

Student Handbook

2018 – 2019

Harrington Administrative Team

Principal – Mr. Ryan Caltabiano

Assistant Principal – **Blue Hall** – Mrs. Ayanna Roberts
(Oasis & Zephyr Houses)

Assistant Principal – **Gold Hall** – Mr. Thomas LaMorte
(Everest & Phoenix Houses)

Curriculum Supervisor – **(5-8)** – Dr. Sheila Miller
Curriculum Supervisor – **(5-8)** – Ms. Loretta DelCollo

MAIN OFFICE: 856-234-1610

FAX: 856-222-9754

WEBSITE: www.mtlaurelschools.org

Harrington School Counselors

School Counselor – Blue Hall – Mrs. Maryellen Slott

School Counselor – Gold Hall – Mrs. Sharon Sheehan

Maura Nixon – Student Assistance Coordinator (SAC)

COUNSELING OFFICE: 856-234-1610

FAX: 856-235-6343

Harrington Nurse's Office

School Nurse – Ms. Lori Alfieri

NURSE: 856-778-4666 (24 HOURS)

Student Name		Team	
Address		Homeroom Number	
		Locker Number	
Phone		Student ID Number	

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Introduction

This student handbook is an informational resource that serves to provide formal notification of the policies and procedures that govern our school. It is revised yearly to reflect any changes or relevant issues that concern our learning community. At Harrington Middle School, we strive to create a positive learning environment that is safe and orderly. To that end, students, staff and families must work together to uphold the expectations set forth. Together we can create and maintain a school atmosphere that will nurture and support academic, social and emotional growth.

We look forward to serving you and we hope that you enjoy your time with us at Harrington.

Sincerely,

Mr. Ryan Caltabiano, Principal

Mrs. Ayanna Roberts, Blue Hall Assistant Principal

Mr. Thomas LaMorte, Gold Hall Assistant Principal

MISSION STATEMENT:

Harrington Middle School seeks to use the power of relationships among staff, students, and community to effectively address the academic, social and emotional needs of every student.

Harrington Middle School

MIDDLE SCHOOL ALMA MATER

By Valerie Martin and Charlotte Smith

*We show pride and continue to strive
With knowledge as our tool,
To stand tall and strong for we belong
To Harrington Middle School
From friends old and new,
Through classes too
And colors Blue and Gold,
We'll strengthen our minds,
The future shines
And from here we'll seek our goals.*

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DISTRICT ADMINISTRATIVE OFFICES

330 Mount Laurel Road

856-235-3387

Superintendent of Schools – Mr. George Rafferty

Director of Curriculum, Instruction, and Assessment – Dr. Sharon Vitella

Assistant Superintendent Business/Board Secretary – Robert F. Wachter, Jr.

Supervisor of Staff Development and Human Resources – Susan Henry

Director of Communication – Marie F. Reynolds

INFORMATION HOTLINES & COUNSELING AGENCIES

Family Service of Burlington County	609-267-5986
Alcoholics Anonymous	856-486-4444
Al-Anon and Ala-Teen	1-800-344-2666
Narcotics Anonymous	1-800-992-0401
DRENK (Family Crisis Unit)	609-261-3330
Prevention Plus (Alcoholism and Drug Abuse)	609-261-0001
CONTACT (24 Hour Helpline)	856-234-8888, 609-835-6180
DCF (Department of Children & Family)	www.state.nj.us/dcf/about/divisions/dcpp/

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ATTENDANCE

Regular attendance is necessary for students to be successful. **In the event your child is absent, we request parents notify the Health Office by 8:30 am at ext. 1. This line is available 24 hours a day.** If your child is absent for more than 3 consecutive days, you may arrange to pick up work by emailing your student's teachers. Any student absent 10 or more days throughout the school year will receive written parent notification by mail, per district policy.

- Students arriving after 10:30 am are marked absent ½ day.
- Students leaving prior to 12:30 pm are marked absent ½ day.

Please Note: Vacations are an **unexcused** absence. The state views these absences as **TRAUNT**. Therefore, every effort should be made to avoid family trips during the school year.

To verify absences and tardies in Power School, please click GRADES AND ATTENDANCE and scroll all the way down to the bottom of the page.

LATE STUDENTS (those arriving after 7:30 am) are required to sign in at the main office and obtain a late pass before reporting to class. Repeated lateness for non-valid reasons (ex. Oversleeping, missing bus) will result in administrative detention. Exceptions are made for valid reasons such as a medical appointment. Consequences for non-valid lateness are:

- A. **After 5 late days**, an administrative detention (1 hour) will be assigned, an administrative referral form will be sent to the parent, and the student will be referred to the Guidance Department.
- B. **After 10 late days**, and every 5 occurrences thereafter, a 4-hour detention will be assigned to the student. The 4-hour detention will be divided into one-hour sessions each day of the week until 4-hour detention obligation is fulfilled.
- C. **Considerations for valid tardiness:** Parents of students with excessive tardiness for valid reasons but whose lateness's negatively impact his/ her academic performance will be requested to meet with an Assistant Principal.

If your CHILD is the reason for being late, talk to us for ways to help. If you are the reason they are late, we hope you will make whatever changes necessary to have your child here on time.

Please Note: If your child arrives late with a parent chaperone on field trip day, they must obtain a late pass from the office before reporting to class. Arriving late on field trip day is NOT considered an excused lateness, and is therefore discouraged by the district.

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Activities Eligibility – Intramurals, Clubs, etc.

For purposes of this policy, co-curricular activities are those activities conducted on or off school premises by clubs, associations, and organizations of pupils sponsored by the Board. Co-curricular activities are not offered for credit toward promotion or graduation and are ordinarily conducted wholly or partly outside the regular school day. A pupil in grades 7 or 8 is ineligible for participation in co-curricular activities if he or she has:

1. Demonstrated unsatisfactory attendance by receiving a warning notice of unsatisfactory attendance.
2. OR, failed to maintain a passing grade in a major course required for promotion or graduation.

Students who remain after school and who have completed their after school activity or assignment prior to “late buses” departure are to remain with their supervising teacher until activity bus departure time.

Activity buses departure times are usually 3:10 and/or later depending on activity needs. Students are to check with the activity bus drivers to determine which bus will service that student’s residential area, and then board that bus.

Assembly Conduct

There are various kinds of assemblies throughout the school year. Students are expected to abide by these rules and regulations before, during and after all assemblies:

1. Line up according the teacher’s directions, and pass through the halls in single file.
2. While filling in the seats, stay with your own class.
3. There should be order in the assembly area before the actual start of the program.
4. Pay close attention and offer polite applause to show appreciation for the presenter/performers.
5. Follow the directions of the teacher concerning dismissal from the assembly.
6. CELL PHONES ARE PROHIBITED.

Teachers will provide corrective measures to achieve these minimum standards.

Band/Orchestra

At various times, groups have been chosen from the band to entertain at PTO affairs and other functions. The music teacher gives instruction to all students in the band. Lessons are administered on a rotating schedule.

Behavior on School Grounds

1. Do not go near areas where other classes are in session.
2. Do not climb onto any athletic apparatus unless supervised by a teacher.
3. If there is snow on the ground and students are permitted outdoors, there is to be no handling or throwing of snow or ice.

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Bell Schedule

7:15 – 7:30 am	Students are to go to their lockers, then directly to their assigned homerooms; a warning tone sounds at 7:28 a.m. You are not to visit in other wings or congregate in the hallways, lavatories, etc. You are to be in your assigned seat at 7:30 quietly awaiting instructions from your teacher. <i>All students not in homeroom by 7:30 AM must go to the main office to obtain a late pass.</i>
2:03 pm	At a signal from your teacher, students will go to their lockers and either proceed to your assigned bus in an orderly manner or report to an after school assignment or activity, if scheduled.

