



Belhaven Middle School  
Linwood, NJ

*"Learn Now, Soar for a Lifetime"*

THOMAS A. BARUFFI, Ed.D.  
Superintendent

JUDY FEINBERG  
Supervisor of Curriculum & Instruction

FRANK RUDNESKY, Ed.D.  
Principal

JILL YOCHIM  
Supervisor of Special Education &  
Special Programs

CHRISTINE BROWN  
Guidance Counselor

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Web Site  
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*Thank you to Linwood Parent Teacher Organization for providing these handbooks for our students and staffuly.*

## CITIZENSHIP PLEDGE

**Students at The Belhaven Middle School are expected to act with the following principles in mind:**

- \* **trust, responsibility and kindness**
- \* **high standards for effort, behavior, and achievement**
- \* **fairness and honesty**
- \* **good sportsmanship**
- \* **punctuality**
- \* **respect for others and their belongings**
- \* **respect for school property and the environment**
- \* **commitment to the community as a whole**

**Belhaven Middle School students pledge, with the consent of their parents, that they have read and understood the above principles, and will do their best to live up to them.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Greetings from the Administration and Staffuly (Faculty and Staff) . . .



Welcome to the 2007/2008 school year at Belhaven. The Belhaven Middle School provides an educational program focusing on the special needs and interests of the early adolescent. Middle school is a special time in your life in which you are going through many changes physically, mentally, socially, and emotionally. The curriculum and activities are planned to help you grow in maturity during your years at Belhaven.

This handbook/planner, along with the interaction of your family and teachers should teach you the value of setting goals and being proactive rather than reactive. Being proactive means accepting the responsibility of your own actions and not making excuses. Whereas, reactive people find it easy to complain and blame other people or circumstances. For more, read The 7 Habits of Highly Effective Teens by Sean Covey.

There are many opportunities for you to grow in the areas of academics, sports, leadership, and special interests. The more involved you become in the activities offered at Belhaven the more you will enjoy and profit from your middle school years. Through opportunities for interaction with others, students should discover more about their own self-worth and potential as well as sensitivity, acceptance and respect for the abilities, values, and attitudes of others.

The purpose of this handbook/planner is to provide an overview of the policies, expectations, curriculum, programs and special services offered at the Belhaven Middle School. It also aids students' organizational skills, increases communication, acts as a hallway pass, and gives helpful hints. The fine academic reputation enjoyed by Belhaven is a result of the efforts of the community, parents, board of education, staff, students, aides, maintenance workers, custodians, crossing guards, and cafeteria workers.

Please read this handbook/planner several times. In addition to the clubs, sports, and incentives we offer, it is the responsibility of every student to know the expectations of the Belhaven Middle School. Student awareness will create a safe and friendly environment conducive to learning. Students should report any unsafe conditions.

### **BELHAVEN SCHOOL PHONE DIRECTORY**

Main Office	926-6700
Principal	926-6700
Superintendent	926-6703
Curriculum Supervisor	926-6752
Guidance	926-6715
Child Study Team	926-6709
Health Office	926-6706

Web Site: [www.linwoodschools.org](http://www.linwoodschools.org)

**STAFFULTY**

*Child Study Team*

Supervisor of Special Education & Special Programs- Jill Yochim

Social Worker - Dominic Mevoli

Psychologist - Lisa Davis

LDTTC - Kate Bailey

GRADE 5

Jennifer Bernardini, Henry Eissler,  
Patricia Harris, Nancy Eachus, Lori Dooner

GRADE 6

Robert Walters, Amy Winterbottom,  
Jill Barrie, Elizabeth Moss

GRADE 7

Christina Lonergan, Mark Haviland, Michael Breslow,  
Christopher Meade, Allison Wrigley, Katie Ulmer

GRADE 8

Sandra Palombo, Keith Grimley, Katie Ulmer,  
Debbie Levine, John Napoli, Susanne Pfaff-Manzini

TECHNOLOGY COORDINATOR

Richard Warren

INDUSTRIAL TECHNOLOGY

Frank Pileiro

PHYSICAL EDUCATION

Shelly McNamara, Brian Coyle

WORLD LANGUAGE

Erica Coombs

Diana Dromsky

ART

Robin Moore

VOCAL MUSIC

Kimberley Thomas

INSTRUMENTAL MUSIC

Larry Lamkin

G&T/SPEAK

Cindy O’Kane

TECHNOLOGY INTEGRATION

Karen Zaleskiewicz

LIBRARIAN/MEDIA SPECIALIST

Amy Ojserkis

LRC/SPECIAL ED

Amy Amodeo, Judith Branin, Elaine Santo  
Michele Yakopcic, Kathy Crane, Terri Walsh

HEALTH

Bernadette Marino

NURSE

Ann Forshaw

## RENAISSANCE

### “Supporting Excellence in Education”

Renaissance is a nationwide movement designed to recognize and reward academic excellence, participation, and good school citizenship. Educators, parents, and partners in the business community join forces to provide incentives for students to improve grades, attend school, increase school spirit, and eliminate disciplinary incidents.

