



Cinnaminson Middle School 2018-2019

HOME OF THE PIRATES



312 N. Forklanding Road

Cinnaminson, NJ 08077

856-786-8012

<http://cms.cinnaminson.com>

Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

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CINNAMINSON SCHOOL DISTRICT MISSION STATEMENT

The mission of the Cinnaminson School District is to educate our students and to assist their development into self-motivated, multifaceted, happy and physically fit individuals who are productive, responsible citizens. It is expected that all students will achieve the Core Curriculum Content Standards at all grade levels.

With national and state program standards as a basis, Cinnaminson students will gain an appreciation of knowledge, a desire to learn, and a respect for themselves and others. In partnership with the family and the community, we will foster achievement and we will model excellence and responsible behavior.

BOARD OF EDUCATION

President	Mrs. Laura J. Fitzwater
Vice-President	Mr. James J. McGuckin, Jr.
Board Members	Mr. Michael Bramhall, Mr. Daniel P. Gaffney, Mr. Ed Kenney, Ms. Kathleen Quinn, Mrs. Christine R. Trampé, Mrs. Christine L. Turner & Mrs. Dolores Woodington

DISTRICT ADMINISTRATION

Superintendent	Mr. Stephen Cappello
Director of Curriculum & Instruction	Mr. Frank Goulburn
Board Secretary/Business Administrator	Mr. Thomas Egan
Director of Special Services	Mrs. Barbara Scola
Supervisor of Special Services	Mrs. Arlene Goldfarb
Director of Facilities	Mr. Mark Tindall
Director of Transportation	Mrs. Joanne Tomkiewicz

SCHOOL ADMINISTRATION

Principal	Mr. Hamm Kolev
Assistant Principal	TBA

DEPARTMENT CHAIRPERSONS

Supervisor of Athletics & Activities	Mr. Charles Liddell
Supervisor of Music, Business & Technology	Ms. Kathleen Hennelly
Supervisor of English	Mr. Charles Kind
Supervisor of Art, Health & Physical Education	Mr. Matt Digney
Supervisor of Mathematics	Ms. Anna Marie Bearint
Supervisor of Science & FCS	Mr. Edward Palmer
Supervisor of Social Studies	Mr. Robert Becker
Supervisor of Guidance & Counseling Services	Ms. Donna Lobascio
Lead Teacher of Special Education	Ms. LuAnn Mudrick
Lead Teacher of World Languages	Ms. Sheryl Adelman

PHILOSOPHY OF EDUCATION

We Believe that education requires the combined commitment of the School Board, administrators, teachers, parents and the students as well as the residents of the community.

We Believe children learn best with qualified personnel, clean and safe facilities and when a variety of challenging programs are the foundation of the school curricula. We believe the above criteria work together creating a continuous, challenging program for all Cinnaminson students.

We Believe administrators provide support, leadership, and guidance to teachers, staff and students. They encourage and promote opportunities that enhance educational programs.

We Believe teachers provide initiative, resourcefulness and creativity while creating a positive learning environment.

We Believe students, with the support of their parents, are active participants in their education. Their participation is accomplished by doing their best and taking advantage of the wide range of curricular and co-curricular opportunities presented to them. Students are provided with the opportunity to exercise responsible decision-making and are partners in their learning.

We Believe that educating Cinnaminson students is the shared concern of all parents, staff, teachers, students, Board members and residents. Effective communication and cooperation among these groups are essential to establish a cohesive network that will achieve the level of excellence in education they desire.

ACADEMIC INTEGRITY

All students at the Cinnaminson Middle School are expected to maintain the highest standards of honesty in academic areas as well as in other areas of school life. The staff views dishonesty on tests, homework, or in any classroom situation as a serious offense. The consequences for failure to maintain academic integrity are addressed in the Middle School Code of Student Conduct.

AFFIRMATIVE ACTION STATEMENT

All members of the student body, staff and community are reminded that, according to Title IX and N.J.A.C. 6A:7, the Cinnaminson Township Public Schools shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status in the policies, programs, and practices of the district. Cinnaminson is an equal opportunity employer.

Mr. William Welcher is the Middle School Affirmative Action Officer. He can be reached at 856-786-8012 extension 4909. Mr. Frank Goulburn is the Director of Curriculum & Instruction and is the district Affirmative Action Officer. If you have a question or concern, you may call (856) 829-7600, ext. 2104, or write to him at the Cinnaminson Memorial School, 2195 Riverton Road, Cinnaminson, NJ 08077, or the Director of the New Jersey Division on Civil Rights, Trenton Regional Office, Office of the Attorney General, 140 East Front Street - 6th Floor, Trenton, New Jersey 08625-0090, (609) 292-4605.

Mrs. Barbara Scola, Director of Special Services, is the 504 Coordinator. Section 504 is the Rehabilitation Act which prohibits discrimination on the basis of physical or mental handicap. If you have a question or concern, you may call her at (856) 829-7600, ext. 2117, or write to her at the Cinnaminson Memorial School, 2195 Riverton Road, Cinnaminson, NJ 08077.

ARRIVAL OF STUDENTS

Students should not arrive at the school prior to the first bus (7:52AM). Upon arrival, 6th grade students will report to the lobby on the Pine Street side of the building and 7th and 8th grade students will report to the lobby on the parking lot side of the building. Parents will refrain from dropping students off in the parking lot when busses are present. During bus drop off, students may be dropped off on Forklanding Road or Pine Street adjacent to the school. Only busses and authorized district vehicles are permitted in the driveway in front of the building. Students will not be permitted to leave the school premises once they arrive without following the procedures listed under EARLY DISMISSALS. The School District is not liable for non-supervision of students who arrive before the first bus (7:52AM).

ATHLETICS

Students who wish to compete in interscholastic sports must meet specific academic standards in the marking period preceding the sport season. In addition, students must maintain a satisfactory record of attendance and must observe school rules. After-school sports (Intramurals) are available for students in all grade levels. All students participating in intramurals or on a school sports team must have a physical examination.

ATHLETIC ELIGIBILITY

All students in good academic standing are permitted to participate in athletic programs in our school. Students are ineligible if they have more than 14 unexcused absences. In addition, to be eligible for interscholastic athletics at CMS, a student may not fail more than one full year course (mathematics, language arts, reading, physical education, science, social studies and world language [7/8 only]) in the previous marking period.

Students who fail one course will be required to:

1. Stay after school and obtain extra help (either from the teacher or by attending Homework Club) at least 2 times a week.
2. On days when extra help is sought, students will attend practice at 3:25.
3. In the event of an away game, students may be permitted to skip after school assistance but should check in with the respective teacher or Homework Club advisor to keep him/her informed.
4. The period of remediation would stay in place for a period of 4 weeks and may end once the child has established and maintained a passing average for a period of two weeks. However, if the child begins to fail the same courses again, the process begins anew.
5. If, after a period of 4 weeks, the child is still failing, the ability to attend away meets is lost (per #3).

AFTER-SCHOOL SPORTS (INTRAMURALS)

Intramurals occur seasonally and are an extension of physical education class. Intramurals are dependent on a sufficient number of pupils expressing interest in participating.

INTERSCHOLASTIC SPORTS

Baseball 7/8 (Boys)	Soccer 6-8 (Boys)
Basketball 7/8 (Boys)	Soccer 6-8 (Girls)
Basketball 7/8 (Girls)	Softball 6-8 (Girls)
Cross Country 6-8 (Boys & Girls)	Track 6-8 (Boys & Girls)
Field Hockey 6-8 (Girls)	Wrestling 6-8 (Boys)
Lacrosse 6-8 (Girls)	

ATHLETIC & CO-CURRICULAR DISTRICT RULES

Cinnaminson Township Public Schools require all of its students and personnel to adhere to the highest ethical standards. The District recognizes the inherent value and the direct relationship of good behavior and positive ethical decisions to the success of our programs. Participation in our programs is a privilege. During a student's period of eligibility, defined as the first day of grade six through grade twelve, the following constitutes the District's Rules.

