



# **John H. Walker Middle School**

## Student and Parent Handbook 2022-2023



Ms. Tracy Egan

Principal

Mr. David Johnston

Vice Principal

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## ABOUT THIS HANDBOOK

Please note that this handbook is a “living document.” As the school adopts current best practices and/or responds to new challenges, the handbook will be amended to reflect these changes. Please refer to this document frequently, as it is subject to periodic modifications.

Welcome to John H. Walker Middle School! Here at JHWMS, the faculty and staff are committed to providing a supportive environment in which all students can reach their full potential. Our goal is to promote academic and social growth for all students, while maintaining productive school/home communication. In supporting this goal and helping to ease what is often a difficult transition, the staff at JHWMS work collaboratively in following the middle school model. Middle school is the most critical time in a child's life. Children at this level go through more changes physically, psychologically, and emotionally than at any other point in their education.

Middle school is a time for greater student independence. This is an important period designed to prepare students for the challenges of high school. In support of this, students will be placed in one of three groups per grade level. Within these groups, students will acquire the skills necessary to do their job: learning!

Advisory is another component of middle school in which students have the opportunity to learn the skills needed to do their job. Throughout the year, small groups will meet with a staff member for mini-lessons. These lessons will cover a wide variety of topics to assist students in becoming successful young adults.

Our motto for this school year is "All roads lead to success!" Therefore, our groups are named after the various streets in Nutley that lead to Walker Middle School. The group names are listed below.

Seventh Grade

Vreeland Group  
Chestnut Group  
Kingsland Group

Eighth Grade

Harrison Group  
Park Group  
Centre Group

This handbook has been designed to provide a general overview of the philosophies, policies, and procedures that exist at the John H. Walker Middle School. The information provided will assist students in adjusting to school and will help them understand their responsibilities as good school citizens. Students should refer to this handbook frequently, since they are expected to know and follow these guidelines, which have been established for the welfare of the entire student body.

Sincerely,

Ms. Tracy Egan  
Principal

## Contact Information

<b>Main Office</b>		<a href="mailto:jhwmsmainoffice@nutleyschools.org">jhwmsmainoffice@nutleyschools.org</a>	(973) 661-8871 (973) 661-8872
<b>School Counseling</b>			(973) 661-8879
Erica Meyler	7th Grade Counselor	<a href="mailto:emeyler@nutleyschools.org">emeyler@nutleyschools.org</a>	(973) 661-8874
Mrs. Alisa Gennace	8th Grade Counselor	<a href="mailto:agennace@nutleyschools.org">agennace@nutleyschools.org</a>	(973) 661-8875
Mr. Joseph Cappello	Student Assistance Coordinator and District Anti-Bullying Coordinator	<a href="mailto:jcappello@nutleyschools.org">jcappello@nutleyschools.org</a>	(973) 661-8989
<b>Child Study Team</b>			
Mrs. Erin Raia	School Psychologist	<a href="mailto:eraia@nutleyschools.org">eraia@nutleyschools.org</a>	(973) 661-8881
Ms. Abigail Bergen	LDTC	<a href="mailto:abergen@nutleyschools.org">abergen@nutleyschools.org</a>	(973)-320-8420
Mr. Steven Caraccio	School Social Worker	<a href="mailto:scaraccio@nutleyschools.org">scaraccio@nutleyschools.org</a>	(973) 661-8881
<b>Nurse</b>			
Mrs. Betsy Stoffers	School Nurse	<a href="mailto:estoffers@nutleyschools.org">estoffers@nutleyschools.org</a>	(973) 661 - 8873

## Academic Calendar

September 6	First Day of School for Students
October 7	Single Session Day for Students – Professional Day for Staff
October 10	Columbus Day – Schools Closed
November 8	Election Day- Schools
November 10-11	NJEA Convention – School Closed
November 23	Single Session Day – Staff and Students
November 24-25	Thanksgiving Recess – School Closed
December 23	Single Session Day – Staff and Students
December 26-30	December Break – School Closed
January 13	Single Session Day for Students – Professional Day for Staff
January 16	Dr. Martin Luther King, Jr. Day- School Closed
February 17	Single Session Day
February 20-21	School Closed
March 10	Single Session Day for Students – Professional Day for Staff
April 37	Spring Break-School Closed
May 26	Single Session Day for Students - Professional Day for Staff
May 29	Memorial Day – Schools Closed

June 15 -Tentative **Last Day for Students** (If all three snow days are used).

