

# Teaneck Public Schools



## Benjamin Franklin Middle School

### Student/Parent Handbook 2020-2021



Mr. Terrence Williams  
Principal

Mr. David Deubel  
Assistant Principal

Ms. Marina Williams  
Assistant Principal



# TEANECK PUBLIC SCHOOLS MISSION AND VISION

## **MISSION STATEMENT:**

The Teaneck Public School District educates and empowers students by providing a high - quality, rigorous educational experience which prepares students for success within a diverse, global society.

## **VISION STATEMENT:**

THE TEANECK ADVANTAGE:  
EDUCATIONAL EXCELLENCE FOR ALL

## **BFMS MISSION STATEMENT:**

Providing students with an exceptional and competitive education that will prepare **each** of them for their tomorrow... **TODAY!**

## **CORE VALUES:**

RESPONSIBILITY • DEFERENCE •  
SERVICE/SUPPORT/SECURITY • COMMUNITY •  
COMMITMENT TO DIVERSITY

## **Online Learning**

Online learning is a new experience for many of us. A brief review of online etiquette may be helpful as we navigate this form of instruction. Please note the following expectations for students and parents:

**\*Videos are solely for the educational use of our Teaneck Public School families. Please refrain from taking screenshots, recording, or sharing class videos. Snapshots and recorded videos of lessons are prohibited. All lessons are exclusive to the members of the classroom.**

### **Student Expectations**

- Be on time. Sign into *Google Meet* and stay for the duration of the class.
- During synchronous (live instruction), you are expected to turn on your camera.
- Use your real name so your teacher and classmates know who you are.
- Wear proper attire. During all virtual sessions, all students must be appropriately dressed during class.
- Choose a good location with a non-distracting background. Ensure that your background does not become a distraction to other students in your class.
- You are expected to participate and complete all online and offline instructional activities.
- Engage fully in lessons by providing your focused attention and participation. Make the most of each online lesson by becoming an active learner.
- In breakout rooms, work only on the task that your teacher has assigned and only with classmates.
- Ask questions. If something is not clear to you, it is likely someone else has that same question.
- Complete all tasks and assignments, actively listen to all discussions, and submit required work on time.
- Your passwords should not be shared with anyone outside of the class group.

- For students in grades. 6-12, note your teachers' contact information and office hours.
- If you see something inappropriate happening in the virtual classroom, send a private chat message or email to your teacher.
- As a reminder, please turn off your camera/audio or exit and return to the virtual classroom if you are attending to something non-school related.
- If you are unable to be present, communicate with your teacher so they can assist with getting you the information you need to stay connected.

### **Parent/Guardian Expectations**

The primary role of the parent/guardian is to ensure that their child/children are safe and successful during remote schooling.

- Parents shall report the reason for their child's absence to a school secretary on the day of the absence or, in extenuating circumstances, by the following day.
- Recognize that our educators are available to support our students and their families, so they should reach out to school officials for whatever help they may need.
- Create and maintain for their children an environment conducive to online learning: quiet, comfortable, and well lit. Avoid any distracting elements.
- As students will participate in whole-class or small-group video sessions, ensure that there are no errant noises (nearby telephones or t.v.'s) and that the area behind students is appropriate and not distracting to others.
- Understand and respect that the only voices and images that should be present on the screen during instructional sessions are those of the students in the class. Parents and others who are present change the dynamics of the classroom experiences and their presence also violates students' rights to privacy.
- For students who need parental assistance to navigate the virtual platform, parents are asked to accompany the child in order to successfully partake in the activities (this is expected for preschool and kindergarten students).

## TABLE OF CONTENTS

|                                                                   |    |
|-------------------------------------------------------------------|----|
| QUICK REFERENCE GUIDE                                             | 1  |
| BUILDING LAYOUT                                                   | 2  |
| 2020 - 2021 SCHOOL STAFF DIRECTORY                                | 3  |
| DISTRICT CALENDAR                                                 | 6  |
| SCHOOL BELL SCHEDULE                                              | 7  |
| IMPORTANT DATES FOR 2020 - 2021                                   | 8  |
| DELAYED OPENING AND “NO SCHOOL” ANNOUNCEMENTS                     | 8  |
| STUDENT LIFE                                                      | 9  |
| The School Schedule                                               | 9  |
| Student Planners                                                  | 9  |
| Dress Code                                                        | 9  |
| Lockers                                                           | 10 |
| Lunch/Cafeteria Meals                                             | 11 |
| Textbooks                                                         | 11 |
| Media Center Guidelines                                           | 12 |
| ATTENDANCE/ABSENCES/TARDINESS                                     | 13 |
| School Absences Because Of Family Vacations                       | 14 |
| Tardiness to School or Class                                      | 15 |
| Encore Subjects for Seventh and Eighth Grades                     | 15 |
| Study Habits                                                      | 15 |
| EXTRACURRICULAR ACTIVITIES                                        | 16 |
| EIGHTH GRADE COMMUNITY SERVICE                                    | 19 |
| SUPPORT SERVICES                                                  | 19 |
| Guidance Counselors/Assistant Principal                           | 19 |
| SAFETY AND SECURITY                                               | 19 |
| Notice of Nondiscrimination                                       | 19 |
| Transgender Students                                              | 20 |
| Visitors                                                          | 21 |
| Report to the Division of Child Protection and Permanency (DCP&P) | 21 |
| Personal Possessions                                              | 21 |
| Lost and Found                                                    | 21 |
| Emergency Cards and Student Pick-Up Procedures                    | 22 |
| Student Supervision After Dismissal                               | 23 |
| Hall Passes                                                       | 23 |
| Fire Drills and Security Drills                                   | 23 |
| Hazardous Substances                                              | 23 |
| Student Health                                                    | 24 |
| Medication in School                                              | 24 |
| Immunization Records                                              | 25 |
| Lice                                                              | 25 |
| ACADEMIC POLICIES AND PROCEDURES                                  | 25 |

|                                                                       |    |
|-----------------------------------------------------------------------|----|
| Student Records                                                       | 25 |
| Grade & Progress Report Dates                                         | 27 |
| Marking System                                                        | 28 |
| Guidelines for Student Promotion                                      | 29 |
| Excessive Student Absence and Promotion/Retention                     | 30 |
| Honor Roll Qualifications                                             | 30 |
| Formal Assessment of Student Progress                                 | 30 |
| NJSLA Assessment                                                      | 30 |
| Instruction                                                           | 30 |
| Teacher Qualification Notice                                          | 31 |
| Homework                                                              | 32 |
| Student Surveys                                                       | 32 |
| PARENT/GUARDIAN INVOLVEMENT: HOW YOU CAN HELP YOUR CHILD              | 33 |
| Parent/Teacher Organization (PTO)                                     | 33 |
| Building Quality Management Team (BQMT)                               | 33 |
| Special Education and Related Services Under I.D.E.A. and Section 504 | 33 |
| Intervention and Referral Services                                    | 33 |
| Students Identified as Academically Gifted                            | 34 |
| Communicating Concerns                                                | 34 |
| School – Home Communications                                          | 34 |
| STUDENT CONDUCT                                                       | 35 |
| Philosophy of Student Conduct                                         | 35 |
| The Teaneck Middle Schools Code of Conduct                            | 35 |
| Behavioral Expectations Rights and Responsibilities                   | 36 |
| Harassment, Intimidation and Bullying                                 | 39 |
| Sexual Harassment                                                     | 40 |
| Dating Violence                                                       | 40 |
| Class Trips                                                           | 40 |
| Cell Phones                                                           | 40 |
| CAMERAS, CELL PHONE CAMERAS, RECORDING DEVICES                        | 40 |
| MP3 Players, IPOD Listening Devices                                   | 41 |
| Toys in School                                                        | 42 |
| Weapons/Firearms                                                      | 42 |
| Imitation Firearms (Toy Guns)                                         | 43 |
| Gang Insignia/Activity                                                | 43 |
| Substance Abuse                                                       | 43 |
| Smoking & Tobacco                                                     | 43 |
| Inappropriate Sexual Behavior                                         | 43 |
| Academic Dishonesty Including: Plagiarism/Cheating                    | 44 |
| RESPECT IN THE SCHOOL COMMUNITY                                       | 44 |
| Student Responsibilities                                              | 44 |
| Parent/Guardian Responsibilities                                      | 45 |
| School Bus Safety                                                     | 45 |
| Bicycle, Bus and Car Safety - Board Policies                          | 46 |

|                                                                   |    |
|-------------------------------------------------------------------|----|
| ADMINISTRATIVE ACTION                                             | 47 |
| Loss of School Privileges                                         | 48 |
| Suspension or Expulsion                                           | 49 |
| Student Rights - Short Term Suspension                            | 49 |
| Student Rights - Long Term Suspension                             | 50 |
| Community Resources                                               | 51 |
| Expulsion                                                         | 51 |
| Students with Disabilities                                        | 51 |
| Reports of Various Offenses to Police                             | 52 |
| Discipline Code                                                   | 52 |
| Grievance Procedure                                               | 52 |
| Pupil Discipline Matrix                                           | 54 |
| APPENDICES                                                        |    |
| Appendix A: Policy #5200 Attendance                               |    |
| Appendix B: Policy #8601 Pupil Supervision After School Dismissal |    |
| Appendix C: Policy #8690 Monitoring Devices on School Vehicles    |    |
| Appendix D: Regulation #5350 Pupil Suicide                        |    |

## BENJAMIN FRANKLIN MIDDLE SCHOOL

1315 Taft Road  
Teaneck, New Jersey 07666  
201-833-5450 Tel  
201-862-2465 Fax



Terrence Williams  
**Principal**

David Deubel  
**Assistant Principal**  
Marina Williams  
**Assistant Principal**

September 1, 2020

Dear Benjamin Franklin Middle School Students,

I want to welcome you all to the 2020-2021 academic year here at Benjamin Franklin Middle School. The goal of this booklet is to provide our students and families with very critical information that will impact your time here at the school. I recommend that you review the contents with your parents. To our incoming 5<sup>th</sup> grader, welcome to *Bulldog* territory. You are all in for an exciting learning experience during these critical years of your learning career. If you are returning to *BF*, we welcome you back and look forward to working with you as you chart your academic and social growth. I would also like to welcome new students and or families to the school and the Teaneck community. You have made a great choice, as you will see.

At Benjamin Franklin Middle School, our mission is to provide students with an exceptional and competitive education that will prepare each of them for their tomorrow... TODAY! We will continue to work toward this goal by ensuring that our learners find academic spaces that are socially nurturing and intellectually enriching. These learning spaces ensure an environment which fosters the development of 21st century learners, thinkers, and workers.

On March 13, 2020, those of you who were part of the Teaneck Public School community will recall our shift from in-person instruction to a remote learning model due to the effects of COVID-19. While we all embraced this challenge at all levels, the school and the district have spent a considerable amount of time working to improve the system that has guided our teaching and learning. As you know, we will continue working remotely for the very reasons. However, as we continue to work remotely, please share your concerns, success, and questions with us as we work to improve our virtual learning space.

I am confident that planning at every level will yield an amazing learning experience for each of you. As we continue to shape this work, please continue to share your concerns, thoughts, and ideas with our teachers, support team, and or administration. We are listening and we will work with you all to ensure your success during these times.

Looking forward,

A handwritten signature in black ink, appearing to read "Terrence Williams".

Terrence Williams  
Principal  
Benjamin Franklin Middle School



# QUICK REFERENCE GUIDE

## School Day

- Grades 5 & 6: 8:30 AM to 3:00 PM
- Grades 7 & 8: 8:30 AM to 3:14 PM

**Students may arrive between 8:20 AM and 8:30 AM.**  
**Breakfast Club is available for students from 7:30 AM.**

## Lunch/Recess

- Grades 5/6: 11:28 – 12:22 PM
- Grade 7: 12:25 – 1:19 PM
- Grade 8: 10:31 – 11:25 PM

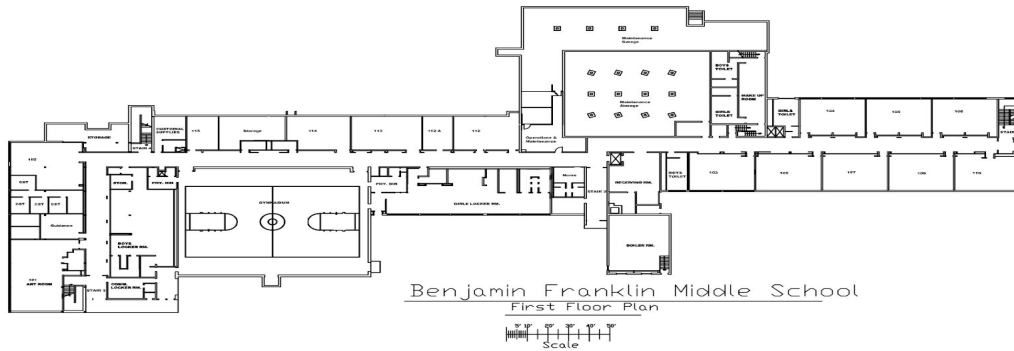
## Important Phone Numbers

- **Main Office** (201) 833-5450
- Principal's Office (201) 833-5451
  - Terrence Williams
- Assistant Principal's Office (201) 833-5450
  - Mr. David Deubel (5&7)
  - Mrs. Marina Williams (6&8)
- Attendance Office (201) 833-5455
  - Mrs. Jennifer Henry
- (Please call each day your child will be absent.)
- Nurse's Office (201) 833-5460
  - Ms. Mattiace
- Counseling Office (201) 833-5455
  - Eve Klein
  - Michael Smith
- District-Wide Anti-Bullying Coordinator (201) 862-2333
- School-Based Anti-Bullying Coordinator (201) 833-5456
  - Eve Klein, ABS

**Tardy Students** – Any student arriving after 8:30 AM should report to the main entrance for a late pass.

**Visitors** – All visitors **MUST** enter through the Taft Road entrance and report to the Main Office immediately.

# BUILDING LAYOUT



## First Floor

Art Room - 101

Gym - 111

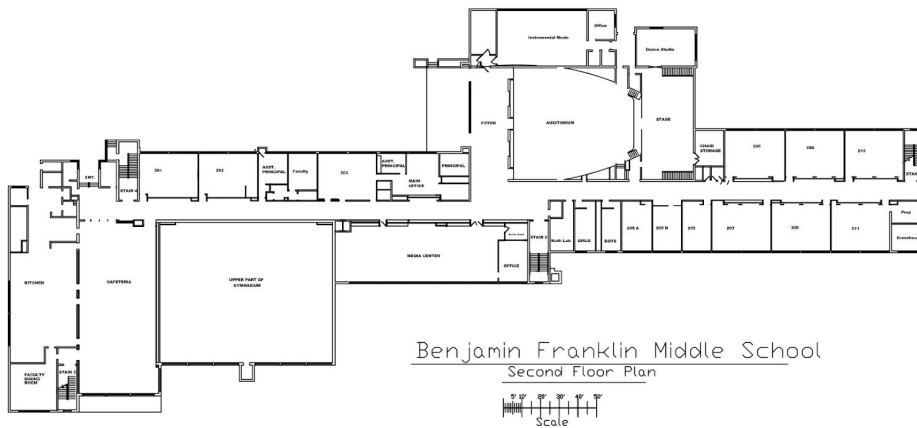
Nurse's Office - 120

Guidance Office/Attendance

Office - 101A South Corridor

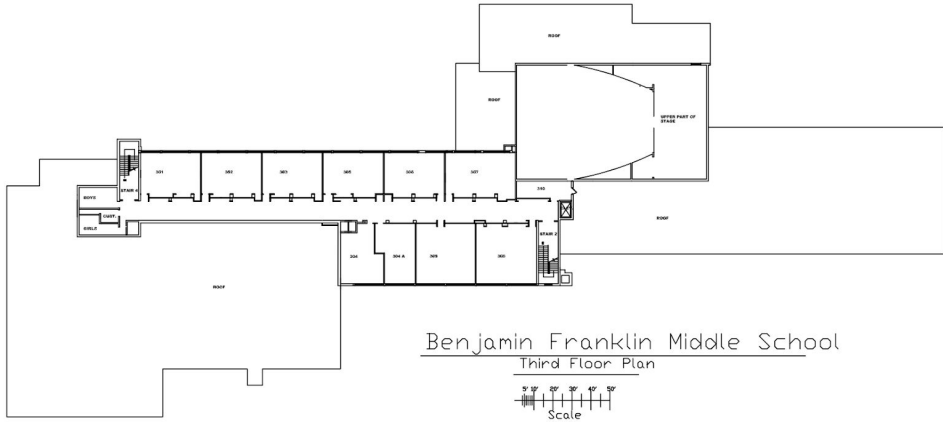
Child Study Team Office - South  
Corridor