1. Students will demonstrate good sportsmanship and good behavior at all times.
2. Students must meet all athletic and co-curricular eligibility requirements of the New Jersey State Interscholastic Athletic Association and/or the Board of Education as identified in the Cinnaminson School District Student Handbook, including, but not limited to enrollment, attendance, and academic standards. If a student does not meet these standards, the student will not be eligible to participate in athletic and co-curricular activities.
3. Students will conduct themselves in an orderly manner with good conduct during and after school hours and at all times.
4. Students must observe the district rules and the organizational rules imposed by coaches, directors, and advisors. Both sets of rules must be signed by the student and the parent/guardian. Students will not participate in the activity until both sets of rules are returned to the Athletic Director.
5. Students shall not participate in any bullying, hazing, harassment or inappropriate activities of any kind.
6. Students shall not participate in any type of gang or gang-related activity.
7. Students shall not use, possess (actual or constructive), buy, distribute, or sell any prohibited substance including alcohol, tobacco, steroids, or any other controlled substances unless prescribed by a student's doctor for the student's personal use.
8. Students are responsible for all equipment issued to them and will return equipment when requested per school procedure. Students are aware that they will be ineligible for any ensuing season or activity if they have not met their obligation to return or make prompt restitution for any equipment issued after the end of the season or activity.
9. Students will refrain from any unlawful acts. Actions taken by the school district will not preclude actions taken by the police.

Failure to comply with the rules will result in disciplinary actions as determined by the building administration consistent with Board Policy, and all applicable regulations, and state and federal law. Actions shall include suspension or expulsion from all teams, clubs, activities, or organizations. Expulsion from any team, club, activity, or organization for any reason may also result in forfeiture of any or all team-club-individual awards for that activity.

ATTENDANCE

Absence from class seriously affects the opportunity for students to learn all that is prescribed in our courses of study. In addition, the laws of the State of New Jersey require regular school attendance (NJSA 18A-38: 25-26). Recognizing that it cannot succeed in providing proper instruction unless students attend classes on a regular basis, Cinnaminson Middle School, with the approval of the Cinnaminson Board of Education, has established the following attendance policy. This policy is not meant to be punitive. It recognizes the legitimate instances for which students must be absent from class and makes provisions for these situations. This policy, however, does underscore the necessity for students to regularly attend classes. It is designed to discourage excessive daily absence from school. **Students who are in good academic standing will have two days for each day missed to make up the work.**

Attendance Requirements

1. Any student with more than **4.0 unexcused absences** for a sixth grade quarter course will be in violation of the attendance policy and on Administrative Probation. He/she will not be permitted to make up any class work or turn in projects for any additional unexcused absences.
2. Any student with more than **7.0 unexcused absences** for a semester course will be in violation of the attendance policy and on Administrative Probation. He/she will not be permitted to make up any class work or turn in projects for any additional unexcused absences.
3. Any student with more than **14.0 unexcused absences** for a full-year course will be in violation of the attendance policy and on Administrative Probation. He/she will not be permitted to make up any class work or turn in projects for any additional unexcused absences. Students with greater than 14 unexcused absences are ineligible to participate in interscholastic athletics.
4. Any student on Administrative Probation will lose field trip privileges for that particular course.
5. For a student on Administrative Probation, any missed test or quiz not completed within two school days of return to school will result in a zero for the test or quiz. While on Administrative Probation, a student will not be permitted to make up any work. However, for any student on Administrative Probation, every **20 consecutive school days a student attends school**, two unexcused absences will be removed from his/her unexcused absence total. Once the student's unexcused absences reaches 14 or less for a full year course (7 or less - semester course and 4 or less - quarter course), the Administrative Probation will be removed and above privileges (in #4 and #5) will be reinstated. This will be effective until the attendance policy is again violated.

6. Any student who is absent for **20 unexcused days or more**, in addition to the above loss of privileges, he/she will not be permitted to attend dances, club-based trips, and/or the eighth grade trip. For every **20 consecutive school days a student attends school**, two unexcused absences will be removed from his/her unexcused absence total. Once the student's unexcused absence total reaches 20 or less, he/she will be permitted to attend dances, club-based trips, and/or the eighth grade trip. This will be effective until the student again exceeds **20 unexcused days or more**.

Note: The removal of unexcused absence days is only for the purpose of gaining privileges and ability to make up work. The student's attendance record will reflect the actual number of missed days.

These maximums should not be construed as "permissible absences." Any absence is harmful to student achievement. Rather, these maximums acknowledge times when illness, serious personal or family business, or professional appointments (which cannot be scheduled during non-school hours) make it impossible for students to attend school. For the purpose of this policy, students shall not be considered absent, unexcused, in the following situations:

1. Participation in school-sponsored activities
2. Out-of-school suspensions
3. Religious holiday observances as permitted by NJSA 18A:36-14 to 16
4. Death in the immediate family (must be verified in writing)
5. Legal obligations verified in writing by the appropriate court official
6. Illness or unavoidable physician's appointments (must be certified in writing from a physician's office)
7. Take Your Child to Work Day

NOTES:

1. Family vacations are considered unexcused absences. Absences resulting from students participating in athletic competitions for an outside athletic team will be considered unexcused.
2. Students absent from school may not participate or attend any sports/school activities on the day of the absence.
3. If a child is absent for two or more days, please contact the Guidance Office to request assignments.
4. Teachers must be given 24 hours' notice to prepare assignments.

Consecutive Absences for Personal Illness Beyond Ten (10) School Days

When it is necessary for students to be absent for more than ten (10) consecutive school days because of personal illness, parents/ guardians may apply for home instruction. **(Home instruction will begin seven (7) days after the student becomes eligible. To become eligible, it must be determined by a physician that a student will be out at least ten (10) days.)** Application for home instruction must be made through the Guidance Department. A note from a physician certifying that the student is unable to attend school and giving the expected date of duration of the illness must accompany this application. Home instruction is provided under regulations set forth by the New Jersey State Board of Education. Once students have been placed on home instruction, their attendance will be maintained in the Home Instruction Register, but they will not be considered absent for the purpose of this policy. Teachers of these students will be notified.

Excessive Non-Consecutive Absences

The parents/guardians of pupils who miss **over thirty (30) days** of school, non-consecutively, during a school year, will be notified in writing of a required conference with the middle school principal. The conference will be held to determine the reasons for the absences and should take place within five (5) school days of the written notice. If the student is under the compulsory attendance age of sixteen (16), legal action may be taken against those who do not provide adequate explanation for the absences.

Absence Record-Keeping

1. Written verification to satisfy the provisions of "Attendance Requirements" must be submitted to the main office within two (2) school days, by 8:00 AM on the third day, if the parent of the student requests that the absence(s) be considered excused. This applies to physician's notes as well.
2. Parents should contact the main office by 9:00 AM to report absences. Parents should maintain a log of all absences, latenesses and early dismissals. Parents should periodically review their child's attendance on Genesis as well for accuracy.
3. Homeroom and classroom teachers will be responsible for keeping accurate attendance records.
4. Tardiness and absences from school will be recorded on student report cards.

