

**A.S. Faust Intermediate School
East Rutherford, NJ 07073**

**Student Handbook
2016/2017 School Year**



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ALFRED S. FAUST SCHOOL
100 Uhland Street
East Rutherford, NJ 07073
Mrs. Regina Barrale, Principal
Phone: (201) 804-3100 ♦ Fax: (201) 804-7669
rbarrale@erboe.net

Dear Parents/Guardians:

Welcome to a new school year and the exciting opportunity that each year provides for our students. It is with great pleasure that I am able to serve you and your children as the A.S. Faust Intermediate School Principal.

This handbook has been prepared as a guide for you to become acquainted with the policies and procedures that will be followed during the 2016-2017 school year. It is important that you read this handbook carefully so that you are aware of our guidelines.

Besides teaching our students essential instructional skills, we strive to instill in them a lifelong love of learning and inquiry, positive self-esteem, and responsible citizenship. At Faust School, we never lose focus of our primary goal: educating our children in a safe, nurturing and respectful environment. Our teachers and staff members are devoted to improvement and are persistent in working to ensure that our school stands ready to meet the needs and challenges of every student.

As with any guide, this handbook serves as a framework. A complete copy of the East Rutherford By-Laws, Policies and Regulations are available in each school building and on our website.

Throughout any given school year, this handbook may be adjusted and updated to reflect policy changes as the need arises. If you have any questions about the school program, activities, rules or procedures, please don't hesitate to contact me.

As we work collaboratively to continually build upon our strengths and improve areas in need, it is vital to remember that our schools truly exist for one reason and one reason only...for our students, your children.

My warmest regards for a successful and enjoyable school year. I look forward to our partnership in support of your child's education.

Sincerely,

Regina Barrale

Regina Barrale

Principal

EQUAL EDUCATIONAL OPPORTUNITY (Ref. Policy 5750)

A.S. Faust School directs that all students enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with the law. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, pregnancy (ref. Policy 5752), affectational or sexual orientation or sex, social or economic status, or disability. A.S. Faust School shall assure that all students are free from harassment, sexual or otherwise.

It is the policy of A.S. Faust School to ensure equal and bias-free access to all school facilities, courses, programs, activities, and services, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. (Ref. Policy 5755)

A.S. Faust School directs the assignment of students to the schools, programs, and classes of this district consistent with the best interests of students and the best uses of the resources of this district. (Ref. Policy 5120)

A.S. Faust School believes that the educational goals of this district are best implemented by a student's exposure to the entire educational program and that every student enrolled in this district should be encouraged to complete the program of instruction appropriate to his/her needs. No student below the age of sixteen will be permitted to withdraw from school. (Ref. Policy 5130)

Anyone who feels that his or her rights have been violated may file a grievance or complaint with the East Rutherford School District through the Affirmative Action/Title IX Officer pursuant to board policies and Administrative Regulations, copies of which are available in the school offices and library/media centers.

*Affirmative Action/Title IX Officer: East Rutherford School District Affirmative Action/Title IX Officer: Regina Barrale, Faust Intermediate School, 100 Uhland Street, East Rutherford, NJ 07073
Phone: 201-804-3100
E-Mail Address: rbarrale@erboe.net*

NOTE: The term "parent" is used throughout the Handbook to signify any legal guardian of the student. All Board policies can be accessed online.

ADMINISTRATION, FACULTY, AND SUPPORT STAFF

SUPERINTENDENT OF SCHOOLS: Giovanni Giancaspro

PRINCIPAL: Regina Barrale

OFFICE/SECRETARIES AND PHONE NUMBERS		
Superintendent's Office	Mrs. Karen Dolinsky	201-804-3107
Board Office	Mrs. Louise Barone	201-804-3100 ext. 2001
Principal's Office	Mrs. Pat Monks	201-933-2295
Lobby Office	Ms. Robyn White	201-804-3110
Guidance Office	Ms. Abbey Rabinovich	201-804-3104
CHILD STUDY TEAM		
Director of Student Support Services -CST Coordinator	Mrs. Jessica Ballester	201-804-3125
School Psychologist	Dr. Jamie Lee	201-804-6317
School Social Worker	Mrs. Renee Romaglia	201-804-3114
Learning Disabilities Consultant	Mrs. Donna Liloia	201-705-5260
Learning Disabilities Consultant	Mrs. Danielle Esposito	201-804-3124
Secretary	Mrs. Sandi Esposito	201-804-3126

TEACHER EMAIL ADDRESSES

Please visit www.erboe.net to access our teacher webpages

Addeo, Brittany	baddeo@erboe.net
Alberta, Amanda	aalberta@erboe.net
Banca, Alyssa	abanca@erboe.net
Barnett, Tracy	tstreicher@erboe.net
Barone, Kelly	kbarone@erboe.net
Bayeux, Christine	cbayeux@erboe.net
Bender, Ellen	ebender@erboe.net
Cerny, Lisa	lcerny@erboe.net
Cevetillo, Lauren	lcevetillo@erboe.net
Cocozzo, Philip	pcocozzo@erboe.net
Colavito, Paul	pcolavito@erboe.net
Cuello, Synthia	scuello@erboe.net
DiLascio, Kathleen	kdilascio@erboe.net
Dinan, Christina	cdinan@erboe.net
Dizdarevic, Hana	hdizdarevic@erboe.net
Dwyer, Caitlyn	cdwyer@erboe.net
Esposito, Danielle	desposito@erboe.net
Fox, Mercedes	mfox@erboe.net
Gentry, Jamie	jgentry@erboe.net
Gerity, Jessica	jgerity@erboe.net
Holder, John	jholder@erboe.net
Krantz, Rebecca	rkrantz@erboe.net
Koch, Loren	lkoch@erboe.net
Lahullier, Karen	klahullier@erboe.net
Majsiak, Zach	zmajsiak@erboe.net
Malabrigo, Beverly	bmalabrigo@erboe.net
O'Connor, Tonia	toconnor@erboe.net
Pappas, Gina	gpappas@erboe.net
Paronzini, Debora	dparonzini@erboe.net
Petratis, Marilyn	mpetratis@erboe.net
Rabinovich, Abbey	arabinovich@erboe.net
Romano, Jesse	jromano@erboe.net
Schweikardt, Diann	dschweikardt@erboe.net
Schweikardt, Jeffery	jschweikardt@erboe.net
Thomas, Mabel	mthomas@erboe.net
Valeo, Jaclyn	jvaleo@erboe.net
Vanasco, Tracy	tvanasco@erboe.net
Velasquez, Nancy	nvelasquez@erboe.net
Webb, Kristen	kwebb@erboe.net
Wilhelm, Kristin	kwilhelm@erboe.net
Yang, Di	dyang@erboe.net

SCHOOL HOURS

Faust Students will be allowed in the building at 7:54 AM with classes beginning promptly at 8:03 AM. Classes will be dismissed at 2:40 PM.

Those students walking to school **should not** arrive prior to 7:45 AM. If it is necessary to enter the building before 7:54 AM, please report directly to the Main Lobby. In case of inclement weather, the gym will be opened at approximately 7:30 AM for bus students.

There is no loitering inside or outside of the building once the dismissal bell has rung. If a student does not have an afterschool appointment with a staff member, he/she is to go directly home.

BELL SCHEDULES 2016/2017

	Faust 2016/2017		Delayed Opening	One Session Day
HR	7:54-8:03	HR	10:30-10:35	7:54-8:01
Class 1	8:05-9:01	1	10:37-11:15	8:03-8:39
Class 2	9:03-9:59	2	11:17-11:55	8:41-9:17
Class 3	10:01-10:57	3	11:57-12:35	9:19-9:55
LUNCH	11:00-11:45		LOCKERS	LOCKERS
Class 4	11:48-12:44	4	12:39-1:18	9:59-10:36
Class 5	12:46-1:42	5	1:20-1:59	10:38-11:15
Class 6	1:44-2:40	6	2:01-2:40	11:17-11:54
Extra Help/ Detention	2:40-2:54		2:40-2:54	No afterschool

SINGLE-SESSION DAYS

All classes will meet with a shortened schedule. Faust School: School will begin at 7:54 AM, with dismissal at 11:54 AM. There will be no lunch period. Students are welcome to bring a snack.

SCHOOL CLOSINGS

The primary system for emergency notification will be through an automated telephone emergency call system and posted on our website, www.erboe.net. Please make sure all necessary forms are completed and submitted to the office in order to notify you properly.

DELAYED OPENINGS

At times, the inclement weather is not severe enough to close school for the entire day. However, safety dictates extra caution in the process of getting to school. In the event of a delayed opening, you will be notified through the Emergency Computer Telephone Alert System.

The school day will be as follows on days of delayed opening:

Faust School 10:30 AM – 2:40 PM

Note: Lunch will not be served on delayed opening days and all students are advised to bring a snack to school on such days.

Note: Bussing will be delayed by 2.5 hours on days of delayed opening.

- 1st bus-Grades 5 & 6- 9:55 a.m.
- 2nd bus-Grades 7 & 8- 10:10 a.m.

All Emergency School closings and delayed openings will be posted on the school web site:

www.erboe.net

PLEASE DO NOT CALL THE SCHOOL OR POLICE HEADQUARTERS. THE TELEPHONE LINES MUST REMAIN OPEN TO HANDLE OFFICIAL BUSINESS.

