

**EAST BROOK MIDDLE SCHOOL**  
“A Great Place to Grow Up”

2025 - 2026  
Student Handbook

**Ryan Aupperlee**  
Principal

**Samantha Elie**  
Vice Principal

190 Spring Valley Road  
Paramus, New Jersey 07652

School Telephone: (201) 261-7800 Ext. 8114  
Counseling Office: (201) 261-7800 Ext. 8132/8134/8136

Website: <http://ebms.paramus.k12.nj.us>

Instagram: [www.instagram.com/EastBrookMS](http://www.instagram.com/EastBrookMS)

Twitter: [www.twitter.com/EastBrookMS](http://www.twitter.com/EastBrookMS)

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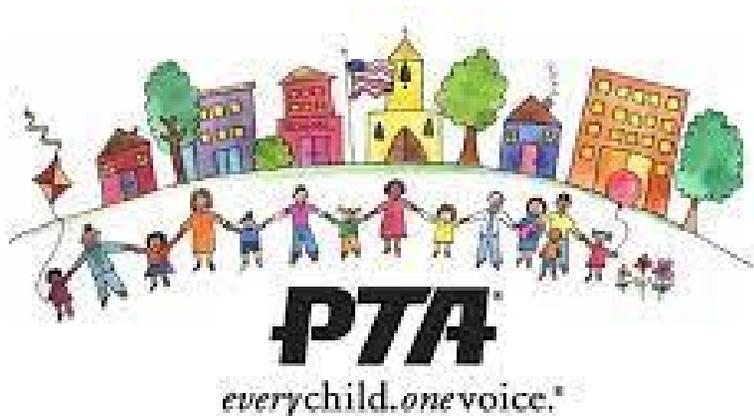
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## EAST BROOK MIDDLE SCHOOL PTA

The East Brook Middle School PTA is part of a nationwide network, working to develop programs and activities for the well-being of our children and families. Our membership has a long-standing commitment of dedication and look forward to our future endeavors with enthusiasm.

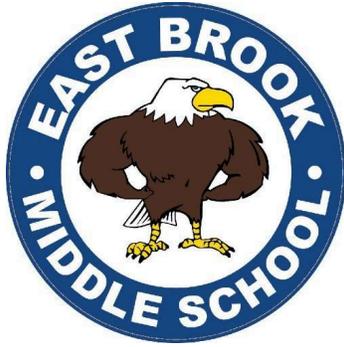
During the school year, the PTA works to enrich the lives of our children through cultural programs, reading programs, and social events such as Fantastic Fridays, dances, and commencement activities. We also supply money for scholarship funds, and host a variety of events for our parents as well as our children such as Back-to-School Night, L.E.A.D. Graduation, Red Ribbon Week, and monthly PTA meetings.

We invite our parents to become active members of our PTA and hope you will join our administrators and teachers in becoming Partners in Education.



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## WELCOME TO EAST BROOK MIDDLE SCHOOL

The staff at East Brook Middle School welcomes you to another challenging and exciting year. In this handbook, you will find answers to some of the questions you need to know in order to become familiar with school policies and procedures. Please read through this carefully and discuss any questions you have with your teachers and/or parents/guardians/caretakers.

Our primary mission is to give you the best possible school environment in order for you to attain your educational goals. As we all work together to that end, students, teachers, and parents/guardians/caretakers, we know that your chances of achieving this success will be greatly enhanced. Be conscientious about your work and respect the rights of all at East Brook.

If you practice these two basic rules, your days at East Brook will be both successful and enjoyable.

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### Main Office

Ryan Aupperlee, Principal

Samantha Elie, Vice Principal

Diane Riccardi, Administrative Assistant of the Principal

Teresa Grigolo, Administrative Assistant of the Vice Principal

Kerri Afromsky, Student Wellness Coordinator

### Counseling Department

Dana Folcarelli, 5th and 7th Grade Counselor

Christopher Nutland, 6th and 8th Grade Counselor

Cindy Dalessio, Administrative Assistant of the Counseling Office

Lara Libre, CarePlus

### Grade Level Team Leaders

5th Grade: Stephanie Pallotto & Jessica Pollari

6th Grade: Melissa McElwain & Danielle Shine

7th Grade: Kimberlee DiSavino & Micheline Lang

8th Grade: Tina Costanzo & Meghan Gallipoli

## EAST BROOK MIDDLE SCHOOL 2025-2026 CALENDAR

SEPTEMBER 2025						
S	M	T	W	T	F	S
	1	2/A	3/B	4/A	5/B	6
7	8/A	9/B	10/A	11/B	12/A	13
14	15/B	16/A	17/B	18/A	19/B	20
21	22/A	23	24	25/B	26/A	27
28	29/B	30/A				

OCTOBER 2025						
S	M	T	W	T	F	S
			1/B	2	3/A	4
5	6/B	7/A	8/B	9/A	10/B	11
12	13/A	14/B	15/A	16/B	17/A	18
19	20	21/B	22/A	23/B	24/A	25
26	27/B	28/A	29/B	30/A	31/B	

NOVEMBER 2025						
S	M	T	W	T	F	S
1/2	3/A	4	5/B	6	7	8
9	10/A	11/B	12/A	13/B	14/A	15
16	17/B	18/A	19/B	20/A	21/B	22
23	24/A	25/B	26/A	27	28	29
30						

DECEMBER 2025						
S	M	T	W	T	F	S
	1/B	2/A	3/B	4/A	5/B	6
7	8/A	9/B	10/A	11/B	12/A	13
14	15/B	16/A	17/B	18/A	19/B	20
21	22/A	23/B	24	25	26	27
28	29	30	31			

JANUARY 2026						
S	M	T	W	T	F	S
				1	2	3
4	5/A	6/B	7/A	8/B	9/A	10
11	12/B	13/A	14/B	15/A	16/B	17
18	19	20/A	21/B	22/A	23/B	24
25	26/A	27/B	28/A	29/B	30/A	31

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2/B	3/A	4/B	5/A	6/B	7
8	9/A	10/B	11/A	12/B	13/A	14
15	16	17	18/B	19/A	20/B	21
22	23/A	24/B	25/A	26/B	27/A	28

MARCH 2026						
S	M	T	W	T	F	S
1	2/B	3/A	4/B	5/A	6/B	7
8	9/A	10/B	11/A	12/B	13/A	14
15	16/B	17/A	18/B	19/A	20	21
22	23/B	24/A	25/B	26/A	27/B	28
29	30/A	31/B				

APRIL 2026						
S	M	T	W	T	F	S
			1/A	2/B	3	4
5	6	7	8	9	10	11
12	13/A	14/B	15/A	16/B	17/A	18
19	20/B	21/A	22/B	23/A	24/B	25
26	27/A	28/B	29/A	30/B		

MAY 2026						
S	M	T	W	T	F	S
					1/A	2
3	4/B	5/A	6/B	7/A	8/B	9
10	11/A	12/B	13/A	14/B	15/A	16
17	18/B	19/A	20/B	21/A	22/B	23
24	25	26/A	27/B	28/A	29/B	30

