

# **FREEHOLD INTERMEDIATE SCHOOL**

**Respectful, On Task, Accepting of Others, Responsible**



## ***STUDENT-PARENT HANDBOOK 2025 – 2026 School Year***

### **FREEHOLD BOROUGH SCHOOL DISTRICT**

**Building Outstanding Results and Opportunities**

## **THE MISSION OF FREEHOLD BOROUGH SCHOOL DISTRICT**

is to work together to provide a safe, respectful, and culturally responsive environment, nurturing the creativity and imagination of all students, while empowering them to reach their highest scholastic and social-emotional potential.

## **FREEHOLD BOROUGH BOARD OF EDUCATION**

President – Joseph Santonacita

Vice President – Tomi Carter

Tara Reich

Carrie Conger

Sean Schittig

Brent Costleigh

Molly Loprete

Kathleen McCabe

Daniel Xavier

### ***DISTRICT ADMINISTRATION AND PHONE NUMBERS***

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Patrick Pisano, Assistant Superintendent of Business/Board Secretary	(732) 761 - 2105
Jennifer Gold, Assistant Business Administrator	(732) 761 - 2103
Jennifer O'Shea, Director of Special Programs	(732) 761 - 2106
Samuel de la Cruz, Ed.D. Director of Curriculum & Instruction	(732) 761 - 2135
Jennifer Donnelly, Director Technology and Assessment	(732) 761 - 2126
Cecilia Zimmer, Director of Bilingual, ESL, and World Languages	(732) 761 - 2239
Nick Davis, Supervisor of Buildings & Grounds.	(732) 761 - 2149
John Brovak, Principal, Freehold Intermediate School	(732) 761 - 2152
Heather Elkin, Vice Principal, Freehold Intermediate School	(732) 761 - 2159
William Smith, Principal, Freehold Learning Center	(732) 761 - 2239
Patrick Mulhern, Principal, Park Avenue Elementary School	(732) 761 - 2124

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Erika Marcinkiewicz, Secretary, Principal's Office	(732) 761 - 2158
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Alyssa Angelinovich, School Nurse	(732) 761 - 2127

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# DISTRICT CALENDAR

## FREEHOLD BOROUGH SCHOOL DISTRICT SCHOOL CALENDAR 2025-2026

BOARD APPROVED: February 3, 2025

The Board of Education reserves the right to modify the school calendar as circumstances warrant.



**KEY:**  
■ - Staff PD - Staff Report Only  
■ - School Closed ■ - Early Dismissal

SEPTEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Student/Teacher Days in Session		
	Student	Teacher
September	17	19
October	21	22
November	16	16
December	17	17
January	19	19
February	19	19
March	20	20
April	18	18
May	20	20
June	15	16
<b>Total Days</b>	<b>182</b>	<b>186</b>

### AUGUST

27-28 - New Staff Orientation

### SEPTEMBER

- 1 - Labor Day (Schools Closed)
- 2-3 - Staff PD # 1 & # 2 (School Closed)
- 4 - First Student Day
- 16 - Early Dismissal (FLC Back to School Night)
- 17 - Early Dismissal (PAE & FIS Back to School Night)
- 23-24 - Rosh Hashanah (School Closed)

### OCTOBER

- 2 - Yom Kippur (Schools Closed)
- 13 - Staff PD # 3 (School Closed)

### NOVEMBER

- 6-7 - NJEA Convention (Schools Closed)
- 12-13 - Parent Evening Conferences (Early Dismissal)
- 14 - Parent Afternoon Conferences (Early Dismissal)
- 26 - Thanksgiving Recess Begins (Early Dismissal)
- 27-28 - Thanksgiving Recess (District Closed)

### DECEMBER

- 23 - Winter Recess Begins (Early Dismissal)
- 24-31 - Winter Break (Schools Closed)

### JANUARY

- 1-2 - Winter Break (Schools Closed)
- 5 - District Reopens
- 19 - Dr. Martin Luther King Day (Schools Closed)

### FEBRUARY

- 4 - Parent/Teacher Conference (Early Dismissal)
- 5 - Parent/Teacher Conference (Early Dismissal)
- 6 - Parent/Teacher Conference (Early Dismissal)
- 13 - Staff In-Service (Early Dismissal)
- 16 - Presidents' Day (Schools Closed)

### MARCH

- 13 - Staff In-Service (Early Dismissal)
- 27 - Spring Recess Begins (Early Dismissal)
- 30-31 - Spring Break (Schools Closed)

### APRIL

- 1-6 - Spring Break (Schools Closed)
- 7 - Spring Recess Ends (Schools Open)

### MAY

- 22 - Early Dismissal
- 25 - Memorial Day (Schools Closed)

### JUNE

- 17-18 - Staff In-Service (Early Dismissal)
- 18 - Tentative FIS Graduation (Early Dismissal)
- 19 - Juneteenth (School Closed)
- 22 - Last Day of School (Early Dismissal)
- 23 - Staff PD # 4 (School Closed)\*

\*Staff performing 6 hours of approved PD during out-of-hours by set due date will not have to report.

In the event there are unanticipated school closing for snow or other emergencies, two days have been added to the calendar for a total of 186 days. If any or all of these extra days are not needed, then the last day of the school year will be adjusted such that students will only attend 180 days of school. If it is necessary for additional days beyond what is built into the calendar due to snow or other emergency closings, the required days will be added to the end of the school year through June 30. If more emergency closing days are needed beyond June 30, school will be open in the order listed to the right.

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

#### Emergency/Snow Make-up Days

(Subject to change pending need for additional emergency/snow closings)

- Monday, April 6, 2026
- Friday, April 3, 2027
- Thursday, April 2, 2027
- Wednesday, April 1, 2027
- Tuesday, March 31, 2027

[www.freeholdboro.k12.nj.us](http://www.freeholdboro.k12.nj.us)

## EMERGENCY CLOSINGS

In the event the Superintendent closes school, announcements will be made using the following:

- **SCHOOL MESSENGER** (broadcast message to school community members)
- **DISTRICT WEBSITE:** <http://www.freeholdboro.k12.nj.us>
- **TWITTER:** @FISLions
- **RADIO STATIONS:** 94.3 FM WJLK, 101.5 FM WKXW
- **TELEVISION STATIONS:** NEWS 12 NEW JERSEY, KYW-TV PHILADELPHIA

## DELAYED OPENING

In the event of a “Delayed Opening” due to a weather emergency, the building will be opened by 9:35 a.m. and school begins at 10:00 a.m. DO NOT DROP OFF STUDENTS BEFORE 9:35 a.m. If students are repeatedly dropped off early, parents will be charged for their supervision, and/or the proper authorities will be notified.

## SCHOOL HOURS

	Homeroom Begins	Dismissal Time
Full Day Schedule	8: 00	2:35
Early Dismissal Day Schedule	8: 00	12:15
Delayed Opening Schedule	10:00	2:35

## GRADE LEVEL SCHEDULES

### Regular Day

Period	Start	End	Min		Period	Start	End	Min		Period	Start	End	Min
HR	8:00	8:03	3		HR	8:00	8:03	3		HR	8:00	8:05	5
6~1 Period 1	8:03	9:16	73		7~1 VAPA	8:03	9:03	60		8~1 Period 1	8:03	9:16	73
Pass	9:16	9:18	2		Pass	9:03	9:05	2		Pass	9:16	9:18	2
6~2 VAPA	9:18	10:18	60		7~2 Period 2	9:05	10:18	73		8~2 Period 2	9:18	10:31	73
Pass	10:18	10:20	2		Pass	10:18	10:20	2		Pass	10:31	10:33	2
6~3 Period 3	10:20	11:33	73		7~3 Period 3	10:20	11:33	73		8~3 Lunch	10:33	11:03	30
Pass	11:33	11:35	2		Pass	11:33	11:35	2		Pass	11:03	11:05	2
6~4 Lunch	11:35	12:05	30		7~4 Lunch	11:35	12:05	30		8~4 VAPA	11:05	12:05	60
Pass	12:05	12:07	2		Pass	12:05	12:07	2		Pass	12:05	12:07	2
6~5 Period 3	12:07	1:20	73		7~5 Period 3	12:07	1:20	73		8~5 Period 5	12:07	1:20	73
Pass	1:20	1:22	2		Pass	1:20	1:22	2		Pass	1:20	1:22	2
6~6 Period 4	1:22	2:35	73		7~6 Period 4	1:22	2:35	73		8~6 Period 6	1:22	2:35	73

### Half Day

6th Grade					7th Grade					8th Grade			
Period	Start	End	Min		Period	Start	End	Min		Period	Start	End	Min
HR	8:00	8:05	5		HR	8:00	8:05	5		HR	8:00	8:05	5
6~1 Period 1	8:05	8:57	52		7~1 VAPA	8:05	8:40	35		8~1 Period 1	8:05	8:57	52
Pass	8:57	8:59	2		Pass	8:40	8:42	2		Pass	8:57	8:59	2
6~2 VAPA	8:59	9:34	35		7~2 Period 2	8:42	9:34	52		8~2 Period 2	8:59	9:51	52
Pass	9:34	9:36	2		Pass	9:34	9:36	2		Pass	9:51	9:53	2
6~3 Period 3	9:36	10:28	52		7~3 Period 3	9:36	10:28	52		8~4 VAPA	9:53	10:28	35
Pass	10:28	10:30	2		Pass	10:28	10:30	2		Pass	10:28	10:30	2
6~5 Period 3	10:30	11:22	52		7~5 Period 3	10:30	11:22	52		8~5 Period 5	10:30	11:22	52
Pass	11:22	11:24	2		Pass	11:22	11:24	2		Pass	11:22	11:24	2
6~6 Period 4	11:24	12:15	51		7~6 Period 4	11:24	12:15	51		8~6 Period 6	11:24	12:15	51

## ATTENDANCE

State law requires that all children (students/pupils) from six to sixteen years of age must attend school regularly. Regular attendance is an integral factor in attaining success in school. However, a child should not come to school feeling ill. The school **must** be notified if a student will be absent for any period of time. Parents are asked to call and report the absence to our main office, **at (732) 761-2156** as early as possible the day of the absence, preferably by 8:00 a.m. A message may be left if calling during non-school hours. If the absence is for an extended period due to illness, a doctor's statement should be sent to the school.

**Note: A parent note does not count towards excused absences.**

### ***Acceptable Reasons For Excused Absences***

1. A doctor's note that is on doctor-office letterhead.
2. Court documents noting the need to be out of school for court appointed reasons.
3. A note explaining observance of a state approved religious holiday, Veterans Day, or Bring Your Child to Work Day.

