

Berlin Township Schools
Dwight D. Eisenhower Middle School
235 Grove Avenue
West Berlin, NJ 08091
856-767-9480
Principal: Marilyn Cosme Bright
www.btwpschools.org

Student Handbook
for
Dwight D. Eisenhower Middle School Students
2024 - 2025

School Hours:

Full School Day: 8:20 am – 2:50 pm
Early Dismissal Day: 8:20 am – 12:50 pm
Delayed Opening Day: 10:20 am – 2:50 pm

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Dwight D. Eisenhower Middle School

School and Family Partnership Agreement

2024 - 2025

Principal: I fully commit to DDE Middle School in the following ways:

I will establish and maintain an effective learning climate in the school.

I will maintain high standards of student conduct and enforce discipline as necessary in accordance with board policy and the students' rights.

I will plan for the delivery of intervention and referral services for students who are having difficulty in their classes.

I will maintain an orderly and safe school environment.

I will plan and supervise regularly scheduled parent/teacher conferences and make arrangements for special conferences as necessary.

I will serve as a liaison between the school, home and community and communicate necessary information to parents/guardians.

I will pursue continuing professional growth and development through participation in professional learning opportunities and access to journals and other publications.

I will attend special events held to recognize student achievement and other school-sponsored activities and functions.

Principal Name: Marilyn Cosme Bright Principal Signature:



Teachers: We fully commit to DDE Middle School in the following ways:

We will work to achieve learning standards and district educational goals and objectives by promoting active learning in the classroom.

We will communicate with parents through conferences and other means to inform them about the school programs and to discuss student academic and behavioral progress.

We will always protect the safety, interests and rights of all individuals in the classroom.

We will prepare engaging and rigorous lessons and aligned assessments.

We will maintain and analyze records of students' educational progress in class and use data from tests and assignments to make sure every child succeeds.

We will provide individual and small group instruction to ensure our students succeed.

Students: I fully commit to DDE Middle School in the following ways:

I will arrive at school each day on time and ready to learn.

To the best of my ability I will remain at school until dismissal.

I will attend required Beyond the Classroom sessions after school.

I will share reports of my academic and behavioral progress with my family.

I will ask appropriately for clarification if I am confused about why something is important.

I will remember that my teachers want what is best for me, even when I do not agree.

I will prepare for tests and quizzes.

I will abide by the school dress code (see page 16) and Harassment, Intimidation and Bullying (HIB) policy (see page 19).

I will show accountability and responsibility by admitting when I have made a mistake and by not blaming other people for my actions.

I will contribute to a safe school environment by following all of the rules.

I am responsible for my own behavior and I will follow my teachers' directions. I understand that when I adhere to these commitments I will gain a solid education with privileges and rewards for my actions.

Student Name: _____ Date: _____

Families: We fully commit to DDE Middle School in the following ways:

Our family will make sure our child arrives at school on time daily and to the best extent possible remains in school for the entire school day.

We will abide by the school's health services policy and ensure our child is healthy when he/she/they is present in school.

We will make arrangements so that our child can attend any and all recommended after school activities and events.

We will make sure our child attends Beyond the Classroom sessions as recommended.

We will help our child to learn in the best way we know how.

We will review all communication from the school and the teachers, review OnCourse Home Connect weekly and make sure our child reads every night and is prepared for school the next day by sending them to school with a fully charged Chromebook. .

We will contact our child's teachers when we have a concern about our child's academic or behavioral performance or progress.

We will make ourselves available to the school, attend as many school events as possible and be in close contact with our child's teachers.

We will support the school in any way we can.

We will provide the school with our most up-to-date contact information.

We will make sure our child understands and follows the school's attendance, tardiness, dress code and electronics (including cell phones) policy.

We will support DDE Middle School in enforcing the school rules so as to protect the safety, interest and rights of individuals in the classroom.

We understand that by adhering to these commitments our children will gain the best educational experience DDE Middle School has to offer.

Parent Name: _____ Parent Signature: _____

Please read this partnership agreement with your child and sign and return the form to school on September 6, 2024.

Dwight D. Eisenhower Middle School Staff

Principal	Marilyn Cosme Bright
School Secretary	Robin Schaffer
School Counselor	Ashley Surman and Lynne Lehner
School Nurse	Maureen Gardner
Technology Coordinator	Thomas Cunningham
5 th Grade	Bonnie Dasher, Special Education Cheri Garton, Special Education Danielle Iacovelli, Science & Social Studies Susan Blood, Mathematics Molly Vitrano, English Language Arts
6 th Grade	NEW, English Language Arts Nichole Dimitri, Special Education Rachel Layton, Special Education Eric McCoach, Science & Social Studies Robert Wilson, Mathematics
7 th Grade	Shannon Farley, Science Rosemary Iannuzzi, Special Education Mary Jo Kolaski, Special Education Molly Kweaty, Mathematics Jeffrey Sanders, Social Studies Jessica Wright, English Language Arts
8 th Grade	Carla Bissic, Algebra & Mathematics Thomas Mature, Science Jennifer Ridley, Special Education Nancy Scott, English Language Arts Jennifer Way, Special Education Matthew Trost, Social Studies
Special Education	James Connelly, Learning and Language Disability Serena Pearson, Multiply Disabled
Response to Intervention	Ramona DiMaria, Reading Specialist Meenu Joshi, Mathematics
Specialists	Renae Borgstrom, Library Media Specialist John Kelly, Health & Physical Education Ana Klinke, Spanish Jacklyn Lawlor, Art Evan Lindner, Music
English as a Second Language	Jessica Silverman