**Renaissance Mission Statement:** Renaissance is the first and only national education-focused program created to recognize and reward the academic achievements of students from elementary school through college.

**Vision:** Belhaven Renaissance celebrates academic achievement, good character, leadership & participation by promoting hard work then recognizing & rewarding students, staffulty, parents, & community in sharing the passion for excellence in education.

### CRITERIA FOR RENAISSANCE MEMBERSHIP AT BELHAVEN

Renaissance will be an ongoing process and will be renewed each quarter. Criteria for each quarter will include no disciplinary referrals, no failing grades, participation in a school sponsored club, sport, or service organization, or a similar community based organization approved by the school.

There will be four levels of Renaissance:

★Gold cardholders: Distinguished Honor Roll, not more than one unexcused absence, and all of the above

★Blue cardholders: Honor Roll, not more than two unexcused absences, and all of the above

★Red cardholders: Merit Roll, not more than three unexcused absences, and all of the above

★White cardholders: Nothing lower than a C average, not more than 4 unexcused absences, and all of the above

\* Criteria may be subject to periodic changes.

### INCENTIVES

- Spotlight on Students
- Lunch Privileges
- Special Lunches
- Discounts at Renaissance Stores & School Store
- Free or Discounted Admissions to Events
- Prizes and Awards
- Special Privileges (Homework Passes)
- Attendance at Special Renaissance Events (pep rallies, dances, & shows)

- Staffulty of the Month
- Almost Anything Goes
- People’s Choice Awards
- Ice Cream Social
- Falcon Stamps

### Belhaven is a member of the PENN/JERSEY Coalition.

#### WHAT IS THE PENN/JERSEY RENAISSANCE COALITION?

The PENN/JERSEY Coalition, formed eight years ago through the efforts of Highland High School, is one of only four Renaissance coalitions in the entire nation. Over 150 schools are coalition members. The coalition features interschool recognition of Renaissance cards and collaboration to reach large numbers of students throughout the region.

### C.H.A.M.P.

(Character Has A Million Possibilities)

Each month begins with a specific character trait, definition, and quotation to share with students and get them thinking about that particular trait. Also included are suggested activities in the form of discussion questions or dilemmas to use for journal writing, essays, debates, discussion, or role-playing. While we already emphasize positive values in our curriculum, the C.H.A.M.P. Program will serve as a guide to assist the Staffulty in working toward school-wide respect and responsibility. Renaissance & C.H.A.M.P. also recognize Random Acts of Kindness and service learning.

- September: Responsibility
- October: Compassion
- November: Trustworthiness
- December: Respect
- January: Courage
- February: Citizenship
- March: Positive Attitude
- April: Gratitude
- May: Friendship
- June: Culmination Month

## RENAISSANCE AMBASSADORS

Ambassadors are eighth grade students who are committed to the service of our school. They are involved in planning school events like the Academic Pep Rally. Ambassadors are also responsible for mentoring fifth grade students and giving tours of our school. Any student who would like to be involved in the Ambassador program should see Mrs. Brown.

## NEW JERSEY PEER-TO-PEER

New Jersey Peer to Peer (NJPTP) trains young people to help their peers understand the dangers of substance abuse and make healthy decisions. Throughout the year, NJPTP will conduct workshops dealing with difficult issues facing students—resisting pressure to experiment with alcohol, tobacco, marijuana and other drugs; dealing with anger; handling stress and frustration; and communicating with peers and parents. Our goal is to empower teens with knowledge and information so they will have the tools they need to make responsible decisions.

