

**A.S. Faust Middle School  
100 Uhland Street  
East Rutherford, N.J. 07073**



**Parent Handbook  
2023/2024 School Year**

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Dear Parents/Guardians:

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

This Faust School Parent Handbook has been prepared as a guide for you to become acquainted with the policies and procedures that will be followed during the 2023-2024 school year. 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 on our primary goal: educating our children in a safe, nurturing, and respectful environment. Our teachers and staff members are devoted to student achievement and are persistent in working to ensure that they meet the needs and challenges of every student. This Parent Handbook also includes the Faust School Student Handbook. To read and review with your child, please click on the following link:

 [Copy of Student Handbook Addition](#)

As with any guide, this handbook serves as a framework. A complete copy of the East Rutherford By-Laws, Policies, and Regulations is available in each school building and on our website at <https://www.erboe.net>. and/or [East Rutherford Board of Education Policies & Regulations](#).

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 Faust Middle School's programs, activities, expectations, or procedures, please don't hesitate to contact me.

I look forward to a successful and enjoyable school year and our partnership in supporting 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), affectionation or sexual orientation or sex, social or economic status, or disability. A.S. Faust School shall ensure 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, affectionation 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 their 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 and Regulations can be [accessed online](#).**

**ADMINISTRATION, FACULTY, AND SUPPORT STAFF****SUPERINTENDENT OF SCHOOLS: Giovanni Giancaspro****PRINCIPAL: Regina Barrale****ASSISTANT SUPERINTENDENT OF CURRICULUM, INSTRUCTION, AND STUDENT SERVICES: Sharon King-Dobson**

<b>MAIN OFFICES AND PHONE NUMBERS</b>		
Superintendent's Office	Karen Dolinsky	201-804-3100 Ext.1001
Board Office	Louise Barone	201-804-3100 Ext. 2001
Principal's Office	Meredith Cipollone	201-804-3100 Ext. 3002
School Lobby Office	Donna Wolfe	201-804-3100 Ext. 3001
School Counselor's Office	Shanelle Muse	201-804-3100 Ext. 3208
Nurse's Office	Blair McCabe	201-804-3100 Ext. 3108
<b>CHILD STUDY TEAM</b>		
School Psychologist	Jamie Lee	201-804-3100 Ext. 5004
School Social Worker	Renee Romaglia	201-804-3100 Ext. 3207
Learning Disabilities Consultant	Danielle Esposito	201-804-3100 Ext. 5003
Student Support Services Office	Sandi Esposito	201-804-3100 Ext. 5001

**FAUST STAFF EMAIL ADDRESSES**

Please visit [www.erboe.net](http://www.erboe.net) to access our teacher webpages

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Yang, Di	<a href="mailto:dyang@erboe.net">dyang@erboe.net</a>



## **SCHOOL HOURS**

Faust School Students that take the bus will be allowed in the building at 7:30 AM, or when the bus drops them off.

Those students walking to school **should not** arrive prior to 7:45 AM. In the case of inclement weather, the building will open at 7:30 AM. and/or when there is proper supervision.

There is no loitering inside or outside of the building before the start of school and after the 2:40 PM dismissal bell.

The school day starts at 7:54 AM and ends at 2:40 PM. Students are expected to be in their homeroom at 7:54 AM, or they will be considered tardy. Please see the arrival and dismissal times listed below:

## **2023-2024 BELL SCHEDULES**

### **FULL SESSION DAY BELL SCHEDULE**

- AM HOMEROOM: 7:54 - 8:00 (6)
- Period 1 - 8:02 - 8:44 (42)
- Period 2 - 8:46 - 9:28 (42)
- Period 3 - 9:30 - 10:12 (42)
- Period 4 - 10:14 - 10:56 (42)
- Period 5 - 10:58 - 11:40 (42)

LUNCH - 11:42 - 12:24 (42)

- Period 6 - 12:26 - 1:08 (42)
- Period 7 - 1:10 - 1:52 (42)
- Period 8 - 1:54 - 2:36 (42)
- PM HOMEROOM in 8th Period - 2:36 - 2:40 (4)

### **HALF DAY- EARLY DISMISSAL BELL SCHEDULE**

- AM HOMEROOM: 7:54 - 7:58 (4)
- Period 1 - 8:00 - 8:27 (27)
- Period 2 - 8:29 - 8:56 (27)
- Period 3 - 8:58 - 9:25 (27)
- Period 4 - 9:27 - 9:54 (27)
- Period 5 - 9:56 - 10:23 (27)
- Period 6 - 10:25 - 10:52 (27)
- Period 7 - 10:54 - 11:21 (27)
- Period 8 - 11:23 - 11:50 (27)
- PM HOMEROOM in 8th Period - 11:50 - 11:54 (4)

**DELAYED OPENING BELL SCHEDULE**

- **AM HOMEROOM: 10:30 - 10:34 (4)**
- **Period 1 - 10:36 - 11:04 (28)**
- **Period 2 - 11:06 - 11:34 (28)**
- **Period 3 - 11:36 - 12:04 (28)**
- **Period 4 - 12:06 - 12:34 (28)**
- **Period 5 - 12:36 - 1:04 (28)**
- **Period 6 - 1:06 - 1:34 (28)**
- **Period 7 - 1:36 - 2:04 (28)**
- **Period 8 - 2:06 - 2:34 (28)**
- **PM HOMEROOM in 8th Period - 2:34 - 2:40 (6)**