Speech & Language Therapist

Kimberly Gadzinski

Instructional Assistants

Wanda Ashley
Marena Bonanni
Heidi Farlow
Elaine Majuri
Holly Palmer
Lisa Winters

School Resource Officers

Dean Pumphrey

Custodians

Charles Pfluger, Supervisor of Buildings and Grounds
Joseph Folcher, Custodian

Food Services

Lucia Beebe, Supervisor, Nutri-Serve

Welcome to the Dwight D. Eisenhower Middle School

General Overview

The Dwight D. Eisenhower Middle School proudly serves approximately 265 students in grades 5 – 8. All grade levels are departmentalized with highly qualified teachers who each are content area specialists. All students participate in 30-day cycles of 40-minute, special area classes – art, health & physical education (2 cycles), music, technology and Spanish. Our progressive academic curriculum is balanced with advancements in technology applications, research-based learning projects, differentiated instruction and targeted intervention instructional services for students. We offer several programs for students with special needs. In addition students are given the opportunity to participate in extracurricular activities such as chorus and band; and in grades 6 - 8, sports and the Student Government Association. Students who meet eligibility criteria in grades 6, 7 & 8 may apply for membership in the National Junior Honor Society. Students have the opportunity to participate in mixed-grade level Electives classes based on student interest. Our full-time school counselor collaborates closely with staff and parents to secure a safe learning environment for all students. To maximize student safety, students in lower and upper grade levels are housed in separate wings of the school. Students have designated entrance and exit locations to the school and restrooms.

Students in grades 5 & 6 receive 80 minutes of instruction in English Language Arts and Math daily and 80 minutes of daily instruction in science or social studies, alternating units of study. Students in grades 7 & 8 receive one hour of instruction daily in each core subject - English Language Arts, Math, Science and Social Studies. Students in 8th grade may be eligible for high school Algebra I credits at DDE. Each student is assigned to an adviser and advisory class. The adviser will oversee the student's development and success during the academic year. These relationships are built and fostered through daily, active participation in advisory classes which focus on social emotional development, community building and establishing learning goals all while following the paradigms of Leader in Me which is based on Stephen Covey's *7 Habits of Highly Effective People/Teens*.

The DDE staff welcomes the collaborative efforts of the families of the students. The staff embraces the proven fact that students have a much better chance of success when their parents are involved in the educational process. We encourage our parents to maintain open and frequent communication with their children's teachers. Students and parents should review this informational handbook in order to gain a deeper understanding of DDE. **Please read page 4 of this handbook and sign and return to school the form indicating that you agree to form a partnership with DDE Middle School for the benefit of your child's education.**

Note: All of the policies referenced in this handbook are located on the Berlin Township Schools district website.

Advisory Classes

Advisory is a class of one teacher with a group of students who meet together daily to:

- Help get the students organized for the school day
- Discuss key topics related to middle school students and childhood and adolescent behavior
- Teach students social skills related to the school's behavior expectations
- Give students a sense of belonging to a group and to foster student leadership and independence through the 7 Habits paradigms
- Model and reinforce social skills development for adolescent children

The advisory teacher strives to know and understand each student in their advisory class. Occasionally, as needed, students may participate in short-term, targeted focus groups during the advisory period to meet their specific needs. These groups will be flexible to accommodate students' social-emotional and behavioral needs and to provide academic support.

Arrival and Dismissal Berlin Township Board of Education Regulation [5113](#)

With the exception of students enrolled in the breakfast program, all students will enter school at 8:20am. Unless there are previous arrangements made between a student and his/her parent and a teacher, students are not permitted to enter the school prior to 8:20am. **There is no school staff supervision provided prior to 8:10 am**; therefore students must not arrive at school prior to 8:10 am. Students who enter school at 8:25am or later are tardy. All tardy students must check in the office to obtain a pass prior to proceeding to class. High frequency of tardy arrival to school may result in disciplinary actions and/or disqualification from extra-curricular activities and may affect eligibility for the National Junior Honor Society and Student Government Association.

All students are dismissed at 2:50pm. Students who remain in school for after school activities will be dismissed at 3:50pm or 4:25pm.

Students who are dismissed from school as “walkers” **must leave school property immediately upon dismissal and walk directly home**. Students who are transported to and from school by a parent/family vehicle must be picked up from school at dismissal time (2:50pm, 3:50pm or 4:25pm). Students who are not picked up in a timely manner will be placed in the after school (CARE) program at the parent’s expense.

Students who walk to JFK Elementary to meet siblings will do so following the path between the rear exits of the two schools. Even while walking home from school, students are expected to follow and maintain appropriate behavior and conduct and follow the guidelines of the DDE Student Handbook and Code of Conduct.

Attendance and Tardiness – Berlin Township Board of Education Policy [5113](#)

Inconsistent school attendance can cause dire consequences in a student’s academic performance and social development. Missing instruction can frustrate a student’s efforts in grasping important skills and cause a negative attitude toward school. Students should be encouraged to attend school daily.

Each morning that a student is absent, please contact the school at 856-767-9480 ext. 1211 or email rschaffer@btwpschools.org. Your communication will guarantee that all students are safe. Upon returning to school the student must bring a note explaining the reason for the absence. If a student is absent for five consecutive days or more, a doctor’s note must accompany the student’s return to school. Students who are absent due to a fever, must be free of a fever for 24 hours without the use of fever-reducing medication, prior to returning to school. Excessive absences and/or excessive tardiness may result in retention in the present grade level and/or a petition for the student and parent to appear in municipal court for truancy. Also, high frequency of tardy arrival to school may result in disciplinary actions and/or disqualification from extra-curricular activities.

District policy requires that any student who is absent, submit an excuse note (email is acceptable) upon returning to school. The school secretary will keep the note on file. If the reason for the absence is for a medical reason a copy of the note will be sent to the school nurse. Please include the following information on the excuse note:

- Student’s full name
- Reason for the absence
- Date(s) of the absence
- Parent/Guardian signature

An unexcused absence is a student’s absence for all or part of a school day for any reason other than those explicitly listed in Regulation 5113. Absence is expressly not excused for any of the following reasons (this list is intended to be illustrative, not inclusive):

- Family travel
- Performance of household or babysitting duties
- Other daytime activities unrelated to the school program
- Leaving school without permission when school is still in session
- Leaving class because of illness and not reporting to the school nurse as directed
- Being present in school but absent from class without approval (“class cut”)

Following an **excused** absence, the student will be allowed to make up all work and/or tests that were missed due to the absence. The time allowance for taking tests or turning in assignments shall be equal to the number of class meetings due to the absence. A teacher may extend the time allowance if the specific circumstances of the situation merit such action. It is the responsibility of the student to initiate make-up work and turn in assignments.