\*JOHN H. WALKER MIDDLE SCHOOL single-session days – 12:35 p.m. dismissal

### Emergency Closing and Delayed Opening of School

The policy of the Board of Education, in effect since 1944, is that the best interests of all will be served by keeping schools open except in cases of disaster or when it is impossible for children or teachers to reach school. After consultation with the Office of Emergency Management in Nutley and the Supervisor of Buildings and Grounds, the Superintendent will make the decision to either close school or implement a delayed opening. This decision will be made no later than 6:00 a.m. If it becomes necessary for a delayed opening or to close the schools for the whole day due to inclement weather, or for other emergency reasons, parents will be notified by the School Messenger System. Information will also be available on the Nutley District website or tune to the following media stations for school closing information:

WOR-710    WINS-1010    WNYW-CHANNEL 5    NEWS 12-NEW JERSEY

### Entering and Leaving the School

Eighth grade students are to wait in front of the building and will enter through the main entrance. Seventh grade students will wait in the back of the building outside of the gymnasium entrance and will enter from that point. In the event of inclement weather, students will be allowed to wait in the lobby of their specific entrance point. Students who are late or who are dismissed early will use the main entrance. Students may enter early for extra help if arrangements have been made with a teacher. Once arriving for extra help, that student is to remain in that class until 8:10 a.m. Cutting of classes or leaving the building at any time without permission will be grounds for disciplinary action.

All students will be dismissed through the main entrance at the end of the school day.

## Bell Schedule

<u>Full Day</u>			<u>Delayed Opening</u>			<u>Single Session</u>		
Zero Period	7:24	8:10	NO ZERO PERIOD			Zero Period	7:24	8:10
Entry Bell	8:10		Students enter at 9:40			Entry Bell	8:10	
Period 1	8:16	9:02	Period 1	9:50	10:22	Period 1	816	846
Period 2	9:05	9:51	Period 2	10:25	10:57	Period 2	849	919
Period 3	9:54	10:40	Period 3	11:00	11:32	Period 3	922	952
Period 4	10:43	11:29	Period 4	11:36	12:13	Period 4	955	1025
Period 5	11:32	12:18	Period 5	12:17	12:54	Period 5	1027	1057
Period 6	12:21	1:07	Period 6	12:58	1:35	Period 6	1059	1129
Period 7	1:10	1:56	Period 7	1:38	2:10	Period 7	1132	1202
Period 8	1:59	2:45	Period 8	2:13	2:45	Period 8	1205	1235
Dismissal	2:45							
Vice Principal's Detention	2:50	3:10						
Central Detention	2:50	3:40						

## Grading

### Grade scale:

A	-	94-100	C+	-	77-79	F	-	Below 60
A-	-	90-93	C	-	73-76	I	-	Incomplete or held
B+	-	87-89	C-	-	70-72	P	-	Pass
B	-	83-86	D+	-	67-69	X	-	Excused
B-	-	80-82	D	-	60-66			

### Awards

**Honor Roll** - no less than a B- in all courses in a given marking period

**High Honor Roll**- no less than an A- in all courses in a given marking period.

**Presidential Academic Award** - Principals can recognize and honor those students who have achieved high academic goals by their hard work and dedication to learning. This award is given to both seventh and eighth grade students for achieving high honors in their academic subjects during the year.

**Star Students** - a way for the groups to acknowledge those students who exemplify good character and work ethic. It is not necessarily based on academic achievement. Star Students are chosen once per marking period.

### Realtime Parent/Student Portal

Grades are displayed in the Portal: [www.fridayparentportal.com/portal/security/login.cfm](http://www.fridayparentportal.com/portal/security/login.cfm)

### Promotion Policy

Students must successfully pass the four core academic subjects (English, social studies, mathematics, and science). Students who fail one or two of these subjects during the school year will have the opportunity to attend summer school. If the student = attends an approved summer school program, fulfills all summer school requirements, and successfully completes the failed subject(s), the student will be placed in the subsequent grade. In the event the above requirements are not met, he/she will be retained in that grade for the next school year.

Students who fail more than two of the above subjects during the regular school year will not have the opportunity to attend summer school. In addition, an 8<sup>th</sup> grade student who fails one or more subjects will not be permitted to participate in promotion exercises.