BELL SCHEDULE

4TH LUNCH		6TH LUNCH		8TH LUNCH	
ADV	8:07 - 8:18	ADV	8:07 - 8:18	ADV	8:07 - 8:18
1	8:21 - 9:01	1	8:21 - 9:01	1	8:21 - 9:01
2	9:04 - 9:44	2	9:04 - 9:44	2	9:04 - 9:44
3	9:47 - 10:27	3	9:47 - 10:27	3	9:47 - 10:27
4	10:30 - 11:00	4/5	10:30 - 11:10	4/5	10:30 - 11:10
5/6	11:03 - 11:43	6	11:13 - 11:43	6/7	11:13 - 11:53
7/8	11:46 - 12:26	7/8	11:46 - 12:26	8	11:56 - 12:26
9	12:29 - 1:09	9	12:29 - 1:09	9	12:29 - 1:09
10	1:12 - 1:52	10	1:12 - 1:52	10	1:12 - 1:52
11	1:55 - 2:35	11	1:55 - 2:35	11	1:55 - 2:35

Half Day – No Lunch periods

4TH LUNCH	6TH LUNCH	8TH LUNCH
ADV 8:07 - 8:14	ADV 8:07 - 8:14	ADV 8:07 - 8:14
1 8:17-8:45	1 8:17-8:45	1 8:17-8:45
2 8:48-9:16	2 8:48-9:16	2 8:48-9:16
3 9:19-9:47	3 9:19-9:47	3 9:19-9:47
5/6 9:50-10:18	4/5 9:50-10:18	4/5 9:50-10:18
7/8 10:21-10:49	7/8 10:21-10:49	6/7 10:21-10:49
9 10:52-11:20	9 10:52-11:20	9 10:52-11:20
10 11:23-11:51	10 11:23-11:51	10 11:23-11:51
11 11:54-12:22	11 11:54-12:22	11 11:54-12:22

BICYCLES

Riding a bicycle to school is a privilege which may be taken away from any students failing to comply with good safety practices or school rules.

- All bicycle riders must wear helmets.
- Students will cross the street at crossing guard locations.
- Students will park and lock their bicycles in racks located on the side of the school.
- Upon arrival to school, students will go directly to the bicycle parking area and no further. At departure, students will leave directly from the bicycle parking area.
- **Students will not ride their bicycles in or around the school bus loading/off-loading areas.**
- The school assumes NO responsibility for the protection of bicycles.

BSIP

The Basic Skills Improvement Program (BSIP) is an individualized program designed to help improve the basic skills of students who have fallen below State or District minimum standards in the areas of reading, mathematics and/or language arts. Questions regarding BSIP should be directed to the Guidance Office or to Mr. Frank Goulburn, Director of Curriculum & Instruction.

CAFETERIA/LUNCH

Students entering the cafeteria for lunch are to follow the designated routes. 7th and 8th grade students are not to enter the 6th grade halls when moving to or from lunch.

CAFETERIA RULES

1. Students will select cafeteria seats during the first two days of school. A seating chart will be completed the third day. Seat changes require approval from the assistant principal or cafeteria supervisor. The ability to sit among friends is a privilege. Failure to adhere to the behavioral expectations in the cafeteria may result in seat changes.
2. Students will get in serving lines in an orderly fashion; there will be no "cutting" in lines.
3. Borrowing money from students during lunch is prohibited.
4. No food or drinks are to be consumed outside of the cafeteria.
5. Students will be dismissed by row to throw away trash and to clean tables. Students should clean up any trash that may have fallen under their tables as well.
6. Students will remain in the cafeteria until dismissed by a cafeteria teacher/aide. Students will be dismissed by rows and shall push their chairs in upon dismissal.
7. Students who wish to use the lavatory must obtain a pass from a cafeteria teacher/aide. No more than three students of each sex may use the lavatory at a time.
8. Students are expected to be courteous to all cafeteria staff, aides, and supervisors and to follow their directions.

Cafeteria Consequences

Minor cafeteria infractions will be written up in the cafeteria log. Multiple minor infractions will be reported to administration for disciplinary action. Infractions in violation of the Code of Student Conduct will be immediately reported to administration.

CARE OF BOOKS AND EQUIPMENT

By accepting textbooks or other school issued equipment, students are entrusted with the responsibility of taking care of those books and equipment to the extent that they are not damaged beyond ordinary use. Books must be covered. Students are liable for the cost minus normal depreciation of lost, stolen, or damaged items. Students should be sure to put their name in textbooks and on loaned equipment.

CARE OF THE BUILDING

All persons in the building are requested to take ownership of it. Students are expected to take reasonable care of the building and of school property. Any destruction of or damage to school property will result in disciplinary action and replacement or repair charges.

CHILD STUDY TEAM

The Cinnaminson Child Study Team evaluates students to determine eligibility for special education services. If you believe your child may have a disability which adversely affects his or her educational performance, and you think your child is in need of Special Education services, contact your child's guidance counselor regarding the referral process for Special Education.

CLUBS/CO-CURRICULAR ACTIVITIES

The Middle School has a number of co-curricular activities which meet before or after school. They are described to students at the beginning of each year. Announcements are made several days in advance so that students can make appropriate arrangements with parents. Late busses are provided. Students are encouraged to participate in co-curricular activities but must maintain appropriate academic and conduct standards to do so.

CLUBS

Art Club	Jazz Band	Strings Ensemble
Battle of the Books	Jr. Cinnamonators	Student Council
B.L.A.S.T.	Project Challenge	Unity Club
Cinnaminson Select Singers	Science/Robotics Club	World Cultures
Dance Club	S.H.O.C.K	Yearbook
Drama Club	Environmental Awareness Club	Spring Musical
Homework Club	S.T.O.P	Girls Who Code

CODE OF STUDENT CONDUCT

Students are expected to act in an appropriate manner that exhibits respect for other persons or property as well as themselves. All students are responsible for being familiar with the contents of the Code of Student Conduct. The following list is intended to be a guide for students and staff; it is not all encompassing. Other inappropriate behaviors not precisely defined will be handled at the discretion of administration. The following infractions and their consequences are applicable anytime a student is on school property, on a school related activity, or traveling to or from school. Actions occurring off school grounds that substantially disrupt or interfere with the orderly operation of the school or the rights of other pupils may result in disciplinary action in accordance with N.J.S.A. 18A:37-15.3. Students who exhibit positive behavior will have the opportunity to be honored under the Pirate Hook program.

Legend: PN - Parental Notification, PC - Parental Conference, DET - Administrative Detention, WSD – Wednesday School Detention, ISS - In-School Suspension, OSS - Out-of-School Suspension, SA - Type of Suspension at Administrative Discretion, GR - Guidance Referral, POL - Police Notification