## AWARDS

The following awards will be presented to qualifying eighth grade students at the end of the school year:

1. *Instrumental Music Award* for effort, interest and a high quality of musicianship
2. *Art Award* for most originality and outstanding ability
3. *Industrial Technology Award* for effort, interest and knowledge
4. *General Music Award* for effort, enthusiasm, interest and knowledge
5. *Stewart Smith Memorial Mathematics Award* for outstanding effort, interest and achievement.
6. *Social Studies Award* for effort, interest and achievement
7. *LEF Computer Award* for effort, interest and achievement
8. *Language Arts Award* for effort, interest, improvement and a love of reading
9. *Perfect Attendance Award* for no absences or tardies
10. *Physical Fitness Awards*
11. *Linwood Board of Recreation Awards* for excellence in Physical Education
12. *Northfield/Linwood Lions Club Award* for effort and achievement in science
13. *Merit Achievement Awards* for distinguished, honor or merit roll status at least two of the marking periods
14. *Belhaven Renaissance Falcon Award* for the student with leadership potential who understands the virtues of kindness and charity

15. *LEA Citizenship Award*
16. *Kiwanis Club Award* for outstanding effort
17. *American Legion Award* for highest scholastic average
18. *Rose Jones Memorial Award*
19. *Elks Lodge Award* for the most improved
20. *Keystone Masonic Lodge Community Service Award*
21. *David N. Blyler, Sr. Memorial Scholarship*
22. *Daryl F. Todd, Sr. Historian Award*
23. *Janice G. Dennis World Language Award*

## ARRIVING AT SCHOOL

All students are to enter the building through their grade level doors. No student should enter the building through the front or side doors. Students that are late for the day may enter through the front doors but should be accompanied by a parent.

## ABSENCES/EARLY DISMISSAL

### *Absences*

Absences must be reported to the school office at 926-6700 prior to 9:00 a.m. Upon returning to school after any absence, a note stating the student's name, date of absence, reason for absence, and parent signature is to be brought to the main office prior to the 8:15 a.m. entrance bell. Parents are strongly discouraged from taking students out of school for vacations. Vacations should be structured around the school calendar.

### *Excused Absences*

Excused absences are hospitalization, prescribed home convalescence, chronic illness (as defined by Law N.J.A.C. 6:28-3-5), religious holidays, court appearances, and death in the family, all of which must be verified within **three (3) school days**, upon the student's return to school. Absences for school sponsored activities, such as class trips, are always excused.

**ABSENCES NOT DOCUMENTED IN THE ATTENDANCE OFFICE WITHIN THE REQUIRED THREE (3) DAY TIME PERIOD WILL BECOME UNEXCUSED ABSENCES!**

### *Unexcused Absences*

Unexcused absences are absences for reasons such as common illness, family vacations, family emergencies, **up to the limits established in the attendance policy.**

**Once a student reaches 14 unexcused absences any additional unexcused absences must be made up during Summer Course Completion.**

### *Early Dismissal*

Medical and dental appointments should be scheduled outside of school hours whenever possible. Students requesting early dismissal are to report to the office prior to 8:30 a.m. with a note stating the student's name, date and time of dismissal, reason for dismissal, and parent signature. Pupils must be signed out by a parent, guardian, or person authorized by either parent to act on his/her behalf.

### **DISMISSAL**

Upon dismissal, students are to proceed to their lockers then immediately leave the building unless remaining for a planned activity. There is to be no loitering on school grounds at the end of the day. Students may leave from any door except the front door. Leaving from the front door creates congestion and is a safety hazard.

### **DROP OFF**

Parents dropping off students should not pull into the parking lot on Belhaven Ave. behind the fifth grade wing. Please do not block driveways when dropping off children. Parents should encourage their children to enter through the appropriate doors. Unless your child is arriving at school for band practice, do not drop them off or have them arrive before 8:00 in the morning because of the lack of supervision beforehand.

### **BACKPACK SAFETY**

In over three quarters of our classrooms we use the dual book system. This means that the teacher has an extra set of books that stays in the classroom. Students should leave their copy at home. Eventually the entire school will have the dual book system. Please leave books at home if you do not need them in school.

Textbooks that go back and forth should be covered at all times. Backpacks are not allowed in class and should remain in lockers during the school day.

### **LATENESS POLICY**

The following will be the disciplinary policy regarding unexcused lateness:

- \* 1-2 - excused
- \* 3 - warning letter & referral to STAT & PAC
- \* 5 - after school detention
- \* 6 - after school detention
- \* 7 - **2 hour Saturday detention**
- \* 8 - detention, meet with principal & guidance counselor
- \* 9 - **2 hour Saturday detention**
- \* 10 - referral to Juvenile Family Crisis or Saturday detention. Home visit by social worker, parents meet with Superintendent.

**Three unexcused latenesses will count as one unexcused absence. Once a student reaches 14 unexcused absences any additional unexcused absences must be made up during Summer Course Completion.**

Students should always come to the main office when they are late for school. Failure to sign in the main office upon a late arrival will result in disciplinary action.

Lateness is excused only in the case of a doctor's appointment that cannot be scheduled after school hours. The attendance officer will follow up any lateness that is excused because of a doctor's note.