### Physical Education

State law requires that all students take physical education unless a medical excuse, signed by a physician, is presented to the school nurse. Short-term excuses from physical education due to illness (one to three days in a marking period) may be arranged with the physical education teacher unless these requests become frequent. Requests for any gym excuse of a longer duration must be accompanied by a medical excuse signed by a physician, and processed through the school nurse. All students are expected to wear gym shorts, athletic shirts, and sneakers. Sweat suits are optional.

## Attendance

Daily attendance in school is required by law and is important to one's educational development. All absences are checked. Chronic absenteeism may result in failing grades and possible retention. Parents should call the school office as soon after 7:30 a.m. as possible on the day of an absence. If no call is made by the start of the school day, we will make an effort to call parents. If no contact is made, parents must send a written excuse on the day following the student's absence.

### **Early Dismissal**

Students who need to be dismissed during the school day must bring a written request from a parent or guardian. This request must be presented to the main office for processing before classes begin in the morning. The student should hold onto the note. When it is time to leave, the student must show the signed note to his/her teacher and report to the office before leaving and hand in their note. Parents are asked to come into the building if a written request was not sent in. Students are not to leave the school or any assigned period without permission of a teacher or administrator.

Extra-curricular events - In order to participate and/or attend any school related functions, (i.e. clubs, field trips, dances, etc.) it is mandatory to be in attendance through and including 4th period. In the event of illness, a doctor's note will be required.

### **Tardiness**

Students may enter the building at 8:10 a.m. and are expected to be seated in first period at 8:16 a.m. Zero period students may enter the building at 7:20 a.m. and are expected to be seated in class at 7:24 a.m. All students are required to be on time. Students who enter after 8:16 a.m. must report to the main office for an entry pass. Repeated instances of unexcused tardiness will necessitate a parental conference or possible suspension. The maximum number of excused tardies is nine. Progressive discipline will be assigned after two or more unexcused tardies ([see conduct for progressive discipline](#)).

Students who are tardy to class will be given teacher detention for the first two tardies. On the third tardy the student will be referred to the vice-principal and progressive discipline will be assigned.

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### **Make-Up Work**

Students who are absent from school are expected to make up work they have missed. When the absence is less than three days, class assignments should be obtained from Schoology and/or classmates. When the absence is for three days or more, the guidance department will gather assignments if parents request it by calling prior to 10 a.m. Assignments requested later than 10 a.m. are to be picked up the day following the request. Teachers will allow a reasonable amount of time for make-up work to be completed following an absence. Any changes regarding make up of a class assignment due to absence is at the discretion of the principal pending individual review.

For homework assignments – Work must be turned in no later than one additional day for each day a student is absent (i.e., if a student is absent for three days, then make-up work is due no later than the third day after the student returns.) In cases of extenuating circumstances, teachers may use their discretion.



## **School Counseling**

### **School Counselors**

There are two school counselors at John H. Walker Middle School. Each one is assigned to a grade level and remains with the same students in both seventh and eighth grades. School counselors are provided to aid students in adjusting to middle school. Counselors are concerned with social adjustments as well as academic progress.

Counselors meet with individuals as well as groups to provide students with the means to reach their full academic potential. Additionally, counselors work to ensure supporting the whole student by administering programs such as advisory, I&RS, and school climate/anti-bullying initiatives.

### **Student Assistance Coordinator**

The goal of the Student Assistance Coordinator (SAC) is to assist all students to utilize their educational opportunities to the fullest by eliminating, to the extent possible, those problems that prevent or interfere with student learning. The SAC position requires one to hold a State of New Jersey certification as a Substance Awareness Coordinator.

### **Intervention and Referral Service Team**

The school's program of I&RS is an ancillary student support service for helping staff and parents address the complete spectrum of student learning and behavioral issues. It is not intended to supersede traditional methods or resources for helping students to function effectively in the general education program.

The I&RS Committee consists of faculty members who collaborate to provide pre-referral intervention services to those regular education students who are demonstrating difficulty in adjusting to the social and academic demands of the school setting.

### **Flex**

The Flex Program is designed to provide support for students with current 504, IEP, and/or I&RS plans who are experiencing academic difficulties. Students in this program will be placed in a positive and supportive study environment with certified staff members who can assist them with work completion, study skills, and organization.

Flex will run four days a week and students will be assigned to a specific number of days based on need. The goal of this program is to assist students in making positive academic strides, while also imparting upon them the skills needed for continued success.