REGULAR DAY SCHEDULE			HALF DAY SCHEDULE		
Warning	7:28		Warning	7:28	
HR	7:30	7:35	HR	7:30	7:35
PD 1	7:39	8:19	PD 1	7:37	8:03
PD 2	8:22	9:02	PD 2	8:04	8:30
PD 3	9:05	9:45	PD 3	8:31	8:57
PD 4 (L)	9:48	10:28	PD 4	8:58	9:24
PD 5 (L)	10:31	11:11	PD 5	9:25	9:51
PD 6 (L)	11:14	11:54	PD 6	9:52	10:18
PD 7 (L)	11:57	12:37	PD 7	10:19	10:45
PD 8	12:40	1:20	PD 8	10:46	11:12
PD 9	1:23	2:02	PD 9	11:13	11:36

TWO HOUR DELAY			ACTIVITY DAY		
Warning	9:28		Warning	7:28	
HR	9:30	9:36	HR	7:30	7:36
PD 1	9:37	10:05	PD 1	7:39	8:12
PD 2	10:06	10:34	PD 2	8:15	8:48
PD 3	10:35	11:03	PD 3	8:51	9:24
PD 4	11:04	11:32	PD 4	9:27	10:00
PD 5	11:33	12:03	PD 5	10:03	10:36
PD 6	12:04	12:34	PD 6	10:39	11:12
PD 7	12:34	1:05	PD 7	11:15	11:48
PD 8	1:06	1:34	PD 8	11:51	12:24
PD 9	1:35	2:02	PD 9	12:27	1:00
			ACTIVITY (HR)	1:03	2:02

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Book Bags

Book bags may be used to transport materials to and from school **but may not be carried to classes; they must be left in students' lockers during the day**. Purses and nap sacks that are large enough to hold textbooks may not be worn during school hours. Gym bags are to be used for physical education only.

Book Fines/Chrome Books

Books and equipment distributed to the students are the property of the Mount Laurel Board of Education. Students assume the responsibility for these items and will be fined for any damage or misuse, and for lost books and equipment. Failure to pay fines will result in the withholding of student records. Report cards will be held if any outstanding fines remain in June. Students must assume financial responsibility for lost or damaged books based on these conditions:

<i>New books</i>	<i>Replacement price</i>
<i>Good condition</i>	<i>60% of price</i>
<i>Fair condition</i>	<i>40% of price</i>
<i>Poor condition</i>	<i>20% of price</i>

Bus Changes - Emergency

For many obvious reasons, it is important that each student ride his/her assigned bus to and from school. Occasionally an emergency may arise, and a student may need to be transported on a different bus. In such situations, the student must take the following steps:

1. Secure a note from his/her parent making a request to switch buses for a specific date and stating the reason.
2. Secure a note and bus number from the adult whose home is the child's destination.
3. Submit the notes to the assistant principal for approval no later than during homeroom of the day the switch is to take place.
4. Give the **approved** notes to the bus driver when boarding.
5. In all cases, permission will be given for the switch **only if it is an emergency** and if space is available on the bus.

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Bus Regulations

All buses are equipped to utilize video cameras to monitor student behavior. Transportation provided by the Mount Laurel Township Board of Education is a privilege. In order to ensure safe and timely transportation, the following is necessary:

1. Arrive at the bus stop about ten minutes before scheduled time.
2. Wait on the sidewalk until the bus comes to a full stop.
3. Board the bus without pushing or crowding.
4. Take the assigned seat.
5. Keep books, lunch, book bags, and your hands on your lap.
6. Sit at all times.
7. Keep hands and head inside the bus.
8. Be courteous; use proper language at all times.
9. Do speak softly. Do not shout or whistle.
10. Do wait until bus stops before getting out of your seat.
11. Leave bus without pushing or crowding.
12. Do cooperate with driver at all times.
13. Do carry any waste paper or debris to the front of the bus and deposit it in the waste container.
14. Help keep the bus clean.
15. Do not eat, drink, or smoke on the bus.
16. Keep cell phones turned off at all times.
17. Ride your assigned bus only. Please do not request a pass to ride a different bus.
18. Pupils transported to school must return home via the same route. Parents wishing children to visit friends, relatives, etc. should make plans to do so after the child returns home.
19. A student is not permitted to leave the school via a privately owned vehicle with anyone who has not been clearly identified as his/her parent or guardian or a person authorized to act on the behalf of the parent or guardian. **Parents, guardians, or authorized persons must provide photo ID when signing student out in the main office.**
20. The District's only responsibility is to transport eligible students to and from their homes.

Bus – Removal from Riding

Below is a copy of the Statute, which grants the Board of Education the right to exclude pupils who display behavior detrimental to the safety of the other pupils.

Chapter 175, Laws of 1969 (Assembly Bill No. 18, Approved October 14, 1969).

An act concerning transportation of pupils to and from certain schools and amending section 28A: 25-2 of New Jersey Statute. BE IT ENACTED by the Senate and General Assembly of the State of New Jersey: Section 18A: 25-2 of the New Jersey Statutes is amended to read as follows: "The driver shall be in full charge of the school bus at all times and shall be responsible for order, he shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school which he attends."

The principal may exclude a pupil from the bus for disciplinary reasons and parents/guardians shall provide for transportation to and from school during the period of such exclusion.

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(Late) Bus

PM Late buses are provided for students who stay after school for clubs, sports, teacher assistance, or detention. The first run of late buses will depart from HMS at approximately 3:10 PM. For interscholastic sports and special clubs, another late bus run departs at approximately 4:10 PM. All bus rules and regulations apply. Failure to comply bus rules and regulations will result in a loss of late bus privileges.

Cafeteria

Our Dining Room provides a complete hot lunch for every student who wishes to purchase it. The cost of lunch for the 2018-2019 school year is \$2.50. For those who bring their own lunch, milk may be purchased along with other snacks. Menus are published monthly to inform the students of what they may purchase for lunch. In addition to the regular menu an a la carte lunch plus a variety of salads are available.

In order to maintain a safe and orderly cafeteria environment, students are expected to cooperate with their cafeteria supervisors and adhere to the following procedures and rules:

Cafeteria Procedures

1. Arrive to the cafeteria on time and take your seat.
2. Remain seated at your table until called to line for lunch, snacks, or vending machines.
3. When you are finished eating, clear your area and **remain seated until your table is called** to dispose of garbage and put trays away.
4. If you need assistance, raise your hands and the cafeteria supervisors will assist you.

Cafeteria Rules

- Follow the directions of the cafeteria supervisors at all times.
- Keep your hands and feet to yourselves.
- Students must have permission and a hall pass from the cafeteria supervisors to leave
 - **For the lavatory:** You must ask for permission, sign out and you will be issued a pass.
 - **For eating with a teacher or going to guidance:** You must arrange with the teacher and the cafeteria supervisor to issue a pass to leave the cafeteria.
- Food and drink must be consumed in the cafeteria (Do not eat or drink in the hallways before or after the lunch period).
- **NO CELL PHONES ARE ALLOWED. CELL PHONES MUST BE IN LOCKERS.**

Failure to adhere to the cafeteria procedures and rules will result in disciplinary action.

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Counseling

The School Counselors (located in the Guidance Suite B Wing) have a number of functions, such as scheduling and testing. Their main purpose is to assist students in realizing their maximum potential as individuals. Emphasis is placed upon self-understanding and self-direction in social and academic development.

Any student who finds himself in a situation with which he cannot cope or who has a problem of any nature, either at school or away from school, which is impairing his full development should make an appointment with a Guidance Counselor. Parents may contact the Guidance Office to inquire about a student's progress, or any personal, social, or academic concerns.

The telephone number is 856-234-1610 x2029.

Student procedure for appointments:

1. Go to the Guidance office either upon arrival at school, at lunch or at the end of the day.
2. Fill the necessary information in the appointment book.
3. You will be sent a Guidance pass through your homeroom teacher.

Detention

A teacher or an administrator may assign detention during lunch or after-school. For after-school detention, parents/guardians will be notified and given 24 hours notice in most cases. If we are unable to reach a parent/guardian by phone, we will send a notice home to be signed and returned for the student to serve the detention on the following day. After-school detention is from 2:03 to 3:05 PM. A 3:10 PM late bus will be available for students who serve after school detention.

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Discipline Code

Mount Laurel Township Schools' Student Discipline Code

Educational Philosophy

The Board of Education, Administration and Staff of the Mount Laurel Schools are dedicated to providing students with the opportunity to develop academic skills, interests, and abilities to their fullest potential. The schools strive to encourage students to form an appreciation for lifelong learning including critical thinking skills, good work habits, and self-discipline. We help motivate students to become responsible citizens and community members with a strong sense of values and ethics. To promote an appreciation for diversity with respect for oneself as well as others, our philosophy is to provide an educational program fostering creativity, cooperation, and collaboration. We believe that through a partnership with parents and community we can encourage students to develop an awareness of the environment and of the world, with a sense of integrity and responsibility. Meeting and even exceeding the expectations of our comprehensive educational program can only be accomplished through a shared responsibility and alliance among students, parents, staff and administration of the Mount Laurel Schools.

Student Outlook

Because no school can function successfully without rules, regulations and requirements are developed to which students are required to adhere. However, the most important component of student success is a positive attitude. The following are a list of "senses" which we believe students should develop and exhibit in order to advance to their greatest level of success.