JUNE 2026						
S	M	T	W	T	F	S
	1/A	2/B	3/A	4/B	5/A	6
7	8/B	9/A	10/B	11/A	12/B	13
14	15/A	16/B	17/A	18/B	19	20
21	22/A	23/B	24/A	25/B	26	27
28	29	30				

MINIMUM DAY

SCHOOL CLOSED

Sept 1: Labor Day (School Closed)  
 Sept 2: School Opens  
 Sept 16: Back to School Night (Minimum Day)  
 Sept 23 & 24: Rosh Hashanah (School Closed)  
 Oct 2: Yom Kippur (School Closed)  
 Oct 20: Diwali (School Closed)  
 Nov 4: Election Day (School Closed)  
 Nov 6 & 7: NJEA Convention (School Closed)  
 Nov 26: Minimum Day  
 Nov 27/28: Thanksgiving Recess (School Closed)  
 Dec 23: Minimum Day

Dec 24-Jan 2: Winter Recess (School Closed)  
 Jan 5: School Reopens  
 Jan 19: Martin Luther King, Jr. Day (School Closed)  
 Feb 13: Minimum Day  
 Feb 16: President's Day (School Closed)  
 Feb 17: Lunar New Year (School Closed)  
 March 20: Eid al-Fitr (School Closed)  
 April 3-10: Spring Recess (School Closed)  
 May 25: Memorial Day (School Closed)  
 June 24: EBMS Commencement  
 June 25: Last Day of School (Minimum Day)

Click the link for guidance on emergency closing days: [District School Calendar 2025-2026](#)

**Marking Period Timelines:**

**MP1:** September 2 - November 13 (46 Days) -Interims Oct. 7

**MP2:** November 14 - February 2 (46 Days) - Interims Dec. 18

**MP3:** February 3 - April 20 (46 Days) - Interims March 9

**MP4:** April 21 - June 25 (46 Days) - Interims May 19

**BELL SCHEDULE (Full Day)**

Opening Bell 7:45 A.M.

Homeroom Bell 7:55 A.M.

Tardy Bell 8:00 A.M.

Dismissal Bell 2:30 P.M.

Grade 5				Grade 6			
<b>Teams 5A &amp; 5B</b>		<b>Team 5C</b>		<b>Team 6A</b>		<b>Team 6B</b>	
Period 1	8:15-9:12	Period 1	8:15-8:42	Period 1	8:15-9:12	Period 1	8:15-9:12
Period 2	9:15-9:57	Period 2	8:45-9:42	Period 2	9:15-9:42	Period 2	9:15-10:12
Period 3	10:00-10:42	Period 3	9:45-10:42	Period 3	9:45-10:42	Period 3	10:15-10:42
Period 4	10:45-11:30	Period 4	10:45-11:30	Period 4	10:45-11:42	Period 4	10:45-11:42
Period 5	11:33-12:00	Period 5	11:33-12:00	Period 5	11:45-12:30	Period 5	11:45-12:30
Period 6	12:03-1:00	Period 6	12:03-1:00	Period 6	12:33-1:30	Period 6	12:33-1:30
Period 7	1:03-2:00	Period 7	1:03-2:00	Period 7	1:33-2:30	Period 7	1:33-2:30
Period 8	2:03-2:30	Period 8	2:03-2:30				
Grade 7				Grade 8			
<b>Team 7A</b>		<b>Team 7B</b>		<b>Team 8</b>			
Period 1	8:15-9:12	Period 1	8:15-9:12	Period 1	8:15-9:12		
Period 2	9:15-10:12	Period 2	9:15-10:12	Period 2	9:15-10:12		
Period 3	10:15-11:12	Period 3	10:15-11:12	Period 3	10:15-11:12		
Period 4	11:15-12:00	Period 4	11:15-12:00	Period 4	11:15-12:12		
Period 5	12:03-1:00	Period 5	12:03-12:30	Period 5	12:15-12:45		
Period 6	1:03-2:00	Period 6	12:33-1:30	Period 6	12:48-1:30		
Period 7	2:03-2:30	Period 7	1:33-2:30	Period 7	1:33-2:30		

### **BELL SCHEDULE (Minimum Day)**

Opening Bell 7:45 A.M.

Homeroom Bell 7:55 A.M.

Tardy Bell 8:00 A.M.

Dismissal Bell 12:12 P.M.

PERIOD	TIME	5A/B	5C	6A	6B	7A	7B	8
HR	8:00-8:12							
1	8:15-8:52	LA/Math	LA/Math	CA/PE	CA/PE	Academic	Academic	Academic
2	8:55-9:32	Social Studies/ Science	Math/ LA	Spanish/ Extended Learning	Academic	CA/PE	CA/PE	Academic
3	9:35-10:12	Science/ Social Studies	Social Studies/ Science	Academic	Spanish/ Extended Learning	Academic	Academic	Academic
4	10:15-10:52	Math/LA	Science/ Social Studies	Academic	Academic	Academic	Spanish/ Extended Learning	CA/PE
5	10:55-11:32	CA/PE	CA/PE	Academic	Academic	Academic	Academic	World Languages
6	11:35-12:12	Academic Support	Academic Support	Academic	Academic	Spanish/ Extended Learning	Academic	Academic

### BELL SCHEDULE (Advisory)

5A/5B	5C	6A	6B	7A	7B	8
Advisory 8:00-8:27						
Period 1 8:30-9:27	Period 1 8:30-8:57	Cycle/PE 8:30-9:27	Cycle/PE 8:30-9:27	Period 1 8:30-9:27	Period 1 8:30-9:27	Period 1 8:30-9:24
Period 2 9:30-10:05	Period 2 9:00-9:52	Period 2 9:30-9:57	Period 2 9:30-10:27	Cycle/PE 9:30-10:27	Cycle/PE 9:30-10:27	Period 2 9:27-10:18
Period 3 10:08-10:42	Period 3 9:55-10:45	Period 3 10:00-10:50	Period 3 10:30-10:50	Period 3 10:30-11:12	Period 3 10:30-11:12	Period 3 10:21-11:12
Lunch 10:45-11:30	Lunch 10:45-11:30	Period 4 10:53-11:42	Period 4 10:53-11:42	Lunch 11:15-12:00	Lunch 11:15-12:00	Cycle/PE 11:15-12:12
Period 5 11:33-12:00	Period 5 11:33-12:15	Lunch 11:45-12:30	Lunch 11:45-12:30	Period 5 12:03-12:30	Period 5 12:03-1:03	Lunch 12:15-12:45
Period 6 12:03-1:00	Period 6 12:18-1:00	Period 6 12:33-1:30	Period 6 12:33-1:30	Period 6 12:33-1:30	Period 6 1:03-2:00	Period 6 12:47-1:30
Cycle/PE 1:03-2:00	Cycle/PE 1:03-2:00	Period 7 1:33-2:30	Period 7 1:33-2:30	Period 7 1:33-2:30	Period 7 2:03-2:30	Period 7 1:33-2:30
Academic Support 2:03-2:30	Academic Support 2:03-2:30					

## **MIDDLE SCHOOL STUDY PROGRAM AND HOMEWORK GUIDELINES**

Fifth, sixth, seventh, and eighth grades are structured in modified interdisciplinary teams. These teachers share the responsibility for instruction in Language Arts, Mathematics, Science, and Social Studies.