Student attendance must be the concern of all staff members and parents. Student attendance is not only the function of the Principal, but also the function of parents who value the instructional time given to their children (students/pupils) and teachers who establish the expectations and learning standards that necessitate regular attendance by students. It requires the continued vigilance of both parents and teachers.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level. A warning notice shall be given to any pupil, and to the parent/legal guardian of any minor pupil, who has demonstrated excessive absences during in any one school year excluding any absence attributable to disciplinary suspension.

Students absent from school for any reason are responsible for the completion of assignments missed because of their absence. No student excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

### ***Student Responsibility for Missed Assignments***

The student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary and at their discretion. The teacher will determine the credit awarded to a student for make-up work, subject to the rules set forth by the teacher. Where class participation is a factor in the learning process, the teacher may consider student's absences in determining a final grade, except those absences for the observance of students' religious holiday or for suspension from school which cannot adversely affect students' grade. The teacher may record an incomplete grade for students who have not had full opportunity to make up missed work.



Attendance at school may be excused when the demonstrated mental or physical condition of the student is such as to interfere with learning or prevent attendance, or by such circumstances as the building principal may determine constitute good cause.

Student attendance will be monitored closely to ensure they have the opportunity to succeed in school. The total number of unexcused absences is calculated by the total number of absences from school and absences from tardies. We will follow these attendance procedures with regards to unexcused absences:

- At four or more days in the 1st marking period – letter from Principal/designee.
- At eight or more days in the 1st and 2nd marking periods – letter from the Principal/designee.
- At twelve or more days in the 1st, 2nd, and 3rd marking periods – Principal/designee conference with parent/guardian.
- At twenty or more days in all marking periods – Principal/designee conference with parent/guardian. Possible legal action and/or retention.

### ***Attendance & Co-curricular Participation***

At the principal's discretion, students may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth by our Board of Education. Students may be denied participation in athletic competition if their attendance fails to meet the standards set forth in Board Policy.

## **ARRIVAL & DISMISSAL PROCEDURES**

### ***Arrival***

The school day begins at 8:00 a.m. Arrival starts at 7:35 a.m. Students may enter through doors 5, 9, and 13.

- Students may wait in the cafeteria if receiving breakfast
- Students may wait in a designated location until 7:50 a.m.
  - 6th and 7th grade students report to the old gym
  - 8th grade students report to the new gym
- Students may not use lockers until 7:50 a.m.

Students who are arriving by car should be dropped off only between doors 10 and 12, out front of the school. **Students should NOT be dropped off outside of door 5.**

### ***Dismissal***

Students are dismissed at 2:35 p.m. They should go to their lockers, leave their personal belongings, and pick up anything they need to go home. Students may exit the building through doors 5, 10, and 12. All students should exit the building by 2:45 p.m. and leave campus by this time. Students are only allowed in the building if they are enrolled in a program after school or in the designated waiting area if they are picking up a sibling at Park Avenue Elementary School.

## NOTE TO PARENTS REGARDING TRAFFIC SAFETY

It is essential that ALL TRAFFIC signs in the Park Avenue Complex be obeyed. Please come to a complete "STOP" at ALL crosswalks, including the path crosswalks and when exiting the complex. This is for the safety of all children (students/pupils) and staff members. Unsafe driving and/or disrespectful behavior to staff, students, or visitors will be reported to the proper authorities. Please note that the Freehold Borough Police Department will periodically conduct spot checks on or near school property for seatbelts, excessive speed, and more.

## EARLY SIGN OUT

Situations may arise that make it necessary for a student to be dismissed from school early. Students may only be signed out by a parent, guardian, or an adult who has a written note from your parent or guardian. **A STUDENT WILL BE CONSIDERED TO HAVE ATTENDED SCHOOL IF HE/SHE HAS BEEN PRESENT AT LEAST 4 HOURS DURING THE SCHOOL DAY.** Therefore, dismissal before 12:00 p.m. will be counted as an absence. On early dismissal days, being tardy would equal an absence.

## LATE ARRIVAL/TARDINESS TO SCHOOL

Students who arrive late, after 8:00 a.m., for 1<sup>st</sup> period, will be marked absent for that particular class if more than half of the period is missed. Students will also be marked absent from any other class if more than half of the period is missed. A student needs to be in school for at least 4 hours to be considered present for that day. Any tardy arrival on early dismissal days will also count as an absence. Every 3 tardies is equivalent to 1 absence, even if it is only by a few minutes.

A student who has been tardy, after 8:00 a.m. to school may be given a lunch detention to be served that day; when a student accumulates five (5) lates they may be assigned to an office detention (up to 1/2 hour in length). An additional detention will be assigned for each instance of tardiness thereafter (see BOE Policy 5200, Regulation 5240). Tardy is considered any time after 8:00 a.m. If the tardiness is due to a medical appointment, a doctor's note is required. The note must indicate the day of the appointment and the doctor's/dentist's telephone number on their professional letterhead so it can be verified. The following are not excused for being tardy: (a) needed at home; (b) overslept; (c) car trouble; (d) personal business; or (e) appointments that cannot be verified. Some reasons may be excused by the Principal on an individual basis.

Excessive and continued tardiness to school after previous school interventions and/or consequences will result in loss of extracurricular activities and a possible suspension.

## TARDINESS TO CLASS

**If a student is late for class, they must provide a pass or prior teacher contact with the scheduled teacher.** Students are not to report to the Main Office for a late pass. **Teachers will admit all students who are late and will issue a consequence if the student is consistently tardy, and has reached three (3) tardies for that class.** Note: **"Seek and Receive"** – Students must seek and receive permission from the teacher for the scheduled class prior to missing any portion of the

instructional time. Students who solicit passes from other teachers, counselors, or support personnel, without prior approval, may find those passes unacceptable to the scheduled teacher. Students cannot go to the nurse or bathroom without consent from the scheduled teacher. Students who are out of class for an extended period of time will be considered cutting class.

## FAMILY VACATIONS

We strongly encourage parents not to schedule family vacations during regular school hours. The parent(s) or legal guardian(s) who anticipates a future absence or anticipates that an absence will be prolonged must notify the school office/school nurse *in writing*. Days missed due to family vacation will be recorded as an unexcused absence. **Please note that students must be present in school for 160 days in order to gain credit and be promoted to their next grade. Refer to Board of Education policy 9203.**

## WITHDRAWAL PROCEDURE

When a student is to be withdrawn from school, he or she should report to the office at least three days prior to the date of withdrawal/last day student attendance. All fines must be paid and all books returned before the school will release records to the parents or another school. No student will be permitted to “hand-carry” official/original records to the next school. Parents or legal guardians may have a copy of student records to take with them. An official student withdrawal can be carried out only by a parent or legal guardian.

## ACADEMIC ACHIEVEMENT & GRADE LEVEL PROMOTION

Our goal at Freehold Intermediate School is to promote an environment of student achievement through high expectations, a positive climate, and effective instruction. We encourage students to take ownership of their learning and provide them support in setting and achieving goals. It is expected that students pass their classes to be promoted to the next grade level. Passing grades are considered a minimum of 65 or higher. Failing grades are considered a 64 or below. Students who do not earn a passing grade in 1-2 classes will be enrolled in credit recovery over the Summer. Students who do not earn a passing grade in 3 or more classes will be considered for retention. If students need to attend summer school, they must attend the entire duration of the program, and earn a passing grade. If students do not attend or meet the requirements, they will not be promoted to the next grade level.

## UNIFORMED CODE OF DRESS

**Students are required to adhere to the uniformed code of dress listed below.**

Students are required to wear ID badges at all times. Students may use a lanyard or clip to display the badge.				
Collared polo shirts- solid color Long/short	Pants/Shorts/ Jumper/Skirt*	Sweaters/Sweatshirts (worn inside school, not jackets)	Physical Education Class Uniform	
			T-Shirts/Sweatshirts	Sweatpants/Shorts
Navy Blue	Khaki	Navy Blue	Navy Blue	Navy Blue
Gray	Navy Blue	Gray	Gray	Gray
White	Black	White	White	White
Black	Gray	Black	Black	Black
Yellow/Gold		Yellow/Gold	Yellow/Gold	

The Board authorizes the chief school administrator or designee to enforce regulations regarding dress and grooming which:

### ***School Day Code of Dress***

- See the above chart for the dress code appropriate clothing.
- Students are required to wear their ID Badge and it must be visible at all times. Students may use a lanyard or clip to display the badge.
- Hooded sweatshirts/sweaters are permitted. Plain in color with no visible logos or markings of any kind.
- All footwear must be closed toed.
- Shorts and skirts must extend beyond the student's fingertips when standing upright.
- Pants should not hang so low as to expose underwear.

### ***Uniforms: Not permitted***

- Open toed shoes of any kind (sliders and flip-flops are not permitted)
- Leggings, jeggings, denim
- Sweatpants outside of physical education class.
- All head coverings, sweat bands, and street related headgear (unless for religious, cultural, or medical reasons)
- Miniskirts (mid-thigh or higher)
- Low cut, tight fitting or transparent bare midriff, tube tops or other suggestive clothing
- Tie-dye clothing

### ***Boro Pride Fridays***

On Fridays, students are allowed to wear Boro Pride Shirts and Sweatshirts instead of collared shirts.

- **Permitted Clothing:** Team shirts, T-shirts (collared shirts will not be required) in any color.
- **Not permitted:** Jeans or denim of any color, leggings or jeggings

### ***Spirit Days***

Fundraiser opportunities will be held throughout the year; specific themes and criteria will be determined and adhered to.

### ***Dress Code Conduct/Consequences***

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Parent called Verbal warning	Parent called 1 office detention	Parent called Multiple office detentions	Parent called In school suspension

*Please be advised that any student who is not in dress code will be required to change, call home for a change of clothing, or be issued clothing from the Principal's designee. If no other form of clothing is available, students will be placed in an alternate education setting.*

## **SCHOOL POLICIES, PROCEDURES, & INFORMATION**

### ***Academic Support - "Roar & Restore Program" & Homework Help***

At FIS, we believe in providing students with academic support so they can reach their full potential. We offer time during lunch for academic support and a homework help program after school for

students who volunteer to participate in these programs. In addition, students who do not complete work are not in compliance with academic procedures and standards in the school, therefore, we reserve the right to assign a lunch or afterschool opportunity for students to make up missing assignments. This program is similar to a detention, but does not accumulate conduct points. The purpose of the program is to provide opportunities for students to complete missing work to improve their grades.

