

ETHEL HOPPOCK MIDDLE SCHOOL STUDENT HANDBOOK

ACHIEVEMENT

Honor Roll: To be eligible, a student must earn all “A” grades during a marking quarter. **A student may earn one “B” grade and still be eligible.**

Principal’s List: This level of achievement will be published twice during the year at the end of the first and second semester. **To be eligible, a student must earn the honor roll in both marking quarters during the semester.**

ATTENDANCE (BOE Policy 5200)

In order for the board of education to fulfill its responsibility to provide a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and pupils is required to maintain a high level of school attendance. The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully.

Pupils are expected to attend school during the established school time of 7:30AM – 2:30PM. Students arriving after 7:32 after attendance has been taken are considered tardy and must report to the school office for an admittance slip.

ABSENCES

If a pupil is going to be absent from school, the parents/guardians are to call the school no later than 9:30 on the morning of the absence.

Pupils returning from any absence must bring a note from a parent/guardian containing acceptable explanations.

Furthermore, official notification to school officials must be submitted to document student absences caused by:

- Disabling Illness
- Recovering from an Accident
- Required Court Attendance
- Death in the Family
- Religious Observance
- Take Your Child to Work Day

Pupils shall be required to complete all work and exercises assigned during the absences. Arrangements to make up the work must be initiated by the pupil or parent/guardian. **We invite parents to make requests to have schoolwork sent home if a student is going to be absent three (3) or more days.**

The effect of excessive absences upon a grade, promotion, or awarding of credit toward graduation shall be determined by the building principal.

Busing (BOE Policy 8690)

While the law requires the school district to furnish transportation, it does not relieve parents/guardians of students from the responsibility of supervision. Once a student boards the school bus, and only at that time, does he or she become the responsibility of the school district. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day.

Because the school bus is an extension of the classroom, the Bethlehem Township Board of Education shall require students to conduct themselves in a manner

consistent with established standards for classroom behavior

The school administration reserves the right to assign consequences for infractions based upon the circumstances and the severity of each case. The possible consequences for infractions are as follows:

1. Office Detention
2. Loss of bus privileges for an extended time period
3. In-School Suspension
4. Suspension from School

Parents/Guardians of students who have their bus privileges suspended are responsible for seeing that their child gets to and from school safely.

CELL PHONES, PERSONAL ITEMS, PHONE USE, MISC.

1. The use of headphones, iPods, radios and MP3 players in school is prohibited. **Students may listen to music through headphones on the bus if permitted by the bus driver.**
2. The use of cell phones in the school building during school hours is prohibited. Students who bring cell phones to school do so at their own risk. Cell phones that are brought to school must be stored in a locker and always turned off. The school district is not responsible for lost, stolen, or damaged student cell phones.
3. Any phone used during school hours will be stored in the main

office for pick-up at the end of the day.

4. The use of all cell phone cameras and video recorders is prohibited in school *AND* on the bus for any reason. Students who wish to take pictures or videos must obtain permission from the principal.
5. Office telephones may be used by students as deemed necessary by the administration. Students should not use classroom telephones to call home. It is the student's responsibility to come to school prepared for the day's work and activities.

If a parent brings in "forgotten lunch" or lunch money, the office staff will make sure the student will receive it at the beginning of his/her lunch period.

Pets of any kind are not permitted in school without the approval of the administration.

CHEATING

Cheating is a serious concern which will be dealt with in the following way: a parent telephone call, a failing grade on the assignment, and a teacher or an administrative consequence.

DISCIPLINE Code of Conduct (BOE Policy 5600, 5612, and 5613)

Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and

others in authority over them. New Jersey Statutes, Title 18A: 37- 1.

The school-wide environment at Ethel Hoppock Middle School is designed to produce an orderly climate for the teaching and learning process. To ensure the proper environment, students are expected to exhibit appropriate behavior at all times. Examples of appropriate behavior include, but are not limited to:

- following teacher directives;
- showing respect for self, others, and for school property
- being prepared for class with books, writing utensils, and homework;
- following established classroom and safety procedures
- arriving to class on time;
- being recognized before speaking, when applicable, and;
- using courteous and acceptable language.

These examples of appropriate behavior are also expected of students during assemblies, while in the cafeteria, restrooms and hallways of the school during the school day and at all school sponsored activities.

Students must respect each other's rights to learn, be safe, and possess property both in school and at all school sponsored events.

The school administration reserves the right to assign consequences for infractions based upon the circumstances and the severity of each case.

Suspension from School

In all cases of suspension, a parent/guardian will be informed before a student is sent home during the day. If a parent /guardian cannot be contacted, the student will be sent home at the end of the school day with a letter explaining that he/she is suspended and the reason for the suspension.