1. **A Sense of Motivation** – School staff and administration understand that school involves hard work and we all know it should. Therefore, students are most successful when they arrive to school with a positive attitude towards expanding their academic, physical, social, and emotional growth.
2. **A Sense of Responsibility** – Your school can offer you every opportunity for a good education, but if you do not have a sense of responsibility, a realization that getting an education depends ultimately on your efforts, then many valuable opportunities may be wasted.
3. **A Sense of Courtesy** – In daily school life, it is routine to come into contact with people of different ethnicities, ages, beliefs, and backgrounds. Courtesy is the sense that helps you get along with others. Mount Laurel Schools require all students to display a sense of courtesy.
4. **A Sense of Good Citizenship** – Citizenship, as it applies to school life, means giving to others, helping in clubs and other organizations, being active in student activities, and setting a positive example in the classroom, the hallways and when attending assemblies and other school events.
5. **A Sense of Sportsmanship** – This sense is especially applicable to athletic games/competition. Students must show respect to all teachers or parent volunteers and consider their decisions as final. Competitors deserve spirited competition, but never hostility. Spectators must show positive spirit and enjoyment without annoying those around them.

The following pages outline specific behaviors and consequences that are enforced by our teachers and administrators.

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Teacher-Enforced Behaviors		
<i>These behaviors (T1 – T16) may warrant any/all of the following consequences, depending upon the nature of the offense, and/or the discretion of the teacher. Students who repeatedly and/or chronically misbehave will be referred to the designated administrator as a result of their actions, and may face administrative-level assigned consequences.</i>		
#	Behaviors	Consequences
INAPPROPRIATE BEHAVIOR		
<i>T-1</i>	<i>Disobedience/disrespecting authority in the classroom</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-2</i>	<i>Leaving class without permission</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-3</i>	<i>Cutting teacher detention</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-4</i>	<i>Issuing verbal, visual, or written insults</i>	▪ <i>Written Warning/Reprimand, Referral to Peer Mediation, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-5</i>	<i>Misrepresenting the truth</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-6</i>	<i>Copying/forging signatures, documents, etc.</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-7</i>	<i>Demonstrating disruptive behavior</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-8</i>	<i>Misbehaving during a fire drill</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-9</i>	<i>Arriving late to class</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-10</i>	<i>Chewing gum/eating unauthorized items</i>	▪ <i>Written Warning/Reprimand, Parent Contact via phone or e-mail, Detention</i>
<i>T-11</i>	<i>Writing/distributing notes</i>	▪ <i>Written Warning/Reprimand, Referral to Peer Mediation, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-12</i>	<i>Being in unauthorized areas of the building</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-13</i>	<i>Plagiarism/Cheating</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-14</i>	<i>Violating the dress code</i>	▪ <i>Warning/Reprimand, Remedy/Change Clothing, Parent Contact</i>
<i>T-15</i>	<i>General class rules violation</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-16</i>	<i>Using electronic devices at inappropriate times (cell phone, CD player, radios, etc.)</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>

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Administrator-Enforced Behaviors

These behaviors (A17 – A51) may warrant any of the following consequences, pending the nature/severity of the offense, and/or the discretion of the administrator. Students who repeatedly receive administrative disciplinary actions may be recommended for expulsion procedures. .

#	<i>Behaviors</i>	<i>Consequences</i>
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INAPPROPRIATE BEHAVIOR

A-17	Disrupting the classroom	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-18	Making verbal insults	<ul style="list-style-type: none"> • First Offense: Detention, Peer Mediation Referral, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-19	Being generally disruptive	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-20	Inappropriate bus conduct	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral, Temporary or Permanent Removal from Bus
A-21	Disobeying authority	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-22	Distributing/possessing inappropriate material	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-23	Using inappropriate language	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-24	Inappropriate/disruptive conduct in lunchroom/recess	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-25	Entering another student's locker	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-26	Abusing computer/network privileges	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: Temporary or Permanent Suspension of User Account, In or Out of School Suspension, Parent Conference, I &RS Referral

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A-27	Insubordinate behavior	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-28	Inappropriate physical contact	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-29	Leaving school grounds without permission	<ul style="list-style-type: none"> • First Offense: After School or In-School Suspension, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-30	Throwing objects that may be dangerous to others	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-31	Cutting administrative detention	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-32	Cutting class	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In-School Suspension, Parent Conference, I &RS Referral
A-33	Cutting school, truancy	<ul style="list-style-type: none"> • First Offense: In-School Suspension, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Extended Detention, Parent Conference, I &RS Referral
A-34	Misrepresenting the truth	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral

DEFACING/DAMAGING SCHOOL PROPERTY

A-35	Damaging school property or property of others	<ul style="list-style-type: none"> ▪ First Offense: Detention, Parent Notification, Restitution ▪ Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral, Restitution
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THEFT

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A-36	Stealing/Extortion	<ul style="list-style-type: none"> ▪ First Offense: Detention, Parent Notification, Restitution ▪ Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral, Restitution
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THREATS AGAINST ANOTHER

A-37	Obscene/profane, harassing language or gestures (verbal, written, or visual)	<ul style="list-style-type: none"> ▪ First Offense: Warning, Parent Conference, and/or Suspension (ISS option) up to 3 days depending on the nature of the incident. ▪ Subsequent Offenses: Suspension up to 5 days
A-38	Obscene/profane, harassing language or gesture directed at <i>staff members</i> (verbal, written, or visual)	<ul style="list-style-type: none"> ▪ First Offense: Suspension up to 3 days (depending on the nature of the incident), Parent Conference, I &RS Referral ▪ Subsequent Offenses: Suspension up to 5 days, Parent Conference, I &RS Referral
A-39	Making biased/racial/sexually harassing remarks/behavior	<ul style="list-style-type: none"> • First Offense: In or Out of School Suspension, Parent Notification, I &RS Referral • Subsequent Offenses: Suspension, Police Contact, Parent Conference, I &RS Referral
A-40	Making a verbal, visual, or written threat	<ul style="list-style-type: none"> ▪ First Offense: In-School Suspension, Parent Notification ▪ Subsequent Offenses: Suspension, Parent Conference, I &RS Referral

SEXUAL MISCONDUCT

A-41	Sexual Misconduct, (self and others)	<ul style="list-style-type: none"> ▪ First Offense: Suspension up to 3 days, Parent Conference ▪ Subsequent Offenses: Suspension up to 10 days, I &RS Referral, Parent Conference, Behavioral/Psychiatric Evaluation, Police Contact
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FIGHTING

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A-42	Hitting/punching/striking	<ul style="list-style-type: none"> ▪ First Offense: In or Out of School Suspension, Parent Notification, I &RS Referral ▪ Subsequent Offenses: Suspension, Parent Conference, BSC Referral
A-43	Fighting	<ul style="list-style-type: none"> ▪ First Offense: Suspension up to 3 days, Parent Conference, I &RS Referral ▪ Subsequent Offenses: Suspension up to 5 days, Parent Conference, I &RS Referral, Possible Police Contact
A-44	Harassment, Bullying, Intimidation	<ul style="list-style-type: none"> ▪ First Offense: Peer Mediation Referral, Suspension up to 3 days, Parent Conference ▪ Subsequent Offenses: Suspension up to 5 days, Parent Conference, I &RS Referral

GANG ACTIVITY

A-45	Involvement in Gang Activity	<ul style="list-style-type: none"> ▪ Suspension Up to 10 days, Police Intervention, Parent Conference, Required Behavioral Psychiatric Evaluation Prior to Re-admittance
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POSSESSION OF WEAPONS OR DRUGS

A-46	Possessing weapons or items that may be dangerous to others	<ul style="list-style-type: none"> ▪ Suspension Up to 10 days, Parent Conference, Police Contact, Required Behavioral Psychiatric Evaluation Prior to Re-admittance
A-47	Possessing, using, or distributing tobacco, alcohol, or illegal drugs (may include legal drugs as well)	<ul style="list-style-type: none"> ▪ Suspension Up to 10 days, Parent Conference, Police Contact, Required Behavioral Psychiatric Evaluation Prior to Re-admittance

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VIOLENCE

A-48	Setting off fire alarm	<ul style="list-style-type: none"> ▪ Suspension Up to 10 days, Parent Conference, Police Contact, Fire Marshall Contact, Required Behavioral or Psychiatric Evaluation Prior to Re-admittance
A-49	Firecrackers, matches, lighters, smoke bombs, stink bombs (possession of same)	<ul style="list-style-type: none"> ▪ First Offense: Suspension Up to 3 days, Parent Conference, Police Contact, Required Behavioral or Psychiatric Evaluation Prior to Re-admittance ▪ Subsequent Offenses: Suspension up to 5 days, Parent Conference, Police Contact
A-50	Making verbal, visual, or written, or physical threats of violence toward another student, adult, or member of the school community.	<ul style="list-style-type: none"> ▪ Suspension 5 days, Parent Conference, Police Contact, Required Behavioral or Psychiatric Evaluation Prior to Re-admittance
A-51	Taking part in terrorist activity	<ul style="list-style-type: none"> ▪ Suspension Up to 10 days, Parent Conference, Police Contact, Required Behavioral or Psychiatric Evaluation Prior to Re-admittance

Note to Parents:

Please review these rules and guidelines with your children and return the form that follows to your child's school.

