

# **GILMORE J. FISHER MIDDLE SCHOOL**

## **WELCOME**

Hello, and welcome to Fisher Middle School. The agenda book is your guide to a better school experience through knowledge of existing school/district policies. The agenda book is also your guide to organization and making you a responsible middle school student. Fisher offers you many opportunities and hopefully you take advantage of these opportunities; academically, socially, and physically; and decide to SOAR to your highest potential. Have a wonderful year.

Maggy Hanna Ed. D

Principal

## **DISTRICT PHONE NUMBER (609) 538-9800**

Main Number.....	EXT. 3100
Principal.....	EXT. 3102
FAX .....	609-637-9753
Assistant Principal .....	EXT. 3105
Dean of Students.....	EXT. 3105
Nurse.....	EXT. 3125
Attendance .....	EXT. 3106
Guidance .....	EXT. 3110
Custodian .....	EXT. 3146
Student Assistance Counselor .....	EXT. 3145
Cafeteria.....	EXT. 3150
Child Study Team.....	EXT. 3100

## **LEADERSHIP TEAM**

Dr. Maggy Hanna .....	Principal
Mr. Hugh Dwyer .....	Assistant Principal
Mr. Scott Shephlock .....	Assistant Principal
Mrs. Erika Freeman.....	Dean of Students

## **HERE ARE JUST SEVEN SIMPLE SUGGESTIONS WHICH WILL HELP YOU BECOME BETTER ACQUAINTED AND GIVE YOU A FEELING OF BELONGING TO OUR SCHOOL:**

1. Be cheerful and friendly;
2. Give help to others;
3. Study conscientiously with a desire to improve;
4. Do your share by participating in school activities;
5. Be a good sport;
6. Observe the rules and regulations;

7. S.O.A.R. (Safety, Ownership, Achievement and Respect).

## **GENERAL INFORMATION**

## **AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES COMPLAINT PROCEDURE R2260**

### **A. Purpose and Application**

1. The purpose of this procedure is to give any pupil or the parent or legal guardian of a pupil the opportunity to appeal an alleged violation of the district's Affirmation Action Plan for school and classroom practices, as set forth in Policy No. 2260.
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and will be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about individual pupils.

Please refer to the district website under Board of Education policy and regulations to see definition and procedure.

## **PUBLIC COMPLAINTS AND GRIEVANCES**

Information on this procedure will be sent to parents/guardians under separate cover.

## **FACTS YOU SHOULD KNOW ABOUT FISHER MIDDLE SCHOOL**

Please read over carefully the following pages. They represent many of the regulations that you will be expected to know and follow.

No student should remain in the building after dismissal on a school day unless working with a teacher or staying for detention.

No student should be in the building on a day when school is not in session unless in the company of a teacher.

After a student reports to school in the morning, he/she is not to leave before dismissal without permission from the office.

When Fisher School is not in session, students must not visit other township schools.

Truancy, profanity and destruction of school property are direct

violations of the school laws of New Jersey and can result in immediate pupil suspension from school and possible Juvenile court action.

Students are responsible for reporting to class with the proper textbooks, paper, pencil, pen and other necessary items.

## ATTENDANCE POLICY R5200

Each pupil is required to attend school regularly, and in each case of absence shall present to the appropriate school personnel on his/her return a written excuse.

The Attendance Policy can be found in its entirety on our website.

### ADMINISTRATIVELY EXCUSED ABSENCES - KINDERGARTEN - GRADE EIGHT

Pupils are required to be in attendance a set number of days specified in a school calendar that is approved annually by the Board of Education.