### **BICYCLES, SKATEBOARDS, SKATES & SCOOTERS**

Scooters, bicycles and skateboards are to be locked securely in the bike racks. All skates and skateboards are not to be taken into the building for storage in student lockers. The school cannot assume responsibility for them. No motorized scooters, skateboards, etc. For safety reasons, none of these modes of transportation may be ridden on school grounds. **All students that ride bikes, scooters, and skateboards to and/or from school are required to wear a safety helmet per Linwood Board of Education policy.**

## RESPECT

Belhaven students are expected to:

- show courtesy and respect towards others
- \* use acceptable language at all times, free of name calling, insults or profanity
- \* settle differences without put-downs, threats or fighting
- \* ask staff and student conflict managers for help as needed for conflict resolution
- \* eat in designated areas only and keep the school clean and free of litter
- \* interact with each other safely without pushing or roughness
- \* share equipment and demonstrate good sportsmanship
- \* remain on school grounds from the time of arrival to dismissal
- \* take care of school grounds, property and equipment

### *Consequences for Poor Choices*

Students who fail to meet Belhaven's positive behavior expectations will face certain consequences. If a student misbehaves, appropriate consequences may include:

- \* warnings and/or
- \* parent notification and/or
- \* parent conference and/or
- \* loss of privileges/participation in school activities
- \* after school detention
- \* suspension
- \* referral to administration

Illegal activities such as vandalism, graffiti, use or possession of drugs, paraphernalia, alcohol, tobacco products or other controlled substances are prohibited. Matches, lighters, weapons, firearms, or any other dangerous items are also illegal on campus. Intimidation, fighting, or harassment are all prohibited. All of these activities may result in suspension or expulsion.

## RESPONSIBILITY

Belhaven students take responsibility for the task of learning. They are expected to:

- \* come to school and class on time, prepared to work and study
- \* listen, follow directions, participate and cooperate
- \* walk in a safe and orderly manner in school buildings
- \* leave toys, games, gum, radios, laser pointers, pagers (or other electronic devices) that distract from learning at home.

## DISCIPLINE

Students are reminded that all teachers, staff, employees, or persons acting in a capacity of a supervisor authorized by the school administration, i.e., chaperons, aides, coaches, advisors, etc. in the building, from either school at any time, have the authority to enforce rules and regulations. Teacher authority is not in any way limited to the classroom or particular students. Students are to show respect to all school employees whether professional or non-teaching as well as any student.

### *Bullying Prevention*

At Belhaven Middle School, we are proactive in eventually eliminating bullying from our school. Our guidance counselor visits every classroom several times per year to tell students how to recognize and reduce the chances of bullying. Through classroom visits and curriculum, we role play, discuss, form groups, and teach students how to recognize and react to bullying.

Students are periodically surveyed. Additionally, students must report incidents of bullying in order to help us eliminate these occurrences. Report forms are available in every classroom, the main office, and the guidance office. All reports are taken seriously.

Belhaven began implementing the Olweus Bullying Prevention Program in the Spring of 2006. The OBPP includes school-wide and classroom elements, individual intervention and community efforts to combat bullying and promote leadership within our school. Please contact Mrs. Brown, school counselor or Dr. Rudnesky, principal for more information on the program.

### *School Rules Against Bullying*

- \* we will not bully others
- \* we will help students who are bullied
- \* we will include students who are easily left out
- \* when we know somebody is being bullied, we will tell an adult at school and an adult at home.

### *Affirmative Action*

If a student feels discriminated against for any reason, they should report this to a teacher, guidance counselor, or the principal. Likewise, if a student feels threatened or offended for any reason this should be immediately reported. If any incident is reported to anyone other than the principal, the information will be disseminated to the principal to be documented. The principal is the Affirmative Action Officer as approved by the Linwood Board of Education and can be contacted through the Belhaven main office. Additionally, the Linwood Board of Education has appointed an Affirmative Action Committee to periodically review and carry out the Comprehensive Equity Plan as approved by the New Jersey Department of Education.

### **PROHIBITED ITEMS**

**Gum Chewing**—Gum chewing is not allowed. Careless disposal of gum and candy in drinking fountains, on furniture, and floors present sanitation and cleaning problems.

### **ELECTRONIC DEVICES**

Electronic devices are not permitted on school grounds. This includes but is not limited to laser pointers and lights, pagers, electronic games, Palm Pilots, MP3 players and other communication devices. These devices interrupt the educational process.

