any clothing which, by slogan or illustration, is offensive or promotes the use of drugs or alcohol will not be permitted.

### STUDENT VALUABLES

- We recommend students not bring large sums of money or valuables to school. Such items should be brought to the Main Office for safekeeping. Please use checks whenever possible.
- **Valuables should never be left unlocked.**

### PURCHASING LUNCH

- Students must use their ID number to purchase lunch.
- Students may also prepay for lunch; the prepay form is on our website.
- Forget a lunch? Lunch may be charged one time only.

## **SEXUAL HARASSMENT STATEMENT**

The Board of Education recognizes that a student's right to freedom from discrimination includes the opportunity to learn in an environment untainted by sexual harassment. Sexually offensive speech and conduct are inappropriate to the harmonious relationships necessary to the operation of the school environment.

Sexual harassment is defined as any unwelcome sexual advances or visual, verbal, or physical conduct of a sexual nature. Any conduct which creates an offensive and hostile learning environment is sexual harassment. Sexual harassment involves a wide variety of behaviors between members of the opposite sex as well as members of the same sex. It should be clear some conduct which might be appropriate in a social setting between friends or even between individuals involved in a consensual relationship may not be appropriate in the school environment. Some examples of prohibited conduct are described below. These represent only samples and are not an exhaustive list of conduct that is defined by the District and the court as sexual harassment.

### **PHYSICAL HARASSMENT**

Unwanted physical contact of a sexual nature, including but not limited to fondling, groping, suggestive touching, impeding or blocking movement, hugging, brushing up against the body, and /or any other activity which causes contact or threat of contact that is unwanted.

### **VERBAL HARASSMENT**

Sexual jokes, innuendo, suggestive comments, unwanted sexual advances, propositions or request for companionship, offering advancement or increase in benefits or reprisals, demotions in exchange for sexual activity, offensive comments about an individual's body or body parts will not be tolerated.

### **NON-VERBAL HARASSMENT**

Staring, leering, obscene gestures, displaying or distributing offensive or sexually suggestive objects, pictures, cartoons, drawings, or posters, making or airing suggestive or insulting sounds/noises and/or writing or distributing offensive, suggestive, or obscene notes or letters will not be tolerated. The term offensive or obscene refers to any conduct, activity, words or sounds that an average person of normal sensitivity would find offensive or obscene.

A child who feels he/she has been sexually harassed or are being sexually harassed should not remain silent. The incident should be reported to the vice principal who will inform the district affirmative action officer who will begin an investigation into the action. The confidentiality and privacy of the individuals reporting or accusing sexual harassment will be respected to the extent reasonably possible.

## **HALLWAYS**

### **HALLWAY COURTESY**

- Stay to the right and walk at all times.
- Move to your destination and be on time.
- Not participate in pushing, tripping, or other horseplay, even with friends; it is not permitted and will result in disciplinary action.
- **STUDENTS SHOULD NOT STAND IN GROUPS IN FRONT OF CLASSROOM DOORS OR HALLWAY INTERSECTIONS.**
- Have a hall pass if out of class during class periods.
- Avoid horseplay that can be a safety hazard.

### **PASSES**

Students must have a hall pass in their possession at all times when in the hallways of the middle school while classes are in session. The hall pass is issued monthly and kept in the possession of the student. When the student is given permission to leave class, he/she fills out the pass and has it signed by the teacher. Students are not permitted to leave class without this pass. It is important that they keep it with them at all times. This pass is not transferable, and there are penalties for its misuse. Students must:

- Maintain monthly passes. Students receive a monthly pass which has 20 slots; passes will not be replaced!
- Have a pass from the teacher when out of a regularly scheduled class.
- *Not use another student's pass; not lend a pass to another student.*

## **COMPUTER USE**

Students are to treat the computers with care and use them only for educational purposes. Any misuse of the computers may lead to disciplinary action or revocation of computer privileges. All incoming students are required to review and sign the Acceptable Use Policy Form. These guidelines remain in effect for the student's entire school career at Southern Regional.