**Master Rotating Schedule - AS Faust School****2023-2024**

<b>Time</b>	<b>A Monday</b>	<b>B Tuesday</b>	<b>C Wednesday</b>	<b>D Thursday</b>	<b>E Friday</b>
<b>7:54 – 8:00</b>	<b>Homeroom</b>	<b>Homeroom</b>	<b>Homeroom</b>	<b>Homeroom</b>	<b>Homeroom</b>
<b>8:02-8:44 (42)</b>	Period 1	Period 2	Period 3	Period 4	Period 5
<b>8:46-9:28 (42)</b>	Period 2	Period 3	Period 4	Period 5	Period 1
<b>9:30-10:12 (42)</b>	Period 3	Period 4	Period 5	Period 1	Period 2
<b>10:14-10:56 (42)</b>	Period 4	Period 5	Period 1	Period 2	Period 3
<b>10:58-11:40 (42)</b>	Period 5	Period 1	Period 2	Period 3	Period 4
<b>11:42-12:24</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>
<b>12:26-1:08 (42)</b>	Period 6	Period 6	Period 6	Period 6	Period 6
<b>1:10-1:52 (42)</b>	Period 7	Period 7	Period 7	Period 7	Period 7
<b>1:54-2:36 (42)</b>	Period 8	Period 8	Period 8	Period 8	Period 8
<b>2:36-2:40 (4)</b>	<b>Student Dismissal</b>	<b>Student Dismissal</b>	<b>Student Dismissal</b>	<b>Student Dismissal</b>	<b>Student Dismissal</b>
<b>2:40-2:50</b>	<b>Teacher Assistance</b>	<b>Teacher Assistance</b>	<b>Teacher Assistance</b>	<b>Teacher Assistance</b>	<b>Teacher Assistance</b>

### **HALF DAYS & DELAYED OPENINGS**

All classes will meet with a shortened schedule. Lunch will not be served on delayed opening days and half days. All students are advised to bring a snack to school on such days.

### **SCHOOL CLOSINGS**

The primary system for emergency notification will be through an automated telephone emergency call system. It will also be posted on our website, [www.erboe.net](http://www.erboe.net). Please ensure all necessary forms with your contact information are completed and submitted to the office 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 an automated telephone emergency call system and also posted on our website, [www.erboe.net](http://www.erboe.net).

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

Faust School                      10:30 AM – 2:40 PM

Note: Bussing will be delayed by 2.5 hours on days of a delayed opening. Students MUST take the bus that is scheduled for them, according to their assigned information on the Genesis Parent Portal.

- 1<sup>st</sup> Bus- 9:55 AM.
- 2<sup>nd</sup> Bus- 10:10 AM.

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

### **VISITORS TO THE BUILDING**

If for any reason a parent/guardian needs to enter the school building, they are required to call the office to first set up an appointment. When approaching the main entrance, you will enter the security vestibule and present your identification for verification in order to receive a visitor's badge. Visitors must check in with the main office prior to heading to their destination.

## **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/guardian is to contact the school by 9:00 a.m. at 201-804-3100 to report their child's absence. If a parent does not contact the school, the school will attempt to contact the parent/guardian by the conclusion of the day.
- The parent/guardian or student may email the teacher directly or call the office at 201-804-3100 no later than 9:00 a.m. to request assignments their child will miss during their absence. – All assignments will be posted on Google Classroom by the teacher before the end of the school day. All completed assignments will be due within 3 days after the absence. Special circumstances may be given at the discretion of the Principal or Designated Administrator.
- The student is to present a written explanation for absence signed by the parent or physician to the main office or school nurse.
- If a student has five consecutive absences and notification has not been given, a school official will go to the home for a wellness check.
- 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 the teachers to obtain assignments. The administrator or designee will inform all appropriate staff of the student's name and the duration of the absence.

### **LATENESS/EARLY DISMISSAL/TARDINESS (REF. POLICY 5230, 5240)**

Students are expected to arrive at school and all classes on time. If a student is late to school, they must enter the building and report to the office. The office **MUST** receive either a note, email, or a phone call from the tardy student's parent/guardian by 10:00 a.m. explaining the reason for the student's lateness. All other incidents of tardiness will be considered unexcused. Students will be held accountable and serve lunch and after-school detention(s) or any other assignment at the discretion of the Principal. **Every 4 days tardy= 1 unexcused absence**

Parents requesting their child be excused from school before the school day ends 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 or Designated Administrator.

## **BUS TRANSPORTATION**

The 2023-2024 school year will begin on Thursday, September 7, 2023, at 7:54 AM. Indicated below is the bus schedule for transported students. Students should utilize the most direct and safest route to and from their bus stops. Students that qualify for busing must fill out the Genesis Parent Portal form - School Bus Request Form - before services can begin. Please review the [School Bus Safety pamphlet](#) for important information pertaining to the safe transportation of all students. If you are unsure if your child is eligible for courtesy busing, please call the Faust School Main Office at (201)-804-3100.