### **Extra-Curricular Activities**

Extra-curricular activities include clubs, and school activities not considered a regular part of the school day. They are available to all students. The purpose of extra-curricular activities is to give students an opportunity to grow and develop interests in special activities. They also aid students in growing socially. Usually, teachers will initiate a club activity. However, if enough students express an interest in forming a club, efforts will be made to find a teacher/sponsor. For a full list of clubs offered, please visit the JHWMS website through [www.nutleyschools.org](http://www.nutleyschools.org).

## Health Related Services

The main responsibility of the school nurse is to aid students who need medical attention in case of accident or illness. Students who become ill during the school day must report to their class teacher and obtain permission to visit the nurse. Except for an emergency, students without permission will not be seen by the nurse. If the nurse is not in her office, the student is to report to the main office.

If it becomes necessary to send a student home, a parent or guardian will be contacted. No student is to leave the building without permission. Students must wait in the office for parental pickup (parents are asked to come into the building to pick up their child). If it is necessary for a student to take medication during school hours, school district policy requires that the school nurse be given a written note from a physician. At no time is a student to take medication in school on her/his own.

### School Insurance

School insurance is available to all students. Both school-time insurance and 24-hour, 12-month coverage is available. Information explaining insurance costs and coverage will be distributed to all students at the beginning of the school year.

### Elevator Usage

A student with a medical problem may use the elevator after the nurse has issued an elevator pass signed by the principal.

## Student Expectations

Students are expected to treat themselves and others with respect. In order to create a safe and productive learning environment, **students will**:

- Interact respectfully with all members of the school community
- Respect school property and the property of others
- Transition appropriately to and from classes and other school activities including using appropriate language and keeping their hands and feet to themselves
- Conduct themselves in a way that respects the health, safety, and wellness of others
- Respect the learning of others and themselves by avoiding both being distracted and creating distraction for others
- Remember to wear a student ID daily
- Make up any missed work due to missing a class, whether for an absence, field trip, or other reason.
- Attend extra help sessions with teachers when asked to do so and will ask teachers for extra help when they feel that it is needed

Students whose conduct is not conducive to learning will be sent to the vice principal and will be dealt with in a fair and consistent manner.

## Conduct

### Good Habits

Although we have procedures and protocols, we ask students to remember two things.

Student's job: To learn.

The school rule: Be nice.

## **School Property**

The appearance of the school building and property reflects upon the entire school community, but particularly the students. Everyone likes to live and work in neat, clean surroundings. Students have a responsibility to assist in keeping the building neat and clean.

Waste paper should be placed in receptacles provided for that purpose. Doors, walls, floors, lockers, furniture, bulletin boards, or any other school property should not be marred in any manner. Any student caught defacing school property will be subject to disciplinary action. Any loss or damage must be paid for by the student.

## **Student Dress Code**

John H. Walker Middle School values creativity, collaboration, and professionalism. Students should dress as if this is their job. Attire should be appropriate and follow the following dress code:

- Clothing should be clean, in good repair, and worn neatly. Every consideration should be given to personal hygiene and appearance.
- Safe footwear is to be worn by all students. Students may not go barefoot and are not allowed in stocking feet. No beach footwear or slippers will be allowed as acceptable footwear. Feet must not be able to slide out of footwear.
- Sunglasses may not be worn in the building.
- Obscene, indecent, or suggestive graphics are not permitted. The same applies to messages favoring substance abuse, illegal activities, or other objectionable messages.
- Attire sold as sleepwear is unacceptable attire for an educational setting.
- Hats, headbands, do-rags, bandanas, wristbands, and chains must be removed while in the building.
- Gang wear will not be allowed as per New Jersey State Title 18A-11:3.
- Outerwear (such as jackets, vests, scarves, etc.) is not to be worn during the school day.
- Sleeveless shirts, tank tops, tube tops, see-through tops, and bare back or midriff tops are not permitted.
- Shorts may be worn during designated times of the year as determined by the administration if they conform to the following: a. Shorts must be of an appropriate length. b. No shorts designed as underwear are to be worn. c. Shorts must be loose fitting (no spandex or skin-tight shorts). d. Cut-off sweats are unacceptable.
- Undergarments should not be visible.

The building administration reserves the right to interpret what is appropriate dress or attire.

## **Student Identification Cards**

Students will be issued one Identification Card per year which must be worn for the entirety of each school day around students' necks and visible. Students must have I.D. when they enter first period. If not, disciplinary action will be taken.