Section A: Behavior					
Section	Infraction	1st Offense	2nd Offense	3rd Offense	Subsequent
A:1	Insubordination: Deliberate and willful refusal to obey the directions of a staff member	PN, WSD (1)	PN, ISS (1)	PC, ISS (1-3)	PC, SA
A:2	Disrespect to staff member: Inappropriate language or gestures that do not include profanity	PN, WSD (1)	PN, ISS (1)	PN, ISS (1-3)	PC, SA
A:3	Obscene or Vulgar Language or Gestures directed at students or staff (Verbal Assault)	PN, WSD/ISS (1)	PN, ISS (2-3)	PC, ISS (3-5)	PC, SA
A:4	Obscene or Vulgar Language or Gestures used in conversation among students	PN, DET (1)	PN, WSD (1)	PN, ISS (1)	PC, SA
A:5	Disruptive behavior: Language or actions which interfere with the safe and effective functioning of the school	PN, DET (1)	PN, WSD (1)	PN, ISS (1)	PC, SA
A:6	Misuse of a pass or not in possession of a pass	PN, DET (1)	PN, WSD (1)	PN, WSD (1-2)	PC, SA
A:7	Late for class	Warning	PN, DET (1)	PN, DET (1-2)	PC, WSD (1)
A:8	Cutting class or leaving class without permission	PN, WSD (1)	PN, ISS (1)	PN, ISS (1-3)	PC, SA
A:9	Cutting school: Leaving school grounds or school related activities without permission	PN, ISS (1)	PN, ISS (1-3)	PC, ISS (3-5)	PC, SA
A:10	Cutting teacher detention: Consequences in addition to serving the teacher detention that was cut	PN, DET (1)	PN, WSD (1)	PN, WSD (1)	PC, WSD (1)
A:11	Cutting administrative detention	PN, WSD (1)	PN, WSD (1)	PN, WSD (1)	PC, WSD (1)
A:12	Cutting Wednesday school detention: Consequences in addition to serving the Wednesday school detention that was cut	PN, WSD (1)	PN, ISS (1)	PN, ISS (1)	PC, SA
A:13	Throwing of Objects without injuring a person or damaging property	PN, DET (1)	PN, WSD (1)	PN, ISS (1-3)	PC, SA
A:14	Cheating, Plagiarism, or Forgery (Consequences are in addition to no credit for assignment)	PN, Warning/DET (1)	PN, WSD (1)	PC, ISS (1)	PC, SA
A:15	Inappropriate display of affection	PN, GR, Warning/DET (1)	PN, DET/ WSD (1)	PN, WSD (1)	PC, SA
A:16	Excessive lateness to school: Consequences begin with the 4th lateness in a marking period	Fourth Lateness PN, DET (1)	Fifth Lateness PN, DET (2)	Sixth PN, WSD (1)	PC, WSD (1)
A:17	Chewing Gum in school	PN Confiscation	PN, DET (1) Confiscation	PN, WSD (1) Confiscation	PC, WSD (1) Confiscation
A:18	Consuming food or beverage outside of the cafeteria without permission	PN Confiscation	PN, DET (1) Confiscation	PN, WSD (1) Confiscation	PC, WSD (1) Confiscation
A:19	Violating the dress code: Consequences are in addition to correcting the infraction before returning to class	PN	PN, DET (1)	PN, WSD (1)	PC, WSD (1)
A:20	Violating school security rules: Propping open entry doors, leaving locker unlocked, storing belongings in another student's locker	PN, Warning/DET (1)	PN, DET (1-2)	PN, WSD (1)	PC, SA
A:21	Possession of unauthorized non-school related paraphernalia: Such as, but not limited to, lighters, play weapons, etc.	PN, DET (1) Parent pick-up	PN, WSD (1) Parent pick-up	PN, ISS (1) Parent pick-up	PC, SA Parent pick-up
A:22	Use of Cell phones or other electronic devices during school hours (8:07-2:35): Students who fail to turn over their cell phones/electronic devices to a staff member when prompted will be viewed as insubordinate and will be suspended	PN, Warning	PN, DET (1)	PN, WSD (1) Parent Pick-up	PC, SA Parent Pick-up
A:23	Photographing or video/audio recording during school hours without permission	PN, WSD (1)	PN, ISS (1)	PC, ISS (1-3)	PC, SA
A:24	Challenging another student to a fight or inciting a fight	PN, GR, WSD (1)	PN, GR, ISS (1)	PN, GR, ISS (1-3)	PC, SA
A:25	Inappropriate student interaction/relational aggression not deemed as a HIB violation	PN, GR, DET (1)/WSD (1)	PC, GR, WSD (1)/ISS (1)	PC, GR, ISS (1-3)	PC, GR, SA

Section B: Inappropriate Physical Contact					
Section	Infraction	1st Offense	2nd Offense	3rd Offense	Subsequent
B:1	Physical contact with no intended or resulting bodily injury. (i.e. pushing, poking, touching)	PN, DET (1)	PN, WSD (1)	PN, ISS (1)	PC, SA
B:2	Assault: A person attempts to cause or purposely, knowingly, or recklessly causes bodily injury to another. (i.e.: punching, kicking, choking, etc.)	PC, GR, ISS/ OSS (1-3)	PC, GR, OSS (1-5)	PC,GR, OSS (10) Recommendation to the Board of Education for further action	
B:3	Sexual assault: Attempting to cause emotional, psychological, or physical harm to another through inappropriate sexual contact or exposure	POL, PC, GR, SA Recommendation to the Board of Education for further action			
B:4	Aggravated assault: An unlawful physical attack upon another with intent to do serious harm	POL, PC, GR, OSS (10) Recommendation to the Board of Education for further action			
B:5	Fighting/Physical aggression	PC,GR, OSS (3)	PC,GR, OSS (5)	PC,GR, OSS (10) Recommendation to the Board of Education for further action	

Section C: Law, Order and Safety		
Section	Infraction	1st Offense
C:1	Alcohol/drug abuse (including steroids), possession of drugs and/or alcohol, or drug paraphernalia: coming to school, a school activity, on school grounds, or on the bus after consuming or possessing alcohol and/or drugs.	PC, GR, POL, OSS (5) and ISS (5) Compliance with regulations per the Commissioner of Education
C:2	Selling alcohol and/or drugs, attempting to distribute them in the school building, on school grounds, a bus or at a school activity	PC, GR, POL, OSS (10) Recommendation to the Board of Education for further action
C:3	Possession of Dangerous Weapons	PC, GR, POL, OSS (10) Recommendation to the Board of Education for further action
C:4	Planning, participating, or executing terrorist threats: Includes bomb threat/scare, false fire alarm, or causing a false public alarm	PC, GR, POL, OSS (10) Recommendation to the Board of Education for further action
C:5	Arson: Starting or causing a fire	PC, GR, POL, OSS (10) Recommendation to the Board of Education for further action
C:6	Tampering with alarms, fire equipment, extinguishers, etc.	PC, GR, POL, OSS (10) Recommendation to the Board of Education for further action
C:7	Homicidal threat or ideation: In addition to stated consequences, a psychiatric clearance is required before the student is allowed reentry to school	PC, GR, POL, OSS (3-5) Recommendation to the Board of Education for further action
C:8	Non-homicidal threat or ideation	PC, GR, POL, SA
C:9	Harassment, intimidation or bullying: As defined in Board of Education policies and procedures and resulting from a HIB investigation	PC, GR, WSD/SA Recommendation to the Board of Education for further action
C:10	Smoking, chewing tobacco, or possession of tobacco products or vape devices in school, on school grounds, in a school bus, or at a school activity	PN, GR, POL, ISS (1-3)
C:11	Vandalism: Willful damage to or defacing of personal or school property	PC, GR, POL, SA, Restitution
C:12	Theft: Stealing of personal or school property	PC, GR, POL, SA, Restitution
C:13	Trespassing: Unauthorized entry on school property	PC, GR, POL, SA

Section D: Bus Behavior

In addition to the infractions in sections A-C of the Code of Student Conduct, this section encourages students to behave on the bus in a manner that facilitates the safe transportation of students to and from school or school functions. Gross safety violations may lead to immediate suspension of bus riding privileges.

Section	Infraction	1st Offense	2nd Offense	3rd Offense	Subsequent
D:1	Violation of bus safety procedures: Standing, facing rearward while seated, moving out of a seat, extending head or arms from the bus, etc., while bus is in motion	PN, DET (1)	PN, WSD (1)	PN, ISS (1)	PC, SA Bus suspension
D:2	Throwing objects out of the bus windows	PN, DET (1)	PN, WSD (1)	PN, ISS (1)	PC, SA Bus suspension
D:3	Eating, drinking, or littering on the bus	PN, DET (1)	PN, WSD (1)	PN, ISS (1)	PC, SA Bus suspension
D:4	Disruptive behavior: Language or actions which interfere with the safe operation of the bus	PN, DET (1)	PN, WSD (1)	PN, ISS (1)	PC, SA Bus suspension

DANCE REGULATIONS

1. Dances are for CMS students only.
2. Students will not be admitted thirty minutes after the scheduled start time for the dance unless a written request is made by the parent/guardian by the end of the school day on the day of the dance.
3. Students must remain until the conclusion of the dance unless other arrangements have been made with the main office.
4. All school rules and regulations must be obeyed. Any student involved in unacceptable behavior will be disciplined by the school and may be excluded from future dances.
5. All chaperones are to be treated with respect and their requests honored.
6. The school dress code applies to all dances unless otherwise stated (no hats may be worn).
7. All students must be signed out by a parent/guardian or designee.
8. Any student not picked up within 15 minutes of the conclusion of the dance may not be permitted to attend the next dance.
9. Students may not attend if they are absent on the day of the dance.

