FREEHOLD INTERMEDIATE SCHOOL

Respectful, On Task, Accepting of Others, Responsible



STUDENT-PARENT HANDBOOK
2026 – 2027 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 – Daniel Xavier

Tomi Carter

Carrie Conger

Molly Loprete

Kathleen McCabe

Tara Reich

Ashley Rollo

Sean Schittig

DISTRICT ADMINISTRATION AND PHONE NUMBERS

Dr. Asia Michael, Superintendent	(732) 761 - 2102
Patrick Pisano, Assistant Superintendent of Business/Board Secretary	(732) 761 - 2105
David Palumbo, Supervising Accountant	(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

SCHOOL OFFICE CONTACTS

Ruth Florez-Cruz, Principal's Secretary	(732) 761 - 2156
Erika Marcinkiewicz, Secretary, Principal's Office	(732) 761 - 2158
21st CCLC Office	(732) 761 - 2202
Alyssa Angelinovich, School Nurse	(732) 761 - 2127

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DISTRICT CALENDAR

FREEHOLD BOROUGH SCHOOL DISTRICT SCHOOL CALENDAR 2026-2027

BOARD APPROVED: January 20, 2026

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 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			

OCTOBER 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

NOVEMBER 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					

DECEMBER 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		

JANUARY 2027

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	16	18
October	21	22
November	17	17
December	17	17
January	19	19
February	19	19
March	19	19
April	18	18
May	20	20
June	16	17
Total Days	**182**	**186**

AUGUST
26-27 - New Staff Orientation

SEPTEMBER
2-3 - Staff PD # 1 & # 2 (Schools Closed)
4 - District Closed
7 - Labor Day
8 - First Student Day
15 - Early Dismissal (FLC Back to School Night)
16 - Early Dismissal (PAE & FIS Back to School Night)
21 - Yom Kippur (District Closed)

OCTOBER
12 - Staff PD # 3 (Schools Closed)

NOVEMBER
5-6 - NJEA Convention (District Closed)
11-12 - Parent Evening Conferences (Early Dismissal)
13 - Parent Afternoon Conferences (Early Dismissal)
25 - Thanksgiving Recess Begins (Early Dismissal)
26-27 - Thanksgiving Recess (District Closed)

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

JANUARY
1 - Winter Break Begins (Schools Closed)
4 - Winter Break Ends (Schools Open)
15 - Staff In-Service (Early Dismissal)
18 - Dr. Martin Luther King Day (District Closed)

FEBRUARY
3 - Parent/Teacher Conference (Early Dismissal)
4 - Parent/Teacher Conference (Early Dismissal)
5 - Parent/Teacher Conference (Early Dismissal)
12 - Staff In-Service (Early Dismissal)
15 - Presidents' Day (District Closed)

MARCH
12 - Staff In-Service (Early Dismissal)
25 - Spring Recess Begins (Early Dismissal)
26-31 - Spring Break (Schools Closed)

APRIL
1-2 - Spring Break (Schools Closed)
5 - Spring Recess Ends (Schools Open)
22-23 - Passover (District Closed)

MAY
28 - Early Dismissal
31 - Memorial Day (District Closed)

JUNE
18-22 - Staff In-Service (Early Dismissal)
21 - Tentative FIS Graduation (Early Dismissal)
22 - Last Day of School (Early Dismissal)
23 - Staff PD # 4 (Schools 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 182 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 2027

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 2027

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 2027

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 2027

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 2027

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)

1. Friday, April 2, 2027
2. Thursday, April 1, 2027
3. Wednesday, March 31, 2027
4. Tuesday, March 30, 2027
5. Monday, March 29, 2027

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SCHOOL HOURS

Schedule	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

6th Grade			7th grade			8th grade	
Period	**Time**		**Period**	**Time**		**Period**	**Time**
HR	**8:00 - 8:03**		**HR**	**8:00 - 8:03**		**HR**	**8:00 - 8:03**
Period 1	**8:05 - 9:16**		**Period 1 (Elective)**	**8:05 - 9:05**		**Period 1**	**8:05 - 9:16**
Period 2 (Elective)	**9:18 - 10:18**		**Period 2**	**9:07 - 10:18**		**Period 2**	**9:18 - 10:31**
Period 3	**10:20 - 11:33**		**Period 3**	**10:20 - 11:33**		**Period 3 (Lunch)**	**10:33 - 11:03**
Period 4 (Lunch)	**11:35 - 12:05**		**Period 4 (Lunch)**	**11:35 - 12:05**		**Period 4 (Elective)**	**11:05 - 12:05**
Period 5	**12:07 - 1:20**		**Period 5**	**12:07 - 1:20**		**Period 5**	**12:07 - 1:20**
Period 6	**1:22 - 2:35**		**Period 6**	**1:22 - 2:35**		**Period 6**	**1:22 - 2:35**