### ***After School Supervision***

It is essential that all students leave the building at the close of the school day. Exceptions are made for students involved in school sponsored extracurricular activities, those enrolled in an after-school program, or receiving assistance from the teaching staff. It shall be firmly understood that students must be under the direct supervision of a member of the professional staff at all times. Students who fail to comply with the above may be subject to disciplinary action. Students who may be waiting for elementary school siblings or friends should report to the designated room where after school supervision is provided. If a student does not take advantage of the after-school supervision and leaves the school building they are not permitted to wait on school grounds (Park Avenue Campus) unsupervised. They have to leave school grounds and return at 3:15 for the Park Avenue dismissal. Any student who is on school grounds after school hours is considered to be trespassing.

### ***Assemblies***

Aside from the cultural and educational benefits derived, assembly programs are scheduled from time to time for students' enjoyment. Students must proceed to the assembly program from certain class period locations, after attendance has been taken, and they must sit in areas designated by teachers. Attention and proper respect for participants is expected and always required. Once seated, students must remain in their seats for the entire assembly period, or as otherwise directed by teachers or staff members.

### ***Backpacks***

All backpacks, book bags, pocketbooks, purses, fanny packs, or string bags must be immediately secured in the locker at the start of the school day. Carrying backpacks, string bags, fanny packs, or any type of book bag around during the school day is **NOT** permitted, lunch bags AFTER lunch are exempt. Violators will be subject to disciplinary action. Individual exceptions may be made by the principal for medical reasons. Students will be allowed access to their locker during designated times.

### ***Bicycles, Skateboards, And Scooters***

Students may use bicycles, skateboards and scooters as transportation to/from school. However, bicycles should be chained and locked outside and any skateboard or scooter must be able to fit within the student's locker as we do not have extra space in the office or classrooms for storage of scooters or skateboards. Students are required to secure their bicycles with a sturdy lock and chain. Freehold Borough School District assumes no responsibility for damage to or loss of a student's bicycle. It is strongly advised that students wear the appropriate helmet that is required by law when using their bicycles, skateboards, and/or scooters. Hoverboards and electric scooters are not permitted on school

grounds. Students must adhere to traffic safety patterns in the school parking lot including riding their bikes on the sidewalks and remaining out of traffic.

### ***Cafeteria***

The school cafeteria is in operation during each regular school day. The cafeteria has hot and cold lunches, a la carte items, salad bar, sandwiches, and snacks. Students may purchase a complete lunch, or bring lunches from home and purchase milk, snacks, or dessert. In order to keep the corridors clear and to minimize distractions, students must arrive at the start of the period to avoid a tardy. Failure to report to the cafeteria for the assigned lunch period will result in disciplinary action. It is important that each student realizes that the cafeteria is used each day by the entire student body, and must be kept neat and clean. Students are responsible for the area around their lunch table and all trash must be disposed of properly regardless of its source. Teachers/staff members supervising the cafeteria will require that each table be cleared of trash and that papers and trays are properly disposed before students at that table are permitted to leave.

**Food and drink are not permitted out of the cafeteria at any time and may not be consumed in the classroom or gymnasium.** Students who fail to follow teacher directions to clean up their table areas will be subject to discipline under insubordination.

At times, students may wish to bring in treats to celebrate an occasion. Students are permitted to bring in a treat within reason and are individually wrapped. *Outside decorations, including confetti, balloons, glitter, and items to cause a mess are prohibited.* Failure to comply will be considered outrageous conduct.

### **Cafeteria Rules**

1. Students are expected to choose a seat and remain seated appropriately for the duration of the lunch period.
2. Students are not permitted to leave the cafeteria once they enter without permission.
3. Students are expected to wait at their table until called up, then stand in line and wait their turn to purchase lunch items.
4. Students are required to keep their respective tables/eating areas clean and are to deposit all trays and refuse in the proper receptacle.
5. Students may leave the cafeteria only if they are going to a classroom across the hall from the cafeteria with a designated teacher for “Academic Support”. Students must sign out in the cafeteria prior to attending and sign into Turnstile for “Academic Support” for the duration of the lunch period.
6. Students who are serving lunch detention will be picked up by the designated staff member.
7. Students who are attending “Roar and Restore” will report to the appropriate classroom.
8. Students may not leave the school grounds for any reason during lunch.
9. Students may not have food delivered to school for lunch.



## CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

The use of cell phones, air pods, smart watches and other electronic communication devices is prohibited during the school day that begins upon entry to the building and until after exiting the building. Smart watches are acceptable; however, they are only to be used to tell the time during the day. As electronic devices become increasingly more sophisticated, they have also become a source of distraction and disruption in the classroom. In addition to causing a distraction to the instruction process, the proliferation of camera and Internet capable cell phones has created incidents of cheating, taking inappropriate photos, drug dealing, bullying, and harassment between students. Additionally, cell phones compromise the confidentiality of students as well as the integrity of the testing and assessment environment of the school. **Students are required to deactivate cell phones upon arrival (for the duration of the school day) and secure their phones, and any other forms of electronic communication devices in their assigned HALL LOCKER.** Students who violate this policy are subject to disciplinary action and confiscation of the device, and may lose their privilege for future possession or use of remotely activated/activating communication devices.

### *Confiscated Cell Phones*

#### **CONFISCATED CELL PHONES ARE SUBJECT TO REVIEW OF CONTENT BY ADMINISTRATION**

If any material on the cell phone is considered illegal; pornographic; related to drug dealing or an act of bullying, the cell phone will be turned over to the Local Police Department. Confiscated cell phones will be returned to a parent/guardian ONLY BY APPOINTMENT with a building administrator. Any student found guilty of using and/or possessing (in or out of school) any illegal chemical substance, in any form, will immediately be banned from having a cell phone or any other remotely activated/activating communication device on school property for the duration of that student's middle school career. Students are also warned that not locking lockers, and/or sharing locker combinations with friends may result in theft. **The school and district assume no responsibility in the event of theft.**

**NOTE TO PARENTS: In the event of an emergency, parents are to call the MAIN OFFICE to contact their child; calling your child on their cell phone will put them at risk of violating district policy.**

Students are not permitted to have these items while attending school-sponsored activities on or off school property, including dances, without the specific written consent of the parent or guardian and the written approval of the Principal. The Principal/Supervisor must be notified of all incidents involving violation of this Electronic Communication Devices policy. **The school cannot be held responsible for the loss or theft of such equipment if it is brought to school.**

## CARE OF SCHOOL PROPERTY

Students should not mark school furniture, walls, lockers, ceilings, floor or equipment with pen, pencil, marker, paint or any other instrument. Students should not tamper with fire alarms, fire extinguishers or any electrical systems. Anyone who willfully destroys school property through vandalism, arson or larceny, or who creates a hazard to the safety of our students will be referred, disciplined and possibly referred to the local law enforcement agency according to school policy.

## **COMPUTER/INTERNET**

Each student will receive a *Freehold Borough School District Network Use Agreement* contract form describing user policy and procedures that will be kept on file. This form can be found in [Genesis Parent Portal](#) and must be reviewed and acknowledged digitally by a parent/guardian and the student, before permission to use the computers and Internet is granted. Students receive chromebooks that they are responsible for during their time in school. Please see chromebook policy for additional information. Students who violate the terms of the agreements shall have their computer use privileges suspended or permanently revoked. Serious violations of the FBSD Network Use Agreement will be dealt with to the full extent of the law. School administrators will determine what constitutes serious inappropriate use.

## **COMPUTERS/SECURLY**

Securly Classroom is a classroom management tool designed to assist teachers in guiding lessons, monitoring student progress, and maintaining a focus on learning. All teachers can monitor students' internet access and limit web browsing as classroom needs dictate. Teachers and administration can access student web browser history and active websites during class time. Students are expected to follow the district technology use guidelines during class time and before and after school hours.

## **COMPUTERS/ TECHNOLOGICAL EQUIPMENT**

Students are expected to appreciate and respect the district's investment in computer technology. Any student who tampers with system configurations by modifying, adding, or deleting software will lose the privilege of using school computers and will be subject to disciplinary action. Students who vandalize or intentionally damage computer hardware, SMART Boards, LCD projectors, chromebooks, and other instructional technology tools will forfeit the privilege of using the equipment and will be subject to discipline and fines as stipulated under VANDALISM in the Discipline Guidelines. Use of the Internet will be restricted to educational research under the direction and supervision of teachers and media center personnel. School administration has the ability to review student history on student chromebooks. Teachers have the ability to view student searches and files within student drives.

## **DAILY ANNOUNCEMENTS**

Announcements of importance to students are made daily over the public address system. Students are responsible for listening carefully to the information conveyed during the announcements. No announcements will be read unless approved by an administrator. Classes will not be interrupted with announcements unless such information is urgent to students or staff. Daily announcements are posted on Instagram in English and Spanish for students and parents to access.

## **FINES AND OBLIGATIONS**

During enrollment at Freehold Intermediate School, students will be granted the temporary use of numerous textbooks, library books, electronic devices and other materials. Students, who play interscholastic sports, will receive an athletic uniform. At the end of the school year, if these loaned



items are damaged, lost, or for some other reason not returned to the school, the student will be required to pay an obligation: a fine or replacement cost. Textbooks shall be covered after being used and remain so until returned. All valuables should be stored and locked in a locker when not in use to prevent damage or loss. Failure to return or pay for the material will result in denial of participation in school activities, including athletic teams and the 8<sup>th</sup> grade graduation 'dance' until the obligation has been fulfilled.

## **FIRE/EMERGENCY DRILLS**

**Fire drills/emergency safety drills** are necessary for the safety and security of all students, staff and others. Everyone should know the specific direction for reaching a point of safety from those areas of the building in which he/she may be. For fire drills, the information is posted on a sign next to the exit door of each room. Any specific directions regarding a fire/ emergency safety drill will be announced at that time via the Public Address System. Note: **ANY STUDENT WHO PULLS A FALSE ALARM WILL BE SUBJECTED TO SERIOUS DISCIPLINARY ACTION INCLUDING SUSPENSION FROM SCHOOL ALONG WITH THE FILING OF A POLICE COMPLAINT.**

The District conducts periodic **Evacuation** and **Lock-Down Drills**. During an **evacuation drill** students are instructed to vacate the building and report to a designated spot. In the event that it is necessary to vacate the school grounds, off-site contingency plans are established.

During a **Lock-Down Drill** students and staff remain in the classroom or other designated area until the end of the drill. **No one (including parents) will be allowed into the school building during a lock-down drill or an actual lock-down situation.**

**Students are expected to comply with security drill procedures as if it is a real emergency.**  
Failure to demonstrate appropriate behavior during a drill will result in disciplinary action.

## **FIRE EXTINGUISHERS**

Anyone who improperly uses or removes a fire extinguisher can be charged with violating **N.J.1ST:3RD: 5:18-3.3(a) 1.ii** (conditions that would interfere with the efficiency and use of any fire protection equipment). The student shall be suspended for this offense.