### **HOMEWORK GUIDELINES**

The teachers in the middle schools believe that homework is a necessary and essential part of each student's educational experience. Homework is designed to serve general objectives. They include:

1. Reinforcement of school learning by further practice and application.
2. Stimulation of initiative, independence, responsibility, and self-direction.
3. Enrichment of the school experience.
4. Development of leisure interest in learning.
5. Development of work-study habits.
6. Introduction of new work or material.

Although homework is assigned to all students regularly, it should be noted that emphasis on developing a program to fit individual needs can and will cause a variation in the time each student spends doing homework each day. It is realistic to expect homework to range between forty-five (45) and seventy-five (75) minutes in the fifth and sixth grades, and between sixty (60), and ninety (90) minutes in the seventh grade, Monday through Thursday. Weekend and holiday assignments will be given at the discretion of the teacher. The academic expectations placed on the eighth-grade student in preparation for his/her high school experience require additional homework and study time. It is realistic to expect between sixty (60) minutes and ninety (90) minutes, Monday through Thursday. Students can expect to be assigned homework in Language Arts, Mathematics, World Language, Science, Social Studies, and Health. For those students taking a world language, an additional 20 minutes per night can be expected. Weekend and holiday assignments will be given at the discretion of the teacher.

Research has shown the most beneficial activity to foster student success is daily independent reading. Teachers will assign independent reading as homework.

### **HOW WILL I BE GRADED FOR THE WORK I DO?**

The students attending East Brook Middle School have varying needs, interests, and abilities. Every effort is made to report the individual progress of each student fairly and accurately. In Grades 5 through 8, grades of A, B, C, D, and F are given to indicate student progress. The meaning of each symbol is as follows:

A+ (97-100)	A (93-96)	A- (90-92)
B+ (87-89)	B (83-86)	B- (80-82)
C+ (77-79)	C (73-76)	C- (70-72)
D+ (67-69)	D (65-66)	F (Below 65)

Our students' academic progress will be measured by homework, tests and quizzes, class participation, and other evaluative methods. Report cards are issued four times a year in November, February, April, and June. Conferences will be scheduled in the fall for parents/guardians/caretakers to discuss student progress with teachers.

**MIDDLE SCHOOL GRADING POLICY**

<p><b>Band/Orchestra (Grades 5-8)</b> Preparation/Participation for:</p> <ul style="list-style-type: none"> <li>• Ensemble/Performances 50%</li> <li>• Tests/Quizzes/Homework 25%</li> <li>• Participation/Preparation in Small Group Lessons 25%</li> </ul>	<p><b>Physical Education (Grades 5-8):</b></p> <ul style="list-style-type: none"> <li>• Daily participation 60%. Each student starts with 60 pts.</li> <li>• Daily preparation 20%. Each student starts with 20 pts.</li> <li>• Skill tests/Written tests 20%. 20 pts to be earned.</li> </ul> <p>Students can request to earn make-up points (i.e. leading exercises, morning make-up class, helping others, to improve their grade)</p>
<p><b>Chorus (Grades 5-8)</b></p> <ul style="list-style-type: none"> <li>• Preparation/Participation in: Ensemble/Performances 50%</li> <li>• Preparation/Participation in Small Group Lessons 30%</li> <li>• Music Prep/Assessments 20%</li> </ul>	<p><b>Science (Grades 5-8)</b></p> <ul style="list-style-type: none"> <li>• Tests 40%</li> <li>• Quizzes/Classwork 35%</li> <li>• Homework 15%</li> <li>• Preparation/participation 10%</li> </ul>
<p><b>Dance (Grades 6 - 7)</b></p> <ul style="list-style-type: none"> <li>• Class Participation/Classwork 60%</li> <li>• Written Work 20%</li> <li>• Assessments/Quizzes 20%</li> </ul>	<p><b>Social Studies (Grades 5-8)</b></p> <ul style="list-style-type: none"> <li>• Learning Progressions 75%</li> <li>• Learning Outcomes 25%</li> </ul>
<p><b>Health (Grades 5-8):</b> Classwork/Assignments 70% Preparation/Participation 30%</p>	<p><b>STEM (Grades 5-8):</b></p> <ul style="list-style-type: none"> <li>• Projects 70%</li> <li>• Product 30%</li> </ul>
<p><b>Language Arts (Grades 5-8):</b></p> <ul style="list-style-type: none"> <li>• Learning Progressions 75%</li> <li>• Learning Outcomes 25%</li> </ul>	<p><b>Visual Art (Grades 5-8)</b></p> <ul style="list-style-type: none"> <li>• Art Work, Individual and Group/Projects 50%</li> <li>• Classwork/Written Work/Quizzes/Assessments 25%</li> <li>• Class Preparation and Class Participation 25%</li> </ul> <p>The Visual Arts will follow the Middle School's class participation rubric. Class participation will include "proper and effective use of materials"</p>
<p><b>Math (Grades 5-8)</b></p> <ul style="list-style-type: none"> <li>• Tests 40%</li> <li>• Quizzes 30%</li> <li>• Classwork and Participation 15%</li> <li>• Homework 15%</li> </ul>	<p><b>World Language (Grades 5-8)</b></p> <ul style="list-style-type: none"> <li>• Learning Progressions 75%</li> <li>• Learning Outcomes 25%</li> </ul>
<p><b>Music (Grades 5-8)</b></p> <ul style="list-style-type: none"> <li>• Participation/Preparedness/Engagement 50%</li> <li>• Projects 30%</li> <li>• Assessments 20%</li> </ul>	<p><b>21<sup>st</sup> Century Digital Skills (Grades 5-8)</b></p> <ul style="list-style-type: none"> <li>• Projects 80%</li> <li>• Class Participation 20%</li> </ul>

## MIDDLE SCHOOL PARTICIPATION RUBRIC

100 - 90	<ul style="list-style-type: none"><li>● Participates actively in all activities</li><li>● Very attentive and focused</li><li>● Follows directions and sticks to the assignment during group or pair work</li><li>● Always begins class assignments promptly and has all necessary supplies</li></ul>
89 - 80	<ul style="list-style-type: none"><li>● Usually participates actively</li><li>● Usually attentive and focused</li><li>● Usually follows directions well and is ready to begin class assignments promptly</li><li>● Usually prepared for class</li><li>● Usually sticks to the assignment during group or pair work</li></ul>
79 - 70	<ul style="list-style-type: none"><li>● Participates occasionally</li><li>● Occasionally inattentive or not focused</li><li>● Occasionally late in starting class assignments due to lacking necessary supplies</li><li>● Not always sticking to the task</li><li>● Occasionally needs to be redirected or prompted</li></ul>
69 - 60	<ul style="list-style-type: none"><li>● Seldom participates voluntarily</li><li>● Often inattentive and distracting to others</li><li>● Often off-task</li><li>● Must often be redirected or prodded to begin assignments</li><li>● Often unprepared for class</li></ul>
59 - 50	<ul style="list-style-type: none"><li>● Inattentive and distracting to others</li><li>● Off task</li><li>● Late in starting assignments and does not follow directions</li><li>● Unprepared for class</li></ul>

## **ACADEMIC INTEGRITY**

The purpose of education is to develop students who are lifelong learners; dishonesty undermines and inhibits this process. As a result, plagiarism or any form of cheating is unacceptable. Representing someone else's work as one's own, using commercially prepared work (including the use of AI or ChatGPT-generated work) in any form when none is permitted, collaborating with others when individual effort is required (copying homework, cheating on tests/ quizzes, plagiarizing papers or reports), or the resubmission of one's own work if it was originally written and submitted for a previous class or assignment are a disservice to one's own educational progress as well as that of others.

