

# **Ho-Ho-Kus Public School Middle School Handbook 2018-2019**



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**“A Place of Character and Excellence”**

**Name** \_\_\_\_\_

**Advisor** \_\_\_\_\_ **Locker #** \_\_\_\_\_

## Principal's Message

Congratulations on being a middle school student at Ho-Ho-Kus Public School. I extend everyone a warm welcome. Our campus is a special place to learn and grow. As you move into the upper grades, I am confident that you will have a wonderful experience if you take advantage of all the opportunities that are available to you. The faculty and staff are dedicated to providing outstanding instruction in a state of the art facility as well as a professional and respectful setting.

We have a strong commitment to educational excellence and character development; this truth has inspired our school promise: ***“RESPECT YOURSELF... RESPECT EACH OTHER...RESPECT THIS PLACE”***. This sets a mission for all of us - staff, students, and parents to do our best in making everyone feel like an important part of this special place. Whether it's holding a door, or saying a kind word, welcoming someone new to a lunch table, greeting people in a friendly manner, or sometimes simply deciding not to add to an existing problem...we are counting on you!

The middle school years are very exciting ones in your lifetime, and it is my sincere wish that they will be years in which you will learn a great deal about the world around you, about yourself, and about the connection between the two. This concept of learning extends to everything you will do, whether it is participating in a class, singing in the chorus, playing in the band, preparing for your big game, or even meeting with me to better understand the consequences of your actions. A great deal of your learning will be in the social area, as well. We come together each and every day as a community of faculty, staff, students, parents and guests; it is our goal to nurture this community in every way possible and to foster a sense of pride and respect in all that we do.

Please carefully review this entire handbook with your parents so that you will clearly understand our school policies, procedures and expectations. Remember that it is the responsibility of each of us to make our school the very best that it can be. Once you and your parents have read this document, each of you will sign the last page. Please return the signature page to your homeroom teacher.

Here at Ho-Ho-Kus School you have tremendous resources to help you succeed. The administration, teachers, staff members, parents and I are all here to assist you along the way.

This year our school theme is “The Key to a Meaningful Life ...With Kindness as the Foundation”! Please carry that in your heart and mind each day. Remember anything is possible!

Dr. Eckert  
Principal

## Code of Conduct

The Ho-Ho-Kus Public School staff is committed to providing a positive, caring, and safe environment for students to grow academically and socially. To this end, students are expected to act responsibly in demonstrating mutual respect, trust, and compassion. The faculty and staff work together to create a nurturing environment as they strive to meet our children's needs, instill in our children a love for learning, and develop in them an understanding of others. Students have a right to a quality education, to receive respect, to be treated with kindness, and to be trusted. In turn, children are expected to study and participate actively in their learning, work cooperatively and to follow directions, to seek help in solving problems, to settle differences in an appropriate manner, to accept responsibility for their actions, to report instances of violations of which they are aware with the expectation of no retaliation for such reporting, to respect others' person and property, to use appropriate language, to dress appropriately, to be sensitive to others' feelings, and to help others. As a community we must expect all students to fulfill high behavioral expectations.

In January of 2011 the governor signed and approved a new Harassment, Intimidation and Bullying Law (HIB). In conjunction with the new law, all school districts were required to revise their HIB Policies and definitions. The new law, definition, and policies became effective September 1, 2011.

### ***HIB Definition***

**"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either 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 [handicap] disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function [or], on a school bus, or off school grounds as provided for in section 16 of P.L.2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that: a) a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; [or] b) 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]; or c) creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.**

In accordance with New Jersey Administrative Codes, 6A: 16-7.1 et seq.; 6A:16-7.9 et seq. and New Jersey Statues Annotated 18A:37-13 through 18A:37-32, the district has developed guidelines for conduct. These areas address any violations of the code and specific areas of misconduct. These include but are not limited to; fighting, physical contact, harassment, intimidation, bullying, internet violations/inappropriate use. Violations involving the listed infractions will be addressed in accordance with Board Policies 5512 and 5600.