## **FUNDRAISING/SALES**

Student fundraising/sales means the solicitation and collection of money by students, on or off school premises, for any purpose associated directly or indirectly with the school district or under circumstances in which the solicitors are identified as students of this district. Students may solicit and collect money on behalf of approved school organizations, provided the **fundraising has been approved by the principal/designee**. Students may not sell items for non-fundraising purposes on school grounds. **No** fundraising activity involving door to door or general solicitation shall be permitted.

A request form for fund raising is available in the Main Office. All fundraising activities not related to the **approved** school district activity are prohibited during regular school hours. The sale of items for individual profit is prohibited.

## **GAMBLING**

Any form of gambling is forbidden in any part of the school building or grounds, including in person or online gambling. Possession of gambling paraphernalia, including but not limited to, cards, dice, is strictly forbidden and subject to disciplinary action.

## **GENESIS PARENT/GUARDIAN ACCESS TO PARENT PORTAL**

Every parent/guardian can have access to view their child's grades, attendance, assessment scores, and conduct at any point during the school year through the online Genesis program. All parents are expected to sign up and use this online program to stay regularly informed of their child's progress. [Genesis Parent Portal](#) can be accessed here. Instructions on how to use Genesis Parent Portal can be accessed [here](#). Please call the main office if you have any issues or need support with your parent account.

## **HALLWAY**

Students travel to and from classes in the hallway. Students are expected to stay to the right side of the hallway when they travel. Students are expected to demonstrate appropriate hallway behavior, such as volume, walking, and being on time for class. Students are not permitted to run, use loud volume, or touch anyone or anything.

## **HEALTH SERVICES**

The district has a qualified/certified Nurse in each building. Students may be referred to the school nurse's office for illness and/or injuries that occur during the school day. The nurse will assess and treat students consistent with the district's board approved standing orders for medical care. Notification to parents of student visits to the nurse will only occur if the injury or illness is of a serious nature where a physician's follow up is required. Parents/guardians requiring more frequent or detailed notification of nurse visits should state needs in writing to the school principal.

Students who are dismissed early by the nurse cannot participate in any additional school activity that day. If and when the student returns to school with a doctor's note, they may participate, after approval by the Principal or his designee is granted.

## **LOCKERS**

Student lockers are school property and remain at all times under the control of the school. School staff will keep a list of all locker assignments. All students will be permitted to use their lockers before homeroom and at the end of the school day at dismissal. Only students who carry lunch boxes are permitted to go to their lockers prior to lunch.

**Students may not share locker combinations.** Students are required to use assigned lockers, and not permitted to use another student's locker. Students tampering with locks and/or lockers will be in violation of school policy and will be subject to discipline and/or loss of locker privileges.

No permanent materials, such as stickers, magic markers, etc., may be affixed to the inside/outside of the lockers. Each student is responsible for the upkeep of his or her locker and will be charged for damage. Gym lockers and hall lockers will be cleaned out periodically as determined by the Principal. Teachers will inspect lockers during these "Locker clean-outs."

Law provides that the principal may open and inspect the contents of any locker (see [Search and Seizure](#)).

**PLEASE NOTE: Students are not allowed to store items in any locker that is not specifically assigned to them.** Students refusing to comply will be subject to disciplinary consequences and/or loss of locker privileges.

## **LOITERING/UNAUTHORIZED AREA**

Loitering in the areas outside the building is prohibited. If a student chooses to remain in the building after the Dismissal bell, they must be under the direct supervision of a staff member, advisor or coach. Failure to comply will result in disciplinary action and penalties will be the same as failure to follow proper procedure. **Remaining on school grounds without permission after 2:45 p.m. is considered trespassing and the local police department may be notified for repeat offenders.** Students who wait for siblings after school must wait in the designated locations until dismissal.

**Note: Any student on external suspension is not permitted to be on Freehold Borough School District property at any time until suspension has been lifted.**

## **LOST AND FOUND**

Articles of clothing, books, jewelry, and other personal items that are found should be turned in to the school main office. If you lose something, check in the main office at the end of the day. Articles lost in the gym or locker room will be held in the gym office (check with them).

## **MEDICATION**

If under exceptional circumstances a child is required to take any medication, including those prescribed by a physician and non-prescribed, "over the counter" during school hours, and his/her attendance to school would not be detrimental to the health or physical well-being of others, the following procedures shall be followed:

1ST: Written statement from the parents giving permission to administer medication

2ND: A written order from the attending physician which shall include:

1. Child's name and name of medication

2. Diagnosis, dosage, frequency of administration, side effects (if any), length of time
3. Medication must be in original container

3RD: The parents of the child shall assume responsibility for informing the school nurse of any change in the child's health or change in medication.

The School Nurse shall:

- 1<sup>st</sup> Inform appropriate school personnel of the medication
- 2<sup>nd</sup> Keep a record of the administration of medication
- 3<sup>rd</sup> Keep the medication in a locked cabinet
- 4<sup>th</sup> Return unused medication to the parent

The school district reserves the right to reject requests for the administration of medicine. If a child is under medication, the parent should consult with their physician about giving medication before and/or after school hours, as no child will be permitted to take any medication in school unless these procedures have been followed.

## MARKING PERIOD, REPORT CARD AND INTERIM REPORT NOTICES

Interim Report Notices and Marking Period Report Cards are posted on Genesis Parent Portal for all parents or guardians of students to view digitally. **Interim reports** are reports that indicate student progress halfway through each marking period. *Parents/Guardians of students who are in danger of failing, or who are working below their potential, are advised to call the school to arrange a conference with our school counselor and teachers to discuss ways to help their child improve and meet academic goals and standards.* **Report cards** for all four marking periods are posted on Genesis Parent Portal for each student and show final grades in each content area. Please refer to the district calendar and websites for conference dates. Please note that all report cards are digital and will not be mailed or emailed home.

## PARENT-TEACHER CONFERENCES

Evening conferences of parents and teachers have been scheduled on six (6) dates during the school year: November 13, 14, 15 and February 5, 6, 7. Every parent/guardian can schedule appointments during parent-teacher conferences on Genesis Parent Portal. It is advised that parents/guardians of students who are in danger of failing or have student concerns, schedule a conference with necessary teachers. It is not recommended that a conference be scheduled for any student who has a 90 or above average for that class. Directions on how to schedule a conference in the Parent Portal can be found [here](#).

## PARENT/STUDENT GRIEVANCE PROCEDURE

If any parent, student, or group of parents and students, have concern(s), complaint(s), or grievance(s), should discuss the matter with a school staff member immediately. If the problem is not resolved

through this process, the parent(s)/student(s) may address their concerns to the next higher authority in the school building, preferably in writing.

The successive order of appeal shall follow the following chain-of-command:

1. Staff Member
2. Supervisor
3. Principal
4. Superintendent
5. Board of Education

## **POSTERS AND NOTICES**

All posters and notices are to be placed on designated areas only and with the approval of the building principal or their designee.

## **PUBLIC DISPLAY OF AFFECTION**

In order to maintain high standards of conduct, students shall refrain from public displays of affection in the school building, on school property, or at school-sponsored events. Students violating this policy will receive a verbal warning and parent contact. Multiple violations will result in possible suspension and loss of privileges.

## **SCHOOL SECURITY**

The district and individual schools have in place detailed security procedures to address a wide range of possible threats. **As required by the state, each school does a security drill once a month, in addition to a monthly fire drill.** District safety procedures are established in full cooperation with the Freehold Borough Police Department and in line with the Memorandum of Understanding with Law Enforcement, a statewide agreement.

If the school goes into a lockdown, or a shelter in place, or must evacuate onsite or move to an offsite location, we ask parents to remain clear of the campus. Information on an incident might be posted on the district website if it is helpful to do so. However, the integrity of a police investigation or privacy rights of individuals involved may preclude publicly posting details of a security incident. Whether details are forthcoming or not, parents should know that all security decisions in the district are made with the safety of the students and staff in mind.

## **SEARCH AND SEIZURE**

Because it is the responsibility of school officials to maintain safety and order in our school, searches may be conducted when reasonable suspicion occurs. School officials reserve the right to inspect lockers, desks, backpacks, book bags, or one's person, given such reasonable suspicion. A search may be conducted to look for weapons, drugs, alcohol, or other banned items. A search

may also be conducted to look for evidence of prior, pending, or anticipated crime, or evidence of a violation of rules or policies of the Board of Education.

## **SUBSTANCE OR DRUG PARAPHERNALIA: POSSESSING, DISTRIBUTING AND/OR SELLING**

State Law (**N.J.S.1ST: 18A-40-4.1**) mandates an immediate examination of students suspected of using a chemical substance for the purpose of diagnosing whether the student is under the influence of a chemical substance. If it is determined the student is under the influence of a chemical substance, a report must be furnished to the New Jersey State Department of Health and the student cannot resume attendance at school until a written medical report is submitted certifying that substance abuse no longer interferes with the student's physical and mental ability to perform in school. Because other variables may be the cause of symptoms associated with substance abuse, determination of a student being under the influence of a chemical substance is not always possible without an examination by a physician. State Law (**N.J.S.1ST: 18A:40-4.2**) recognizes this difficulty and provides protection in stating that **"no action of any kind in any court of competent jurisdiction shall be against any teaching staff member, school nurse or other educational personnel, medical inspector, examining physician or any other office or agent of the board of education or personnel of the emergency room of a hospital because of any action taken by virtue of the provisions of this act (N.J.S.1ST: 18A:40-4.1), provided the skill and care given is that ordinarily required and exercised by other teaching staff members, nurses, educational personnel, medical inspectors, physicians or other agents of the board of education or emergency room personnel."**

## **TURNSTILE/HALLWAY USE**

**Students are required to carry their Student ID on their person** to utilize the Turnstile System at all times during the course of the school day. Turnstile shall be used for students to sign in to the main office if they are arriving at school late and to sign out if they are leaving school early. Students shall use the Turnstile to sign in and out of the bathroom, the nurse's office, the Child Study Team office, the guidance offices, the intervention classrooms, and the main office. Parents can access student turnstile use to view their check-ins throughout the school day.

## **VISITORS**

ALL visitors must report to the Main Office immediately upon entering the building and show photo identification. ALL visitors must properly sign in and receive an identification sticker/badge from the office personnel before leaving the main office. Visitors who fail to report to the Main Office when entering the building and/or have no legitimate business in the building will be considered trespassing. We strongly encourage parents to call before coming to the school. Students from other Districts must make appointments to visit and will not be permitted to visit any staff member or student until at least 15 minutes after student dismissal time and after properly signing in at the main office.