DATING VIOLENCE

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.

A pattern of behaviors may be an important sign a pupil is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community on the characteristics that a pupil in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one pupil in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

Individuals who believe they have information regarding dating violence should file a complaint with the building principal or designee who will investigate the complaint with the school crisis counselor, Mr. Bill Sinn.

To find further information of the Cinnaminson Township Schools Board of Education Dating Violence Policy 5519, visit www.cinnaminson.com and click on "Annual Policy Notice to the Community."

DRESS CODE

The purpose of Cinnaminson Middle School's dress code is to provide an environment free from distraction and conducive to learning. To that end, students will be expected to adhere to the following rules:

1. Student attire must be neat, clean, modest and safe.
2. Students must not wear revealing clothing, including but not limited to items that are: tight-fitting, strapless, sheer or low-cut. Exposed midriffs, tank tops, tube tops, halter tops, short-shorts and mini-skirts are also prohibited. Students must not wear ripped or torn clothing.
 - a. As a general rule, shorts, skirts, etc. should reach the tip of the extended fingers when the arms are hanging normally at one's side, and shirt straps must be at least two finger-widths wide.
3. Students must wear undergarments, but not as outer garments. Undergarments must not be visible.
4. Students must not wear head coverings anywhere in the building (exceptions made for religious requirements). All head coverings are to be removed immediately upon entering the building and must be kept in lockers for the duration of the school day.
5. Students must not wear outdoor jackets or carry them to class. All jackets are to be removed upon entering the building and must be kept in lockers for the duration of the school day.
6. Students must not wear sleep wear, including slippers, to school as everyday outerwear.
7. Physical Education uniforms may only be worn during scheduled physical education classes.
8. Students may not wear/carry garments or jewelry which depict bias symbols, hate messages, or is intended to harass, threaten, intimidate or demean an individual or group because of sex, color, race, religion, disability, national origin or sexual orientation and which, in the judgment of the administration, has a risk of creating a disruption to the environment and/or school operation. Included in this are articles of clothing, apparel, and/or accessories such as display of colors, symbols, signs, etc. indicating affiliation with any gang or group associated with criminal activity. The administration will collaborate with local authorities to keep updated with current information.
9. Students may not wear/carry graphics that are suggestively obscene or offensive. These include, but not limited to, reference to violence, evil, death, destruction, alcohol, tobacco, drugs, obscenities and words/phrases with double meaning. Lewd figures and profanity are also unacceptable.
10. Students' dress must not present a threat to the safety or physical well-being of themselves or others. As such, students may not wear fashion accessories that could be used as weapons including but not limited to chains, dog collars, studded belts and spikes. Students must wear appropriate footwear.
11. Students may not draw or write on clothing.
12. Face/Body paint, as well as color hair sprays, are prohibited.
13. Students should conduct personal grooming at home or in an appropriate area, not in classrooms or hallways.

DROP/ADD COURSES

If students would like to drop/add courses (band, chorus, etc.) they must get a "Drop/Add Form" from the Guidance Office.

EARLY DISMISSALS

Written permission is required whenever a student is to leave school during the academic day.

- The student must bring a note signed by the parent/guardian to the Main Office.
- The student's name and departure time will be placed on the early dismissal sheet.
- The parent/guardian must come to the Main Office and provide a photo ID to sign the student out.
- If a student leaves school before 12 noon, he/she will be marked absent for the afternoon session.

If the student returns to school that day, the student must report to the Main Office for a pass before returning to class.

ELECTRONIC DEVICES

Electronic devices, including, but not limited to: cell/smart phones, tablets, lap top computers, iPods, Smart-watches, may only be used appropriately and respectfully in BYOT classrooms under the direction of a teacher. These items should never cause a distraction or a disruption in the instructional process. Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

Students ARE NOT permitted to accept phone calls at any time during school hours. If parents need to contact a student during the school day, they are requested to contact the school office for assistance. If students need to make a phone call during the school day, they must use a school phone, which will be made available to students with appropriate permission.

In order to preserve the privacy of students and staff, taking photographs, videotaping, and/or audio recording is prohibited during school hours, except in circumstances where permission is granted by a teacher or administrator for instructional purposes, such as student presentations, demonstrations, or projects. Students who violate this protocol will be disciplined based on our Code of Conduct. Failure to turn over a device or arguing prior to turning over a device will result in additional disciplinary action.

Students bringing electronic devices to school do so at their own risk. These devices should NEVER be left unattended. When necessary, the device should be secured in the student's locker. The Cinnaminson School District will not assume any liability for any lost, stolen or damaged electronic devices.

Due to the evolving nature of emerging technologies, additional rules and regulations may be added throughout the school year.

EMERGENCY CONTACTS

Parents are asked to complete a Student Demographics Form for each child. This form is in the summer packet. The form should be given to your child to bring to school on the first day. The form should be filled out completely. Emergency contact must be listed. Parents must sign the Student Demographics Form. Parents should indicate a valid email address as many communications from school will go out electronically.

EMERGENCY DRILLS

Fire and other emergency drills are held at irregular intervals throughout the school year. Staff members will ensure students are aware of proper procedures for exiting the building. Students should:

- Review the emergency instructions located near the exit in each classroom.
- In the event of an emergency drill or actual emergency, walk, not run, quickly and quietly to the designated area.
- Ask an adult for assistance, if necessary.

EMERGENCY/SNOW SCHOOL CLOSING

Our automated phone system will alert parents in the event of an emergency snow closing. Only those numbers provided by parents will be called. Closings are also announced on local radio and television stations. Closings will also be posted on the district website.

GRADING

The following grades will be given at the end of each marking period:

- A grade of 90 or above indicates superior performance. It should be given to a student whose achievement is significantly above grade level, whose work achieves a quality and quantity that consistently excels, and who demonstrates a high degree of initiative, application, and purpose.
- A grade of 80-89 indicates above average performance. It should be given to a student whose achievement is above grade level, whose work frequently excels, and who generally demonstrates strength in the subject.
- A grade of 70-79 indicates average performance. It should be given to a student whose achievement in most areas of the subject is average, whose work is acceptable, and who demonstrates a satisfactory degree of proficiency.
- A grade of 60-69 indicates below average performance. It should be given to a student whose achievement in the subject is barely passing, whose work is the minimum acceptable for credit, and who demonstrates only weak proficiencies in the subject.
- A grade below 60 indicates failing performance and that no credit can be given for the subject. It should be given to a student who has not met the minimum requirements of the course, who has demonstrated an inability or unwillingness to master the basic elements of the course, or who has failed to meet the minimum attendance standards necessary to pass a course of study.

O = Outstanding – superior performance – 90 and above

S = Satisfactory - meets requirements (below average through above average performance) – 60 - 89

U = Unsatisfactory - does not meet requirements – 59 and below

At the Middle School, "O", "S" & "U" are used for sixth grade cycle courses.

GUIDANCE

The chief purpose of guidance is to help the student help himself/herself. Greater understanding enables the student to make wise choices and provides the means for self-help. In conference, the Guidance Counselor encourages the students to develop alternative solutions to various problems through discussions involving the student's aptitudes, abilities, interests, and personality.

Students may make appointments with the Guidance Counselor by going to the Guidance Office. The Guidance Counselor will contact the student as soon as possible to arrange a meeting. Students requiring immediate assistance should let the Guidance Secretary know of their need to speak with a counselor.

Parent conferences and other student related activities will be coordinated through the Guidance Office.

The New Jersey Youth Helpline, 2ND FLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call or text 2ND FLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information and try the message board.