## **BUS RULES**

A majority of the students at Southern Regional are dependent upon bus transportation to get to and from school. This means that for everyone's safety and comfort, a few reasonable and necessary regulations must be stated and enforced. Students must:

1. Be on time at the designated bus stop. It is suggested students arrive seven minutes early.
2. Wait for the bus to come to a complete stop before attempting to board.
3. Sit in his/her assigned seat. Remain seated while the bus is in motion.
4. Keep hands and head inside the bus at all times. Not throw anything inside the bus or out of the window.
5. Not eat or drink on the bus.
6. Not participate in horseplay.
7. Be courteous to other pupils and the driver. Use appropriate language and a quiet voice.
8. Use seatbelts where provided.
9. Remember that all school rules are in effect while on the bus. Follow all instructions given by the driver.
10. Ride their assigned bus, including the activity bus, unless a written note has been received and verified by the Main Office. Changes are for emergency use only, not for social use.
11. Acknowledge the driver as the person of authority on the bus. Students who are uncooperative or unmanageable will be reported by the driver to administration for disciplinary action.
12. Realize that if referred to administration, they are subject to disciplinary action, including seat change, administrative or extended detention, in- or out-of school suspension, Saturday school, restitution for damages, or suspension from the bus. In the case that a bus suspension is warranted, parents or guardians are responsible for providing transportation to and from school. (NJ Statute 18A:25-2)
13. **Know that bus passes to ride a bus other than your regularly assigned bus will NOT be issued on half days.**

**After school, students may not ride a different bus, ride with a friend, or walk from school (to WaWa, a friend's house, etc.) without submitting to building administration written permission from a parent or guardian.**

## **ACTIVITY BUS RULES AND PROCEDURES**

1. Activity busses are a privilege available for students staying for extra-help, make-up work, detention, or any school-sponsored activity.
2. A "late bus pass" and current school ID are needed to board an activity bus. Students must have a pass from the teacher, advisor, or coach with whom he or she stayed in order to ride an activity bus. Groups that meet daily, such as athletics will receive a special laminated pass. Faculty supervisors for all other meetings will issue a bus pass at the end of the activity period.
3. Students who leave school property after school will not be permitted to ride an activity bus. Students who leave school property and then attempt to board an activity bus are subject to disciplinary action.
4. Students must ride their assigned late bus home. Students who ride a different bus without written permission from the Main Office are subject to disciplinary action.
5. All regular bus rules are in effect.

## **AFTER SCHOOL EVENTS**

Students who wish to attend after school events as spectators must go home and return to school with their parent/guardian; chaperones are not provided. Attendance is a privilege and appropriate behavior is expected.

## LOCKERS

- **Lockers are the property of the school district and are subject to examination at any time.**
- Each student is assigned a hall locker for the storage of books and garments and a gym locker to be used during physical education classes.
- It is the student's responsibility to see that his locker is kept locked and in order at all times.
- Since lockers are a permanent part of the building, they should be in good usable condition.
- **Locker combinations are private- combinations should not be shared with anyone!**
- Hands should be used to close the lockers; do not kick lockers closed. Each student should make sure his/her locker is locked.
- Promptly report locker problems to the Main Office.

*N.J.S.A. 18A:36-19.2 provides that lockers or other storage facilities may be searched on reasonable grounds and periodically inspected, provided that students are informed, in writing, at the beginning of the school year that such inspections may occur, so as not to create an expectation of privacy.*

## LAVATORY USE

- Use an appropriate pass when using a lavatory.
- **Understand that teachers will discourage students leaving class unless it is an emergency.**

## STUDENT EXPECTATIONS

In order to achieve success everyone must be working toward the same goal. To help maintain focus on SRMS' goal of academic achievement and personal growth for all, students should follow these guidelines:

### **GENERAL ACADEMICS**

- Complete all assignments promptly and to the best of your ability.
- Budget and utilize a study time at home.
- Be proud of your achievements and share what you learn with others.
- Come prepared for class with homework, pens pencils, notebooks, and texts-every day.
- Ask a teacher for extra help if having difficulty in a subject area.

### **CONDUCT**

Students at the middle school level are expected to develop a measure of self-discipline and control which reflects their increasing maturity and sense of responsibility. Southern Regional's discipline code is designed to create an educational atmosphere conducive to teaching and learning, provide a stronger accounting procedure of student attendance, maintain a safe, pleasant environment, process discipline cases, and provide a more professional procedure to deter future discipline cases. Bullying or threats of violence towards others will be immediately addressed. Actions taken may include disciplinary measures, mediation, notification of law enforcement, removal from school pending a mental health assessment conducted by an outside agency, and/or any other interventions and safety precautions deemed necessary for the safety of students and staff.

## DISCIPLINARY GUIDE

Offenses that will merit the Principal and/or Assistant Principal to assign the student administrative detention, extended detention, Saturday detention, community service, in-school suspension, out-of-school suspension, and/or appropriate legal action shall include, but not be limited to, the following:

1. Possession of any form of tobacco on school grounds. These items will be confiscated.
2. Smoking in school or on school property.
3. Cutting class.
4. Cutting detention (teacher and/or administrative).
5. Leaving the school building or being in the parking area without permission during the school day.
6. Failure to report to the Attendance Office when tardy to school.
7. Loitering – staying after school without supervision.