STUDENT ATTENDANCE

All students are expected to maintain regular school attendance. There is a proven relationship between good attendance and excellent achievement. The following rules are intended to improve accountability. We rely on parent support to reinforce consistent student attendance. (Ref. Policy 5200)

Absences

- The parent is to contact the school daily at 201-804-3110 to report a student's absence. If a parent does not contact the school, the school will attempt to contact the parent by the conclusion of the day.
- Parents may call the office at 201-804-3110 no later than 9:00 a.m. to request the homework that your child will miss during their absence. – The work may be picked up from the front lobby between 2:00 and 3:00 p.m. or it can be sent home with another student. (All completed assignments will be due within 3 days after the absence.)
- The student is to present a written explanation for absence signed by the parent to the homeroom teacher.
- If a student has five consecutive absences, the attendance officer will be notified.
- If a student is on a family trip, the parent must provide written notification to the appropriate administrator at least one week prior to the absence and contact his/her teachers to obtain assignments. The administrators will inform all appropriate staff of the student's name and duration of the absence.

LATENESS/EARLY DISMISSAL/TARDINESS (REF. POLICY 5230 & 5240)

Students are expected to arrive to school and all classes on time. If a student is late to school, he/she must enter the building and report to the office. All 5th grade students who are late must also report to the main office, rather than going straight to the Annex for classes. The office **MUST** receive either a note or a phone call from the tardy student's parent/guardian by 10 a.m. explaining the reason for the student's lateness - all other incidents of tardiness will be considered unexcused. Lunch detention will be issued for unexcused lateness.

Every 4 days tardy= 1 unexcused absence

Parents requesting their child be excused from school before the school day is ended must send written verification in advance stating the reason, time, and who will pick up the student. Under no circumstances will any student be permitted to leave the school unless accompanied by an adult with proper identification. Students will only be released with written notification by a parent and approval of the school Principal.

BUS TRANSPORTATION

Riding the school bus is a privilege, not a right. Proper behavior and actions will guarantee this privilege. While riding the school bus, students are governed by the New Jersey State Law, which in part states: "A student may be excluded from bus transportation for disciplinary reasons by the principal. If this occurs, the parent will be responsible for his/her transportation to and from school during the period of such exclusion."

Students must wait for the bus at the stop nearest their residence.

The bus stops are as follows:

Bus Stop Number	Location
Stop #4	Central Ave. & Oak Street (Willow Wood)
Stop #5	Herrick St. & Hillside Terrace
Stop #6	McKenzie School (Front of School/Carlton Ave)
Stop #7	Locust Lane & Carlton Ave.
Stop #8	Monarch/Schindler Court

There will be two pick-ups at each as follows:

All 5th & 6th Grade students will take the **7:20 a.m.** bus

All 7th & 8th Grade students will take the **7:40 a.m.** bus

All students residing at the Monarch will take the **7:30 a.m.** bus

Students must arrive at their designated bus stop at least 5 minutes prior to their scheduled pick up time. Tardiness may result in your child missing the bus and he/she will need to find an alternate form of transportation.

At the end of the school day, the buses will make two trips to transport students back to the bus stops. The first bus will leave the school at approximately 2:40 p.m. The second will leave at approximately 2:55 p.m. The bus for Stop #8 departs when all students are accounted for. Beginning September 12th, a third bus will be provided and will leave at approximately 3:40 p.m., Monday through Thursday, and make all five stops.

Students are not to ask the bus driver to make unscheduled stops. All bus students must take the bus unless a note from a parent states otherwise. **ONLY BUS STUDENTS ARE PERMITTED TO RIDE ON THE BUS.** Students are not permitted to use the bus as a means of transportation to a classmate's house after school. During single-session days, students needing transportation afterschool for child care reasons must present a bus release form found on our website www.erboe.net. Permission from the principal is required for extenuating circumstances in order to ride on the school buses.

In case of a bus emergency, students are to proceed to the exits as they have been taught in evacuation drills.

SCHOOL BUS SAFETY RULES

All students that take the school bus, or any bus transportation sponsored by the school, must abide by the following rules:

- Wait orderly and calmly for the bus to arrive.
- Make certain the bus has stopped before approaching it.
- No pushing or shoving to enter bus; one at a time getting into and off bus.
- Everyone is to be seated and "buckled in" (it's the law) - once they get on the bus. No saving seats.
- Move to the first available seat closest to the window.
- There will be absolutely no standing on the bus or sitting on the back rest of the seats.
- There is to be no yelling in the bus or out of the window.
- No part of the body is to be out of the window.
- Windows are to be opened ½ way ONLY, for students' protection.
- No one is to be out of their seat for any reason once the bus is moving.
- Everyone is to make certain that the bus has come to a complete stop before unbuckling to exit.
- Everyone is to be courteous and respectful to the bus driver and bus aide and must follow his/her directions.
- All students must take the bus, unless a note from a parent states otherwise.
- All students are expected to behave responsibly or will be excluded from riding the bus for misbehavior.

Students violating these rules will be handled in the following manner:

- The bus driver is to report any offense to the principal's office immediately
- Parents will be called and the offense will be reported to them; however, if parents cannot be reached by telephone, an email or letter will be sent to them
- Students may be excluded from riding the school bus for misbehavior and parents must assume the responsibility of transporting them to and from school
- Parents will be responsible for any damages done by their child

- To verify that the safety rules have been read, both student and parent will be requested to sign a form outlining the above safety procedures

EMERGENCY DRILLS

State law requires that there be one fire drill and one emergency drill per month. Exit directions are posted in all classrooms. For extra safety precautions, the principal may call for a code blue or stay put situation for unexpected medical emergencies.

LOCK AND LOCKER

Students in grades 6-8 have a locker in which to keep personal belongings while they are in school. School policy does not permit locks other than those issued by the school. Students who violate this policy will have their personal lock cut off and removed from their locker. Students will retain possession of their locks for their entire time at Alfred S. Faust Intermediate School. Because of the large investment in locks and the increase in prices, we are requiring a deposit of \$10.00. "Recycled" or "previously owned" locks are also available with a deposit of \$5.00. This deposit will be returned to the student when they graduate or move out of the school district. At no time should the locker be unlocked. Report any locker or lock not operating properly to the homeroom teacher immediately. Students are not permitted to decorate their classmate's lockers at any time. Lockers will be inspected throughout the year. Please do not bring anything to school but your required materials. Normally, a student's privacy will be respected, but in an emergency situation, it may become necessary for the school to gain access to a locker.

LOST AND FOUND

Many valuable articles of clothing, sneakers, books, etc. are turned in to the school lobby. If the student's full name is on them, they can be returned quickly without inconvenience. The Lost and Found Box is located in the nurse's office and the boys & girls locker rooms. Students are encouraged to check these areas often for items. Cell phones, jewelry, watches, eyeglasses, and valuable items are kept in the main office. Any items not claimed will be donated to local charities throughout the school year.

TRANSFER CARDS

Every student transferring to another school must obtain a transfer card from the main office. The student's medical record is also attached to this card. Please contact the administrative assistant as soon as possible if you are going to move out of the district. All of the student's records will be forwarded to the new school after we receive notification of enrollment and a request for the records.

HONOR ROLL STANDARDS (Ref. Policy 5440)

The Honor Roll is an academic recognition for achievement of the highest caliber. It is hoped that the students strive for excellence in all areas. Grades 5-8 will be listed on the Honor Roll.

The Honor Roll consists of two sections:

Principal's Honor Roll: Grades of A- (90 or above) in all subjects and no citizenship grade below a (2) Satisfactory.

Commendable Honor Roll: Grades of B (83 or above) in all subjects and no citizenship grade below a (2) Satisfactory.

A grade lower than a B (83) or any mark in citizenship below a (2) or Satisfactory will disqualify a student from the Honor Roll.

GRADING SCALE (Ref. Policy 5440)

Grade	Percent Scale	Citizenship	Description
A+	97-100	H=1	Honorable
A	93-96	S=2	Satisfactory
A-	90-92	N=3	Needs Improvement
B+	87-89	U=4	Unsatisfactory
B	83-86		
B-	80-82		
C+	77-79		
C	73-76		
C-	70-72		
D	66-69		
F	0-65		

INTERIM PROGRESS AND REPORT CARD (Ref. Policy 5420)

Report cards are issued at the end of each of the four (45 day) marking periods. In addition to the subject grade, there are marks given for Citizenship. All report Cards and Interim reports are mailed home and available on-line in the Genesis Gradebook.

To view your child's grades please log onto Genesis at <https://parents.genesisedu.com/erboe/parents>

PROMOTION AND RETENTION (Ref. policy 5410 & 5412)

Promotion from Grades Five, Six, Seven, and Eight shall be based upon the recommendation of the teacher and the approval of the Principal under the following conditions:

- ✓ The final average of the subjects combined shall be a passing grade 66; subject to administrative review.
- ✓ In grades five, six, seven, and eight, the general average of the five major subjects: Mathematics, Science, Social Studies, English, and Reading (if applicable) shall be a passing grade of 66.

- ✓ A failing grade below 65, in two or more major subjects, will result in retention and or summer school. Any student who is retained may attend an approved summer school program to make up the failing grades at parental expense.