What happens if the ID is forgotten:

- A temporary I.D. card will be issued. This temporary I.D. will be collected from the student at the end of the school day.
- Students will have until 2:45 p.m. to locate any lost I.D. If not found, discipline will be assigned.
- Students will report lost or damaged I.D. cards to the main office. There will be a \$10.00 replacement fee for both student and temporary I.D. cards that are lost or damaged.

Students without I.D. cards will be disciplined as follows:

First Offense	Warning
Second Offense	Vice Principal's Detention
Third Offense	Central Detention
Fourth Offense	2 Central Detentions
Fifth Offense	In-School Suspension
Sixth Offense	Saturday Detention
Any Defacing/Damage to School Issued I.D. or Temporary I.D.	2 Central Detentions
Not displaying I.D. Cards Per Board of Education Policy	Discipline - Administrative Discretion
Failure to Report Missing or Forgotten I.D.	Discipline - Administrative Discretion
Wearing Another Student's I.D./Giving ID to classmate	Discipline - Administrative Discretion
Wearing a Different Year's I.D.	Discipline - Administrative Discretion

## **Discipline**

Disciplinary consequences, when appropriate, are given using progressive discipline (increases are often incremental). However, depending on the severity of the behavior and the situation administrative discretion will be used in place of progressive discipline.

## **Progressive Discipline**

1. Warning
2. Vice Principal's Detention
3. Central Detention
4. Two Central Detentions
5. In-School Suspension
6. Saturday Detention
7. Administrative Discretion

Administrative Discretion may be used at any point during Progressive Discipline.

## **Central and Vice Principal's Detention**

Vice Principal's detention is held in a classroom Monday through Friday from 2:50 to 3:10 p.m.

Central detention is held in a classroom Monday through Friday from 2:50 to 3:40 p.m.

Students may be assigned to central detention and vice principal's detention for disciplinary reasons by the principal or vice-principal. Students who have been assigned detention are to stay in the building and report to detention as soon as the dismissal bell rings.

While in detention, students are expected to be quiet and to do school work. No talking, gum chewing, or disturbances of any kind will be tolerated. Improper conduct in central detention, or failure to report as directed, are causes for further disciplinary action.

A Saturday detention will be assigned in certain situations. Students who are assigned Saturday detention will report to the John H. Walker Middle School at 8:00 a.m. and will remain until 11:00 a.m.

## **Suspension Program**

Suspension is a very serious form of discipline. Generally, students are suspended for repeated and willful refusal to follow policies and procedures, or for serious violation of student conduct. During the period of suspension, students are not allowed to participate in any school-related activities, or to loiter or appear on school property.

If students are assigned in-school suspension, they remain in a supervised assigned room and complete assignments sent to them by their subject teachers.

## **School Operations and Use of School Materials**

### **Homework**

Students are expected to supplement their classroom studies with homework. These assignments are intended to stimulate the intellectual development of each student, reinforce skills, and broaden desirable habits of responsibility. As an average, up to one-half hour of assigned work is given daily for each academic subject. The type and length of assignments vary according to the lesson being taught. Homework is not always of a written nature but may involve reading and research. The amount of time a student devotes to homework depends on his/her individual schedule, ability, and work habits.

### **Hall Traffic**

Students are to pass between rooms in an orderly manner, keeping to the right and talking in a normal, conversational level. Students are to be considerate of others and should not gather in groups. Running and pushing are not permitted. Students are not allowed to use drinking fountains and restrooms while passing to and from class.

### **Assemblies**

When attending an assembly program, students are expected to conduct themselves properly by entering and leaving the auditorium in an orderly manner. Good assembly behavior on the part of each student is important in making an assembly a success. Appreciation should be expressed by applause. Whistling is not allowed. Individual conduct is a reflection on both the student and the school. Students who fail to act in an acceptable manner will lose the privilege of attending future assembly programs.

### **Cafeteria**

All students must eat in the cafeteria. A hot or cold lunch may be purchased. Students may bring all or part of their lunch. Cookies, beverages, French fries, etc. are also on sale for those who do not wish to purchase a full lunch.

For efficient use of the cafeteria, the following regulations are to be followed:

1. During the school day, students may buy food in the cafeteria only during their lunch period.
2. Students who wish to buy food/drinks must get in the appropriate line. Eighth graders may proceed to the lunch line upon entering the cafeteria. Seventh graders must wait to be called by lunch aides. Good manners and the respect for the rights of others require that students do not break into a line of students ahead of them.
3. No food or drink may ever be taken out of the cafeteria.