Pupils are excused from attendance for:

"Excused absence" is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:

- A. **The pupil's illness** (absences with a valid doctor's note or a hospitalization **within 10 school days of the absence**); if there is contagion, a doctor's note is required for reentry),
- B. **Family illness or death** (length of time to be determined in each individual case by the Principal or designee with a parent/guardian note within 10 school days of the absence),
- C. **Educational opportunities** such as activities or situations which are school related and are sanctioned by the administration such as field trips, exchange programs, or school explorations (maximum of 2 per school year),
- D. **Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16** with a parent/guardian note within 10 school days of the absence,
- E. **Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. 794 and 705 (20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3,**
- F. The pupil's **suspension** from school,
- G. The pupil's required **attendance in court**,
- H. Interviews (maximum of two per semester) with a prospective employer or with an admissions officer of an institution of higher education (prior administrative approval required),
- I. Examination for a driver's license (must provide driver's license 'issued on' date of excused absence),

- J. Necessary and **unavoidable medical or dental appointments** that cannot be scheduled at a time other than the school day (valid doctor's note required),
- K. An absence for a reason not listed above, but deemed excused by the Principal or designee upon a written request by the pupil's parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence.

### TRUANCY

Truancy is defined as any absence which a parent/guardian and school administration is not aware of and given approval and for which they have not provided an appropriate note within ten school days of the absence.

### NOTES FOR ABSENCES

The parent(s) or legal guardian(s) or adult pupil is requested to call the school office before the official start of school on the morning of the pupil's absence.

The parent(s) or legal guardian(s) of a pupil who attended morning session but will not attend afternoon session should call the school office before the official start of school on the morning of the absence to give notice of the pupil's absence.

The parent(s) or legal guardian(s) or adult pupil who anticipates a future absence or anticipates that an absence will be prolonged should notify the guidance Counselor who will assist in the arrangement of make-up work.

If a pupil has a chronic illness that may result in chronic absence from or tardiness to school one doctors note each year to this effect, followed by a parent/guardian note for each such absence within ten school days of each chronic absence will cause these absences to be administratively approved.

### MAXIMUM DAYS OF UNEXCUSED ABSENCES PERMITTED (GRADES 6 - 8)

Unexcused absences shall not exceed:

- A. Sixteen days per class for any full year course.
- B. Eight days per class for any half-year course.

If unexcused absences exceed the number of days listed above, no credit shall be granted for each such course.

Pupils entering school after the first day will have their absence allowance prorated. He/she will be allowed four absences per quarter enrolled as his/her total allowable absence.

Pupils who exceed the limits of classroom absences noted above have the right to appeal to the building administrator for a revision. All appeals must be made in writing to the school principal or his/her designee within ten school days of notification of the excessive absence limit, and must include the rationale and documents upon which the appeal is being made. The appeal will be addressed by a review committee of representative staff appointed by the Principal.

## **MAKE-UP WORK PRIVILEGES FOR ALL ABSENCES (GRADES 6 - 12)**

- A. Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence of 4 or more school days duration. The parent(s) or legal guardian(s) or adult pupil must request such home assignments.
- B. A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The parent(s) or legal guardian(s) or adult pupil must request home instruction.
- C. Pupils absent for any reason are expected to make up the work missed. In grades 6-12 and above, the pupil is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
- D. In general, pupils will be allowed one day to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils.
- E. A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.

## **TARDINESS**

Excess tardiness will result in school discipline as defined by the Behavior Guide.

## **TARDINESS TO SCHOOL PROCEDURES (GRADES 6 - 12)**

A pupil who is tardy to school will be subject to the following procedures:

- A. An effort will be made by the attendance office personnel to contact parents/guardians as often as possible.
- B. On or about the fifteenth tardy, the attendance office will notify the district attendance officer so that he/she may review the case and consider legal action.

## **TARDINESS TO CLASS THAT AFFECTS THE "DAYS ABSENT FROM A CLASS" AND SUBJECT CREDIT**

The teacher will attempt to contact a parent/guardian of a pupil arriving late to his/her class without a valid written pass for the first three tardies. After the third tardy to a class, the pupil shall be referred to the office for possible disciplinary actions. Also:

- A. Any pupil over fifteen minutes late to a class or assigned area without a pass will be recorded as absent for the entire class. These kinds of absences shall be counted toward the maximum unexcused absences allowed in the class and can therefore affect graduation credits.
- B. For every time a pupil is tardy to class fifteen minutes or less without a valid written pass, he/she shall have one-third of an absence recorded towards the maximum unexcused

absences allowed for that class.