Cell phones are not to be turned on or visible at any time. The only time cell phones are permitted to be used is after school, outside the building. Any use of phones in class will result in a detention. Any cell phone that is turned on or visible will be immediately confiscated. Students will face discipline consequences



### **CLASSROOM RULES**

*For all students - For all classes*

1. Be on time.
2. Enter the room quietly and orderly.
3. Immediately take assigned seat.
4. Be completely prepared for class.
5. You must raise your hand and receive permission before taking any action.
6. All homework and class assignments are to be completed to the best of your ability.
7. No gum chewing in any school area at any time.
8. All non-classroom materials, including personal electronic equipment or toys are not permitted in school.
9. No trading cards or card games are allowed.
10. No invitations for parties are to be handed out during school hours.

### **COMPUTER USE**

#### **STUDENT RULES & PROCEDURES**

*NOTE: Your workstation is being electronically monitored.*

#### Computer Usage:

- ~ Ask permission to use the lab.
- ~ Sign in upon entering.
- ~ Present a pass from your classroom teacher.
- ~ DO NOT change settings (i.e. wallpaper) or preferences to any program including desktop.
- ~ DO NOT print more than one copy of any document.
- ~ DO NOT send e-mail.
- ~ Report any technical problems immediately.
- ~ Keep your workstation clean.
- ~ Log off and shut down properly.

#### Internet Use:

- ~ You must have a signed Acceptable Use Policy from a parent or guardian to use the Internet.
- ~ Present a pass from your classroom teacher stating the assigned objective.
- ~ No chat rooms.
- ~ No downloading without permission from Librarian, or Computer Teacher.
- ~ DO NOT visit inappropriate sites-if you are uncertain ASK the Librarian or Computer Teacher.

Consequences: Loss of computer privileges, parent conference, office referral, and penalties from detention to suspension, in accordance with severity of offense.

## CAFETERIA RULES

### All students must eat in the cafeteria

1. Walk while entering or exiting.
2. Talk in a conversational tone.
3. Remain seated in your assigned seat at all times.
4. All students must report to the cafeteria on time. Late students must present a written pass.
5. Do not leave your assigned seat or the room without permission.
6. Upon dismissal:
  - a. Clean table and surrounding floor area
  - b. Dispose of trash
  - c. Go directly outside
7. NO PARTIES ARE PERMITTED.
8. Students are not permitted to order food from fast food restaurants and have it delivered by anyone.
9. All students must eat in the cafeteria, no students are allowed to eat in classrooms.  
\*Failure to comply with cafeteria rules will result in:
  - a. lunch detentions
  - b. after-school detentions\*\*Throwing of any object in the cafeteria, food or otherwise, will result in disciplinary action.

## PLAYGROUND RULES

1. No one is permitted outside unless an aide or teacher is present.
2. Rough play or inappropriate games are not permitted.
3. No interference with classmates' games.
4. Treat everyone with RESPECT.
5. Absolutely no one off property or on any rooftop to retrieve balls, etc.
6. No food or drink is to be taken outside from the cafeteria.
7. Playground equipment must be signed out and returned by the borrower.
8. Anyone abusing playground equipment will be subject to disciplinary action.
9. After recess all students will line up quickly and quietly by homeroom in their designated areas.

## DRESS STANDARDS

Students are encouraged to use good judgment when dressing for school. The school's intent in establishing a dress standard consistent with the rulings made by the Commissioner of Education is to promote a positive attitude about learning and about one's self, as well as to eliminate distractions to the educational process. Studies have shown that those who dress appropriately for school come with a more positive attitude than those who dress too casually.

- The student and his/her parents must accept the responsibility of dressing appropriately for the occasion with a high standard of personal cleanliness maintained at all times.

Cleanliness, neatness, and appropriateness will be stressed.

- Extreme styles of dress (i.e. tank tops—no exceptions, see-through clothes, short- shorts, etc.) are prohibited.

- The following types of shorts are unacceptable: any type of bathing suit, cut offs, spandex or bicycle shorts. Shorts, skirts, and dresses must be fingertip length.

- Bare midriffs are unacceptable.

- Clothing or jewelry advertising alcoholic beverages, tobacco, prejudice, or those with obscene or questionable printing are not permitted.

- Coats and head coverings are not to be worn indoors.

- No Bandanas

- For safety purposes all footwear must enclose the foot. Flip flop sandal styles without a heel strap are prohibited.

- Sleeveless tops with a collar are allowed.

- Dress shorts are permitted.

Teachers and administration will have the prerogative to take appropriate action in any situation in which attire is judged to be indecent, dangerous, or which distracts and interferes with the educational process.

### **DETENTION**

Students assigned after-school administrative detention shall receive written notice 24 hours prior to the designated detention date. This notice must be signed by a parent or guardian and returned to the main office the day after being issued. Students failing to return a signed discipline referral are still required to stay on their assigned day and will receive additional assignments until the notice has been signed and returned.