Promotion policies and procedures will be provided to parents as appropriate. Parents and students shall be regularly informed during the school year of the student's progress toward meeting promotion standards. A teacher who determines that a student's progress may not be sufficient to meet promotion standards shall notify the parents and the student and offer immediate consultation to the student's parents. Every effort shall be made to remediate a student's deficiencies before retention is recommended. Any student considered to be at-risk of retention shall be referred to the Intervention and Referral Services Team. The parents and, where appropriate, the student shall be notified of the possibility of the student's retention at grade level in advance and, whenever feasible, no later than six (6) weeks prior to the end of the school year.

School attendance shall be a factor in the determination of a student's promotion or retention. Only extenuating circumstances should permit the promotion of a student who has been in attendance fewer than one hundred eighty-three (183) days during the school year.

Classroom teachers shall recommend, to the Building Principal, the promotion or retention of each student. Parents may appeal a promotion or retention decision to the Principal, whose decision shall be final.

HOMEWORK

In order for a student to be able to focus on their academics, they must have a home environment that is conducive to good study habits. The parent needs to provide support and regularly monitor the child's homework activity through a daily review of the homework planner notebook and Genesis Parent Portal. If assignments need clarification, please contact the teacher. Homework is designed to reinforce the skills and concepts taught during the day and serves as a foundation for the next day's lesson. School policy mandates that there be a specific amount of homework each day for each grade level, as follows: 5th – 8th grades-not to exceed 1 to 1 ½ hours. It is not an excessive amount of time, and is necessary, practical, and beneficial to our students. Some assignments are short-term while others are of a long-term nature.

TEXT BOOKS AT LOCAL LIBRARY (T.A.L.L.)

A set of textbooks currently in use in all grades, 2nd through 8th, is on permanent loan to the East Rutherford Memorial Library located at 143 Boiling Springs Avenue. Should any student find that they are without a needed text or workbook at home, they will then be able to go to the reference section of the Library and use the books there. Since the books must remain in the Library at all times, copies of pages may be made at a minimal cost and then worked on at home.

SUMMER MATH AND READING PROGRAMS

Students entering grades 5-8 will be required to complete a summer reading and math assignment which is counted as a grade for the first marking period. Both assignments are to be handed in and finished at the beginning of the school year in September.

N.J. DEPARTMENT OF EDUCATION PARCC ASSESSEMENT

In 2016, the Partnership for Assessment of Readiness for College and Careers (PARCC) assessments replaced the previously existing statewide assessments, the NJASK in grades 3-8, and HSPA in high school. This assessment is taken by the students on a school issued computer.

The PARCC assessments are aligned to the New Jersey Student Learning Standards (NJSLS) and were created to measure students' ability to apply their knowledge of concepts rather than memorizing facts. The NJSLS are an internationally benchmarked set of standards for English Language Arts Literacy and Mathematics that focus on college and career readiness.

In English Language Arts (ELA), students will be required to closely read multiple passages and to write essay responses in literary analysis, research tasks and narrative tasks. The assessments will also provide teachers information on student progress to inform instruction and provide targeted student support.

The 8th Grade will continue to take the New Jersey Assessment of Skills and Knowledge (NJ ASK) for Science by using paper and pencil in the spring of 2017. It is currently not tested by the PARCC Assessment.

DRESS CODE (Ref. Policy 5511)

The following dress code has been developed in accordance with Policy No. 5511 and in consultation with staff members, parents, and students of this district.

General Rules

1. Students are expected to be clean and well groomed in their appearance
2. Students are expected to avoid dress and grooming that is likely to create a material and substantial disruption to the school environment
3. Dress or grooming that jeopardizes the health or safety of others or is injurious to school property is not permitted to be worn.

Prohibited Clothing and Articles

The following garments and articles are prohibited in school and at school-sponsored events:

- Extremely low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing
- Skirts, dresses, and pants that **end higher than mid-thigh**
- Outdoor jackets, coats, or hats except when entering or leaving the building and when there is a defect in the heating system in a specific classroom
- Bare feet, flip-flops, unsafe footwear, shoes with cleats, roller-blades, slippers, and strapless/open-back footwear
- Patches and decorations that is offensive or obscene
- Undershirts (underwear) worn without an outer shirt
- In the classroom, clothing required for physical education classes

- Clothing that is overly soiled, torn, worn or defaced
- Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the student's doctor
- Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol, controlled dangerous substances, or tobacco
- Clothing containing profanity or sexual references or innuendoes
- Clothing which includes racial or ethnic violence
- Hats, hoods, visors, headbands, bandanas, and other headgear
- Any clothing that is likely to create a material and substantial disruption to the school environment
- Tank tops are permitted but straps **must** be at least 1 ½" width. **CAMISOLE** style tops are **NOT** permitted.
- Pajama/lounge pants are not permitted unless designated "spirit day" allowing such attire.

Students should follow the dress code in school and at all school sponsored events. Any student in violation of the school dress code will be sent home to change or have their parent/guardian bring appropriate clothing to change into.

Enforcement

- Teaching staff members will report perceived violations of the dress code to the Building Principal or designee, who will interpret and apply the code
- Students who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff in charge of the activity. Students unwilling to comply with this requirement will disqualify themselves from participation
- Students will not be permitted to attend a school-related function, such as a field trip or after-school activity, unless they are attired and groomed in accordance with this dress code and the reasonable expectations of the staff member in charge
- The Principal may waive application of the dress code for special school activity/spirit days
- A student whose dress or grooming has been found by the Principal or designee to violate this regulation may appeal the determination to the Superintendent

Disciplinary action may be taken if the above rules are not adhered to.

STUDENT SUPPORT SERVICES

(Please refer to the Program of Studies for additional information on the student support of services)

CHILD STUDY TEAM

The East Rutherford Child Study Team (CST) consists of a Director of Student Services, School Psychologist, Learning Consultant and School Social Worker. The Speech/Language Specialist, Occupational Therapist, Physical Therapist, School Nurse, and the School Counselor also work in conjunction with the Child Study Team. The team has a number of responsibilities including consultation, identification, classification, and formulation of recommendations for remediation of

learning and behavior problems. Team members also serve as Case Managers for students receiving special education and related services and work closely with both special education and regular education teachers to develop students' Individual Education Programs (I.E.P.). The East Rutherford Child Study Team provides services for students with disabilities from ages three to grade eight.

A referral to the CST can be made by the Intervention and Referral Services Committee, parents, and / or any school staff who recognizes a child's academic difficulties. Once the referred student is identified with a potential learning disability at an identification meeting, a complete CST evaluation will be initiated

Child Study Team evaluations may include assessments by the School Psychologist, Learning Consultant, School Social Worker, Speech/Language Specialist, and other professionals. Specifically, the School Psychologist assesses a child's intellectual abilities, level of adaptive behavior, and helps to explain behavioral development. The Learning Consultant evaluates a child's strengths and weaknesses related to his / her academic levels and learning characteristics. The School Social Worker interviews the parent(s)/legal guardian to determine how the child's home environment relates to the school situation and acts as liaison between the home, school, and community agencies. A Speech/Language Specialist assesses the child's speech and language development. The findings of the team members, including copies of reports, are shared with the parent / guardian and appropriate school personnel at a conference.

If the CST recommends classification and the parent/guardian agrees, there are several types of special education services available within the district. There are Resource Centers, which provide special education services for classified students through pull-out and in-class support instruction. Remediation of specific learning problems in reading, language, spelling, mathematics, and behavior is the primary objective. Special Education services are outlined in a student's IEP and are provided within the least restrictive environment. In addition, various self-contained classes receive concentrated, individualized and small group instruction in academic areas. Mainstreaming into regular classes is recommended as appropriate and outlined in the student's IEP. If the student's needs cannot be met within one of these programs, then a more specialized educational placement is sought in another public school district or in a private school outside of East Rutherford.

SCHOOL COUNSELOR

At Faust School, the counseling program is geared towards shaping each student's academic, social-emotional, career, and life skills development, which is in alignment with the National Standards for School Counseling. The School Counselor promotes and enhances the learning process by working closely with students and their parents to achieve students' overall academic and social success by creating a safe and trusting environment. In working with students, the School Counselor seeks to assist each student to make the most of his or her capabilities and to make realistic and constructive decisions. The School Counselor works cooperatively with general academic teachers, special subject teachers, the Child Study Team, the administration, and with parents to better serve the students of Faust School.

INTERVENTION & REFERRAL SERVICES

The Intervention and Referral Services Team reviews the academic, behavior, and health issues of a student and then develops an Action Plan designed to systematically address any identified concerns. The interventions included in a student's Action Plan may include both in-school and out-of-school interventions.

CRISIS INTERVENTION

The Director of Student Services, School Counselor, School Nurse, Social Worker, School Psychologist, and Principal work as a Crisis Management Team to provide students and families with multilevel assessment of trauma and components of psychological assistance. Although crises faced in schools vary greatly, they may range from those that are more personal, such as the death of a loved one, or to those that affect the broader community, such as school-based violence. Students, staff, and parents should seek assistance from the Crisis Management Team whenever an instance of potential threat of harm to a student becomes evident.