If a pupil is late for class and the reason is not acceptable to the teacher in charge, the pupil may be assigned detention by that teacher.

- A. All pupils who arrive late to school must report to the office.
- B. The pupil's name and the reason for being late is needed in the office.
- C. Parents/guardians of a tardy pupil may be notified by phone.
- D. Credit for the school day will not be given if the pupil arrives so that four hours of instruction cannot be attained. Tardy pupils who will not be present for at least four hours of instruction will not receive credit for a full day.
- E. Bus pupils are considered excused in the event of a bus delay. Pupils must stop by the office before going to their classroom if they are late.

## **REPORTING OF ABSENCES**

In the event that a child will be absent on a particular day, the parent/guardian must call the Attendance Office (609-538-9800 ext. 3106) no later than 8:30 a.m. In the event that we are not notified of an absence, the parent/guardian will receive an instant alert (see above) to ascertain the whereabouts of the child.

## **HARRASSMENT, INTIMIDATION, BULLYING (H.I.B.)**

Please check district and school websites for new legislation concerning harassment, intimidation, and bullying. Reference P5512/R5512

The Ewing Public Schools strive to maintain a positive and engaging learning environment for all students. To maintain this environment the district has implemented procedures supporting the Anti-Bullying Bill of Rights.

### **Definition of Harassment, Intimidation or Bullying (H.I.B.)**

**Types of Behavior:** Includes any gesture or any written, verbal or physical act or any electronic communication, can be a single incident or series of incidents.

**Motivation for HIB Behavior:** Any actual or perceived characteristic. **EXAMPLES:** race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental/physical/sensory disability or any other distinguishing characteristic.

**Location of Incident:** On school property, at school-sponsored function, on a school bus or off school grounds (including cyberspace)

**ANTI-BULLYING MUST MEET ONE OF THE FOLLOWING CONDITIONS** in addition to causing substantial disruption or interference: Has an effect of insulting or demeaning a student or group of students OR creates a hostile educational environment for the student by interfering with stu-

dent's education OR severely or pervasively causing physical or emotional harm to the student.

### **District Code of Conduct (Expectations for Pupil Conduct P5500)**

The district maintains policies and regulations to govern student behavioral expectations and developmentally appropriate consequences which includes preventive and/or corrective action plans.

**FMS Anti-Bullying Coordinator: Erika Freeman**  
([efreeman@ewingboe.org](mailto:efreeman@ewingboe.org)) 609-538-9800 x 3105

## **TEEN DATING VIOLENCE**

Any form or pattern of physically, emotionally, verbally or sexually abusive behavior done with the intent to threaten or control a current or former dating partner. See policy/regulation 5519 for complete details.

## **EXPECTATIONS FOR PUPIL CONDUCT R5500**

The Board of Education believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils should know that their attitudes and acts affect both their own and their classmates learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parents or legal guardians, all pupils can contribute to the effectiveness of the schools and the value of their education.

The Board expects all pupils in this school district, commensurate with their age and ability, to:

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior;
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;
6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parents or legal guardians and appropriate school staff members.

The Superintendent shall, in consultation with staff members, parents or legal guardians, and, where appropriate, pupils, develop a statement of specific pupil behaviors that exemplify these expectations and shall publish both this policy and the statement of behaviors to all pupils, parents or legal guardians, and professional staff members.

## **POSITIVE BEHAVIOR SUPPORT (PBS)**

PBS is a school-wide program that is a proven, systems-focused approach that produces numerous positive outcomes,

including:

Decreases in problem behaviors, office referrals, and suspensions,

Increases on-task engagement and academic achievement,

Increased capacity to support all students with varying needs, and

Higher levels of satisfaction with the overall school climate among students, teachers, and parents.

PBS is not a specific practice or curriculum; it's a general approach to preventing problem behavior. It is not limited to any particular group of students, as it is for everyone. This is not new; it is based on a long history of behavioral practices and effective instructional designs and strategies. Science of behavior has taught us that students do learn better ways of behaving by being taught directly and receiving positive feedback.

