EISENHOWER MIDDLE SCHOOL

Student Handbook



*Responsibility * Respect * Kindness * Trustworthiness * Citizenship * Fairness*

Mr. Paul S. Gallagher, Principal

Dr. Michal Ferenc, Assistant Principal

Eisenhower Middle School Hours

Doors Open	7:38
Homeroom Begins	7:58
Last Period Ends	2:30
Guidance Office Hours	8:00 - 2:50
Main Office Hours	8:00 - 3:30



Late Bus Information: Late activity buses run at 4:00 and 5:00 to serve the Roxbury area. There is limited service for Mt. Arlington students on the 5:00 late buses. Visit the district's Transportation Website for late bus information. For student reference, there is a list of late buses and drop off locations posted on the wall outside the main office.

Vision: Preparing the children of today for tomorrow...

Mission: The Roxbury Township Public Schools, a dynamic and thriving district, in partnership with a supportive and collaborative community, inspires and empowers all learners to flourish as ethical and global citizens in the 21st century.

Philosophy: Utilizing various tools we will ensure all students learn and strive to be successful, well rounded citizens.

The staff and community of Eisenhower Middle School set the following goals for the upcoming school year:

1. Student Learning: Meet the academic, social, and emotional needs of all learners through high-quality instruction and a developmentally responsive, supportive and differentiated learning environment.

2. Positive School Climate: To foster strong relationships with students, families and the community and encourage all stakeholders to take an active role in school and community events

3. Effective Communication: To continue meaningful and quality dialogue with all stakeholders, so that the entire EMS community is aware of all pertinent news and information.

Guidance Department & Child Study Team

The EMS Guidance Department and Child Study Team are essential tools for the success of students at the middle school level. Our Counselors and Case Managers strive to help students to make the right academic decisions while guiding them through adolescence. Teenagers experience the most change during these crucial years, and we are committed to aiding them socially, emotionally, and cognitively. Counselors and case managers schedule student conferences and are available for additional support during emergent situations. Students and parents/guardians are encouraged to call or email their child's counselor to make appointments.

EMS Guidance Department

		
7th Grade Counselor Mrs. Evelyn Torres-Davis etorresdavis@roxbury.org 973-584-2973 x 2007	**8th Grade Counselor** Mrs. Caroline Lomuntad clomuntad@roxbury.org 973-584-2973 x 2006	**Student Assistance Counselor** Mrs. Geri Esposito gesposito@roxbury.org 973-584-2973 x 2008

Intermediate Child Study Team

			
Learning Disabilities Teacher Consultant Ms. Kathryn Ventricelli kventricelli@roxbury.org 973-584-4232 x5512	**School Psychologist** Ms. Sherlyne Dalupang sdalupang@roxbury.org 973-584-2973 x 5518	**School Social Worker** Mrs. Keeshana Wright kwright@roxbury.org 973-584-2973 x 5507	**School Psychologist** Dr. Michael Mosher mmosher@roxbury.org 973-584-2973 x2035

STUDENT EXPECTATIONS

One of the objectives of formal education is to teach citizenship and responsibility for one's actions. This is of primary importance in today's society. It has been the custom of Eisenhower Middle School students to recognize the appropriate behavior for a given situation and to conduct themselves accordingly. It is expected that this custom will continue and that students will exhibit the courtesy that has brought many compliments to the student body and the school. The Board expects all pupils in this school district, commensurate with their age and ability, to:

- Prepare themselves mentally and physically for the process of learning;
- Respect the person, property, and ideas of others;
- Take responsibility for their own behavior and learning;
- Use time wisely and share responsibilities when working with others;
- Follow the directions and instructions of all staff members the first time they are given;
- Monitor their own progress towards school objectives;
- Communicate with parents/guardians and appropriate school staff members about school matters.



Cell Phones and Personal Mobile Devices

Student use of personal mobile devices is **prohibited** during instructional hours (7:58-2:30).

- The term "personal mobile devices" includes cell phones, iPads, iPods, smart glasses, tablets, or any other electronic device not owned by the school district. Phones must be turned off and stored in lockers for the duration of the school day.
- Students **MAY NOT** take photographs or video footage in EMS unless directed to do so by a staff member.
- Headphones must be WIRED. The use of wireless headphones, earbuds, or airpods is not permitted during the school day.