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual's actions interfere with the right of teachers to teach and students to learn. Students are reminded that any teacher or staff member in the school has the right to correct individuals at any place and at any time. Students are expected to conduct themselves in an orderly, respectful and courteous manner at all times. The vast majority of the time, Ho-Ho-Kus Middle School students will meet these expectations. However, in the event a student acts inappropriately, there will be consequences in order to make it clear that this behavior is not acceptable and will not be tolerated.

The philosophy of the Ho-Ho-Kus Middle School is based on the belief that as educators, we are responsible for providing each individual with opportunities to mature intellectually, creatively, emotionally, socially, ethically and physically. Such opportunities for growth are best provided in a positive learning environment characterized by an atmosphere of openness and mutual respect for the personal worth and dignity of each person.

#### **GOALS:**

- Protection of the rights of all staff and students.
- Development of self-discipline by clearly communicating to students their rights and responsibilities.
- Respect for the rights and personal dignity of all students and staff in a safe school environment.
- Compliance with Board of Education, state and federal laws.
- Protection and maintenance of personal, as well as school property.

#### **Misconduct:**

If students engage in behavior that is considered misconduct, the misconduct and consequences are treated in relation to their seriousness. Misconduct in classrooms including behavior which interferes with orderly classroom operation is usually handled by the teacher and may include such things as lateness to class, unnecessary talking during the lesson, and leaving class without permission. A teacher usually detains a student after school to discuss the misbehavior.

In some instances, a conduct referral is sent to an administrator for additional support. The use of obscene or disrespectful language in class, talking back to the teacher, refusing to report to detention, and the forging of late notes or excuses are some examples of this type of misbehavior. In most cases a copy of the disciplinary referral will be sent home to inform the parent. Detention of longer duration will be imposed.

### **Serious Misbehavior:**

More serious misbehavior in or out of the classroom often results in disciplinary referrals. The parent, teacher, and administration are informed and may meet to discuss the situation. Misbehaviors at this level include fighting, insubordination to a staff member, and destruction of personal or school property. Consequences may include in-school suspension, out-of-school suspension and/or school service, extended detention, and written apology. Police are sometimes contacted when these offenses occur. Criminal behavior which directly affects the safety or well being of staff or other students most often results in immediate out-of-school suspension, parent conference and often involvement of local authorities and/or the Board of Education.

This code was developed in order to create an atmosphere for both students and staff which promote safety, respect for oneself, others and school property; creates an appropriate environment in which to learn. For the sake of the large group, every student and staff member must recognize the necessity for social controls and agree to abide by these controls. It is important that students accept responsibility for their actions. Each teacher establishes expectations for classroom behavior; however, there is a general set of expectations that will be followed by all students while in the building. Also, rules for student behavior and discipline apply at any school sponsored event or trips.

### **Student Responsibilities:**

- Come to school mentally and physically prepared to be an active participant in the learning process.
- Demonstrate a continual respect for all people and property.
- Take responsibility for his/her own behavior and learning.
- Demonstrate efficient and responsible use of time and resources.
- Share the responsibility and workload when working in groups.
- Understand and meet the variety of requirements for each class.
- Take an active part in monitoring his/her own educational progress.
- Maintain an open line of communication with parents and Ho-Ho-Kus Public School staff regarding school related matters.

**General Expectations:**

- Mind teachers, instructional aides, lunch aides, substitutes, or any other adult on school staff.
- Only enter building when the scheduled day begins.
- Enter classrooms only when an adult is present.
- Leave the classroom only with permission.
- Students need permission to use a phone.
- Eating and drinking in the hallways is not permitted.
- No drinks (including water bottles) in class for grades 6-8.
- For the safety, cleanliness, and the demands of specific subjects, gum chewing is not permitted by students at Ho-Ho-Kus Public School.