The FMS program is S.O.A.R. (Safety, Ownership, Achievement, Respect). A team of teachers and administrators created a school-wide matrix for expected behaviors and then designed the reward system. The students were taught what S.O.A.R. looks like in all areas of the building. Our goal with the program is to promote and support a safer, healthier, and more caring school environment. We are also looking for teaching outcomes and learning to be enhanced.

We are encouraging and acknowledging students' appropriate behaviors daily. They receive S.O.A.R. dojo points when they are observed following one of our expectations. These points can then be submitted for "rewards".

FMS is proud to be sponsoring the S.O.A.R. program, as it supports students and teachers. The acts of respectful and responsible behaviors are encouraged, not just by adults, but also by the students themselves. Our school functions are more efficient and effective. The results have been positive; thus, this will be an on-going program.

## **STUDENT OF THE MONTH**

Each month during the school year, teachers nominate students - who by virtue of academic achievement, citizenship, involvement in school activities, and leadership attributes - they feel are worthy of the honor of Student of the Month. (Of those nominated the teachers of each team select two students to be cited for that distinction.) They receive an engraved plaque, and have their pictures placed in the school lobby "Student of the Month Recognition Board."

## **OFFICE HOURS**

The office hours at Fisher Middle School, when school is in session, are 8:00 a.m. to 4:00 p.m.

## **LOCKERS**

Take pride in keeping your locker clean and orderly. Periodic checks will be made. If you forget your combination, go to your

homeroom teacher for the combination. Students should not share lockers or give their combination to other students. Gym lockers require that students purchase a strong combination lock to ensure that personal possessions are safe. Although the school endeavors to protect personal property, we **cannot** assume responsibility for loss or damage! Students may use lockers only before and after school and at other times approved by their teams.

In the event a locker fails to open, a pupil should report this to the main office for assistance.

School lockers are the property of the Ewing Township Board of Education and are subject to search and inspection by school authorities. Students are responsible for any and all items which are stored in the locker which has been assigned to them.

Lockers that do not close properly because of clutter will be opened, emptied, and the contents taken to lost and found.

## **BACKPACKS**

Backpacks may not be carried during the school day. They may be brought to school but must be stored in the locker prior to the start of Homeroom.

Be advised, however, that backpacks with wheels will not fit in the locker. Drawstring bags are allowed for PE clothing.

## **WEARING OF COATS & HATS**

Upon arriving at school in the morning, students must hang coats and hats in their lockers. 6th graders may keep coats in their homeroom. Coats, hats, and other items which cover the head may not be worn or carried in the building while school is in session.

## **ARRIVING AT SCHOOL IN THE MORNING/AFTERNOON PICK-UP**

**Pupils should not arrive at school before 8:00 a.m.** Students who are driven to school by their parents should be dropped off in the circle. Upon arrival students are to wait outside. At 8:05 a.m. the doors will be opened. They should be picked up on the circle at 3:05 pm. **Passing other vehicles is not permitted at either time.** Parents/guardians must present an ID if picking up a student during school hours.

## **BICYCLES**

Bicycles should be left only in the bicycle rack. No matter what the weather, bicycles must not be brought into the building. The school is not responsible for the theft or damage of bicycles, so students must provide themselves with a lock for the bicycle.

## **HALL CONDUCT**

**Students are expected to be as orderly in the halls as they are in the classrooms. They should always walk, keep to**

**the right, not loiter, and move without disturbance. Also, students are reminded that they must respond to, and follow the directions of, ALL staff members regardless of whether the staff member issuing directions is one of their teachers. Voices should be kept at a moderate tone, inappropriate and/or unacceptable language will not be tolerated.**

Students who receive gifts such as balloons, flowers, etc., for a special occasion must leave the articles in the main office during the day.

Any hall conduct deemed inappropriate by the Administration will result in disciplinary action.