NOTE: Students who have extreme emergencies can request a pass to Guidance or the Main Office. Students who need to use a phone MUST report to guidance or the main office to ask permission.

Cafeteria

The school cafeteria is maintained as a vital part of the overall school program. Hot entrees are served daily along with a selection of sandwiches, salads, and nutritious snacks. To help keep the lunch program a success students should remember the following:

1. Consume all food and beverages in the cafeteria.
2. Deposit all recyclable materials in designated containers located in the cafeteria.
3. Be respectful to the custodial staff and the students who eat lunch after them in the cafeteria by leaving the table and floor around their lunch table in a clean condition.
4. Maintain appropriate behavior and follow all directions given by staff members.

Failure to adhere to these procedures may result in disciplinary action and/or a restricted lunch program in the in-school suspension room.

Expectations During Passing Time

- It is expected that all students move from class to class in a timely manner. 2 minutes of passage time is provided in the master schedule.
- Chronic tardiness to class may result in disciplinary action.
- Keep to the right at all times. Avoid running, pushing, or engaging in horseplay as these may cause a serious accident.
- Talking in the halls should take place in a quiet, conversational manner
- Students should avoid using restrooms during the changing of classes. Students must report to class **first** and request a pass from the teacher.
- In order to visit another teacher or counselor, students must report to class **first** and receive a pass before moving on to the other staff member.

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Unauthorized stops or presence in the hallway may result in disciplinary action.

Food and Beverages

In order to ensure safe and orderly operations, students are **NOT** permitted to schedule delivery of any outside food or beverages of any kind. All meals must be consumed in the cafeteria, and water is the only beverage permitted in the classrooms. Food for special occasions shall only be permitted with the prior approval of the host teacher. Parents, please be advised - If take out food or specialty drinks (Dunkin, Starbucks, etc.) are dropped off in the main office, your student may be required to eat/drink their item in the main office to avoid a disruption in the school setting. Hot beverages are prohibited for safety reasons. Students who violate this rule may be required to throw out their item.

Bus Notes and Passes

In order to ensure the safe return home of all pupils, bus change requests (including *new route* and *same route, different stop*) must be submitted in writing by a parent/guardian no later than the morning of the request. These must be hand written notes with an original parent/guardian signature.

Fire and Security Drills

Fire and security drills are held periodically for the safety of the student body. With the students' cooperation the building can be emptied quickly and efficiently. Signs are placed in each classroom specifying that building exit to be used. A staff member will be assigned to escort and assist physically impaired students from the building during emergency evacuation procedures. The signal for a fire drill is a continuous ringing of the fire alarm bell. When the fire bell rings, the student should walk quietly and quickly from the building.

Lockers

Student lockers are the property of Roxbury Township Board of Education and are made available to students for their use. Only school-issued combination locks may be used to secure lockers. Locks are available for purchase through your student's homeroom teacher at a cost of $5 per lock. The school administration reserves the right to gain access to lockers when evidence suggests that the health, safety, or welfare of students and other personnel in the building may be endangered. If a student has any difficulty opening a locker, the student should ask a teacher or administrator for assistance. If the problem persists, it should be reported to the main office to be corrected. **Students are expected to keep their lockers locked. THE SCHOOL IS NOT RESPONSIBLE FOR LOSSES FROM THE LOCKERS.**

Lost and Found

The lost and found is located in the cafeteria. If a student misplaces any articles, he/she should check the Cafeteria. All unclaimed lost and found items will be donated to charity at the end of each school year.

Money and Valuable Articles

Please do not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. **The school cannot accept responsibility for stolen money or other articles.**

Pledge of Allegiance and Morning Announcements

The Pledge of Allegiance and morning announcements will take place daily via the PA system. All birthday announcements must be placed on an announcement request sheet found in the ELC at least one day prior to the announcement date.

Student ID Cards

All students MUST obtain a picture ID card each year. The photos for this card are taken at the beginning of the school year. Two cards are provided free of charge. After that, students will need to replace a lost ID card and will be assessed a $5.00 processing fee. Students who need a replacement should see the secretaries in the Main Office.