Lockers - 1001 - 1301



**Second Floor**

- Principal's Office/Main Office
- Assistant Principal's Office/Main Office
- Cafeteria - 220
- Greenhouse
- Library - 213
- Auditorium - 214
- Band Room - 204
- Lockers - 2001 - 2174



Benjamin Franklin Middle School

Third Floor Plan

Scale

## 2020-2021 SCHOOL STAFF ASSIGNMENTS

**Terrence Williams, Principal**  
**David Deubel, Assistant Principal**  
**Marina Williams, Assistant Principal**

### TEACHER

Andreala, Ashley  
Aprea, Sonia  
Avery-deVlugt, Angela  
Barbosa, Leana  
Bauer, Elizabet  
Bergen, Jessica  
Berrios, Andrea  
Biernacka, Elzbieta  
Blessing, Kelley  
Califano, Claudia  
Cata, Danielle  
Chiu, Dominique  
Cinnella, Josephine  
Cline, Kristen  
Conteh, Zain  
Crimmins, Katherine  
Cusack, Angie  
Detrick, Amanda  
Ebert, Joanna  
Elie, Samantha  
Fane, Alyse  
Fernandez, Clexy  
Finkelstein, Barbara  
Fischkelta, Paula  
Gallow, Megan  
Gonzalez, Allen  
Gorant, Jessie  
Gordon, Sean  
Graves, Vatrell  
Hart, Lawrence  
Hernandez, Jokeldy  
Hickey, Walter  
Hochgesang, Joseph  
Jackson, Shanice  
Klein, Eve  
Lahullier, Laurel  
Lopez, Veronica

### ASSIGNMENT

Special Education  
Grade 5  
Grade 6  
Speech  
Psychologist  
Instrumental Music/Winds  
Technology Specialist  
Special Education  
Drama  
Grade 5  
Social Studies  
Art  
Mathematics  
Grade 6  
Grade 6  
Language Arts  
Special Education  
Special Education  
Grade 5  
Mathematics  
Special Education  
Spanish  
Special Education  
Special Education  
Social Worker  
Grade 6  
Humanities  
Grade 5  
Spectrum Class 1  
Mathematics  
Physical Education  
Science  
Vocal Music, Music through Technology  
Special Education  
School Counselor (Grades 6 and 8)  
Special Education  
Science

|                        |                                   |
|------------------------|-----------------------------------|
| Lospalluto, Vanessa    | Learning Consultant               |
| Matarazzo, Merin       | Special Education                 |
| Mattiace, Lauren       | Nurse                             |
| Mazerolle, William     | Special Education                 |
| McVerry, Jean          | Language Arts                     |
| Mehta, Hina            | Media Specialist                  |
| Moran, Amy             | Grade 6                           |
| Muheisen, Mariam       | Social Studies                    |
| Munguti, Muniyiva      | Literacy Coach                    |
| Murphy, Joseph         | ESL                               |
| Mursch, Eileen         | Grade 5                           |
| O'Connor, Patrick      | Physical Education                |
| Pagan, Colleen         | Spectrum Class 2                  |
| Paz, Stephanie         | Science                           |
| Petrus, Belkis         | Special Education                 |
| Powell, Javalda        | Behaviorist                       |
| Preziosi, Barbara      | Social Studies                    |
| Ramirez, Melinka       | Spanish                           |
| Rossy, Kimberly        | Special Education                 |
| Santana Rivas, Hazel   | Language Arts                     |
| Short, Luke            | Instrumental Music/Winds          |
| Singer, Samantha       | Physical Education                |
| Smith, Michael         | School Counselor (Grades 5 and 7) |
| Spadaro, Allison       | Dance                             |
| Spain, Diana           | Mathematics                       |
| Stanic, Victor         | Special Education                 |
| Tauriello, Joseph      | Grade 6                           |
| Taylor, Mickell        | Special Education                 |
| Tewey, Margaret        | Mathematics                       |
| Uwisavye, Jean-Gratien | French                            |
| Weiss, Roberta         | Special Education                 |
| Yaros, Rochelle        | Special Education                 |

**SUPPORT STAFF**

|                  |                                 |
|------------------|---------------------------------|
| Catherine Hollis | Principal's Secretary           |
| Julia Peña       | Assistant Principals' Secretary |
| Jennifer Henry   | Counseling Secretary            |

**SAFETY & ATTENDANCE OFFICER**

Kenneth Martin

**CUSTODIAL PERSONNEL**

|              |               |
|--------------|---------------|
| Steve Clarke | Day Custodian |
|--------------|---------------|

## **CENTRAL OFFICE ADMINISTRATION**

|                           |                                                                |
|---------------------------|----------------------------------------------------------------|
| Dr. Christopher Irving    | Superintendent of Schools and 504 Officer                      |
| Christine Jimenez-Johnson | Assistant Superintendent of Curriculum and Schools             |
| Angela Davis              | Assistant Superintendent of Educational Services               |
| Melissa Simmons           | Business Administrator/Board Secretary                         |
| Patricia Dent             | Director of School Innovation, English and ESL                 |
| Erica Cerilli-Levine      | Director of Special Education and Nursing Services             |
| Shellian Mirander         | Assistant Director of Special Education                        |
| Keshia Golding-Cooper     | Director of Guidance, Career Services and Vocational Education |
| Terry Corallo             | Director of Community Relations/Chief of Staff                 |
| Mohammed Saleh            | Director of Technology                                         |
| Dr. Marisa King           | Supervisor of Social Studies, Business and Practical Arts      |
| Marina Williams           | Supervisor of Theater and Drama                                |
| David Deubel              | Supervisor of Teaneck Academically Gifted (TAG)                |
| Ramon Ortiz               | Supervisor of World Languages                                  |
| Margot Mack               | Supervisor of Band and Chorus                                  |
| Enoch Nyameke             | Supervisor of Fine Art                                         |
| David Murphy              | Supervisor of Physical Education/Athletic Director             |
| Rolando Monserrat         | Supervisor of Science, Engineering & Technology                |
| Adrienne Williams         | Substance Awareness Coordinator                                |
| Danny Gareri              | Coordinator of McKinney-Vento                                  |

## **TEANECK BOARD OF EDUCATION**

Dr. Ardie Walser – President  
Clara Williams – Vice President  
Linda Burns  
Victoria Fisher  
Sarah Rappoport  
Gerald Reiner  
Sebastian Rodriguez  
Howard Rose  
Denise Sanders

**Teaneck Public Schools Website: [www.teaneckschools.org](http://www.teaneckschools.org)**



# Teaneck Public Schools 2020 - 2021 District Calendar

| <p><b>SEPTEMBER 2020</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>                                                                          | S  | M  | T  | W  | Th | F  | S |   |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    |    |    | <p><b>SEPTEMBER</b></p> <p>1 - 4 Teachers/Paraprofessionals &amp; 10 Month Secretaries Report Supt. Convocation on Sept. 1</p> <p>7 District Closed – Labor Day</p> <p>8 Schools Open Virtually</p> <p>8-11 4 hour session for Students/ Staff PD (PM)</p> <p>18 4 hour session for Students &amp; Staff for Rosh Hashanah (begins at sundown)</p> <p>28 District Closed – Yom Kippur</p>    | <p><b>FEBRUARY</b></p> <p>15 District Closed – Presidents' Day</p>                                                                                   | <p><b>FEBRUARY 2021</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>                                                                           | S | M | T | W | Th                                                                                                         | F                                                                                                                                       | S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   | 1 | 2 | 3 | 4  | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |    |    |    |    |    |    |    |    |    |    |  |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|----|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|
| S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | M  | T  | W  | Th | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    | 1  | 2  | 3  | 4  | 5  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 7  | 8  | 9  | 10 | 11 | 12 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 14 | 15 | 16 | 17 | 18 | 19 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 21 | 22 | 23 | 24 | 25 | 26 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 27                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 28 | 29 | 30 |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | M  | T  | W  | Th | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1  | 2  | 3  | 4  | 5  | 6  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 8  | 9  | 10 | 11 | 12 | 13 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 15 | 16 | 17 | 18 | 19 | 20 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 21                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 22 | 23 | 24 | 25 | 26 | 27 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 28                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| <p><b>OCTOBER 2020</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>                                                                          | S  | M  | T  | W  | Th | F  | S |   |   |   |   | 1 | 2 | 3 | 4 | 5 | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | <p><b>OCTOBER</b></p> <p>9 4 hour session for Students/ Staff PD (PM)</p>                                                                                                                                                                                                                                                                                                                    | <p><b>MARCH</b></p> <p>22 4 hour session for Students/ Staff PD (PM)</p>                                                                             | <p><b>MARCH 2021</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>                                                                        | S | M | T | W | Th                                                                                                         | F                                                                                                                                       | S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   | 1 | 2 | 3 | 4  | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    |    |    |    |    |  |  |  |
| S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | M  | T  | W  | Th | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |    |    | 1  | 2  | 3  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 5  | 6  | 7  | 8  | 9  | 10 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 12 | 13 | 14 | 15 | 16 | 17 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 18                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 19 | 20 | 21 | 22 | 23 | 24 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 26 | 27 | 28 | 29 | 30 | 31 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | M  | T  | W  | Th | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1  | 2  | 3  | 4  | 5  | 6  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 8  | 9  | 10 | 11 | 12 | 13 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 15 | 16 | 17 | 18 | 19 | 20 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 21                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 22 | 23 | 24 | 25 | 26 | 27 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 28                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 29 | 30 | 31 |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| <p><b>NOVEMBER 2020</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>                                                                           | S  | M  | T  | W  | Th | F  | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    |    |    |    |    | <p><b>NOVEMBER</b></p> <p>5 Schools Closed (NIEA Convention)</p> <p>6 Schools Closed (NIEA Convention)</p> <p>25 4 hour session for Students &amp; Staff</p> <p>26 District Closed - Thanksgiving Day</p> <p>27 District Closed - Thanksgiving Recess</p>                                                                                                                                    | <p><b>APRIL</b></p> <p>2 District Closed – Good Friday</p> <p>5-9 Schools Closed – Spring Recess</p>                                                 | <p><b>APRIL 2021</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>                                                                          | S | M | T | W | Th                                                                                                         | F                                                                                                                                       | S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |   |   |   | 1  | 2 | 3 | 4 | 5 | 6 | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    |    |    |    |    |  |  |  |
| S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | M  | T  | W  | Th | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 2  | 3  | 4  | 5  | 6  | 7  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 9  | 10 | 11 | 12 | 13 | 14 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 16 | 17 | 18 | 19 | 20 | 21 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 23 | 24 | 25 | 26 | 27 | 28 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 29                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 30 |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | M  | T  | W  | Th | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |    |    | 1  | 2  | 3  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 5  | 6  | 7  | 8  | 9  | 10 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 12 | 13 | 14 | 15 | 16 | 17 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 18                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 19 | 20 | 21 | 22 | 23 | 24 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 26 | 27 | 28 | 29 | 30 |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| <p><b>DECEMBER 2020</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>                                                                         | S  | M  | T  | W  | Th | F  | S |   |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    | <p><b>DECEMBER</b></p> <p>11 4 hour session for Students/ Staff PD (PM)</p> <p>23 4 hour session for Students &amp; Staff</p> <p>24 District Closed - Holiday Recess</p> <p>25 District Closed - Holiday Recess</p> <p>28 Schools Closed - Holiday Recess</p> <p>29 Schools Closed - Holiday Recess</p> <p>30 Schools Closed - Holiday Recess</p> <p>31 District Closed – New Year's Eve</p> | <p><b>MAY</b></p> <p>13 District Closed – Eid al Fitr</p> <p>28 4 hour session for Students &amp; Staff</p> <p>31 District Closed - Memorial Day</p> | <p><b>MAY 2021</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> | S | M | T | W | Th                                                                                                         | F                                                                                                                                       | S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |   |   |   |    |   | 1 | 2 | 3 | 4 | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |  |  |  |
| S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | M  | T  | W  | Th | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    | 1  | 2  | 3  | 4  | 5  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 7  | 8  | 9  | 10 | 11 | 12 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 14 | 15 | 16 | 17 | 18 | 19 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 21 | 22 | 23 | 24 | 25 | 26 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 27                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 28 | 29 | 30 | 31 |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | M  | T  | W  | Th | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |    |    |    |    | 1  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 3  | 4  | 5  | 6  | 7  | 8  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 10 | 11 | 12 | 13 | 14 | 15 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 17 | 18 | 19 | 20 | 21 | 22 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 23                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 24 | 25 | 26 | 27 | 28 | 29 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 30                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 31 |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| <p><b>JANUARY 2021</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> | S  | M  | T  | W  | Th | F  | S |   |   |   |   |   | 1 | 2 | 3 | 4 | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   | <p><b>JANUARY</b></p> <p>1 District Closed - New Year's Day</p> <p>18 District Closed - M.L.K. Jr. Day</p> | <p><b>JUNE</b></p> <p>17 Last Day for Students/ High School Graduation</p> <p>18 Last Day Teachers &amp; Paras/10 Month Secretaries</p> | <p><b>JUNE 2021</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> | S | M | T | W | Th | F | S |   |   | 1 | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |  |  |  |
| S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | M  | T  | W  | Th | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |    |    |    | 1  | 2  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 4  | 5  | 6  | 7  | 8  | 9  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 11 | 12 | 13 | 14 | 15 | 16 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 17                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 18 | 19 | 20 | 21 | 22 | 23 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 24                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 25 | 26 | 27 | 28 | 29 | 30 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 31                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | M  | T  | W  | Th | F  | S  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    | 1  | 2  | 3  | 4  | 5  |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 7  | 8  | 9  | 10 | 11 | 12 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 14 | 15 | 16 | 17 | 18 | 19 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 21 | 22 | 23 | 24 | 25 | 26 |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 27                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 28 | 29 | 30 |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |                                                                                                            |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |

- 181 School Days for Students
- 186 Work Days for Teachers/Paraprofessionals/ 10 Month Secretaries
- School begins/ends for School Staff
- School begins/ends for Students
- District Closed
- 4 hour session for Student/Staff PD
- 4 hour session Students & Staff
- Schools Closed

Board Approved: February 12, 2020 – REVISION BOARD APPROVED AUGUST 26, 2020



# School Schedule

|                                                                                      | Grades 5/6                                                                                                                     | Grades 7/8                                                                                               |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Homeroom</b>                                                                      | 8:30-8:35                                                                                                                      |                                                                                                          |
| <b>Mindfulness</b>                                                                   | 8:35-8:45                                                                                                                      |                                                                                                          |
| <b>Period 1</b><br><i>Core 5, 6, 7</i><br><i>Encore 8</i>                            | 8:47-10:05                                                                                                                     | 8:47-9:39                                                                                                |
| <b>Period 2</b><br><i>Core 5, 6, 7, 8</i>                                            | 10:09-11:27                                                                                                                    | 9:41-10:33                                                                                               |
| <b>Period 3</b><br><i>Core 7</i><br><i>Lunch/Recess 8</i>                            |                                                                                                                                | <b>10:35-11:27</b><br><u>8<sup>th</sup> Grade Lunch/Recess</u><br>3A: 10:35 – 11:01<br>3B: 11:01 – 11:27 |
| <b>Period 4</b><br><i>Lunch &amp; Recess 5/6</i><br><i>Encore 7</i><br><i>Core 8</i> | <b>11:30-12:22</b><br><u>11:30-11:56</u> : Grade 5 Lunch, Grade 6 Recess<br><u>11:56-12:22</u> : Grade 6 Lunch, Grade 5 Recess |                                                                                                          |
| <b>Period 5</b><br><i>Core 5, 8</i><br><i>Encore 5</i><br><i>Lunch 7</i>             | <b>12:25-1:17</b><br><u>7<sup>th</sup> Grade Lunch/Recess</u><br>7A: 12:25-12:51<br>7B: 12:51-1:17                             |                                                                                                          |
| <b>Period 6</b><br><i>Core 6, 7, 8</i><br><i>Encore 6</i>                            | <b>1:20-2:12</b>                                                                                                               |                                                                                                          |
| <b>Period 7</b><br><i>Core 5, 6, 7</i><br><i>Encore 8</i>                            | 2:15-2:57                                                                                                                      | 2:15-3:07                                                                                                |
| <b>PM Homeroom</b>                                                                   | 2:57-3:00                                                                                                                      | 3:10-3:14                                                                                                |

**IMPORTANT DATES**  
**2020-2021**  
**(Half Days for Students)**

**BACK TO SCHOOL NIGHT**

- Benjamin Franklin & Thomas Jefferson – September 29, 2020 (Tuesday)  
(7:00 pm)

**PARENT/TEACHER CONFERENCES FALL 2020**

- Benjamin Franklin & Thomas Jefferson –October 21, 2020 (Wednesday afternoon  
& evening)

**PARENT/TEACHER CONFERENCES SPRING 2021**

- Benjamin Franklin & Thomas Jefferson –February 18, 2021 (Thursday afternoon  
& evening)

**Half Day Rosh Hashanah**

- September 18, 2020

**Half Day before Thanksgiving**

- November 25, 2020

**Half Day before Holiday Recess**

- December 23, 2020

**STAFF DEVELOPMENT DAYS - Half Days for Students Districtwide**

- October 9, 2020 (Friday)
- December 11, 2020 (Friday)
- March 22, 2021 (Monday)

**DELAYED OPENING AND “NO SCHOOL” ANNOUNCEMENTS**

In the event of hazardous weather or road conditions there will be either a delayed opening or a “No School” announcement. Delayed opening means that school will begin two hours later, at 10:20 A.M. Announcements are made by 6:30AM on radio stations WCBS (880 AM) and WINS (1010 AM); TV stations: Channels 2, 4, 5, 7, Cablevision Channel 12 and FiOS1 News. In addition, this information will be available on the district website at [www.teaneckschools.org](http://www.teaneckschools.org) and on the following school phones after 6:30AM.