INT

INT is an intervention program developed to improve academic performance and behaviors that impede learning. Faust School teachers are assigned as INT mentors to work with students who appear to be struggling in their classes. The mentors provide strategies for staying organized and focused and encourage students in the program to do their best.

The INT program is designed to not only assist the individual student, but also teachers and parents/guardians as well. Teachers work closely with their students, who are monitored closely through weekly progress reports and regular communication. This program also allows the mentor to help students cope with minor issues they may be experiencing with other students or teachers. The benefits gained from this program can be valuable to both teachers and parent/guardians. Students are provided with support and reinforcement of their class requirements while their mentor keeps an open line of communication with their teachers, parents, or guardian. The goal of the INT program is to help keep the student on a path to success.

SPECIALIZED EDUCATIONAL PROGRAMS

(Please refer to the Program of Studies for additional information on Special Educational Programs)

ESL: ENGLISH AS A SECOND LANGUAGE

The needs of students with limited English proficiency are supported by the English Language Learners Program. Students participating in the ELL Program will receive instruction in comprehension, speaking, reading, and writing in English. The ELL program is based on World-Class Instructional Design Assessment (WIDA) Standards. Their performance is assessed annually using the ACCESS assessment designed for English Language Learners.

HEALTH EDUCATION & FAMILY LIFE CURRICULUM (Ref. Policy 5250)

The Faust School Health Education and Family Life curriculum is designed to help students develop knowledge, attitudes and skills needed to maintain a healthy lifestyle. Our primary focus is for our students to think critically, solve complex problems, and communicate effectively. Students also learn how to improve their health, say “No” to drugs, prevent disease and avoid or modify health risk behaviors.

The New Jersey State Department of Education requires that your child be given instruction in Family Life Education. This part of the health curriculum addresses physical development, abstinence, interpersonal relationships, gender roles, and awareness of sexually transmitted diseases.

Parents may call the school to make an appointment to view the curriculum guide in its entirety. Should you have an objection to any part(s) of the curriculum, you have the right to request-in writing- that your child be excluded from the portion. Should you elect not to formalize a request for exclusion, your assent to the entire program will be assumed.

***Please refer to the Program of Studies and the East Rutherford Board of Education website, www.erboe.net for additional information in Physical Education and Health.**

POLICY AND CLASS REQUIREMENTS FOR PHYSICAL EDUCATION

The safety of our students is a top priority at Faust School. In an attempt to insure the safety and well-being of each and every student, the following requirements are expected to be followed.

Footwear - A sneaker with an arch support that can be laced or velcro strapped is required to participate in physical education class. Sneakers with an open back or weak support are not permitted. Students must also wear socks.

Dress Attire -Both boys and girls locker rooms are available for students to change into their physical education dress attire. Students must change into their physical education clothes daily, and may not wear the same clothes that they come to school in. The students will be allowed to wear athletic shorts or sweat pants. They are also permitted to wear long and/or short sleeve shirts. It is at the discretion of the physical education teachers whether or not the clothing is appropriate to wear. Absolutely no inappropriate designs or writing are to be displayed or visible on the students’ clothing (Ref. Policy 5511).

Jewelry - Jewelry can present a danger to your child. Students may not wear jewelry of any type. Earrings, watches, bracelets, or rings during physical education class are not permitted.

Medical Excuses - If your child is unable to participate in physical education class due to injury, illness or any other medical reason, it is important that you send a parental note to school to give to your child’s physical education teacher and/or school nurse. The physical education teacher can only accept a parental note for a total of 5 days. Once 5 days have passed, a written physician statement is required and must be given to the school nurse.

Non-Participant Assignments - Students who are unable to participate in physical education class due to a medical excuse or any other reason will be given a task (scorekeeper, group leader, etc.) that will enable them to stay on track with the rest of the class. If there are no tasks that the student can perform safely without changing, a written assignment will be given to complete during class time. The assignment will be related to a physical education or health education topic. This will help students to stay occupied and receive current educational information as a non-participant. Even if a student is excused from class, he/she is still accountable for the information being presented in class.

Locker Rooms - All students in grades 5 through 8 are required to change into their physical education dress attire on a daily basis. Both boys' and girls' locker rooms are available for students to change in. The boys may either bring their physical education dress attire to school every day or keep their clothing in their regular assigned school locker. The girls' locker room is equipped with lockers for the girls to keep their clothes and valuables in. The school cannot be responsible for any lost or stolen items and it is strongly recommended that the girls purchase a \$5.00 lock to keep their valuables and clothing in. The cost of the lock is refundable at the end of the school year, provided the lock is in good working condition.

Unprepared/Make-up Policy - If a student does not have a change of clothes and/or appropriate sneakers, he/she is unprepared for class. An unprepared is -10 points of the student's Dress Attire grade in Genesis. The student has **5 SCHOOL DAYS** from the date of that unprepared to verbally schedule a make-up day with Mr. Cocozzo, Ms. Vanasco, or Ms. Wilhelm. The make-up can be anything from a writing assignment to extra exercises afterschool. If the make-up is successfully scheduled and completed, the student will receive all 10 points back. A second unprepared make-up is for 5 of the 10 points back, and a third or more is for zero points. Three or more unprepared will result in zero points back, however, the student will still be required to make-up each class that he/she was unprepared for. Any students with outstanding unprepared make-ups will be required to serve lunch detention every day until the make-up is completed.

Swim Program – The Faust Pool will be available for students to use during the school day. Each student will be given dates in advance that he/she will be scheduled to use the pool during Physical Education class. Students will need to be prepared to swim just as they would for Physical Education class. Students will need to provide their own towel and bathing suits. Female students are encouraged to wear a one-piece bathing suit. Goggles and floatation devices are available for students to use as well. Using the pool is completely optional as well as a PRIVILEGE. At the discretion of the principal, students not meeting the school's behavior and/or grading policies may not be permitted to use the pool.

SPORTSMANSHIP (Ref. Policy 5570)

A.S. Faust School requires that all individuals involved in or attending school related sports activities exhibit good sportsmanship when representing the school at any athletic event.

At Faust School, good sportsmanship is defined as abiding by the rules of the contest or accepted by the participating teams and the gracious acceptance of victory or defeat. Our students, faculty, staff, and fans have an understanding that good sportsmanship is always demonstrated in the following ways:

- Sportsmanship is a sign of generosity and genuine concern for others. It is a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.
- Sportsmanship is a blending of cheers for “your team” and applause for the “opponents,” observing the letter and spirit of the rules, and showing consideration for others.
- Sportsmanship is the “golden rule” of athletics, “treating others as you wish to be treated.”
- Sportsmanship is respect for others and one’s self.

SPORTS PARTICIPATION, ELIGIBILITY REQUIREMENTS

In order to be eligible to participate in any athletic activity, the athlete:

- Must meet all eligibility requirements prior to the first tryout/practice date.
- Must complete the A.S. Faust Middle School Athletic Participation Form and turn in by the deadline provided by the coaches.
- Must have up-to-date physicals/physical forms filled out and signed.
- Must maintain passing grades (70% or better) throughout the Marking Period: if grades fall below a 70% at any time during the marking period and season, students are not permitted to participate until the grade is brought up. Students will be given a probationary period in the first 2 weeks of a new marking period to maintain a passing grade. (Principal discretion for any grade below 70).
- Must maintain a “citizenship” grade of Satisfactory or better. (With one “Needs Improvement” allowed per Marking Period).
- Must not have more than 14 total absences (85% attendance requirement) in the marking period prior to athletic participation.
- If a student is late for school on the day of an athletic game/practice, the student must have a written note from their parent. Permission to participate is at the Principal’s discretion.
- Must receive a medical release form from a licensed physician before practicing or playing if you miss five (5) or more days of practice due to illness or injury.
- Will NOT practice OR play if ineligible. (i.e.: If you did not participate in Physical Education class that day) but still **may** ATTEND practice or game **at the discretion of the Principal**.
- Must be present at least 50% of the school day on the day of an athletic contest in order to participate in the event.
- Will not participate (practice or play) in any athletic event if assigned to In-school Tutoring Intervention or Out of School Suspension during that assigned time.
- Must adhere to all school rules and behavioral expectations (see Faust Handbook). If rules are broken, players are subject to suspension from practice and/or game.
- Away games-Players must continue to follow rules, show respect, and good sportsmanship.
- Must maintain 85 points or more in the Faust School Student Achievement Program.
- All Sports participants are subject to suspension from games/practices which will be determined by the Principal.
- Must have good effort and cooperate in all classes.

HEALTH RECORDS & SCREENINGS

Since the promotion and maintenance of the health of our students is one of our primary concerns and one that can greatly affect their academic work, the school nurse would appreciate any new medical information in order that we may keep this information current on the students' school records. The school Nurse will notify you if any possible abnormalities are detected during our vision, scoliosis, and hearing screenings.

The following screenings are conducted by the School Nurse according to the guidelines set forth by the NJ State Health Department:

Vision
Hearing
Blood Pressure
Height & Weight
Scoliosis

Any abnormalities found will be referred for medical evaluation.

PHYSICAL EXAMINATION

In accordance with the medical program set by the Board of Education as per the New Jersey State Health Department, a physical examination is required upon entry into a NJ school and for all newly classified students and students participating in school related sports programs. Thereafter, a physical is recommended at each developmental level (approximately grades 4 & 7). Forms are available from the School Nurse or the School Nurse's webpage. Referrals will be provided if your child does not have a medical home.