HALLS

Students should be in the halls only at the beginning and close of school and while moving from class or if they have special permission that requires them to be there. Students in the halls at any other times must have their signed agenda book in their possession.

Students are asked to be courteous at all times and to keep to the right when moving in the halls.

HARASSMENT, INTIMIDATION, BULLYING

The Cinnaminson Township 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.

"Harassment, Intimidation, or Bullying" means any gesture, any written, verbal, or physical act, or electronic communication, as defined in N.J.S.A. 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.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
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.

Individuals who believe they have been harassed should file a complaint with the building principal or designee who will investigate the complaint with the Building Anti-Bullying Specialist, Mr. Bill Sinn.

The District Affirmative Action Officer and Anti-Bullying Coordinator, Frank Goulburn, shall also be informed of all such complaints. All HIB complaints will be investigated in accordance with Board policy 5512. All investigations will be private and remain confidential.

To read more on New Jersey's "Anti-Bullying Bill of Rights Act" visit the following website:

http://www.njleg.state.nj.us/2010/Bills/PL10/122_.PDF. To find further information of the Cinnaminson Township Schools Board of Education Harassment, Intimidation, and Bullying Policy, visit www.cinnaminson.com.

HEALTH PROTOCOL

We cannot risk the possibility of infection to the other students when a sick child is sent to school or becomes ill at school. If your child has developed any of the following symptoms during the previous 24 hours, he/she should remain at home the next school day.

1. Fever of 100° F or higher. The temperature should be normal for 24 hours without the use of fever-reducing medications before returning to school.
2. Congestive cough.
3. Vomiting and/or diarrhea.
4. Discharge that is other than clear from nose, eyes, mouth, ears or any other areas.
5. Skin rash.
6. The student had a previously controllable medical condition and that condition has become unmanageable (e.g. asthma, seizures).
7. The student exhibits unusual pallor or a flushed face.
8. The student is unable to function/participate in the school activities due to observed health status.

HEALTH SERVICES

Cinnaminson Middle School provides these health services:

1. Height, weight, vision, hearing and blood pressure screening as per state guidelines.
2. A skin test for tuberculosis (Intradermal PPD Mantoux) on all students entering the district who are identified by the State Department of Health and Education.
3. A biennial scoliosis screening by the school physician or nurse on all students ages 10 to 18. Screenings will take place in grades 6 and 8. Scoliosis is a curvature of the spine, most commonly found during the adolescent growth period.
4. Students in grades K, 4, 8, & 10 are recommended to have a physical. Student physical exams shall be performed by each student's personal physician. Students who participate in school sports or intramurals are required to have a sports physical. Regular physical forms and sports physical forms are available in the nurse's office and on the website. For students without a family doctor/pediatrician, please contact NJ Family Care at 1-800-701-0710.
5. In case of accident or serious illness, all reasonable efforts will be made to contact the parent/ guardian. If necessary, 911 will be instituted and your child will be taken to the nearest hospital. The Board shall not be responsible for the diagnosis and treatment of the pupil illness.

6. If your child will need to take other medication in school, medication permission forms are available on the Middle School website or from the nurse's office. Regular medication forms require the nurse to administer the medication and the medication must be brought in/picked up by the parent/guardian. Self-administration of emergency medication forms allows the student to carry and self-administer emergency medication. By the time children reach the middle school, they are usually capable and strongly encouraged to self-administer their life threatening emergency medication (asthma inhaler, Epi-pen, insulin). In granting permission, the parent/guardian relieves the board and its employees of any liability for the administration of medication.
7. Students should bring a doctor's signed note to school when they have been absent due to illness or injury. Doctor's notes that include a diagnosis should be brought to the nurse's office as this information is included with the student's medical records. A doctor's note is needed to be excused from PE and sports for more than 2 days. A doctor's note is needed for a student to be cleared to return following an illness or injury.

HOME AND SCHOOL ASSOCIATION

The Home and School Association is composed of the parents/guardians of our students as well as school staff. The primary purpose of the organization is the improvement of education and services to the students. To this end, the H & S serves in a building advisory capacity to make recommendations for improvements to benefit our children. All parents are invited to participate in this organization. Meetings are held in the Media Center at 7:00 PM on the first Monday of most months.

HONOR ROLL

Principal's List - All "90's" and nothing less than an "O" in sixth grade cycle courses.

Honor Roll - All "90's" and "80's" and nothing less than an "S" in sixth grade cycle courses.

INTERVENTION & REFERRAL SERVICES TEAM (I & RST)

The major function of the Intervention and Referral Services Team is to design and recommend interventions for general education pupils experiencing difficulties in their regular classes.

The composition of the Intervention and Referral Services is the building principal or a designee with administrative authority to implement the decisions of the committee, at least two regular education teachers, a guidance counselor, a special education teacher, and a member from the Child Study Team. After analyzing the various educational needs and concerns brought to the attention of the I&RST regarding individual pupils, the committee will develop intervention strategies and action plans.

LATE BUS

Late busses are available for students staying after school hours for sports, clubs, extra help, etc. They run on an "as needed" basis. Students are picked up at CMS approximately one hour after dismissal, and the busses run the perimeter of Cinnaminson. Late bus routes are posted at the exit doors.

LOCKERS

Each student is assigned a locker for his/her use. Students should never share their locker combinations. Students are responsible for keeping their assigned locker clean both inside and outside. Any locker malfunction should be reported to the homeroom teacher or office immediately. The loss of property or restitution of lost items is not the responsibility of the school. Students should refrain from bringing valuables, large sums of money, jewelry, etc. to school. **Lockers are subject to periodic inspection.**

LOST AND FOUND

The Main Office has a lost and found area. Students looking for a lost item should check there first. Students finding lost articles should bring them to the office. Lost and found items are kept approximately nine weeks before being given to charitable organizations. There is also a lost and found area in the gym.

MEDIA CENTER

The Media Center hours are 8:07 AM to 3:30 PM. Students are encouraged to use the media center as much as possible. From time to time, it may be desirable for a student to visit the center during class time to do research. In such cases, the student must first get a pass from his/her teacher.

NUTRITION GUIDELINES

In an effort to promote good health among all students, the legislature has asked all schools to adopt their recommendations for good nutrition. This will impact all foods and beverages sold or distributed anywhere in the school building during the school day. We ask for your cooperation in providing only healthy snacks if you are sending food in to be shared by your child's class. To meet the guidelines, foods/beverages should meet the criteria below:

1. No item listing sugar in any form as the first ingredient.
2. No candy.
3. No food with more than eight grams of total fat per serving, with the exception of nuts and seeds.
4. No more than two grams of saturated fat per serving.

Food and beverages served during after-school activities or during curriculum-related activities are exempt from these guidelines.

OFFICE HOURS

The Middle School administrative offices are open from:

Full Day 7:30 - 3:30

Half Day 7:30 - 1:00

Summer Hours 8:00 - 3:00

PARENT-TEACHER CONFERENCES

Parents are encouraged to take advantage of meeting with and talking to their child's teacher(s). Conferences can be scheduled by calling the Guidance Office (Ext. 4883).

PHONE CALLS

Office phones will be made available for student use. Students must obtain a pass from their teacher to use the phone during school hours.

Students will not be called to the main office for phone calls unless there is an emergency.

PHYSICAL EDUCATION

All students are required to take Physical Education. When a student is ill or injured, a medical excuse will be accepted. Students who are unable to participate in class for a period of three consecutive days or more must present a doctor's note in advance to the school nurse. All students are expected to dress for Physical Education classes. The appropriate dress for gym classes will be discussed by the gym teachers. Black shorts and a gray T-shirt are preferred.