Along with input from subject Supervisors and building Administrators, the classroom teacher will determine whether or not cheating has occurred. Incidents of plagiarism must be judged by the teacher in light of what has been taught and what the teacher expects the student to know. The teacher will confiscate the materials and report all instances of cheating to the appropriate department supervisor. A referral will be sent to the student's assistant principal. The minimum penalty for cheating, plagiarism, or recycling is a zero for the submitted work. This applies to any and all students involved.

## **HONOR ROLL**

Each marking period, all students have the opportunity to attain recognition for either of two levels of academic achievement. The Honor Roll, each marking period, will consist of the following:

1. A two-tiered system with:  
High Honor Roll Status – all A's in all subjects  
Honor Roll Status – all A's with the allowance of two B's
2. No distinction between grades (for example, a B includes B+ and B- grades)
3. All subjects count equally (no exceptions to cycles/electives, physical education, orchestra, band, or chorus)
4. No grade elevation for high-level classes (in math)

## **WHAT MUST I DO TO BE PROMOTED EACH YEAR?**

1. Demonstrate progress in reading, mathematics, and writing basic skills.
2. Show satisfactory progress in subject areas as determined by classroom teachers.
3. Maintain a good attendance record as defined by the Board of Education

Administrative reviews are held for those students who achieve less than satisfactory progress or have a record of poor attendance. These students may be required to attend Summer School or may be retained. District Attendance Policy: [Attendance Policy](#).

## **POLICY CONCERNING GENERAL ATTENDANCE AND VACATIONS WHEN SCHOOL IS IN SESSION**

Classroom participation is the most crucial ingredient of the total educational experience. We believe that absence from school for vacation purposes, other than the regularly scheduled holiday breaks, creates a serious interruption in the student's educational experience. Therefore, parents/guardians/caretakers are strongly urged to refrain from planning vacations when school is in session.

The Paramus Board of Education has adopted a policy that limits the number of absences that may be accumulated during the course of a year before a student loses credit. (See BOE-approved state policy 5113 for updated policy information.) All students in grades K-8 are expected to attend school regularly. The parent/guardian/caretaker must notify the school of all absences using the Parent Portal attendance notification in the district's student information system, and documents should be uploaded into the system as required. The following absences, if appropriately verified, will not be counted toward the established limit:

- Student's illness: The first 9 absences (equivalent to 5% of the school year) due to student illness will be excused with a written notification from the parent in the student information system or supported by a written notification from the parent prior to the student's return to school. Any additional absences due to illness beyond 5% of the school year will require a doctor's note for each subsequent absence. Without a valid doctor's note, these additional absences will be recorded as "unexcused".
- Death in family
- Observance of a state-recognized religious holiday
- Medical/dental appointment (with confirmed documentation from a medical professional)
- Suspension from school or placement
- Court appearance (documented)
- Administrative Decision

Note: Any reason not listed above is an unexcused absence.

*Students who are not in attendance at school during the day may not be able to participate in a school-related function held after school or at night.*

## **WHAT COURSES WILL I STUDY?**

Students in grades 5-8 will study the following subjects: Language Arts Literacy, Mathematics, Science, Social Studies, Physical Education and Health, and World Language (Spanish for grades 5-7 and a choice of Spanish, German, or Italian in grade 8). A cycle of the Exploratory Areas, each for one marking period, is required in grades 5-8: STEM and 21st Century Digital Skills. Additionally, students will take elective courses each for one marking period: Art and Music in grades 5 and 8; and a choice of Art, Music, and/or Dance in grades 6 and 7.

## **MUSIC PROGRAM**

Students have the unique opportunity to be a member of the East Brook Orchestra, Chorus, and Band. By choosing one or more of these performing groups, you will be exposed to the sounds of the string, woodwind, brass, or percussion instruments. Instrumental music lessons for all grade levels will be given once a week on a rotating schedule for those students enrolled in music programs.

## **PHYSICAL EDUCATION**

The Physical Education Department of East Brook welcomes you as a member of the student body. Physical education, along with your other subjects, will be an important part of your daily schedule. All students will be scheduled for a number of periods of physical education each week. State law requires that every student take physical education. **Note that any student excused from participating in physical education will not be permitted to participate in any related activity or intramural club during the time that the student is excused from physical education classes.**

## **PHYSICAL EDUCATION UNIFORM**

The Paramus Board of Education requires all students to wear proper physical education attire. Sneakers are mandatory for participation in physical education classes, and students may not take part if wearing improper footwear. Appropriate clothing should be comfortable and suitable for physical activity. The physical education department offers approved physical education clothing for purchase each September.

## **PHYSICAL EDUCATION EXCUSES**

If a student has a serious injury or sickness, a medical excuse from a doctor, which includes the amount of time to be excused, must be given to the physical education teacher. After the physical education teacher signs the note the student must then present the note to the nurse who will assign the student to the media center. The student must be cleared by the nurse in order to return to class.

An excuse for one or two days is permitted with a note from a parent/guardian. The note should be given to the physical education teacher, who will decide on an individual basis if the student should dress for class and be allowed limited participation.

## **PHYSICAL EDUCATION REGULATIONS**

1. Sneakers are the only footwear permitted on the gymnasium floors during or after school hours.
2. For safety reasons, no jewelry will be permitted to be worn during physical education classes.

\*Students are not to use any equipment in the gymnasium without the permission of the teacher.

## **GENERAL SCHOOL PROCEDURES**

We have all learned that the success of anything accomplished by several people depends on cooperation. In order to make sure that we all know how to cooperate, certain rules must be stated. Some people think that rules take away their rights, but most know that rules allow us to enjoy equal rights. Our school rules have four main purposes:

1. To help students learn as much as possible.
2. To help make school more enjoyable.
3. To make sure that personal property and school property are shared and cared for.
4. To assist the school to operate more successfully.