## **PASSES**

Passes are special privileges. No pupil may leave a classroom during class periods without a pass signed by a teacher. Passes are necessary to use the library facilities. Since a pass is a privilege, it should be requested only rarely.

Disciplinary action will be taken if a student is in the halls without a valid pass, or violates other pass policies.

## **SCHOOL PROPERTY**

Students are to take care of school property including computers, desks, chairs, tables, walls, lavatory fixtures, etc. These things belong to you and to the school community. Replacements cost money which comes from the taxes paid by parents. Take pride in your school.

Destruction of school property is a violation of the New Jersey State School Law and, therefore, a guilty student is liable to suspension and/or court action. Students are also financially responsible for cleaning or repairing property.

Felt tip pens/permanent markers are not permitted in school. Should a need arise for them for a class or school project, a note from your teacher will authorize their use.

## **VIDEOTAPING OF STUDENTS**

Video surveillance devices monitor all busses and the interior and exterior of the school. They are monitored by school personnel to ensure a safe school environment.

## **CELL PHONES**

Cell phones/Smart watches are not permitted to be in use during the school day. Unauthorized use will result in confiscation of the item and it will not be returned until picked up by a parent/guardian. Failure to comply with confiscation of a cell phone will result in disciplinary action.

## **ELECTRONIC DEVICES, TOYS, ETC.**

Electronic devices, electronic games, laser pointers, and skateboards are not permitted in school. If required for a school related project, a note from your teacher will authorize

their use. Unauthorized use will result in confiscation of the item and it will not be returned until the end of the school year or until picked up by a parent/guardian. Items not claimed by the last day of school will be discarded/donated.

Fisher Middle School is not responsible for lost/stolen cell phones or electronic devices. Students bring them to school at their own risk.

## **WATER BOTTLES**

1. The only liquid allowed in the bottles will be water.
2. All water bottles must be transparent, so the staff can see the liquid.
3. Teachers can declare "water free" times when work needs to be done or can designate a place in class where water bottles will be kept.
4. The bottle must have a closeable lid of some sort.
5. The bottle must not be larger than a liter/quart.
6. Bottles are not to be in close proximity to any technology and will not be allowed in any computer class, computer/science labs, the media center or auditorium.
7. Water bottle can be filled in between classes.
8. Water bottles are not to be played with. Any inappropriate use of a water bottle will result in the student losing the privilege of having water in classrooms.

## **GUM CHEWING**

Gum chewing is not permitted on the grounds or in the building.

## **RECOGNITION ASSEMBLIES**

It is our belief that students should be honored for their accomplishments gained during their tenure at Fisher. Our student's attainments are noted during Recognition Assemblies. The purpose of our Recognition Assembly is to celebrate pupils who have acquired outstanding achievement in academics, citizenship, and/or attendance. These assemblies are held at the conclusion of the 1st, 2nd, and 3rd marking periods.

## **STUDENT I.D. CARDS**

Student Identification Cards will be distributed to students at the beginning of the year. The I.D. card should be worn at all times during school hours and when riding the bus. Students will not be allowed to attend field trips without their I.D. card. Lost I.D. cards will be replaced for \$2.00.

## **DRESS CODE R5511**

The following dress code has been developed in accordance with Policy No. 5511. Please refer to the district website for the full regulation.

### **A. Prohibited Clothing and Articles**

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

1. Tank tops, tube tops, halter tops, any shirt revealing the midriff, or any other shirt or top which is sheer or so brief, low-cut or revealing as to be embarrassing or indecent;
2. Clothing which displays profanities, obscenities, suggestive words or phrases, or which promote alcohol or drug use at any time;
3. Shorts and skirts are permitted, provided they are not so revealing as to be embarrassing or indecent; fingertip length rule required.
4. Sunglasses (unless a valid medical reason exists);
5. Any head covering including hats and scarves; If bandanas are worn they must not exceed 2 inches in width. Further, they should be worn as a hair band, not a headband. Headbands/sweatbands that are worn around the forehead are not permitted;  
**Note:** Head coverings worn for religious reasons are exempt.
6. Shoes or sneakers which are worn so loosely or without proper ties as to be unsafe;
7. The belt area of pants must be worn at the waist; and
8. Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity.