## EXTRACURRICULAR ACTIVITIES

### ***Extracurricular Activities Defined***

**“Extracurricular activities” (Sports & Clubs)** shall be those activities that are sponsored or approved by the Board of Education but are not offered for credit toward graduation. Such activities shall generally be conducted outside the regular school day, available to students who voluntarily elect to participate, marked by pupil participation in the processes of initiation, planning, organizing and execution and shall ordinarily include band, clubs, dramatic or musical presentations, and intramural and interscholastic sports.

### ***Eligibility for Extracurricular Activities***

- Be in good standing with the Academic Standards Policy
- Be in attendance (credit for a full day is required) at school during the day of the activity.
- Not have exceeded the discipline point limit – 10 or more conduct points.
- Must have returned/paid for any athletic equipment used during previous athletic seasons.
- Must not have any outstanding school fines.
- Students suspended may not participate in any practice, extra-curricular activity or athletic competition during the day(s) of the suspension, including the day of infraction. Students who complete assigned detention may participate in a practice, game or activity that same day if they are able to make it to the practice, game or activity on time.
- *In order to participate in an extracurricular or sporting event as a spectator, students must be in good academic and behavioral standing. Students who do not meet these requirements will be ineligible to attend.*

### ***Academic Standards***

**Athletics, athletic programs and clubs** are an integral part of our society and its philosophies. The strong-mind, strong-body concept has been a guiding principle within our community for generations. In order to motivate athletes toward greater academic achievement and sportsmanship and to continue to instill within our community a sense of physical pride and academic excellence, the Freehold Borough Board of Education has set the following procedural guide:

The Freehold Borough Board of Education believes close monitoring of student academic progress is necessary to ensure that participation in extracurricular activities does not adversely impact academic performance. To that end, the Freehold Borough Board of Education establishes an [Academic Standards Policy](#) to cover participation in all extracurricular activities. This policy applies to all students with the principles reinforced in elementary school.

As used in this policy, the following definitions apply. **At the interim and marking period checkpoints, if a student has a failing grade(s) as evidence by a failing cumulative average in that subject, the following will apply:**



- **Probation:** (Failing one or more subjects) A two-week period in which the student's classroom achievements will be carefully monitored. The student will enjoy only the privilege of participating in meetings/practice sessions but will be denied the opportunity to participate in contests, games, excursions, major events, and performances both during and after school. Tutoring may be offered to the student, if available. If tutoring is offered the student must attend, or they will become ineligible.
- **Ineligible:** (Failing one or more subjects) After a two-week period, if no academic improvement is shown, a status is given to a student who has failing grades in one or more subjects at one of the established academic checkpoints. Tutoring will be provided for the student, if offered, but they cannot actively participate in contests, games, dances, excursions, major events, and performances both during and after school.
- **Failing Grade:** The cumulative numerical average of a grade that is a 64 and below, commencing from the opening of the school year.
- **Passing Grade:** The cumulative numerical average of 65 or higher, commencing from the opening of the school year. \*Students attending and passing summer school will no longer be considered as failing.
- **Tutoring:** Assistance given by a teacher before or after school.

If at any point in the period of probation a student has lifted all his grades above failing, then he/she will be returned to good academic standing by the building Principal.

### Interscholastic Sports

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Boys Soccer	Boys Basketball	Baseball
Cross Country	Girls Basketball	Softball
Field Hockey	Wrestling	Track & Field
Girls Soccer	Cheer	

Freehold Intermediate School offers boys' and girls' interscholastic **soccer, cross country, field hockey, basketball, wrestling, cheerleading, track and field, baseball, and softball**. Seasonal contests are held against other middle school teams in our assigned divisions: Students must have a physical examination, complete all necessary medical paperwork found on Parent Portal, and be academically and disciplinarily eligible in order to participate. Sign-up/Try-Outs will take place prior to each season.

### **PLEASE NOTE:**

- Questions/concerns involving a student athlete's specific team should be directed to that particular coach.
- Questions/concerns in regards to scheduling and transportation should be directed to the Sports Facilitator.



- Questions/concerns about the sports programs, coaching staff, and eligibility criteria should all be directed to the Principal.
- All FIS Athletic Team Practices are closed to the public for safety reasons. This is school policy and parents must contact the Principal directly with any questions regarding this, and not the coaches.

### ***Interscholastic Sports Personal Conduct***

#### ***District Policy - 5570***

The Board of Education requires that all individuals involved in or attending the athletic and intramural programs sponsored by the Board exhibit sportsmanship when representing the school at any athletic event. Sportsmanship is defined as abiding by the rules of the contest as defined or accepted by the participating teams and the gracious acceptance of victory or defeat. In exhibiting sportsmanship all participants shall:

- Understand and follow the rules of the contest;
- Recognize skilled performance of others regardless of affiliation;
- Display respect for all individuals participating in the athletic event;
- Treat opponents in an empathetic manner; and
- Congratulate opponents in victory or defeat.

Failure to exhibit good sportsmanship shall include, but not be limited to the following conduct:

- Any person who strikes or physically abuses an official, coach, player or spectator;
- Any person who intentionally incites participants or spectators to abusive action;
- Any person who uses obscene gestures or unduly provocative language or action towards officials, coaches, opponents or spectators;
- Any school or athletic staff member who is publicly critical of a game official or opposing coaches and/or players;
- Any person who engages in conduct which exhibits bias based on race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, or disability; and
- Schools or school organizations engage in pre-event activities of an intimidating nature, e.g., use of fog machines, blaring sirens, unusual sound effects or lighting, or similar activities.
- Other conduct judged by the Principal to be unsportsmanlike in character.
- Any violation of the rules of the New Jersey State Interscholastic Athletic Association.

Failure to exhibit good sportsmanship may result in the Board denying the opportunity for any individual to participate in the athletic program or attend athletic events.

NJSIAA Guidelines Adopted: 19 July 2010

A pupil who wishes to participate in athletic competition must submit, on a form provided by the district, the signed consent of his/her parent(s) or legal guardian(s). If any of the paperwork is not completed and handed in before the posted deadline, the student is ineligible for participation.

## **Clubs**

### **Student Council**

Student government, an important student organization, is elected to represent the entire student body. The advisor supervises the election of all class officers and assists with coordination of all student activities. The officers represent the student body when their input is needed to make decisions. Under the guidance of the advisor, the Student Council also helps oversee the student activity program, including dances, field days, and assemblies. Any student in good academic, and behavioral standing\* in grades 6, 7, and 8 may be elected (1 yr. term) as an officer, with the exception of President which should be grade 8. Campaigns and elections are held at the beginning of each school year. All student council officers and members must remain in good standing throughout their term.

### **WEB - Where Everyone Belongs**

WEB, which stands for “Where Everybody Belongs” is a middle school orientation and transition program that welcomes 6th graders and makes them feel comfortable throughout the first year of their FIS experience. Built on the belief that students can help students succeed, the program trains mentors from the 8th grade class to be WEB Leaders. As positive role models, WEB Leaders are mentors and student leaders who guide the 6th graders to discover what it takes to be successful during the transition to middle school and help facilitate 6th grade success. Students selected for this program must be on good academic standing, complete an essay on why they want to be a WEB Leader, have at least one strong recommendation from a staff member and meet the criteria outlined in the WEB rubric. \*Rubric is available upon request to the Principal.

### **Lion Leaders**

“Lion Leaders” is a program made up of students who focus on school climate and peer relationships. Students are involved in school fundraising, peer to peer education on issues that impact middle school students. Students selected for this program need to be in good academic standing and have not exceeded 10 conduct points. Students are required to complete an essay on why they want to be a Lion leader. All students meeting the criteria are included.

### **National Junior Honor Society**

Membership in the National Junior Honor Society is an honor bestowed upon a student. Eighth grade students may be selected for membership by the Faculty Council, based on outstanding scholarship, leadership, character, and work ethic. Once selected, members have the responsibility to continue to demonstrate these qualities. The National Junior Honor Society is a service club. Members participate in service projects to benefit the school and the local community. All members are expected to complete ten hours of community service during their year of membership.

### **Drama Club**

The Drama Club at FIS is designed and implemented to foster an appreciation for the theatrical arts. Students learn acting, singing, dancing, choreography and other performing skills. Increased self-esteem, responsibility, communication skills, and confidence are all active results of participating in our drama activities. All students are welcome!

### **Art Enrichment**

Art Enrichment at FIS is an afterschool program that allows students to further explore their passion for Art through creating the scenery and props for the FIS Musical as well as creating the decorations for the 8th Grade Dance. Students meet weekly to brainstorm, plan and create various types of art projects. All students are welcome and encouraged to participate.

### **Band & Chorus**

Participation in Band is voluntary and part of the VAPA program. Students can sign up for a semester of Band where they will learn to play an instrument of their choice. Students will be expected to participate in after school band practice and perform in 2 Band Performances throughout the year. Students may join Chorus, an after school program that meets once a week to practice and prepare music for performances throughout the year.

### **Future Problem Solvers**

Gifted and Talented students are invited each year to participate in the Global Issues Problem Solving (GIPS) competition. This competition is a component of the Future Problem Solving Program International (FPSI). GIPS is a team activity in which participants research a series of global topics and learn a six-step creative problem-solving process. In competition, participants apply their knowledge and the problem-solving process to address a Future Scene, an imagined situation set in the future. Topics for the Future Scenes include global issues in the areas of business and economics, science and technology, and social and political areas. Each year five topics are addressed: two practice problems, a qualifying problem, an Affiliate Bowl/Final problem, and the problem at the International Conference. Approximately forty-five states within the United States and fifteen countries throughout the world are Affiliate Programs or Mentored Regions involved in FPSPI.

### **Newspaper and Broadcast**

*The Lion's Roar is FIS' resident student newspaper. Students can explore their love of journalism by contributing stories and articles to the publication, as well as having insight on the layout and editing of the physical paper. Students also star, film, and edit a serial newscast presented to their fellow students. Students meet weekly and all are welcome!*

### **Homework Help**

FIS offers students the opportunity to complete homework and missing assignments voluntarily through the Homework Help Program. Parents/guardians must sign a permission slip with the designated days of attendance and turn into the office. The students will stay after school for 1 hour with a teacher in a

small group setting to allow for tutoring and support with their academic needs. The teacher will dismiss the students at 3:45.

## **SCHOOL SPONSORED EVENTS**

In order to promote social growth and the fun aspects of school, the school sponsors dances, student nights, as well as other events each year. Only eligible Freehold Intermediate School students may attend these events. Outside guests are not permitted. Students who are ineligible to attend (see reasons mentioned in [Extracurricular Activities](#)) shall be notified in advance of the event by the Principal. It is the responsibility of all students to check eligibility. Students will not be allowed to leave any school event until it has completely ended. Furthermore, parents (or a designee with written permission ahead of time) are required to pick up their child at the end of any event for safety reasons. Proper authorities will be called if your child is not picked up in a timely manner at the end of a school event.