SUMMARY OF VACCINE REQUIREMENTS IMMUNE REQUIREMENTS (Ref. Policy 5320)

DISEASE

DPT	Age 1-6 years-5 doses; 1 dose must be given on/after the 4 th birthday
Tdap	1 dose upon entry into Grade 6
POLIO	Age 1-6 years-4 doses; 1 dose must be given on/after the 4 th birthday
MEASLES/ MUMPS/ RUBELLA (MMR)	Age 1-6 years-2 doses of a Measles containing vaccine given on or after 12 months of age
HEPATITIS B HIB	(HBV) 3 doses of Hepatitis B Vaccine Required for all students under 5 years of age
MANTOUX	Required for all students registering into our system from countries with a (TB test) high incidence of TB (list updated yearly by State of NJ)

MENACTRA

1 dose upon entry into Grade 6 (11 years of age)

ADMINISTRATION OF MEDICATION (Ref. Policy 5330)

Medication will only be administered to students in school by the school physician, a certified or non-certified school nurse, a substitute school nurse employed by the district, the student's parent, and a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine and/or glucagon in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

Self-administration of medication by a student for asthma or other potentially life-threatening illness or a life threatening allergic reaction is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

Medication no longer required must be promptly removed by the parent.

The school nurse shall have the primary responsibility for the administration of epinephrine and/or glucagon. However, the certified school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism and/or glucagon a vial to syringe mixture using standardized training protocols established by the Department of Education in consultation with the Department of Health and Senior Services when the school nurse is not physically present at the scene.

All appropriate medical and school personnel (including, but not limited to, the School Nurse or Designee) employed by or acting on behalf of the school system may administer Epinephrine via an undesignated Epinephrine auto-injector to an individual using professional judgment if an individual is experiencing a potentially life-threatening allergic reaction, such as anaphylaxis.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction and/or hypoglycemia. In addition, the parent must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine and/or glucagon to the student.

ILLNESS

In the best interest of all children, and in order to prevent the spread of communicable illness, your child should not come to school if he/she feels ill with any of the following symptoms:

- Temperature over 100 degrees
- Vomiting and/or diarrhea
- Chronic coughing
- Skin eruptions(rash)
- Inflamed and/or discharge from the eyes
- Earache

- Head Lice and/or Nits

HOME INSTRUCTION

Any child who is unable to attend school due to extended illness may have home instruction. Upon receipt of a signed slip from a doctor, a parent must receive approval from the Superintendent and the East Rutherford Board of Education. If this service is required, please contact the school.

HEAD LICE (PEDICULOSIS)

Head lice are highly communicable and difficult to prevent, but if every parent takes the responsibility to check the entire family's hair and scalp often, these parasites can be controlled. Persistent head scratching and white specks on the hair shaft, that will not move, are the sign of infestation. For more information on head lice, please refer to the School Nurse's website. Notify the school nurse for treatment information and to have all the school contacts examined. The most important fact about pediculosis is the problem should be quickly treated.

INSURANCE

Accidents are unfortunate occurrences but they do happen. Any kind of medical care today is costly; therefore, it is a good idea to have insurance in case of an accident. If assistance is needed to apply for medical insurance the School Nurse is certified through the State of New Jersey in doing so. It is the policy of the East Rutherford Board of Education to provide insurance for all students in grades Pre-K through 8 while school is in session.

MANAGEMENT OF LIFE-THREATENING ALLERGIES IN SCHOOL (Ref. Policy 5331)

A.S. Faust policy recognizes students may have allergies to certain foods and other substances and may be at risk for anaphylaxis. An Individualized Healthcare Plan (IHP) and an Individualized Emergency Healthcare Plan (IEHP) will be developed for each student at risk for a life-threatening allergic reaction.

There will be occasions where food and/or beverages will be served as part of a classroom experience, field trip, and/or celebration. A.S. Faust School does not want to limit these experiences, but feels that it is necessary to put into place, some precautionary measures to address the students' health needs. When a classroom experience is planned that will include food and/or beverages supplied by staff or a parent, the following general procedures will be followed:

1. The teacher will provide advance notice to families of any event or occasion where food or beverages are to be served. This will give parents the opportunity to communicate with the teacher regarding any health concerns. It will also allow for planned alternatives.
2. Parents or staff members who wish to supply food/beverages for any event or occasion must contact the classroom teacher to determine if any child in the classroom is allergic to any particular food item.

3. The teacher will make every effort to ensure that any child with an allergy is provided with an alternative and is protected from any exposure (airborne exposure included).
4. Parents or staff members must bring to school only food/snack items or beverages that have been prepared or manufactured by a commercial establishment and packaged or boxed in a sealed container provided by the same commercial establishment where the items were purchased. **No home-baked or homemade items will be permitted.**
5. The teacher will ensure that food items provided are accompanied by a listing of ingredients in the foods the children are eating, and that the items meet the federal and state nutritional guidelines regarding fat and sugar content.

It is the position of A. S. Faust School that children, parents, staff and administration have a right to know the ingredients in the foods children are eating, and that we have an absolute responsibility to do everything we can do to ensure the health and safety of our students.

SCHOOL NUTRITION POLICY (Ref. Policy 8505)

A.S. Faust School recognizes child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on the students' health and their ability and motivation to learn. A. S. Faust School is committed to: providing students with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains; supporting healthy eating through nutrition education; encouraging students to select and consume all components of the school meal; and providing students with the opportunity to engage in daily physical activity.

LUNCH PROGRAM

There will be a **CLOSED LUNCH** for Grades 5 through 8. This means that students may not leave the school grounds during the lunch period for any reason. However, those students who wish to go home, only, for lunch may do so if their **parent** enters the building and signs them in & out for lunch on a daily basis. Again, for security & safety purposes, students will not be allowed to leave the building without being accompanied by **their parent**. The parent will also have **to provide a written note** to the homeroom teacher alerting the school that they will be signing their child in and out for lunch.

Faust Lunch will be from 11:00-11:45 a.m.

No eating lunch or drinking of any beverages outside of the lunch room. Only water will be permitted in the classroom when necessary. Everyone is expected to conduct him or herself in an appropriate manner which will bring about a pleasant atmosphere during this time. Students are encouraged to do their part to keep the lunchroom clean: use the receptacles and clean their area. Students may be assigned seats by Lunchroom supervisors in order to maintain a safe and comfortable environment. Lunches brought to school from home are placed in the student's locker.

Faust School provides the State of New Jersey's Free and Reduced Price Lunches/Breakfast for all students who qualify and elect to take advantage of this program.

An application will be sent home with every student. This form must be appropriately completed and returned to school signed by the parent. Every student must return this completed form whether or not you plan to apply. Prior to the program beginning, a notice will be sent home explaining the procedure.

BREAKFAST & LUNCH PROCEDURES

TJ Rocco Enterprises LLC (LJ's Caterers and Food Service) of Carlstadt will be providing a full service breakfast and lunch program at East Rutherford Public Schools. The Lunch and Breakfast programs will begin on Friday, September 9, 2015.

There will be a featured hot lunch everyday as printed on the menu, as well as a la carte items. In addition, there will be daily alternate meal choices for both breakfast and lunch for both schools. Students will give their lunch choice each morning in home room. There will be a form sent home to order breakfast. Breakfast will be served in homeroom.

SCHOOL BREAKFAST AND LUNCH PRICES

Faust Lunch - \$3.25

Reduced Lunch - \$.40

Faust Breakfast - \$1.75

Reduced Breakfast - \$.30

East Rutherford Public Schools are a member of the National School Lunch Program, governed by the New Jersey Department of Nutrition. Every lunch offered at ERPS includes the five NSLP components: Meat\Protein Alternative, Bread\Grain, Fruits, Vegetables, and Milk.

East Rutherford Public Schools use a computerized POS (point of sale) system in the cafeteria to run both breakfast and lunch programs. Parents can fund their child's cafeteria balances and the system will automatically track their child's balances.

Parents have access to view their child's cafeteria purchases on-line, as well as to receive automated account statements and low-balance reminders via email. There is also an optional "auto replenishment" feature, similar to EZ Pass, that allows you to set up a low balance threshold, upon which the system will automatically charge your credit card or bank account a pre-determined amount.

Registration is easy!!! Just visit www.payforit.net

You will need your child's student ID (not PIN number) to register.

You can also find monthly menus, price lists, credit policies, payment options, restrictions allowed to be placed on your child's account, forms, and general information regarding your breakfast and lunch program. Please take the time to review all the forms online at www.erboe.net; click on Food Service.

Nutrition will be our most important concern as we balance healthy choices with student preferences. Any questions or concerns, please call the main kitchen in McKenzie School at 201-531-1235 ext. 4008 between 7:30 and 10:00 a.m.

PLAYGROUND BEHAVIOR

There is a limited amount of play area, so we must use it effectively and safely. Students must abide by the following:

- All students must stay within the boundary lines when participating in an activity.
- If you are not participating in a game, you must remain outside of the playing field.
- Do not trespass on neighboring properties.
- Games encouraging rough play will not be permitted.
- Disciplinary action will be taken to correct those who cannot conduct themselves properly.
- All students should exhibit good sportsmanship, show respect and follow rules while on the playground.
- Students should not litter on the playground and must dispose their garbage in the receptacles.