Students who are absent from school may not participate in after school activities on the same day as the absence except with the explicit consent of the School Principal.

Back to School Night

Back to School Night will be held on September 11, 2024 at 6:00 pm - 8:00 pm.

Band - Berlin Township Board of Education Policy [6145](#)

Students in grades 5 – 8 have the opportunity to participate in the band program. If a student is not financially able to purchase or rent an instrument of choice, the district will, if available, loan an instrument for the student's use during the school year. Parents/guardians are responsible for taking care of the instrument and for any cost related to repairs or replacement of the instrument. See Extra Curricular Activities below for eligibility criteria for participation in band.

Beverages - see Gum, Snacks & Beverages

Bicycles – Berlin Township Board of Education Policy [5131.3](#)

Students who ride their bicycles to school must obtain and submit to the office written consent from their parent/guardian. A copy of the signed permission form must be filed in the school office and will be valid through the end of the current school year. Bicycles must be in sound condition. All students under the age of 14 must wear a helmet at all times while riding a bicycle. Bicycles may be secured just outside the school. Berlin Township Schools will not be responsible for any bicycle that is lost, stolen or damaged.

Book bags and backpacks

Students may not carry or wear book bags/backpacks, purses, sling bags, fanny packs or any other type of bag in school during the school day. This rule is in effect for all students for the protection of our students and staff. Students may use book bags and backpacks to carry their materials to and from school, but in school they must be stored in their homeroom classroom or locker (grades 7 & 8). An exception to this rule will be made for medical and/or personal health reasons as deemed necessary by the Principal, School Nurse and/or teachers. Under the exception, students may be permitted to carry a small, personal bag for the purpose of a medical and/or personal health need.

Bus Policy - Berlin Township Board of Education Regulation [5131](#)

- It is a privilege for students to ride the bus to and from school.
- All students must adhere to the bus behavior expectations listed below.
- All students must ride their assigned bus and enter and exit at the assigned stop.
- Students who violate bus behavior expectations may be subject to suspension of bus riding privileges including field trips.
- **If your child is not eligible for bus transportation, he/she may not ride the school bus.** If your child wants to go home with another student, the parent/guardian must provide transportation. **Your child's homeroom teacher and the main office will need a note from each parent/guardian to change normal dismissal procedures for your children who wish to go home together.**
- Students who miss the bus in the morning must be transported to school by their parent/guardian. Students who miss the bus at dismissal may call their parent/guardian for transportation or wait for a late bus, if available.

Bus behavior expectations:

Be Safe	Be Respectful	Be Responsible
<ul style="list-style-type: none"> ● Stay out of the street ● Wait for the bus to come to a complete stop before getting on and off ● Remain in assigned seats ● Fasten seatbelt properly ● Keep hands/feet/objects to self ● Get on and off the bus at the designated bus stop 	<ul style="list-style-type: none"> ● Use kind words and actions ● Use quiet voices while on bus ● Follow the bus driver's directions 	<ul style="list-style-type: none"> ● Clean up after yourself ● Take your belongings with you when you leave ● Be on time ● Be ready ● No eating or drinking on the bus

Bus behavior consequences:

1 st offense	Conference with principal, discipline incident in student record
2 nd offense	Conference with student, discipline incident in student record and sent home
3 rd offense	Conference with student, discipline incident in student record, parent contact, 5 school day suspension from the bus
4 th offense	Conference with student, discipline incident in student record, parent contact, 10 school day suspension from the bus
5 th offense	Conference with student, discipline incident in student record, parent contact, 15 school day suspension from the bus
6 th offense	Conference with student, discipline incident in student record, parent contact, suspension from the bus for the remainder of the school year

Late buses are available for district-sponsored after school activities. There are two late buses, 3:50 pm and 4:25 pm. Late buses are available for students who normally ride the bus to and from school.

Cafeteria

Students may sit at a table of their choice; once seated students are not to go to another table or wander the cafeteria. Students may be assigned specific seats for disciplinary or safety reasons. Students who consume school lunch must select a lunch option in the morning and may not change their option for that school day. **Parties are not permitted during lunch periods; please do not send snacks to be distributed during lunch.**

Cafeteria behavior expectations

Be Safe	Be Respectful	Be Responsible
<ul style="list-style-type: none"> ● Report spills ● Always walk ● Sit properly in your chair ● Eight maximum to a table 	<ul style="list-style-type: none"> ● Use a conversational voice ● Ask for permission to leave your seat or the lunch room ● Use table manners ● Follow directions ● Treat all staff members with kindness, consideration and respect 	<ul style="list-style-type: none"> ● Clean up after yourself ● Take your belongings with you

Calendar – Important Dates

Please see the school calendar on the DDE school website www.btwpschools.org for current events in the school.

School Closed	*Early Dismissal
Oct. 11 & 14	Nov. 21, 22, 25, 26 & 27
Nov. 7, 8, 28 & 29	Feb. 5, 6, 7 & 14
Dec. 23 - 31	April 17
Jan. 1, 17 & 20	May 23
Feb. 17	June 17 & 18
March 21	
April 18 - 25	*No lunch is served on early dismissal days.
May 26	

Cell Phones and Electronic Devices - Berlin Township Board of Education

Regulation [5131](#); [Code of Conduct Guide](#)

The DDE Middle School understands the need for students to possess cell phones. However, the school also recognizes the common misuse of cell phones in schools and the disruption they bring to a typical school day. In order to balance the importance of cell phone possession by students and the need to maintain order in school, the cell phone policy has been established and will be enforced. Cell phones are not to be seen or heard in the school during the instructional school day. For the purpose of this policy the instructional school day is defined as the second a student enters the school until the second they are dismissed from school. All cell phones must be completely powered off while in school.