### ***Field Trips - Educational Excursions***

Field Trips are used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the school. Only eligible students may attend these trips. Students accumulating 10 or more conduct points for behavioral infractions may not be eligible to attend. Eligibility will be determined based on adherence to a behavior contract and/or teacher and administration discretion. Students not attending field trips will be expected to attend school and proceed through their typical day.

### ***Field Day***

Sixth and Seventh Grade FIS Field Day is on campus. Eighth Grade FIS Field Day is an off campus event. Students accumulating 10 or more conduct points will not be eligible to attend. Eligibility will be determined based on adherence to a behavior contract and/or teacher and administration discretion. These students will be expected to attend school and proceed through their typical day.

### ***8<sup>th</sup> Grade Graduation Dance***

The Eighth Grade Graduation Dance is usually held the first or second Friday in June for FIS graduating students only. Only students that are not exceeding 10 conduct points or are academically ineligible (failing one or more subjects) are able to attend. Eligibility will be determined based on adherence to a behavior contract and/or teacher and administration discretion.

## **8<sup>th</sup> GRADE GRADUATION**

The 8th grade graduation ceremony is typically held the day before the last day of school, followed the next morning by breakfast held on campus for 8th grade students. Students who are not in good academic (failing one or more subjects) or behavioral standing, 10+ points and under the discretion of the principal, will not be eligible to walk at graduation. Summer school requirements can be found in the district Course Curriculum Guide.

## ROAR PROGRAM

Our ROAR Program is a Positive Behavior Intervention Support System, PBIS program to encourage positive behaviors, values, and expectations within our school building. Our values were developed to align with our mascot, the Lion, so we use the acronym ROAR. These qualities are outlined below:

### ***ROAR Qualities***

- Responsible
- On Task
- Accepting of Others
- Respect

Staff and students engage in meaningful discussions and lessons throughout the course of the school year about these qualities and how they make an impact in our school day and throughout our lives. We have the expectations outlined in our ROAR Matrix, which students will see in many areas of the building. Students are rewarded for demonstrating these positive qualities with ROAR stamps. After accumulating eight stamps, students receive a prize. The program encourages students to contribute willingly to a positive climate, culture, and community through positive decision-making.

## SCHOOL SPIRIT

School spirit is demonstrated in many ways throughout our school. Throughout the school year, students participate in pep rallies, spirit days and weeks, dances, club and extracurricular activities, cross-age education activities, staff vs. student games, and school-wide initiatives and celebrations. We encourage students and staff to be proud of who they are and their community through wearing Boro Spirit Wear on Fridays in unity.

## STUDENT CODE OF CONDUCT

The Student Code of Conduct was developed and is implemented to promote a safe and orderly environment for positive student development and achievement that enhances learning and leads to success in and out of school. We believe in proactive approaches to discipline and establishing common expectations and a positive climate within the classrooms and school building that promote positive behaviors. We enforce discipline consistently and fairly, while also incorporating the use of reflective practices. We believe in teaching accountability through consequences, while also providing support in correcting mistakes and changing behavior through reflection. We communicate openly with students, parents, and staff to work as a team to identify behavioral issues and improve behavior. We apply our ROAR program to conversations related to expectations, discipline, and to promote a positive climate and relationships at all times. We use reflective practices to proactively teach SEL skills and ROAR qualities so students can make productive choices that directly impact their academic success.

Students are encouraged to emulate the following student expectations set forth by our ROAR Matrix:

### ***ROAR Qualities***

- Responsible

- On Task
- Accepting of Others
- Respect

Board of Education policy in accordance with the laws governing public education in this state, specifically **Title 18A:37-1**, *requires each pupil to comply with the rules and regulations established for each school*. Each student is expected to pursue the prescribed course of study for which he/she is enrolled, and shall submit to the authority of the teacher (or other staff member) as specified in **Title 18A:25A:25-2**, with each pupil being held accountable for his/her behavior during scheduled school hours as well as on the way to and from school.

New Jersey Law **N.J. 18A:37-2** states: "Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or obscene language, or who shall cut, deface, or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school."

"Conduct which shall constitute good cause for suspension or expulsion of a pupil; quality of such conduct shall include, but not be limited to, any of the following:

- Continued and willful disobedience
- Open defiance of the authority of any teacher or person having authority over them
- Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils
- Physical assault upon another pupil and/or a staff member
- Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear
- Willfully causing, or attempting to cause, substantial damage to school property

## ROAR AND RESTORE

Roar and Restore is a program focused on encouraging students to complete incomplete and missing assignments. Students will be required to attend Roar and Restore which is held during lunch or after school if they have incomplete or missing work. The office will assign the students the time to attend the program. Students are required to attend but will not receive conduct points.

## DISCIPLINE POLICY

Consequences will be issued as a result of inappropriate behavior. Should a student receive a referral, the consequences may include an office detention, parent conference, in-school suspension, out-of-school suspension, or other appropriate actions. Each action carries with it a certain number of points as detailed below.

*IN ALL CASES, THE PRINCIPAL'S JUDGMENT WILL BE EXERCISED IN IMPLEMENTING CONSEQUENCES STEMMING FROM DISCIPLINARY OFFICE REFERRALS AND IN ACCORDANCE TO BOE POLICY AND REGULATIONS. \*The Principal reserves the right to request a review of the penalty points and consequences with the Superintendent.*

## ***Discipline Point System***

*The consequences below carry with them the following points:*

Detention <ul style="list-style-type: none"><li>• Lunch</li><li>• Office</li><li>• Teacher</li></ul>	2 points per day issued
Failure to serve Detention	Student issued an ISS for the following school day
Removal/Refusal to Leave from Class	2 points per infraction
Alternate Education Placement	3 points for removal from class and alternative placement for the period
In-School Suspension	3 points first day, plus 2 points for each additional day issued for the same infraction
Out-of-School Suspension	4 points first day, plus 2 points for each additional day issued for the same infraction
ROAR & Restore Program	0 points issued

- Points accumulated (10+) as a result of negative behavior *may result* in the loss of extracurricular activities to include
  - Class Trips
  - School Dances
  - Field Day
  - Participation in Clubs and Activities
  - Participation in Sports
  - Attending extracurricular and sporting events after school as a SPECTATOR

## ***Administrative Actions***

### **If a pattern of disciplinary issues develop, it may result in the following**

- Telephone call/contact is made with parent and/or guardian
- School counselor is advised and appropriate counseling action taken
- Training on appropriate social skills and behavior will be provided
- Matter referred to District Child Study Team (if applicable)
- Parent conference is scheduled with Principal/Supervisor or a designee
- RTI (Response to Intervention) referral made and conference held as needed
- Loss of extra-curricular privileges
- Potential mandatory hearing with student and parent to design a Behavior Contract
- Inability to try out for and/or participate on a team or in extracurricular activities.
- Inability to attend school-sponsored activities beyond school hours: dances, games, etc.

**NOTE:** Students may not attend or participate in any extracurricular activity on day(s) when serving suspension, including the day of infraction.

1. (see [Eligibility for Extracurricular Activities](#))



## **Behavior Contracts**

Points will be evaluated with students and administrators at the end of every marking period. **A behavior contract to reduce points will be created for students at or over 10 points.** Students have the ability to reduce conduct points by 20% for every month that no conduct points are assigned. Within this contract, the student will set specific behavioral goals. Any additional points could violate the contract, and failure to comply with the contract will result in loss of privileges.

## **DISCIPLINARY CONSEQUENCES**

Students have a fundamental right to a free public-school education. Along with this right is the corresponding responsibility to join with other members of the school community in respecting one another and adhering to school rules and policies. Students also have the right and responsibility to live by the rules of law while being entitled to equal protection under the law. It is the obligation of each student to obey school regulations and school authorities who enforce them. Therefore, the Freehold Borough School District has established standards for acceptable student behavior. To assist students in choosing appropriate behavior, the disciplinary consequences for some given infractions are listed below (**Note:** Consequences for infractions not specifically listed will also be administered by the Principal accordingly). Each situation is unique and may result in more severe penalties, as determined by the school administrator.

### **Academics**

<b>MISSING WORK AND INCOMPLETE ASSIGNMENTS</b>
<b>1st:</b> Conference with student (number of assignments up to teacher discretion)
<b>2nd:</b> Communication with parent and recommendation for extra help programs
<b>3rd &amp; over:</b> Academic Support (ROAR & Restore) as needed <i>*no conduct points issued</i>

<b>PLAGIARISM/ACADEMIC DISHONESTY/CHEATING</b>
<b>1st:</b> Reprimand, withhold credit on assignment, and parent Conference possible detention or suspension
<b>2nd:</b> Reprimand, withhold credit on assignment, parent conference, and additional discipline, possible detention or suspension

<b>UNPREPARED FOR CLASS</b> (amount of times based on teacher discretion)
<b>1st:</b> Verbal warning
<b>2nd:</b> Parent Contact, Conference with Student
<b>3rd:</b> Office Detention

### **Attendance**

<b>UNEXCUSED TARDY TO SCHOOL</b>
<b>1st:</b> Verbal Warning & Parent notification (1-3 tardies)
<b>2nd:</b> 4th Tardy - Mandatory parent conference & conference with student



<b>3rd:</b> 5th Tardy - Detention for each tardy thereafter at the discretion of the school administration, communication with home
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<b>TARDY TO CLASS</b>
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<b>1st:</b> Verbal Warning & Parent notification (up to 2 tardies)
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<b>2nd:</b> 3rd Tardy - Office detention, Conference with student
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<b>3rd:</b> 4th Tardy - Detention for each tardy thereafter at the discretion of the school administration, communication with home
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<b>TRUANCY</b>
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<b>1st:</b> 1 day Suspension, Parental Conference, Police Notification
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<b>2nd:</b> 2 day Suspension, Parental Conference, Police Notification
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<b>3rd:</b> 3 day Suspension, Parental Conference, Police Notification
--

<b>CUTTING CLASS (5 or more minutes of missed class time that is not accounted for)</b>
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<b>1st:</b> Office Detention and Parental Notification
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<b>2nd:</b> 1 day Suspension. and Parental Notification
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<b>3rd:</b> 1–3 day Suspension and Parental Conference
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<b>CUTTING DETENTION</b>
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One opportunity to make up for the detention. If detention is not made up, it turns into 1 day In-School Suspension (ISS). Parent is notified.
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*\*After 20 days of unexcused absences, legal action may be taken. Every 3 tardies is equivalent to 1 absence, even if it is only by a few minutes. The total number of unexcused absences is calculated by the total number of absences from school and absences from tardies.*