### **The Bus Stops are as follows:**

STOP # 4 – Central Ave and Oak Street

STOP # 5 – Herrick and Hillside Terrace

STOP # 6 – McKenzie School (Front of building Carlton Ave)

STOP # 7 – Locust Lane and Carlton Ave

STOP # 8 – Monarch-Schindler Court

All stops are clearly marked with signs. Students **MUST** wait for the bus at the stop nearest their residence. Children's arrival at their bus stops should NOT be more than five (5) minutes prior to the time indicated below. It is imperative that all students be punctual, stay on the sidewalk until the bus comes to a complete stop, behave properly, and always follow the directions of the crossing guard. There will be two (2) pick-ups in the AM.

### **Students MUST take the bus that is scheduled for them, according to their assigned information on the Genesis Parent Portal listed below:**

- 1st Bus 7:20 AM
- 2nd Bus 7:40 AM
- The Monarch pickup for Faust School Students will be 7:30 AM. Students must be waiting outside in front of the lobby.

**\* Reminder: Bus pick-ups and drop-offs are approximate times, depending on traffic and weather.**

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 to the Monarch (Stop #8) departs when all students are accounted for and on the bus unless they are staying after school with a teacher. Beginning Monday,

September 25th, a third bus will be provided and will leave at approximately 3:40 p.m., Monday through Thursday, and make all five stops. Students must have an appointment with a teacher, and the parent is notified that they are taking the 3:40 PM bus. Students that take the 2:55 PM or 3:40 PM bus must remain at their assigned location inside the Faust School building. No students are permitted to leave the school in between bus runs to go to the park, Cake & Cone, a friend's house, or to buy food, etc. All students must be accounted for and remain in the building.

**Please note:** There is no 3:40 PM bus on half days, delayed openings, special events, or when there are faculty meetings. Students should check with their teachers ahead of time to ensure they are available after school.

Students are not to ask the bus driver to make unscheduled stops. All bus students must take the bus unless they inform the main office and provide a written note or send an email. 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 after school for childcare reasons must present a written note from a parent/guardian. Alternatively, a parent/guardian may send an email or fill out a bus release form found on our website at [www.erboe.net](http://www.erboe.net). Only the Principal may permit extenuating circumstances for a student to ride on a specific school bus.

**\* Riding the school bus is a privilege, not a right. Proper behavior and actions will guarantee this privilege. While riding the school buses, 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, and his/her parents shall provide transportation to and from school during the period of such exclusion."**

### **SCHOOL BUS SAFETY RULES**

The following rules have been implemented and must be observed by all students being transported to ensure the safety of both our students and staff. At Faust School, our staff is concerned about the safe passage of your child and will continue to do whatever is necessary to provide a safe trip to and from school.

- Wait orderly and calmly for the bus to arrive.
- Make certain the bus has stopped before approaching it.
- No pushing or shoving to enter or exit the bus; one at a time, getting into and off the bus.

• **Everyone is to be seated and "buckled in" (it's the law) - once they get on the bus. No saving seats.**

- There will be absolutely no standing on the bus or sitting on the backrest of the seats.
- There is to be no yelling on 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 respectful to the bus driver and bus aide and must follow his/her directions.
- All students **must** take the bus **unless a note or email from a parent states otherwise**. If a written note or email is not received by 1:00 p.m. on a full day and 11:00 a.m. on a single session day, your child will be sent home on the school bus
- All students are expected to behave responsibly and be respectful to one another, or they will be excluded from riding the bus for misbehavior.
- Only bus students are permitted to ride the school bus. **Students are not permitted to use the bus as a means of transportation to a classmate's house after school.**

**Students that violate these rules may be subject to the following:**

- The bus driver or aide 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 paying for any damages to the bus 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 will also call for a code blue drill or stay-put situation drill for unexpected medical emergencies.

## **LOCKERS**

Students in grades 6, 7, & 8 have a locker in which to keep personal belongings while they are in school. All lockers have built-in locks where students will receive a combination number issued by the school. At no time should the locker be unlocked or shared with another student. Students need to report any locker or lock not operating properly to the homeroom teacher immediately. Students are not permitted to decorate their classmates' lockers at any time. Lockers will be inspected throughout the year. Please do not bring anything to school but the 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. **Per [Policy 5770](#):** "In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official."

## **LOST AND FOUND**

Many valuable articles of clothing, sneakers, books, etc., are turned into the school lobby. If the student's full name is on them, they can be returned quickly without inconvenience. The Lost and Found will be located in a designated area(s). Students are encouraged to check these area(s) often for lost 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.

## **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 6 through 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.

**Commendable Honor Roll:** Grades of B (83 or above) in all subjects.

A grade lower than a B (83) will disqualify a student from being on the Honor Roll.



### **GRADING SCALE**

<b>Grade</b>	<b>Percent Scale</b>
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	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 days) marking periods. All report Cards and Interim reports are available online in the Genesis Gradebook. Parents will be notified when Report Cards are available to view on - November 17; February 2; April 12; and June 19. Interim Progress Reports are to be released on October 13; December 22; March 8; and May 17.

To view your child's grades and attendance in real-time during the course of the school year, please log in to the [Genesis Parent Portal](#) and check back frequently for updates.

### **PROMOTION AND RETENTION ([Ref. Policy 5410](#))**

Promotion from Grades 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 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 for 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 there is a concern, and 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. A pupil with fewer than 150 days of attendance in grades Pre K-8 may not be promoted to the next grade level. Extenuating circumstances, as determined by the Building Principal, can waive the 150-day attendance requirements for grades PreK-8.