Know that disciplinary action will be applied consistently and uniformly with due process as outlined in the New Jersey Administrative Code. Student and staff confidentiality will be protected in accordance with federal and state law.

Certain infractions may require action that exceeds the above-named consequences and requires law enforcement notification. Those conditions are detailed in the district's Uniform State Memorandum of Agreement between Education and Law Enforcement Officials.

A copy of that agreement is available through our Office of Communication Services, 330 Mount Laurel Road, or may be found at: www.state.nj.us/lps/dcj/pdfs/agree.pdf

State and federal statute may supersede in some instances.

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This Guideline States – Affecting Eighth Grade Students

Affecting Eighth Grade Students, if a student is suspended out of school on more than two (2) occasions during the year, that student *may not* be permitted to participate in the commencement ceremony, go on class trips, or attend the dinner dance.

Dress and Grooming

The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preferences. The Board will impose its judgment on pupils and parents only when a pupil's dress and grooming affect the educational program of the schools.

Pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others, materially interfere with school work, create disorder, or disrupt the educational program, cause excessive wear or damage to school property, or prevent the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement. The Principal shall determine whether the dress or grooming of pupils comes within these prohibitions.

The superintendent shall, in consultation with staff members, pupils, and parents, prepare student dress guidelines that impose only minimum and necessary limitations on a pupil's taste and individuality. The guidelines shall be updated periodically.

The superintendent shall require the wearing in physical education classes of such clothing, as many are appropriate to the pupil's participation in physical activity and necessary for the protection of the school's premises, both indoor and outdoor, dedicated to the use of physical education classes.

Dress Guidelines for Students

The purpose of these guidelines is to provide a healthy environment in the schools conducive to academic purposes; to help foster the goals and objectives of the educational system; to help implement a thorough and efficient system of public education; to assist in promoting self-discipline; to promote discipline in the classroom; to help maintain order; to help secure the safety of students in the system; and to promote respect for authority.

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| <ol style="list-style-type: none">1. Students shall maintain a neat and well-groomed appearance at all times. School attire must be clean and reflect the appearance of modesty. No torn or ripped clothing should be worn.2. Clothing shall not be tight fitting, sheer, brief, low-cut or revealing above or below the waist as to be embarrassing or indecent.3. Tank tops, spaghetti strap tops, half shirts, halter-tops, backless; fishnet or tube tops are not permitted. No skin should be seen below the shirt/above the pants.4. Undergarments are not permitted attire for outerwear. Underwear should not be seen through garments, above or below pants, shorts or skirts. |
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5. Students must wear Walking or Bermuda shorts to school. Skirts should be “fingertip,” mid-thigh length or longer. Short shorts, cut-off shorts or mini-skirts may not be worn. Biker shorts or spandex leggings are not permitted for outerwear. No pajama pants or loungewear permitted (with the exception of school spirit days, for example - “Pajama day”).
6. No bagging or sagging clothes are permitted. Pants must fit at the waist, hips, crotch, and thighs. Belts must be tucked into pant loops.
7. Heavy winter or outdoor jackets are not to be worn while in school.
8. No head coverings such as hats, skullcaps, do-rags, or bandanas may be worn. *Exceptions are made for religious reasons.*
9. Shoes should be worn at all times. Beach/shower-type footwear is not permitted - no flip-flops. No slippers. Shoes should be properly laced, buckled, or tied for safety in walking.
10. Graphics or messages that are suggestively obscene or offensive on any garments are prohibited – alcohol, drugs, obscenities, violence, or words with double meaning.
11. All gang related clothing or accessories are prohibited.
12. Heavy metal chains worn from the belt, around the neck and/or wrist, etc. are not permitted.
13. Non-prescription sunglasses, glazed and/or tinted glasses are not to be worn in the school building.
14. Any students attending any school function – *field trips, dances, activities during or after school hours* – will not be permitted to attend unless properly attired. Proper attire is considered the student dress guidelines unless otherwise designated.
15. Any other attire deemed inappropriate by the administration will be prohibited.

Students violating the dress code will be directed to remedy, remove or change clothing. Students who do not adhere to the dress code will be removed from the general school population until they are able to change their clothing. Repeat offenses will result in further disciplinary action.

Early Dismissal

A written request from home must be brought to the Main Office prior to any child’s being excused for dental or doctor appointments. It is advised that such appointments be made at times other than during school hours to minimize interference with the child’s school program. No student shall be permitted to leave the school before the close of the school day unless met in the school office by a parent or a person authorized by the parent to act in the parents’ behalf.

Electronic Devices

CELL PHONES – A student may possess a cell phone in school, on school property, after school activities, and school related functions, provided that during school hours the cell phone remains off and placed in locker or book bags inaccessible to the student during school hours. Possession/use of cell phones & electric devices during school hours may result in discipline. **The district assumes no liability for damage to or theft** of personally owned devices brought into school. Please do not text/contact your child via cell phone during the school day. CELL PHONES are not allowed in Gym Locker Rooms during the school day.

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OTHER ELECTRONIC DEVICES - The use of electronic devices such as iPod's, headphones, radios, laser pointers/pens, etc. is strictly prohibited. **Upon entering the building, all students are required to remove headphones and place them in their lockers. At the end of the day all students should not place headphones on their heads until they have completely exited the building.**

LOSS/THEFT/DAMAGE - The student who possesses a cell phone, personal CD/MP3 player/radio, headphones shall assume all responsibility for its care. **At no time will the school be responsible for theft, loss, or damage to those items.**

Emergency Forms

Parents are urged to keep these forms up-to-date by going to Powerschool and update their students information.

Financial Obligations

It is request that all payments for financial obligations be met for lost or damaged books, chromebooks, lost locks, damage to school property, lunch charges, etc. These obligations must be made at the end of each marking period and/or completely paid off by the end of the school year.

Fire Drill Procedure

1. Leave the room as directed; the last person out of the room must close the door and windows and turn off the lights.
2. Walk in a single file at a quick pace and in absolute silence.
3. Follow the instructions that are posted in each classroom concerning the place to line up outside the building.
4. All students will be attentive to teacher direction and shall return to their classrooms in an orderly manner.

Gambling

No form of gambling is permitted at any time on school property.

Gum Chewing

Chewing gum is not permitted in the school building. It is directed that our young people not bring gum to school.

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Smoking/Tobacco Use

Smoking or the possession of tobacco in any form is forbidden for students at all times on or near school property. Please note that this regulation concerning smoking relates to school buses, bus stops and all school activities at home or away.

Selling Candy/Food

Students are not permitted to sell items such as gum, candy, etc. during school hours. Harrington Middle School **DOES NOT** celebrated student birthdays, please **DO NOT** send any food (examples: no cupcakes, donuts etc.)

Hallway Passes

To make passage in our halls safe, pleasant, and orderly, there are certain rules by which the student body must abide:

1. No one will be permitted in the hallways without a written pass. Pass must include date, time and signed by a teacher.
2. Walk on the right side of the hall.
3. Walk at all times; do not run; do not block the halls.
4. Do not push or shove.
5. Talk in a normal tone. Do not shout.
6. If a room is occupied and it is necessary for students to wait outside, line up silently and in a single file close to the wall.
7. When walking in the halls to the buses, follow rules of common sense and common courtesy.

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Homework Guidelines

The Board of Education acknowledges that homework serves an important function in the educational and social development of all students, and therefore must be a part of the overall instructional program. The rationale involved takes into account several aspects of the teaching/learning process.

First, it enables parents and teachers to coordinate each student's educational development through selected home activities. It is essential that the selection of appropriate homework by the teacher and parental encouragement for each child to be a responsible learner be an ongoing process.

Second, it provides a student with additional time to practice and apply learned skills without requiring additional class time that could be more efficiently utilized for instructional purposes.