### **Bullying & HIB**

<b>BIAS INCIDENT (Student to Student)</b>
---

(Inappropriate gestures, offensive literature, pictures, notes, derogatory comments, jokes, slurs, or remarks/questions related to race, ethnicity, gender, religion, or sexual orientation.)
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<b>1st:</b> Student Conference, Office Detention, Parental Notification, & Possible Suspension and Police Notification
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<b>2nd:</b> 1–3 day Suspension, Parental Conference & Police Notification
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<b>3rd:</b> 3–5 day Suspension, Parental Conference, Police Notification, & Possible Expulsion Referral
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*\*Incidents may be cumulative of a period of time (including several years), if the offender demonstrates a pattern of behavior or targeted offensives towards an individual.*

<b>BIAS INCIDENT (Student to Staff)</b>
---

(Inappropriate gestures, offensive literature, pictures, notes, derogatory comments, jokes, slurs, or remarks/questions related to race, ethnicity, gender, religion, or sexual orientation.)
---

<b>1st:</b> Student Conference, Parental Notification, & 1 Day Suspension and Police Notification
---

<b>2nd:</b> 2-3 day Suspension, Parental Conference & Police Notification
<b>3rd:</b> 4–5 day Suspension, Parental Conference, Police Notification, & Possible Expulsion Referral

*\*Incidents may be cumulative of a period of time (including several years), if the offender demonstrates a pattern of behavior or targeted offensives towards an individual.*

<b>HIB Confirmed</b>
(Inappropriate gestures, offensive literature, pictures, notes, derogatory comments, jokes, slurs, or remarks/questions related to race, ethnicity, gender, religion, or sexual orientation.)
<b>1st:</b> Student and Administrator Conference, Office Detention, Parental Notification, & Possible Suspension
<b>2nd:</b> Multiple detentions or 1–3 day Suspension, Parental Conference
<b>3rd:</b> Multiple detentions or 3–5 day Suspension, Parental Conference, Student Behavior Contract, & possible meeting with the BOE

### ***Dress Code***

<b>DRESS CODE VIOLATION (Clothing &amp; Student ID Badges)</b>
<b>1st:</b> Verbal warning - parent is contacted
<b>2nd:</b> Parent notification or conference & office detention
<b>3rd:</b> Parent notification or conference & multiple office detentions
<b>4th:</b> In School Suspension & Parental Notification

### ***Drugs & Paraphernalia***

<b>DRUGS/ALCOHOL POSSESSION</b> (Positive Chemical Screening/Failure or Refusal to Undergo Screening) - Refer to <u>FBSD Board of Education Policy</u>
<b>1st:</b> 3-5-day Suspension (OSS), Police Notification, meeting with Parent/Guardian, Student and Student Assistance Counselor. Re-entry meeting after Suspension period with Parent/Guardian, Student, Counselor & Principal.
<b>2nd:</b> 5-10-day Suspension (OSS), Police Notification, meeting with Parent/Guardian, Student, and Counselor during Suspension period
<b>3rd:</b> 5-10-day Suspension (OSS), Police Notification, meeting with Parent/Guardian, Student, and Counselor during Suspension period. Re-entry meeting after Suspension period. Central Administration Disciplinary Hearing. Possible recommendation for alternative education placement

<b>DRUGS/ALCOHOL USE</b> (Positive Chemical Screening/Failure or Refusal to Undergo Screening) - Refer to <u>FBSD Board of Education Policy</u>
<b>1st:</b> 3-5 day Suspension (OSS), Police Notification, meeting with Parent/Guardian, Student and Student Assistance Counselor. Re-entry meeting after Suspension period with Parent/Guardian, Student, Counselor & Principal.

**2nd:** 5-10 day Suspension (OSS), Police Notification, meeting with Parent/Guardian, Student, and Counselor during Suspension period

**3rd:** 5-10-day Suspension (OSS), Police Notification, meeting with Parent/Guardian, Student, and Counselor during Suspension period. Re-entry meeting after Suspension period. Central Administration Disciplinary Hearing. Possible recommendation for alternative education placement

#### **DRUGS/ALCOHOL INTENT TO SELL OR DISTRIBUTE**

(Positive Chemical Screening/Failure or Refusal to Undergo Screening) - Refer to FBSD Board of Education Policy

5-10 day Suspension (OSS), Police Notification, meeting with Parent/Guardian, Student, and Counselor during Suspension period  
**3rd:** Re-entry meeting after Suspension period and Parent/Guardian, Student, Counselor, & Principal, Re-entry. Central Administration Disciplinary Hearing, Possible recommendation for expulsion

#### ***Prohibited Items***

##### **FIREWORKS**

5 day Suspension, Parental Conference, Police Notification and Expulsion Referral

##### **WEAPONS** (Possession/Use Including Pocket Knives, Chemical Spray Razors blades)

5-10 day Suspension, Police Notification, Parental Conference and Expulsion Referral

#### ***Substance Use & Gang Involvement***

##### **GANG MEMBERSHIP/INVOLVEMENT** (Promoting or displaying gang activity or involvement)

1–5 day Suspension, Police and Parent Notification

##### **GAMBLING/POSSESSION OF GAMBLING PARAPHERNALIA, i.e., cards, dice** (may require Police Notification)

**1st:** Office Detention(s) and Parental Conference

**2nd:** 1–3 day Suspension and Parental Conference

**3rd:** 3–5 day Suspension and Parental Conference

##### **POSSESSION OF TOBACCO, VAPING, and OTHER NICOTINE PRODUCTS**

**1st:** Office Detention, Confiscate and Parent Conference

**2nd:** Confiscate, 1 day Suspension. and Parent Conferences

**3rd:** Confiscate, 1–5 day Suspension, Parental Conference with Building Administration

##### **SMOKING, VAPING or USE OF OTHER NICOTINE PRODUCTS**

**1st:** 1 day Suspension, and Parental Conference, Possible Police Notification

**2nd:** 2–3 day Suspension, Parental Conference, Possible Police Notification

**3rd:** 3–5 day Suspension and Parental Conference, Possible Police Notification

**STATE OF NEW JERSEY'S ZERO TOLERANCE FOR GUNS ACT:** Any pupil who is convicted or found knowingly in possession of a firearm on any school property, school bus, or school function, shall be immediately removed from the school's regular education program for a period of not less than one calendar year.

## Electronics

### INTERNET/INTRANET & ARTIFICIAL INTELLIGENCE (AI) VIOLATION

**1st:** Possible loss of privileges (as determined by the infraction), and Office Detention, parental conference

**2nd:** 1–3 day Suspension

**3rd:** 3–5 day Suspension and Parental Conference, possible Police Notification

### POSSESSION OF CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

**1st:** Office Detention, Confiscate, Surrender to Parent

**2nd:** Confiscate, Office Detention(s) or Suspension and Surrender to Parent

**3rd:** Confiscate, Suspension and Surrender to Parent

### USE OF CELL PHONES during the school day (Refer to policy)

**1st:** Confiscate, Detention, Surrender to Parent

**2nd:** Confiscate, 1 day Suspension, Surrender to Parent

**3rd:** Confiscate, 3 day Suspension, Surrender to Parent

*\*Failure to surrender camera/ cell phone (including all components) to a staff member is considered insubordination and will result in further disciplinary action.*

**NOTE:** Confiscated cell phones are subject to review of content by administration. If any material on the cell phone is considered illegal, pornographic, related to drug dealing, or an act of bullying, the cell phone will be turned over to the local police department.

## Harassment

### HARASSMENT-VERBAL/NON-VERBAL

**(Inappropriate remarks, or threatening behavior)**

**1st:** Office Detention(s) or possible Suspension, Parental Notification, & Possible Police Notification

**2nd:** 1–3 day Suspension, Parental Notification & Police Notification

**3rd:** 3–5 day Suspension, Parental Conference, Police Notification, and Possible Expulsion Referral

### SEXUAL HARASSMENT: Physical \*

**Physical** (Unwanted or offensive touching, holding, grabbing, kissing)

**1st:** 1–3 day Suspension and Parental Conference and Police Notification

**2nd:** 3–5 day Suspension, Parental Conference, Expulsion Referral and Police Notification

### SEXUAL HARASSMENT: Verbal/Non-Verbal \*

**Verbal/Non-Verbal** (Inappropriate gesture, offensive literature, pictures, notes, sexual staring, derogatory comments, jokes, slurs or remarks/questions of a sexual nature.)

**1st:** Office Detention, Parental Notification, Possible Suspension and Possible Police Notification

<b>2nd:</b> 1-3 day Suspension, Parental Conference. Police Notification
<b>3rd:</b> 3–5 day Suspension, Parental Conference & Expulsion Referral

*\*Incidents may be cumulative of a period of time (including several years), if the offender demonstrates a pattern of behavior or targeted offensives towards an individual.*

### **Physical Contact on Student & Staff**

<b>ASSAULT</b>
5-10 day Suspension, Police Notification and Parental Conference and Possible Expulsion Referral

<b>FIGHTING</b>
<b>1st:</b> 3 -5 day Suspension, Parental Conference, and possible Police Notification
<b>2nd:</b> 4–5 day Suspension, Parental Conference, and possible Expulsion Referral
<b>3rd:</b> 5–10 day Suspension, Parental Conference and Expulsion Referral

<b>PHYSICAL CONTACT/USE OF FORCE Towards Staff or Student</b>
<b>1st:</b> 1 day Suspension and Parent Conference, possible Police Notification
<b>2nd:</b> 2–3 day Suspension and Parent Conference, Police Notification
<b>3rd:</b> 3–5 day Suspension and Parent Conference, Police Notification

<b>VERBAL ALTERCATION</b>
<b>1st:</b> Office Detention or 1 day Suspension
<b>2nd:</b> Multiple Office Detentions, or 1–2 day Suspension, Parental Conference
<b>3rd:</b> 3–5 day Suspension, Parental Conference

### **School Grounds Conduct**

<b>CHEWING GUM</b>
<b>1st:</b> Verbal warning
<b>2nd:</b> Office detention
<b>3rd:</b> Parental Conference, Multiple Office Detentions or Suspensions

<b>DESTRUCTION OF SCHOOL PROPERTY</b>
<b>1st:</b> Office Detention or Suspension, <i>Restitution may be warranted on damaged item</i>
<b>2nd:</b> 1 day Suspension, <i>Restitution may be warranted on damaged item</i>
<b>3rd:</b> 1-3 day Suspension, <i>Restitution may be warranted on damaged item</i>