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 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: Homework should not exceed 1 to 1 ½ hours a day. Homework is to be practical and beneficial to strengthen students' skills. Some assignments are short-term, while others are of a long-term nature.

### **SUMMER MATH AND READING PROGRAMS**

Students entering grades 6 through 8 may 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 STATE ASSESSMENT**

Students in grades 6 through 8 will take the N.J. Department of Education State Assessment. This assessment is taken by the students on a school-issued computer.

The assessments are aligned with 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 is a benchmarked set of standards for English Language Arts Literacy, Mathematics, and Science that focus on college and career readiness.

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

Students only in 8<sup>th</sup> Grade at the middle school level will also be required to take a state-mandated assessment in Science.

### **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 harmful to school property is not permitted to be worn.

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

- Extremely low-cut, tight-fitting, revealing undergarments or transparent clothes, bare midriffs, and suggestive clothing
- Skirts and dresses that **show undergarments or end too high above the mid-thigh, or are deemed inappropriate by an Administrator.** It is suggested that shorts or leggings also be worn underneath skirts and dresses if above mid-thigh.
- Bare feet, Crocs or alike shoes that have a moveable strap, flip-flops, slides, cleats, roller-blades, slippers, open back/strapless footwear. To ensure that all students are wearing safe footwear on campus. Please note that CROCS and similar footwear with adjustable heel straps are NOT PERMITTED. Parents will be responsible for dropping off a change of footwear if their child violates the dress code.
- Patches and decorations that are offensive or obscene

- Undershirts (underwear) worn without an outer shirt
- Clothing that is overly soiled, torn in private areas, worn, defaced, that shows undergarments
- Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the student's doctor
- Clothing, apparel, and/or accessories that 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 that 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 must not reveal undergarments. Camisole style tops **must** be worn with a shirt with sleeves or cover the shoulders and visible undergarments
- Pajama/lounge pants are not permitted unless designated "spirit day" allows 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.
- 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 the dress code for special school activities and spirit days.
- Any and all dress attire or footwear, including jewelry, is at the discretion of the building Principal.

Parents will be responsible for dropping off a change of footwear and/or clothing if their child violates the dress code\*Disciplinary action for students may be taken if the above rules are not adhered to.

### **CHILD STUDY TEAM**

The East Rutherford Child Study Team (CST) consists of a Director of Student Services, School Psychologist, a 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. They 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 beginning at 3 years old.

### **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 in making the most of their capabilities and realistic and constructive decisions. The School Counselor works cooperatively with general academic teachers, special subject teachers, the Child Study Team, the administration, and parents to better serve the students of Faust School.

### **INTERVENTION & REFERRAL SERVICES**

The Intervention and Referral Services Team reviews the academic, behavioral, and health issues and then develops an Action Plan to systematically address any identified concerns. The interventions included in a student's I& RS 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 a 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 there is an instance of a potential threat of harm to a student or staff member.

### **INTERVENTION STUDENT & TEACHER MENTOR 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 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 students, teachers, and parents/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 and excel in school.

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

The Faust School Health Education and Family Life curriculum are 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 through the guidance of the [NJSLS for Comprehensive Health and Physical Education](#).

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.

### **PHYSICAL EDUCATION**

**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** -Locker rooms are available for students to change their clothes for physical education. Students are not required to change, but have the option to do so.

**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.

### **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 A.S. 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 it 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 may not be permitted to participate until the grade is brought up to 70%. Students may be given a probationary period in the first 2 weeks to improve their grades and not miss any assignments. (Principal discretion for any grade below 70%).
- Must not have more than 7 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 they did not participate in Physical Education class that day or violated the Code of Conduct.) Player participation or attendance for a practice or game is **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. Exceptions need Principal approval.
- Will not participate (practice, attend or play) in any athletic event if assigned to an In-school Structured Day (ISSD), In School Suspension (ISD), or Out of School Suspension (OSD) during that assigned time.
- Must adhere to all school rules and behavioral expectations (see Faust School Student Handbook). If rules are broken, players are subject to suspension from practice and/or game.
- Away games-players must continue to follow the rules, show respect, and have good sportsmanship.

- All Sports participants are subject to suspension from games/practices, which the Principal will determine.
- Must give your best effort and cooperate in all classes.

### **HEALTH OFFICES ([Ref. Policy 5310](#))**

### **HEALTH RECORDS/SCREENINGS/IMMUNIZATIONS**

Since the overall well-being of a student's health and safety is one of our primary concerns and can greatly affect their academics, social and emotional health, the school nurse needs all and any new medical information to monitor and provide proper care and keep in the student's health records.

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

\*The school nurse will notify parents/guardians if any possible abnormalities are detected during the vision, scoliosis, and hearing screenings. The student's parent/guardian will be referred for further 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 of the school and for all newly classified students and students participating in school-related sports programs. A physical is also recommended yearly and/or at each developmental level. Forms are available from the School Nurse and on the East Rutherford School District website at [www.erboe.net](http://www.erboe.net). Referrals will be provided if your child does not have a medical care provider.

### **SUMMARY OF VACCINE REQUIREMENTS**

In accordance with the medical program set by the Board of Education as per the New Jersey State Health Department. District policies and regulations are in place regarding the immunization of students. Please review the following:

- [District Policy 5320 - IMMUNIZATION](#)
- [District Regulation 5320 - IMMUNIZATION](#)

### **HEAD LICE-PEDICULOSIS ([Ref. Policy 8454](#))**



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. The most important fact about pediculosis is that the problem should be quickly treated.