A parent/guardian will be required to accompany the child upon his/her return to school so that a parent- administrator conference may be held. **Parents/guardians are encouraged to request assignments for students assigned to more than one day of suspension.**

DRESS CODE

Students should be dressed in a neat and socially acceptable manner. The purpose of our dress code is two-fold:

1. Safety - Our responsibility is to ensure a safe environment for our students both emotionally and physically. Consequently, clothing that we deem unsafe should not be worn in school.
2. Learning – We encourage a well-developed educational environment by minimizing distractions. Our purpose is not to infringe upon any individual's right to express themselves through dress and style. Therefore, we *do* intend to establish reasonable guidelines that will promote an atmosphere of safe and efficient teaching and learning.

This set of guidelines is dependent on a collaborative effort between the home and school. If your child attempts to leave your home to come to school

with prohibited clothing, please ask them to change and cite our guidelines.

The dress code is:

- all clothing should be worn in an appropriate and tasteful manner
- no chains or appendages that hang from clothing
- no hats
- no sunglasses
- no clothing that promotes or illustrates topics relating to: drugs, alcohol, tobacco, sexual activity, violence
- length of pant legs needs to be a safe length
- Pants/jeans must be worn at waist or hips
- Shorts and skirts should be fingertip length
- No halter or spaghetti straps
- Midriff area is to be covered
- and any piece of clothing, jewelry or accessory on a student's person that presents a real or perceived safety risk or is deemed unsuitable as defined by administration.

**EARLY MORNING PROCEDURES -
DROPPING CHILDREN OFF AT SCHOOL (BOE
Policy 8601)**

Students should not be dropped off at school before the start of the normal school day unless there are formal arrangements with a specific teacher or staff member. Homeroom begins at 7:30 AM.

Due to the limited space we have for parking, it is imperative that, when buses are present, children who are dropped off by parents are only dropped off at the north side of the building. **Dropping children off between the buses is unsafe and prohibited.** Please circle around at the bottom of the hill and drop children off at the north corner of the school.

EARLY DISMISSALS

Students requesting early dismissal must have a note from their parent/guardian. This note should be given to the homeroom teacher or brought to the office. The student will be called to the office, where the parent will sign him/her out, and if returning, sign him/her back into school. **Under no circumstances may a student leave school during regular school hours without permission.** Students who do not feel well must see the school nurse and obtain permission before leaving school. If permission is granted, the nurse will contact the student's parent/guardian. Students should call home for early dismissal using the office telephone, not their own cell phone or text messaging.

EMERGENCY CLOSING DELAYS

The Bethlehem Township School District will continue to utilize the School Messenger automated school communication system to establish a means of communication between staff and families. This system delivers prerecorded voice and text messages instantly to designated phone numbers that parents set-up in their online profile.

The types of messages that are currently delivered by our district are:

School-wide emergency
Unscheduled school closings
Special announcement

FIELD TRIPS

Field trips are an extension of the academic classroom and approved by the Board of Education. We encourage the scheduling of field trips that relate to our curriculum and provide a positive educational experience for our students. No student may take part in a field trip without a permission slip signed by his/her parent/guardian.

FINES

Each school year, all students are issued basic materials. Good care and proper usage of these items ensures them lasting for many years. We require that students have all their books covered, their iPads and their private possessions in their room or in their lockers at all times. Items which are lost or damaged as the year progresses will be the responsibility of their owners. At the end of the year, assessments and fines are levied by the teachers. It is the student's responsibility to take care of these obligations prior to the distribution of Report Cards. Report Cards will be held until fines are paid. Students transferring must meet all obligations before records are sent to their schools.

HARASSMENT Code of Conduct/HIB (BOE Policy 5751)

Every individual, including students, staff and community members, who are in EHMS deserve to exist in a harassment-free environment. Harassment can take on many forms. People are harassed based on

everything from gender and gender issues, to appearance, religion, ethnic groups, age, athletic or academic ability and popularity. Oftentimes, harassment makes no sense and is not focused on one of the characteristics listed above. What is always present in harassment, however, is that the victim of harassment is made to feel uncomfortable, hurt or unsafe.

We at EHMS regard harassment of any category as a very important issue and it will not be permitted. People who feel harassed need to contact an adult immediately. The school must be aware of harassment.

Part of growing up means absorbing a certain degree of social and emotional challenges. What separates this discomfort in the maturing process with harassment is repetition and severity. It is only through investigation of the circumstances that those two factors can be ascertained. If there are acts of potential harassment, or simply situations that cause social or emotional discomfort, parents and children should feel free to contact the school guidance counselor at extension 2227.