Substitute Teachers

The school is fortunate to have qualified, competent and caring substitute teachers. Substitute teachers are a vital part of a safe and organized school setting. It is expected that the substitute teacher be given the same respect as the regularly scheduled teacher.

Eagle Hour = Lunch + EEE (Ensembles, Extension and Enrichment)

7th Grade	8th Grade
Lunch: 10:41 - 11:14 **EEE: 11:19 - 11:52**	**EEE: 10:41 - 11:14** **Lunch: 11:19 - 11:52**

Expectations during EEE

"Eagle Hour" is a block of time in the middle of the day where each student has time for lunch PLUS an Ensemble (BOC), Enrichment Activity, OR Academic Extension period. The purpose of "Triple-E" is to support each student's academic success and social-emotional growth. Students in BOC **ensembles** (Band, Orchestra, and/or Choir) will attend their ensembles during their Triple-E time. Students not enrolled in BOC will visit their core teachers for extension activities. Additionally, all students have the opportunity to receive extra help from their core teachers in **Academic Lab**.

*Note: Students in BOC who need to get extra help or complete missing work can access a quiet work room during their lunch. They must request a pass to visit the work room in advance, drop-ins are not permitted.

Procedures (Updated 2026-2027 school year):

- All students must first report to their regularly scheduled classroom during Triple E as found on their schedule for the day of the week.
    - **Non-BOC:** Students will be provided a schedule to follow during their triple E period and will visit all four of their core academic teachers throughout the week.
    - **BOC:** Students enrolled in Band, Orchestra and/or Choir (BOC) will report directly to their ensemble during Triple-E.
- Upon completion of attendance, students who are in possession of a pass will be excused to visit Academic Lab.
- Academic Lab: Academic lab runs each day on the following schedule in the ELC. Students must get a pass from their core teacher and use this time to meet with their core teacher to get additional support.

Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
ELA	Math	ELA	Math	Science/ SS

- In addition to taking advantage of the quiet room, students in BOC are also encouraged to request/accept passes for extra help from their core teachers during Academic Lab. Our teachers and music directors will work with all students to develop a plan that allows them to excel in both academics and the arts.

ATTENDANCE POLICY

Absences

EMS encourages regular attendance, while allowing students to be absent if they are ill. If a student is absent due to an illness and would like to request work, please reach out to the teachers. If a student has an extended illness or a chronic health problem, please get documentation from the physician and give it to the nurse. In order for an illness to be regarded as "excused", a **doctor's note** must be provided to the school within ten (10) days of the absence. The note should specify the specific date(s) that it covers. **Notes received beyond ten days will not be accepted.*** In accordance with New Jersey statute *N.J.S.A.* 18A:38-28 through 31 all children between the ages of 6-16 to attend school. Regular communication will be sent home if a child is approaching truancy. After 10 unexcused absences at the discretion of the administrator will make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.54, continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance, and cooperate with law enforcement and other authorities and agencies, as appropriate.

Tardies

A student will be considered tardy if they report to school/class after Homeroom begins at 7:58 am. Anyone coming into school after that time must report to the Main Office to sign in. Consequences for tardies will be as follows:

- 1st Tardy - Verbal warning from administrator or teacher
- 2nd-4th Tardy - Student meeting with team and parent notification
- 5th-8th Tardy - After school detention, by administration
- 9th-11thTardy - One in school suspension and parent conference held
- 12th Tardy - One out of school suspension and parent notification, and referral to Student Assistance Counselor

ACADEMIC INTEGRITY

The highest standards of honesty must apply to a student's actions at Eisenhower Middle School. Any act of dishonesty reflects upon a student and affects the entire school community.