### **ADMINISTRATION OF MEDICATION ([Ref. Policy 5330](#))**

As per [Board Regulation 5330](#), parents are encouraged to administer medications to children at home whenever possible. When necessary and in accordance with applicable law, medication will be administered to students in school by the School Nurse. Special medication forms are available from the School Nurse. The child's private medical doctor and the parents/guardians must complete and sign all forms for all medications, including prescription, non-prescription (including throat lozenges), and Asthma medication. All medication must be in the original container. Details are available from the School Nurse.

### **ILLNESS**

In the best interest of all children and to prevent the spread of communicable illness, your child should not come to school if they feel 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

### **MANAGEMENT OF LIFE-THREATENING ALLERGIES IN SCHOOL**

**([Ref. Policy 5331](#))**

A.S. Faust School's 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:

- 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.
- 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.
- 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).
- 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.**
- The teacher will ensure that the 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 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.

### **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.

### **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 by 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.

### **SCHOOL NUTRITION POLICY(Ref. Policy 8505)**

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 the student's overall health and their ability and motivation to learn. 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 6 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 or designated guardian** 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 or designated guardian**. 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 School Lunch Program is from 11:42-12:24 PM**

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. Lunchroom supervisors may assign students seats in order to maintain a safe and comfortable environment. Lunches brought to school from home are placed in the student's locker or backpack. No eating lunch or drinking of any beverages in the Media Center, or near technology devices. Water is permitted in the classroom as long as it is in a water bottle with a secure top that does not leak.

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

All lunch applications are available through [www.erboe.net](http://www.erboe.net) on the Genesis Parent Portal. All parents/guardians are responsible for logging on and filling out the application - **there will be no paper applications distributed**. Prior to the program beginning, a notice will be sent home explaining the procedure.

*\*As submitted, the online meal application for East Rutherford #003-01230 is APPROVED for School Year 2022--2023. USDA guidelines require that a hard copy/paper application be available upon request, and that there is a clear directive on where and how the paper application can be obtained for any parent/guardian wishing to use that application format.*

## **BREAKFAST & LUNCH PROCEDURES**



Maschio's Food Service offers breakfast and lunch to all students. Please go to the [Maschio's website](#) for prices and menus.

## **FREE & REDUCED LUNCH**

**PLEASE NOTE:** It is very important that all families, regardless of status, complete the free and reduced lunch forms within the [Genesis Parent Portal](#). Free and reduced lunch eligibility also affords students additional benefits throughout the school year, and determines other Federal funding the district receives. Additional information regarding the program can be found [HERE](#).

## **RECESS**

Students must abide by the following:

- All procedures and rules are to be followed according to this handbook and school policies and regulations.
- Disciplinary action will be taken to correct those who cannot conduct themselves properly.
- All students should exhibit good sportsmanship, show respect and follow ALL school rules.
- Students should not litter and must dispose of their garbage in the receptacles.

During recess, no student is to leave it for any reason, without first receiving permission from a supervising adult. Once receiving permission, students may go to their requested designation and come back as quickly as possible. Upon their return, they must report to the supervising adult signifying that they are back.

## **DISTRICT TECHNOLOGY**

### **ACCEPTABLE USE**

Any student accessing District technology in any form must agree to the guidelines bound in the Acceptable Use policies adopted by the District. Policies include:

- [5321- ACCEPTABLE USE OF COMPUTER NETWORK\(s\)/COMPUTERS AND RESOURCES BY STUDENTS](#)
- [2361- ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES \(M\)](#)
- [2361 - ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS AND RESOURCES](#)
- [7523- SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS](#)
- [5501- SOCIAL NETWORKS AND THE INTERNET.](#)

### **STUDENT-PARENT 1:1 DISTRICT-PROVIDED DEVICE AGREEMENT.**

The East Rutherford School District has adopted a 1:1 Chromebook Initiative to provide appropriate instructional technology. You can access information regarding the initiative by reviewing the [ERSD 1:1 Device Agreement](#).

## **DEVICE DAMAGE AGREEMENT FORM**

Students are expected to treat their District-provided technology with care. All students understand that the condition of their devices is their responsibility. Please refer to the

■ [Chromebook Damage and Technology Fee Agreement.pdf](#) for more information regarding the roles of students and their families in regard to district-provided technology.

### **REMOTE LEARNING ETIQUETTE/ONLINE VIDEO CONFERENCES**

During the course of the year, it is plausible that the District may provide remote learning opportunities and online video conferencing in response to varying circumstances. More information regarding expectations for these online resources can be found in the [Remote Learning Etiquette/Online Video Conferences](#) document.

### **ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS/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. 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.

### **CELLULAR PHONES, WATCHES, & ACCESSORIES ([Ref. Policy 5516](#))**

A student is not permitted to have turned on or use an electronic communication and recording device (ECD) on school grounds during the school day or when the student is participating in a curricular or school-sponsored co-curricular activity. This includes but is not limited to, cellular phones, wearable technologies (smartwatches, etc.), AirPods or wireless headsets, personal iPads/devices (unless otherwise approved or instructional use), etc. Please note that students will **not** be allowed to use their cell phones for educational or recreational purposes, including listening to music during the school day (7:54 a.m.-2:40 p.m.) There are no exceptions.