Third, it allows a student to prepare for class discussions without requiring the teacher to use valuable instructional time. In the process, students learn that they are part of a group and have responsibilities to the group.

Parental support and cooperation is necessary so that the homework will have a positive impact upon their child's learning; therefore, providing an appropriate time, quiet work place and support, serve to foster students' responsibility for learning.

Students will receive credit for homework completed and an opportunity to make-up work missed work during any period of absence from school. Close communication between teacher and parents is essential in order to effectively coordinate this component of the educational program.

At both grade levels, homework will be given on a regular basis Monday through Friday evenings. On occasion it may not be appropriate to assign homework so there will be exceptions to this general guideline.

While homework may not be assigned prior to holidays and weekends on any consistent basis, it is an excellent time for students to work on long-term assignments. Therefore, students should be encouraged to budget their time for long term assignments accordingly.

Houses

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At HMS, our goal is to provide our students with the best educational experiences possible within our large student body. Accordingly, our school is organized into smaller learning communities, or houses, within our school; thus, granting our students the freedom that the middle school experience has to offer.

Each house is grouped to allow for our students to gain the maximum benefit of the diversity of backgrounds and experiences that make up our student population. Seventh and Eighth grade teachers are assigned to one of each of our four houses. This allows us to maximize the amount of time that staff members may spend with students. Situating the building into houses affords us the opportunity to build and maintain relationships that will enable us to better serve our students.

Insurance

There are two optional plans available for all students. Remember, insurance is made available as a convenience for students and their parents. The insurance provided is an agreement between the insurer and the parents and does not involve the school/district.

Internet Usage

Staff and students are using the Internet to enhance the curriculum. The Internet offers endless possibilities to stimulate students' creativity and imagination, to increase global awareness, to provide immediate access to information, and encourage lifelong learning.

A software-filtering program is being used to block student access to inappropriate material.

All students will:

- Use the Internet under adult supervision.
- Understand and adhere to the rules of online behavior taught to them in computer lab classes.
- Read and sign an Internet Agreement explaining the districts' rules of Internet use.
- Protect their privacy by not revealing personal information such as one's last name, phone number, or address.
- Please see district web-site for further information.

Lavatory Use

Students wishing to use the bathroom are to make the request to the teacher in charge. The students must use the teacher's official sign-in/sign-out sheet, as well as the classroom pass. Students are encouraged to use the bathroom between periods, before/after lunch, and in the locker room during their physical education period.

Liquid Containers

Glass bottles and any container that is not tamper-proof are not permitted on the school premises. Some examples of permitted items are the following: unopened cans, juice boxes, sealed foil bags containing juices, and sealed plastic bottles. These items may be consumed only in the dining room during lunch or during an after school activity.

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Students who participate in after school physical activities and who wish to have liquids available during their activity may bring sealed containers or empty squirt bottles to the activity. The squirt bottles should be filled with water at the end of the regular school day.

Lock Down Safety Procedure

In case of an emergency that requires a lock down procedure, all students and staff must return and remain in their classroom as per the designated period announced. Staff will take attendance, close all windows and shades, turn off lights and computer screens, and lock the classroom door. The office will collect the attendance or student count and students and staff is to remain in their rooms until otherwise directed by school or emergency officials.

Locker Procedures

Students are issued a locker where there is sufficient space to keep a coat and books not immediately in use. For their own safety and privacy, **students are not to give out locker combinations**. Keep your locker combination to yourself. **Do not place a personal lock on school lockers**. When a student has any problems with his/her locker they should see the homeroom teacher or counselor.

Locker inspection: According to Title 18A: 36-19.2 - The principal or other official designated by the local Board of Education may inspect lockers or other storage facilities provided for use by students so long as students are informed in writing at the beginning of each school year that inspections may occur. Under the Constitution, all citizens are protected from unreasonable searches or seizures; however, this does not mean legal search or seizure cannot be initiated by school officials on school property. Therefore, on occasion, an inspection will be held; or, with reason, spot-checking of lockers will be done. The major objective for inspecting lockers is to develop organization and good housekeeping habits.

Please consider this your official notification that your lockers are subject to inspection. Lockers are considered the property of the Board of Education and are to be kept clean and orderly. Use of lockers is a privilege extended to students. Lockers are subject to inspection for security reasons, suspicion of illegal substances, and/or repairs. Students are expected to use their hall lockers before homeroom, before and after their lunch period and at dismissal time. Students must arrange to secure the materials necessary for the beginning and the end of their day.

Lost and Found

All articles found should be turned in to the designated Lost and Found area located in the back of the cafeteria. If a student loses a possession, he is responsible for checking for it at Lost and Found. All gym articles should be marked with the owner's name so that if lost, the owner can easily identify the articles.

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Medical Emergencies

The Harrington Middle School has on staff a full time nurse to help students with any medical emergencies that may arise during the school day. If a student becomes ill or injured, the school nurse is available to give assistance. If you become ill and wish to consult the school nurse, you must first obtain a pass from your classroom teacher before reporting to the nurse's office. Students who come to the nurse's office during the change of classes will be sent back for a pass.

Medication during School Hours

1. All prescription medication to be taken by students during school hours shall be:
 - a. Kept in the nurse's office;
 - b. Supplied by the student's parents or guardian, along with a physician's written authorization that the medication is to be given during school hours;
 - c. Clearly labeled with the child's name, name of the medication, drug store where purchased, name of the prescribing physician, and the time and the amount of the medication to be given.
2. Parents are urged, when possible, to have their child take any necessary medication before or after school hours.
3. Parents are requested to keep children at home during acute stages of illness, especially when medication is necessary at frequent intervals.
4. Request for over-the-counter medication to be given during school time must be accompanied by a note from the physician stating the pupil's name, dosage, time of administration, and the period of administration (3 days, one week, etc.).
5. All requests for children to take medication must be renewed each school year.

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Promotion Policy

A student's promotion from one grade level to the next must depend on the student's academic progress and his or her social, emotional and behavioral readiness to profit from instruction at the next grade level. Academic and personal progress shall be measured in terms of achievement of district goals and objectives.

Academic counseling is instituted for students who fail at least one major subject in the first, second, or third marking period.

A decision to promote or retain a student will be made in the best interest of the student. Parents/guardians will be requested to meet with the teacher(s) and Principal in accordance with board policy if their child is being considered for retention. The Principal will request the additional staff to evaluate and review the student's progress. The decision to promote or retain a student is the responsibility of the Principal.

The Principal will notify the parents/guardian by mail of the decision to retain a student two weeks prior to the close of school. Parents are advised that they may appeal to an Appeals Committee composed of the Principal, and/ or Assistant Principal, a Child Study Team member, and the School Counselor, and that a decision will be rendered prior to the close of school.

Students may remediate major subjects and some minor subjects by attending summer school or seeking other remedial resources approved by the Appeals Committee. Parents must notify the school prior to the enrollment in any remedial action. In cases in which major subjects are involved, those subjects take priority in remediation. Evidence of satisfactory completion of remedial work must be presented to the Principal prior to any grade adjustment.

School Closing

If a storm should strike prior to the opening of school listen to a local TV station and watch for our school name and school number 659 or LDTV Channel 19, for our school-closing announcement. It is desirable for each home to have a battery-powered radio in case electrical problems accompany the storm. Do not call the school or the police concerning school closing. In the event that the students are dismissed prior to the normal school closing time, parents should make emergency plans for their children's supervision.

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Mt. Laurel Schools Emergency Text:

Emergency text from the Mt. Laurel Public Schools. Text the word **subscribes** to the number **68453** from your cell phone. You'll receive an immediate reply confirming your subscription to the service. You may sign-up for text message using this method on as many cell phones, as you would like.

Remind 101:

Informational text about Harrington Middle School directly from Principal Caltabiano. Text the word **@harringto** to the number **(484) 461-5416** from your cell phone. You will receive an immediate reply confirming your subscription to service. You may sign-up for text messages using this method on as many cell phones, as you would like. * The n has been omitted from the text word.

School Newspaper

If you like to write, there's no better place to do it than with our newspaper staff. You could see an article with your byline in our school newspaper, PAW PRINTS. There are approximately 15 members writing for various sections of the paper under the management of the editors and advisor. Sections include News, Features, Reviews, Fashion, and Sports. If you wish to become a member of the school newspaper staff, a means of student communication, listen to the morning announcements that will direct you to planning meetings - and then, write!

Clubs and Other Activities

There are other clubs that our young people have an opportunity to join such as the Homework Club, Chorus, Art Club, Pinterest Club, and more. Student interest and teacher sponsorship determine the types of clubs and activities available each year (see pages 31-32 for a list). Sign club permission slips are required at Harrington Middle School.