PROHIBITED ITEMS

Laser pointers, Bluetooth speakers, toy weapons, playing cards, skateboards, knives, lighters, pyrotechnics of any kind, and other items which may involve the safety of students and/or interfere with the instructional program are prohibited. Students who bring them to school will have them confiscated by the staff and risk disciplinary action. Electronic devices must be turned off during the school day, unless they are being used in a BYOT classroom. Students who are observed using their electronic devices (except BYOT settings) will be disciplined administratively. If you question whether or not an item is appropriate to bring to school, call the administration for guidance.

PROJECT CHALLENGE

Project Challenge has been developed to help meet the needs of students who have special academic abilities or who have displayed the potential to be creative and to think productively. To nominate a student or obtain additional information, please contact Mr. Garwood Bacon at extension 4970.

PROMOTION AND RETENTION

Board of Education Promotion and Retention requirements are available through the Guidance Office. Failure of two or more of the following courses will result in retention: health and physical education, language arts, mathematics, reading, science, social studies, and world language (grades 7 & 8 only). Please note additional attendance requirements beginning on page five.

Contact the Guidance Office for information on the availability of summer school.

PUPIL RECORDS

Access to pupil records will be available only to the pupil's parent(s) or legal guardian(s), the adult pupil, appropriate school personnel acting in the educational interest of the pupil, and such others as may be permitted access by rules of the State Board of Education. An authorized person must make the request for records access in writing using a district approved form. The nurse should be contacted for medical records review. The guidance secretary will schedule academic records review. Discipline records may be accessed by contacting the main office. Every parent, except as prohibited by federal and state law, shall have access to school records and information pertaining to his/her unemancipated child, whether or not the child resides with the parent, unless that access is found by the court to be not in the best interest of the child or the access is found by the court to be sought for the purpose of causing detriment to the other parent.

An authorized person may request a photocopy of all or a portion of that part of the pupil's record to which the reviewer has been granted access. Copies will be made by district personnel for a fee equal to that charged for copies of the public records of this district, except that the fee may be waived for a parent(s) or legal guardian(s) or adult pupil who, in the judgment of the custodian of the record, might otherwise be prevented from exercising his/her rights of access and appeal under rules governing access to pupil records and the due process rights of disabled pupils.

Twenty-four hours' notice is required to access records.

REPORT CARD AND MARKING PERIOD DATES

FIRST MARKING PERIOD

November 7, 2018First Marking Period Ends

November 21, 2018Report Cards Available

SECOND MARKING PERIOD

January 25, 2019Second Marking Period Ends

February 8, 2019Report Cards Available

THIRD MARKING PERIOD

April 5, 2019Third Marking Period Ends

April 29, 2019Reports Cards Available

FOURTH MARKING PERIOD

June 18, 2019Fourth Marking Period Ends

Week of June 25, 2019Report Cards Available

Parents are strongly encouraged to monitor their child's academic progress on-line using the Parent Module of our Genesis Student Information System. Letters are mailed home in the fall with the registration process necessary to access student information. If parents have any questions regarding information contained in the Parent Module, they may call the main office.

SCHEDULING REQUESTS

In determining the assignment of students to classes, the principal of CMS will consider such factors as teacher recommendation, parent input, academic achievement, teaching and learning styles, peer interaction, class size, and siblings having had the same teacher.

The intent of this process is not for parents to request a specific teacher. However, if you wish to give input about your child's learning styles, please communicate specific concerns we should know about your child in writing. Letters containing a request for a specific teacher will be returned. Letters requesting not to repeat a teacher for a second or third child will be considered. Please forward supporting information to Mr. Kolev at Cinnaminson Middle School by June 15th for consideration for the following school year.

SECURITY

1. All doors are locked during the school day.
2. Access to the building is through the main entrance in the front of the school.
3. All visitors must be buzzed in at the main entrance.

SMOKING/VAPING

In accordance with state law and board policy, the use and/or possession of tobacco, tobacco products, or vape devices at school is prohibited. Amplification of school policy regarding their use and/or possession can be found in the Code of Student Conduct.

STUDENT AGENDA

Students are expected to carry this Student Agenda/Handbook to each of their classes in order to make note of their assignments. They will be taken home each afternoon for parents to review. Lost handbooks can be replaced in the main office at a cost of five dollars. Students must carry their school agendas for use as a hall pass. Students who wish to leave the room will ask the teacher for permission. If permission is granted, the teacher will date and sign the hall pass page that the student will then carry. Upon return, the teacher will record the time. Students must have their agenda in school every day and may not leave the room without it. Teachers will monitor the number of times students leave the room. Students should report lost or stolen agendas to the main office.

STUDENT SAFETY

In the event a student makes a suicidal threat or ideation, he or she will be excluded from school until the administration receives psychiatric clearance for consideration for re-entry. In the event a student makes a homicidal threat or ideation, he or she will be suspended out-of-school for three to five days. In addition, he or she will be excluded from school until the administration receives psychiatric clearance for consideration for re-entry. The administration may consult the Intervention and Referral Services Team (I & RST) regarding its decision. The parent or guardian will sign a release authorizing school staff to discuss the reason for the referral with the psychiatrist or his designee. The district maintains a list of psychiatrists approved for district payment of the consultation fee per our referral. This list will be provided to the parent/guardian at the time the student is removed from school. Parents/guardians may elect to use a psychiatrist of their choosing who is not on the list for district approved payment. All costs associated with the independent consultation and report will be borne by the parents/guardians. The school district reserves the right to order a second evaluation by a psychiatrist selected by the district if the district is not in agreement with the independent findings. Parents may seek the opinion of an independent psychiatrist if they do not agree with the findings of the psychiatrist funded by the district.

Students out of school for five or more days will be provided with at-home tutors.

STUDENT SEARCHES

If the administration has reason to believe that a student is in possession of tobacco, vape devices, alcohol, controlled dangerous substances, paraphernalia, weapons or stolen property, that student may be subject to a search. That search may include but not be limited to pockets, handbags, binders, back packs, and lockers. Canine units and the police may also be used in some instances.

STUDENT COUNCIL

The middle school student council is comprised of 6 officers from the 8th grade. Officer elections are held in the fall. It is considered a privilege to serve on our Student Council. Officers are expected to attend all Student Council events. Students who are members of the Student Council must maintain good attendance, good academic standing (GPA of 80% or higher), and be a positive role model. Officers will be removed from office if they are suspended (in-school or out-of-school), or receive more than one Wednesday School detention.

STUDY HABITS/HOMEWORK

Students are expected to come prepared to class, have the appropriate materials on hand, and be ready to learn. Homework may be assigned as an extension of the classroom. Homework serves to reinforce the skills, techniques, and the information to which the student is exposed during school hours.

Parents are encouraged to ensure their child has the appropriate materials for school, brings his/her books and work home each day, and is provided with a quiet study area. Students should show their parents their daily assignment(s). Parents should review their child's daily assignment(s).