Students shall store their ECD devices in their lockers for the duration of the school day (7:54 a.m.-2:40 p.m.) Any staff member seeing an ECD shall confiscate it immediately and turn it in to the Main Office. The parent/guardian may also be asked to come to the school to retrieve the ECD at the discretion of the administrator on duty.

Each student has their own school-issued Chromebook and can use their personal, **wired** headphones for educational purposes only. They are not permitted to walk around with earbuds or headphones throughout the school day (7:54 a.m.-2:40 p.m.) or to use their Smartwatches or other wearable technologies.

If a parent/guardian must communicate with their child during the school day, they must go through the Main Office. A secretary or office staff member will coordinate any message needing to get to that student.

### **CELL PHONE/ ELECTRONIC DEVICE INFRACTIONS & INTERVENTIONS**

Cell Phone/ Smart Watches/AirPod Infractions	Actions and Interventions
<p>Usage of cell phone/smartwatch/AirPods or electronic devices during the school day.</p> <p>All cell phones/electronic devices and accessories need to be in the student's locker or left at home.</p> <p>No student is permitted to have their cell phone/electronic device, or accessories on them or in their pocket/backpack at any time.</p> <p>Misuse of cell phone, or any electronic device in bathrooms, locker rooms, and on school grounds. for photos, videos, etc., or any violation of privacy</p>	<p><b>1st Offense</b></p> <ul style="list-style-type: none"> <li>● Incident Report/Documentation</li> <li>● Device is handed into the office and given to the administrator on duty</li> <li>● Teacher contact Parent/Guardian via email/phone</li> <li>● Lunch Detention</li> </ul> <p><b>2nd Offense</b></p> <ul style="list-style-type: none"> <li>● Incident Report/Documentation</li> <li>● Device is handed into the office and given to the administrator on duty</li> <li>● Teacher &amp; Administration contact Parent/Guardian via email/phone. Parent/Guardian may be asked to pick up the phone from the main office</li> <li>● Lunch Detention(s) and/or After-school detention(s) and/or loss of other privileges at the discretion of the administration</li> </ul> <p><b>3rd and Subsequent Offenses</b></p> <ul style="list-style-type: none"> <li>● Incident Report/Documentation</li> <li>● Device is handed into the office and given to the administrator on duty.</li> <li>● Teacher &amp; Administration contact Parent/Guardian via email/phone</li> <li>● Parent/Guardian may be asked to pick up the phone from the main office.</li> <li>● Student will hand their phone daily to the main office at the start of the school day (7:54 a.m.) and pick it up at the end of the school day (2:40 p.m.)</li> <li>● Lunch Detention(s) and/or After-school detention(s) and/or loss of other privileges at the discretion of the administration</li> </ul>

### **EXPECTATIONS FOR STUDENT CONDUCT (Ref. Policy [5500](#), [5600](#))**

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. They 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 his/her behavior.
- Use time and other resources responsibly.
- Share responsibilities when working with others.
- Meet the requirements of each course of study.
- Monitor his/her 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 a student who has difficulty establishing good relationships with peers and adult authority figures and who exhibits a pattern of conduct that 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.

### **EXPECTATIONS FOR STUDENT CONDUCT (Ref. Policy [5500](#), [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 infractions 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 prevails between the parties involved in such matters. Discipline is at the discretion of the Building Principal.

### **SUSPENSION OF EXTRACURRICULAR ACTIVITIES AND SCHOOL-RELATED EVENTS**

A.S. Faust realizes the importance of extracurricular 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. If a student is not putting forth effort in their academics or violates the Faust School's Code of Conduct, it will be at the Principal's discretion, whether or not a student is able to participate in extracurricular activities and school related events.

### **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 procedures shall comply with the procedures for field trips. **Overnight trips will not be approved by the Superintendent of Schools and East Rutherford Board of Education.**



**HARASSMENT, INTIMIDATION, AND BULLYING (Ref. Policy 5512)**

Harassment, intimidation, or bullying (HIB) 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 by any other distinguishing characteristic;
2. 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
3. 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 interference 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).

The Code of Conduct may be implemented prior to the outcome of an alleged HIB. If the incident(s) after a full investigation confirms a HIB, specific interventions, discipline, and remedial action may follow and 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.

**OUT OF SCHOOL SUSPENSION (OSS) (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 physical violence 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 obscene language, or who shall cut, deface, or otherwise injure any school property, shall be subject 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 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 of the decision and receive a letter indicating the offense. A conference will also be held with the student and parent(s) before the student may re-enter school. The purpose of the conference with the parents is to keep them informed, to gain home cooperation, and to work with the parents on 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 disrespect towards any member of the East Rutherford School Staff
- Fighting in school, on school grounds, on the school bus, or at the 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 tests, and/or using profanity on school grounds
- Any situation where the administrator feels that it is necessary to remove the student from school

Serious violations that create a dangerous or unsafe condition 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.