**Hallway and School Campus Rules:**

- Students may go to their lockers before homeroom, before and after lunch and at the end of the day.
- Walk on the right side of the hall, keeping hands, feet, and objects to yourself.
- Use a conversational voice level.
- Ill-mannered and offensive language or actions will not be tolerated.
- School property is to be treated with respect; it is not to be damaged or defaced.
- Students will behave in a manner that will not be disruptive to other students or teachers.
- Students will be respectful and polite at all times.

**Dress Code**

Students who take pride in the way they look and dress usually feel good about themselves. Your clothes should reflect the good training you are getting at home. Students are encouraged to be neat, clean, and well-groomed when attending classes, at all school functions, and representing the school on field trips. Clothing must be neat, safe, and must not be a distraction to other students and staff. Safe and proper foot attire must be worn at all times.

The teachers and principal are responsible for enforcing the dress code. Appropriate consequences will be issued for violation. Repeat offenders will result in parental notification and exclusion from school. A parent/guardian may bring appropriate attire to school for his/her child in lieu of a student's exclusion.

The following dress code has been developed in accordance with Policy No. 5511 and in consultation with staff members, parent(s) and pupils of this district. The dress code will be strictly enforced during the school year.

### **General Rules**

- Pupils are expected to be clean and well groomed in their appearance.
- Pupils are expected to avoid dress and grooming that is likely to create a material and substantial disruption to the school environment.
- Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.
- The building principal will be the final decision maker in determining appropriateness of a student's attire.

### **Prohibited Clothing and Articles**

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

1. Extremely low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing;
2. Any clothing suggesting an inference to alcohol, drugs, tobacco or gang affiliation;
3. Clothing depicting any pictures and/or signs that are disrespectful to any group, culture, religion or government;
4. Clothing that is shorter than 3 inches above the knee or that shows skin at the mid-section. Shorts must be appropriate for school. Shorts that resemble undergarments are not acceptable. Pants must be worn so that the waist of the pants is at the waist;
5. In the classroom, clothing required for physical education classes;
6. Clothing that is overly soiled, torn, worn, or defaced. Jeans with holes are unacceptable;
7. Clothing that reveals undergarments while standing or sitting. Tops must be three fingers' width at the shoulder. Low-cut, revealing tops are unacceptable, including basketball jerseys or other tops with large arm holes without another shirt worn beneath;
8. Pants/shorts with writing across the seat;
9. Pajamas, flannel pants, and slippers shall not be worn;
10. Leggings and tights must be worn with a mid-thigh length top in middle school;

11. Shoes that present a hazard cannot be worn. Flip flops are not acceptable;
12. Hats, caps or outerwear shall not be worn in the building;

### **Additional Requirements**

1. During physical education classes, middle school students will wear a t-shirt with sleeves and mid-thigh length shorts.
2. Shorts cannot be worn from November 1<sup>st</sup> through March 15<sup>th</sup>.
3. Student attire for athletic teams or school sponsored extra-curricular activities will conform to these regulations.

Issued: 20 November 2000

Revised: 22 May 2012

### **Attendance Policy**

According to the law (NJSA 18A:38), attendance in school is compulsory for children between the ages of 6 and 16; according to the universally accepted norms, students cannot benefit fully from the educational programs of schools unless attendance is regular and uninterrupted. Daily attendance in all classes is vital for the successful completion of the course requirements in our middle school. The child who is absent loses the effectiveness of teacher presentation of material and class group discussion. "Make-Up" work, while helpful, cannot match what has been missed. However, attendance should never be stressed to the point where the child is sent to school ill.

A student is officially absent when recorded absent from homeroom or an assigned class. Parents should contact the health office (201-652-3236) as early as possible to report reasons for absence, and the expected duration of, the absence. An answering machine is available to record your message at any time. If no call is received from the parent, the school will attempt to call the parent. A student is considered truant when absent for a full day without parental knowledge. After three days or more, reason for absence notes should accompany your child's return to school.