SUBSTANCE ABUSE PROCEDURES

1. A staff member who observes behavior indicating possible intoxication or drug use must contact the office and request an administrator or designee to escort the student to the nurse for assessment.
2. If alcohol is suspected, the student will be required to take a breath test using an alcohol breath tester. After the assessment, the parent will be notified.
3. If drugs are suspected, the parent will be notified immediately that an on-site urine drug screen will be performed by the school nurse. If the parent/guardian is not able to be notified, the administrator/ designee shall arrange for the urine drug screen to be performed. The nurse will perform a physical assessment of the student and complete the required forms. After the assessment, a parent/guardian must pick up the student immediately from school.
 - The on-site urine sample (both positive and negative) will be sent by courier to an independent laboratory for confirmation.
 - The parent/guardian must take the student for an **IMMEDIATE** medical assessment by a physician. The physician must complete the Physician Instruction Sheet.
 - Regardless of the results of the initial urine drug screen, the parent/ guardian must submit a written report of the medical examination to the principal or designee **by the next school day**.
 - If the initial assessment is negative, the student will be permitted to return to school with the appropriate doctor's clearance until the results from the laboratory are received.
 - If the laboratory test is confirmed positive, the parent/guardian must take the student for an **INITIAL** substance abuse evaluation by a licensed mental health professional/agency at Healthmark Counseling Services (856-829-3385). The student will be suspended from school as per school policy and the police will be notified.
 - The parent/guardian must sign a release of information regarding the results of the initial substance abuse evaluation to be shared with the school Crisis Counselor or other designated school employee.
4. If alcohol or drugs are suspected and the appropriate test or personnel are unavailable, EMS will be notified and the student will be transported to the nearest available emergency room. A school staff member will accompany the student until a parent/guardian is available. Law enforcement will also be contacted. Drug test results must be submitted to the principal or designee by the next school day. If the test is positive or if the results are not provided by the next school day, the student will be subject to school discipline procedures.
5. A staff member will supervise the student while waiting for the parent/guardian to take the student to the physician selected by the parent/guardian.
6. Once suspended for substance abuse of any kind, a student must present a certificate of fitness completed by a physician to return to school. The administration may also require another screening to determine that the student is drug/alcohol free.
7. Upon return to school, the parent and student must schedule an appointment with the Crisis Counselor to develop an individual plan for the student.

Note: If a student or parent/guardian refuses to comply with these assessment procedures, the student will be presumed guilty. The student will be subject to the same discipline procedures as a person who is found to be under the influence of alcohol or drugs. In addition, the Superintendent of Schools or designee will refer a parent/guardian who refuses to comply with these procedures to the Department of Children & Families (DCF) for investigation.

TARDINESS

Students should be in their homeroom no later than 8:07 a.m. each day. Any student arriving after that time will be considered late to school and must obtain a pass from the Main Office. Students accumulating more than 3 tardies may be subject to disciplinary action. If a student arrives after 11:10 am, he/she will be marked absent for the morning session.

TESTING

PARCC - Grades Six, Seven & Eight

The Partnership for Assessment of Readiness of College and Career (PARCC) testing will be administered to students in all grades. Testing units will assess student proficiency in Mathematics and English Language Arts. Testing will occur in April or May 2019.

New Jersey's science assessment for 8th graders will be administered in the spring.

TRANSPORTATION

The bus drivers will have a list of eligible students who are scheduled to ride their busses. Students must ride the bus designated by transportation. Students are not permitted to change their assigned bus or ride an unassigned bus.

School Bus Regulations

Riding the bus is a privilege. Inappropriate behavior on the bus will result in that privilege being denied. When a student is excluded from the bus, the parent/guardian is responsible for providing the child with the appropriate transportation to and from school.

- Students who come to school on the bus are required to return home on the bus unless the office is notified in writing by the parent/guardian.
- Students should be on time. The bus driver will not wait.
- Wait on the sidewalk until the bus comes to a full stop.
- When loading and unloading, be courteous, polite, and considerate. Do not push, crowd, or shove other students.
- Students will remain in their seat, facing the front of the bus.
- Students will not move about while the bus is in motion.
- Students will keep their arms and hands inside the bus at all times.
- Students must cooperate with the bus driver in all situations. Students should speak softly to allow bus drivers to concentrate on their driving. The use of proper language is required.
- Food or drink is not allowed on the school bus.
- Students are requested to help maintain the cleanliness of the bus.

If, on an emergency basis, your student needs to ride a bus other than his/her regular bus, you will need to do the following:

1. Call the Transportation Department for approval (829-7770, Menu 6).
2. A note is required from you and the parent of the student with whom he/she is going home to be brought to the Main Office first thing in the morning.
3. Once the secretary in the Main Office receives approval from transportation, a pass will be issued that your student will present to the bus driver.

If you do not obtain approval, your student will NOT be permitted on the bus.

Call the Main Office for information regarding the availability of the afternoon late bus.

TRIP NOTIFICATION

Absences of a recreational nature during the school year are discouraged and are considered unexcused absences. Planned absences of a non-emergency nature require the completion of a Trip Notification Form. These forms are available through the Main Office and must be filed one week in advance of the student absence. Students will be held accountable for schoolwork missed during their absence. Days accrued while on a trip will count toward the total number of missed days per year. BOE R5410 stipulates that "a pupil with fewer than 150 days attendance in grades K-8 will not be promoted to the next grade level."

VISITORS TO THE SCHOOL BUILDING

All visitors to Cinnaminson Middle School must obtain a VISITOR'S PASS from the main office. Normally, teachers should not be interrupted during instructional time.

WALKING STUDENTS

Students who walk to school must cross the street at crossing guard locations whenever possible. Crossing guards are located at the corners of Branch Pike and Forklanding Road, and Woodview and Forklanding Road. For additional crossing guard locations, contact the transportation office.

September 2018 - June 2019
Cinnaminson Township Public Schools
BOE Approved: December 19, 2017
****REVISED: June 5, 2018**

September						
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Sept. 4.....Staff Orientation
 Sept. 5..... Teaching Staff Curriculum Day
Sept. 6..... First Day of Classes
**K-12 Full Day**
 Nov. 6.....CLOSED— STUDENTS ONLY
K-12 Curriculum Day
 Nov. 8-9..... NJEA Convention—SCHOOLS CLOSED
 Nov. 21..... K-12 Single Session
 Nov. 22-23..... Thanksgiving—SCHOOLS CLOSED
 Nov. 28..... K-5 Single Session—Conference Prep.
Dec. 3-7.....K-5 Single Session—Conferences
 *Dec. 3, 5, and 7..... Rush Afternoon Conferences
Dec. 4 and 6..... Rush School—Evening Conferences
 *Dec. 4, 6, and 7..... New Albany Afternoon Conferences
Dec. 3 and 5..... New Albany—Evening Conferences
Dec. 7..... Kindergarten—NO CLASSES
 Dec. 21..... K-12 Single Session
 Dec. 24-Jan. 1..... Winter Break SCHOOLS CLOSED
 Jan. 2..... SCHOOLS REOPEN
 Jan. 21..... Martin Luther King—SCHOOLS CLOSED
 Feb. 15..... K-12 Curr. Day—NO STUDENTS
 Feb. 18..... President’s Day—SCHOOLS CLOSED
March 19-21.....K-5 Single Session—Conferences
 March 19 and 20..... New Albany Afternoon Conferences
March 21..... New Albany—Evening Conferences
 March 19 and 21..... Rush Afternoon Conferences
March 20.....Rush—Evening Conferences
 March 29..... K-12 Curr. Day—NO STUDENTS
 April 19-26..... Spring Break—SCHOOLS CLOSED
 April 29..... SCHOOLS REOPEN
 May 17..... **Gr. 9-12 STUDENTS -CLOSED-Curr. Day**
 **May 24-27..... Memorial Wknd.—SCHOOLS CLOSED
 June 18..... Last Day Gr. K-5 & 6-8—STUDENTS**
 **June 19..... Curriculum Day—Gr. K-8 Teaching Staff
 June 19..... Last Day Gr. 9-12 **STUDENTS
 June 19..... **High School Graduation
 **June 20..... Last Day Teaching Staff

DO NOT MAKE IRREVOCABLE PLANS FOR VACATION

NOTE: ANY DAYS BEYOND 180 will be made up starting
****with May 24, Feb. 15, May 17/June 18, and April 19 and**
additional Spring Break days if necessary.

STUDENT DAYS: 180 TEACHER DAYS: 187

BACK TO SCHOOL NIGHTS

**High School..... Mon., Sept. 17
 Middle School..... Thurs., Sept. 27
 Rush School..... Wed., Sept. 26
 NA School..... Thurs., Sept. 20

SCHOOL CLOSING INFORMATION

Weather and/or Emergency Closing
Go To: www.cinnaminson.com

CALENDAR YEARS

2018

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S	
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2019

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2020

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