(201) 833-5450

(201) 833-5451

(201) 833-5455

**If weather conditions get worse, there will be a “NO SCHOOL”  
announcement made by 7:30 AM.**

# **STUDENT LIFE**

## **The School Schedule**

### **A-F Days**

The school schedule is not based on Monday-Friday; instead, it operates by letter days.

In fifth and sixth grades, the days are labeled A-F. One Encore subject is scheduled during the same time period each day. In fifth grade, the Encores are Music, Art, World Language and Physical Education/Health. In sixth grade, the Encores are Music, Art, World Language, Physical Education/Health, Dance and Drama.

In seventh and eighth grades, the days are labeled A-F, and Encore subjects are generally offered on letter days grouped in threes, A-C-E or B-D-F. The first day of school will be an “A” day. Whenever there is a break for a holiday or a snow day, the schedule resumes with the next letter day.

### **Student Planners**

Every BFMS student is given a Student Planner. It is the student’s responsibility to take care of his/her Student Planner. The planners are designed to last for the entire school year. Students are not permitted to use another student’s planner under any circumstances.

- Be sure to complete the back cover of the Student Planner with accurate, legible information.
- Student planners can be used as a hallway pass.

### **Dress Code**

We recognize that the basic responsibility for the appropriate dress of students rests with each student and his/her parent or guardian. When you choose your school clothes, remember that you are coming to a serious learning environment. Clothing should be neat, clean, consistent with the standards of health and safety, and not disruptive to the learning environment.

The BFMS faculty and staff recognize that the media and popular culture have a great influence on young people in the area of fashion and style. Unfortunately, some of those trends and styles are not appropriate for our learning environment. The administration is asking parents to provide the support and primary oversight needed to ensure that their child is wearing appropriate attire to school. Students who are unsuitably attired for school will be expected to secure appropriate clothing before continuing the daily schedule.

### **Please observe the following:**

- No bare midriffs. Students are not allowed to wear tops that bare the stomach.
- See-through blouses or shirts, or those that are too sheer should not be worn.
- Pants should be worn at the waist, not low on the hips revealing underwear.

- Skirt and short pant lengths should allow for modesty while standing or sitting (not higher than four inches above the knee). No short shorts (even over leggings) are to be worn at any time.
- Necklines should not be low on blouses, dresses, or sweaters.
- Halter tops/dresses and shirts/dresses with spaghetti straps are not permissible. Shirt straps can be the width of two fingers.
- Tank-top athletic shirts (unless something appropriate is worn underneath) are not acceptable as attire for school.
- Any clothing that has writing or pictures that are offensive or that suggest violence, profanity, sexual connotation, tobacco, alcohol, or drug use is not permitted.
- Hats, caps, bandannas, do-rags, or sweatbands may not be worn during school hours. *Head coverings that are not worn to meet religious requirements are not permitted for either males or females.* All head coverings are to be stored in lockers only.
- No pajamas or slippers of any kind.
- No flip-flops, platform shoes or athletic sandals are to be worn in school during physical education classes and other physical activities.
- Coats or other types of outdoor wear are not to be worn inside the school building without authorization. They should be stored in student lockers unless a student is on his/her way to physical education class, or exiting the building on his/her way home.
- In specialized areas of instruction such as physical education or dance, where unique health and safety concerns exist, students will be expected to follow the guidelines established by the department.

### **Dress Code Violation Consequences**

If the dress code is violated, the following (minimum) consequences will be applied:

- 1st Offense: Warning, change of clothing
- 2nd Offense: Phone call home, change of clothing
- 3rd Offense: Detention, phone call home, change of clothing

**Book bags/backpacks are not to be worn or carried in the building during the school day.** They should be stored in student lockers, unless a student is exiting the building on his/her way home. Any other items of attire that would be judged questionable for the school environment are not allowed.

### **Lockers**

You will be assigned your own locker for the entire school year. Lockers and all other storage facilities, including cubbies and desks are the property of the Teaneck Public Schools. Lockers and all other storage facilities, including desks, may be searched at any time period. Lockers have combination locks. Personal padlocks **are not permitted** for use on school lockers. You will be given extra time the first days of school to get used to opening your locker. Be sure to learn how to open yours. You are expected to remember

the combination and should write it down at home in case you forget it, especially after vacations. If you forget it, see your homeroom teacher for help. **Do not tell your friends your locker combination.**

- Don't store any of your belongings in a friend's locker. When you use your locker, be sure that you have closed it and turned the combination lock several times.
- Do not vandalize your locker (write on it with a marker or pen), inside or out.
- Lockers may not be decorated with wrapping paper, balloons or other items. Doing so may be considered vandalism.
- Do not leave food in your locker overnight.

***The Principal or other designated official may, at any time, inspect lockers or other storage facilities (desks, cubbies, etc.) provided for student use.***

### **Lunch/Cafeteria Meals**

A complete lunch is provided in our cafeteria. A copy of the lunch menu is distributed to each student, monthly, to assist in the planning of lunches for the month. Students may select a hot lunch, cold cut sandwiches, and milk or juice beverage for **\$2.95**. Snacks like fruit, chips, cookies, and ice cream are also available at a separate charge.

Monies can be deposited into your child's lunch account as an established line of credit. Whenever your son/daughter selects lunch items, he/she swipes his/her ID card or punches his/her id number into the keypad next to the cash register. The cashier will verify that the person pictured on the screen is making the purchase. The amount due is immediately deducted from the available balance and the account is updated with each purchase.

Students may also prepay lunches at the cost of **\$2.95** each by cash or check.

***Make checks payable to: Teaneck Board of Education.***

Eligible families will receive either a reduced-price lunch or free meals based upon review of their financial disclosure application. The District has a wellness policy that applies to school lunches, in accordance with State regulations.

### **Textbooks**

- Take care of your textbooks. They are one of our most important tools of learning.
- Make sure that your name is written in the book in the space provided.
- Cover your books. The covers will protect your books and save you money.
- Keep a list of your book numbers.
- A lost or seriously damaged books will result in a book fine. Fines are levied for other damages.

## **MEDIA CENTER GUIDELINES**

**Hours:** 8:15 AM - 3:30 PM

### **General rules:**

- Respect all materials, personnel and equipment.
- Follow directions the first time given.
- Food/Drink **are not** allowed in the Media Center, unless authorized by administration.

### **Access During School Day**

#### **Individual Student Use:**

- A student may use the library/media center for book selection, research or reading for pleasure.
- A student may use the media center during lunch and before and after school every day, except when there is a meeting in the library/media center. A student must have a pass from the librarian if they want to go to the library before 8:20 AM or after school.
- During the course of the day, a student must obtain a pass from a teacher. They will not be permitted in the library at any time without a pass. If the library/media center is occupied and the library media specialist is busy with a class, you will have to return at a later time.
- If a class is in session in the Media Center, students will be admitted based on available space.

### **Computer Use**

Computers in the Media Center are for everyone to use for research. There are a number of references for students and teachers to use.

### **District-provided access to electronic information resources**

Teaneck is very fortunate to be able to provide our students with activities and projects that involve the use of the internet. We believe that the internet offers vast, diverse and invaluable resources to our students. The District's goal in providing this access is to promote academic growth and excellence in our schools. With the potential use of the internet, our responsibilities and rights for that use grow. Students and staff are responsible for acceptable behavior on the school computer system just as they are in a classroom or hallway. Policy, regulations, and procedures for behavior, discipline, and the use of District-provided technology apply. You will receive a copy of a District-Provided Access to Electronic Information Policy. The Teaneck Board of Education construed this policy in order to address the issues involved with the rights and responsibilities when using District-Provided technology. Additionally, please refer to Policy 3283 Electronic Communications Between Teaching Staff Members and Students, and Policy 4283 Electronic Communication Between Support Staff Members and Students, both of which are available on the Board website. Please review these policies with your child.

In order to access District computers and the internet while at school, you must complete and return the **District-Provided Access to Electronic Information Form** to the main office. If you have any questions regarding the policy and regulations, please contact the principal's office at (201) 833-5450

## **ATTENDANCE/ABSENCES/TARDINESS**

Parents and school officials have an obligation to ensure that students of school age attend school. The compulsory education laws of New Jersey hold parents/guardians responsible for regular attendance for children between the ages of six and sixteen. Regular attendance at school is a fundamental prerequisite to enable students to benefit from the provision of free education.

A student is expected to attend *all the days and hours that the public schools are in session in the District.*

1. In Grades K-8, when a student exceeds the limit of the eighteen (18) absences permitted, the building principal has the authority to retain the student or to require completion of specified academic responsibilities before promotion is granted.
2. All absences will count toward this limit with the exception of the non-countable absences listed below:
  - a. Court-ordered appearance
  - b. Suspension from school
  - c. Death in the immediate family
  - d. Authorized school field trips and athletic events
  - e. Official appointments with administrators, guidance counselors or medical staff
  - f. Personal illness of five (5) days or more, with doctor's note, submitted within three days of return to school
  - g. In-school suspension.
  - h. For reasons as set forth in the student's IEP, Section 504 Plan, or individual health care plan, where appropriate
  - i. Approved religious holidays

A student who has 10 or more cumulative unexcused absences will be considered truant, referred to a court program as required by State law, and will be subject to proceedings under the compulsory attendance laws.

When a student is absent, parents/guardians should call the school at (201) 833-5455 to notify us. You may call any time the evening before the absence and leave a message or as early as possible on the morning of the absence.

**If a student is absent for all or part of a day, the parents/guardians are required to write a note or to provide a doctor's certificate. The note or doctor's certificate must state the reason for absence. This note is required even if the parent/guardian has called the school to report the absence.**

**If a student will be absent for three or more days the parent/guardian is urged to arrange to pick up schoolwork by calling the Main Office at (201) 833-5450 prior to 8:30 AM. Please be advised, 24-hour notice is needed for the Main Office to collect the homework assignments. If a student is absent fewer than three days, a student should contact their teacher upon return to school.**

### **School Absences Because Of Family Vacations**

There are times when families plan vacations when school is in session. Students who are absent from school because of vacations cannot be excused from their scholastic obligations. Classroom time is uniquely beneficial to students to the degree that it cannot be replicated at an earlier or later time. The bulleted points below best represent the school's attempt to address the issue so as to best support the goals of the school and the needs of the students:

- Teachers are not obligated to provide assignments in advance for students.
- Students and parents are obligated to initiate the completion of specific assignments, etc. missed due to vacation during regularly scheduled school days.
- Teachers are expected to provide the same, reasonable make-up opportunities extended to students who experience an excused absence. Teachers are not expected to provide more time for students who missed school because of family vacations.

In the event of unexcused absences, the following actions will be taken by the school:

- 1) **Up to four cumulative** unexcused absences:
  - a) Make reasonable attempt to notify parents of each absence
  - b) Conduct investigation as to cause of each absence
  - c) Develop an action plan to address absences
  - d) If child abuse/neglect is suspected, proceed in accordance with reporting requirements
  - e) Cooperate with law enforcement/other agencies as appropriate
- 2) **Between five and nine cumulative** unexcused absences:
  - a) Make reasonable attempt to notify parents of each absence
  - b) Conduct investigation as to cause of each absence
  - c) Evaluate plan developed
  - d) Revised plan as needed
  - e) Cooperate with law enforcement/other agencies as appropriate
- 3) **Ten or more cumulative** unexcused absences:
  - a) Mandatory referral to court program
  - b) Make reasonable attempt to notify parents of mandatory referral
  - c) Continue to consult with parent/involved agencies to support student's return to school and regular attendance



- d) Cooperate with law enforcement/other agencies as appropriate
- e) Proceed in accordance with Compulsory Education laws

### **Tardiness to School or Class**

Students are expected to arrive at school and in each class on time. Students may enter the building at 8:20AM, and are expected to be in their homerooms for attendance by 8:30 AM. Students arriving after 8:30 AM are to report to the Attendance Desk at the front entrance for a tardy slip. Lateness may only be excused if the student is ill, because of a religious holy day or in the case of extreme emergencies. In these cases, the student must present a parental note explaining the lateness. If a student is late more than (3) times in a Marking Period, he or she may receive an administrative detention. Excessive tardiness may also result in loss of school privileges. Students will have an opportunity to “start over” each Marking Period to correct their lateness.

It is also important that you report to your classes on time. Attendance will be taken in each class daily. Detention will be assigned by your classroom teacher to those students who are late for class.

### **Encore Subjects for Seventh And Eighth Grades**

Encore courses offer some choice to upper grade students. All students are required to take Physical Education and Health/Wellness. Students are also required to take either Spanish or French. Encore classes meet every other day for either one semester or for the entire year.

Fine and Performing Arts courses open to seventh and eighth graders include: Art, Dance, Drama Band, Chorus, Orchestra and Music through Technology. Additional electives include: Creative Writing, Law and Public Speaking, Humanities, Reading Lab, Mathematics Lab, Forensic Science, Multimedia Production and Classroom, Inc. (technology-based business simulation).

If there is an indication that a student needs extra help in reading or math, he or she will be placed in a Reading and/or Math Lab, which will count as an Encore selection. This supportive environment provides a smaller class setting and different instructional strategies to assist students in achieving at a higher level.

## **STUDY HABITS**

During the school year, teachers and counselors will provide you with support to improve your homework completion rate and study habits. Experts have shown that students who regularly complete homework are more successful in school. Just as practice is essential to an athlete, regular study and homework completion is important to be a good student. Here are some suggestions that some of our students have found helpful:

- Keep in good physical condition.
- Maintain a schedule for homework.

- Keep your mind on your work.
- Have a regular place to study. Make sure that it is well lit and as quiet as possible.
- Be sure you understand your assignment. If you don't understand it, ask your teacher questions.
- Be prompt in submitting assignments.
- Maintain an assignment book.
- Start to work on long-term assignments and projects long before they are due.
- Start to work on long-term assignments and projects long before they are due.
- Your advisor and teachers are available to help you after school. Just ask!
- Form a study group! This is a proven way to succeed for many high school and college students.

## **EXTRACURRICULAR ACTIVITIES**

Benjamin Franklin offers students a number of opportunities to be involved in the school and/or to pursue individual interests. Listed below are some tentatively scheduled clubs activities. During the year, other clubs and activities can be developed and offered based on the interests of the student body.

### **BF Achievers**

BF Achievers is an all male 7th and 8th grade mentorship group that meets between 1 – 3 times a month. This after school activity will provide a safe space for club members to engage in experiences meant to cultivate and empower them as young men. Topics, such as (but not limited to) leadership, self-image, healthy relationships, peer pressure, overcoming obstacles, and goal setting will be discussed on a regular basis.

### **Chorus**

All students have the opportunity to explore their interest in singing and express their love for music through BFMS's mixed choruses. The volunteer fifth and sixth grade chorus and the seventh and eighth grade chorus meet after school once a week, and the seventh and eighth grade enrolled chorus meet every other day as part of a graded course. Through their participation in these ensembles, students learn basic vocal technique, the value of collaboration, and the importance of personal accountability. In addition, they acquire and advance skills of mass communication through a variety of performance opportunities during the school year. No prior experience is necessary, however, attendance and participation is mandatory.

### **Drama Club**

Drama Club is a fun place where BF students join together to write and perform theatrical works. A special emphasis is placed on movement, collaboration, communication, and audience etiquette.