Among the most serious academic offenses are forgery, copying and plagiarism. All are forms of cheating. Forgery is an attempt by the student to provide a false endorsement of a parent or guardian. In copying, a student is taking the work of another, either from homework or from a test, and claiming it as his/her own. The term plagiarism usually refers to a higher level of copying in which a person, often in preparing a research paper, copies from sources without indicating what sources were used. In effect, by not naming the source, the student is claiming the work as his/hers. The term also applies if a student copies a research paper of another and claims that he/she is the author. **Whether the student is the person who gives or receives the information, he/she is guilty of a dishonest act.**

All instances of cheating are dealt with severely at Eisenhower Middle School. Students will not be able to earn full credit for any work (homework, test examination, or paper) which was completed by dishonest means. If this occurs, the teachers will notify the student's counselor and parent/guardian. The student will have to re-do the assignment or complete an alternative assignment provided by the teacher and can only earn partial credit on the assignment. Students will be subject to additional disciplinary actions and a record of this offense will be placed in the student's file and retained throughout their school career at Roxbury. Students will be ineligible for Honor Roll for that marking period.

Student Academic Honors

Students will be listed on the EMS Honor Roll provided they meet the following requirements:

- **High Honor Roll**: If a student receives straight A's in all subjects and demonstrates academic integrity for all classes throughout the entire marking period.
- **Honor Roll**: If a student receives a B and higher in all subjects and demonstrates academic integrity for all classes throughout the entire marking period.

Student Dress Code

Students are expected to be clean and well-groomed in their appearance and to avoid dress and grooming that is likely to create a material and substantial disruption to the school environment. No dress or grooming is allowed that is hazardous to the health or safety of the student or others.

Prohibited items include:

- Overly revealing or inappropriately tight clothing. (Including, but not limited to, see-through or mesh, tube/halter/spaghetti strap tops, bare midriffs, or extremely low cut shirts.
- Aerosols (deodorants, hair sprays, body/perfume sprays).
- Nonprescription sunglasses, glazed/tinted glasses, except as prescribed by a doctor.
- Bare feet, unsafe footwear, slippers, cleated shoes, and footwear intended for the beach.
- Skirts, dresses, pants, and shorts that either end or have holes higher that expose undergarments. Undershirts (underwear) worn without an outer shirt.
- Clothing that is overly soiled, torn, worn, or defaced.
- Outdoor jackets, coats, or hats (except when entering/exiting the building or if there is a defect in the heating system.)
- Clothing/Accessories with reference to gangs, criminal activity, alcohol, controlled dangerous substances, tobacco, or racial or ethnic violence.
- Clothing/Accessories with profanity, obscenity, sexual innuendo, or slanderous or prejudicial slogans. (In essence, anything that could be hurtful or in any way make students and staff uncomfortable.)
- No hats, bandanas, hair-curling aids, or head attire that covers the top of one's head will be worn inside the building during school hours with the following exceptions:

- ★ Religious Observance
- ★ School Spirit Day
- ★ Classroom Activity (supported by teacher)
- ★ A relevant accommodation in a student's IEP, 504, or I&RS plan

Students whose attire does not adhere to the Dress Code will be warned accordingly. Students in violation of these guidelines may be required to change into proper attire before returning to class and may be subject to disciplinary action.

EXPECTATIONS FOR AFTER-SCHOOL EVENTS

Student attendance and participation in after-school sporting and entertainment events is welcomed and encouraged. As is the case with all extracurricular events, students are expected to adhere to the behavioral guidelines and expectations set forth in this handbook. Additionally, a student's behavior in school prior to these events may directly impact their eligibility to attend and/or participate. With that in mind, please take note of the following guidelines and information:

Dances

- All students must have a ticket and student ID to gain admittance to the event. Tickets will be sold during lunches on Thursday and Friday before each dance.
- A student cannot participate in an after school event unless he/she has been present in school that day, or has been absent due to an excused reason other than for sickness.
- Students may not leave dances absent **pick-up by a parent or guardian**. Dances routinely run from 7-9 PM, **with early pickups concluding at 8:30 PM**
- Disrespect of school staff or chaperones will not be tolerated. In such instances, parents will be called and directed to pick up their students immediately.
- The rules found in the EMS Student Handbook and BOE Discipline and Policies will be strictly enforced.