### **WHAT SHOULD I DO BEFORE AND AFTER SCHOOL?**

1. For reasons of student safety, entering and leaving school, all students will enter and exit East Brook by using the only main entrance in the front of the building.
2. The first thing students should do is report to their homeroom at 7:45 am. Your homeroom teacher will allow you to visit your locker as needed. If you have other things you would like to do, it will be best for you to ask your homeroom teacher first.
3. When school is dismissed at 2:30 p.m., you should not be in the building unless you are staying with a teacher, involved in a co-curricular or intramural activity, or you are in the Champions program.

### **WHAT SHOULD I DO IF I AM LATE TO SCHOOL OR TO CLASS?**

School begins at 8:00 a.m. for all grades. Unless you are in your homeroom by that time, you are considered tardy. Should you be tardy:

1. If you arrive after 8:15 a.m., you must check in at the main office.
2. During the school day, if you are late to class, your teacher will expect you to have a reasonable excuse. If you are tardy because one of your teachers dismissed you late, then he or she will give you a note. If you are late for any other reason, you will be asked by your teacher to make up the time after school.

### **WHAT SHOULD I DO IF I AM ABSENT FROM SCHOOL?**

The more school days you miss, the harder it becomes for you to be really successful. Therefore, you should miss school only when:

1. You are ill.
2. There has been a death in your family.
3. Other appropriate extenuating circumstances.

On the morning of the first day of absence, your parent/guardian/caretaker should enter the absence and any necessary documentation into the Parent Portal by 8:00 a.m. If you are absent, you are not permitted to attend or participate in any school activity held on the day of your absence.

If the student has an excused absence for two or more days, parents may request assignments from teachers by contacting the Team Leader in the morning. Assignments may be picked up after school from the Main Office.

### **WHAT SHOULD I DO IF I HAVE TO LEAVE SCHOOL EARLY?**

Early dismissal must be documented in Genesis from the parent portal.

### **WHEN MAY I LEAVE SCHOOL GROUNDS?**

Except for those pupils who have special permission from the administration, no pupil is permitted to leave school grounds from the time they arrive at school until dismissal. A parent/guardian/caretaker must sign out the student before the student leaves the building.

**Note: Students who are not directly engaged in an after-school activity or meeting with a teacher are expected to leave the building by 2:40 p.m. and the grounds by 2:45 p.m.**

### **HOW WILL I KNOW IF SCHOOL IS CLOSED OR IF THERE IS A DELAYED OPENING?**

In this event, there will be a message sent to the phone number listed as the primary contact in the student information system. Please be sure you have all information updated and have not blocked messages from the school

### **SCHOOL SERVICES**

East Brook Middle School has been designed for you, the student, and for your needs. Many school services are provided so that you may receive any type of aid you need in developing and making the most of yourself. When you feel a need for a helping hand, consult this section.

### **EQUAL ACCESS TO EDUCATIONAL PROGRAMS AND ACTIVITIES**

It is the policy of Paramus Public Schools not to discriminate in its education programs, activities, employment practices, or admission policies on the basis of race, color, national origin, sex, or handicap.

Inquiries regarding affirmative action and employment practices may be directed to the Assistant to the Superintendent for Personnel at (201) 261-7800, ext. 3005.

Inquiries regarding compliance with Title IX, affirmative action or educational practices may be directed to the Assistant Superintendent's office at (201) 261-7800, ext. 3040.

### **WHERE CAN I GO IF I NEED TO CALL HOME?**

Office phones are needed for business purposes, and lines are to be kept open for incoming calls; however, should there be an emergency and you have to call home, you may ask to use the office phone.

### **WHAT SHOULD I DO IF I AM MOVING TO ANOTHER SCHOOL?**

Students who are moving to another school should notify their homeroom teacher as well as their assigned counselor. Your counselor will provide you with the next steps for transferring from our school. Please note that any school-issued items must be returned before your last day as a student at East Brook. Additionally, failure to return school-issued items may result in a fee/fine to your student account, which will delay and hinder the release of your transcripts.

### **WHAT ARE THE RULES FOR VISITORS TO OUR SCHOOL?**

East Brook Middle School is always open to parents/guardians/caretakers and guests. However, at this time, guests are not permitted in the building unless they have permission from the principal. Students are not to bring guests or invite outsiders to school. Parents/guardians/caretakers wishing to talk to teachers, counselors, or other staff members should call the school, send an email or a note, to make an appointment before they arrive.

### **WHO CAN HELP WITH A PERSONAL PROBLEM?**

At East Brook Middle School, the person closest to you is your homeroom teacher. You can approach him or her to help you with any personal problem you may have.

Our School Counselors, School Psychologist, Social Worker, and Student Wellness Coordinator are also available to assist the teacher with your problem and/or counsel you.

You should also feel free to make an appointment in the main office to speak with an administrator. We will always try our best to lend a hand or answer any questions or concerns.

### **REMEDIAL HELP, COUNSELING, ENRICHMENT**

Each teacher shall provide, at the earliest possible time that is mutually convenient to each teacher and the student, remedial assistance, enrichment assistance, and/or counseling upon request of such services. Parents/guardians/caretakers may also initiate requests. Arrangements should be made in advance.

### **WHERE CAN I GO WHEN I AM NOT FEELING WELL?**

A student who needs help due to illness or injury may visit the nurse's office when it is necessary. The student then reports to the clinic and is seen by the school nurse. If a student cannot return to class, a parent or a person designated by the parent will be notified.

## **STUDENT ACTIVITIES**

### ***Club Program***

A variety of clubs offers everyone an excellent opportunity to pursue interests outside the curriculum. A description of the club offerings and programs will be shared with each of our incoming students and is also listed on our website. [EBMS Clubs](#)

### ***Intramural Program***

All students are encouraged to participate in the after-school intramural program. Under the guidance of the teaching staff, activities such as tennis, indoor soccer, floor hockey, basketball, and wiffle ball (in addition to other activities) are planned for both boys and girls. These activities require the completion of a sports physical prior to student participation.

### ***Student Council***

Our Student Council is elected by student vote to help in student affairs and make suggestions for the good of the school. The Student Council presents your views and your ideas to the school.

Each homeroom will select one representative to the Student Council. There are four officers elected each spring. The president is elected from the seventh grade, the vice-president from the sixth grade, the secretary from the seventh grade, and the treasurer from the fifth grade. The representatives you choose will represent your homeroom on all matters that concern you and will help make decisions that could affect you in school.

Remember, support your Council for it is your voice in helping to conduct school affairs.

## **GENERAL POINTS OF INFORMATION**

\*Racks are provided for students riding bicycles to school. Bicycles must be kept in the racks provided and should not be ridden on the grounds except to and from school. Students are expected to provide their own lock, as the school assumes no responsibility for bicycles ridden to school. No motorbikes are permitted. Students who ride bicycles to and from school must wear a helmet – state law!

\*Since most activities meet after school, late buses will be available for assigned bus students who stay for extra help or one of the co-curricular activities. Late buses leave at 3:30 p.m., Monday through Friday, on a Board-approved bus route, which is posted in the main entry area.

\*Each student will be assigned a locker in which to keep their books and outer clothing. This locker should contain only those items that are essential to school use. Lockers are school property and are used free of charge by the students. They are to be used until the end of the school year and are to be kept in the same condition as when they were assigned. Periodic inspections will be made by the homeroom teacher or an administrator to ensure that they are kept neat and orderly. Students will be assigned a combination for the locker – DO NOT share this combination with anyone.