Basically, the code indicates that appropriate attire is required in school. Slippers or other footwear which is inappropriate for school are not permitted. Sleepwear and pajamas are not permitted (except on school spirit days).

Nothing in these regulations shall prohibit the wearing of normal gym or exercise clothes in physical education classes.

All interpretations and decisions on the school dress policy are to be made by the administrators, consistent with the criteria set forth in this policy.

Parents of students who are in violation of the Dress Code will be called to bring an appropriate change of clothes or something will be provided by the Nurse's Office.

Students who, after warning and/or parent notification continue to be in violation of this dress code will be disciplined as per the Behavior Guide.

## **ACADEMIC HONOR ROLL/HIGH HONOR ROLL**

Everyone should strive to be a good citizen of the school and do well in school work. Real effort and interest in your studies are the key to success.

Those students who show a high level of performance in academic achievement by earning an 80 or above in ALL subjects (including HPE, Enrichment courses and World Languages) become members of the Honor Roll. Those students earning

all A's become members of the Principals Honor Roll.

## **NEW STUDENTS**

Students, who enroll from out-of-district schools and have no academic records from their previous school district, will be placed in the appropriate class. Parents/guardians will have five (5) school days to produce proper documentation indicating grades and/or assessment results and students will then be rescheduled if warranted.

## **PROMOTION AND RETENTION**

All students must receive a passing grade (final average) in all major academic subjects (math, science, social studies, English language arts) and must meet attendance requirements in order to be promoted.

## **SCHOOL MESSENGER**

School messenger is an internet based system used to deliver notifications and communications to parents via telephone, e-mail, and/or text. You control how you receive your messages. Log onto <http://go.schoolmessenger.com>

All families are automatically registered via Genesis. You will be responsible for maintaining your account. The school will not have access to make any changes to your account.

## **TEXTBOOKS**

Students are to treat their books as the borrowed properties which they are. Put covers on them; put their name in the space provided. Students are NOT to write anything but their name in these textbooks. At the end of the school year, or at the completion of a course, students will be asked to pay for lost or damaged books. If a student loses their textbooks, they should check the lost and found outside the custodians' office.

## **PHYSICAL EDUCATION RULES**

New Jersey State law, Title 18A:35-7 states that all students in the State of New Jersey are required to participate in physical education.

Students who fail to participate in their scheduled Physical Education class due to being unprepared or because of a medical excuse may not participate in school athletic practices or games that day.

## **STUDENT ACTIVITIES**

Students will be given an opportunity to choose clubs or activities to join. Daily bulletin announcements and public address system announcements are made on a frequent and regular basis advising students of when these activities and clubs meet, and how to go about signing up to participate. Teams and clubs are open to students in Grades 6, 7 & 8. A "C" average is required for participation.

Each student may join one or more of these:

## **CLUBS**

Art Club  
Bowling  
Fitness Club  
GAME Club  
Homework Club  
Intergenerational Club  
Odyssey of the Mind  
PBIS Video Announcements  
Performing Arts Club (PAC)  
Science Bowl  
S.O.A.R. Club  
Stage Band  
Student Council  
World Cultures Club  
\*these are subject to change

## **SPORTS**

Baseball (Boys) #  
Basketball (Boys and Girls) #  
Cheerleading #  
Cross Country #  
Girls Softball Team #  
Soccer (Boys and Girls) #  
Track \*  
Wrestling \*

Teams marked with an asterisk (\*) are open to all students who wish to participate.

Teams marked with a (#) are on a try-out basis.

Students are reminded that participation in an activity does not exempt them from class work missed during that activity.

## **THE STUDENT COUNCIL**

The Student Council is the student administrative body of the school. It is the liaison organization between the administration and the student body. It is governed by the president, vice president, and the elected representatives. Specification for membership, the election of officers, duties of officers, and other important facts may be obtained from the advisor.