### **SUSPENSION**

Suspension constitutes a loss of all school privileges. Suspension may also result in, under the discretion of school authorities, the loss of all school activity privileges, not only during the period of suspension, but for a period of time after the student returns to school.

Parental contacts will be made with the parent or legal guardian of all suspended students. In most cases, conferences will be held with the parent or legal guardian of the suspended student prior to the time the individual is allowed to return to class.

Suspendable offenses include: repeating any offenses; leaving school grounds; blatant disrespect towards any employee; fighting; bias acts; stealing; harassment; obscene language/gestures towards staff; smoking or possession of tobacco, lighter or matches; pulling fire alarm creating a false alarm; physical harm to an employee; threats to an employee; vandalism; extortion; possession or use of drugs/alcohol, fireworks, weapons.

### **TELEPHONE CALLS**

*Telephones in the main office are for emergency student use only.* Students may use the pay phone for all other calls. For the convenience of the students, the pay phone is unlocked after school daily for student use. Students are not permitted to call home because they forgot their homework.

### **STUDENT MEDIATION PROGRAM**

Mediation is the bringing together of two students, or two groups of students, who are involved in a dispute. A third student, the mediator, helps the other two parties arrive at an agreement to resolve the dispute.

Many problems that develop in the classroom do not really start there. Arguments with friends at home or outside are often brought to school and into the classroom because they are difficult to forget and to leave behind.

When problems are brought into the classroom, even though they may begin out of school, they may become disciplinary actions (detentions, suspensions, etc.) Mediation offers an opportunity for students to work out their differences before they become discipline problems.

A trained Belhaven student mediator is a person who is not personally involved in the dispute. The mediator hears both sides of the problem and helps the disputants to come to a mutual acceptable written agreement.

### **LOCKERS**

1. Each student will be assigned a locker at the beginning of the school year. A deposit of \$1.00 will be assessed to all students - fifty cents of which will be returned at the end of the school year on condition that all other financial obligations have been met.
2. Never reveal your locker combination to any other student.
3. Lockers are to be kept in an orderly condition, free of rubbish and paper. Before closing locker doors, be sure that no coats, book bags, etc. are sticking out. Doors to lockers are not to be slammed or kicked shut.
4. All materials, including books, personal belongings, or other supplies, are the total responsibility of each individual student.
5. It must be clearly understood that all lockers are the property of the Linwood Board of Education and as such may be opened and inspected at any time without prior notice (New Jersey Statutes Annotated 18A:36-19.2).
6. Lockers should only be used before homeroom and after school and before and after lunch

## EXTRA-CURRICULAR ELIGIBILITY RULES

### *Academic Probation*

Any student receiving two "Fs" in achievement in a given marking period will be ineligible to participate in any extra curricular activity until the next interim report has been issued and satisfactory progress has been indicated. The student will continue to be restricted from participation if he or she receives an unsatisfactory grade in either of the two subject areas.

### *Disciplinary Probation*

Habitual offenders will be ineligible to participate in any extra curricular activity as per the discretion of the principal.

## EXTRA-CURRICULAR ACTIVITIES

Belhaven Avenue School offers a wide variety of extra-curricular activities designed to enhance students' middle school experience. Interscholastic sports offered throughout the year include:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Soccer (G/B)	Basketball (G/B)	Track (G/B)
Cr. Country (G/B)	Volleyball (Co-ed)	
Field Hockey (G)		

Students must remain eligible for participation in interscholastic sports through meeting standards of satisfactory academic progress and behavior.

A variety of clubs and activities are offered each year according to student interest. Some of the clubs offered recently include:

Art Club	Science Club
Bowling Club	Spanish
Chorus	Stage Crew
Computer Club	Student Council
Drama Club	Technology Club
Game Club	/Aviation
Homework Club	Think Team
Jazz Band	Renaissance Television
Math Counts	(RTV)
NJ Peer to Peer	C.H.A.M.P./ Builders
Renaissance Ambassadors	Yearbook Club

Any student who does not dress for physical education class will not be able to participate in an athletic contest on that day.

## FIRE DRILL PROCEDURES

1. When the fire alarm sounds, one or two students assigned should quickly close all windows in the room.
2. Leave the room quickly and quietly following the teacher's directions. The last person out of the room must close the door.
3. Walk in a single file, in absolute silence, and return in the same manner.
4. Follow the instructions of the teacher in each classroom concerning the place to line up outside the building.
5. If the fire alarm should sound during the passing of classes, students should leave the building by the nearest exit and line up with the teacher to whom they are reporting.