## **EXPECTATIONS OF STUDENT BEHAVIOR**

Positive student commitment and behavior are essential to effective learning. By observing the expectations shown below, each of you can contribute to a school environment that will be highly successful for you. We expect you to be respectful in your language and actions.

### **DEMONSTRATE RESPECT FOR PEOPLE AND PROPERTY**

1. Be honest, courteous, and respectful.
2. Respect the property of others.
3. Be understanding of others' religious beliefs and cultural differences.
4. Settle differences peacefully.
5. Display good sportsmanship.
6. Assist in the maintenance and cleanliness of school facilities and property.
7. Relational aggression will not be tolerated by students. Relational aggression is defined as harming or threatening to harm relationships by removing the feeling of acceptance, friendships, or group inclusion.

### **TAKE RESPONSIBILITY FOR YOUR BEHAVIOR AND LEARNING**

1. Complete all assignments and in-class work.
2. Study for tests.
3. Accept constructive criticism.
4. Accept the consequences of your actions.

### **COUNSELING PROGRAM**

East Brook has two school counselors, Dana Folcarelli (5<sup>th</sup> and 7<sup>th</sup> grades) and Christopher Nutland (6<sup>th</sup> and 8<sup>th</sup> grades), and a Student Wellness Coordinator, Kerri Afromsky. The school counselors work closely with teachers and members of the Child Study Team to provide counseling services for students. A list of community-based health and social services is available upon request in the Guidance Office.

### **MEET UNIQUE REQUIREMENTS OF EACH CLASS**

1. Participate actively in class activities and learning experiences.
2. Observe class rules and procedures.
3. Come to each class with materials, clothing, etc. necessary for successful participation.
4. Observe safety rules for procedures and handling equipment.

### **COMMUNICATE REGULARLY WITH HOME AND SCHOOL**

1. Work with parents/guardians/caretakers and teachers to outline educational goals for the year.
2. Discuss learning/progress with parents/guardians/caretaker and school personnel.
3. Transmit information to parents/guardians/caretakers and return responses to the school when requested.
4. Know whom to involve/seek help from when a problem occurs.

## **STUDENT SUSPENSION**

Students are expected to be familiar with East Brook’s Code of Conduct (see page 15) and understand that certain violations may result in suspension. In such cases, the student’s parent, guardian, or caretaker will be notified. During the suspension period, the student is prohibited from entering school grounds or participating in any school-sponsored activities within the Paramus Public Schools.

A suspension may be formally appealed first to the Principal. If not resolved, the appeal may be escalated to the Superintendent of Schools.

Disciplinary action, including suspension, may also be applied for conduct occurring off school grounds—such as on a school bus or at a school-sponsored event—when the behavior poses a risk to the safety or well-being of others, or when it significantly disrupts the educational environment.

## **BOARD OF EDUCATION POLICY**

The Paramus Board of Education is dedicated to providing a healthy, safe, and productive environment for staff, students, and citizens.

In compliance with state law and its policy, the Board, therefore, prohibits smoking in all school district buildings & grounds 24 hours a day, seven days a week. Students are not permitted to smoke on the way to and from school, on school property, or at any school activity. Students are prohibited from having cigarettes on school property.

In addition, the Board policy establishes that the possession, handling, and/or transmission of a weapon or dangerous instrument by students while in school, at school-sponsored events, and en route to and from school are expressly forbidden.

It is the policy of the Paramus Board of Education to maintain a learning environment that is free from intimidation, bullying, and harassment, including sexual harassment. Please check the district [website](#) for the most updated information about New Jersey’s Laws for Harassment, Intimidation, and Bullying (HIB).

It shall be a violation of this policy for any member of the Paramus Public School staff or student body to harass another person through conduct or communication as defined in Board Policy #5131.2. Any harassment based on race, sex, ethnicity, national origin, or sexual orientation is strictly prohibited.

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## **GUIDELINES FOR EXPECTED BEHAVIOR IN SPECIFIC SITUATIONS/AREAS OF THE SCHOOL**

### **FOOD, DRINK, AND CANDY/GUM**

Gum chewing is prohibited in all areas of the school. Students are prohibited from drinking beverages or eating food (including candy and snacks) outside of the cafeteria at all times - with the exception of water. Refillable water stations are located throughout the building for students to use throughout the school day.

### **ASSEMBLIES**

At assemblies, it is necessary for you to:

1. Avoid talking, making loud noises, whistling, and yelling during performances.
2. Clap at appropriate times.
3. Be attentive at all times and respect the person or group performing.
4. Enter and leave the auditorium in an orderly fashion.

### **BACKPACKS**

For students' health and safety reasons, the wearing or carrying of backpacks during school is prohibited.

### **ELECTRONIC DEVICES, LASER POINTERS, CELL PHONES, ETC.**

No portable electronic devices are allowed to be used during the school day at East Brook. Use of portable electronic devices may be granted by a teacher during specified class times but must be put away immediately after use. Laser pointers are not permitted in school.

Cell phones are a distraction within the school and classroom environment and must be put away during the school day. Cell phones may not be turned ON while in the school and they may NOT be visible to others in the school. Phones will be confiscated by any staff member and turned in to the Vice Principal and guidelines within the code of conduct will be followed.

**1st Offense:** The student's phone will be confiscated and returned to the student at the end of the school day.

**Subsequent Offenses:** The student's parent/guardian will be contacted and the student will be assigned an intervention in alignment with the code of conduct.

### **BOOKS AND OTHER SCHOOL PROPERTY**

The Paramus Board of Education will provide you with your Chromebook, textbooks, and other necessary materials. You are responsible for taking care of the items assigned to you. If your assigned/distributed materials are damaged or lost, a fine will be imposed.

1. Check numbered books issued to you for damage and report such damage to your teacher.
2. Handle materials in such a manner that they will not be damaged.
3. Return only the materials issued to you. Fines are collected from those who have damaged or lost their materials.
4. There will be at least a \$25 fee for damaged Chromebooks.. All fees are paid online through Genesis. Fees and payment instructions can be found in the Genesis portal under fees/fines.

## **BUSES**

Those students who are eligible for transportation will be notified by the Board of Education. Only those students assigned to a specific bus number may ride the buses to and from school, including late buses. Due to insurance reasons, no other students will be permitted to ride the buses. This includes students going to a friend's house after school. There are after-school buses at 3:30pm for eligible bus riders who stay with a teacher or for a school-sponsored activity. For the safety and welfare of yourself and others, it is necessary for you to:

1. Be on time and do not miss your bus.
2. Enter the bus in the proper manner.
3. Remain seated while the bus is in motion.
4. Wearing a seatbelt is MANDATORY.
5. Avoid all behavior that is distracting to the driver in any way.
6. Know the location and operation of emergency equipment carried on each bus.
7. Keep your head, arms, and hands inside the bus at all times.