EMS Athletic Events

- All EMS students that are not on team rosters must leave the premises at the conclusion of the school day.
- Arrivals for sporting events begin 15 minutes before the start of competition. For example, arrivals for a 4:00 event begin at 3:45.
- The school makes every effort to staff our events with supervisory personnel, which will enable students to safely attend without the presence of a parent/guardian. However, if unexpected matters arise and we are unable to provide school-sponsored supervision, all EMS students who wish to return for an athletic event **MUST** be accompanied by an adult parent, guardian or caretaker for the entirety of the event.

RHS & EMS Athletic Events

EMS students are encouraged to show their Roxbury-pride by attending RHS and EMS athletic events. It is expected that students who do attend these events follow the behavioral expectations at both Eisenhower and Roxbury High School. Students who violate school rules, demonstrate poor

sportsmanship, or otherwise represent Roxbury negatively may be subject to disciplinary actions and/or banned from future events.

Co-Curricular Programs



The school co-curriculum program is an important part in the total development of each individual student. Students are encouraged to participate in athletics, clubs, intramurals, musical groups, class activities, and other special events sponsored and approved by the school. Students should join activities that tap into their interests and allow them to become full-time participants. Eisenhower offers a number of co-curricular options for students to choose from.

Clubs		Athletics
Student Council	Intramurals	Girls Cross Country
Art Club	News/Magazine Literacy	Boys Cross Country
Builers Club	Multicultural Club	Girls Track
Tech Club	Drama Club	Boys Track
Robotics	Encores Choir	Girls Basketball
Math League	Harmonies Choir	Boys Basketball
Chess Club	Yearbook	Field Hockey
Academic Team	Jazz Band	Wrestling
Peer Leaders	Honors Band	Baseball
Fellowship of Christian Athletes (FCA)	Equal Rights Advocacy Club (ERAC)	Softball
		Girls Soccer
		Boys Soccer

Participation in school athletics is contingent upon completion of a physical examination, securing medical clearance, and completion of all necessary forms. Visit https://www.roxbury.org/domain/651 for more information on this process.

In all cases, students must accept the responsibility for the commitments once they join any club or activity and schedule their time wisely. Classroom work must come first, since that is the primary purpose of attending EMS.

Inappropriate behavior or excessive absences may result in forfeiture of the right to participate in co-curricular events held during the school day. The faculty will bring to the attention of the Assistant

Principal the name of the student whose frequent absences are impacting negative classroom performance.

Sports, Clubs and Extracurricular activities - Student Expectations

Students who are involved in activities or athletics are representatives of Eisenhower Middle School and must conduct themselves in a manner that reflects positively on their clubs, their teams, their school, and their community at all times. Therefore, they accept the responsibility to comply with all Board of Education Policies and Regulations, all school rules, and the rules established by various governing organizations Students found to be in violation of the deportment standards delineated in this document and/or Eisenhower Middle School's student expectations and responsibilities will be subject to appropriate discipline, suspension, and/or expulsion.

The Eisenhower Middle School Code of Conduct contract is a commitment by the student to exercise good judgment in all affairs, to represent self, school, family and community in the most positive manner at all times, and to encourage others to share these ideals. This form must be acknowledged by the student and his/her parent/guardian. No student will be allowed to participate in any activity or sport without having submitted this form. The Code of Conduct includes periods when school is in recess or is not in session.

Students engaged in interscholastic athletics or student activities are considered leaders and, as such, are expected to represent themselves in that fashion. Participation in co-curricular activities is an avenue for the teaching and practicing of good citizenship, for promoting the growth of good character, and for the development of other important life skills. Student involvement in Eisenhower's co-curricular program is an honor and a privilege, not a right. The privilege comes with inherent responsibilities, and is dependent upon compliance with applicable rules and regulations.

As a member of a school, team, club, or organization, a student's behavior on campus, in the community, and at other schools reflects on not only him/herself, but on one's family, on one's program, and on one's school as well. Students engaged in co-curricular activities must carefully consider their actions at all times. This Code of Conduct applies to all students in Eisenhower Middle School. Students and parents understand that, in order to participate in any co-curricular activity (athletic or student activity), students must act in accordance with the following standards:

SPORTSMANSHIP: All activity students and student athletes will adhere to the guidelines of proper sportsmanship/behavior and must show proper respect for their teammates, fellow activity participants, opposing players, coaches, advisors, parents, judges, and officials at all times. Disqualification from an activity/event as a result of poor sportsmanship or as a result of an official's ruling is unacceptable. In cases such as these, team/club discipline will be instituted, including possible suspension from a club/activity.