### **D.R.E.A.M.S.**

D.R.E.A.M.S. is an all female mentorship group for Benjamin Franklin Middle School girls in grades 7 and 8. Participants develop into a true sisterhood who share with each other, learn from each other, and mature together. D.R.E.A.M.S. stands for Determination, Responsibility, Excellence, Achievement, Motivation, and Success. The interactive workshops may include topics such as relational aggression, body image and the media, peer pressure, communication skills, goal setting, and self-esteem.

### **Environmental Club**

Students in the Environmental Club learn about the benefits of recycling, plant care and importance of air quality. Students coordinate the recycling program and chart air quality throughout the building on a regular basis.

### **I-Team**

I “Influence” Team is made up of 6-8 students in each grade, who are selected, based on teacher referrals, to provide peer education regarding positive character development and serve as a student advisory body to the Positive Behavior Intervention & Support (PBIS) Team.

### **Makerspace**

Makerspace provides students an environment to explore and create various items. In doing so, students have the opportunity to learn STEAM (Science, Technology, Engineering, Arts and Math). Projects/activities that can be created vary from computer/technology dissection, coding, building, circuitry, sewing, making jewelry, etc. The intent of this club is to evolve in the field of electronics, robotics, 3D printing, etc.

### **Intramural Program**

The Intramural program is offered on a weekly basis for grades five through eight. Students will participate in a variety of activities such as indoor soccer, basketball, volleyball, kickball, etc.

### **National Junior Honor Society**

The National Junior Honor Society is comprised of eighth grade students who exemplify the NJHS pillars of character, citizenship, service, leadership and scholarship. Students are invited to apply for membership to NJHS based on academic performance and commendable behavior throughout their years at Benjamin Franklin Middle School. Candidates must complete an application essay, and induction is determined by a faculty council. The BFMS chapter of the NJHS emphasizes the importance of service and leadership through various charitable projects that benefit our local and global communities.

### **N.B.A. (No Boys Allowed) Book Club**

N.B.A. is a book club for girls in grades 5 and 6. N.B.A. uses the joy of reading to motivate thoughtful discussion on issues of importance to girls, while increasing

self-esteem and self-empowerment. The girls read books that are pre-selected based upon their themes and the interests of the girls enrolled. Some possible themes include girl empowerment, friendships, conflict resolution, body image, dating relationships, acceptance and self-esteem.

### **Power Boys**

POWER Boys is a partnership between Benjamin Franklin Middle School and Community Baptist Church of Englewood. POWER Boys uses a small discussion group format to assist 6th grade boys in improving in the areas of attitude, behavior and/or academic achievement. Throughout the course of the year, the students meet to discuss topics such as Positive Decision-Making, Leadership, Academic Achievement and Financial Literacy.

### **Student Council**

This elected panel is the student body's duly-authorized liaison representative to the teachers and administration. Matters of interest and concern to the student population may be brought to this student advocacy group. In addition, the group sponsors various social and academic events.

### **C.L.U.B. "Character.Listening.Upstanding.Beliefs" 6 & 8**

C.L.U.B. is a leadership group. Their goals are to reduce harassment, intimidation, and bullying (H.I.B.) by trying to establish a culture where bullying is not tolerated by staff or students. They participate in poster campaigns, group discussions, role plays and media analysis to become experts on the topics of bullying and relational aggression in middle school. The emphasis is on the power of students being "upstanders" by standing up and speaking up when they or their peers are being bullied, both online and offline. The 7th and 8th graders serve as school ambassadors and role models for the BFMS community at large, as they help foster acceptable social norms in our school.

### **Yearbook Committee**

This group meets to make decisions and contributions to the annual BFMS yearbook. Students will learn how to create layouts, design pages and photograph important school events.

### **A Note About After School/Evening Activities:**

Many activities feature events like dances and concerts that take place after school and into the evening hours. There may be some instances, where prior to any evening activity, and for purposes of safety and convenience, parents are required to complete a form that provides information regarding how your child will get home from the event, and phone numbers at which you can be reached that evening. Please remember that participation in these activities is a privilege. Such privilege may be revoked at any time by the school administration for poor student behavior or other good cause.

## EIGHTH GRADE COMMUNITY SERVICE

Each year, eighth grade students are required to complete five hours of community service as part of their graduation requirement. Service hours can include in-school and out-of-school opportunities from September through May. Students will work with the eighth grade assistant principal who will monitor student hours.

## SUPPORT SERVICES

Information about the following services are available: Intervention & Referral Services (I&RS), Child Study Team evaluation, Section 504 evaluation, speech correction, counseling, psychological evaluation, learning disabilities support, assistance for truant students, home tutoring, resource room and remedial instruction, English as a second language and others. Please feel free to contact our guidance department to avail yourself of these services or discuss any concerns you may have about your child at any time or refer to Regulation 2460.1 Special Education – Location Identification, and Referral, which is available on the Board website.

### **Guidance Counselors**

**Ms. Klein counsels Grade 6 and Grade 8, Mr. Smith counsels Grade 5 and Grade 7.** The guidance counselors' primary task is to assist students in having a productive and positive experience at Benjamin Franklin Middle School. They help students make choices and decisions relating to their personal, social and academic growth. At least one guidance counselor will be available at any time during the day if you need assistance or if you need someone with whom to talk. In the beginning of the year, you may have a conflict in your schedule or may decide to drop or add a course. In order to do this you must see your guidance counselor. **However, you must do so before September 25th. Any changes after this date must be approved by the principal.**

### **Assistant Principals**

There are two assistant principals in the school. Each assistant principal is assigned to specific grades: Mr. Deubel primarily works with Grades 5 & 7 and Ms. Williams primarily works with Grades 6 & 8.

*Students requiring **immediate** assistance can seek out any administrator in the building, including the building principal -Mr. T. Williams.*

## SAFETY AND SECURITY

### **Notice of Nondiscrimination**

This District does not discriminate on the basis of race, color, national origin, religion, sex, sexual or affectional orientation, age, social or economic status, marital status, or disability in admission or access to its programs and activities. The District does not

discriminate on the basis of sex in its educational programs or activities. Sexual harassment is expressly prohibited. The District will not tolerate sexual harassment in any form. Title VI, 42 U.S.C. §2000d requires that all vocational opportunities will be offered without regard to race, color, national origin, sex or disability.

Section 504 of the Rehabilitation Act and the American with Disabilities Act (“ADA”) apply to the District, its programs, services and activities. The District shall evaluate, identify, and provide a free appropriate education to all students who are individuals with disabilities under federal law and who reside within the District. Under Section 504 and the ADA, “an individual with a disability” is defined as a person who has a mental or physical impairment which substantially limits one or more major life activities (such as seeing, hearing, speaking, breathing, learning, or working) or has a record of such impairment; or is regarded as having such an impairment. Under the Individuals with Disabilities Education Improvement Act, a student may be classified as eligible for special education and related services based upon 13 categories of disabilities. For further information, contact the Child Study Team.

The District will furnish auxiliary aids and services to students, employees, parents/guardians, and members of the public who have disabilities to the extent necessary for communications with other persons, unless it will result in an undue burden on, or a fundamental alteration in the program.

Any parent/guardian who believes that a student may be eligible for services under Section 504 should seek assistance from the Building Section 504 Officer, Ms. M. Williams.

### **Transgender Students**

The District is committed to providing a safe, supportive, and inclusive learning environment for all students. The District shall ensure that all students, including transgender students, have equal educational opportunities and equal access to the District’s educational programs and activities. The District will comply with Federal and State laws and regulations regarding transgender students and no student shall be subjected to discrimination on the basis of gender identity or expression. The District will ensure the privacy of transgender students to the extent permitted by law.

The District will not question or disregard the assertion of a student’s gender identity. However, the Superintendent or designee may question a student’s asserted gender identity when there is credible basis for believing the student’s gender identity is being asserted for some improper purpose.

The District recognizes school-related issues regarding transgender students will vary on a case-by-case basis. Therefore, the Superintendent or designee will meet with the parent and the student to discuss school-related issues, including but not limited to,

names/pronouns, student records, restrooms, locker rooms, physical education classes, intramurals programs, interscholastic athletics, and dress codes.

### **Visitors**

**All visitors are required to sign in.** They should do so in the Main Office, in order to receive a Visitor's Pass to visit classrooms or any other part of the school building and grounds.

Parents/guardians wishing to visit the school or sit in on classes must telephone or submit such requests in writing at least one day prior to the visit, so that arrangements can be made to accommodate the visitor.

Visitors without a pass may be considered trespassers.

### **Reports to The Division of Child Protection and Permanency (DCP&P)**

All school district personnel, including teaching staff members, support staff members and volunteers, are charged by law with the responsibility for reporting suspected cases of child abuse and/or neglect. The suspicion of child abuse and/or neglect may be based on the complaints of the child or on the direct observations of the employee over a period of time or both. If child abuse and/or neglect are suspected, the matter will be reported to DCP&P immediately. A report will then be made to the Principal/designee. The Principal or his/her designee will report the matter to local law enforcement.

### **Personal Possessions**

The Board of Education recognizes that there are times when students may wish to bring personal property to school, such as calculators, computers or other electronic equipment, musical instruments and other valuable items. Students are encouraged, however, not to bring valuable personal property items to school.

If students choose to bring valuable personal property to school, students should exercise appropriate supervision and control over their property. Parents are encouraged to have such valuable property insured against loss or theft. In any event, students who leave their personal possessions unattended on school premises do so at their own risk. The Board of Education shall not be responsible, under any circumstances, for the loss of a student's personal property in case of loss or theft.

### **Lost And Found**

- Items such as books, jackets, hats, etc., can be located in the back of the cafeteria.
- Valuables such as jewelry, money, etc., can be located in the main office.

**Lost articles not claimed by December shall be given to charity or discarded. This will occur at the end of the school year as well.**

**Students should make sure their locker is secure by keeping it locked and not giving away their combination. The school is not responsible for the loss or theft of personal property.**

### **Emergency Cards And Student Pick-Up Procedures**

In September, you will receive an emergency information sheet. This must be completely filled out and immediately returned to the school. If there is any change in the information provided to the school (i.e., new phone number, new work phone number, change in emergency contact person), during the course of the school year, please submit a note to the guidance secretary about the change. Please note: If it is an address change, you must contact the Registrar's Office at 201-833-5512.

Try to arrange for, and designate on your contact information, more than one person who can be reached in case of emergencies, school closings, or illness. ONLY the persons designated on your emergency contact sheet are allowed to take your child from school. Additionally, persons NOT authorized to pick up your child, or any other custodial arrangements, should be noted on this card.

Make sure your child knows where to go and what to do in case the person who picks him or her up from school does not arrive or is delayed.

Any student who needs to leave school early must submit a note from their parent/guardian to the attendance secretary in the Main Office. The note must indicate the reason for leaving and departure time.

A student must be signed out and picked up from the Main Office only by the parent/guardian or person listed on the emergency sheet. If the student is returning to school, a pass must be obtained from the Main Office for admittance back into school.

### **Student Supervision After Dismissal**

In accordance with Board Policy No. 8601 (See entire policy in Appendix B), any parent(s) or legal guardian(s) of a student attending a District-operated school or program, where the student is not eligible for District-provided transportation or is eligible and elects not to use District-provided transportation after dismissal, may request the school or program not release the student to walk home after dismissal unless the student is released to the parents(s), legal guardian(s), or designated escort(s). The parent(s)/legal guardian(s) may designate up to 3 escorts.

Only those parents or legal guardians requesting the school or program not release their child(ren) after school dismissal need to complete the Request Form.

In order for the administration to effectively implement the requirements of this policy and to ensure the safety and security of students who will be released to parent(s), legal guardian(s), or designated escort(s), the parent request shall be applicable for every



school day, including early dismissal, early dismissal due to weather, or other emergency. The request will apply for a duration period of the entire school year. The Request Form must be re-submitted at the end of the duration period. In addition, a parent(s) or legal guardian(s) may rescind their request by submitting a written request to the Principal or Program Director indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

The student(s) shall be supervised by school staff in the designated area of the building and will only be released when the parent(s), legal guardian(s), or designated escort arrives to pick up the students. In the event the parent(s), legal guardian(s), or designated escort does not arrive to pick up their child(ren) after the dismissal time of school, the Principal/designee will attempt to contact the parent(s) or legal guardian(s) using the District emergency call procedures.

This option should not be viewed as an aftercare program. The expectation is that parent(s), legal guardian(s) or designated escort(s) will arrive to pick up their child(ren) at dismissal time, not later than 3:15 p.m. for students in grades 5 and 6, and no later than 3:30 p.m. for students in grades 7 and 8. If you require other after-care arrangements, please visit the Teaneck Community Education Center. The Center offers School Age Child Care (SACC) after school. SACC is located in the cafeteria of the school. SACC is provided after school until 6:15 p.m. every day for a fee. You may call the Teaneck Community Education Center at (201) 833-5514 for information.

### **Hall Passes**

Any student in the hall during a class period must have a pass signed by a faculty member, in the appropriate place, with time indicated.

### **Fire Drills and Security Drills**

All schools are required to conduct at least one fire drill and one security drill each month within school hours. Security drills include evacuation (non-fire), bomb threat and lockdown. During all drills, silence and attentiveness are required. Follow directions of staff members. If you are not with your teacher, follow the directions of staff members nearest you. If you have any questions about any of these drills, ask your building administrators or your teacher.

### **Hazardous Substances**

Notice of any construction or other activities involving the use of any hazardous substances will be posted on a bulletin board in the school. Hazardous substances may be stored at the school at various times throughout the year. A hazardous substance fact sheet for any such substance used or stored is available from our Office of Curriculum and Instruction (201) 833-5506.

### **Student Health**

Our students should be in school, but not if they are ill. Please do not send your child to school if he or she is sick. This is not in the best interest of the child and can affect the health of others.

### **Medication In School**

Generally, only the school nurse or parent/guardian is legally allowed to dispense medication. Call the school nurse at (201) 833-5460 for information regarding procedures. With written permission, certain students may self-administer medication for life-threatening illnesses.

Only the following individuals are authorized to administer medication to students in school: (1) the school physician; (2) a certified or non-certified school nurse; (3) a substitute school nurse employed by the District; (4) the student's parent or guardian; (5) other school employees trained and designated by the certified school nurse to administer epinephrine in an emergency; or (6) the student approved to self-administer in accordance with State law.

Students who need to take medication during school hours, either for anticipated emergencies such as an asthma attack, for life threatening illnesses or for short intervals such as antibiotics, are required to abide by the following regulations:

1. Submit a written authorization by the parent or guardian for self-administration of medication;
2. Submit a written certification from the physician that the pupil has asthma or another life threatening illness or need for antibiotics and is capable of and has been instructed in the proper method of self-administration of medication;
3. Submit a written statement by the parent or guardian acknowledging that neither the District nor the school shall incur liability as a result of any injury arising from the self-administration of medication by the pupil and that the parent or guardian shall hold harmless the District and its employees or agents against any claims arising out of the self-administration of medication by the pupil;
4. In situations where a pupil is authorized to use a nebulizer to treat asthma during school hours, the pupil shall submit a treatment plan prepared by a physician which shall identify, at a minimum, asthma triggers.

Students who require epinephrine via epi-pen for anaphylaxis during school hours are required to abide by the following regulations:

1. Submit written authorization by the parent or guardian for the administration of the epi-pen by the school nurse or his or her designee;

2. Submit written orders from a physician or advanced practice nurse that the pupil requires epinephrine for anaphylaxis and does not have the capability for self-administration of the medication;
3. Submit a written statement by the parent or guardian acknowledging that neither the District nor the school shall incur liability as a result of any injury arising from the administration of medication to the pupil and that the parent or guardian shall hold harmless the District and its employees or agents against any claims arising out of the administration of medication to the pupil.

### **Immunization Records**

New Jersey State law and District policy require that all immunizations be current in order for children to attend school.

### **Lice**

From time to time, a student may come to school with head lice. If suspected, students will be referred to the school nurse. If it is determined that your child has head lice, he/she cannot be permitted to attend classes until cleared by the school nurse. **Benjamin Franklin Middle School has a “no nit” policy.** Please call the nurse if you have any questions.

## **ACADEMIC POLICIES AND PROCEDURES**

### **Student Records**

You are entitled to review your child’s student records. Student records include information related to an individual student gathered within or outside of the school district and maintained within the school system, regardless of the physical form in which it is maintained. The District may deny access to parents/legal guardians/adult students only upon court order. The parent/legal guardian/adult student may appeal such denial.

The parent of a special education student, the adult student himself, or their designated representative shall be permitted to inspect and review the contents of the student’s records without unnecessary delay and before any meeting regarding the student’s IEP. Other authorized organizations, agencies and persons may inspect a student’s records in accordance with law.