Please be advised that appropriate student behavior also applies on buses. Students will face consequences as listed in the Code of Conduct and are subject to removal from the bus if inappropriate conduct occurs. Video and/or audio monitoring devices are used on school-owned and contracted vehicles and may be monitored at any time.

## **CLASSROOMS**

In classrooms it is necessary for you to:

1. Enter and take your seat quietly.
2. Have all materials such as notebooks, textbooks, pencils, and pens readily available.
3. Take care of the desk assigned to you.
4. No chewing gum in the building.
5. Respect the property of others.
6. Avoid distracting others by whispering, moving desks, etc. while class is in session.
7. Remain in your seat unless you have permission to move.
8. Wait for the teacher to dismiss you at the end of the class period.
9. Lateness to class may result in a teacher-assigned after-school detention.

## **CAFETERIA**

In the cafeteria you are expected to observe these regulations:

1. Enter the cafeteria only as directed by the staff member on duty. Immediately upon entering, you are to get on the line if you wish to purchase food or drink.
2. Running and shoving are not permitted at any time.
3. Cutting the lunch line, or saving spots on the lunch line for others, is prohibited.
4. Reserving or saving chairs or spaces at tables for friends is prohibited.
5. Food and beverages are not permitted outside of the cafeteria - with the exception of a water beverage.
6. All trash and food scraps are to be placed in the trash cans available for that purpose.
7. All recyclable items should be placed in designated containers.
8. Your table must be left clean before you exit the cafeteria.
9. Students are expected to immediately return to their assigned classrooms at the end of their scheduled lunch/recess period.

## **FIRE DRILLS**

Required by law at regular intervals, drills are an important safety precaution. When the signal sounds, it is necessary for you to:

1. Form a single line with your classmates as you leave the room.
2. Students nearest to the door should exit first.
3. Walk quickly in an orderly line, but do not run, and avoid crowding or pushing.
4. Move quickly and orderly to the next available exit should your assigned exit be blocked.
5. Walk out quietly, standing far enough away from the building to ensure safety. Remain silent so that any instructions can be easily heard and your teacher can check the roll.
6. Walk silently back into the building at the end of the drill.

## **HALLS**

In the halls, it is necessary for you to ALWAYS WALK and:

1. Walk quietly while classes are in session.
2. Keep from crowding or pushing.
3. Keep the halls clean and free from litter and spills.
4. Walk shoulder-to-shoulder with no more than one other person.
5. Keep to the right of the hall.

## **LOCKERS**

When using your lockers, it is necessary for you to:

1. Go to your locker at the appointed times only:
  - a. In the morning before homeroom.
  - b. On the way to or from lunch.
  - c. After the last period of the day.
2. Store items in the locker in such a way as to allow easy opening and closing of the locker.
3. Use only the locker assigned to you.
4. Attach pictures or other objects only to the inside of the locker by using magnets.
5. Avoid decorating or hanging anything on the outside of the locker.
6. Keep your locker combination confidential. Other students should not place books or other items in the locker assigned to you. Students' lockers may be inspected periodically by the Principal or the Vice Principal during the school year.

## **PERSONAL APPEARANCE - DRESS CODE**

The Board of Education of Paramus strongly believes that student dress and grooming must be appropriate for the educational setting. Consequently, standards of dress and grooming for the Public Schools of Paramus must protect the health and safety of students and must avoid those extremes that tend to disrupt a school or interfere with the orderly conduct of school business. In keeping with this policy, the following is applicable:

1. Hats, coats, or jackets designed for outside wear are considered inappropriate for inside wear. Students will be requested to remove such garments and place them in their locker.
  - Garments that contribute to undue or unnecessary exposure of a student or are excessively short are considered inappropriate for school wear.
  - Shorts & skirts of reasonable length are defined as “not less than fingertip length when arms are down at one’s side”.
2. Tank-top straps must be three-finger-width (NO “spaghetti straps”).
3. Any clothing that displays offensive language or references to drug/alcohol use is prohibited in school.
4. Shoes or appropriate footwear are to be worn at all times. Flip-flops are discouraged.
5. House slippers and shoes without a rubber/firm grip are not permitted.

\*\*If a student is not dressed appropriately, alternate clothing must be worn, or a parent/guardian/caretaker will be called to bring other clothing or to take the student home to change. East Brook believes that school and home must work together to help our students reach their personal potential. This includes abiding by the district's expectations for student dress.

## **RESTROOMS**

In the restrooms, it is necessary for you to:

1. Be reasonably quiet and orderly.
2. Stay as short a time as necessary.
3. Put any trash into the trash cans.
4. Observe all the rules of cleanliness.

## **SPECIAL EVENTS**

1. School rules are in effect at all school functions, trips, and special events.
2. Students exhibiting poor behavior in school will lose the privilege of attending school functions and special events, such as Fantastic Fridays and school-sponsored trips.
3. Students must be in attendance at school during the day to participate in a school-related function held after school or at night.
4. Cellular devices are not needed during a special event. In case of an emergency, consult an adult to contact a parent/guardian/caretaker.

## Middle School Code of Conduct Reference Guide

The Code of Conduct for Middle School is designed to fulfill several purposes. It is designed to foster the health, safety, and social and emotional well-being of all students. The Code of Conduct establishes and maintains a civil, safe, secure, supportive, and disciplined school environment that is conducive to learning. It promotes the achievement of high academic standards and seeks to prevent the occurrence of problem behaviors.

In responding to student violations of the Code of Conduct, a progressive approach is used, taking into account the nature and severity of the offense, as well as the specific circumstances surrounding the incident. Accordingly, the determination of appropriate disciplinary actions is at the discretion of the school administrator, who will consider the individual context of each case.

Interventions and disciplinary actions are intended to address and remediate the behavior and may include a range of responses such as restrictions, reflective conferences, administrative and extended detentions, loss of privileges, reflective assignments, behavioral contracts, apology letters, community service, in-school suspensions, out-of-school suspensions, counseling, or referral to the MTSS (Multi-Tiered System of Supports) process. In addition, all disciplinary infractions may also result in the loss of student privileges, including participation in field trips, clubs, and other school-sponsored events.