### **IN-SCHOOL SUSPENSION (ISS)**

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 suspension will occur. Any student removed from the class for an infraction will be given individualized instruction with a certified teacher separately from their peers. They will also receive counseling from the school counselor to prevent the infraction from re-occurring. Any referral to the office should be from a culmination of disturbing and distracting behavior, which can no longer be resolved in the classroom. In-School Suspension may be assigned in combination with loss of school-related activities and privileges. Only the Principal can assign In-School Suspension and inform staff members of the decision. The Principal may assign a member from the Student Support Services or Faculty to discuss intervention-solving strategies. Credit will be given for all assigned work completed and must be turned in on the first day the student returns to the regular class. The student must also make up any assignments, tests, or quizzes given that they 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 they receive permission from the Principal.

### **IN-SCHOOL STRUCTURED DAY (ISSD)**

In some cases, students may be assigned an In-School Structured Day (ISSD ) at the Principal's discretion, depending on the infraction and the student's educational needs. The student is to attend core classes only (Math, ELA, Social Studies, Science.) Phys. Ed. Supplemental, Cycle, and Semester Course teachers will send all assignments to the main office to be given to the student. The student will be escorted every period 3 minutes before the bell rings to each class and is to have no interaction with other students in the hallways. Lunch Detention will also be assigned.

### **PRINCIPAL'S AFTER-SCHOOL DETENTION**

Students may be assigned after-school detention as a consequence where an Administrator determines the number of days and time frame. Students in Grades 6 through 8 will report to the main office for after-school detention. It will be the parent's responsibility to pick their child up from school. Anyone arriving late for after-school detention or does not show up without good reason will receive additional days at the discretion of the Principal.

### **LUNCH DETENTION**

Students may be assigned detention at lunchtime for an infraction at the discretion of the Principal. Lunch detention will be held in a classroom with a teacher present. Students will eat lunch in a classroom 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 teacher will notify the parent by telephone, and the student will remain in the building for a specified number of days. Documentation will also be noted through a Faust Incident Report, and the parent or guardian will be notified by the teacher if the student receives Lunch Detention from an Administrator. Disruptions in Lunch Detention will result in additional consequences. Any student who was told they have Lunch Detention and fails to show up will automatically receive additional days. The student will receive an assignment related to the infraction and be notified by the teacher or Principal.

### **LUNCH STUDY**

Students who may need extended time or are missing homework or classwork assignments may be asked to report to "Lunch Study" to finish their work. Parents will be notified if their child didn't do his/her homework from the night before. It is also an opportunity for the student to make up academic assignments, tests, quizzes, etc., at the teacher's discretion. Lunch Study is not necessarily a consequence; however, if a student chooses not to show up to Lunch Study after being told by the teacher, they will receive an automatic Lunch Detention the following day. The teacher may excuse the student from Lunch Detention at their discretion if the student hands in their work the following day.

## **RESTORATIVE PRACTICES & ASSIGNMENTS / PROJECTS**

Restorative practices are used in schools to foster an equitable and positive school culture. It is a whole-school teaching and learning approach that encourages supportive and respectful behavior. Restorative practices focus on strengthening relationships and connections between individuals, both youth and adult whole-school communities. Students may be requested to join a restorative circle with the individual(s) they are having a conflict with. The participants in the circle are encouraged to be open and honest about their perspectives regarding the conflict, how they have been harmed, and how they think others might have been harmed. It puts the onus on individuals to be truly accountable for their behavior and to repair any harm caused to others due to their actions.

### **The 5 'R's of Restorative Practice includes the following:**

- Relationship.
- Respect.
- Responsibility.
- Repair.
- Reintegration.

A student may also be assigned a project or writing assignment that includes the following:

- Focus on the repair of harm to the victim.
- Provide a process for making amends to those who were harmed in the community.
- Provide a process for a greater understanding of how the incident affected others.
- Offer a meaningful way for the student to take responsibility for their actions
- Encourage apology or expressions of remorse
- Involve the “victim” and the community in determining the accountability measures

## **A.S. FAUST MIDDLE SCHOOL CODE OF CONDUCT**

		Level of Consequence					
Offense/Violation		1	2	3	4	5	6
Alcohol, Tobacco, and Other Drugs	Possession*			●	●	●	
	Consumption*			●	●	●	
	Distribution			●	●	●	●
	Possession w/ intent to distribute			●	●	●	●
Discipline: Immediate Suspension							
Arson/Fire					●	●	●
Attack/Fighting ...on Students ...on Others ...on Staff	Category I		●	●	●	●	
	Category II			●	●	●	
	Category III				●	●	●
Discipline: Immediate Suspension							
Bomb Threat/False Fire Alarm Discipline: Immediate Suspension					●	●	●
Cheating/Plagiarism (May fail or not receive credit for assignment or course)				●	●		
Class Cutting			●	●			
Destruction of Property/Vandalism			●	●	●	●	●
Disrespect towards others		●	●	●	●	●	
Disruption to Classroom/School		●	●	●	●	●	
Disruptive Clothing or Appearance		●	●				
Electronic Device Misuse including but not limited to Cell Phone Misuse & Computer Misuse			●	●	●		