HALL PASSES

Students leaving a room for any destination must have a hall pass in their possession. Students should sign in/sign out on the classroom sign-out sheet. Students found in the hall without a pass will be subject to disciplinary actions.

HOMEWORK

Students will be responsible for recording their homework on their iPad using the agenda app or Notes on their iPad. In

addition, each teacher has a personal section on the school web site where they will post homework in this section.

Homework is also posted in the 'Parents Corner' by Grade Level. Please go to the school website: www.btschools.org/EHMS.

Click "Teachers" in the top menu bar. You will then see a directory of the Hoppock Staff. Click on the teacher's name and you will be taken to their section.

INTERSCHOLASTIC SPORTS/CO-CURRICULAR ACTIVITIES

At our school, we believe that a well-rounded education includes participating in athletics and co-curricular activities. It is very important that our children form bonds and learn to work together to attain goals outside of the classroom. Ethel Hoppock Middle School offers a variety of activities to meet the needs, interests, and talents of all students.

We also have a state-mandated policy regarding Dating Violence at School (BOE Policy 5519), Substance Abuse (BOE Policy 5530), and Gang Activity (BOE Policy 5615)

Sports (BOE Policy 2431.4)

Fall Sports: Boys' Soccer, Girls' Soccer, and Girls' Volleyball, Cross Country
Winter Sports: Boys' Basketball, Girls' Basketball, and Cheerleading
Spring Sports: Boys' Baseball and Girls' Softball

Prior to participating in any interscholastic practice or game, a student must have a signed permission form and an up-to-date physical exam and "Athletic Pre-Participation Examination Form".

A student who is absent from school may not attend or participate in any try-outs, practice session or game on that day. Any questions or concerns regarding health services and/or sports participation policies and procedures may be directed to the school nurse, physical education teacher or administration.

Performing Arts

Band and chorus are both open to students in grades six through eight.

Instrumental music lessons are given in small groups during the school day. Students are pulled from classes for these lessons.

Student Council

Student Council is a crucial element of our school. All students willing to make the commitment are eligible to take part. The council meets at least once per cycle. The students are involved in fundraisers and various service projects throughout the school. They also are the channel of communication between the student body and the staff.

Eligibility to Participate in Sports/Co-Curricular Activities

1. If a student is identified as having academic difficulty in one or more classes, a conference will be scheduled with the principal, teacher(s), counselor and parents to determine if the student will remain on a team or other activity.
2. All information and decisions regarding eligibility will be reviewed

and made by the administration. It is the right of the administration to impose sanctions that do not conform to the above guidelines.

3. A student who is absent from school may not participate in interscholastic sports/co-curricular activities on that afternoon or evening.
4. A student assigned a detention for disciplinary reasons may not participate in interscholastic sports/co-curricular activities on that afternoon or evening.
5. A student who is suspended (in school or out of school) may not participate in interscholastic sports/co-curricular activities during the term of the suspension.

LIBRARY

The library is a place for research, reading and study. Quiet and order must be maintained. Students arriving at the library must have an appropriate pass and a definite purpose for being there. All materials signed out should be returned as soon as the students finish or within the sign out period. Students are accountable for lost or damaged items.

LOCKERS

Students are responsible for their assigned lockers. Any damage to the locker will result in the student making restitution upon an assessment of the damages. **In order to protect one's privacy and lessen the possibility of anything being taken from the locker, the locker combination**

should never be shared. It is difficult for the administration to protect the individual's belongings who has freely shared his/her combination with other students. Students should never keep valuable in school lockers and do so at their own risk. **Students may not share lockers and are to use lockers assigned to them. Students will visit lockers during assigned times.** All other locker visits require teacher permission.

Search and Seizure (Lockers)

According to school board policy on Search and Seizure, school lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interest of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a paper warrant. A pupil's possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school.

LOST AND FOUND

The clothing lost and found area is located near the gym. Smaller items and valuable items such as rings, watches, etc. are kept in the office. Students who find items should turn them into the office immediately. Periodically, all items are displayed. If items are not claimed, they are given to a local organization for distribution.

LUNCHES (BOE Policy & Regulation 8550)

All students in grades 6-8 may purchase lunch daily, purchase milk or bring a bag lunch to be eaten in the cafeteria. Menus for forthcoming weeks are posted online. Students may purchase a weekly lunch ticket. Students are discouraged from charging lunches, although a limited amount of charge slips will be accepted. **Charge slips are to be paid the day after a lunch is charged.** If the student's parent/guardian does not make full payment to the principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's lunch or breakfast bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student will be provided a basic lunch that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture beginning the eighth calendar day from the date of the second notice.