Since students are not permitted to use cell phones in school, parents may not communicate with their children via cell phone during the instructional school day. Any communication during the school day between parent and student via the student's personal device is a violation of this rule. On occasion teachers may permit students to use their personal device during the school day as a learning tool, an extension of learning or as a reward or privilege. Permission will be granted for a specified period of time and after the permissible time expires, students must revert to this rule. Students must not audio or video record other students, staff or any part of the school during the regular operation of the school day.

Clubs (see Extracurricular Activities)

Code of Conduct – Berlin Township Board of Education Policy [5131](#); [Code of Conduct Guide](#)

In order to develop an environment that encourages and supports pro-social student behavior at the school, classroom and individual student levels, DDE practices and enforces Positive Behavior Supports. Positive Behavior Supports (PBS) is a research-based process that uses a collaborative and consistent teaming approach to generate and define behavior expectations for all students in all areas of school. Students are taught and expected to be safe, respectful and responsible at all times. Safe, respectful and responsible behavior is clearly defined for each area of the school. (See the PBS matrix below.) Students who do not comply with the school-wide expectations may be placed on a Tier II or III group or an individualized behavior intervention program until their behavior is corrected. All students must adhere to the Berlin Township Code of Conduct.

Expectations: All students are expected to abide by the following:

- Be respectful to others

- Be responsible for oneself
- Be safe at all times

These expectations and guidelines apply to students during their travel to and from school, during school and at all school functions in all areas of the school. Students who do not meet these expectations will be assigned corrective and disciplinary consequences of various levels to encourage correct behavior.

DDE IS FIRED UP FOR SUCCESS	Safe	Respectful	Responsible
All Settings	Walk. Keep hands/ feet/ objects to self.	Use a quiet voice. Use appropriate language. Follow directions.	Be prepared. Be on time. Be on task. Give your best effort. Every student must have a pass if outside of class.
Classroom	Sit properly in your seat. Push in your chair. Store materials safely.	Raise your hand. Maintain personal space. Ask permission before getting out of your seat. Follow directions.	Be prepared. Be on time. Be on task. Give your best effort.
Hallway	Keep hands/feet/objects to self. Only travel to the designated areas of the school for which you have permission.	Use a quiet voice. Be mindful of ongoing classes.	Keep hallways clean. Keep track of your materials. Have a hall pass. Food and drinks stay in the cafeteria.
Bathroom	Keep all areas clean. Report problems. Only use the restroom designated for your grade level.	Respect privacy. Use a whisper voice.	Flush. Wash hands.
Cafeteria	Report spills. Always walk. Sit properly and push in your chair.	Use a conversational voice. Ask permission to leave your seat or the cafeteria Use table manners. Follow directions. Treat all staff members with kindness, consideration and respect.	Clean up after yourself. Take your belongings with you.
Recess/Playground	Stay in the designated area. Use equipment properly. Be mindful of others.	Follow directions. Play cooperatively.	Return equipment Regroup to come inside immediately when called.
Bus	Stay in your seat. Keep hands/feet/objects to self.	Use a quiet voice. Follow the bus driver's directions.	Clean up after yourself. Take your belongings with you when you leave. Be on time. Be ready. Do not eat or drink on the bus.

Colognes/Fragrances/Sprays

Students are discouraged from wearing strong fragrances, sprays or colognes to school. They could present a respiratory risk for other students and staff members. No fragrances, sprays or colognes may be used or sprayed in school or on school buses. Students who violate this rule may be sent home to bathe/shower to remove the scent. Students who are sent home for violation of this rule and do not return to school will be marked for an unexcused absence.

Computers & Technology - Berlin Township Board of Education Regulation [6142.10](#); [Code of Conduct Guide](#)

Before students are given access to computers in school or assigned an individual Chromebook, parents must sign the Acceptable User Agreement. Students who violate the technology usage agreement may lose access to computers within the school and district and be subject to other disciplinary actions as listed in the district regulations.

Conferences

In addition to the conference schedule listed below parents or teachers may request additional conferences as needed to address the academic and/or behavioral needs of the student. All conferences will be held at a mutually agreeable date and time. Additional school personnel such as the School Counselor, Instructional Support Staff, the Principal and members of the Child Study Team may attend conferences as necessary or requested.

Parent Teacher Conferences	
November *21, 22, *25, 26 *Evening Conferences	February 5, *6, 7 *Evening Conferences

Discipline – Berlin Township Board of Education Policy [5131](#) and Policy [6164](#), Disruptive Students; [Conduct of Conduct Guide](#)

Our goal is to develop students that exhibit self-control and self-discipline. This in turn will help ensure an effective and productive learning environment. We promote collaborative work and social interaction among the students. The school expectations – be safe, respectful and responsible - help to promote the social interactions of students with peers and adults and to ensure a standard of conduct in the school community. School expectations come from many sources, including New Jersey State Law, Berlin Township Board of Education policies, national and state educational associations and other sources. The main goal of discipline is to teach appropriate and acceptable behavior. While some behaviors do come with disciplinary consequences, DDE Middle School staff will always strive to bring about corrective action measures that support student learning of appropriate behavior and restore damage.

Parents must remember the importance of reinforcing school expectations with their child. If a parent has a question or concern about the reason for a discipline referral, please feel free to discuss it directly with the staff member that issued the discipline in order to gain a more complete understanding of the situation. Referrals are written with the intent of addressing a behavior concern, not to punish the student. Everyone makes mistakes; a discipline referral is intended as a learning experience for the student.