Any parent/guardian/adult student may request the right to inspect the student’s file by submitting a letter to the superintendent. Such request will be responded to within ten (10) days after receipt of said letter. A reasonable fee may be charged for copies of records requested. The District may deny access to parents/legal guardians/adult students only upon court order.

“Student directory information” can be released to the public without consent. This information includes a student’s name, grade level, date and place of birth, dates of school attendance, major field of study, participation in officially recognized activities, weight and height relating to athletic team membership, degrees, awards, most recent school attended, and other similar information. **The parent/guardian/adult student can submit a written statement to the superintendent to prohibit the disclosure of such information within ten (10) days of receipt of this handbook.**

The District is required to provide students’ general directory information to military recruiters, when requested. Parents/guardians may request that their child’s information not be released without prior written parental consent.

The District also compiles a school contact directory for official use. This directory contains a student’s name, address, telephone number, date of birth, and school of enrollment. It is provided only to judicial officers, law enforcement, and certain medical personnel. In order for a parent/guardian/adult student to exclude information from this directory, the parent/guardian/adult student must notify the District in writing on a form prescribed by the Commissioner of Education, available from the District.

When the parent’s dominant language is not English, the District will make every effort to provide the interpretation of the student record in the dominant language of the parent or assist parents in securing an interpreter.

Students involved in school-based substance abuse programs are entitled to confidentiality. If staff learns of illegal activity from a source different than the student’s substance abuse program, staff must report such information to law enforcement.

Upon graduation or permanent departure of a student from the school system, the parent/guardian/adult student may request a copy of the entire student record.

Collection, maintenance and access to student records shall be conducted in accordance with the law and Policy 8330.

**Grading Periods Report Card Distribution Dates for 2020-2021**

---

**HIGH SCHOOL/MIDDLE SCHOOLS**

| <b>Grading Periods</b> |                   |                 |                                     |                                  |
|------------------------|-------------------|-----------------|-------------------------------------|----------------------------------|
|                        | <b>Start Date</b> | <b>End Date</b> | <b>Progress Report Distribution</b> | <b>Report Cards Distribution</b> |
| Progress Report MP1    | 9/8/2020          | 10/8/2020       | October 16, 2020                    |                                  |
| Grade Reporting MP1    | 9/8/2020          | 11/12/2020      |                                     | November 20, 2020                |
| Progress Report MP2    | 11/13/2020        | 12/17/2020      | January 6, 2021                     |                                  |
| Grade Reporting MP2    | 11/13/2020        | 1/28/2021       |                                     | February 5, 2021                 |
| Progress Report MP3    | 1/29/2021         | 3/2/2021        | March 10, 2021                      |                                  |
| Grade Reporting MP3    | 1/29/2021         | 3/31/2021       |                                     | April 16, 2021                   |
| Progress Report MP4    | 4/1/2021          | 5/10/2021       | May 19, 2021                        |                                  |
| Grade Reporting MP4    | 4/1/2021          | 6/11/2021       |                                     | June 17, 2021                    |

**ELEMENTARY SCHOOLS**

| <b>Grading Periods</b> |                   |                 |                                 |
|------------------------|-------------------|-----------------|---------------------------------|
|                        | <b>Start Date</b> | <b>End Date</b> | <b>Report Cards Distributed</b> |
| Marking Period 1       | 9/8/2020          | 11/12/2020      | November 20, 2020               |
| Marking Period 2       | 11/13/2020        | 1/28/2021       | February 5, 2021                |
| Marking Period 3       | 1/29/2021         | 4/1/2021        | April 16, 2021                  |
| Marking Period 4       | 4/2/2021          | 6/11/2021       | June 17, 2021                   |

## **Marking System**

Letter grades for students may be accompanied by a + or – symbol. This plus or minus adds or subtracts to or from the quality of the letter grade earned by the student. Plus/minus grading is more fair and precise and gives students a better opportunity to improve grades.

### **“A” Superior Accomplishment; considerably above grade level average**

- The student has a thorough understanding of the subject matter, as evidenced by a variety of assessments.
- The student participates fully in classroom activities and discussions.
- The student does more work, of better quality, than is required of the class.
- The student presents original information related to classroom activity.
- The student is consistently prepared for class in that reading assignments are completed and written homework is of excellent quality.

### **“B” Very good accomplishment; above grade level average**

- The student has a good understanding of the subject matter, as evidenced by a variety of assessments.
- The student participates in classroom activities and discussions, exhibiting a high level of engagement.
- The student completes required work and the quality of the work is good.
- The student is prepared for class in that reading assignments are completed and written homework is of good quality.

### **“C” Satisfactory accomplishment; at grade level average**

- The student has a good understanding of the subject matter, as evidenced by a variety of assessments.
- The student participates in classroom activities and discussions.
- The student completes required work at an acceptable level.
- The student is generally prepared for class, although not enough effort may be given to reading assignments and/or the written homework is of average quality.

### **“D” Minimum accomplishment; below grade level average**

- The student has below average understanding of the subject matter, as evidenced by a variety of assessments.
- The student makes some effort to participate in classroom activities but effort is sporadic or minimal.
- The student completes the required work at a level below the standard for class.
- The student is often not prepared for class.

### **“F” Lack of accomplishment, below minimum grade level average**

- A variety of assessments and tasks indicate little or no understanding of the subject matter.

- The student makes little or no effort to participate in classroom activities or discussions.
- The student does not complete required work or completes work at a level far below the standard for the class.
- The student is rarely and/or inadequately prepared for class.

**“I”**                    **Incomplete for students who have been absent for an extended period of time and who have not had adequate time to make up work.**

**“MED”**                **For students on long-term illness or injury that affects a subject that cannot be made up.**

**“AUD”**                **For students who are unable to participate fully in a subject.**

**“EXC”**                **For students who are administratively excused from participating in an entire period because of religious/moral beliefs.**

### **Guidelines For Student Promotion**

**We expect students to study, complete homework and maintain a good attendance record. The following is a summary of the Teaneck Public Schools Promotion and Retention regulations.**

#### **Grades Five and Six**

A student will be promoted to the next succeeding grade level when he or she passes and completes all required subjects. Failure of one required subject may result in a conditional promotion. A student failing one required subject will be encouraged to make up the work in summer school or by approved, certified tutoring. Failure of two or more subjects may result in retention in the grade.

#### **Grade Seven**

A student will be promoted to the next succeeding grade level when he or she passes and completes all required courses. Failure of one required course may result in a conditional promotion. A student who fails two or more courses may be retained in his/her grade. A student who fails two or more required courses may make up those subjects either in summer school or by approved, certified tutoring.

#### **Grade Eight**

A student will be promoted to the next succeeding grade level when he or she passes and completes all required courses. Failure of one required course may result in a conditional promotion. A student who fails two or more courses may be retained in his/her grade. A student who fails two or more required courses may make up those subjects either in summer school or by approved, certified tutoring.

**Students who fail three or more subject areas will not be permitted to take part in moving up ceremonies.**

### **Excessive Student Absence And Promotion/Retention**

Regular school attendance is essential for student success. If a student is absent more than 18 days between the first day of school in September and the last day of school in June, the building principal has the authority to retain or to require that specified academic responsibilities are completed before promotion to the next grade will be granted. Extenuating circumstances, as determined by the building principal, may result in conditional promotion.

### **Honor Roll Qualifications**

**PRINCIPAL’S HONOR ROLL:** All “A’s” in every core subject with one “B” allowed in encore.

**HONOR ROLL:** Two “A’s” in core subjects and all other grades must be “Bs.”

**OUTSTANDING ATTENDANCE:** Limited number of lateness or absences to be determined by the administration.

The names of the students who have achieved these honors are displayed in a showcase on the second floor. In addition, our honor roll students and students who have excelled in other areas or who have demonstrated outstanding accomplishment, effort and responsibility will be recognized by receiving certificates during the school year.

### **Instruction**

The middle schools are geared to a population in transition from childhood to adolescence, and therefore focus on the needs and characteristics of students from ages 10 to 14. Programs and structure permit students to grow, explore and assume greater responsibility in an environment that fosters intellectual and social development.

The staff of Benjamin Franklin Middle School is guided by clear instructional objectives. These objectives include teaching for: the acquisition of knowledge/understanding through problem-based learning and responsive teaching; the development of strategies and attitudes that lead to independence and informed decision-making; and the practice of tolerance and empathy.

The Teaneck Instructional Model identifies four learning styles, or preferences, of students. Teaneck teachers are expected to address these styles in their lesson planning and implementation so that students both develop their own styles and “stretch” to balance their thinking and approaches to understanding curriculum. To summarize:



- **Mastery** learners prefer to learn by seeing tangible results, practicing what they have learned, following directions systematically, being active rather than passive and knowing exactly what is expected.
- **Understanding** learners prefer to learn by studying about ideas and how things are related, planning and carrying out projects of their own making/interest, arguing or debating a point based on logical analysis and solving problems which require data collection and analysis.
- **Self-Expressive** learners prefer to learn by being creative and using imagination, planning and organizing work in their own creative ways, working on a number of things at once, searching for alternative solutions to problems beyond those normally considered and discussing real problems and looking for real solutions.
- **Interpersonal** learners prefer to learn by studying about things that directly affect people's lives rather than impersonal facts, receiving personal attention and encouragement from their teachers/parents/peers, being part of a team and through activities that help them learn about themselves and how they feel about things.

### **Teacher Qualification Notice**

As a parent of a student at Benjamin Franklin Middle School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers; specifically, you have the right to ask for the following information:

- Whether the New Jersey State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the New Jersey State Department of Education has decided that the teacher can teach in a classroom without being fully licensed or qualified under State regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Please be assured that the Teaneck Public School District has an extensive recruitment and screening process to ensure that each classroom teacher hired not only holds appropriate NJ certification, but possesses a high level of competence and potential for growth, essential qualities for a successful teaching and educational experience.

### **Homework**

The Board acknowledges the educational validity of homework as an extension of the instructional program of the schools. "Homework" will refer to those assignments to be prepared and activities to be participated in by the students outside of class.

The purpose of homework is to improve the student's understanding of the subject matter, to help the student assume greater responsibility, to offer opportunity for self-direction, and to reinforce basic skills. Homework should be provided for all students as an extension of their class work and should be generally comparable among similar grade level classes. Homework assignments may take many forms such as: observations, readings, writings, and individual or group activities.

**Homework must:**

- Be completed outside of class.
- Be a planned part of the curriculum and course of study.
- Reflect the goals of the school district.
- Reinforce skills needed by the student to complete assignments successfully.
- Maintain class standards.
- Be completed successfully within a reasonable amount of time.
- Be designed to take into account the varying needs of students.
- Be used as a positive measure and not as punishment.
- Be used as part of the total evaluation of the student's progress.
- Be evaluated by the teacher and returned to the student.

Parents are encouraged to provide home conditions in which the student can most successfully accomplish the task. Homework plays a vital role in your scholastic program. As you mature, more and more responsibility is placed upon you. Doing your homework regularly is part of this responsibility. Homework is intended to help you practice. When you are having difficulty in any subject, you should take it upon yourself to ask for help. The teacher is available to help but it is your responsibility to ask for assistance. If you ask for help once and still need more, ask again. Remember your guidance counselor can also be of help if you are having difficulty with your work.

**Student Surveys**

The District will seek parental/guardian consent under the federal Protection of Pupil Rights Amendment (PPRA), N.J.S.A. 18A:36-34, and District Policy when administering surveys to students.

**PARENT/GUARDIAN INVOLVEMENT:**

## HOW YOU CAN HELP YOUR CHILD

### **Parent/Teacher Organization (PTO)**

The Benjamin Franklin Middle School Parent-Teacher Organization conducts regular meetings in the school's Media Center. The many committees and special events sponsored by the organization offers parents/guardians an opportunity to become involved in specific ways and according to individual interests or needs. You are encouraged to join and participate in this worthwhile organization that does so much to support all of our children. Whenever you are in the building, check the PTO bulletin board for news. The board is located on the second floor near our cafeteria. You can also go to the PTO website: [bfpto.com](http://bfpto.com).

### **This year's PTO Officers are:**

- Crystal Goodwin - Co-President - [crystaljgoodwin@gmail.com](mailto:crystaljgoodwin@gmail.com)
- Tama Harris-McPhatter- Co-President - [tlharis40@hotmail.com](mailto:tlharis40@hotmail.com)
- Shani Misra-Najera - Corresponding Secretary - [shani.misir@gmail.com](mailto:shani.misir@gmail.com)
- Brigid Dwyer-Carter - Recording Secretary - [dwyercater@yahoo.com](mailto:dwyercater@yahoo.com)
- Raeleen DeJeus - Treasurer - [raedejesus@gmail.com](mailto:raedejesus@gmail.com)
- Tamika Francis – 8th Grade Co-chair - [tamikafrancis@gmail.com](mailto:tamikafrancis@gmail.com)
- Erica Butler - 8th Grade Co-Chair - [kirstenstouchoflove@gmail.com](mailto:kirstenstouchoflove@gmail.com)

### **Building Quality Management Team (BQMT)**

The Benjamin Franklin Middle School BQMT, comprised of administrators, teachers, and parents, work together to help develop and implement the goals of the school. The team meets regularly throughout the year, alternating meeting times so that busy schedules might be accommodated.

### **Special Education and Related Services under I.D.E.A. and Section 504**

Children with disabilities will not be subject to discrimination based on disability and will be provided a free appropriate public education in the least restrictive environment. Such children are provided special education and related services, which may include speech, occupational and physical therapy. Children with identified learning problems may receive extra help with their classroom work and study skills. Ask your guidance counselor for information.

### **Intervention and Referral Services (I&RS)**

New Jersey Administrative Code 6A:16-8.1 requires all school districts to have this service. The term intervention is used when teachers and other school personnel study and creatively problem solve educational issues that place a student at risk for school failure. Using a team approach that also significantly involves parents, each school carefully considers the needs of students who are identified “at risk” for learning, behavior, and health problems. After careful consideration, strategies are put in place to

work with the student and effectively address the issues at hand while assisting and providing support to the teacher.

The I&RS team is a multi-disciplinary team made up of administration, teachers and staff members from diverse backgrounds who can offer expertise to the team. Parents/guardians may refer their son or daughter to the I&RS team. They should contact their child's guidance counselor. They can help you start the process. Please refer to Regulation 2460.1 Special Education – Location Identification, and Referral, which is available on the Board website, for more information.

If the I&RS process exhausts all of the available school-based regular education interventions with minimal success, often, the student is referred to the CST for a comprehensive evaluation in order to gather additional information as well as to determine if the student is eligible for special education and related services. Even in these cases, the prior period of intervention is valuable. Prior intervention will illustrate that a referral is appropriate (as required by law) and it will help inform the CST team about strategies that have or have not produced success. **It is important that I&RS interventions not be seen as merely a waiting process or a “red tape” step for special education.** The recommendation for a CST evaluation could come directly from the I&RS team or from the parent at any time during the process.

### **Students Identified as Academically Gifted**

In the Teaneck Public Schools, students are evaluated and identified as academically gifted in the areas of mathematics and/or humanities. If you are one of these identified students, advanced courses in mathematics and special work in humanities are available. Advanced courses in the humanities are available as semester electives in grades 7 and 8.

### **Communicating Concerns**

Please take the following steps when contacting the school regarding any concerns about your child's experience here at Benjamin Franklin Middle School. In order to facilitate the gathering of information and the utilization of the resources available, you may contact your child's teacher through email, school counselor and main office.

**MAIN OFFICE (201) 833-5450**

**GUIDANCE OFFICE (201) 833-5455**

Ms. Klein: (201) 833-5456 - Grades 6 & 8

Mr. Smith: (201) 833-5565 - Grades 5 & 7

Ms. Javalda Powell (201) 833-5457 – Behaviorist

### **School – Home Communications**

Tuesday is our designated “communication” day. Letters, forms, and flyers regarding all types of information, events, progress reports, report cards, trips, etc., are regularly sent home via email on Tuesdays, except where sending communications on another day and/or via hard copy cannot be avoided.

# STUDENT CONDUCT

## **Philosophy of Student Conduct**

The staff members of the Teaneck Middle Schools attempt to provide each individual student with opportunities to mature intellectually, creatively, emotionally, socially, ethically and physically. We believe that each individual can grow within this spectrum when encouraged to identify and develop his or her unique attitudes, abilities and interests. We strive to provide a positive multicultural learning environment characterized by an atmosphere of openness and mutual respect for the personal worth and dignity of each individual.

In a democratic society, each individual must learn to work with others and share the privileges and responsibilities of good citizenship. The development of self-discipline and the acceptance of individual responsibility are important goals of education.