Early Dismissal

6th Grade			7th grade			8th grade	
Period	**Time**		**Period**	**Time**		**Period**	**Time**
HR	**8:00 - 8:05**		**HR**	**8:00 - 8:05**		**HR**	**8:00 - 8:05**
Period 1	**8:05 - 8:57**		**Period 1 (Elective)**	**8:05 - 8:40**		**Period 1**	**8:05 - 8:57**
Period 2 (Elective)	**8:59 - 9:34**		**Period 2**	**8:42 - 9:34**		**Period 2**	**8:59 - 9:51**
Period 3	**9:36 - 10:28**		**Period 3**	**9:36 - 10:28**		**Period 3 (Elective)**	**9:53 - 10:28**
Period 4	**10:30 - 11:22**		**Period 4**	**10:30 - 11:22**		**Period 4**	**10:30 - 11:22**
Period 5	**11:24 - 12:15**		**Period 5**	**11:24 - 12:15**		**Period 5**	**11:24 - 12:15**

Delayed Opening

6th Grade			7th grade			8th grade	
Period	**Time**		**Period**	**Time**		**Period**	**Time**
HR	**10:00 - 10:05**		**HR**	**10:00 - 10:05**		**HR**	**10:00 - 10:31**
Period 1	**10:05 - 10:52**		**Period 1 (Elective)**	**10:07-10:47**		**Period 3 (Lunch)**	**10:33-11:03**
Period 4 (Lunch)	**10:54-11:24**		**Period 2**	**10:49-11:35**		**Period 4 (Elective)**	**11:05-11:45**
Period 3	**11:26 - 12:13**		**Period 4 (Lunch)**	**11:37-12:07**		**Period 1**	**11:47-12:27**
Period 2 (Elective)	**12:15-12:55**		**Period 3**	**12:09-12:55**		**Period 2**	**12:29-1:09**
Period 5	**12:57- 1:44**		**Period 5**	**12:57-1:43**		**Period 5**	**1:11-1:51**
Period 6	**1:46- 2:35**		**Period 6**	**1:45-2:35**		**Period 6**	**1:53-2:35**

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**
- **INSTAGRAM:** @FISLions and @freeholdboroschools
- **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.

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.
4. Attendance at a civic event. Students are allowed one absence per year.

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.

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.

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.**

Student attendance and **tardies to school** will be monitored closely to ensure students have the resources and opportunities 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.

Absences:

- ***At 5 days*** – Letter from Principal/designee.
- ***At 10 days*** – Letter from the Principal/designee. Formal meeting with parent to discuss absenteeism and/or create a contract based on administration determination
- ***At 15 days*** – Letter from Principal/designee. Principal/designee conference with parent/guardian.
- ***At 20 days*** – Letter from Principal/designee. Principal/designee conference with parent/guardian. *Probable* legal action and/or retention**.**

Tardies: Every 3 unexcused tardies is equivalent to 1 unexcused absence. Parents will receive notification for each tardy, and receive formal letters at the following times:

- ***At 6 tardies (2 absences)*** – Letter from Principal/designee.
- ***At 12 tardies (4 absences)*** – Letter from the Principal/designee. Formal meeting with parent to discuss tardiness and/or create a contract based on administration determination
- ***At 18 tardies (6 absences)*** – Letter from Principal/designee. Principal/designee conference with parent/guardian.
- ***At 30 tardies (10 absences)*** – Letter from Principal/designee. Principal/designee conference with parent/guardian. *Probable* legal action and/or retention**.**
- ***At 60 tardies (20 absences)*** – Letter from Principal/designee. Principal/designee conference with parent/guardian. *Probable* legal action and/or retention**.**

LATE ARRIVAL/TARDINESS TO SCHOOL

Students who arrive late, after 8:00 a.m., for 1st 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) tardies 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. *It will also result in legal action.* Students must be in school and on time in order to be successful in their academic classes.