An absence from school will be accepted upon receipt of a satisfactory written explanation as recorded by the Main Office on the day the student returns. According to New Jersey School Law, personal illness, death in the immediate family, and religious holidays are the only legal excuses for school absence. Other circumstances must be approved by the principal.

Absences due to parent-planned vacations while school is in session are discouraged. This situation creates great inconveniences and interruptions to the educational process. Teachers are not required to prepare work for families taking students on extended vacations during the school year.

### **Notification of Excessive Absence:**

- When a pupil has been absent **five** school days, consecutively or cumulatively, in any one month, the school nurse will notify the pupil's parent or legal guardian in writing detailing the number of absences. A copy of the notice will be given to the Principal for follow-up.
- When a pupil has been absent **ten** school days, consecutively or cumulatively, in any one month, the principal will send a second written notice to the pupil's parent or legal guardian. The notice will warn of possible adverse academic consequences due to the absences and will request a conference.
- When a pupil has been absent **thirty** school days, the Principal will notify the pupil's parent or legal guardian in writing that the pupil may be retained at his or her grade level. (BOE Policy 5200)

### **Tardiness**

It is important that every child arrive at school, and each class, on time. This helps to develop a lifelong good habit that is crucial in middle school, high school, college, and career. Lateness to school causes problems both for the student and the school. The student loses an opportunity to interact with his/her teachers before the day begins, important morning announcements are missed, and often the start of first period class is disrupted.

Middle school students MUST be in homeroom by 8:20AM or be marked tardy. Students who arrive late to school (after 8:20) MUST report to the office to be signed in. No phone calls for lateness will be accepted. Daily lateness records are kept and limitations for each student are set. [The school counselor will contact parents and students after 5 late arrivals to discuss consequences and a plan for improvement. If chronic tardiness continues to be a concern, further administrative action will be taken.](#)

Consequences for tardiness are:

- 3 lates 15 minute detention before school or during recess
- 5 lates 30 minute detention before school or during recess
- 10 lates 45 minute detention before school or during recess, conference with administration and loss of extra-curricular privileges.

**Students must sign in by 10:30 a.m. in order to participate in any after school or evening activities (i.e. concerts, musical, sports, clubs, etc.). Students who arrive after 10:30 a.m. or who are absent for the day may not participate in that day's extra-curricular activity. The only exceptions to this policy are for (1) high school visitations and (2) funerals**

New Jersey School regulations require parents or guardians to have the student in school daily and on time. It is in the best interest of the student that the school and home work together to minimize the frequency of lateness.

### **Early Dismissal**

Every effort should be made to schedule appointments for students outside of school hours. If a student anticipates an early dismissal from school, he/she should bring a dated written note stating the reason, the time to leave, and must be signed by a parent or guardian. These early dismissal notes should be brought to the office during morning homeroom. The student must be picked up in the school main office by a parent or guardian. If the student returns to school during the day, he/she should report to the office and get a pass before going back to class. According to New Jersey State law, all students must attend four (4) instructional hours to be considered present for a school day.

### **Dismissal**

Teacher supervisors are stationed in front of the building at dismissal time each day. The expectations and rules listed under our Code of Conduct are to be followed while students are on campus, even after hours.

### **Homework**

Homework is an integral part of the curriculum and will be assigned nightly in most subjects. It is every student's responsibility to complete the required assignments according to the teacher's directions. This Student Planner has been provided to each student to assist with recording assignments. The Planner must be taken to every class and brought home each day.

In cases of student illness, parents may request homework assignments on the second day of a child's absence. Parents should call the main office between 8:00AM and 8:15AM so that the process for collecting assignments can begin before classes start. Students are encouraged to check teacher webpages for assignments.