Parental support is essential to shaping appropriate student behavior. When discipline is handled in school and reinforced at home, the behavior will generally not be repeated. However, a cycle of behavior difficulties can start if the parent "takes their child's side" by not supporting the discipline policy and reinforcing the proper standards of behavior, giving the student the perception that he/she is "above the rules."

Consequences represent discipline options available to staff members. Staff members may consider the behavior as well as whether or not it is chronic in nature in order to determine the appropriate consequence(s). Staff members may choose a combination of consequences (i. e., corrective behavior plus parent contact). Involvement of support staff (counselor, social worker, school psychologist) is also available when necessary, to develop a plan of improvement

Dismissal (see Arrival) Berlin Township Board of Education Regulation [5142](#)

Early Departure from School

Please inform the main office of a student's anticipated early departure from school. Students are **not** to be contacted via mobile devices regarding early dismissal (see cell phone regulation above) . **All early dismissals of students must be arranged through the main office of the school.** Parents who arrive to pick up children must report directly to the main office and their child will be summoned. Parents will not be permitted to go to the student's classroom. **Parents must report to the office and provide photo identification to sign out children. Only adults who are listed on the student's emergency contact list will be permitted to sign out students from school for an early departure.** Students who need to make arrangements out of the ordinary for dismissal from school (i. e., walk home instead of riding the bus) must have a note from their parent/guardian. Students will not be dismissed from school in a manner inconsistent with their usual dismissal procedure unless the parent/guardian provides advance written notice. **After students are dismissed from school, they must leave school property and report to their home or other after school care provider.** Under no circumstances will students be permitted to leave school via a third party, paid car service such as Lyft or Uber.

Dress Code – Berlin Township Board of Education Policy [5132](#); [Code of Conduct Guide](#)

Students should be comfortable in the learning environment and have the opportunity to participate in all available activities. To ensure that each student has this opportunity, the following policy has been established and adopted by the Berlin Township Board of Education.

A. General Rules

1. Students are expected to be clean and well groomed in their appearance, based on weather conditions and school activity.
2. Students are expected to avoid extremes in appearance that are so disruptive or distracting that the reaction of other students is beyond normal control.
3. Dress or grooming that jeopardizes the health or safety of the student or of other students or is injurious to school property will not be tolerated.

B. Prohibited Clothing and Articles

The following garments and articles are prohibited in school and at school-sponsored indoor events:

1. Extremely low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing; the mid-section/torso of the body must be completely covered
2. Skirts, dresses, shorts and pants that are extremely short
3. Outdoor jackets, coats, or hats except when entering or leaving the building and when there is a defect in the heating system
4. Bare feet, cleated shoes, and footwear intended for the beach
5. Patches and decorations that are offensive or obscene, containing profanity or sexual references or innuendoes, or racial or ethnic violence
6. Underwear worn as outer garments
7. Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the student's doctor
8. Portable audio or video devices
9. Beepers and other summoning devices, except as permitted in Policy No. [5131.7](#)
10. Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol, controlled dangerous substances, or tobacco; firearms or weapon

11. Clothing containing profanity or sexual references or innuendoes
 12. Clothing which include displays of racial or ethnic violence
 13. Hats, hoods, visors, and other headgear (Except for religious purposes and representations)
- C. Physical Education/Recess
1. Students should wear clothing that is safe for physical activity
 2. Snug belts, cut-offs, jeans, loose jewelry, and dirty or torn clothing and accessories are prohibited
 3. Students must wear sneakers or rubber-soled athletic shoes when in PE class, class trips and on field day; slip-on shoes, hard-soled shoes, and bare feet are prohibited in gym class.
 4. It is strongly recommended that students wear sneakers or athletic shoes for recess; they participate in this activity on a daily basis
- D. Enforcement
1. Teaching staff members will report perceived violations of the dress code to the building principal or designee, who will interpret and apply the code
 2. Students who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the activity. Students unwilling to comply with this requirement will disqualify themselves from participation.
 3. Students will not be permitted to attend a school-related function, such as a field trip, after-school activity unless they are attired and groomed in accordance with this dress code or wearing the district approved uniform (sports).
 4. The principal may waive application of the dress code on a day scheduled for a specified spirit day or school-related celebration.
- E. Violations of the Dress Code
- General Consequences:
1. Warning; chance to cover up
 2. Parent notification; call home to request change of clothing to cover up
 3. Discipline referral to the principal's office
 4. Administrative discipline
 5. Students with chronic violations of the dress code, will be subject to progressive discipline including deprivation of privileges and after school detention.
 6. A student whose dress or grooming has been found by the principal to consistently violate this regulation may appeal the Principal's determination to the Superintendent, whose decision will be final.

Early Departure from School (see Dismissal)

Electronic Devices (see Cell Phones)

Emergency School Closing/Delayed Opening

Upon entering emergency information on the Emergency Contact Form in the student information system, parents/guardians will be automatically enrolled in the automated messaging system. This system will be utilized for all emergency communication to parents via email, voicemail and/or text message at the phone number(s) and/or email address(es) of the parent's choosing. Occasionally, the school may use the automated messaging system for other essential or informational communications.

Enrichment Programs

Students who demonstrate superior, achieved proficiency in core academic subjects will be given the opportunity for accelerated learning through alternative classroom projects and assessments. Programs such as Accelerated Reading, Study Island and IXL may be used to supplement the enrichment curriculum. Also, students will have the opportunity to participate in a variety of interest-based, enrichment clubs. Some of the offerings may include art club, conversational

Spanish, adaptive PE, STEM and book club. Students in grade 8 who meet the multiple measures eligibility criteria may be enrolled in the Algebra I class for high school credits. .