An effective school discipline code is directly related to the excellence of the total educational program and the development of mutual respect. Individuals who are motivated to do their best and who possess a sense of responsibility for their own actions are an inspiration to others. The Teaneck Middle Schools community provides an atmosphere of purpose and conveys concern for the education and well being of every individual in the school.

## **The Teaneck Middle Schools Code Of Conduct**

The goals of the Teaneck Middle Schools discipline code as well as the goals of the Anti-Bullying Bill of Rights Act, are the protection of the rights of all staff and students, the development of self-discipline, the protection of school property, and the provision of appropriate support to anyone who has difficulty following the code. The code specifies general responsibilities of students, parents, and staff; lists examples of behaviors, which are considered misconduct; and lists possible consequences, which are used when misconduct occurs.

The goals of the student code of conduct are:

- Development of self-discipline by clearly communicating to students their rights and responsibilities as outlined in the discipline code;
- Protection of the rights of all staff and students by establishing rules and regulations concerning speech or action that is disruptive to the work of the school and students;
- Protection of the rights of each individual by ensuring fair and reasonable treatment of infractions through a progressive discipline policy;
- Respect for the rights and personal dignity of all students and staff through the provision of a discipline code that will ensure a safe school environment;
- Compliance with federal, state, and local laws;
- Protection and maintenance of school property;

- Assurance that all students are guaranteed the right to complete the course of study prescribed by state and local authorities;
- Reduction of the occurrence of discipline problems through the use of support services which will provide diagnostic and prescriptive learning activities geared to the unique attitudes, abilities, and interests of students, and will provide referral to appropriate personnel for counseling, examination, and such other rehabilitative measures as may be necessary;
- All students have a responsibility to maintain their own good conduct. Rules of conduct respecting the rights of students, but also require students to respect the rights of others;
- Every student has a legal right to be free from discrimination on the basis of race, religion gender, color, creed, ancestry, social/economic status, sexual orientation, disability, or national origin in relation to any school matter;
- Every student is expected to follow directives of administrators, teachers, and other staff;
- Every student is expected to be respectful of others, both adults and peers;
- Every student is expected to display behavior which contributes positively to the overall atmosphere of the school;
- Every student is expected to adhere to guidelines/regulations concerning substance abuse; and
- Every student is expected to wear safe and non-distracting clothing that conforms to State guidelines for health and safety and the Board's dress code policy. Discretion should be exercised when choosing apparel to be worn to school.

### **Behavioral Expectations Rights And Responsibilities**

All schools operate by rules so that it is easier for everyone to get along with each other and to work productively. The Benjamin Franklin Middle School is a community of students, teachers, administrators, other staff, and parents/guardians who must share a common definition of what is acceptable behavior. We expect to provide a learning environment where individuals treat each other with respect. The fundamental expectation at Benjamin Franklin Middle School is that each one of us is to be treated fairly by other people. This will occur if each of us takes care in treating others fairly.

We all have responsibilities. At Benjamin Franklin Middle School, your responsibilities relate both to your school and to the people who attend it. By acting responsibly you protect your own rights as well as the rights of others. Consider your rights and responsibilities and the rules that make them possible.

In order to enforce this policy, the Teaneck Board of Education may use metal detecting devices in all school buildings, on school grounds, and at all school activities. Additionally, electronic surveillance may be used in school buildings and on school grounds. Monitoring devices may also be used on school transportation vehicles transporting students to and from curricular and co-curricular activities.

### **General Expectations**

Follow directions of all staff – first time given.

Be safe, respectful and responsible.

Keep hands, feet and objects to yourself.

Come prepared for your school day by being prompt and in proper dress code.

Use appropriate and respectful language at all times.

**Each teacher posts and promotes BFMS’ universal “Classroom Expectations.”**

### **Classroom Expectations**

**In this room we embrace our Power!**

**Follow directions of all staff – first time given.**

**Be respectful:** Self, Others, Environment; Use respectful language at all times.

**Be responsible:** Come prepared to learn. Complete class assignments and homework. Ask for help when needed.

**Be safe:** Must have a pass when leaving the room. Keep your hands to yourself. Report unsafe situations to an adult.

### **EXPECTATIONS FOR COMMON AREAS**

#### **Hallway**

- USE A QUIET VOICE (RESPECT OTHERS’ LEARNING).
- STAY TO THE RIGHT.
- WALK IN THE HALLWAY.
- GO DIRECTLY TO YOUR DESTINATION.
- KEEP HANDS, FEET, AND OBJECTS TO YOURSELF.
- KEEP THE HALLWAYS CLEAN
- RESPECT ALL ADULTS

#### **Cafeteria**

- WALK IN THE CAFETERIA
- LISTEN AND FOLLOW DIRECTIONS.
- WAIT YOUR TURN IN LINE.
- GET PERMISSION BEFORE LEAVING THE CAFETERIA.
- CLEAN UP AFTER YOURSELF

#### **Bathroom**

- RESPECT SCHOOL PROPERTY
- KEEP IT CLEAN
- GET TO CLASS

**Auditorium**

- ENTER IN AN ORDERLY MANNER
- KEEP HANDS AND FEET TO SELF
- FILL IN EVERY SEAT
- SIT UP AND LOOK FORWARD
- QUIET DURING PERFORMANCES
- NO FOOD OR DRINKS PERMITTED

**Recess**

- KEEP HANDS AND FEET TO SELF
- INCLUDE OTHER IN GAMES AND ACTIVITIES
- BE RESPECTFUL OF EQUIPMENT
- GET PERMISSION BEFORE LEAVING RECESS
- CLEAN UP AFTER YOURSELF

**At RECESS you may enjoy:**

- An opportunity to relax and enjoy a break from the academics of the school day.
- A place to gather with your friends or get some exercise.
- No electronic devices are permitted at lunch and recess, unless approved by a staff member.

**Remember:**

- Pushing or shoving detracts from the free time of everyone. Fighting or physical conduct of any kind is not permissible.
- Throwing stones, rocks, snow, mud or any other inappropriate items is not permitted.
- Food or drinks are not allowed.

**In the MEDIA CENTER you may enjoy:**

- A quiet work environment.
- Assistance from the staff.
- Necessary resource materials.

**Remember:**

- Use all materials carefully.
- Work quietly so as not to disrupt others.

**In the AUDITORIUM you may:**

- Enjoy performances by students, artists and speakers.
- Participate in school concerts and assemblies.

**Remember:**

- Walk quietly into the auditorium.
- Listen politely to all performances.
- Express your appreciation through applause.



The same standards will apply when you attend or participate in functions in the auditorium after school or in the evening. Students who display inappropriate behavior in the building or auditorium will be asked to leave the building and the school grounds. Performers who are uncooperative will be asked to leave as well.

### **Harassment, Intimidation and Bullying**

Students are strictly prohibited from bullying, harassing, intimidating other students or adults on school grounds, at any school-sponsored or related activity/function on or off campus, while on a school vehicle/school bus, while en-route to or from school, or off school grounds but having a nexus to the safe and orderly operations of the school district.

**"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 6 of P.L. , c. (C.) that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:**

- a. reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
  - b. has the effect of insulting or demeaning any student or group of students
  - c. or creates a hostile educational environment for the student
  - d. by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student
- I. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or school personnel, or damaging the student's or school personnel's property, or placing a student or school personnel in reasonable fear of harm to his/her person or damage to his/her property; or
- II. Has the effect of insulting or demeaning any student or school personnel, or group of students or school personnel, in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The District prohibits active and passive support for harassment, intimidation or bullying. Students are encouraged to support other students who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or his/her designee. The District prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying.

Students who believe they have been subject to harassment should promptly report the incident to any teacher, counselor, principal or assistant principal. All reports, whether oral or written, shall be forwarded promptly to the Affirmative Action Officer for review.

Please refer to Policy and Regulation 5512 Harassment, Intimidation and Bullying, which is available on the Board website, for further clarification.

### **Sexual Harassment**

The District prohibits any conduct or expression that may be construed as sexual harassment of a student by an employee of the District, another student, volunteers, or an outside vendor. Sexual harassment may include, but is not limited to, unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contacts of a sexual nature, tormenting, annoying, teasing, remarks, jokes, stories, cartoons, which have the purpose or effect of interfering with the person's performance or creating an intimidating, offensive or hostile environment and that would not have happened but for the pupil's gender. A violation of this provision will result in disciplinary action.

Any student who believes he or she has been the subject of harassment should tell the harasser to "stop" and should promptly complain to the Building Principal or Affirmative Action Officer, TBD, as soon as possible. All complaints will be investigated.

### **Dating Violence**

Please refer to Policy and Regulation 5519 Dating Violence, which is available on the Board website, for information regarding the District's dating violence policy.

### **Class Trips**

Participation in class trips and other school activities is contingent upon the exhibition of good behavior prior to and during the trip. If a family needs help with the cost of a field trip, financial assistance may be available. Discuss this possibility with a teacher, counselor or administrator.

## **CAMERAS, CELL PHONE CAMERAS, RECORDING DEVICES**

### **Cell Phones**

Students may bring cellphones to school. Students are responsible to ensure that their phones are turned off and in their lockers during the instructional day. **Students who are seen displaying or using a cell phone during the school day will have their cell phones immediately confiscated by the school representative and turned over to a**

**building administrator. However, cell phones may be used under the direct supervision of the teacher and such use must be directly related to the curriculum.**

- **First Infraction:** Confiscation. Cell phone returned to student at the end of detention.
- **Second Infraction:** Confiscation. Cell phone returned to student at end of detention. However, the parent(s)/guardian(s) will be notified that upon the next offense the cell phone will be returned to parent(s)/guardian(s) only.
- **Third Infraction:** Confiscation. Cell phone returned to parent(s)/guardian(s).

Disciplinary consequences will be imposed based on the Middle School Pupil Discipline Matrix located on pages 54-56.

**Students are not permitted to:**

- Use a cell phone during an emergency evacuation. This is a serious safety issue. Administrators and staff members will make any necessary calls.
- Use a cell phone during the school day to call a parent to report that the student is feeling ill. Students in need of medical attention should report to the school nurse or in her absence to the Main Office. Parents will be called by the appropriate school official as needed.
- Use a cell phone during the school day to report that the student has been involved in a disciplinary incident. The appropriate school official will contact parents as needed.
- Use a cell phone during the school day to invite visitors to school.

Students may carry cell phones on field trips provided they are turned off and out of sight. Students on field trips are not permitted to use cell phones without permission of the staff member in charge. Violation of this rule may result in withdrawal of the privilege of participating in future field trips.

*“The Teaneck Board of Education will assume no responsibility in any circumstance for the loss/destruction/damage or theft of ‘Electronic Portable Communication Devices’ or for any communication bill associated with the authorized or unauthorized use of said devices. Students will be responsible for locating such lost/stolen items.”*

**MP3 Players, IPOD Listening Devices**

Students are not allowed to use MP3 players, I-POD-type listening devices, radios or other electronic/digital listening devices within the school building during the school day. Students are discouraged from bringing such devices to school. The school will not assume responsibility for their loss/destruction or theft.

**First Infraction:** Confiscation. Device returned to students at the end of the day.

**Second Infraction:** Confiscation. Device returned to the student at the end of the day. However, the parents(s)/guardian(s) will be notified that upon the next offense, the device will be returned to parents(s)/guardian(s) only.

**Third Infraction:** Confiscation. Device returned to parent(s)/guardian(s).

Disciplinary consequences will be imposed based on the Middle School Pupil Discipline Matrix located on pages 52-54.

### **Toys In School**

Students are not allowed to bring toys to school. This includes electronic games and trading cards. The only exceptions are teachers who wish students to bring toys for projects or any other reason. However, this exception is subject to administrative approval.

### **Weapons/Firearms**

Possession of weapons by students is of particular concern to the District because of the danger posed to the community. The District implements the Zero Tolerance For Guns Act and prohibits weapons, including, but not limited to, guns of any sort (including pellet, B-B and stun guns), knives, sling shots, chains, box cutters, and any other object that can be used to inflict serious bodily injury on school property, at school sponsored events, and on any transportation vehicle provided by the District. Weapons include imitation firearms.

Any student who is convicted or adjudicated delinquent for committing a crime while in possession of a firearm, or any student who is found in possession of a firearm on school grounds, on any transportation vehicle provided by the District, or at a school sponsored function shall be immediately removed from the school's general education program for at least one calendar year. The District will place the student in an alternative education program in accordance with the law. If none is available, the student will be entitled to home instruction, or other out of school instruction, until placement in an alternative setting is available.

Any student who commits an assault with a weapon upon a student, teacher, administrator, board member, or other Board employee, on school grounds, on any transportation vehicle provided by the District or at a school sponsored function shall be immediately removed from the school's general education program for a period not exceeding one calendar year. The District will place the student in an alternative education program in accordance with the law. If none is available, the student will be entitled to home instruction, or other out of school instruction, until placement in an alternative setting is available.

Any student who is found in possession of a weapon, other than a firearm, on school grounds, on any transportation vehicle provided by the District or at a school sponsored function, shall be immediately removed from the school's general education program for

at least 10 school/calendar days. The District will place the student in an alternative education program in accordance with the law. If none is available, the student will be entitled to home instruction, or other out of school instruction, until placement in an alternative setting is available.

Any student removed from the general education program as a result of a firearm offense, assault with weapon offense or possession of weapon offense will have the right to a hearing before the Board or its designee in accordance with the law. The Superintendent may modify each of the above removals on a case-by-case basis.

### **Imitation Firearms (Toy Guns)**

Imitation firearms (toy guns) are prohibited in or around the school, and can be considered weapons. Any student found in violation of this rule is subject to disciplinary actions imposed by the school and may be reported to local law enforcement.

### **Gang Insignia/Activity**

Students shall not wear or possess any clothing, jewelry, symbol or other object that may evidence membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity.

### **Substance Abuse**

The District prohibits the use, possession, and/or distribution of drugs and alcohol on or near school grounds, at any event away from the school grounds that is sponsored by the District and on any transportation vehicle provided by the District. The District has established consequences for drug and alcohol offenses and for any student who does not follow through on the recommendations for treatment or evaluation for alcohol or other drug abuse and related behaviors. Please refer to Policy 5530 Substance Abuse, which is available on the Board website, for further information.

### **Smoking & Tobacco**

The District prohibits smoking and the use of tobacco products by students, staff and visitors at any time in school buildings, on school grounds, at events sponsored by the District away from school and on any transportation vehicle supplied by this District. "Smoking" means the burning of a lighted cigar, cigarette, pipe or any other matter or substance that contains tobacco, reconstituted tobacco, and the use of smokeless tobacco and snuff. Please refer to Policy 5533 Pupil Smoking, which is available on the Board website, for further information.

### **Inappropriate Sexual Behavior**

Students must be mindful that New Jersey law prohibits a broad range of conduct between students (and others) which may constitute "inappropriate sexual contact" (as defined by NJ criminal statutes and which is not limited to actual physical contact) and more serious crimes. Students are entitled to feel and be safe while under the School's supervision. "Sexual contact" (physical or otherwise) is absolutely prohibited between

staff (or other members of the school community) and any and all students. If any student, staff member, volunteer, or any other person is concerned that such conduct (attempted or actual) has occurred, is occurring, or is about to occur, such concern must be immediately reported to the Affirmative Action Officer.

**Academic Dishonesty Including: Plagiarism/Cheating**

Academic dishonesty is strictly prohibited whether in research papers, essays, reports, images, take-home examinations, and all other academic work. Plagiarism includes use, without acknowledgement, of the ideas, words, formulas, textual materials, on-line services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.

Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's marking, and other acts that allow for falsely taking credit, are prohibited. Consequences include, but are not limited to: reprimand, suspension, loss of credit for all work that is plagiarized and imposition of community service.

## **RESPECT IN THE SCHOOL COMMUNITY**

**Student Responsibilities:**

Students have the responsibility to treat all staff members, including but not limited to teachers, paraprofessionals, providers, secretarial staff and custodians, with respect and courtesy. Each student is urged to regard staff members as resources who can be utilized to advance the student's own knowledge and development. Students shall be required to respect the rights of staff members and interference with such rights will not be permitted. No student will be permitted to interfere with the efforts of staff members in the performance of their jobs. Students should listen to and follow all directions of staff members. They should take care of school materials and school property and demonstrate positive social skills. Students have a responsibility to be prepared for school, both with all needed materials and work and a positive attitude towards learning. Students also have the responsibility to treat other students with respect and courtesy. Students should choose peer groups that demonstrate safe, respectful, and responsible behavior. Students should resolve conflict in a positive manner; violence is not an option. Students should listen to their peers and be open to new and different ideas and viewpoints.