Common Infractions	Possible Actions & Interventions
<b>Academic Dishonesty</b>	<ul style="list-style-type: none"> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> <li>•Loss of Credit for Assignment/Work</li> </ul>
<b>AI (Inappropriate Use)</b>	<ul style="list-style-type: none"> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> <li>•Loss of Credit for Assignment/Work</li> <li>•Redo Assignment</li> <li>•Research Assignment</li> </ul>
<b>Arson</b>	<ul style="list-style-type: none"> <li>•Fees or Fines may Apply</li> <li>•Referral to Law Enforcement</li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Assault</b>	<ul style="list-style-type: none"> <li>•Referral to Law Enforcement</li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Being in an Unauthorized Area</b>	<ul style="list-style-type: none"> <li>•Administrative Detention</li> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Bus Misconduct/Disturbance</b>	<ul style="list-style-type: none"> <li>•Administrative Detention</li> <li>•Removal from Bus (Permanent)</li> <li>•Removal from Bus (Temporary)</li> </ul>

<b>Cell Phone Violations</b>	<ul style="list-style-type: none"> <li>•Administrative Detention</li> <li>•Cell Phone Contract</li> <li>•Confiscation of Cell Phone <ul style="list-style-type: none"> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> </ul> </li> <li>•Parent Retrieval of Cell Phone</li> </ul>
<b>Computer Trespass</b>	<ul style="list-style-type: none"> <li>•Administrative Detention</li> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Cutting Class/Skipping</b>	<ul style="list-style-type: none"> <li>•Administrative Detention</li> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> <li>•Suspension (In-School)</li> </ul>
<b>Damage to Property</b>	<ul style="list-style-type: none"> <li>•Fees or Fines may Apply</li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Defiance/Disrespect</b>	<ul style="list-style-type: none"> <li>•Administrative Detention</li> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> </ul>
<b>Derogatory Language/Expressions</b>	<ul style="list-style-type: none"> <li>•Administrative Detention</li> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Disruption of School Environment</b>	<ul style="list-style-type: none"> <li>•Administrative Detention</li> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> </ul>
<b>Dress Code Violation</b>	<ul style="list-style-type: none"> <li>•Administrative Detention</li> <li>•Change of Attire</li> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> </ul>
<b>Engaging in Unsafe Acts/Jeopardizing the Safety of Others</b>	<ul style="list-style-type: none"> <li>•Administrative Detention</li> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Failure to Report to Detention</b>	<ul style="list-style-type: none"> <li>•Administrative Detention</li> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> </ul>
<b>False Public Alarm</b>	<ul style="list-style-type: none"> <li>•Referral to Law Enforcement</li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Fight</b>	<ul style="list-style-type: none"> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>

<b>Food/Beverages (other than water) in Classroom/Instructional Spaces</b>	<ul style="list-style-type: none"> <li>•Administrative Detention</li> <li>•Confiscation of Food/Drink <ul style="list-style-type: none"> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> </ul> </li> </ul>
<b>Harassment, Intimidation, or Bullying (HIB)</b>	<ul style="list-style-type: none"> <li>•Dependent on Code of Conduct Infraction</li> </ul>
<b>HIB - Retaliation, Reprisal, and/or False Accusations</b>	<ul style="list-style-type: none"> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Inappropriate/Disruptive Behavior</b>	<ul style="list-style-type: none"> <li>•Administrative Detention <ul style="list-style-type: none"> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> </ul> </li> </ul>
<b>Insubordination (failure to follow instructions, identify yourself, relinquish items, etc.)</b>	<ul style="list-style-type: none"> <li>•Administrative Detention <ul style="list-style-type: none"> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> </ul> </li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Leaving Class without Permission</b>	<ul style="list-style-type: none"> <li>•Administrative Detention <ul style="list-style-type: none"> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> <li>•Detention (Teacher)</li> </ul> </li> </ul>
<b>Leaving School Grounds without Permission</b>	<ul style="list-style-type: none"> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Misuse of Hall Pass</b>	<ul style="list-style-type: none"> <li>•Administrative Detention <ul style="list-style-type: none"> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> </ul> </li> </ul>
<b>Obscene Gestures/Language</b>	<ul style="list-style-type: none"> <li>•Administrative Detention <ul style="list-style-type: none"> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> </ul> </li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Physical Altercation/Physical Aggression</b>	<ul style="list-style-type: none"> <li>•Administrative Detention <ul style="list-style-type: none"> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> </ul> </li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Profanity</b>	<ul style="list-style-type: none"> <li>•Administrative Detention <ul style="list-style-type: none"> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> </ul> </li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Public Displays of Affection</b>	<ul style="list-style-type: none"> <li>•Administrative Detention <ul style="list-style-type: none"> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> </ul> </li> </ul>

<b>Robbery/Extortion</b>	<ul style="list-style-type: none"> <li>•Administrative Detention</li> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> <li>•Fees or Fines may Apply</li> <li>••Referral to Law Enforcement</li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Security Breach (propping doors, false calls to school/rooms, etc.)</b>	<ul style="list-style-type: none"> <li>•Administrative Detention</li> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Sexual Assault</b>	<ul style="list-style-type: none"> <li>••Referral to Law Enforcement</li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Sexual Contact</b>	<ul style="list-style-type: none"> <li>••Referral to Law Enforcement</li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Tardiness to Class</b>	<ul style="list-style-type: none"> <li>•Administrative Detention</li> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> <li>Detention (Teacher)</li> </ul>
<b>Technology/Chromebook Misuse</b>	<ul style="list-style-type: none"> <li>•Administrative Detention</li> <li>•Chromebook fine/fee may apply</li> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> </ul>
<b>Theft</b>	<ul style="list-style-type: none"> <li>•Fees or Fines may Apply</li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Threats of: Violence, Physical/Emotional Harm, Destruction of Property, and/or Terroristic Acts</b>	<ul style="list-style-type: none"> <li>•Administrative Detention</li> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> <li>••Referral to Law Enforcement</li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Trespassing</b>	<ul style="list-style-type: none"> <li>•Referral to Law Enforcement</li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<b>Truancy</b>	<ul style="list-style-type: none"> <li>•Refer to Attendance Policy</li> <li>••Referral to Division of Child Protection and Permanency (DCPP)</li> <li>•Scheduled after-school Support</li> </ul>

<p><b>Unauthorized Photography or Video Recording Without Staff Permission</b></p>	<ul style="list-style-type: none"> <li>•Administrative Detention</li> <li>•Cell Phone Contract</li> <li>•Confiscation of Cell Phone <ul style="list-style-type: none"> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> </ul> </li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<p><b>Use or Possession of Substances (e.g., Drugs/Alcohol/Tobacco) and/or Related Paraphernalia</b></p>	<ul style="list-style-type: none"> <li>•Referral for Drug Testing</li> <li>•Research Assignment</li> <li>•Referral to Law Enforcement</li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<p><b>Vandalism/Defacing Property</b></p>	<ul style="list-style-type: none"> <li>•Administrative Detention</li> <li>•Detention (Lunch)</li> <li>•Detention (Recess)</li> <li>•Fees or Fines may Apply</li> <li>•Referral to Law Enforcement</li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<p><b>Weapons</b></p>	<ul style="list-style-type: none"> <li>•Referral to Law Enforcement</li> <li>•Suspension (In-School)</li> <li>•Suspension (Out-of-School)</li> </ul>
<p><b>BOE Policy 5114</b></p>	<p><a href="#"><u>Suspension and Expulsion</u></a></p>
<p><b>BOE Policy 5131</b></p>	<p><a href="#"><u>Conduct and Discipline</u></a></p>
<p><b>BOE Policy 5131.1</b></p>	<p><a href="#"><u>Harassment, Intimidation, and Bullying</u></a></p>
<p><b>BOE Policy 5131.5</b></p>	<p><a href="#"><u>Violence and Vandalism</u></a></p>
<p><b>BOE Policy 5131.7</b></p>	<p><a href="#"><u>Weapons and Dangerous Instruments</u></a></p>