Sports and Activities

1. According to the change of seasons, these activities will provide competition for our students: flag football, basketball, soccer, volleyball, softball, and other sports. The purpose of these intramurals are to develop coordination and correct usage of the techniques learned in physical education classes and above all to develop good sportsmanship. Our young people are encouraged to participate in these athletic events.
2. Interscholastic sports programs are offered in soccer, field hockey, basketball, softball, baseball, girls lacrosse, wrestling, cross country and track.
3. All students must report directly to there after school activity. Students who leave the building without reporting directly to there after school activity and proceed to congregate around the school busses will not be permitted back into the building.

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Sports Eligibility - Interscholastic

Recognizing the value of a program of athletic competition for both boys and girls is a part of the school experience; our Board of Education has set the following eligibility standards:

A pupil in grades seven, or eight is eligible for participation in the interscholastic athletic program if he or she passed all major subjects in the preceding marking period. The fourth marking period of the previous school year will be used to determine eligibility for the fall sports program. Students who achieve success in summer school and remediate any deficiency in a major subject will become eligible for participation in the interscholastic athletic program. A student must continue to pass all major subjects for each marking period in order to maintain eligibility for participation throughout each season.

A pupil in any grade must maintain a satisfactory record of attendance to be eligible for participation in sports. An attendance record is unsatisfactory if the student has received a warning notice of unsatisfactory attendance. **No pupil who has been absent for a day may participate in athletic competition scheduled for that afternoon or evening of that school day.** All students must be present in school for 2 ½ hours in order to participate in an athletic competition or after school activities.

A pupil in any grade who fails to demonstrate good citizenship or observe school rules for pupil conduct may forfeit his or her eligibility for participation in athletic competition.

Sports Physicals

ATTENTION PARENTS: NEW SPORTS PHYSICALS PROCEDURES IN PLACE

Parents: Please share this important information with your friends and neighbors if your children will play sports in our 5-8 schools this year. The laws governing sports physicals have changed at the state level this year and are extremely stringent. Gone are the days of being able to whisk your child to the doctor for a physical the day before the first practice. Implementation of these laws may actually preclude some students from participating if guidelines are not followed.

This year, the complete sports physical packet must be returned to our schools and reviewed by the school physician for final sign-off. This process may take 10 days to 2 weeks. The school physician's signature is required before a student is cleared for try-outs or practice.

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Here's the Sports Physical Packet.

Here's an explanation of each of the forms:

1. A note to the examining healthcare provider. Take this to the doctor.
2. A Pre-Participation History Form. You fill this form out and take it to the doctor also.
3. A Supplemental History Form for athletes with special needs. You fill out and take to doctor, if appropriate.
4. The Physical Evaluation Form. Your doctor will complete.
5. The Clearance Form. Your doctor will complete.
6. A Sports-Related Concussion and Head Injury information sheet. Parent and student read and sign-off on the second page.
7. A Sudden-Cardiac Death in Young Athletes brochure. You're read this.
8. Sign-Off sheet for Sudden Cardiac Death. Sign-off after you have read the brochure on that topic.
9. This is an update form. You may need this in the future. If, for example, you play soccer in the fall and track in the spring, you would complete this form prior to starting track. It is used to update your health information and must be submitted anytime you start a new sport if it has been 90 days since your annual sports physical.

Sports Spectator Guidelines

The rules of behavior, which you will follow at these activities, are:

1. Students who are not participating in interscholastic sports must be accompanied by an adult when returning to school to attend/view the interscholastic sport.
2. Between the quarters and at half time, do not go onto the court.
3. Do not leave the building at any time.
4. Always walk on the sidelines of the court, not on the court.
5. Stay on the bleachers.
6. Do not wander through the school.
7. Be quiet and orderly outside. Students must provide for their own transportation for evening activities.
8. While outside (before or after the game) or while waiting for transportation, respect school property.

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Sports, Clubs and Activities

Title	Kind	Position	Name
Baseball (Boys) 7	Interscholastic	Coach	Mr. Corrado
Baseball (Boys) 8	Interscholastic	Coach	Mr. Weipz
Basketball (Boys)	Interscholastic	Coach	Mr. Wagner
Basketball (Girls)	Interscholastic	Coach	Mr. Hoover
Cross Country	Interscholastic	Coach	Mr. Mortimer
Field Hockey	Interscholastic	Coach	Ms. J. Davis
Lacrosse (Girls)	Interscholastic	Coach	Ms. Veston
Soccer (Boys)	Interscholastic	Coach	Mr. Corrado
Soccer (Girls)	Interscholastic	Coach	Ms. Hutcheon
Softball (Girls)	Interscholastic	Coach	Ms. Sklar
Track / Field	Interscholastic	Coach	Mr. Mortimer
Wrestling	Interscholastic	Coach	Mr. Dunn
Baseball (Boys) 7	Interscholastic	Coach Asst.	Mr. Beyer
Baseball (Boys) 8	Interscholastic	Coach Asst.	Mr. Sides
Basketball (Boys)	Interscholastic	Coach Asst.	Mr. Weipz
Basketball (Girls)	Interscholastic	Coach Asst.	Ms. Curtis
Cross Country	Interscholastic	Coach Asst.	Ms. Lubin (Randall)
Field Hockey	Interscholastic	Coach Asst.	Ms. Curtis
Lacrosse	Interscholastic	Coach Asst.	Ms. J. Davis
Soccer (Boys)	Interscholastic	Coach Asst.	Mr. Sides
Soccer (Girls)	Interscholastic	Coach Asst.	Mr. Wagner
Softball (Girls)	Interscholastic	Coach Asst.	Ms. Kraus
Track	Interscholastic	Coach Asst.	Ms. Sheehan
Track	Interscholastic	Coach Asst.	Ms. W. Davis
Wrestling	Interscholastic	Coach Asst.	Mr. Shapiro
Flag Football	Intramural	Coach	Mr. Shapiro
Basketball	Intramural	Coach	Mr. Stewart
Floor Hockey	Intramural	Coach	Mr. Stewart
Volleyball	Intramural	Coach	Ms. Sklar / Ms. Sheehan
Choral Director	Music	Director	Ms. Teall
Instrumental Director	Music	Director	Mr. Palmucci
Athletic Director	Sports	Director	Mr. Poehls
Stop Motion Animation Club	Club/Activity	Advisor	Mr. Chirip
Pinterest Club	Club/Activity	Advisor	Ms. Rotella
Junior Honor Society	Club/Activity	Advisor	Ms. Patrick / Ms. Barbano
Art Club	Club/Activity	Advisor	Ms. Ayjian
Battle of the Books	Club/Activity	Advisor	Ms. Gallagher
Teen Café Science	Club/Activity	Advisor	Ms. Barrett / Ms. Ashman
Jazz Band	Club/Activity	Advisor	Mr. Palmucci
Newspaper	Club/Activity	Advisors	Ms. Poulton
Leadership Circle (Fall)	Club/Activity	Advisors	Ms. Sheehan

**Harrington Middle School
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Sports, Clubs and Activities

Stage Crew	Club/Activity	Advisors	Mr. Chirip / Ms. Conover
Student Council	Club/Activity	Advisors	Ms. Burleson/Ms. Mitchell
Yearbook	Club/Activity	Advisor	Ms. Dewey
Performing Arts/Talent Show	Club/Activity	Director	Mr. Chirip / Ms. Adragna
Underwater Robotics Level 1	Club/Activity	Advisor	Ms. Barrett / Ms. Ashman
Underwater Robotics Level 2	Club/Activity	Advisor	Ms. Barrett/Ms. Patterson
Homework Club (Blue Hall)	Club/Activity	Advisor	Ms. Burleson / Ms. Smith
Homework Club (Gold Hall)	Club/Activity	Advisor	Ms. Wolf / Ms. Estel
Harrington A Cappella Singer	Club/Activity	Advisor	Ms. Teall
Friendship Club	Club/Activity	Advisor	Ms. Homan / Ms. Rella
Social Impact Club	Club/Activity	Advisor	Ms. Curtis
Debate Club	Club/Activity	Advisor	Ms. Patrick / Ms. Barbano

Student Council

The purpose of the Student Council is to promote the general student and community welfare. In keeping with this purpose, the Student Council provides activities for the student body, conducts philanthropic fundraisers, maintains the county paper recycling effort, etc. The Council is comprised of elected Executive Officers including the president (conducts monthly meetings under the supervision of the faculty advisor), a vice-president (assumes the duties of the president in his/her absence), a recording secretary (records monthly meeting notes), and a corresponding secretary (writes reminders, thank you notes, and other remarks to student council representatives, the student body, faculty, staff, and community members, communicates in writing to philanthropic societies, etc.). The remainder of the Student Council consists of homeroom representatives (elected by their classmates) and other students interested in improving our school and community.