Students also have the responsibility to treat visitors to the school community, including parents, volunteers, vendors, students from other schools and fans, with respect and courtesy. Students are representatives of this District and should represent the District in an exemplary manner. Students shall exhibit good will and courtesy towards all individuals with whom they come in contact.

**Parent/Guardian Responsibilities:**

Staff members are expected to work collaboratively with parents/guardians to best meet each student's needs. Staff members should listen to, and show respect towards, all parents/guardians. Parent/guardian involvement is encouraged and welcomed. Open and courteous communication is the key to a successful relationship between staff members and parents/guardians.

While the District encourages all parents/guardians to participate in their child's education to the fullest extent, it is important to remember that staff members are professionals and parents/guardians should not interfere with staff members' efforts and actions to perform their job obligations.

The District emphasizes the importance of calm and respectful learning environments. To that end, no parent, family member, family friend or volunteer may be disrespectful to school staff. Vulgarity and threats are strictly forbidden. Such conduct will result in a demand to leave the premises at the risk of a trespass charge.

**Behavior at Athletic Events**

The District expects that all students, parents/guardians, family members and friends who attend athletic events behave in a respectful and courteous manner. The District reserves the right to ban the presence of any individual from an athletic event who: (1) engages in verbal or physical threats or abuse aimed at any student, coach, official or parent/guardian at an athletic event; or (2) who initiates a fight or scuffle with any student, coach, official, parent/guardian or other person at an athletic event.

**School Bus Safety – Student Responsibilities****While on the bus:**

- Seat belts must be worn at all times.
- Go right to a seat and stay there.
- Keep arms or other parts of your body inside the bus at all times after entering the bus and until you leave the bus.
- Assist in keeping the bus safe and clean at all times.
- Obey the driver and teachers. They have a large responsibility and need your cooperation.
- Loud talking, laughter or undue confusion tends to divert the driver's attention. Remember, your life depends on the driver watching the road. Conversation in normal tones is expected.
- Do not talk to the driver while the bus is in motion.
- Do not leave your seat while the bus is in motion.
- Treat the bus equipment as you would your own valuable furniture at home. Damage to seats, etc., must be paid for by the offender.
- In case of a road emergency, stay in your seat and await instructions.
- Keep your belongings out of the aisle.
- Be courteous and responsible at all times.

- Do not open or close windows without the permission of the driver or teacher.
- Never throw articles from the bus windows.
- Obey the teachers, bus driver and other staff members on your bus.
- No wrestling, striking, shoving or fighting of any kind will be permitted while on the bus.
- No smoking is permitted.
- Absolute quiet is needed when approaching a railroad crossing.
- No eating or drinking of any kind while on the bus.

**NOTE:** If any of the above safety rules are violated, the school principal or designate has the authority to remove your transportation privilege for a given amount of time.

### **Bicycle, Bus and Car Safety - Board Policy**

The Board regards the use of bicycles and motorized vehicles for travel to and from school by students as an assumption of responsibility on the part of those students.

Students are responsible for the care of property, the observation of safety rules and the display of courtesy and consideration toward others.

Skateboards, scooters, roller blades, and mopeds are not permitted as a means of travel to and from school or on school property when school is in session. The Board will permit the use of bicycles by students in accordance with the school's safety rules. The Board will not be responsible for bicycles, which are lost, stolen or damaged. Students may ride bicycles to school, however, helmets are required. For Students who ride to school without a helmet, the following procedure will be followed.

- **First Infraction** - Student will receive warning that a helmet must be worn.
- **Second Infraction** - Parent will be notified in writing that upon the next offense the bicycle will be returned only to the parent/guardian.
- **Third Infraction** - Bicycle will be confiscated and returned only to the parent/guardian.

### **Bicycle Safety**

If students wish to ride their bicycles, the following safety rules should be followed:

- Effective March 1, 2006 it is a New Jersey law that all riders under age of 17 must wear a safety helmet.
- Wear close fitting, light colored clothing.
- Reflectors must be installed on the bicycle.
- Stop before entering any street.
- Walk your bicycle across any intersection.
- Yield to pedestrians.
- Obey all traffic laws, stop signs and stop lights.
- Ride to the right of the road, never against oncoming traffic.
- Use proper hand signals.
- Pass parked cars with caution because doors may open suddenly.



- Never hitch a ride with a moving vehicle.
- Don't swerve or clown around.
- Ride single file when cycling with others.
- Don't ride at night or in conditions when visibility is poor.
- Never wear headphones or earphones when cycling.
- Don't ride on the bicycle as a passenger.

## **ADMINISTRATIVE ACTION**

If a student engages in any misconduct, the following administrative actions may be taken separately or in any combination: conference with student, teacher, counselor, and/or administrator; parent conference with student, teacher, counselor, and/or administrator; detention before or after school, or at recess, or a combination of these; assignment of a special project; assignment of community service; restitution; in-school suspension; out-of-school suspension; or expulsion (the denial of the student's right to attend public school, which may be imposed only by the Board of Education).

Administrative action may be taken for misbehavior after school hours or away from school grounds where that misbehavior is detrimental to student/school safety, discipline, property or the safe or orderly operations of the school district.

Examples of misconduct are listed in categories according to seriousness. Level I is least serious; Level IV is most serious. The list indicates the **MINIMUM** action to be taken by the school staff and administration, and it is intended to provide guidance. The gravity of any single offense or a repetition of offenses (whether or not the offenses are the same or different) may result in more serious consequences.

### **Level I:**

This category includes examples of misbehaviors, which interfere with orderly classroom operation. These are usually handled by the teacher and include such things as lateness to class, unnecessary talking during the lesson, teasing or bothering another student during the lesson, and leaving class without permission. *A warning, an after school detention with the teacher, consultation with the guidance counselor, and/or parent/guardian contact is the usual punishment.*

### **Level II:**

Misbehaviors that fall in this category are again within the classroom and are directly handled by the teacher, but with administrative help as needed. The use of obscene or disrespectful language in class, talking back to the teacher, refusing to follow directions given by a staff member, verbal confrontation, physical scuffles, cutting class, misconduct in detention, and the forging of late notes or excuses are examples of misbehaviors at this level. The parent/guardian shall be informed. *The consequence is usually in the form of a longer detention or multiple detentions. Parent(s)/guardian(s)*

*conferences may be required. The teacher may arrange for teaching colleagues, the guidance counselor(s), and/or administrator(s) to be present at the parent/guardian conference.*

### **Level III:**

Problems that fall under this category are more severe, may be illegal, and may occur both in and out of the classroom. In all cases, the Assistant Principal's office is informed, *and the teacher fills out a formal referral report. Parent(s)/guardian(s) are informed, and a conference is usually required before the student is allowed back into school or a particular class.* Fighting anywhere on or near school grounds, theft, swearing at a teacher or other adult staff member, and destruction of school property or the property of others, are types of behaviors which fall into this category. *Punishment may include an extended period of detention, and/or a combination of in or out-of-school suspensions. Depending on the circumstances, the age, and the prior disciplinary record of the students involved, and the outcome of parent/guardian conferences, the administrator(s) may substitute a combination of extended detention, the assignment of a major project, and/or some form of community service as an alternative to an out-of-school suspension for fighting or other serious misconduct.*

### **Level IV:**

Behaviors which are criminal in nature and directly affect the safety or well-being of staff or students fall into this category. Possession, sale, distribution and/or use of alcoholic beverages or drugs or drug paraphernalia; assault; verbal and physical harassment of students or a staff member, bomb threats, threatening telephone calls to the school or to the home of a staff member, bringing or having a weapon in school, bringing fireworks or any explosive device into the building, major vandalism, and pulling false fire alarms come under Level IV. *Immediate suspension from school followed by parent/guardian conferences and a consequence determined during the conference is required. Local authorities may be involved. Severe cases may require action by the Board of Education up to and including expulsion. Incidents involving drugs, weapons, planned or threatened violence, and sexual offenses must be reported to the local police.*

### **Loss of School Privileges**

Students who willfully and continually persist in misconduct or tardiness may lose school privileges. The student and the student's parents will be notified in writing.

**Students, who lose school privileges, are prohibited from attending all extracurricular activities (anything beyond school hours including, but not limited to, dances, trips, and concerts). Any exceptions are at the discretion of school administration. Loss of school privileges may be reduced upon successful completion of a probationary period as determined by school administration. Please note that students may have their privileges revoked at the discretion of school administration. Any student violating loss of school privileges is subject to additional disciplinary action.**

## **Suspension Or Expulsion**

### **Reasons for suspensions or expulsions**

New Jersey law provides guidance with regard to the reasons for which a student may be suspended or expelled from school. A student may be suspended or expelled for good cause which shall include, but is not limited to:

- Continued and willful disobedience, or defiance of authority;
- Conduct, determined by the principal, which constitutes a continuing danger to the physical well-being of other students;
- The habitual use of profanity or obscene language;
- Vandalism of school property;
- The physical assault, robbery, or attempted robbery of other students or staff;
- Participation in or inciting demonstrations involving the unauthorized occupancy of school buildings;
- Inciting truancy by other students;
  
- Possession of a weapon, imitation weapon, or anything that can be used to seriously injure a person;
- The illegal sale, possession, consumption, or being under the influence of alcoholic beverages or controlled substances on or near school property, school bus, or at any school function;
- Other behaviors that are deemed inappropriate by administrator or staff;
- Gang-related materials, clothing, or the like;
- Assault on a teaching staff member or other employee;
- Assault of another student with a weapon;
- Threats to others;
- Inappropriate sexual behavior;
- Harassing or bullying behavior based on but not limited to personal characteristics such as race, ethnicity, sexual preference or orientation.

Please refer to Policy 5600 Pupil Discipline/Code of Conduct, which is available on the Board website, for further information regarding discipline in the schools.

Suspended students are not allowed on school grounds without the permission of the Superintendent. Educational services, in school or out of school, shall be provided within five days of suspension. If a student with a disability is suspended, educational services shall be provided according to the student's IEP.

### **Student Rights - Short-Term Suspension (removal for 10 school days or fewer)**

- Oral or written notice of charges to the student and student's parents/guardians as soon as practicable; an explanation of evidence supporting the charges when they are denied; an informal hearing prior to the suspension, if practicable, where the student has an opportunity to present his/her side of the story; and notification to

- the student's parents/guardians of removal prior to end of the school day on which the decision to suspend was made.
- Educational services, in school or out of school, within five days of suspension.
  - If a student with a disability is suspended, educational services shall be provided according to the student's IEP.

**Student Rights - Long-Term Suspension (removal for more than 10 school days)**

- Immediate notification of charges to student and parents/guardians prior to removal;
- Supervision of the student while he/she is waiting to be removed;
- Written notification to parents/guardians within two school days of the suspension, stating the specific charges, facts, and the student's due process rights;

Written notice that further engagement by the student, in conduct warranting expulsion, shall amount to a knowing and voluntary waiver of the student's right to a free public education, in the event that a decision to expel the student is made by the Board of Education;

- A list of witnesses and statements, information on the right of the student to secure an attorney;
- A formal hearing 30 calendar days following the day the student is suspended. Student can confront and cross-examine witnesses when there is a question of fact, present his or her own defense and produce oral testimony or written supporting affidavits;
- A written decision by the Board within five school days of the closing of the formal hearing. The decision of the Board may be appealed to the Commissioner of Education within 90 days.
- Educational services, either in or out of school, provided within five days of suspension;
- Suspension may not be continued beyond a District's second regular board meeting following the suspension unless otherwise determined by the Superintendent;
- The determination to continue suspension shall be based on the nature and severity of the offense, the removal decision, and the results of testing, evaluations and assessments;
- The determination shall be reviewed at each subsequent Board meeting; and
- The Superintendent shall determine when the student can return to the general education program, receive alternative instruction or be subject to expulsion process.

**For legal assistance with disciplinary matters, you may contact the following:**

Northeast New Jersey Legal Services  
61 Kansas Street

Hackensack, New Jersey  
(201) 487-2166  
Bergen County Bar Association  
15 Bergen Street  
Hackensack, New Jersey  
(201) 488-0032

### **Community Resources**

For information regarding community-based health and social service provider agencies that are available to support the student and his/her family you should contact the student's guidance counselor.

### **Expulsion**

The District shall provide educational services/programs for an expelled student until the student graduates from high school or reaches the age of 20, unless the student has waived his or her right to a free public education. An expulsion of a disabled student must in accord with State/federal regulations, District policy and procedures.

### **Students with Disabilities**

Students with disabilities may be removed like a child without a disability, for no more than 10 consecutive or cumulative school days (45 days in the case of weapons possession, possession or sale of illegal drugs, or inflicting serious bodily injury upon another person while on school grounds). However, if a student is removed for more than 10 consecutive school days or is subjected to a series of short-term removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of factors such as the length of the removals, the total amount of time the student is removed, and the proximity of the removals to one another, then the removal constitutes a change of placement and a manifestation determination must be conducted.

If, during the manifestation determination, the IEP Team determines that:

1. The conduct in question was caused by or had a direct and substantial relationship to the student's disability; or
2. The conduct in question was the direct result of the District's failure to implement the IEP,

The behavior will be deemed a manifestation of the student's disability.

If the behavior is determined to be a manifestation of the student's disability, then the CST will conduct a functional behavioral assessment and implement a behavioral intervention plan for the student. If such a plan is already in place, then the CST will modify, if necessary, to address the behavior.

### **Reports of Various Offenses To Police**

Pursuant to the Memorandum of Agreement between the District and the Teaneck Police Department, school district personnel must report to the police various offenses involving students that occur on or off school grounds, during or after school hours. Such offenses include, but are not limited to, illegal substances, weapons, sexual offenses, threats (planned acts of violence), and bias and hate crimes.

### **Discipline Code**

The list of offenses and consequences has been designed to provide students, staff and parents with a base of information. It is not meant to be exhaustive as no list can cover each and every violation and possible consequence. The District reserves the right to take different disciplinary action than what is provided for herein and to consider mitigating circumstances on a case-by-case basis as it deems appropriate. In the event any offense occurs while a student is subject to discipline, additional discipline will be imposed for the new offense. Note that the \*\* denotes offenses that will be reported to the Teaneck Police Department as required by the Memorandum of Agreement.

### **Grievance Procedure**

A grievance is a formal written claim by a student or group of students who are aggrieved by reason of the application of any school rule or regulation, or of an order by a staff member or by reason of any deficiency in the school system which requires remedial action. A grievance may also involve an alleged violation related to discrimination on the basis of race, color, creed, age, religion, sex, ancestry, national origin, disability, or social or economic status or sexual orientation.

If the matter concerns an allegation of discrimination including harassment, grievance and any appeal must be made in writing to the affirmative action officer who shall make an attempt, after investigation, to resolve the matter. The principal shall be provided with a copy of the appeal. If the matter is not resolved by the Affirmative Action Officers within ten days, the officer's findings shall be reported to the Superintendent of Schools. If the grievance cannot be resolved informally or whenever the grievant believes that such a procedure is inappropriate or impractical, the grievant shall file a written statement setting forth the following information:

1. A brief statement of the specific nature of the grievance, the facts giving rise to it and the steps previously pursued.
2. A brief statement of the relief desired.
3. A brief statement of reasons why the grievant believes she/he is entitled to the relief sought.

The written statement shall be delivered to the school principal who shall furnish a copy to the staff member involved. If the grievance concerns the principal, it shall be

forwarded to the Superintendent of Schools. A conference will be scheduled within ten school days following receipt of the grievance, which shall be conducted informally, with each party having an opportunity to be heard. The principal shall render a written decision within five school days following the conference and a copy of the same shall be provided to all interested parties.

If either party is dissatisfied with the decision, he or she may appeal within ten school days following receipt of the written decision. The appeal shall be in writing and to the Superintendent of Schools. All interested parties shall be provided a copy of the appeal, which must contain a statement of reasons upon which the appeal is based.

Upon receipt of the appeal, the Superintendent may decide the matter on the papers or hold a conference. The Superintendent will render a written decision to all interested parties within ten days following receipt of the papers or the conference, if one is held. If the Board is required to act, the Superintendent must make his/her recommendations within ten days of receipt of the grievance with copies to all parties.

If any party is dissatisfied with the decision of the Superintendent, he or she may request a hearing before the Board by filing a written notice of appeal to the Board Secretary within ten days of the Superintendent's decision. The notice shall briefly state the basis of the appeal and copies shall be provided to all parties, the principal and Superintendent. The Board Secretary shall notify all parties of the hearing date. The parties may present their positions to the Board orally or in writing and the Board may call witnesses and experts as it deems necessary to aid in resolving the matter. The Board shall forward its determination to all parties within thirty days of the hearing. The Board's decision shall be subject to review as may be available under Title 18A of the New Jersey Statutes. Failure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision at that step.