School Nurse

Illness during the school day: Students becoming ill during the school day should secure a pass from their classroom teacher to report to the nurse. If there is a need to go home, the nurse will inform the students' parents/ guardian and the student will be released from school. Students should not use their cell phones to communicate with their parents directly regarding an illness. *If the procedure is not followed and a student leaves without properly checking out, he/she will be subject to disciplinary action.*

Medication: If a student is required to take prescription medication during the day, the parent/guardian will provide a written request to the school nurse for the administration of the prescribed medication. Medications require written authorization from the attending physician. Parents/guardians will deliver prescribed medication to the school nurse, who is the only person authorized to dispense medication.

Illness/Injury & PE Class: Occasionally, a student may not be able to participate in PE due to illness or injury. The following provides the expectations of the nurse and PE staff.

1. **Up to three day excuse (without a Doctor's note)**
    a. Student can bring a note to the nurse, written by the parent/guardian requesting no PE for the day
    b. Parent/guardian can email or call to notify the nurse
    c. Nurse will provide a pass for the student to give to their PE teacher
    d. The teacher will assign an alternative assignment to be completed in a designated classroom with a teacher present
2. **Excuse with a Doctor's note**
    a. Bring the doctor's note to the nurse
    b. Nurse will notify PE staff and provide a pass for the student to give to their PE teacher
    c. Once cleared to return, bring the medical clearance note to the nurse who will provide a pass for the student to share with their PE teacher.
    d. For long-term excuses, doctor's notes should be updated monthly

***NOTE:** On any day that a student is restricted from participating in PE class due to an illness or injury, they will also be unable to participate in any sports or recess activity.

Student Code of Conduct

Rules and regulations are necessary for the orderly operation of the school community. It is important that students recognize their responsibility to abide by the rules of the school. Accordingly, students who do not conform to school rules and regulations will be subject to the policy of progressive disciplinary rules.

Students shall be required to conduct themselves in a manner in keeping with appropriate levels of maturity. This includes demonstrating the proper respect of authority, adherence to school rules and regulations, and such provisions of the law as they apply to the conduct of juveniles and minors. Poor behavior is not only undesirable in its effects upon the individual - it is also disruptive of the main purpose for which schools are established - to provide meaningful learning experiences to all students. The Roxbury Township Board of Education, administration, and faculty, have made every effort to provide quality education for all students. To take advantage of this opportunity, the student must be willing to learn and behave acceptably.

In order to create an atmosphere conducive to the effective functioning of all students, the students are to demonstrate courtesy and respect toward school personnel and their peers, respect school property, and avoid behavior that disrupts a group activity or is detrimental to the functioning of a class or the school. Students are accountable for their actions even when these actions are taken while they are part of a group. Disruptive behavior that disturbs others or keeps others from learning will not be tolerated**.**

Eisenhower's Philosophy on Discipline

Our teachers strive to be firm, kind, and consistent. Their aim is to create calm, safe, and orderly classrooms while preserving the dignity of each child. This requires a constant balancing of:

- the needs of the group with the needs of the individual
- the need for order with the need for movement and activity
- the need for teachers to be in control of the classroom with the need of students to be in charge of their own lives and learning.

It requires taking the time to teach children how to be contributing members of a caring learning community. The EMS learning community recognizes that rules are put in place to keep us safe and to ensure that all students can learn.

Misbehavior is viewed as a learning opportunity. As such, teachers will be the first to address most student misbehaviors in the classroom. **When a student's misbehavior violates the law, becomes chronic, or puts the safety of themselves or others at risk,** administration will allocate consequences outlined on the next page (not necessarily in order of occurrence)**.**

DISCIPLINARY INFRACTIONS

Note: The penalties noted below denote the *minimum* discipline to be implemented along with parent/guardian contact. Infractions not noted will be left to the discretion of the administration.