8. Inappropriate conduct – overt/public displays of affection.
9. Use of profanity or obscene (written or oral) language/gestures.
10. Insubordination to staff/defiance of authority.
11. Vandalism. (Payment of labor, repair and replacement will be charged to offender or parent/guardian.)
12. Fighting, assault, inciting or promoting violent behavior.
13. Unsportsmanlike conduct and inappropriate behavior at any school function.
14. Forgery, cheating, or alteration of school papers, records, or passes, etc.
15. All forms of bullying.
16. Theft.
17. Extortion or intimidation of others/verbal or physical harassment of others.
18. Possession or use of alcohol and/or narcotics on school property, on school sanctioned trips, or at school functions. Police will be notified. **NOTE:** Any sale or intent to distribute drugs/alcohol/any substance that may, in any way, be capable of altering behavior will be cause for a hearing before the Board of Education for expulsion from school.
19. Possession and/or use of prescription/non-prescription drugs.
20. Possession of any unsealed drink container outside of the cafeteria is prohibited.
21. Physical abuse directed to staff members of Southern Regional High School District. **NOTE:** Such action will be cause for a hearing before the Board of Education for expulsion from school.
22. Verbal abuse or inappropriate action.
23. Unauthorized occupancy.
24. Truancy.
25. Possession, custody, or use of a weapon, explosives, fireworks, or any item that is illegal, unlawful, and/or considered to be dangerous.
26. Pulling fire alarm (police will be notified).
27. Possession of an electronic paging device or any other similarly designed device. Device will be confiscated and turned over to police.
28. The wearing of hats, bandanas, sunglasses or unacceptable apparel during the school day or at specified co-curricular functions.
29. Leaving school grounds and/or returning to school grounds without administrative approval.
30. Possession/use of any electronic devices, such as, IPods, cell phones, etc. They may be confiscated. Misuse of a phone or other device to tape others is subject to disciplinary action. Parents should contact the Assistant Principal to arrange for the return of confiscated items.
31. Name calling, making threats, starting and spreading rumors.
32. Racial, religious, ethnic, or sexual harassment may be reported to the police or Affirmative Action Officer.

#### **NOTES:**

1. A student who is suspended 1-2 times will have a readmit conference with the Assistant Principal. A student suspended for a third time must have the readmit conference with the Principal and his/her parent. A student suspended for a fourth time will be required to have a readmit conference with the Superintendent and will also be banned from co-curricular activities for the remainder of the year.
2. For certain special events (DC trip, Activity Day Picnic, etc.) there is an announced window of time during which a student will lose the privilege of attending the event if he/she is suspended.
3. **Cell phones, IPods, etc., are not permitted in school. Students may not have them in their possession during school time – 7:30 a.m. until 2:12 p.m. Misuse of a phone or other device to tape others is subject to disciplinary action.**

#### **DETENTION, EXTENDED DETENTION, AND SATURDAY DETENTION**

- Arrive on time to an assigned detention.
- Spend detention in study, doing homework, reading, or some other gainful purpose.
- Bring the necessary books and materials with you.
- Maintain appropriate classroom conduct.

## **ZERO TOLERANCE FOR GUNS ACT (Chapters 127 & 128 of the Public Laws of 1995)**

These two statutes support specific goals of the Safe Schools Initiative. Pupils who possess firearms or who commit assaults with a weapon other than a firearm must be immediately removed from the regular education program and provided with an alternative program, pending a district Board of Education hearing.

### **USE OF DRUGS OR ALCOHOL**

It is the goal of SRMS to create a caring atmosphere and quality learning environment for each student. Since the misuse of drugs and alcohol by any one student may create an impediment to learning, as well as endanger the safety and well-being of other students and faculty, the Southern Regional School District works in cooperation with local police and the Ocean County Prosecutor's Office to control drug activity at the school. This cooperation includes but is not limited to random searches using trained dogs.

The school system has a responsibility to provide channels for help and assistance to students whose health may be in jeopardy. In addition to the disciplinary measures previously stated for the use of drugs/alcohol, students are subject to urine testing. In order to help provide a safe and drug-free environment for Southern students, the Board of Education has established procedures for urine testing. The following procedures are in place:

1. Any student **suspected** of being under the influence of drugs and/or alcohol or suffering from the effects of previous use of drugs or alcohol **will** be referred to the principal and seen by the nurse.
2. The principal and/or her designee may require a student to submit to a witnessed urine test. No testing will be random. There must be a basis for suspicion. Students who do not submit to testing will be released to parents for a test to be completed by their physician at their expense. Samples will be analyzed and written results will be provided within a timely fashion.
3. Students with positive results will enter a contract with administrators and parents which will include continued testing and/or disciplinary actions depending upon the student's individual circumstances, and follow-up with our Student Assistance Counselor.