## **ATHLETIC COMPETITION 2431**

### **ELIGIBILITY**

Students wishing to participate in co-curricular activities shall comply with the following guidelines:

- A. Grades 6 - 8 Students wishing to participate in co-curricular activities in grades six through eight shall have a "C" (2.0) grade point average (GPA) based on 25 credits



or the equivalent per year.

Students currently enrolled in grades six through eight possessing a 2.0 GPA in the prior academic year shall be eligible for first semester co-curriculars, including the completion of seasonal activities. Eligibility for second semester co-curricular activities shall be based on a 2.0 GPA and 25 credits or the equivalent per year.

Accredited summer school courses may be used in order to improve grades for purposes of eligibility. Grades may be improved by one grade level only. Upon completion of an accredited summer school, a 2.0 GPA and 25 credits is required for fall semester eligibility. Students receiving less than a 2.0 GPA during the first semester may be given a five-week probationary period at the beginning of the third marking period. If they maintain a 2.0 GPA during the first five-week probationary period, they will remain eligible throughout the second semester as long as a 2.0 GPA is maintained based on 25 credits or the equivalent per year.

## **SELLING OF OBJECTS**

Students are strictly forbidden to sell anything in school unless approved by an administrator.

## **CAFETERIA**

Fisher Middle School uses a computerized system to assist students and parents in managing lunch money. Parents may put money "on account" for the child. The child can then purchase lunches and/or snacks in the cafeteria using their PIN #. When the amount of money in the account gets low, the child will be notified by the cafeteria staff so that funds can be replenished.

It is recommended that all parents put money in their child's account even if the child brings a bag lunch from home. By doing so, the child will be able to purchase lunch whenever they forget their bag lunch or their lunch money. Since parents have the opportunity to pre-pay, the school does not "loan" money for lunch. Nor does Fisher Middle School call classes to announce lunch arrival.

Students who submit the proper forms and are eligible for free and reduced lunch or breakfast will have their account encoded to reflect that status.

The daily menu can be found on the district web site. Students participating in the breakfast program may do so from 8:05 – 8:20 am.

## **LATE BUS ROUTES**

Fisher Middle School provides a Late Bus for students who have participated in an extracurricular activity (non-athletic) or have remained after school for extra help, test make-ups, etc. A special late bus pass is required for admittance to the late bus. Pick-up time is 4:15 p.m. Routes are posted outside of the main office. The late bus is only for students who have been assigned a bus from our transportation department.

## **EMERGENCY CLOSING OR DELAYED OPENING**

If the school must be closed or delayed in opening because of inclement weather, an announcement will be made before 8:00 a.m. via instant alert, school website, and an announcement on the recording. "Delayed opening" may be necessary whereby school would open 1 1/2 hours later, that is, at 9:55 a.m. Bus pick-up would also be delayed 1 1/2 hours. For example, if bus pick-up is scheduled for 7:45, delayed opening bus pick-up would be 9:15. If there is a delayed opening or a school closing, an announcement will be on the recording. If there is no such announcement, schools will be open.

## **FIRE DRILLS/EMERGENCY DRILLS**

Fire and crisis drills are important to the safety and well being of all students and faculty. They should be taken seriously. Unless preparations are made and drills conducted, when a real emergency strikes, fatal mistakes may be made. So take all drills seriously. Two drills will be held each month (one fire, one crisis).

Whenever the alarm is sounded or an administrator comes over the intercom, stop whatever you are doing; file out of the room and school in a quiet and orderly manner. Absolute quiet is necessary so that in case of an emergency that requires a change in routine, instruction can be given and heard.

## **PARENT PICK-UP: AFTER SCHOOL ACTIVITIES/ATHLETICS**

- A. All Fall and Winter **athletic** events begin at 3:45 p.m. and end between 5:00 and 5:15 p.m. Evening activities such as concerts begin at 7:00 p.m. and end at 8:30 p.m. Students who wish to attend winter athletic events must present a completed permission slip, signed by their parents/guardians indicating parent/guardian approval and responsibility for transportation, in order to attend the activity. Students will not be permitted to attend winter athletic events without presentation of the permission slip at the time they enter the activity. Permission slips are available in the main office 2 days prior into the day of the event. Permission slips are NOT available the day of the event.