1. Insubordination/Disrespect to staff (Failure to follow the directives of school personnel)
   - Offense 1: Administrative Warning or Redirection
   - Offense 2: Lunch Detention(s) or After School Detention(s), restorative actions**
   - Subsequent Offenses: After School Detention or In-School Suspension or Out-of-School Suspension

2. Disruptive Behavior/Use of Inappropriate Language
   - Offense 1: Administrative Warning, restorative actions**
   - Offense 2: Multiple Lunch Detentions
   - Subsequent Offenses: After School Detention or In-School Suspension or Out-of-School Suspension

3. Plagiarism/Forgery/Cheating
   - Offense 1: Multiple Lunch Detentions or After School Detention; Student will complete the assignment (or an alternate assignment) for reduced credit; ineligible for Honor Roll in current marking period
   - Offense 2: In-School Suspension; Student will complete the assignment (or an alternate assignment) for reduced credit; ineligible for Honor Roll in current marking period
   - Subsequent Offenses: Out-of-School Suspension; Student will complete the assignment (or an alternate assignment) for reduced credit; ineligible for Honor Roll in current marking period

4. Dress Code Violation (refer to attached guidelines on Page 9)
   - Offense 1: Administrative Warning/Change Clothes/Phone call home to parents/guardians
   - Offense 2: Multiple Lunch Detentions/Change Clothes
   - Subsequent Offenses: After School Detention/Change Clothes

5. Electronic Device Violation / Violation of Acceptable Use Policy (2361)
   - Offense 1: Lunch Detention(s)
   - Offense 2: After School Detention(s), Confiscation of device pending Parent Pick-Up
   - Subsequent Offenses: In-School or Out-of-School Suspension(s); , Confiscation of device pending Parent Pick-Up

**Police Report/Charges based upon the severity of the incident*

6. EMS Cell Phone Policy Violation
   - Offense 1: Teacher warning; Student will put phone back in locker
   - Offense 2: Teacher confiscation; Student to pick up phone from office at end of day and Lunch Detention; Parent Phone Call

- Subsequent Offenses: After School Detention or In-School Suspension plus Administration confiscation; Parent must come to pick up phone; The student must drop off their phone at the office each morning and pick it up as they exit the building

7. Physical Confrontations/Fighting* (Including pushing and shoving)
- Offense 1: In-School or Out-of-School Suspension (1-3 days)
- Offense 2: Out-of-School Suspension (3-5 days)
- Subsequent Offenses: Out-of-School Suspension (up to 10 days)

**Police notification based upon the severity of the incident*

8. Theft*
- Offense 1: In-School Suspension(s); restorative actions**
- Offense 2: Out-of-School Suspension (1-3 days)
- Subsequent Offenses: Out-of-School Suspension (3-5 days)

**Police notification based upon the severity of the incident*

9. Verbal Confrontation (Students or Staff)
- Offense 1: Multiple Lunch Detentions or After School Detentions; restorative actions**
- Offense 2: After School Detentions or In-School Suspension
- Subsequent Offenses: Out-of-School Suspension

10. Destruction of Property/Vandalism/Graffiti
- Offense 1: After School Detention or In-School Suspension or Out-of-School Suspension (1-3 days) and/or restorative actions**
- Offense 2: Out-of-School Suspension (3-5 days), restorative actions**
- Subsequent Offenses: Out-of-School Suspension (up to 10 days), restorative actions**

**Police Report/Charges based upon the severity of the incident*

11. Under the Influence at School, Use of Substances at School **Automatic Police notification*
- Offense 1: 4 Days Out-of-School Suspension, 2 Days In-School Suspension, mandatory drug screening, compliance with recommended treatment recommendations before return to school
- Subsequent offenses: 10 Days Out-of-School Suspension

12. Possession of Substances and/or Intent to Sell or Distribute **Automatic Police notification*
- Out-of-School Suspension for 10 days (automatic, per BOE policy)

15. Cutting Class
- Offense 1: Two Lunch Detentions; make up missed work
- Offense 2: After School Detentions; make up missed work
- Subsequent Offenses: One day of In-School Suspension; make up missed work