*\*If damage is equal to or greater than \$10, Suspension is warranted.*

<b>DESTRUCTION OF STUDENT PROPERTY</b>
<b>1st:</b> Office Detention or Suspension, <i>Restitution may be warranted on damaged item</i>
<b>2nd:</b> 1 day Suspension, <i>Restitution may be warranted on damaged item</i>
<b>3rd:</b> 1-3 day Suspension, <i>Restitution may be warranted on damaged item</i>

*\*If damage is equal to or greater than \$10, Suspension is warranted.*

<b>THEFT/LARCENY</b>
<b>1st:</b> 1–3 day Suspension, Possible Police Notification and Parental Conference
<b>2nd:</b> 3–4 day Suspension, Possible Police Notification and Parental Conference
<b>3rd:</b> 5-day Suspension, Possible Police Notification & Parental Conference

<b>THEFT/LARCENY INVOLVING SCHOOL PROPERTY AND/ OR STAFF MEMBER</b>
1-4 day Suspension, Police Notification, Parental Conference, and Possible Expulsion Referral

*\*The infraction of theft/larceny will be dealt with in terms of the seriousness of potential damages and determine the severity of punishment that will be applied.*

<b>VANDALISM/ARSON</b>
<b>1st:</b> 1–2 day Suspension, Restitution, Parental Conference, Possible Expulsion Referral and Police Notification
<b>2nd:</b> 3–5 day Suspension, Restitution, Parental Conference, Possible Expulsion Referral and Police Notification

### ***Student Misconduct***

<b>CAFETERIA MISCONDUCT</b>
<b>1st:</b> Verbal Warning & possible detention
<b>2nd:</b> Office Detention
<b>3rd:</b> Multiple Detentions, or Suspension involving Parental Conference

<b>DANGEROUS HORSEPLAY/RECKLESSNESS</b>
<b>1st:</b> Detention(s), or 1 day Suspension
<b>2nd:</b> Multiple Detentions or 1–3 day Suspension Parent Conference
<b>3rd:</b> 1–5 day Suspension and Parental Conference

<b>DISRUPTIVE/INAPPROPRIATE BEHAVIOR</b>
<b>1st:</b> Office Detention
<b>2nd:</b> Multiple Detentions or 1 day Suspension, Parent Conference
<b>3rd:</b> 1–3 day Suspension and Parental Conference

<b>EATING/DRINKING IN CLASS</b>
<b>1st:</b> Verbal Warning & possible Detention
<b>2nd:</b> Office Detention or Multiple Detentions, Parent Conference
<b>3rd:</b> 1–3 day Suspension and Parental Conference

<b>FAILURE TO FOLLOW PROCEDURES</b>
<b>1st:</b> Office Detention
<b>2nd:</b> 2 days Office Detention, Parental Conference

<b>3rd:</b> 1-3 day Suspension
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<b>FAILURE TO FOLLOW PROCEDURES DURING SCHOOL SAFETY EXERCISES</b>
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<b>1st:</b> Office Detention
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<b>2nd:</b> 2 days Office Detention, Parental Conference
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<b>3rd:</b> 1-3 day Suspension
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<b>HALLWAY MISCONDUCT</b>
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<b>1st:</b> Verbal Warning & possible detention
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<b>2nd:</b> Office Detention
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<b>3rd:</b> Multiple Detentions, or Suspension involving Parental Conference
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<b>INCITING BEHAVIOR (Physical or Verbal, Involvement in Incident)</b>
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<b>1st:</b> 1 day Suspension and Parent Conference, possible Police Notification
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<b>2nd:</b> 2 day Suspension and Parent Conference, Police Notification
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<b>3rd:</b> 3–5 day Suspension and Parent Conference, Police Notification
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<b>NOT FOLLOWING STAFF INSTRUCTIONS (INSUBORDINATION)</b>
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<b>1st:</b> 1 day Office Detention, Parental Notification
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<b>2nd:</b> 1 day Suspension and Parental Conference
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<b>3rd:</b> 1–5 day Suspension and Parental Conference
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<b>LEAVING CLASS WITHOUT PERMISSION</b>
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<b>1st:</b> 1 day Detention and Parental Conference
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<b>2nd:</b> 1–3 day Suspension, and Parental Conference
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<b>3rd:</b> 5 day Suspension and Parental Conference
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<b>LEAVING SCHOOL GROUNDS</b>
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<b>1st:</b> 2 day Suspension and Parental Conference, Police Notification
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<b>2nd:</b> 2–4 day Suspension, and Parental Conference, Police Notification
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<b>3rd:</b> 5 day Suspension and Parental Conference, Police Notification
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<b>LOITERING/UNAUTHORIZED AREA</b>
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<b>1st:</b> Verbal Warning
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<b>2nd:</b> Office Detention and Parental Conference
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<b>3rd:</b> 1–3 day Suspension, Parental Notification and Police Notification
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<b>OUTRAGEOUS CONDUCT (including false statements leading to police notification)</b>
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<b>1st:</b> 1–3 day Suspension, Parental Notification
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<b>2nd:</b> 3-5 day Suspension, Parental Notification
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<b>3rd:</b> 5 day Suspension, Parental Conference, and Police Notification, Possible Expulsion
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<b>SPITTING (on or in the direction of a student or staff member)</b>
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<b>1st:</b> 1 day Suspension, Parental Notification, possible Police Conference
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<b>2nd:</b> 2 -3 day Suspension, Parental Conference, possible Police Notification
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<b>3rd:</b> 3 -5 day Suspension, Parental Conference, possible Police Notification
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<b>UNAUTHORIZED PRESENCE IN THE PAC (classrooms, elementary school, locker rooms, etc.)</b>
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<b>1st:</b> Verbal warning and/or possible Office Detention
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<b>2nd:</b> Multiple Detentions and/or 1 day Suspension, Parental Conference
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<b>3rd:</b> 2-3 day Suspension, Parental Conference
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<b>USE OF VULGAR LANGUAGE/PROFANITY</b>
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<b>1st:</b> Office Detention or 1 day Suspension
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<b>2nd:</b> Multiple Office Detentions, or 1–2 day Suspension, Parental Conference
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<b>3rd:</b> Multiple Office Detentions or 3–5 day Suspension, Parental Conference
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<b>VIOLATION OF IN SCHOOL SUSPENSION/DETENTION</b>
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<b>1st:</b> Offense is increased, ie: Detention becomes ISS, ISS becomes OSS
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<b>DISRESPECT to STUDENT</b>
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<b>1st:</b> Office Detention or 1 day Suspension
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<b>2nd:</b> Multiple Office Detentions, or 1–2 day Suspension, Parental Conference
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<b>3rd:</b> Multiple Office Detentions or 3–5 day Suspension, Parental Conference
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<b>DISRESPECT to STAFF</b>
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<b>1st:</b> 1 day Suspension, and Parent Conference
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<b>2nd:</b> 2-3 day Suspension, Parental Conference
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<b>3rd:</b> 5 day Suspension, Parental Conference, possible CST Referral
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### *Threats*

<b>SIMPLE THREAT MADE TO STAFF/STUDENT (Any threat that is made to staff or student that is not terroristic in nature)</b>
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<b>1st:</b> 1 day detention, Possible Suspension, Parental Conference
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<b>2nd:</b> 1–3 day Suspension, Parental Conference Police Notification
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<b>TERRORISTIC THREATS MADE TO STAFF/STUDENT (A threat to commit violence communicated with the intent to terrify another. To cause evacuation of a building or cause serious public inconvenience.)</b>
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<b>1st:</b> 3-5 days Suspension, Parental Notification, & Police Notification, Psychiatric clearance required to return to school
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**2nd:** 5-10 days Suspension, Parental Notification, Police Notification, and Possible Expulsion Referral, Psychiatric clearance required to return to school

## **HARASSMENT, INTIMIDATION AND BULLYING/BIAS INCIDENTS**

The New Jersey State Legislature (NJSA 18A:37-19) finds and declares that a safe and civil environment in the District 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 in a safe environment.* **Harassment, intimidation, bullying, or bias incidents are any gestures or written, verbal, electronic, or physical acts that are reasonably perceived as being motivated either by any actual or perceived characteristic such as race, color, that takes place on school property, at any school sponsored function or on a school bus.** Such behavior will not be tolerated and will be disciplined according to District guidelines and the Memorandum of Agreement between the Chief School Administrator and the Prosecutor's Office.

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

For the purposes of this Policy, the term "parent," pursuant to N.J.1ST:3RD: 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

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

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.1ST: 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.1ST: 18A:37-15.3, that substantially

disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that

4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

### ***Investigation Process - Harassment, Intimidation and Bullying***

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying.

1. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. All parents of alleged accused and alleged victim students shall be contacted on the same day of the verbal report of the investigation.
2. The investigation shall be conducted by the school Anti-Bullying Specialist. The Anti-Bullying Specialist will take statements from all involved students. The investigation shall be completed and the written findings submitted to the Principal as soon as possible, *but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying.*
3. Once completed, a determination is made. The Principal shall proceed in accordance with the Code of Pupil Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Chief School Administrator within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.1ST: 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Chief School Administrator shall ensure the Code of Pupil Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, as necessary.
4. The Chief School Administrator shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Chief School Administrator's report also shall include information on any consequences imposed under the Code of Pupil Conduct, intervention

services provided, counseling ordered, training established or other action taken or recommended by the Chief School Administrator.

5. Parents/guardians of the pupils who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents or guardians shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.
6. A parent/guardian may request a hearing before the Board of Education after receiving the information. When a request for a hearing is granted, the hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.1ST: 10:4-1 et seq.), to protect the confidentiality of the pupils. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the alleged incident, the findings from the investigation of the alleged incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.
7. At the regularly scheduled Board of Education meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Chief School Administrator's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.1ST:3RD: 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.
8. A parent, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, 3rd:169 (3RD:10:5-1 et seq.).

For more information on the Freehold Borough School District HIB Policy and the NJ State Law and Regulations, please view the links below.

[HARASSMENT, INTIMIDATION AND BULLYING/BIAS INCIDENTS](#)  
[HIB & Anti-Bullying Slide Deck for Freehold Borough Schools, 2025-2026](#)

## **SCHOOL & COMMUNITY RESOURCES**

We believe in having a strong partnership with the community and building relationships with our resources within the community. We have compiled a list of resources for parents and students to utilize depending on the need. We have School Counselors to provide resources as well.

Jaclyn Lewandoski - 7th and 8th Grade Counselor

[jlewandoski@freeholdboro.k12.nj.us](mailto:jlewandoski@freeholdboro.k12.nj.us) (732) 761 2100 ext. 1004

Kaitlyn Rochelle - 5th and 6th Grade Counselor

[krochelle@freeholdboro.k12.nj.us](mailto:krochelle@freeholdboro.k12.nj.us) (732) 761-2110 ext. 2110

School and Community Resources can be accessed [here](#).