TARDINESS TO CLASS

If a student is late to class, they must provide an issued late pass from the holding teacher. Students are not to report to the Main Office for a late pass, except when late to school. Teachers will admit all students who are late to their class. Students that come to class without a teacher issued late pass will be issued 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.

TARDINESS CONTRACT: ATTENDANCE SUPPORT PLAN

This Attendance and Tardiness Contract is a formal agreement between the student, parent/guardian, and school to ensure the student arrives on time each day and maintains consistent attendance. It outlines clear expectations for morning routines, school arrival, and recovery of missed instructional time, while also detailing the support the school and parents will provide. The contract further explains the consequences for continued tardiness, which may include loss of privileges, intervention services, and possible legal action in accordance with New Jersey attendance laws (**N.J.S.A. 18A:38-25**) and is vital for academic success.

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.

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 present in school as long as they have fulfilled four hours of 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.

Student Responsibility for Missed Assignments due to an Absence

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 time afforded 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.

ARRIVAL & DISMISSAL PROCEDURES

Arrival

Arrival begins at 7:35 a.m. for breakfast or supervised waiting areas by grade level. Students may enter through Doors 5, 10, or 12. Locker access begins at the first bell at 7:50 a.m. The school day begins promptly at 8:00 a.m., and all students must be in homeroom by that time.

- Students may wait in a designated location until 7:50 a.m.
    - All students may go to the cafeteria for breakfast.
    - 6th and 7th grade students report to the old gym.
    - 8th grade students report to the new gym.

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 by car outside of door 5**.

Dismissal

Students are dismissed at 2:35 p.m. They should go to their lockers, collect 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 or participating in an afterschool club, sport, or activity.

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.

Bicycles, scooters, and other forms of transportation other than walking are not permitted to be used on school property during arrival or dismissal times. This is a safety concern for students. Students must walk the mode of transportation off of school grounds prior to using them. In accordance with New Jersey law, the operation of an e-bike is prohibited for individuals under 15 years of age. Therefore, students in the Freehold Borough School District are not permitted to operate e-bikes to or from school or on school property.

Failure to comply with these requirements may result in confiscation of the mode of transportation and/or loss of privileges, in addition to any other appropriate school disciplinary or administrative action.

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

School Day Code of Dress

- *See the chart below for the dress code appropriate clothing.*

TOPS	BOTTOMS	OUTER WEAR	Physical Education Class Uniform	
Collared, t-shirt, or polo shirts, solid color, Long/short	Pants/Shorts/ Jumper/Skirt*	Sweaters/Sweatshirts (no jackets)	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	

Dress Code - Not permitted

- Large logos except Boro spirit wear
- Open toed shoes of any kind (slides 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)
- Shorts or Miniskirts (mid-thigh or higher)
- Low cut, tight fitting or transparent bare midriff, tube tops or other suggestive clothing
- Tie-dye clothing
- Pants that expose underwear

Boro Pride Fridays

On Fridays, students are allowed to wear Boro Pride Shirts and Sweatshirts in any color or pattern in place of the dress code listed above..

- **Permitted Clothing:** Team shirts, T-shirts, various patterns 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.

Dress Code Conduct/Consequences

1st Offense	2nd Offense	3rd Offense	4th Offense
Parent called Verbal warning	Parent called 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 Grading Policy / Late Work Policy

Each content area has established a **grading policy** and a **late work policy** as agreed upon by each department area consistently throughout the school. Content area class grade percentages are listed below as their **academic grading policy** for the year. Elective classes not listed below will establish criteria with students when they are in their classes.

DEPARTMENT	CATEGORY 1	%	CATEGORY 2	%	CATEGORY 3	%	CATEGORY 4	%
Math	Test	40	Quizzes	30	Classwork	20	Homework	10
Science	Test	40	Quizzes	30	Classwork	20	Homework	10
Social Studies	Test	40	Quizzes	30	Classwork	10	Homework	10
ELA	Reading/ Classwork	30	Writing	30	Assessment	20	Homework	10
Spanish	Test	30	Quizzes	25	Projects	25	Classwork	20
Physical Education	Preparedness	50	Participation	50				

The **late work** policy is referenced below:

- Assignments may be submitted up to **one week late**.
- After **one week**, the assignment will receive a **zero**. *Exceptions are only made on an individual basis.*
- Students are responsible for checking missing assignments and completing them on time.