It should also be known that any student dealing or using drugs in a Drug-Free School Zone is subject to **\$500.00 fine, 100 hours of community service, and revocation of driving privileges. Minors under the age of 17 who are convicted will have licenses withheld for six (6) months beyond their 17<sup>th</sup> birthday.**

### **DEALING**

In cases of suspected drug/alcohol dealing, an investigation shall be conducted by the principal (in conjunction with the local police if deemed appropriate by the principal) with the objective in mind of permanent removal of any student dealing drugs or alcohol, such removal to be in accordance with all current statutes and codes.

The Board of Education and Administration will take the necessary steps to ensure that Southern Regional remains free of harmful substances. **This may include, for reasonable cause, the search of students and/or their lockers by school officials and/or the use of police dogs to determine presence of drugs and/or specific tests or examinations which might reveal the presence of drugs.**

### **DANGEROUS SUBSTANCES**

- Dangerous substances are not permitted in school; there are serious penalties for use, possession, or distribution of alcohol and other drugs.
- Any student in need of help regarding substance use may request assistance from a school counselor or administrator.

### **STUDENT GRIEVANCE PROCEDURE**

Recognizing that all students are entitled to "due process" and that mitigating factors may be involved, any student has the prerogative of requesting an appeal of assignment of suspension, expulsion, or other penalties applied under these guidelines:

1. Any student who desires to have his/her case or behavior reevaluated may, within five (5) school days, request that the building principal review his/her case.
2. Pursuant to any unfavorable decision by the building principal, the student may request, in writing, within five (5) school days, a hearing before the Superintendent of Schools.

3. Pursuant to any unfavorable decision of the Superintendent of Schools, the student may request, in writing, within five (5) school days, a hearing before the Southern Regional Board of Education.
4. Pursuant to an unfavorable decision by the Southern Regional Board of Education, the student may appeal this decision to the New Jersey Commissioner of Education within the next ten (10) days.

**STUDENT RECORDS**

Pupil records are available to parents/guardians, adult pupils, and certain other persons in accordance with the procedures of this district and laws of this state. Student records are maintained in the following locations:

1. Guidance Office – cumulative record of academic progress;
2. Attendance Office – record of daily attendance, personal data;
3. Health Services Office – health history and physical examinations;
4. Assistant Principal’s Office – disciplinary record
5. Child Study Team Office – if applicable

**COMPLIANCES**

This institution complies with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Inquiries regarding compliance may be directed to Mrs. Airey, building Principal.

**OYSTER CREEK EMERGENCY PROCEDURE**

Dear Parents,

As you may be aware, a portion of this county may be affected in the event of a problem at the Oyster Creek Nuclear Generating Station. While it is highly unlikely that a plant condition could warrant protective actions, it is wise that our residents be trained and prepared for the remote possibility.

The State, County, and your Municipality have combined resources to prepare a detailed plan for an emergency. This message is a part of a public education program to acquaint you with details which affect your school children.

In the event of an emergency, the first action may be IN-PLACE PROTECTION/SHELTERING. At this level, students will remain indoors to reduce or eliminate exposure. If the plant condition continues, long before the public is in danger, an evacuation will be ordered. Specific plans have been developed for transportation routes, drivers, and other resources necessary to remove school children to safe locations.

Your child registered in the Southern Regional School District will be transferred, with adult supervision, to the Richard Stockton State College in Pomona, Atlantic County, where they will be registered and cared for until your arrival to pick them up and reunite with family. If you wish to give any other adult authorization to pick up your child, please notify school officials and follow the required procedures.

**PLEASE READ AND KEEP ACCOMPANYING SHEET WHICH SUMMARIZES THE INFORMATION YOU NEED TO KNOW! PUT IT IN A PLACE WHERE IT CAN BE FOUND FOR QUICK REFERENCE.**

If you need additional information, my staff and I will be pleased to help you.

Mrs. Lorraine Airey  
 Southern Regional Middle School  
 609-597-9481 Ext. 215

**I have been made aware of the general rules and procedures in the Southern Regional Middle School Handbook.**

\_\_\_\_\_  
 Signature of Parent

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Student

\_\_\_\_\_  
 Date