Once on the Playground, no student is to leave it for any reason, without first receiving permission from a supervising adult. Once receiving permission, students are to return to the playground as quickly as possible and report to that adult signifying that they have returned.

ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy. (**Ref. Board Policy 7441**)

In addition to posting, the district shall notify school staff members, parent(s) or legal guardian(s), and students that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with students, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

PLAGIARISM (Ref. Policy 5701)

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

1. Cheating on examinations
2. Plagiarism
3. Falsifications, such as forging signatures, altering answers, etc.

A student found guilty of academic dishonesty may be subjected to a full range of penalties which may include; detention, parent conference, loss of credit for all of the work that is plagiarized and any other consequence issued by the principal.

SOCIAL NETWORKS & THE INTERNET (Ref. Policy 5501)

A.S. Faust specifically bans access to a social network, blog, micro-blog or similar online technology at any time during the school day. This ban derives from the School's concern about privacy, the anonymity of the respondents and the developmental impact of encouraging highly-condensed forms of communication, such as that used in text messaging, which could have a negative impact on student literacy. Additionally, the School has concerns about student use of these social network technologies to participate in appropriate behaviors both inside and outside of school that materially and substantially interfere with the ability of the school to provide an education for all students in a safe and secure environment.

A.S. Faust School has a zero tolerance policy for any form of social-networking or similar technology-based communication that results in students being exposed to any of the following:

1. Requests or displays of personal information, photos, or videos.
2. Requests or displays of obscene material.
3. Invitations to join or otherwise participate in a social network for the purpose of hazing, harassment, intimidation and/or bullying.
4. Use of misleading URLs on the Internet that points students to sites containing harmful or unlawful materials or information that have the potential to cause harm of any kind to person or property.
5. Offers to send or receive photos or videos containing obscene content (e.g. lewd or lurid images).
6. Online enticement for offline interaction, and specifically sexual or drug related activities.

Violations of this policy could result in suspension, permanent removal from the school context or criminal prosecution (manufacturing, possession and distributing of child pornography is illegal).

CYBER-BULLYING (Ref. Policy 5512/02)

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Cyber-bullying by a student in the district directed toward another school district student or school staff member is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

A.S. Faust School prohibits acts of cyber-bullying by school district students. "Cyber-bullying" is the use of electronic information and communication devices, to include but not be limited to; email messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

- Deliberately threatens, harasses, or intimidates an individual or group of individuals.
- Places an individual in reasonable fear of harm to the individual or damage to the individual's property.
- Has the effect of substantially disrupting the orderly operation of the school.

STUDENT RIGHT OF PRIVACY (Ref. Policy 5770)

A.S. Faust acknowledges the need for the in-school storage of students' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, students may lock them against incursion by other students. In no storage place provided by the school shall students have such an expectation of privacy as to prevent examination by a school official.

(B.Y.O.T.) Bring Your Own Technology (Ref. Policy 2363.1)

A.S. Faust School purpose is to use Instructional Technology as one way of enhancing the mission to teach the skills, knowledge, and behaviors that students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day. In an effort to leverage student-owned technology for educational purposes, A.S. Faust School will allow personal devices on our network and school grounds for students who follow the responsibilities stated in the Acceptable Use Policy and the attached guidelines regarding Bring Your Own Technology (B.Y.O.T.).

A.S. Faust School provides technology that is appropriate and relevant to support instructional purposes. The use of personal devices by students is optional, students who do not participate in B.Y.O.T. will not be penalized, and alternative modes of participation will be available.

Device Types

For the purpose of this program, the word "devices" will include: laptops, cell phones, smart phones, eReaders, iPads, iPods, and tablets. The student is responsible for his/her own digital property and should treat it and use it responsibly and appropriately; A.S. Faust School takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.

Summary of User Guidelines

- Use of cellular phones or other personal electronic devices **must be in silent mode and kept out of sight**, unless under the direction and supervision of school personnel and used for instructional purposes. All electronic devices and their accessories must be stored away in the student's backpack or carrying bag. No student is permitted to have their cell phone or electronic device in their pockets or under their clothing unless they are going to lunch or recess.
- No student is permitted to walk through the hallways with their cell phone in their pocket or with headphones on their ears; cell phones should be stowed away in their backpack or locker. When students are going to lunch, they are allowed to take their cell phones out of their backpacks to take with them to lunch.
- Students may be asked to hand over all personal electronic devices upon entering the classroom if it is visible and distracting to other students or school personnel. If a student is found in

violation of the BYOT User Guidelines, the technology device may be confiscated by the teacher or staff member and handed over to the principal. Documentation will be noted in Genesis by the teacher and/or administration as well as notification to a parent or guardian. A conference with the principal may be required to pick up the device from the school.

- Use of cellular phones or other personal electronic devices for voice or text communication **is not permitted** during instructional time.
- Use of cellular phones or other personal electronic devices to record, transmit, or post photographic images or video of a student during school activities and/or hours **is not permitted**, unless under the direction and supervision of school personnel and used for instructional purposes.
- Use of cellular phones or other personal electronic devices **are strictly prohibited** in locker rooms, restrooms, and hallways. Any student that leaves the classroom must hand in their electronic device to the teacher or staff member.

Failure to adhere to A.S. Faust School BYOT (Policy 2363.1) may result in the following corrective actions and/or additional consequences determined by the administration:

First Infraction: Any student in violation of the BYOT Policy will receive a WARNING and may be told to turn off the device and hand it over to the teacher or staff member. Depending on the severity of the infraction, the teacher or staff member will determine if the students' personal electronic device will be returned to them at the end of class or turned into the principal for further disciplinary action. Documentation will be noted in Genesis by the teacher and/or administration as well as notification to a parent or guardian.

Second Infraction: The technology device will be confiscated by the teacher or staff member and handed over to the principal. Documentation will also be noted in Genesis by the teacher and/or administration as well as notification to a parent or guardian. The student may also serve up to (5) five days of lunch or afterschool detention under the discretion of the principal.

Repeated or Severe Infraction: Any violation of this policy will be at the principal's discretion, and may result in additional disciplinary action. The technology device will also be confiscated until a parent or guardian makes arrangements to pick up the device from the school and attends a conference with the principal. Students may need to hand in their cell phone to the main office upon entering school in the morning and pick it up after school until further notice.

Students and parents/guardians participating in B.Y.O.T. must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all Board policies, particularly Internet Acceptable Use.

EXPECTATIONS FOR STUDENT CONDUCT (Ref. Policy 5500)

A.S. Faust School believes that students should commit themselves to learning and to the development of their unique potential. Students should know that their attitudes and acts affect both their own and their classmates'

learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parents, all students can contribute to the effectiveness of the school and the value of their education.

A.S. Faust expects all students in this school district, commensurate with their age and ability, to:

- Prepare themselves mentally and physically for the process of learning,
- Respect the person, property, and the intellectual and creative product of others.
- Take responsibility for their own behavior.
- Use time and other resources responsibly.
- Share responsibilities when working with others.
- Meet the requirements of each course of study.
- Monitor their own progress toward school objectives.
- Communicate with parents and appropriate school staff members.

DISRUPTIVE STUDENTS (Ref. Policy 5560)

A.S. Faust believes that the students of this district are entitled to an education free from disruption. Students who willfully disrupt the educational program shall be subject to the discipline procedures of this district. Every reasonable effort shall be made to determine and remediate the cause or causes of a chronically disruptive student's unacceptable conduct.

For the purposes of this policy, "disruptive student" means the student who has difficulty establishing good relationships with peers and adult authority figures and who exhibits a pattern of conduct which is in defiance of school rules or regulations and which hinders academic success for other students as well as for him or herself.

Disruptive students may be disciplined in accordance with Policy No. 5600. A disruptive student who does not appear to be disabled may be referred to the Intervention and Referral Services Team in accordance with Policy No. 2417. A disruptive student who may have disabilities shall be referred to the Child Study Team for evaluation in accordance with Policy and Regulations No. 2460 et seq.

DISORDER AND DEMONSTRATION (Ref. 5520)

A.S. Faust School will not permit the conduct on the school premises of any willful activity engaged in by an individual acting alone or by a group of individuals that interferes with the orderly operation of the educational program or offends the right of others. A.S. Faust School specifically prohibits any assembly or expression that materially disrupts instruction; is obscene, slanderous, or grossly prejudicial; advocates the use of dangerous or harmful materials; advocates the use of force or the violation of law or school rules; or advertises goods or services for unauthorized commercial gain. Disorderly students will be disciplined appropriately by an administrator.

STUDENT DISCIPLINE/CODE OF CONDUCT (Ref. Policy 5600)

A.S. Faust School adopts this Student Discipline/Code of Conduct Policy to establish standards and procedures for positive student development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every student enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the student offenders and students' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1 (c) 5.

School authorities also have the right to impose a consequence on a student for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6.

The school district recognizes that inherent in the implementation of the student disciplinary policy, the school administration may resolve a problem beyond the limitations of the policy. Professional courtesy suggests that clear communication prevail between the parties involved in such matters. Discipline is at the discretion of the Building Principal.