Academic Support - "Roar & Restore Program"

We believe in providing students with academic support so they can reach their full potential. In addition, students who do not complete work are not in compliance with academic procedures and standards in school, therefore, we reserve the right to assign a lunch or afterschool time for students to make up assignments. The purpose of the program is to provide opportunities for students to complete missing work to improve their grades. Students are also allowed and encouraged to sign up to participate in this program on a consistent basis.

After School Supervision

All students must leave the building at the end of the school day. Exceptions are made for students involved in school sponsored extracurricular activities, those enrolled in after-school programs, or receiving support 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 may be subject to disciplinary action. Students who wait for elementary school siblings should report to the designated room where after-school supervision is provided. If a student does not take advantage of

the supervision and leaves the school building they are not permitted to wait on school grounds unsupervised. They must leave school grounds and return at 3:10 pm 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 required. Once seated, students must remain in their seats for the entire assembly, 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 *(not e-bikes)*, skateboards and scooters as transportation to/from school. However, bicycles must 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. 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, electric scooters, and e-bikes are not permitted on school grounds. Students must adhere to traffic safety patterns as described above in the "Note to Parents regarding Traffic Safety."

Cafeteria

The school cafeteria is in operation during each regular school day and delayed openings. 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. 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. Each day there are supervising staff members present in the cafeteria, and their expectations and procedures must be followed at all times. 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.*

Lunch is a beneficial opportunity to connect with peers and build social skills, therefore, chromebooks are not permitted to be used during lunch.

Cafeteria Rules

1. Students are expected to enter the cafeteria on time and report to their daily seat.
2. Students must choose a seat and remain seated appropriately for the duration of the lunch period. Students are not permitted to walk around the cafeteria.
3. Students are not permitted to leave the cafeteria once they enter without permission.
4. Students are expected to wait at their table until called up, then stand in line and wait their turn to purchase lunch items.
5. Students are required to keep their respective tables/eating areas clean and are to deposit all trays and garbage in the proper receptacle.
6. Students may leave the cafeteria only if they are going to a classroom across the hall from the cafeteria with a designated teacher for “ROAR & Restore - Academic Support”. Students must sign out in the cafeteria prior to attending and sign in with the teacher for the duration of the lunch period.
7. Students who are serving lunch detention will be picked up by the designated staff member.
8. Students may not leave the school grounds for any reason during lunch.
9. Students may not have food delivered to school for lunch.
10. Students may be offered the opportunity to go outside for lunch or to play games. Appropriate student conduct is expected.

Cafeteria Games & Activities

Students have access to table games, arcade games, and crafts during lunch. Students must adhere to the game room schedule set forth by the supervising teachers in the cafeteria. Students may also be permitted to eat outside or play games with peers outside during lunch as determined by a schedule. Students are expected to follow school rules and expectations to maintain these privileges.

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

In accordance with Board Policy 5516 and Regulation 5516 – Student Use of Internet-Enabled Devices, students are prohibited from using cell phones and other internet-enabled devices on school grounds during the school day. Internet-enabled devices include cell phones, smartphones, smartwatches, tablets, AirPods/earbuds, and other personal devices capable of accessing the Internet or electronic communication.

During the School Day

Students may not use internet-enabled devices in the school building before the start of the regular school day or after the regular school day. Students who bring an internet-enabled device to school must:

- Turn the device completely off and keep it off throughout the school day.
- Store the device in their backpack, locker, or other bag for the entire school day.
- Keep the device password protected to prevent unauthorized use.

School Buses

Students may use internet-enabled devices while riding a school bus to school or home from school. All use must comply with other applicable school rules and expectations.

Field Trips and Other School-Sponsored Activities During the School Day

During a school-sponsored event off school grounds, such as a field trip, students may use an internet-enabled device only with the authorization of the Superintendent, Principal, or designee and when the device is used appropriately. Otherwise, the device must remain turned off and stored.

Afterschool Activities, Clubs, Practices, and Games

Students are prohibited from using internet-enabled devices during school-sponsored activities outside of the regular school day while under the supervision of school staff. Phones must be stored in students' backpacks or according to another storage procedure established by the supervising staff member.