Extortion/Strong Arming/Blackmail				●	●	●
Failure to report to detention assigned by a staff member or administrator		●	●			
<b>Level of Consequence</b>						
<b>Offense/Violation</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
False Information/Accusations/Lying/Dishonesty		●	●	●	●	
Forgery		●	●	●		
Gambling		●	●	●		
Gang-Related Activity		●	●	●	●	●
Discipline: Immediate Suspension						
Harassment, Intimidation, Bullying, Cyber-bullying, Bias Behavior, Hazing			●	●	●	●
See HARASSMENT, INTIMIDATION, AND BULLYING (Ref. Policy 5512)						
Inappropriate Behavior: Obscenity (Oral, Written, Physical/Gestures)		●	●	●		
Inappropriate Language	●	●	●	●		
Swearing at or in Response to Adults			●	●	●	
Improper Physical Contact	●	●	●	●	●	
Inciting or Participating in a School Disturbance		●	●	●	●	
Insubordination	●	●	●	●	●	●
Leaving/entering an Area and/or Leaving Class and/or School Grounds without Permission		●	●	●	●	
Loitering in/on school grounds before/after dismissal	●	●				
Missing or Late Homework/Assignments	●	●				
Missing tutoring/ after school extra help (unexcused)		●	●			

Offense/Violation	Level of Consequence					
	1	2	3	4	5	6
Misuse of perfume, cologne, etc.	●	●				
Not reporting to the bus after school without permission		●	●			
Poor Sportsmanship/Behavior (at school events, recess, and in class/Inappropriate behavior at school program, dance, or trip)			●	●		
Selling/exchanging merchandise/objects without administrator/teacher permission on school grounds		●	●			
Sexual Activity		●	●	●	●	●
Sexual Assault Discipline: Immediate Suspension				●	●	●
Sexual Harassment Discipline: Immediate Suspension			●	●	●	●
Stealing and/or Theft		●	●	●	●	
Tardiness/Excessive Tardiness		●	●			
Trespassing		●	●	●	●	
Threats (Verbal or written) to others		●	●	●	●	●
Unsafe Actions		●	●	●	●	●
Putting substances in another person's food or drink or on a person's body Discipline: Immediate Suspension				●	●	●
Weapons:		●	●	●	●	●
Possession of: Firearm Discipline: Immediate Suspension						●
Use of Weapon to Cause or Attempt to Cause Injury						●

Discipline: Immediate Suspension							
Possession of: Other Weapons/Dangerous materials (includes knives and look-alike guns, pepper spray, aerosol spray, matches/lighters, ammunition, firecrackers, snaps, poppers,etc.)		●	●	●	●	●	



## Level Options

# 1

### Classroom Level Interventions/Consequences

Teachers use the following interventions to help the students change behavior in the classroom.

If these interventions are successful, referral to the school administrator may not be necessary.

- Warning
- Letter of Apology
- Loss of Privileges
- Seat Change
- Parent Contact
- Genesis Notes
- Teacher conference with student
- Mentoring
- Reinforcement of appropriate behaviors
- Behavior contract
- Faust Incident not required but documentation encouraged
- Lunch Study
- Peace Circle

# 2

### Appropriate when Level 1 Interventions/Consequences have been ineffective

Teachers use the following interventions to help the students change behavior in the classroom.

In some cases, referral to the school administrator may be necessary.

- Faust Incident Report by teacher
- Parent/Guardian involvement
- Phone call/letter to parent or guardian
- Confiscation of item
- Conference with parent or guardian
- Behavior contract
- Teacher and/or administrator conference with student and/or parent
- Parent contract
- Parent or guardian accompany student to school
- Genesis Notes
- Peer mediation
- Suspension of computer privileges
- Lunch Detention
- Peace Circle
- Lunch Reflection
- After school detention at the discretion of the administration
- DCPD

# 3

### Appropriate when Level 2 Interventions/Consequences have been ineffective

In **all** cases, referral to the school administrator is necessary.

- Faust Incident Report by teacher
- Parent/Guardian involvement required
- Lunch Detention
- School/Community Service
- Community Agencies
- Modified school day
- Class or schedule change
- After school detention at the discretion of the administration
- Police contact
- Re-entry meeting
- Genesis Notes
- Risk Assessment
- In-School Suspension
- Suspension of computer privileges
- Suspension (up to the discretion of administration)
- Lunch Reflection
- Teacher and/or administrator conference with student and/or parent
- Medical Clearance
- DCPD
- Mental Health Clearance

4

**Appropriate when Level 3 Interventions/Consequences have been ineffective**In **all** cases, referral to the school administrator is necessary.

- Faust Incident Report by teacher
- Parent/Guardian involvement required
- Restricted activity
- Community Agencies
- Modified school day
- Police Contact
- Re-entry meeting
- School/Community Service
- Mental Health Clearance
- Risk Assessment
- Suspension of computer privileges
- Suspension (up to the discretion of administration)
- Medical Clearance
- After school detention at the discretion of the administration
- Genesis Notes
- DCPD

5

**Appropriate when Level 4 Interventions/Consequences have been ineffective**In **all** cases, referral to the school administrator is necessary.

- Faust Incident Report by teacher
- Parent/Guardian involvement required
- School/Community Service
- Extended suspension of computer privileges
- Police Contact
- Modified School Day
- Mental Health Clearance
- Extended suspension (up to the discretion of administration)
- Medical Clearance
- Re-entry Meeting
- Community Agencies
- Genesis Notes
- DCPD
- Risk Assessment

6

**Appropriate when Level 5 Interventions/Consequences have been ineffective**In **all** cases, referral to the school administrator is necessary.

- Faust Incident Report by teacher
- Parent/guardian involvement required
- Expulsion
- Community Agencies
- Genesis Notes
- Police Contact
- DCPD
- Mental Health Clearance
- Risk Assessment