4. Seating is limited to 12 students at a table. Seating is first come, first serve. Students may choose any seat on their side, but must remain there for the period. Students may not wander around the cafeteria after they finish eating.
5. When students have finished eating, they are to take their garbage and recycling to the area provided. Tables and floor are to be left clean.
6. Students must receive permission from a staff member prior to leaving the cafeteria. Students must sign out when leaving the cafeteria with their name and time and sign in when they have returned to the cafeteria. Two students per grade/gender will be permitted to leave the cafeteria at any given time.
7. Students must have cash or money on their accounts to purchase food. Students without money and in need of purchasing a meal must speak with the principal or vice principal.
8. Lunch study will be available on specified days throughout the week. This is an opportunity for students to complete school work in the media center under the supervision of the school librarian/media specialist.
9. The use of Chromebooks is not permitted around food/drink. During lunch periods, students wishing to use Chromebooks for learning purposes may only do so when their area is free from food/drink, at a designated Chromebook table, or at lunch study. Students may not use Chromebooks in the cafeteria until permission has been granted by lunch aides.
10. Students will be lined up prior to the end of the lunch period. Eighth grade students will be dismissed first, followed by the seventh graders.

### **Library/Media Center**

The library is available during the school day and until 3:00 p.m. for student and teacher use. At the beginning of each year, the librarian conducts orientation classes for all seventh graders to better acquaint them with the library. The library offers a wide variety of materials in all subject areas as well as for personal reading. The library is also where students will go when they have an issue with their Chromebooks.

Students may borrow library books. Books are due three weeks from the day they are checked out. Students are held responsible for overdue, lost or otherwise damaged books. If a student returns a book late, there is a \$.10 per day fine. Students will receive overdue notices in their homerooms. If a student loses a book, he/she is responsible for paying for that item (\$5.00 - \$7.00 for paperbacks and \$10.00 to \$15.00 for hard covers).

### **Lockers**

Each student is assigned a hall locker and is responsible for its upkeep. Students are to use the locker assigned to them. Lockers, as well as locker combinations, are not to be shared with anyone. Valuables or non-school materials are not to be kept in lockers. Students may use lockers during the passing of classes. Backpacks are to be left in the lockers prior to first period and are to be retrieved at dismissal time. Skateboards, scooters, and other items too large to be stored in lockers are not allowed in school. A gym lock will be issued at the beginning of the school year. If it is not returned at the end of the year, a \$5.00 fine will be imposed. Lockers (hall and gym) are to be kept locked so that items in the locker can remain secure.

Lockers are considered school property. Please see [the policy book for Student Right to Privacy](#)

### **Textbooks**

Students are responsible for all textbooks and other school property issued to them. When books are issued, teachers will record book numbers and condition. Until books are returned, students are responsible for them. If books are lost or damaged, a charge will be imposed. All fines must be paid in full prior to the conclusion of the school year. Report cards and certificates will be held until the fines are paid. To prevent excessive wear, textbooks should be covered.

## Field Trips

Students who participate on a field trip are to see curriculum area teachers for work that will be missed. Students are responsible for all missed work. As field trips are a privilege, students will not be able to participate if they are failing one or more courses or if determined ineligible by administration based on student behavioral concerns. Refunds of field trip costs may not be available if a student is determined ineligible to attend. Off school grounds, students are held to the same behavioral standards as they would within the school and any inappropriate behavior on trips will be handled as per school policy.

## Telephone

While the office telephones are for business use, students are permitted to use them in an emergency, and incoming messages to students will be relayed in an emergency. Students wishing to use the office phone during the school day must first receive permission from teachers, administrators, or other authorized personnel.

## Lost and Found

Lost items such as books, money, jewelry, eyeglasses, or other valuables should be turned in to the main office. These articles will be kept for a reasonable amount of time until the rightful owner can be found.

## Fire, Evacuation, Secure in Place Procedures

Fire, emergency evacuation, and secure in place procedures are held periodically throughout the school year to prepare students and teachers for emergencies. Each procedure should be considered real. Absolute silence is to be maintained during these drills in order to prevent confusion and to receive emergency instructions. Teachers will lead students out of the building following the directions that are posted in each room or in the hallways. All procedures should be followed as directed by the teacher.