Despite anything to the contrary herein, in a charge of discrimination, the grievant, at any time may file a complaint with the County Superintendent, the Equal Employment Opportunity Commission, the New Jersey Division on Civil Rights or the U.S. Office for Civil Rights, U.S. Department of Education, or the New Jersey Department of Education. Addresses are available in the office of the district affirmative action officer. All timelines may be extended by the Superintendent as reasonably requested and in accordance with Board policy and regulations.

## PUPIL DISCIPLINE MATRIX

| INFRACTIONS                                 | 1 <sup>st</sup> Offense                                                          | 2 <sup>nd</sup> Offense                                                               | 3 <sup>rd</sup> Offense                                                   |
|---------------------------------------------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Arson**                                     | 10 day OSS/<br>BOE review for possible long term suspension                      | 10 day OSS/<br>BOE review for possible long term suspension                           | 10 day OSS/<br>BOE review for possible long term suspension/<br>expulsion |
| Assault Student to Student**                | OSS/<br>Reflection Paper                                                         | 10 day OSS/<br>BOE review for possible long term suspension                           | 10 day OSS/<br>BOE review for possible long term suspension/expulsion     |
| Assault Student to Teacher**                | 10 day OSS/<br>BOE review for possible long term suspension/<br>reflection paper | 10 day OSS/<br>BOE review for possible long term suspension                           | 10 day OSS/<br>BOE review for possible long term suspension/<br>expulsion |
| Bombs/<br>Explosives**                      | 10 day OSS/<br>BOE review for possible long term suspension                      | 10 day OSS/ BOE review for possible long term suspension                              | 10 day OSS/<br>BOE review for possible long term suspension/<br>expulsion |
| Bus Misconduct                              | <i>Lunch recess detention</i>                                                    | <i>ISS reflection paper</i>                                                           | OSS                                                                       |
| Cheating/<br>Plagiarism                     | Lunch recess detention/paper/<br>parent conference                               | OSS/parent conference/zero on assignment<br>SS/reflection paper/<br>parent conference | OSS/parent Conference/zero on assignment                                  |
| Driving/Parking Violation                   | N/A                                                                              | N/A                                                                                   | N/A                                                                       |
| Electronic Devices/Cell Phones              | Lunch recess detention                                                           | ISS                                                                                   | OSS                                                                       |
| Endangerment to School or School Property** | 10 day OSS                                                                       | 10 day OSS/<br>BOE review for possible long term suspension                           | 10 day OSS/<br>BOE review for possible long term suspension/expulsion     |
| Extortion/<br>Coercion/<br>Blackmail**      | 10 day OSS                                                                       | 10 day OSS/<br>BOE review for possible long term suspension                           | 10 day OSS/<br>BOE review for possible long term suspension/expulsion     |



| <b>INFRACTIONS</b>                                                 | <b>1<sup>st</sup> Offense</b>                               | <b>2<sup>nd</sup> Offense</b>                               | <b>3<sup>rd</sup> Offense</b>                                          |
|--------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------|
| Failure to Follow Administrative Directive                         | ISS                                                         | OSS                                                         | OSS                                                                    |
| Failure to Report to Detention                                     | Recess detention                                            | ISS                                                         | OSS                                                                    |
| Fighting                                                           | OSS                                                         | OSS                                                         | 10 day OSS/<br>BOE review for possible long term suspension            |
| Firearms**                                                         | 10 day OSS/BOE review for possible long term suspension     | 10 day OSS/<br>BOE review for possible long term suspension | 10 day OSS/<br>BOE review for possible long term suspension/expulsion  |
| Forgery                                                            | Parent conference/<br>lunch recess detention                | ISS                                                         | OSS                                                                    |
| Gambling                                                           | Lunch recess detention                                      | ISS                                                         | OSS                                                                    |
| Gum Chewing                                                        | Warning                                                     | Lunch recess detention                                      | ISS                                                                    |
| Hazing**                                                           | OSS/<br>Reflection paper                                    | 10 day OSS/<br>BOE review for possible long term suspension | 10 day OSS/ BOE review for possible long term suspension/<br>expulsion |
| HIB (Harassment Intimidation and Bullying) Includes Cyber Bullying | See HIB Policy #5512                                        | See HIB Policy #5512                                        | See HIB Policy #5512                                                   |
| In School Before/After School Without Supervision                  | Warning                                                     | Lunch recess detention                                      | ISS                                                                    |
| Leaving School Without Authority                                   | ISS                                                         | OSS                                                         | OSS                                                                    |
| Locker Usage for Illegal Purposes**                                | 10 day OSS/<br>BOE review for possible long term suspension | 10 day OSS/<br>BOE review for possible long term suspension | 10 day OSS/<br>BOE review for possible long term suspension            |

| <b>INFRACTIONS</b>                                      | <b>1<sup>st</sup> Offense</b>                        | <b>2<sup>nd</sup> Offense</b>                               | <b>3<sup>rd</sup> Offense</b>                                      |
|---------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------------|
| Misuse of Technology                                    | See Technology Policy/ISS                            | See Technology Policy/OSS                                   | See Technology Policy/OSS                                          |
| Physical Scuffle/Horse Play                             | Lunch recess detention                               | ISS                                                         | OSS                                                                |
| Sexual Harassment                                       | OSS                                                  | 10 day OSS/<br>BOE review for possible long term suspension | 10 day OSS/ BOE review for possible long term suspension/expulsion |
| Sexual Misconduct                                       | OSS                                                  | OSS                                                         | 10 day OSS/<br>BOE review for possible long term suspension        |
| Smoking/<br>Tobacco                                     | ISS                                                  | OSS                                                         | OSS                                                                |
| Substance Abuse**                                       | See Substance Abuse Policy 5530                      | See Substance Abuse Policy 5530                             | See Substance Abuse Policy 5530                                    |
| Tardiness/<br>Cutting                                   | See Attendance Policy 5200                           | See Attendance Policy 5200                                  | See Attendance Policy 5200                                         |
| Theft**                                                 | OSS                                                  | OSS                                                         | OSS                                                                |
| Threats to Staff/<br>Others Without Weapon              | OSS/<br>BOE review for possible long term suspension | 10 day OSS/<br>BOE review for possible long term suspension | 10 day OSS/<br>BOE review for possible long term suspension        |
| Trespassing/<br>Wrongful Entry**                        | OSS                                                  | OSS                                                         | 10 day OSS/<br>BOE review for possible long term suspension        |
| Truancy/<br>Unauthorized Absence/<br>Excessive Absences | See attendance policy 5200                           | See attendance policy 5200                                  | See attendance policy 5200                                         |
| Use of Profanity/<br>Obscene Language                   | Lunch recess detention                               | ISS                                                         | OSS                                                                |
| Weapons**                                               | 10 day OSS                                           | 10 day OSS/<br>BOE review for possible long term suspension | 10 day OSS/ BOE review for possible long term suspension/expulsion |

## **APPENDIX A**

# **POLICY**

## **TEANECK**

## **BOARD OF EDUCATION**

### **PUPILS**

5200/page 1 of 1

Attendance

### **5200 ATTENDANCE**

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State. In accordance with the provisions of N.J.A.C. 6A:16-7.6, a student's absence from school may be excused, unexcused that counts toward truancy, or unexcused that does not count toward truancy.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent. Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that account toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study. 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 does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:38-25

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; 6A:32-8.3

Adopted: November 12, 2014

## **APPENDIX B**

# **POLICY**

## **TEANECK BOARD OF EDUCATION**

OPERATIONS

8601/page 1 of 3

Pupil Supervision After School Dismissal

**M**

### **8601 PUPIL SUPERVISION AFTER SCHOOL DISMISSAL**

The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in *Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson; Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemay Clarke*.

The New Jersey Supreme Court, in *Jerkins*, indicated dangers exist for younger pupils at dismissal as children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601 for the supervision of younger pupils after dismissal. The supervision provisions of Policy Guide 8601 are applicable to parents or legal guardians of pupils attending district-operated schools or programs in grades Kindergarten to twelve who are not eligible for district-provided transportation after dismissal or are eligible and elect not to use district-provided transportation after dismissal.

Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades Kindergarten to twelve, where the pupil is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee, or program administrator.

The Form shall be made available in the Main office of the school building or the location of the program.

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of pupils that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of the duration of the need, not to exceed one school year. The

Request Form must be re-submitted at the end of the duration period. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a written request to the Principal or program administrator indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

The Principal or designee, or program administrator upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff member(s) who has supervision of the pupil at dismissal time at the end of the school day of the parent's or legal guardian's request. The supervising staff member that receives such notice shall retain supervision of the pupil when other pupils are dismissed from school at the end of the school day.

Each Principal or program administrator will develop and implement a written Pupil Supervision After School Dismissal Plan for their school building or program location. This Plan shall include the school building's or program's supervision procedures for pupils at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The Plan shall be based on the school's or program's ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school's or program's Pupil Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) that have submitted a Request Form.

In the event the parent(s) or legal guardian(s) or designated escort does not arrive to pick up their child(ren) after the dismissal time of school, the Principal or designee will attempt to contact the parent(s) or legal guardian(s) using the district's emergency call procedures.

The pupil(s) shall be supervised by school staff in the designated area of the building and will only be released when the parent(s) or legal guardian(s) or designated escort arrives to pick up the pupil and signs the pupil out of school.

In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other pupils within the building, and to avoid traffic and vehicular safety problems outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination shall be made by each Principal or program administrator after considering the unique circumstances at the school building and the building's typical dismissal protocol.

# POLICY

## TEANECK BOARD OF EDUCATION

OPERATIONS

8601/page 3 of 3

Pupil Supervision After School Dismissal

In the event of an emergency such that, when an unforeseen event prevents a parent or legal guardian or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the pupil will be relocated to the Main Office in the school building and will remain in the Main Office supervised by the Main Office staff until the parent(s) or legal guardian(s) or designated escort arrives and signs the pupil out of school.

The school will provide parent(s) or legal guardian(s) information regarding any supervised after-school services, if any, that may be available to pupils at the school's facilities after formal school dismissal.

This Policy shall be published in pupil/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half-session, and early dismissal days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the pupil/school handbook, which shall include this Policy and the school calendar. In addition, any changes to the school's calendar made during the school year shall also be provided to parent(s) or legal guardian(s).

Adopted: 14 March 2012



## APPENDIX C

# POLICY

## TEANECK BOARD OF EDUCATION

OPERATIONS  
8690/page 1 of 1  
Monitoring Devices on School Vehicles

### 8690 MONITORING DEVICES ON SCHOOL VEHICLES

The Board of Education recognizes that safe and secure conditions for all pupils transported in school owned or contracted school vehicles is paramount. Pupils transported in a school owned or contracted school vehicle must maintain proper discipline in the vehicle at all times.

To maintain the safe and secure conditions for all pupils transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe pupil behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that:

“Video And/Or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time.”

The recording may be used in pupil and staff discipline matters, driver evaluations or for driver discipline or training. Notice of this policy will be provided to parent(s) or legal guardian(s) and all transportation personnel each year in staff, pupil and/or parent handbooks.

N.J.S.A. 18A:11-1  
20 USCA 1231g  
30 CFR 300.571 Part 99, 300.572, 300.5773

Adopted: 14 March 2012

**APPENDIX D**  
**REGULATION**

**TEANECK**  
**BOARD OF EDUCATION**

PUPILS  
R 5350/page 1 of 4  
Pupil Suicide

R 5350 PUPIL SUICIDE

The following regulations are established for guidance of staff members in recognizing the pupil who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a pupil commits suicide. Because a prompt response may be essential to a pupil's life, the designation of a district position in these regulations includes the person who holds that position and, if the position holder is absent or unavailable, the person temporarily charged with the responsibilities of the position.

A. Recognition of Potential Suicide

All school personnel, both teaching staff members and support staff members, shall be alert to any sign that a pupil may be contemplating suicide. Such signs include, but are not necessarily limited to, a pupil's:

1. Overt suggestion, regardless of its context, that he/she is considering or has considered suicide or has worked out the details of a suicide attempt;
2. Evidence of preparation of a will, intention to dispose of his/her effects and belongings, or otherwise get life "in order";
3. Obsession with death or afterlife;
4. Possession of a weapon or other means of suicide or obsession with such means;
5. Sense of hopelessness or unrelieved sadness;
6. Lethargy or despondency, or, conversely, a tendency to become more impulsive or aggressive than usual;
7. Drop in academic achievement, slacking off of energy and effort, or inability to focus on studies;
8. Isolation from others by loss of friends, withdrawal from friends, lack of companionship, or family disintegration;
9. Preoccupation with nonexistent physical ills;
10. Loss of weight, appetite, and/or sleep;
11. Substance abuse; and
12. Loss of economic resources.



# REGULATION

## TEANECK BOARD OF EDUCATION

PUPILS  
R 5350/page 2 of 4  
Pupil Suicide

### B. Response to Potential Suicide

1. Any indication of a potential suicide, whether personally witnessed or received by report from another, must be taken seriously and must be reported to the Principal immediately.
2. The Principal shall immediately inform school psychologist, social worker, behaviorist, or outreach worker who shall investigate the matter promptly and conduct a risk assessment as may be appropriate.
3. The Principal will inform the pupil's parent(s) or legal guardian(s) in a conference if possible of the signs demonstrated by the pupil and of the district's concern and seek parental approval for further evaluation. In the event of parental abuse and neglect is suspected, the Principal or designee, will immediately so inform the Division of Youth and Family Services in accordance with Policy No. 8462.
4. If the threat of suicide is immediate and serious, the Principal will implement emergency procedures including initiating a request for an immediate psychiatric evaluation which will be determined by:
  - a. Whether any suicide plans have been made, how detailed the plans are, and whether any preliminary actions have been taken,
  - b. The pupils feelings of hopelessness and the length of time the pupil has such feelings,
  - c. The pupil's thoughts of suicide and how persistent and strong these thoughts are, and
  - d. Whether the pupil has considered alternative courses of action to resolve his/her problem.
5. After gathering the information if it is determined to be a substantial risk of suicide exists the Principal shall:
  - a. Assign staff members as required to assure that the pupil is never out of the presence of an adult who has been fully informed that the pupil may be in danger of self-destruction,
  - b. Will request the parent take immediate action. If the parent does not agree, the Principal may contact appropriate authorities, including the Superintendent of Schools.

# REGULATION

## TEANECK BOARD OF EDUCATION

PUPILS  
R 5350/page 3 of 4  
Pupil Suicide

6. Upon the student's return to school, the Principal or designee will be responsible for following up on the student.

7. Following risk assessment and emergency evaluation, if recommended, a formal referral to the Child Study Team will be initiated.

### C. Response to Suicide Attempt

1. Any attempted suicide, whether or not on school premises or during the school day, must be reported immediately to the Principal

2. The staff member who witnesses a suicide attempt on school premises or at a school sponsored event or in the course of school-related travel shall render first aid in accordance with Policy No. 8441 and summon medical assistance as appropriate.

3. Procedures outlined at B2 through B7 above will be followed.

### D. Prevention of Suicide Contagion

1. All district Principals will be promptly informed when a pupil of this district commits suicide.

2. Each Principal will assemble teaching staff members prior to the opening of school to provide them with accurate information, plans for the school day, and guidelines for handling the concerns of pupils.

3. The Principal of the school or building that the victim attended will assign a crisis team from the pupil personnel staff to assist the staff in dealing with the general school situation and any individual problems that may arise.

4. The suicide will not be given prominence by public announcement or a school-wide assembly. School will not be closed in order to permit pupils and staff members to attend the victim's funeral.

5. Teachers will respond to the needs of pupils with as little interruption of the educational program as possible.

6. Pupils will be provided with accurate information and will be given the opportunity to discuss their feelings of loss and their memories of the victim, both good and bad, without penalty.

7. All school personnel shall be especially alert to signs of contemplated suicide among the victim's peers.

# REGULATION

## TEANECK BOARD OF EDUCATION

PUPILS  
R 5350/page 4 of 4  
Pupil Suicide

8. Teaching staff members, under the direction of the Principal, shall attempt to prevent social contagion by:
  - a. Preventing glorification or romanticization of the suicide,
  - b. Helping pupils recognize that suicide is irreversible and permanent and does not truly resolve problems,
  - c. Encouraging pupils to ask probing questions when a fellow pupil suggests suicide and to report such suggestions to a teaching staff member, and
  - d. Discussing ways of handling depression and anxiety without resort to self-destruction.
9. Pupils who were close to the victim, and their parent(s) or legal guardian(s), shall be offered special counseling services and notified of available community mental health services.

Issued: March 14, 2012  
Revised: December 11, 2013