School Dances

Students may bring cell phones to school dances; however, phones may not be used during the dance. Students must turn their phones in to a chaperone before entering the event. Phones will be returned when students leave the event.

Violations and Confiscation

Students who violate Board Policy 5516 and Regulation 5516 are subject to disciplinary consequences. A device used in violation of these rules will be confiscated and turned in to the Principal or designee's office for the remainder of the school day. Students must turn off and password protect the device before surrendering it. Consequences for repeated violations are outlined on page 40 of this handbook.

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.

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.

CLASSROOM & HALLWAY PROCEDURES

Students are expected to adhere to all classroom and hallway procedures throughout the day in the school building to ensure a safe learning environment for all students

Classroom Procedures

For each class period, students are expected to line up quietly outside the classroom door until the teacher arrives or is present at the doorway. Students should enter the classroom respectfully and go directly to their assigned seats. At the end of class, students are expected to remain seated until dismissed by the teacher. Students should not get out of their seats prior to the bell or crowd the classroom door before dismissal. Respectful and orderly transitions are expected at both the beginning and end of each class period to maintain a safe and productive learning environment.

For academic success students are expected to come to class prepared with all supplies and a fully charged chromebook. These supplies include anything that the teacher deems necessary for learning.

Each teacher will determine specific classroom procedures for their own classrooms.

Hallway Procedures

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. Students are not permitted to remain in the hallways after the bell has rung.

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 (Policy 9260). 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 either 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 8th grade dance until the obligation has been fulfilled.

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 fundraising 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 system. 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. The use of Genesis Parent Portal is critical to parent and school communication.

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, before lunch, and at the end of the school day at dismissal.
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*).

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).

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.

NURSE'S OFFICE, HEALTH SERVICES, & MEDICATION

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 or where there are health concerns. 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.

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:

- 1st Inform appropriate school personnel of the medication
- 2nd Keep a record of the administration of medication
- 3rd Keep the medication in a locked cabinet
- 4th 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.

PARENT-TEACHER CONFERENCES

Evening conferences of parents and teachers have been scheduled on six (6) dates during the school year: November 11, 12, 13 and February 3, 4, 5. Every parent/guardian can schedule appointments for 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, sometimes requiring further disciplinary action. Multiple violations will result in possible suspension and loss of privileges.

PHYSICAL EDUCATION - PROCEDURES & LOCKER ROOM POLICY

Students will participate in physical education all year, on a rotating A-B schedule. Students will take health class for one marking period. Students will also be assigned a locker in the gym locker room. In order to ensure a safe and respectful environment as well as student accountability and productive use of instructional time, **procedures** in place are as follows:

Locker Room Procedures

Students are assigned a locker in the Physical Education locker room for the storage of their personal belongings and gym clothes during their PE class period. Students are **required** to use a lock on their locker and must **not** share their combination with anyone.The school is not responsible for lost or stolen items. Valuables should not be brought to school. Students are expected to keep their locker area clean, respect the privacy and property of others, and follow all instructions from the PE teacher regarding behavior and use of the locker room.

Inappropriate behavior, including but not limited to bullying, horseplay, vandalism, or unauthorized use of electronic devices (including cameras/video), will result in disciplinary action and possible loss of locker room privileges. Lockers are the property of the school and may be subject to search at any time.

Locker Room & Restroom Time Allowance

Students are expected to change into and out of school appropriate gym attire within a timely manner determined by the Physical Education staff. Locker room access is limited to 5 minutes at the start of class and 5 minutes at the end of class for changing and restroom use. No students will be permitted to leave physical education class for restroom use during instructional or activity time, except in the case of a documented medical need. Students who do not exit the locker room within the 5-minute time frame will receive a detention as determined by the teacher. Continued non compliance of locker room time allowance will result in further disciplinary action, as determined by administration.

SCHOOL SECURITY & SAFETY EXERCISES

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.

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 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.
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."

TESTING

There are times throughout the school year where students will be required to take assessments, including benchmarks and the NJSLA state standardized assessment. A schedule is shared with students, staff, and parents, and students are expected to complete these assessments to the best of their abilities, while adhering to school and district policies and procedures. Parents and staff must work together to instill the importance of test preparedness at home and at school so students can reach their highest level of success.