### **Telephones/Messages/Forgotten Items**

- Students who bring cell phones to school must keep them turned off in their lockers from the time they enter the building to the time they leave.
- Students are not permitted to use their cell phones in the building, during the school day.
- Students may use an office phone only for an emergency to call a parent.
- The office staff will deliver emergency messages only from parents to students.
- Delivering lunches to school is discouraged. If lunch is forgotten students can get something from our lunch service (very limited selection) and bring payment to No Fuss Lunch the next day
- Classes will not be interrupted for deliveries of any kind.

### **Lockers**

A hall locker for storage of coats, hats, books and supplies is assigned by the administration. It is the responsibility of each student to keep the locker neat and clean. Periodic locker checks will be scheduled throughout the year. Student lockers are the property of the Board of Education and are on loan to the students. The administration retains the right to open and inspect school lockers with or without the knowledge or presence of students or parents when issues of safety, school security, or improper behavior demand such action.

### **Leaving Class and Hall Passes**

Students are permitted to leave class only in special circumstances. Frequent requests to use the restroom will be referred to the nurse. A student must have permission from a school staff member to leave a room during a class period.

### **Lunch**

Students eat lunch in the multi-purpose room. Students have the option to purchase a meal or bring lunch from home. Monthly lunch menus from *No Fuss Lunch* can be conveniently accessed through our website. **Meals must be ordered in advance, very few/if any extra lunches are available.** Students wishing to leave campus for lunch must be signed out and picked up by their parent in the Main Office. Good behavior is expected during lunch and recess. All students are to remain seated in the lunchroom except when they are getting food or cleaning up. No food may be taken from the lunchroom. If a student fails to cooperate with the adults in charge, or misbehaves continually, a referral will be made to the staff member in charge and the administration. Removal from the lunchroom, detention, and/or contact with a parent will be possible courses of action taken in such circumstances.

### **Safety Drills**

Exit drills are necessary for the safety of the students and faculty. Specific directions for reaching a point of safety are posted in each classroom. The fire alarm is a sound different from all other bells at school. Be serious about fire drills and know the route. If a student is walking through the halls and the fire alarm sounds, join the class closest and exit from the building. Students must follow their teacher's exit instructions, walk quietly in an orderly file, and proceed to a designated area away from the building. In addition, there will be lockdown and evacuation drills. Students are to listen for directions and follow teachers' instructions.

### **School Assembly Programs**

During school assembly programs, students will enter, sit and leave in an orderly manner. They will conduct themselves in an appropriate manner and be part of an appreciative audience.

### **Physical Education**

Students in middle school are expected to fully participate in all physical education classes. This includes changing into the appropriate clothing, taking part in all activities and giving one's best effort. Appropriate clothing consists of shorts or sweatpants, t-shirt or sweatshirt, socks, and sneakers that are designed for athletic or movement activities.

All middle school students are issued a combination lock to be used in the locker room. Locks will be distributed at the beginning of the school year and collected at the end of the school year. A replacement fee will be charged should the student lose the lock. Students must keep all clothes and valuables locked at all times. The school is not responsible for lost or stolen items.

If a student is unable to participate in a particular class, the parent may send in a written note excusing them. If the student is going to be excused for longer than one week, a doctor's note is required. After a long term excuse, a doctor's note is also required in order to return to full participation. Students who do not participate in physical education class are not permitted to practice or play in interscholastic events on that day.

### **Middle School Bell Schedule**

<b>Activity Period</b>	<b>8:20 - 8:56</b>
<b>Period 1</b>	<b>8:58 - 9:48</b>
<b>Period 2</b>	<b>9:50 - 10:40</b>
<b>Period 3</b>	<b>10:42 - 11:32</b>
<b>Lunch</b>	<b>11:36-12:21</b>
<b>Period 4</b>	<b>12:26 - 1:16</b>
<b>Period 5</b>	<b>1:18 -2:08</b>
<b>Period 6</b>	<b>2:10 - 3:00</b>

### **Grading System**

Upon entering the Middle School, some students may experience a period of transition as they adjust to the expectations of their teachers and the course requirements. When evaluating students, teachers give strong consideration to class performance, student's level of ability, independence when completing a task, demonstrating a skill, and/or understanding a concept.