SUSPENSION OF EXTRA CURRICULAR AND SCHOOL RELATED ACTIVITIES AND EVENTS

A.S. Faust realizes the importance of extra-curricular activities, team sports, PTA functions, school-sponsored events and class trips, as an integral part of the total education of youth, but it is only a part of the whole. We are confident that all will agree that our goal of maintaining academic proficiency, while at the same time providing a wide range of extra-curricular activities, is a worthwhile aim. Therefore, certain basic criteria must be established for student participation, so that the activity does not become the only focus of the student's interest. Consequently, we have adopted the guideline outlined below:

There will be an automatic two-week suspension for the above mentioned activities for the following reasons:

- Four or more detentions in one marking period.
- Any student in danger of failing (65 or below) a major subject.
- More than one mark below satisfactory in Citizenship.
- The school principal will collaborate with the teaching staff in charge of the extra-curricular and school related activities. The school counselor will also contact the student's teachers to review their academic progress. If passing work is being maintained and student behavior is acceptable, the student may be allowed to resume participation in the activity upon principal approval.

SOCIAL EVENTS AND CLASS TRIPS (Ref. Policy 5850)

Social events or class trips are not part of the thorough and efficient system of education provided by the Board. Participation in them is therefore not a right and may be denied to any student without the due process of notice and an opportunity to be heard. A student who demonstrates disregard for school rules may summarily be denied participation in social events and class trips.

Students who participate in approved social events and class trips are subject to district rules for student conduct and must submit to the authority of assigned chaperones. Infractions of the rules will be subject to discipline in the same manner as are infractions of rules during the regular school program.

Class trip procedure shall comply with the procedures for field trips. **Overnight trips will not be approved.**

HARASSMENT, INTIMIDATION, AND BULLYING (Ref. Policy 5512.01)

“Harassment, intimidation, or bullying” means any gesture, written, verbal, or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interferences with, the orderly operation of the school.

“Electronic communication” means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Acts of harassment, intimidation, or bullying, may also be a student exercising power and control over another student, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g. bullying).

CONSEQUENCES

Consequences of documented HIB behavior should be appropriate to the age/grade level of the students involved and the severity and/or repetition of the behavior. The range of possible responses includes but is not limited to:

1. Conflict mediation
2. Parental notification
3. Apology
4. Individual counseling
5. Loss of privileges
6. Detention
7. In School Tutoring & Intervention
8. Out of School Suspension
9. Police involvement
10. Expulsion

Specific consequences, discipline and remedial action will vary, based on the age/grade level of the students involved, the severity of the incident, and any previous record of similar incidents. The administration reserves the right to make decisions based on the merits of the case.

SEXUAL HARASSMENT (Ref. Policy 5751)

A.S. Faust School will not tolerate sexual harassment of students by school employees, other students, or third parties. Sexual harassment of students is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students (peers), or third parties. If a violation is found in the sexual harassment policy, an administrator will assign an appropriate disciplinary action.

HAZING (Ref. Policy 5512)

A.S. Faust School believes hazing activities of any type are inconsistent with the educational process and the school prohibits all such and hazing behavior at any time on school premises, at any school-sponsored function or on any school bus.

“Hazing” means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm.

Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If the investigation determines hazing behavior was planned or was present, the administration will take reasonable, age-appropriate and effective corrective action to end the behavior which may include, but is not limited to, counseling, warning, and/or disciplinary action.

SUSPECTED GANG ACTIVITY (Ref. Policy 5615)

Students that initiate, advocate, or promote activities, openly or otherwise, and/or threaten the safety or well-being of others, cause disruption to the school environment which is harmful to the educational process in this school district. Any physical or verbal harassing, intimidating, or bullying conduct by a student or group of students directed toward any school staff member or any other student or group of students anywhere on school grounds, at any school-related or sponsored activity, on school buses, at school bus stops, and any other place where students are supervised by school district staff, will not be tolerated.

If it is determined that unacceptable conduct was committed by students representing a gang, the Principal or designee, will assign appropriate disciplinary action and will notify the parent(s) of the victim and the offender. The Principal or designee will also inform the Superintendent of Schools and local law enforcement.

Students are prohibited from wearing on school grounds, at any school related or sponsored activity, on school buses, and any other place where students are supervised by school district staff, any type of clothing or accessory that would indicate a student has membership in, or affiliation with, any gang associated with criminal activities pursuant to N.J.S.A. 18A:11-9.

SUBSTANCE ABUSE (Ref. Policy 5530)

A.S. Faust School prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, including on school buses or at school-sponsored functions according to N.J.S.A. 18A:40A-9, 10, and 11.

A student who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offenses, the nature of the problems and the student's needs. Discipline may include suspension, expulsion, or attendance at a treatment center. The Principal will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A:16-6.3(a).

SMOKING (Ref. Policy 5533)

Smoking is prohibited by students at any time on school grounds and events sponsored by the school, away from the school, and on any transportation vehicle supplied by the school.

REMOVAL OF STUDENTS FROM THE GENERAL EDUCATION PROGRAM FOR POSSESSION OF WEAPONS/DANGEROUS OBJECTS AND FIREARM OFFENSES (Ref. Policy 5611)

A.S. Faust School is committed to providing a safe school environment to all students attending school. To provide this safe environment, A.S. Faust School will implement policies and procedures regarding student offenses involving firearms, as defined in N.J.S.A. 2C:39-1 and 18 U.S.C. B921, according to the requirements of the Zero Tolerance for Guns Act, pursuant to N.J.S.A. 18A:37-7 through N.J.S.A. 37-12.

“Weapons and dangerous objects” shall refer to any object readily capable of lethal use or of inflicting serious bodily injury. The term includes, but is not limited to:

- All firearms, as defined in statute, even if not loaded or lacking a clip or other component to render them immediately operable
- Components that can be readily assembled into a weapon
- Air rifles, pellet guns, paint ball guns, b.b. guns or other objects that emit a projectile of any kind
- Gravity knives, switchblade knives, daggers, stilettos, box cutters or other dangerous knives
- Billie clubs, blackjacks, bludgeons, metal knuckles, sand clubs, slingshots, leather bands with pointed studs
- Any device which projects, releases or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury
- Destructive devices, explosives and fireworks as described by N.J.S.A. 2C:39-1
- Toys or replicas of any and all items encompassed by this definition, possessed without the written permission of the Superintendent, which would cause a reasonable person, under the circumstances in which the toys and/or replicas are possessed, handled, or used, to believe that they are any of the actual items encompassed by this definition

SUSPENSION (Ref. Policy 5610)

A.S. Faust School recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him/her, or of the habitual use of profanity or of obscene language, or who shall cut, deface, or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district’s Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq.

“Suspension” means the temporary removal of a student from the regular instructional program. The severity of an incident dictates the type of disciplinary action taken, and in some cases it may be necessary to suspend a student from school. In all cases of out-of-school suspension, the parents will be notified by phone of the decision, a letter indicating the offense requiring parent’s signature will be mailed home and a conference will be held with the student, parents and principal before the student may re-enter school. The purposed of the conference with the parents is to keep them informed, to gain home cooperation, and to work with the parents for a solution to the problem.

The following offenses are among those considered for out-of-school suspension:

- Unauthorized drugs, medication, or alcohol in school or on school grounds
- Smoking or possession of cigarettes in school, on school property, school bus or school bus stops

- Defiance of authority or gross disrespect towards any member of the East Rutherford School staff
- Fighting in school, on school grounds, on the school bus or at school bus stop
- Cutting class, school, or walking out of the school building without permission
- Possession of fireworks or anything construed as a weapon (zero-tolerance will be exercised)
- Damage to school or personal property. This may require full restitution for damages
- Stealing, cheating on test, and/or using profanity on school grounds
- Any situation where the administrator feels that it is necessary to remove the student from school

Except when special considerations warrant, every student will be given a written warning in the form of a disciplinary notice that subsequent violation of school regulations may result in his/her exclusion or suspension. Serious violations that create a dangerous or unsafe condition for other students will cause a student to be suspended upon the first offense (zero-tolerance will be exercised). Furthermore, privileges may also be suspended at the discretion of the Principal.

Students on out-of-school suspension will be counted absent (excused) unless the duration of the suspension requires home instruction. Students who are under suspension will be required to make up all assignments missed during the period of their suspension.

PRINCIPAL'S AFTERSCHOOL DETENTION

Students may be assigned afterschool detention for an infraction at the discretion of the principal or a referral from a teacher. Students in Grade 5 through 8 will report to the office for afterschool detention from 2:40 p.m. to 3:40 p.m. For every 3 afterschool detentions accumulated, a student may be omitted from extra-curricular activity privileges both during and after school for two weeks or at the discretion of the principal. This may include team sports, assemblies, school-sponsored events and class trips. Bus students will take the 3:40 p.m. bus home. Documentation will also be noted in Genesis and the parent or guardian will be notified in advance.

Anyone arriving late for afterschool detention will stay the following day as well. Missing afterschool detention will require two days make-up.

LUNCH DETENTION

Students may be assigned detention at lunchtime for an infraction at the discretion of the Principal or a referral from a teacher. Lunch detention will be held in a classroom with a teacher present. Students will eat lunch in this room with a teacher and remain there for the entire period. Students who typically go home for lunch may also be assigned detention at lunchtime. In such cases, the office will notify the parent by telephone and the student will remain in the building for the specified number of days. Documentation will also be noted in Genesis and the parent or guardian will be notified in advance. Disruption of lunch detention will result in additional consequences.