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle school level students. NJHS honors those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. These characteristics have been associated with membership in the organization since it's beginning in 1929.

Allow me to share some of the general guidelines of this auspicious organization and its implementation within our school:

Who is eligible for NJHS?

In accordance with national standards set by NJHS, students will first qualify for an invitation through their demonstration of success in the area of scholarship. Students in 7th or 8th grade with a cumulative GPA of 3.5 or higher on a 4-point scale can pick up an application if they feel they have met all the requirements at the end of September/beginning of October. That sheet will detail examples of their accomplishments in the remaining areas of Leadership, Service, Character, and Citizenship.

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Who chooses inductees into the NJHS?

After students fill out the information sheet and the required recommendation forms from teachers and/or other adults, all of their qualifications will be reviewed by our Faculty Council. The Faculty Council is an anonymous group of faculty members that makes final decisions about who will be invited for induction into the NJHS. The Faculty Council also serves as the group to determine if a student should be dismissed because of a failure to meet expectations in one of the five areas of Scholarship, Leadership, Service, Character, or Citizenship. The NJHS advisors do not have a vote on the Faculty Council and will not be making any decisions regarding acceptance, rejection, or dismissal.

What does an exemplary NJHS candidate look like?

Scholarship: Students who have a cumulative grade point average of 3.5 or higher (on a 4.0 scale), as established by the Faculty Council, meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, character and citizenship.

Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

Citizenship: Students who are good citizens work together to improve not only their lives, but also the lives of their fellow citizens. Good citizenship requires that they remain strong and vigilant in protecting the freedoms and rights that have been granted to all and in preventing injustice.

What do you do in NJHS? The goal of NJHS is to build leaders and conduct service projects. The particular activities are up to NJHS members. Whether our Chapter selects car washes, fundraisers, leadership retreats, or team-building activities will be decided once our charter members are inducted this spring.

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Textbooks

When students return textbooks to their teachers, they must be sure that they are in approximately the same condition, which they were in when they were assigned. To make sure that the books are returned in the best condition possible, each student must follow these rules concerning all his books:

1. All textbooks must be covered at all times.
2. No papers or pencils are to be kept within books.
3. There should be no writing on book pages or covers.

Unauthorized Areas

Students are not permitted to leave the middle school grounds at any time during their school day or while participating in any co-curricular activity. This means that from the time you arrive at school until the time you depart, such locations as Hillside School, all roads, private homes and yards, stores, woods, parking areas and any other unauthorized areas of the school grounds are definitely *off limits* for our students.

Vacations

It may be necessary for a family to schedule vacation during the school year. **Vacations are strongly discouraged** in order to prevent a disruption of the student's educational process however, such vacations will be allowed with the following provisions:

1. Vacation days are to occur in chronological order, and the beginning and ending vacation period will be so noted in writing by the parents.
2. The parents will arrange to receive school assignments for the period of the vacation in order that the pupil may keep abreast of the class work, or assigned written work will be given upon return of the pupil to school.

The Board does not expect the teachers of students who go on a family vacation during the school year to provide after school tutoring for instruction missed during the vacation period.

The students are responsible to make up all missed schoolwork with the reasonable assistance of the Teacher and the support and cooperation of the parents.

Vandalism

Willful, malicious destruction of school property will be reported immediately to the Main Office and appropriate action will be taken including billing the parents of the student(s) involved for repair. Posters, banners, etc. should not be affixed to painted surfaces.

W.A.T.C.H. (Words, Actions, Thoughts, Character, and Habits)

The Harrington W.A.T.C.H. program will be implemented this school year to highlight, celebrate and recognize our students when they consistently "own" their words, actions, thoughts, character and habits

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towards others. Our teachers will nominate you for our WATCH recognition ceremonies. The vision of this program is building a sense of belonging and school community with expectations of doing what is right and owning your choices.

The following poem is our anchor as we continue our journey together!

The Essence of Destiny

*Watch your thoughts, for they become your words.
Choose your words, for they become your actions.
Understand your actions, for they become your habits.
Study your habits, for they will become your character.
Develop your character for it becomes your Destiny.*

Walking Home

Students are not permitted to walk home from school. Bus transportation by our district is a privilege provided to all students for student safety. **Students who do not wish to ride the bus are not permitted to walk home from school.** If a student does not wish to ride the bus home, parents may provide transportation to and from school.

What to do if.....

A lunch is left home:

Deliver it to the school office. The student will be notified and is responsible for coming to the security office and/or vestibule to claim it.

Your child becomes ill at school:

A student who becomes ill at school is taken to the nurse's office. If it becomes necessary to send your child home because of illness, you will be notified and requested to provide transportation.

Something is lost on a school bus:

Call the school office and report the loss. The article will be traced from this point and you will be notified if it is found. You may also call transportation at 856-778-6905.

You want to meet with a teacher:

Call or email your child's teacher to arrange a conference. Each staff member's telephone extension and e-mail address is listed on our website at www.mtlaurelschools.org. Look under an individual school's staff roster for contact information.

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You want to meet with your child’s team:

Contact the team leader or school counselor for your child’s team to arrange a common meeting time with their teachers. Please be advised that team meetings will take place during a specified time of the school day for each team. Team leaders and Counselors are as follows:

Hall	House	Team	Team Leader	Counselor
Blue	Oasis	7D	Mr. T. Wasco	Ms. Maryellen Slott
		8D	Mr. B. Stewart	
	Zephyr	7A	Mr. M. Mortimer	
		8A	Ms. J.Savell	
Gold	Everest	7E	Ms. S. Martin	Ms. Sharon Sheehan
		8E	Ms. K. Coffield	
	Phoenix	7C	Mr. J. Dunn	
		8C	Ms. J. Lippold	
Health/PE			Mr. J Weipz	
Cycle 7/8			Ms. M. Barrett/ Mr. T. Chirip	

APPENDICES

BIBLIOGRAPHY FORMAT GUIDELINES

1. These types/forms are only examples.
2. Use your source information to complete your bibliography. If you have any questions or concerns consult with your teacher.
3. Bibliography entries are listed in alphabetical order according to the author's last name or the first word in the title (Always ignore "A", "An", and "The").
4. Only the first line of each entry begins at the margin. If the entry is longer than one line, indent the lines that follow.
5. Use the abbreviation "p." for the word page. For more than one page - use "pp."
6. Each entry should be single-spaced, but skip a line between each entry.

Book Forms

Book - one author

Wheelen, Richard. Sherman's March. New York: Crowell, 1978.

Last Name, First Name. Book Title. Where published: Publishing Company, Copyright Year.

Book - two authors

Yates, Raymond F., and Michael Parks. Space Rockets and Missiles. New York: Harper and Brothers, 1966.

Last Name, First Name and First Name Last Name. Book Title. Where published: Publishing Company, Copyright Year.

Book - three or more authors or editors

Pratt, Robert A., et al., eds. Masters of British Literature. 2 vols. Boston: Houghton, 1956.

Last Name, First Name. et. al., eds. Book Title. Volume Number. Where published: Publishing Company, Copyright Year.

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Encyclopedia Forms

One Volume of a multi-volume work

Benton, William B. Discovering a New World. Vol. 1 of The Annals of America. New York: Encyclopedia Britannica, 1968.

Last Name, First Name. Book/Topic Title. Volume Number of Book Title. Where Published: Publishing Company, Copyright Year.

Encyclopedia Article - signed text version - *if the article is initialed rather than signed, check in the index of authors (usually located in the opening section of each volume) for the author's full name*

Wallis, Wilson D. "Superstition." World Book Encyclopedia. Philadelphia: Smith, 1970.

Last Name, First Name. "Topic Title." Book Title. Where Published: Publishing Company, Copyright Year.

Encyclopedia Article - unsigned text version

"Nutrition." World Book Encyclopedia. Akron: Houghton, 1970.

"Topic Title." Book Title. Where Published: Publishing Company, Copyright Year.

Computer Encyclopedia Bibliography Form

"Elephant Seal." Grolier's Encyclopedia. 1995-ed. Computer CD-ROM.

"Article Title." Encyclopedia Title. 1998-ed. Computer CD-ROM.

Periodicals (newspapers, magazine articles, and EBSCO)

Signed Periodical

Hughes, Robert. "Futurism's Farthest Frontier." Time. July 9, 1979. pp. 58-59.