Progress Reports and Letters of Commendation are given throughout each marking period to warn of difficulty or to commend improvement and achievement.

Report cards can be accessed electronically three times per year. These dates are posted in the district calendar. Teacher comments are also included on each report card. The grading system is based on the following key:

### **Academic Achievement**

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	65-69
F	Below 65

### **Effort and Conduct**

O	Outstanding
S	Satisfactory
N	Needs Improvement
I	Incomplete

### **Academic Honesty**

Academic honesty promotes learning. Dishonesty interferes with learning. Students must submit work that is wholly and truly their own. Students who permit another student to commit academically dishonest acts will be held equally responsible. The penalty for academic dishonesty is a zero, or failure for the piece of work. Parents will be contacted by the teacher and/or school administrator to discuss specific details related to the infraction. Further disciplinary action will occur with each/any repeated involvements.

### **Awards and Recognition**

At the end of the school year, awards are presented for accomplishments in several areas. The areas of recognition and specific awards are listed below.

#### **Grades Six – Eight:**

Students who participate in the following extra-curricular clubs and activities will receive recognition in the following areas:

- Bergen Brainbusters
- Student Council
- ECLC

- Art Club
- Environmental Club
- FAST (Future Attorney Student Team)
- Choraliers
- Jazz Band
- Wind Ensemble

Attendance - All students who are present every day of the school year will receive a "Perfect Attendance" award.

### **Eighth Grade:**

Class Essay - This essay is written in the spring as part of the 8<sup>th</sup> grade English program. First and second place winners are selected. The award is sponsored by the Education Foundation.

Civics Essay - This award is the Civics Paper which is sponsored by the Home School Association. The paper is written as part of the Social Studies program. First and second place winners are selected.

Academic Awards - The teachers in each subject select the award recipients who have met the following criteria: outstanding academic performance, achievement and commitment to learning during the 8<sup>th</sup> grade year. One award is given in each area: English, Mathematics, Science Social Studies, Italian and Spanish.

Presidential Education Awards - This program provides individual recognition from the President of the United States. It is sponsored by the Department of Education and was developed to honor students who have achieved high academic goals. The criterion for the Presidential Award for Academic Excellence is - students need to earn a grade point average of 90 on a 100-point scale in each subject.

Amelia Perkins Art Award - This award is given to a student who demonstrates outstanding artistic talent and completes projects with exceptional success. The award is sponsored by the Ho-Ho-Kus Woman's Club.

John Barnett Instrumental Music Award - The recipients of this award must demonstrate; instrumental musical ability, leadership, willingness to give of one self for the betterment of the school band, service to the band, students and school.

Choral Music Award - The recipients of this award must demonstrate; vocal musical ability, leadership, willingness to give of one self for the betterment of the school choral program, service to the chorus, students and school.

Daniel Elefante Memorial Physical Education Award - The criteria for this award include; good sportsmanship, outstanding effort and participation, and exemplary effort consistent with one's ability. The physical education teachers select the award recipient each year.

Sarang Character Education Award - Honors a student for his/her ongoing excellence of character. The faculty votes on this award without consultation with colleagues.

Marie M. Holm Award - The criteria for this award are; fine attitude, has shown best effort, scholarship commensurate with ability, cooperative with faculty, administration and fellow students, participates in extra-curricular activities, and shows interest in school, town, state, and nation. The faculty votes on this award without consultation with colleagues.

### **Co-Curricular Activities**

Our staff is committed to providing students with different ways to enhance their learning experiences while in middle school. Middle School students have the opportunity to join any of the following extracurricular activities. Meeting times and practices are scheduled by the teacher/coach in charge. The code of conduct established in this handbook applies to all extracurricular activities as well.