## Harassment, Intimidation and Bullying Policy Guide

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. The Nutley Public School District Board of Education also prohibits active or passive support of any of these prohibited acts. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

The Walker Middle School prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

\*See District website for policy and definition of HIB in its entirety.

## **Sexual Harassment**

The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a student by an employee of the district or by another student. The sexual harassment of a student includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile, or offensive educational environment.

The Superintendent shall direct the instruction of all students of their right to be free of sexual harassment and innuendo and shall encourage students to report any incident of sexual harassment to any teaching staff member.

Any employee who receives such a report or who has independent cause to suspect that a student has been subjected to sexual harassment shall promptly notify the building principal, who shall immediately instigate an investigation of the matter and report his or her findings to the Superintendent. An act of sexual harassment that appears to constitute child abuse shall be immediately reported to the Division of Child Protection and Permanency (DCPP) for investigation by that agency.

An employee who engages in the sexual harassment of a student will be subject to stringent discipline and may be terminated.

A student who engages in the sexual harassment of another student will be subject to discipline.

## **Substance Abuse**

See Policy 5530 as it gives a thorough explanation of the District Substance Abuse Policy and can be retrieved from: <https://boe.nutleyschools.org/boe/policybook>

## **Technology**

### **Schoology**

Schoology is a software program used to create digital classroom websites for students across content areas. It provides educators with an online platform for communicating with parents and students, collaborating, organizing and distributing course materials, collecting and grading assignments, designing assessments, tracking student performance, and more. Teachers will give specific instructions to students in regard to the use of Schoology in their specific classrooms.

### **Chromebook Policy**

Chromebooks are a means of increasing creativity, collaboration and 21st Century skills. Students are expected to use the Chromebook appropriately. Chromebooks are property of the school and should be treated with proper care. If a student has an issue with their Chromebook they must report it to the Library/Media Center. [See the Chromebook Handbook for more detailed information.](#)

## **Acceptable Use of Computer Network/Computers and Resources**

The Internet is a global computer network that offers a wealth of resources. Students are only allowed to access the Internet from a school computer to locate material to meet their educational needs, to ask questions and consult with experts, and to connect to many of the world's best museums, libraries, and global news services. As information on the Internet appears, disappears and changes, it is not possible



to predict or control what students may locate or use. They might encounter information that is controversial and inappropriate.

The school staff does not permit nor condone the use of inappropriate material in school, regardless of format. Parents and guardians are, therefore, encouraged to discuss the use of the Internet as an information source with their child.

To ensure that students will benefit from the school's Internet resources, all users are expected to adhere to the guidelines.

The district's computers and network exist to support its curricular objectives. All uses consistent with these objectives are permitted. Any breach of this policy will result in progressive disciplinary action.

## **Electronic Communication Devices**

Unless authorized by a teacher for educational purposes, students are not permitted to use electronic communication devices including cellular phones, tablets, smart watches, etc. while school is in session. This applies to electronic communications on school issued devices such as computers and Chromebooks, as students are expected to use these learning tools appropriately and as directed by teachers. It is recommended that cellular telephones and other electronic communication devices be turned off and stored in lockers while the student is in the school building.

Students involved in extra-curricular activities before or after school may utilize a cell phone on school premises for the purpose of notifying a parent/guardian provided they have been given permission to do so by the faculty advisor or coach in charge of the activity.

Cellular telephones and other electronic communication devices that are turned on in violation of the policy may be confiscated by the building Principal and the student will be subject to appropriate disciplinary action.

## **Links**

- BOE Policybook - <https://boe.nutleyschools.org/boe/policybook>
  - Right to privacy: <https://boe.nutleyschools.org/sites/default/files/policies/5770.pdf>
  - Substance Abuse - <https://boe.nutleyschools.org/sites/default/files/policies/R5530.pdf>
- Chromebook - <https://www.nutleyschools.org/chromebook1to1>
- Chromebook Handbook - [https://docs.google.com/document/d/1DvQBYAqcUknI0S0mOfy8or48jQt6\\_IkVyLdKAXVGiXw/edit](https://docs.google.com/document/d/1DvQBYAqcUknI0S0mOfy8or48jQt6_IkVyLdKAXVGiXw/edit)
- Harssment, Intimidation, and Bullying - <https://www.nutleyschools.org/HIB>
- Realtime Parent Portal - <https://www.fridayparentportal.com/portal/security/login.cfm>