## EMERGENCY CLOSING OF SCHOOL

Emergency closings are announced over the following radio stations:

WAYV 95.1 FM	WFPG 1450 AM
WFPG 96.9 FM	WOND 1400 AM
WMGM 104 FM	WMID 1340 AM

Announcements are made as early as possible, usually by 6:30 a.m.

Web Site: [www.linwoodschoools.org](http://www.linwoodschoools.org)

## LUNCHES

Students may purchase lunch from the school cafeteria or bring a bag lunch from home buying only milk if they so desire on a daily basis. Weekly lunch tickets may be purchased only on the first day of the school week during lunch time in the cafeteria and used at any time during the school year.

Students are to sign up for lunch during homeroom period each morning. Students must pay for each lunch they order.

Lunch is available to qualifying families for a free or reduced rate. Individual application forms must be submitted for each child. We promote fitness for life through healthy choices.

## SCHOOL HEALTH SERVICES

School health services are conducted for the following purposes:

1. Care of emergency sickness or injury in school
2. Prevention and control of communicable disease
3. Determination of health needs for students
4. Follow-up and communication with parents regarding health needs
5. Scoliosis screening—state mandated screening for curvature of the back for students age 10 and above
6. Height, weight, blood pressure and vision screening for all students
7. Hearing screens for students in grades 6&8
8. Coordinating physicals for all students in Grade 5, new students to the district and those participating in interscholastic sports.

*\* Please note that all physicals are now required to be completed by the student's private physician as mandated by the state of NJ. If a student needs a physical exam and does not have a physician, the school nurse will make arrangements for this to be completed by the school doctor.*

### Medications

Any medication that needs to be taken by a student during school hours must be kept in the school health office in a properly labeled container. This includes both prescription and over the counter medications. All must be accompanied by an order from the physician naming the medication, dosage and diagnosis as well as written permission from the parent or guardian allowing the nurse to dispense the medication. A specific permission form for this purpose is located in the school health office.

Students who use inhalers for the treatment of asthma may carry and self-administer their medication only if they have their doctor's written permission. Forms for this privilege must be filled out by both the parent/guardian and physician, and are available in the school health office as well.

**\* Parents/Guardians - Please do not send any medication to school with your child! Linwood School Board policy specifically states that students are not permitted to have medication in their possession (this includes Tylenol, Ibuprofen, aspirin and cough/cold medications). If your child needs to take medication in school please contact the school nurse!**

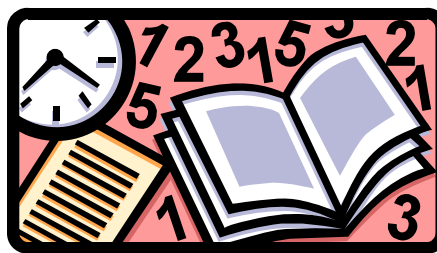
## STANDARDIZED TESTING

A district-wide testing program provides information concerning the proficiency of our students on standardized tests. The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. These test results also aid the teachers in providing a more effective instructional program. A district wide standardized test will be administered to fifth, sixth and seventh grades each spring.

All students in fifth, sixth and seventh grades take the new state standardized testing.

Eighth grade students take the GEPA (Grade Eight Proficiency Assessment) which is a test developed by the New Jersey State Department of Education and administered to all eighth grade students to determine their progress in mastering the skills tested on the Grade 11 HSPA (High School Proficiency Assessment).

The GEPA will be administered to all 8th grade students in New Jersey in March. Student attendance is of the utmost importance during these standardized testing periods. Standardized test results are maintained in the student's permanent file. Each year your child's results are mailed home for you to review.



## GIFTED & TALENTED/ENRICHMENT

All students in grades five through eight meet with the Gifted and Talented teacher in the Related Arts cycle during SPEAK (Students Performing, Experiencing, and Acquiring Knowledge) and benefit from enrichment activities such as storytelling, public speaking, Mock Trial, and participation in Belhaven's TV production activities. Gifted and Talented students receive enhanced and extended activities during this SPEAK cycle. Pre-engineering middle school activities are offered to the fifth through eighth grade Gifted and Talented students within the Industrial Technology rotation.

Inclusion into the Gifted and Talented program is based upon the results from statewide testing, measures of achievement, creativity, and aptitude. Students are initially identified through performance on the New Jersey Assessment of Skills and Knowledge (NJASK) and must meet three of the four eligibility criteria to be considered for acceptance into the program.

Students can also be recommended for the program through teacher and/or parent referral. Testing occurs each year in late spring. Parent referrals to be tested for the Gifted & Talented program must be in writing and are due to the building by June 30<sup>th</sup>. Testing will take place during the first week of July (no exceptions will be allowed).