FRIDAY THREE HOUR PRINCIPAL DETENTION

Students can serve up to three hours detention on a Friday at the discretion of the Principal. Parents/Guardians will be notified in advance. It will be the parent's responsibility to pick their child up from school.

IN-SCHOOL TUTORING AND INTERVENTION

In order to maintain greater control and provide more guidance for students whose disruptive behavior forces their temporary removal from the regular classroom, in-school tutoring and intervention will occur. Any students removed from the class for an infraction will be given individualized tutoring and intervention instruction with a certified teacher separately from their peers. They will also receive counseling from the school counselor to help prevent the infraction from re-occurring. It is realized that any referral to the office is a culmination of disturbing and distracting behavior, which can no longer be resolved in the classroom. In School Tutoring and Intervention may be assigned in combination with loss of school related activities and privileges. The Principal or designee will assign in-school tutoring and intervention and inform staff members of the decision. An administrator may assign a member from the Student Support Services or Faculty to discuss intervention solving techniques. Credit will be given for all assigned work completed and must be turned in the first day the student returns to regular class. The student must also make up any test or quiz given that he or she may miss during regular class time. Documentation will also be noted in Genesis and the parent or guardian will be notified. Students may not be permitted to participate in any assemblies, school-sponsored events, or after school activities until he or she receives permission from the principal.

LUNCH STUDY

Any students that are missing homework or classwork assignments because they failed to hand it in on time will need to report to "Lunch Study" to make up their work.

FAUST SCHOOL INTERVENTION PROGRAM (INT)

INT is an intervention program developed to improve academic performance and behaviors that impede learning. Faust School teachers are assigned as INT mentors to work with students who appear to be struggling in their classes. The mentors provide strategies for staying organized and focused and encourage them to do their best.

The INT program is designed to not only assist the individual student, but also teachers and parents/guardians as well. Teachers work closely with their students, who are monitored closely through weekly progress reports and regular communication. This program also allows the mentor to help students cope with minor issues they may be experiencing with other students or teachers. The benefits gained from this program can be valuable to both teachers and parent/guardians. Students are provided with support and reinforcement of their class requirements while their mentor keeps an open line of communication with their teachers, parents, or guardian. The goal of the INT program is to help keep the student on a path to success.

FAUST SCHOOL ACHIEVEMENT PROGRAM

The Faust School Achievement Program is designed to encourage and promote positive behaviors among the student body, while supporting strong academic growth. Students will be required to reach the following goals for each marking period in order to participate in the End of Marking Period Reward Day. 4th Marking Period end of year grades will be calculated based on the end of the year date that student grades are to be posted (**tentative date: June 9, 2017**).

Each student will start with 100 points:

- Students must have 85 points by the end of each marking period in order to be able to participate in the Marking Period Reward Day.
- Student progress will be monitored and recorded throughout the year by selected Grade Level Achievement Advisors.
- Point deductions for students are outlined on the Infraction List.

Ways to earn back points:

- Failing grade (lower than 65) brought up to a 75 or higher = +10 points
- Citizenship mark brought up to S or H = +5 points
- Community Service projects throughout the school (grounds and building):
 - Limit (2) per marking period
 - CS Projects and length of time are to be determined by the Principal
 - 1st hour = +5 points
 - +1 point for each additional hour of service on same day
- Serving a 3-hour Friday detention = +5 points
 - Limit (1) per marking period
 - Date and time determined by the Principal
- Extra credit project/presentations = +2 points
 - Limit (2) per marking period
 - The student is responsible to ask teacher for extra credit project idea
 - EC Projects do not get calculated into student's grade point averages

Achievement Bonus Points & Certificates

For students going above and beyond what is expected of them, teachers will give students Achievement Certificates. Students will not receive their points until they are given a certificate. Students are responsible to show Achievement Advisors their certificates in order to receive the points.

Class Advisors

8th Grade – (Mrs. Gentry & Mr. Colavito)
 7th Grade – (Ms. Addeo & Mrs. Lahullier)
 6th Grade – (Mrs. Gerity & Mrs. Krantz)
 5th Grade – (Mrs. Alberta & Ms. Cerny)

Examples of ways to earn certificates:

- Contributing to community/school outreach programs (such as 'Soup'erbowl, food drives, clothing drives, Toys for Tots, Box Tops, Earth Day program, Red Ribbon Day, etc...) = +2 points

- Acts of Kindness/Good Deeds = +2 points

Examples: holding the door for someone, cleaning/organizing classrooms, helping a teacher, helping another student, returning money/lost items, volunteering/promoting school and community events

Points that cannot be earned back – students may lose points for the following infractions that cannot be earned back through any of the above mentioned methods. Certain behaviors and actions are not tolerable for any student.

- Rude/Disrespectful Behavior/Attitude to a teacher/staff member:
 - Cursing at student/staff member
 - Leaving class without permission
 - Defiant behavior (outright refusal to do work)
 - Fighting or hitting another student
 - Leaving the school grounds
 - Confirmed case under HIB
- Student points will be calculated on an ongoing, cumulative basis -
- Students will start the year with 100 points but do not start each marking period over with 100 points. Points will continuously be added to/deducted from and the total at end of the marking period will be used to determine eligibility for Reward Day.
- At the end of each marking period, students will be given 5 points towards the new marking period.
- Students can only make up/earn back points from the previous marking period. For example, students who lose points in marking period 1 can only earn back those points in marking period 2.
- At the end of the school year, those students with 120 points or more will be rewarded with a pizza/ice cream party (subject to change by Principal).
- Marking Period Reward Days
- Students must have 85 or more points on the day grades are due to participate
- Students may lose privileges other than Reward Days (such as attending plays or concerts)
- Within 10 days after grades are due in Genesis, Reward Days will be scheduled

All 8th grade students must have 85 points or more 3 days prior to the date of each activity to attend.

- Teen Arts Festival
- 8th Grade Picnic
- 8th Grade Trip
- End of Year Recess

* Marking Period Reward Days subject to change/adjustment as needed

* Students cannot be excluded from curriculum based educational requirements such as Field Day and Band Competitions

* All students and staff members will be able to check in on individual student progress throughout the school year through the shared drive

Infraction List with Point Deductions

- Failing a class (below 65) = -10 points
- Class grade of 66-69 = -5 points
- Citizenship mark of U or N = -5 points
- Physical violence/altercations -10

- Leaving the school building without permission -10
- Leaving classroom without permission -5
- Disrespectful/inappropriate behavior towards others -5
- Unsafe behaviors/actions (jeopardizing the safety of others) -5
- Cheating/forgery -5
- Defiance/refusal to cooperate -5
- Dishonesty/lying -5
- Failure to report to teacher/principal detention -5
- Misuse of cellphones/electronic device (using social media, using without permission, sending pictures/text messages) -5
- Misuse of internet (such as searching for inappropriate websites/images) -5
- Inappropriate language (such as cursing/derogatory remarks not directed towards others) -2
- Inappropriate language (such as cursing/derogatory remarks directed towards others) -5
- Bus disturbance -5
- Defacing/misuse of school property -5
- Being in an unauthorized area (ex. – bathrooms, classrooms, gymnasiums, etc... without permission or notification to/from staff member) -5
- Missing tutoring/homework helper (unexcused) -2
- Bothering others -2
- Excessively late to class -2
- Late to school (unexcused) -2
- Littering -2
- Loitering in or on school groups after dismissal -2

Alfred S. Faust Intermediate School
2016 2017 Calendar

T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
9/6	9/7	9/8	9/9	9/10	9/11	9/12	9/13	9/14	9/15	9/16	9/17	9/18	9/19
H	H	A	B	C	D	A	B	C	D	A	B	C	D

M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17
A	R	C	D	A	NS	R	C	D	A	R	C	D	A	R

T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M
11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12	11/13	11/14	11/15
A	B	C	D	A	B	C	D	NS	NS	C	D	A	B	C

IH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W
12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/10	12/11	12/12	12/13	12/14	12/15
B	C	D	A	B	C	D	A	B	C	D	A	B	C	D

M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/10	1/11	1/12	1/13	1/14	1/15	1/16
C	D	A	B	C	D	A	B	C	D	NS	A	B	C	D

W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T
2/1	2/2	2/3	2/4	2/5	2/6	2/7	2/8	2/9	2/10	2/11	2/12	2/13	2/14	2/15
D	A	B	C	D	A	B	C	D	A	B	C	D	NS	A

W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T
3/1	3/2	3/3	3/4	3/5	3/6	3/7	3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15
B	C	D	A	B	C	D	A	B	C	D	A	B	C	D

M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
4/3	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16	4/17
A	B	C	D	A	B	C	D	A	B	C	D	NS	NS	A

M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/8	5/9	5/10	5/11	5/12	5/13	5/14	5/15
C	D	A	B	C	D	A	B	C	D	A	B	C	D	A

TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W
6/1	6/2	6/3	6/4	6/5	6/6	6/7	6/8	6/9	6/10	6/11	6/12	6/13	6/14	6/15
A	B	C	D	A	B	C	D	A	B	C	D	A	B	C