Excused Absences (See Attendance and Tardiness)

Extracurricular Activities – Berlin Township Board of Education Policy [6145](#)

Extracurricular activities provide a diversity of learning experiences outside of the regular classroom. Extracurricular activities include band, clubs, chorus, sports and the Student Government Association. The guidance goal for each student is a balanced program of appropriate academic studies and activities as determined by the school, parents/guardians and the student. Students who participate in extracurricular activities must meet the following eligibility criteria and must maintain this criteria during the time they are active in extracurricular activities:

- Good disciplinary standing – Must have no more than three office discipline referrals and/or no more than one suspension for the entire school year. Students must display citizenship, respect of school staff and compliance with all school rules.
- Good academic standing - May not have any failing grades on the report card or interim report card; students with a grade of D for any class may be eligible for participation in extracurricular activities on a probationary basis for the duration of the activity or for as long as the student has a D average for any class. During the probationary period, students’ participation in the extra-curricular activity may be reduced and replaced with academic support such as attendance in after school programs or tutoring programs and the student must display a genuine effort in school work. Teachers and the School Principal will determine the probationary status of a student.
- Good attendance – Must be present for a minimum of 90% of the school year with no more than one tardy arrival to school per month; consideration will be given to students with an extended illness that results in multiple, consecutive absent days from school or other extenuating circumstances that result in absences from school - all at the discretion of the School Principal.

See “Sports” for specific criteria regarding eligibility for sports.

Grading Policy and Scale

50% = Major tests/projects

40% = Quizzes, graded assignments

10% = Ungraded assignments, class work, participation, homework completion

Grading Scale	
A	92 – 100
B	83 – 91
C	74 – 82
D	65 – 73
F	64 and below
I	Incomplete*

*Incomplete: Students will have two weeks from the close of the marking period to make up work to be counted towards the final grade for the marking period. Incomplete grades must be approved by the Principal and may only be issued under unusual or extenuating circumstances (such as an extended illness or prolonged excused absence from school).

Students must be enrolled in a marking period/class for a minimum of 25 days (15 days for special classes cycles) in order to earn a grade for the class.

Principal’s List: All As including special area classes; Honor Roll: All Bs or better including special area classes

Graduation (Farewell) Speech

The eighth grade student with the highest overall grade point average (GPA) one week prior to graduation will have the privilege of addressing the class in a farewell speech during the eighth grade promotion ceremony.

Gum, Snacks & Beverages

There is no gum chewing in school except with the explicit consent of a teacher's permission for a specified period of time. Students will eat lunch and snack in the cafeteria during their designated lunch break. Students are not permitted to eat in classrooms or the hallways except with the explicit consent of a school staff member. Students are permitted to carry a water bottle in school with water in it as a beverage. All other beverages must be contained in a sealed/closed container and stored in the student's lunchbox, backpack, locker or cubby and be consumed during lunch.

Hallways

All students will abide by the following behavior expectations in the school hallways

Be Safe	Be Respectful	Be Responsible
<ul style="list-style-type: none">● Walk● Keep hands/feet/objects to self● Follow your grade level designated hallway path	<ul style="list-style-type: none">● Use a quiet voice● Be mindful of ongoing classes	<ul style="list-style-type: none">● Keep hallways clean● Keep track of your materials● Make sure you have an e-hall pass (during classes) and that you go only to the area approved on your e-Hall pass.● Food and drinks stay in the cafeteria

Students who violate these expectations will be subject to the discipline guidelines provided in the [Code of Conduct](#).

Students are not permitted to enter the school with open beverages or to carry open beverages and food out of the cafeteria and in the hallways.

Harassment, Intimidation and Bullying (HIB) - Berlin Township Board of Education Policy [5131.1](#)

The Berlin Township Board of Education emphasizes the importance of maintaining a safe and civil environment in schools to facilitate learning and high academic standards, outlining policies and procedures related to harassment, intimidation, and bullying (HIB). Expectations are set for appropriate behavior from students, staff, volunteers, and board members, with consequences for disruptive or violent conduct. Consequences for acts of HIB vary based on severity, with measures ranging from counseling to suspension or expulsion. Responsibilities of School leaders, staff, and volunteers are responsible for preventing and addressing HIB along with implementing procedures for investigating reported incidents. Retaliation, reprisal, or false accusations against individuals reporting HIB is prohibited and there are consequences for such actions. Ongoing training on HIB prevention, bullying prevention programs, and annual reviews of the effectiveness will be completed each year. Reported acts of HIB will be investigated in accordance with the current New Jersey Anti-Bullying law and subsequent consequences and actions will be administered according to Berlin Township policy and regulation.

Health Services – Berlin Township Board of Education Policy [5141](#)

The school nurse is the only authorized staff member in the school to dispense medication to students. He/she will give medicine in compliance with the following regulations:

Written instructions, signed by the parent and physician, must be sent to the school nurse. Include the child's name, name of medication, its purpose, the time and dosage to be given, possible side effects and termination date for giving the medication.

The medication must be delivered to the nurse by the child's parent/guardian, in the original container, labeled by the pharmacy or doctor. Students must not carry medications to and from school.

Parents/Guardians may dispense medications to their child only in the event of a school trip if they are attending as Advanced Approved chaperones. In extraordinary cases when there is no nurse available for a school trip, the parent/guardian of the student who needs medication will be asked to accompany the student on the trip. The school nurse will make every effort to secure a nurse to attend all field trips.

The school nurse is the only authorized person to send home a student for illness. All students must visit the school nurse in order to determine an illness that requires parental contact. **Students are not permitted to use their mobile devices to contact parents to pick up students from school** (See Cell Phones Regulation above). This action may result in disciplinary consequences for the student for violation of the cell phone policy.

All communicable diseases should be reported to the school nurse.

Chicken Pox: The student must remain home until he/she is no longer breaking out in lesions and all lesions have scabbed. The student must report to the school nurse before returning to class.

Conjunctivitis: The student's health care provider must examine the student. If conjunctivitis is suspected the student must have a doctor's note to return to school. If conjunctivitis is diagnosed the student must be on medication for at least 24 hours prior to returning to school.

Head lice/Nits: The student must be treated with a lice shampoo. The student may not be excluded from school for head lice/nits.