#### **Clubs and Activities:**

Art Club, Band, Bergen Brainbusters, Choraliers, Future Attorneys Club, Jazz Band, School Musical, Student Council, and Wind Ensemble.

#### **Interscholastic Athletic Program:**

Students in grades 6-8 are offered a wide variety of opportunities to participate in interscholastic athletic competitions against neighboring schools. Practices and games are held immediately after school four to five days a week and do not meet in the evenings or on weekends. The school district provides uniforms and transportation to and from the events. Game schedules, directions, and weather related announcements can be found in the athletics section of the school website.

State law requires that all candidates for a school athletic squad have a medical examination within 365 days prior to the first practice session. In addition to the medical form which must be filled out by a medical doctor, a permission

form is required for each season. The physical examination and permission forms are mailed home in the spring of each school year. They are also available on the school website or can be picked in the school health office. It is highly recommended to complete the annual physical examination in the summer so the physical is valid for the entire school year. These forms are then reviewed by the school doctor. Students will not be allowed to participate on a team unless these forms have been turned in to the school nurse prior to the school doctor's scheduled appointment at the school. This is especially crucial in the fall as the school doctor is scheduled to review the forms during the first week of school. All students participating in a fall sport must turn their forms into the health office prior to or on the first day of school.

For the sports that require try-outs, students and parents will sign off on an additional form outlining try-out guidelines and procedures. These forms will be given out by the coach at the beginning of the season or may be downloaded from the athletics section of the school website.

**Please note the following school policies which relate to athletics:**

Academic Eligibility

- During the first trimester period of each academic year, all pupils in grades 6, 7, and 8 will be eligible.
- Any 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade pupil who receives two D's or an F at the end of the first trimester is ineligible for any co-curricular or athletic activity for the second trimester.
- Any 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade pupil who received two D's or an F at the end of the second trimester is ineligible for the third trimester.

Participation in Physical Education Class

Students must participate in physical education class in order to practice or play in the after school practice or game.

Attendance

Students must be in school by 10:30 a.m., for 4 hours of instruction to try-out, practice or play in a school sanctioned event that day.

### Sportsmanship

Students are expected to adhere to the following sportsmanship code:

- Understand and follow the rules of the contest
- Recognize skilled performance of others regardless of affiliation
- Display respect for all individuals participating in the athletic event including; officials, coaches, team-mates, opponents and spectators
- Treat opponents in an empathic manner
- Congratulate opponents in victory and defeat
- Display appropriate behavior at all times

<b>Middle School Sports</b>
<b>2018-2019</b>
Cross Country
Field Hockey
Soccer
Basketball
Volleyball
Baseball
Track and Field

### Middle School Infraction Chart

<b>Infraction</b>	<b>First Level Actions</b>	<b>Second Level Actions</b>	<b>Third Level Actions</b>	<b>Subsequent Actions</b>
<b>Tardy for school (after 8:20am)</b>	On the first and second occurrence: <ul style="list-style-type: none"> <li>• Teacher Warning</li> </ul>	<ul style="list-style-type: none"> <li>• Detention Each Time</li> <li>• Parent contact by school counselor</li> </ul>	Ongoing occurrences: <ul style="list-style-type: none"> <li>• School Detention</li> <li>• Parent contact by office</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of privileges</li> </ul>
<b>Academic Integrity</b>	<ul style="list-style-type: none"> <li>• Zero for that assignment (to all parties involved)</li> <li>• Parent contact by teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Zero for that assignment</li> <li>• Parent contact by teacher</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Zero for that assignment</li> <li>• Central detention</li> <li>• Parent contact by office</li> <li>• Loss of privileges</li> </ul>	Any subsequent offenses result in: <ul style="list-style-type: none"> <li>• In school suspension</li> </ul>
<b>Harassment, intimidation, bullying, fighting and acts of violence</b>	<ul style="list-style-type: none"> <li>• Teacher intervention</li> <li>• Referral to school Anti-Bullying Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Consequences and remedial action as per School HIB Policy</li> </ul>	Consequences and remedial action as per School HIB Policy	
<b>Lack of cooperation in and out of classroom (disruption, disrespectful behavior)</b>	<ul style="list-style-type: none"> <li>• Teacher warning-2x's</li> </ul>	<ul style="list-style-type: none"> <li>• 10-minute teacher detention</li> <li>• Parent contact by teacher</li> </ul>	<ul style="list-style-type: none"> <li>• 20-minute teacher detention</li> </ul> Parent/teacher/student conference Teacher meeting with administration	<ul style="list-style-type: none"> <li>• School detention</li> <li>• Parent contact by administration</li> </ul>
<b>Cell phone/electronics use</b>	<ul style="list-style-type: none"> <li>• Teacher takes device for student &amp; 10-minute teacher detention</li> <li>• Parent contact by teacher</li> </ul>			<ul style="list-style-type: none"> <li>• Teacher takes device and gives to office</li> <li>• Detention</li> <li>• Further Admin Action</li> </ul>