Modified Schedule for Testing

During standardized testing periods, such as for Benchmarks Assessments and NJSLA, a modified schedule will be implemented. This adjustment is necessary to ensure optimal testing conditions, reduce instructional interruptions, maximize student focus and engagement during assessments, and allow for the continuation of regular instructional time in non-testing subjects. During NJSLA testing, there will be a modified schedule to maximize student engagement and the continuation of instructional time. The specific testing schedule will be communicated to families in advance.

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. Students are only permitted to use their own school-issued pin number when using the Turnstile system. 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 evidenced by a failing cumulative average in that subject, one of 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

FALL	WINTER	SPRING
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!

ROAR & Restore "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 students participate in a field day experience. 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.

8th 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.

8th 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 of 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 tickets. After accumulating a certain number of stamps, students receive a prize. Prizes are leveled by tiers and ticket amounts, so students can earn prizes when they reach certain levels and/or save for higher tiered prizes. There are also grade level celebrations for positive behaviors. 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 and repairing any harm that was done throughout a behavior. 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

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 ● Lunch ● Office ● Teacher	2 points per day issued
Failure to serve Detention	Student issued opportunity for a makeup detention. Failure to attend results in 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, Activities, and Sports
    - Attending extracurricular and sporting events after school as a **spectator**

Administrative Actions

<u>If a pattern of disciplinary issues develop, it may result in the following</u>

- Telephone call/contact is made with parent and/or guardian
- School counselor sessions
- 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
- 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. (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 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

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

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

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

Attendance

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

3rd: 5th Tardy - Detention for each tardy thereafter at the discretion of the school administration, communication with home

TARDY TO CLASS
1st: Verbal Warning & Parent notification (up to 2 tardies)
2nd: 3rd Tardy - Office detention, Conference with student
3rd: 4th Tardy - Detention for each tardy thereafter at the discretion of the school administration, communication with home

TRUANCY
1st: 1 day Suspension, Parental Conference, Police Notification
2nd: 2 day Suspension, Parental Conference, Police Notification
3rd: 3 day Suspension, Parental Conference, Police Notification

CUTTING CLASS (5 or more minutes of missed class time that is not accounted for)
1st: Office Detention and Parental Notification
2nd: 1 day Suspension. and Parental Notification
3rd: 1–3 day Suspension and Parental Conference

CUTTING DETENTION
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.

Bullying & HIB

BIAS INCIDENT (Student to Student)
(Inappropriate gestures, offensive literature, pictures, notes, derogatory comments, jokes, slurs, or remarks/questions related to race, ethnicity, gender, religion, or sexual orientation.)
1st: Student Conference, Office Detention, Parental Notification, & Possible Suspension and Police Notification
2nd: 1–3 day Suspension, Parental Conference & Police Notification
3rd: 3–5 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.*

BIAS INCIDENT (Student to Staff)
(Inappropriate gestures, offensive literature, pictures, notes, derogatory comments, jokes, slurs, or remarks/questions related to race, ethnicity, gender, religion, or sexual orientation.)
1st: Student Conference, Parental Notification, & 1 Day Suspension and Police Notification
2nd: 2-3 day Suspension, Parental Conference & Police Notification
3rd: 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.*

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

**Paired with remedial measures*

Dress Code

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

Drugs & Paraphernalia

DRUGS/ALCOHOL POSSESSION (Positive Chemical Screening/Failure or Refusal to Undergo Screening) - Refer to FBSD Board of Education Policy
1st: 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 USE (Positive Chemical Screening/Failure or Refusal to Undergo Screening) - Refer to FBSD Board of Education Policy
1st: 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

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.*

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

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/INTERNET-ENABLED 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.*

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
2nd: 1-3 day Suspension, Parental Conference. Police Notification
3rd: 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

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

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

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

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

School Grounds Conduct

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

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

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

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

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

THEFT/LARCENY
1st: 1–3 day Suspension, Possible Police Notification and Parental Conference
2nd: 3–4 day Suspension, Possible Police Notification and Parental Conference

3rd: 5-day Suspension, Possible Police Notification & Parental Conference

THEFT/LARCENY INVOLVING SCHOOL PROPERTY AND/ OR STAFF MEMBER
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.*

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

Student Misconduct

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

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

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

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

FAILURE TO FOLLOW PROCEDURES
1st: Office Detention
2nd: 2 days Office Detention, Parental Conference
3rd: 1-3 day Suspension