The 2022-23 lunch prices are as follows:
Student Lunch - \$3.25
Adult Lunch - \$4.00
Milk - \$.70

All students are required to eat lunch in the cafeteria. No one is permitted off school grounds at lunchtime.

NURSE'S OFFICE (BOE Policy & Regulation 5331, and 5338)

The school attempts to provide an environment in which children will be safe from accidents and unnecessary exposure to preventable diseases. If an accident or sudden illness occurs, first aid will be administered and parents/guardians

notified. If the situation is urgent and the parents/guardians cannot be contacted, the child will be taken to the hospital. In non-urgent cases, it will be the parents/guardian's responsibility to come to school for the child and have treatment rendered as they see fit. Diagnosis and treatment of illness and the prescribing of drugs and medication are not the responsibility of the school. If the parent/guardian cannot be located, the school physician will be contacted and his/her instructions will be followed.

All students are screened biannually for vision, hearing and scoliosis and annually for height, weight and blood pressure. Parents/guardians will be notified if any problems exist. New Jersey State law requires that all children be immunized against diphtheria, whooping cough, tetanus, polio, measles and German measles (rubella), and mumps. In compliance with the regulations of the New Jersey Dept. of Education, Mantoux tuberculin testing is presently required on all students who transfer to Bethlehem Township from out of state.

Parents/guardians should not agree to come to pick-up their sick child without speaking directly to the school nurse.

Medications (BOE Policy 5331 and 5338)

All medications including "over the counter" medications must be dispensed by the school nurse. Students are to bring all medications to the nurse's office when they first arrive at school.

No child will be allowed to take or have administered any type of medication at school without 1) a note of permission from

parents/guardians and 2) a doctor's order with doctor's signature. The note must state the name of the child, what the medication is for, the dosage and time to be taken, and the length of time this medication will be here at school. If we do not have this information, the medication will not be dispensed. All medications must be in a closed container labeled with the child's name and have the note attached to the container.

In-School Injuries

A student who is injured during the school day should immediately report that injury to his/her classroom teacher. The student should then report directly to the nurse's office so the injury can be treated and the proper procedure/reports completed by the nurse.

PHYSICAL EDUCATION

In the event of illness or injury a student may be excused from active participation in gym class. The student's parents or physician must submit a written explanation of why the student needs to be excused. The nurse will review each written request. A student must have permission from the school nurse in order to be excused from active participation in gym class. Any extended exclusion from gym class, more than 3 days, is honored only with a physician's authorization.

The failure to participate in gym excludes students from any sports involvement that afternoon

All middle school students are required to change for PE class. The PE uniform is a plain gray t-shirt and blue gym shorts. Uniforms can also be purchased for a

nominal fee. Please contact the main office for information.

GRADES - REPORT CARDS

Student grades are continuously posted on the Genesis Parent Portal website.

To login, visit:

<https://parents.genesisedu.com/bethlehem>

Report cards are sent home with students four times annually and posted on the Genesis Parent Portal. We highly encourage parents to contact their child's teacher with any concerns pertaining to the online grading portal or report cards.

RETURNING TO SCHOOL AFTER DISMISSAL

If students leave the building at dismissal and go home, they must check in at the main office if they return to school. It is imperative that school personnel are aware of what children are in the school at all times.

VISITORS

All visitors must report to the main office and sign- in. All visitors must wear a visitors' pass. Students from other schools are not allowed to visit during school hours unless they have prior approval from the principal.

WEBSITE (BOE Policy 2260, 3283, 6230, 8431, and 9713)

Ethel Hoppock Middle School maintains a website. The address is:

<http://www.btschools.org/EHMS>

This website is a crucial link with the community. Sports schedules, school news, lunch menus, Board of Education minutes, the school activity calendar and important announcements are all contained on the school website.

TECHNOLOGY (BOE Policy 2361, and 4283)

At the start of the school year, all students will be issued and are held responsible for an iPad, cover, charger and cord. Parents and students will be asked to sign a technology agreement before the iPad is issued.

Students must:

transport the iPad with the cover on
bring the iPad to school fully charged
store the iPad in their locked locker or
classroom when not in use

At the end of the school year, failure to return the school issued iPad and/or accessory equipment (case, charger, cord) will result in a fine to pay for the full replacement cost of each item. Please see the BTSD iPad Handbook for more detailed information.

TESTING

The progress of the Ethel Hoppock Middle School will be measured by the State of New Jersey in every grade during the upcoming school year. The dates for testing will be published at the beginning of the school year once they are scheduled.