<b>Dress code violation</b>	<ul style="list-style-type: none"> <li>• Student changes into appropriate attire</li> </ul>			<ul style="list-style-type: none"> <li>• Student changes into appropriate attire</li> <li>• Parent contact by administration</li> </ul> <p>Any subsequent offenses:</p> <ul style="list-style-type: none"> <li>• Loss of privileges</li> </ul>
<b>Internet misuse (as per school internet policy)</b>	<ul style="list-style-type: none"> <li>• Loss of computer use for 5 consecutive school days</li> <li>• Parent contact by teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of computer use for 10 days</li> <li>• Parent contact by tech office</li> <li>• School detention</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of privileges</li> </ul>	<ul style="list-style-type: none"> <li>• In school suspension</li> </ul>
<b>Misconduct during lunchtime</b>	<ul style="list-style-type: none"> <li>• Warning</li> </ul>	<ul style="list-style-type: none"> <li>• Immediately removed from activities</li> </ul>	<ul style="list-style-type: none"> <li>• Detention &amp; Parent Contact</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Action</li> </ul>
<b>Locker procedure (organized, clean, locked at all times)</b>	<ul style="list-style-type: none"> <li>• Warning- 2x's</li> </ul>	<ul style="list-style-type: none"> <li>• Student needs to resolve the situation</li> </ul>	<p>For 3<sup>rd</sup> through 5<sup>th</sup> offense:</p> <ul style="list-style-type: none"> <li>• 10-minute detention</li> <li>• Parent contact by teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of locker privileges</li> <li>• Parent contact by office</li> </ul>
<b>Vandalism, theft, possession of stolen property</b>	For all incidences, students will be immediately referred to the Principal for disciplinary action			
<b>Missing teacher detention</b>	<ul style="list-style-type: none"> <li>• Double the time of the missed detention</li> </ul>	<ul style="list-style-type: none"> <li>• Double the time of the missed detention</li> <li>• Parent contact by teacher</li> </ul>	<ul style="list-style-type: none"> <li>• School detention</li> </ul>	<ul style="list-style-type: none"> <li>• School detention</li> <li>• Parent contact by Administration</li> </ul>
<b>Missing detention</b>	<ul style="list-style-type: none"> <li>• Parent contact by Counselor/ Administration</li> </ul>			

**Middle School Handbook  
Conclusion and Signature Page**

Dear Middle School Parent;

We are looking forward to an enjoyable and successful school year. Thank you for reading and discussing our Middle School Handbook with your child. By reviewing these expectations and procedures in advance, we can set high standards for the best middle school experience possible. The handbook is available on our school website [www.hohokus.org](http://www.hohokus.org) .

***Your child must show this page to his/her advisor by Friday,  
September 7, 2018.***

I have read and understand the expectations and procedures required of a middle school student at Ho-Ho-Kus Public School.

Advisor: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date