16. Photography/Video Violation (Inappropriate or unauthorized pictures/social media posts)

- Offense 1: Lunch Detention(s); supervised deletion of the photo/video
- Offense 2: After School Detention(s); Confiscation of phone/device pending parent pickup; Lunch Detention(s)
- Subsequent Offenses: Confiscation of phone; Parent Pick-up of device; In-School or Out-of-School Suspension(s)

13. Harassment/Intimidation/Bullying/Bias* (SEE DESCRIPTION BELOW)

- Offense 1: After School Detention, remedial learning/research activity
- Offense 2: In-School Suspension, remedial learning/research activity
- Subsequent Offenses: Out-of-School Suspension, remedial learning/research activity

**Police notification based upon the severity of the incident*

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

- 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 by any other distinguishing characteristic; and that
- 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.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
- 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
- Has the effect of insulting or demeaning any pupil or group of pupils; or
- 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.

14. Possession/Use of Tobacco/Tobacco Products (*including electronic smoking devices*)

- Offense 1: After School Detention(s), related learning/research activity
- Offense 2: In-School Suspension(s)
- Subsequent Offenses: Out-of-School Suspension(s)

**Students will be reported to the Roxbury Township Board of Health who will issue a summons for appearance in municipal court where a penalty will be assessed in accordance with applicable statutes and ordinances.*

***Students found using OR in the possession of electronic smoking devices on school grounds will be sent for a **mandatory drug screening**.*

17. Leaving the school without permission.

- Offense 1: Parent pickup, one day of Out-of-School Suspension, one day of In-School Suspension
- Subsequent Offenses: Parent pickup, two days of Out-of-School Suspension, one day of In-School Suspension

18. Endangering the Safety of Others or Injuring another due to negligence

Consequences will be placed based on severity of the infraction or injury.

- Offense 1: After School Detention(s)
- Offense 2: In-School Suspension(s)
- Subsequent Offenses: Out-of-School Suspension

19. Drug/Alcohol Use or Possession (On school premises/At School Functions)

- Offense 1: 4 days Out-of-School Suspension, + 2 days In-School-Suspension, Substance Abuse Evaluation/Program, Exclusion from extracurriculars until in compliance with treatment
- Offense 2: 10 days Out-of-School Suspension, exclusion from extracurricular activities until student is in compliance with and actively engaged in recommended treatment programs.
- Subsequent Offenses: Out-of School Suspension pending superintendent review and/or board of education hearing

20. Sexual Harassment **Automatic Police notification*

- 10 Day Out of School Suspension; Police Report/Charges; BOE Hearing

21. False Alarm/Bomb Threats **Automatic Police notification*

- 10 Days Out of School Suspension; Police Report/Charges; BOE Hearing

22. Possession and/or Use of Weapons **Automatic Police notification*

- Up to 10 Day Out of School Suspension

23. Threatening others

- Offense 1: In-School Suspension(s)
- Subsequent Offenses: Out-of-School Suspension(s) & Police notification (based on severity of threat)

24. Failure to Attend Disciplinary Actions/Continued Willful violations of School Policies

- Offense 1: After School Detention(s) or In-School Suspension(s)
- Offense 2: In-School Suspension(s) or Out-of-School Suspension(s)
- Subsequent Offenses: Out-of-School Suspension(s)

25. School Bus Conduct

- Based on severity of the infraction consequences could be lunch detention(s), after school detention(s) or bus suspension.

***Restorative Practices - Where appropriate, disciplinary consequences will be paired with opportunities for student(s) to make amends with those affected by the misconduct.*

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*This handbook seeks to identify key aspects of our school as well as explain procedures for its orderly operation. This allows us the opportunity to provide the highest quality educational experience for all students. Should you have questions about any of the topics discussed, please feel free to contact your building administration directly or refer to the associated Board of Education approved policies found on the Roxbury Public Schools website.

EISENHOWER
MIDDLE SCHOOL

Student Contract

I understand that by signing this student contract I am acknowledging that I have thoroughly read the student handbook and agree to adhere to the rules and regulations of the Eisenhower Middle School Code of Conduct. I am aware of the consequences that may result if I violate any of the aforementioned school rules.

Name: _____ Date: _____