Last Name, First Name. "Article Title." Periodical Title. Date and Year. Page Numbers.

Unsigned Periodical

"Change Way of Death." Time. April 11, 1969, p. 22.

"Article Title." Periodical Title. Date and Year. Page Numbers.

Signed Newspaper Article

Endorst, Jeff. "Afro-Asian Block Will Seek Expanded Role." Milwaukee Sentinel. July 9, 1979, p. D2.

Last Name, First Name. "Article Title." Periodical Title. Date and Year. Page Number.

Unsigned Newspaper Article - For an unsigned story, simply omit "editorial"

"Some Better Way to Curb Teen Drinking." Editorial. Milwaukee Journal. June 17, 1979, p. C9.

"Article Title." Periodical Title. Date and Year. Page Numbers.

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Other Sources

Signed Pamphlet

Laird, Jean E. The Metrics Are Coming. Burlington, Iowa: National Research Bureau, 1976.
Last Name, First Name. Pamphlet Title. Where Published: Publishing Company, Copyright Year.

Unsigned Pamphlet - with no author, publisher, or date.

Pedestrian Safety. (United States): n.p., n.d.
Pamphlet Title. (Where Published): n.p., n.d.

Government Publication

Congressional Quarterly Service. Congress and the Nation: A Review of Government in the Post-war Years. Washington, D.C.: GPO, 1965.
Publishing Group/Company. Government Publication Title. Where Published: Publishing Company, Copyright Year.

Radio or Television Program

“An Interview with Sadat.” 60 Minutes. CBS, November 11, 1979.
“Title.” Program Title. Station Title, Date and Year.

Personal Interview

Smith, John K. “Transportation Problems Today.” Personal Interview. September 13, 1965.
Last Name, First Name. “Interview Title.” Personal Interview. Date and Year.

Computer Software

Shapiro, Marvin, and Ted Salzman. Bibliography Generator. Computer software. Educational Activities, 1987. PC-DOS 2.11, 256 KB, disk.
Author’s last name, first name. Software Title. Computer software type. Publisher, date. Operating system design, units of memory, program form.

Online Databases

Schomer, Howard. “South Africa: Beyond Fair Employment.” Harvard Business Review. May-June 1983: 145+. Dialog file 122, item 119425833160.
Author’s last name, first name. “Title of the article.” Title of the publication. Date of the publication: pages. Type of service, access or identifying numbers within the service.

World Wide Web

Schwartz, Robert. “The Cold War Revisited: A Splintered USSR.” Available <http://coldwar.server.gov/index/cold.war/countries/former.soviet.block>. November 1, 1999.
Author. “Title of item.” Available <http://address/filename>. Date of document or download.

E-mail

Rule, Christopher. Nile River Research Project results. available e-mail: student@smallvillehigh.edu from ertr@informnsk12.mn.us. October 2, 1999.
Author of e-mail message. Subject line of the message. Available e-mail address: date of document.

Harrington Middle School 2018-2019 Student Handbook

District Calendar

Mount Laurel Township Schools 2018-2019 School Year Board Approved: March 27, 2018

September 2018

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October 2018

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

November 2018

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December 2018

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

January 2019

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Note: If inclement weather or other emergencies force the district to close, student school days will be made up in the following order: 8/21, 24, 25, 26, 27.
Do not make irrevocable plans for Spring Recess or Emergency Make-Up Days.

3	September (15 student/17 staff days) Labor Day (SC)
4	Teacher In-service (SC for students)
5	Teacher In-service (SC for students)
6	First Day Classes - Gr. K-8 (Full Day)
10	Rosh Hashanah (SC)
19	Yom Kippur (SC)
8	October (22 student/23 staff days) Teacher In-service (SC for students)
8,9	November (18 student/18 staff days) NJEA Teacher Convention (SC)
15	District-wide Evening Conferences
16	District-wide Afternoon Conferences (ED)
19	Conferences (ED) - K-4 Evening - 5-8 Afternoon
20	Conferences (ED) - K-4 Afternoon - 5-8 Evening
21	Thanksgiving Recess (ED)
22,23	Thanksgiving Recess (SC)
21	December (15 student/15 staff days) Winter Recess (ED)
24-28,31	Winter Recess (SC)
1	January (21 student/21 staff days) Winter Recess (SC)
21	Martin Luther King, Jr. Day (SC)
1	February (18 student/19 staff days) Afternoon Teacher In-service (ED)
15	Teacher In-service (SC for students)
18	President's Day (SC)
6	March (21 student/21 staff days) Conferences (ED) - K-4 Evening - 5-8 Afternoon
7	Conferences (ED) - K-4 Afternoon - 5-8 Evening
21	Afternoon Teacher In-service (ED)
1	April (16 student/16 staff days) Eve of Passover/Good Friday (SC)
22-26	Spring Recess (SC)
27	May (22 student/22 staff days) Memorial Day (SC)
19	June (14 student/14 staff days) Students (ED)/Staff (Full Day)
20	Last Day - Students (ED)/Staff (Full Day)

February 2019

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

March 2019

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2019



Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2019

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June 2019

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

EMERGENCY SCHOOL CLOSING #659
Teacher Days - 186; Student Days - 182
Early Dismissal (ED) - 
Schools Closed (SC) - 

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Harassment, Intimidation and Bullying Policy

Mount Laurel Board of Education Policy # 5131.1

The Mount Laurel Board of Education has adopted a comprehensive Policy on Harassment, Intimidation and Bullying as prescribed by New Jersey's Public Law 2010, Chapter 122, known as the Anti-Bullying Bill of Rights. The intent of this law, and Mount Laurel Board Policy 5131.1, is to ensure positive school climates that promote civility, respect and caring.

Under the new Board Policy, harassment, intimidation or bullying is defined in part as "any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived to be 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".

It is important for parents to know that the law and policy cover incidents of harassment, intimidation and bullying that occur on school grounds, at school-sponsored functions, on school buses and off school grounds (such as in the case of electronic communications) when those acts substantially disrupt or interfere with the orderly operation of the school or the rights of other students.

The policy requires that students, parents, staff members and school volunteers receive training on the prevention of bullying as well as the procedures for reporting and promptly investigating related complaints. It outlines expected behavior for students and details consequences and remedial action for those who commit acts of harassment, intimidation and bullying.

Twice annually, under the policy, the Superintendent of Schools will report all acts of violence, vandalism, and harassment, intimidation or bullying to the Board of Education and to the New Jersey Department of Education. Information related to those reports will be included in a State Report Card for each school that will be posted on school websites.

A link to Mount Laurel Board Policy #5131.1 in its entirety can be found on our district website at: www.mtlaurelschools.org. It may also be obtained by mail by contacting the District Anti-Bullying Coordinator listed below.

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Pursuant to Board Policy 5131.1, Mount Laurel School District has appointed a District Anti-Bullying Coordinator and a School Anti-Bullying Specialist in each of our eight schools. Contact information is as follows:

District Anti-Bullying Coordinator

*Kelly Neiman - Mount Laurel Hartford School
397 Hartford Road, Mount Laurel, NJ 08054
Telephone - 856-231-5899*

Countryside School Anti-Bullying Specialist

*Claudia Horner - 115 Schoolhouse Lane
Mount Laurel, NJ 08054, Telephone - 856-234-2750*

Fleetwood School Anti-Bullying Specialist

*Jennifer Murphy - 231 Fleetwood Avenue
Mount Laurel, NJ 08054, Telephone - 856-235-3004*

Hillside School Anti-Bullying Specialist

*Brenda Betley - 1370 Hainesport-Mount Laurel Road
Mount Laurel, NJ 08054, Telephone - 856-235-1341*

Larchmont School Anti-Bullying Specialist

*Aimee Zabel- 301 Larchmont Boulevard
Mount Laurel, NJ 08054, Telephone - 856-273-3700*

Parkway School Anti-Bullying Specialist

*Jessica Tisa - 142 Ramblewood Parkway
Mount Laurel, NJ 08054, Telephone - 856-235-3364*

Springville School Anti-Bullying Specialist

*Michael Sansone - 520 Hartford Road
Mount Laurel, NJ 08054, Telephone - 856-231-4140*

Mount Laurel Hartford School Anti-Bullying Specialists

*Marc Cianfrani and MaryBeth Perella - 397 Hartford Road
Mount Laurel, NJ 08054, Telephone - 856-231-5899*

Thomas E. Harrington Middle School Anti-Bullying Specialists

*Maura Nixon - 514 Mount Laurel Road
Mount Laurel, NJ 08054, Telephone - 856-234-1610*