FAILURE TO FOLLOW PROCEDURES DURING SCHOOL SAFETY EXERCISES
1st: Office Detention

2nd: 2 days Office Detention, Parental Conference
3rd: 1-3 day Suspension

HALLWAY MISCONDUCT
1st: Verbal Warning & possible detention
2nd: Office Detention
3rd: Multiple Detentions, or Suspension involving Parental Conference

INCITING BEHAVIOR (Physical or Verbal, Involvement in Incident)
1st: 1 day Suspension and Parent Conference, possible Police Notification
2nd: 2 day Suspension and Parent Conference, Police Notification
3rd: 3–5 day Suspension and Parent Conference**,** Police Notification

NOT FOLLOWING STAFF INSTRUCTIONS (INSUBORDINATION)
1st: 1 day Office Detention, Parental Notification
2nd: 1 day Suspension and Parental Conference
3rd: 1–5 day Suspension and Parental Conference

LEAVING CLASS WITHOUT PERMISSION
1st: 1 day Detention and Parental Conference
2nd: 1–3 day Suspension, and Parental Conference
3rd: 5 day Suspension and Parental Conference

LEAVING SCHOOL GROUNDS
1st: 2 day Suspension and Parental Conference, Police Notification
2nd: 2–4 day Suspension, and Parental Conference, Police Notification
3rd: 5 day Suspension and Parental Conference, Police Notification

LOITERING/UNAUTHORIZED AREA
1st: Verbal Warning
2nd: Office Detention and Parental Conference
3rd: 1–3 day Suspension, Parental Notification and Police Notification

OUTRAGEOUS CONDUCT (including false statements leading to police notification)
1st: 1–3 day Suspension, Parental Notification
2nd: 3-5 day Suspension, Parental Notification
3rd: 5 day Suspension, Parental Conference, and Police Notification, Possible Expulsion

SPITTING (on or in the direction of a student or staff member)
1st: 1 day Suspension, Parental Notification, possible Police Notification

2nd: 2 -3 day Suspension, Parental Conference, possible Police Notification
3rd: 3 -5 day Suspension, Parental Conference, possible Police Notification

UNAUTHORIZED PRESENCE IN THE PAC (classrooms, elementary school, locker rooms, etc.)
1st: Verbal warning and/or possible Office Detention
2nd: Multiple Detentions and/or 1 day Suspension, Parental Conference
3rd: 2-3 day Suspension, Parental Conference

USE OF VULGAR LANGUAGE/PROFANITY
1st: Office Detention or 1 day Suspension
2nd: Multiple Office Detentions, or 1–2 day Suspension, Parental Conference
3rd: Multiple Office Detentions or 3–5 day Suspension, Parental Conference

VIOLATION OF IN SCHOOL SUSPENSION/DETENTION
1st: Offense is increased, ie: Detention becomes ISS, ISS becomes OSS

DISRESPECT to STUDENT
1st: Office Detention or 1 day Suspension
2nd: Multiple Office Detentions, or 1–2 day Suspension, Parental Conference
3rd: Multiple Office Detentions or 3–5 day Suspension, Parental Conference

DISRESPECT to STAFF
1st: 1 day Suspension, and Parent Conference
2nd: 2-3 day Suspension, Parental Conference
3rd: 5 day Suspension, Parental Conference, possible CST Referral

Threats

SIMPLE THREAT MADE TO STAFF/STUDENT (Any threat that is made to staff or student that is not terroristic in nature)
1st: 1 day detention, Possible Suspension, Parental Conference
2nd: 1–3 day Suspension, Parental Conference Police Notification

TERRORISTIC THREATS MADE TO STAFF/STUDENT (A threat to commit violence communicated with the intent to terrified another. To cause evacuation of a building or cause serious public inconvenience.)
1st: 3-5 days Suspension, Parental Notification, & Police Notification, Psychiatric clearance required to return to school
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.

1. 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.*

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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, 2026-2027

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 (732) 761 2100 ext. 1004

Kaitlyn Rochelle - 5th and 6th Grade Counselor
krochelle@freeholdboro.k12.nj.us (732) 761-2110 ext. 2110

School and Community Resources can be accessed here.