Strep Throat: The student needs to be on antibiotics for at least 24 hours prior to returning to school.

Vomiting/Diarrhea: The student may not return to school for 24 hours after the last episode of vomiting or diarrhea.

Fever: The student must be free of a fever 24 hours without the use of fever reducing medications prior to returning to school. A student with a temperature of 100 degrees or higher must stay home from school.

Other Illnesses: When a student becomes ill in school **the school nurse will determine if the student will be sent home. Students are not permitted to contact their parents when they are feeling ill. They must request permission to visit the nurse for a final determination of illness.**

For any questions related to the health and wellness of students please contact the school nurse at 856-767-9480 Ext. 1213.

Homework – Berlin Township Board of Education Policy [6154](#)

Homework is an important part of the learning process. Homework carries the educational goals of the school into the home, improves work habits, reinforces skills and teaches independent study habits. **All students are expected to complete homework consistently.** When assigned homework is not completed consistently consequences may be imposed including a reduction in the child's grade or loss of privileges in school.

After school homework support may be available for students in grades 5 – 8 who need assistance with homework. Students may be invited to participate in the Beyond the Classroom program or Extended Response to Intervention (RTI) program, as needed, in order to assist them in completing homework and maintaining positive academic standing. Students must follow the same school-wide behavior expectations in the after school programs as during the regular school day. Students who do not display conduct expectations in the after school program will be dismissed from the program. Parental consent is required prior to students attending after school programs. Transportation is provided for students who regularly ride the bus to and from school. Academic support in after school programs is generally available during full days of school two to three days per week at 2:50 pm – 3:50 pm throughout the school year.

Honor Roll/Principal's List (see Grading Policy)

Instructional Assistants

Instructional assistants provide valuable educational and behavioral support for the students. Students are expected to show respect for instructional assistants and treat them as authoritative staff within the school. Instructional assistants will implement the school discipline policy including issuing behavior consequences or referrals to the office in accordance with the discipline policy.

Lavatory Usage

In order to promote student safety each grade level is assigned to use specific restrooms in the school. **Students must only use the designated restrooms that are assigned to their grade level.** When necessary to maintain the safety of students in the lavatory and to enforce proper usage of the facilities, structured lavatory usage will be created and imposed. We strongly encourage all students to wash their hands properly after each use of the lavatory. The school will make available a gender inclusive restroom for student use.

Library Media Center – Berlin Township Board of Education Regulation [5131.5](#)

The library media center is dedicated to providing services and materials aligned to support the curriculum, promote information literacy, help students develop research skills while also encouraging an appreciation for literature and an enjoyment of reading.

Students must obtain a pass from the classroom teacher in order to visit the library. Students are encouraged to borrow from the school's collection. Each student has a unique patron barcode for his or her library account enabling him/her to take full advantage of the services our online public access catalog has to offer. Open access to the library will be made available through a predetermined schedule.

When a student is late in returning library materials, an overdue notice is given to the student. Repeated overdue notices will be sent, as necessary. Further borrowing may be suspended until the overdue materials are returned. After a library book is two months overdue, it is presumed lost and a bill is generated. A book that is lost or damaged must be paid before additional books can be lent to the student. Payment for lost books is reimbursed if it is found and returned in good condition within the same school year. Upon payment, a letter of receipt is sent home with the student, and full library privileges are restored. When students reach grade 8 all library fees must be paid before the student is issued an 8th grade graduation certificate and final report card. Transcripts may also be held from the student's anticipated choice of high school.

Lockers

Students in grades 7 & 8 are assigned a locker. These are made available for students' use and convenience. The locker is the property of the Berlin Township Schools. Lockers are subject to random, unannounced inspections and searches by school administrators. Lockers must not be shared and must be kept locked at all times. Students will be given the opportunity to visit lockers at predetermined scheduled times during the school day.

Lost and Found

Lost items will be placed in a designated area in the cafeteria. During their regularly scheduled lunch period students are encouraged to search for their lost belongings. Items of high value, such as mobile devices, jewelry and money will be kept in the main office. All unclaimed items remaining in the lost and found for more than two weeks will be donated to a local charity.

Make Up Work

Parents/Guardians must contact the main office at 856-767-9480 Ext. 1210 or rschaffer@btwpschools.org **before 8:00am** to arrange to pick up work when their child is absent from school. This will permit teachers to have make-up work ready at the **end of the school day**

after dismissal. Absent students are encouraged, as they are able, to utilize Google Classroom to make up classwork.

Marking Periods

Marking Periods	
First Trimester	09/05/2024 - 12/05/2024
Second Trimester	12/06/2024 - 03/14/2025
Third Trimester	03/17/2025 - 6/18/2025

Report cards will be sent home approximately one week after the end of each marking period. Interim report cards will be sent home approximately every 30 days of school.

New Jersey Student Learning Assessment (NJSLA)

Aligned to the New Jersey Student Learning Standards, the NJSLA is a computerized test for all students in New Jersey from 3rd through 11th grade. Students in Berlin Township in grades 3-8 will be testing during the month of May in English Language Arts and Mathematics. Students in grades 5 and 8 will also complete the Science Assessment. Grade-level specific testing dates will be released in the months prior to testing.

Nurse’s Office (see Health Services)

Physical Education

Physical education is a required class for all students. Students must come prepared to participate in physical education classes by wearing loose or athletic clothing and sneakers. Students who are not prepared for physical education class, may not participate in physical education class and will be given an alternate assignment. Unpreparedness for gym class will negatively affect students’ grades. Students are encouraged not to wear jewelry during physical education classes. At the discretion of the physical education teacher students may be asked to remove jewelry prior to participating in physical education classes. Students must come to school prepared for physical education class and outdoor recess.

If a student is to be excused from physical education class his/her parent must provide a written note (stating the reason for the excuse) prior to the start of class. If a student is to be excused for more than two classes in one cycle a note from a medical professional must be provided to the school nurse.