If a student transfers to our district and was eligible for and participated in the Gifted & Talented program from their sending district, they may participate in our program without additional testing.

## PLAGIARISM

Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other students' papers, exchanging information with other Students orally, in examination illegally and other similar activities.

Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgement of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.

Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.



### MARKING SYSTEM

For each of the marking periods during the school year, the pupils are graded as follows:

- A = 93-100 - Excellent
- B = 85-92 - Good
- C = 77-84 - Average
- D = 70-76 - Below Average
- F = 69 or below - Failure

Students may also receive number or letter factors.

#### *Attributes*

- A. Outstanding effort
- B. Excellent class participation
- C. Accepts responsibility independently
- D. Outstanding conduct
- E. Outstanding work habits
- F. Improvement shown
- G. Works well with others
- H. Exceptionally cooperative
- I. Neat, accurate work

#### *Need for Improvement:*

##### Achievement

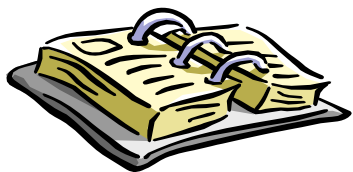
- J. Follows directions
- K. Completes work neatly and accurately
- L. Organization
- M. Excessive absence from class
- N. Test results
- O. Consistent effort
- P. Class participation
- Q. Skills performance (Physical Ed)

#### *Responsibility*

1. Preparation for class (books, pencil, notebook-uniform for Phys Ed)
2. Initiative to complete missed work
3. Punctual completion of assignments and regular review of class work

#### *Conduct*

4. Attentiveness
5. Responsibility for self-discipline
6. Respect for rights of others
7. Observance of classroom rules and procedures
8. Attitude
9. Excessive talking



### THE THREE-STORY INTELLECT

#### High-Level Thinking Skills

##### Key Words:

Evaluate

Predict

Judge

Assess

Idealize

Forecast

What judgment could be made about....?

What would you predict if.....?

How would you prioritize.....?

Why was \_\_\_\_\_ better than \_\_\_\_\_?

What evidence supports \_\_\_\_\_?

##### Key Words:

Compare Inspect How is \_\_\_\_ Similar to \_\_\_\_?

Apply Develop What might we infer from....?

Solve Infer How would you categorize..?

Classify Analyze How would you classify.....?

Reason Explain What conclusions can you draw?

Distinguish Why do you think.....?

Examine How is \_\_\_\_ related to \_\_\_\_?

Contrast How would you summarize...?

##### Key Words:

Who Label What is.....?

What Identify When did.....?

When Match Which one.....?

Where Name How would you show?

Which Spell Who was.....?

Choose Select Which is the best answer?

Find Restate What facts.....?

Define Observe How would you classify...?

What is the definition of...?

How many.....?

**SCHOOL CALENDAR  
2007-2008**

*(These dates are subject to change)*

Sept. 6.....School Opens  
Sept. 6&7.....Early Dismissal  
Sept. 18.....Back to School Night  
Oct. 6.....Schools Closed-County Inservice  
Nov. 8-9.....Schools Closed - NJEA Convention  
Nov. 12-16.....American Education Week Visit  
Nov. 21.....Early Dismissal  
Nov. 22-23.....School Closed - Thanksgiving  
Nov. 27-30.....Conferences Gr. 1-8  
Dec. 12.....Early Dismissal - Staff Inservice  
Dec. 21.....Early Dismissal  
Dec. 24-Jan. 1.....Schools Closed-Winter Break  
Jan. 2.....Schools Reopen  
Jan. 16.....Schools Closed - Staff In-Service  
Jan. 21.....Schools Closed- Martin Luther King Day  
Feb. 4.....Schools Closed - Staff Inservice  
Feb. 15-18...School Closed -President's Weekend  
Mar. 20.....Early Dismissal  
Mar. 21.....Schools Closed - Good Friday  
Mar. 24-28.....Schools Closed - Spring Break  
Mar. 31.....Schools Reopen  
Apr. 16.....Early Dismissal - Staff Inservice  
May 14.....Early Dismissal - Staff Inservice  
May 26.....School Closed - Memorial Day  
June 5.....Early Dismissal - Staff Inservice  
June 19, 20, 23\*.....Early Dismissal

\*Note: The calendar includes 3 days for emergency closings. If not used, the final day of school will be June 18th.

**NOTIFICATION OF RIGHTS UNDER FERPA  
FOR  
ELEMENTARY AND SECONDARY  
SCHOOLS**

1. The right to inspect and review the student's education records within 45 days of the days the School received a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