Plagiarism

Plagiarism is defined as taking someone else’s work or ideas and presenting them as your own. Essentially it is a form of cheating and stealing. Students will be taught proper and acceptable skills for conducting research, citing works and writing papers. Students who knowingly plagiarize will be subject to disciplinary actions by teachers and administrators ([See Code of Conduct](#)). Students who cheat or aid in cheating will be subject to disciplinary actions by teachers and administrators including a reduction in grades. Students who cheat on an assignment or test will earn a grade of zero for that assignment or test.

Principal’s List/Honor Roll (see Grading Policy)

Promotion Standards - Berlin Township Board of Education Policy [6146.2](#)

A student will be promoted to the next succeeding grade level when he/she demonstrates the proficiencies required for movement to the next grade level. Students must earn a minimum overall average of 65% for each class in order to pass that course for the school year. Students who fail

(<65%) two or more core academic classes (English Language Arts, Math, Science and Social Studies) for the entire school year may be retained in their current grade level. Students who fail both English language arts and math for the school year will be retained in the current grade level.

Report Cards (See Grading Policy & Marking Periods)

School Counselor

DDE Middle School has a full-time counselor on staff. During the school year the School Counselor will arrange for whole class mini-lessons on various topics of typical social-emotional development concerns for middle school students. In addition the School Counselor will provide small group sessions for students with common interests (such as students of recently divorced parents or who have suffered a death in the family). Individual counseling sessions will be scheduled on an “as needed” basis or as mandated by a student’s Individualized Learning Plan (IEP) or Section 504 Plan. The School Counselor will be available to conference with students on current situations as they arise. **Students must complete an online request form prior to visiting the Counselor’s office.** The School Counselor will locate the student for a conference to address the current matter. Parents who would like to conference with the School Counselor must contact the school to set up a mutually agreeable date and time.

School Instructional Materials - Berlin Township Board of Education Regulation [5131.5](#)

Students are provided with essential instructional materials such as textbooks, calculators and Chromebooks for use in the school and/or home. Students are responsible for the materials issued to their care. In the event that a student loses, misplaces or does not return a school instructional material or if a student damages instructional materials beyond repair the student’s parent/guardian will be financially responsible for the replacement cost of the material (textbook, Chromebook, etc.).

School Safety Drills – Berlin Township Board of Education Policy [6114](#)

Fire drills and other school safety drills are conducted twice monthly as mandated by law. During fire drills students are directed to exit via the closest exit location and to proceed to a predetermined safe area away from the school. School staff will take attendance to ensure all students are safely secured. Immediately upon announcement of a lockdown students will congregate with their teachers in a predetermined area of the classroom away from the visibility of outside persons from the hallway. All students and staff will remain in lockdown until a school official or local police agents release the students and staff.

In addition to fire and lockdown drills students and staff will participate in relocation drills. These drills require students and staff to relocate to a safer location such as another building within the district, community or neighboring school district. All school safety drills will be conducted in accordance with state regulations.

Snacks (see Gum, Snacks & Beverages above)

Specials Area Classes

All students will participate in special area classes. Students will be assigned to special area classes on a cyclical basis (30 consecutive school day cycles). All special area classes will be graded courses. The special area classes are art, health & physical education, music, technology and world languages (currently Spanish).

Sports (See extracurricular activities)

Sports provide a diversity of learning experiences outside of the regular classroom. The guidance goal for each student is a balanced program of appropriate academic studies and activities as

determined by the school, parents/guardians and the student. In addition to the criteria set forth in Extracurricular Activities (above) students who participate in sports activities must meet the following eligibility criteria and must maintain this criteria during the time they are active in sports:

- A school suspension during the season of any sport will result in an automatic probationary status during the remainder of the sport season. In certain extenuating circumstances a suspension from school may result in an automatic removal from the team for the remainder of the sport season. In addition to suspension from school during the probationary period, students may be suspended from sports games/events and/or practices.
- Fall soccer – students must maintain academic standing from the beginning of the school year through the soccer season.
- Winter basketball – academic eligibility will be determined by the grades earned on the first interim report card.
- Spring baseball, softball and track – academic eligibility will be determined by the grades earned during the fourth interim report card.
- Students may not participate in any sports activities on the same day as a school absence.
- Students must pass a medical physical exam to be eligible to play sports.

All parents/guardians must sign a conduct and sportsmanship contract **prior** to their child playing a school sport.

Spectators at Sports Events

A parent/guardian/chaperone that is at least 18 years of age must accompany Berlin Township School District students to all sporting events and must remain with that student for the duration of game or event. A parent/guardian that is at least 18 years of age or older may accompany two additional students in addition to their own personal child(ren). All spectators must view the event from the bleachers; no standing on the gym floor. Spectators are not permitted to leave and re-enter. No food or beverages (other than water) are permitted in the gymnasium.

Student Passes

With the exception of transferring from one class to another students must have an electronic pass to leave their assigned classrooms. This includes going to the library, main office, nurse's office, restroom or another classroom. Students who are found without a pass in any area other than their assigned classroom may be subject to disciplinary action. ([See Code of Conduct Guide](#))

Substitute Teachers

Substitute teachers are considered guest teachers and have the same authority as the regular classroom teacher. All students are required to demonstrate respect and cooperation with substitute teachers. Violations of school behavior expectations in the presence of or under the supervision of a substitute teacher will be handled in accordance with the school's discipline policy ([see Code of Conduct Table](#)).

Tardy Arrival to School (see Attendance)

Textbooks (see School Instructional Materials)

Visitors

All visitors to the school must report to the main office. Visitors who are permitted into the school must sign in at the office, obtain a visitor's pass and wear the visitor's pass while they are in school. No visitors will be permitted for social visitations into the school during instructional time. All parent/guardian visitors must have current ADVANCE approval status by the Board of Education prior to entering classes during instructional time or chaperoning any school-related event or activity. Former students must contact teachers to schedule a visitation for a time not during the instructional school day.