Students should plan to have their rides here immediately following the event, since all spectators must leave the building promptly following the event.

Administrators and/or chaperones will provide supervision for a 15 minute period following the conclusion of the event. At that time, the doors will be locked and



spectators become the responsibility of their parents.

This policy also covers supervision by coaches and sponsors. Students participating on teams or clubs will be made aware of the time that the game, practice, or activity will end. Students who are not picked up at the designated time will be dropped from the activity. Students who are not picked up by 4:15 will be placed on the late bus.

- B. All clubs run until 4:10. Students need to either be picked up by 4:15 or ride the late bus which arrived at 4:15.

## **AFTER SCHOOL CONDUCT**

All students are expected to leave the school building and grounds by 3:20 p.m. The only exceptions are students who are participating in a school athletic activity, a club activity, serving a detention, or receiving help from a teacher. These students must wait with the teacher until picked up. Students not picked up by parents following a club activity or an extra help session will be sent home on the 4:15 late bus.

## **MUSIC PROGRAM**

### **STAGE BAND**

This is a volunteer musical organization composed of members of band, orchestra, and any other qualified student. Performances are given in assemblies or concerts. The music played is of a popular nature and requires good musicians.

### **ORCHESTRA**

This is a select musical group using the best instrumentalists as selected by the instrumental music instructor. The orchestra participates in several concerts and assemblies throughout the year. Preparation for membership usually requires one full year of weekly lessons.

### **HONORS SYMPHONY ORCHESTRA**

This is the advanced ensemble which is made up of students who have attained a high degree of proficiency on their instrument. Student's selection to this class will be greatly influenced by the student's past record of personal discipline, dedication, sense of commitment and ability to function as a member of the team.

### **BAND**

Band is held as a scheduled activity. During the year, the band participates in several concerts and occasionally appears in an assembly. Preparation for membership usually requires one full year of weekly lessons, but students are admitted to the band as soon as they are ready.

### **CHOIR**

This group is composed of boys and girls with vocal proficiency who are interested in singing together. It meets as a regular scheduled activity during SOAR period.

## **SPECIAL SCHOOL SERVICES**

### **COUNSELING DEPARTMENT**

The Counseling Department at Fisher School is made up of three counselors. They are available to meet with you regarding academic, social, emotional and/or behavioral concerns. The counselors also consult with your child's team to provide support services throughout the year. The Counseling Department maintains a valuable file for a number of outside referral services that may also benefit the family. If you would like to meet with your child's counselor, please call extension 3110 to make an appointment.

### **NURSE**

If a student wishes to visit the nurse, he/she is to report to his/her classroom first and secure a pass to the nurse from the teacher in charge.

New Jersey law states that a school nurse cannot administer medication. This includes giving aspirin, Bufferin, etc.

## **MEDIA CENTER**

The Media Center is an integral part of Fisher Middle School and is committed to ensuring that students are effective information users. Our goal is to help develop skills that will provide students with the necessary resources to reinforce the value of literacy and life-long learning.

The collection is referenced through our automated card catalog, found in the library and on the District Discovery Page. The Ewing Public Schools provide students, parents and staff access to many subscription databases for research use. These resources are available for use at school or home and can be found on the District Discovery Page, which is located on the District Homepage under Curriculum & Instruction, Technology Resources.

Students may check out books for a three-week period. Books may be renewed provided the book(s) is/are brought back for verification at the time of renewal. Books should be returned to the Book Return bin near the front of the circulation desk. There are no overdue fines; however, students will be placed on the school fine list if books are not returned on time. Students will be charged the full replacement cost of any books lost or not returned before the end of the school year. Payment for lost book(s) is in cash only, and a receipt will be given at the time of payment.

When a student needs to use the library, they must get permission from their classroom teacher and then present a pass upon entering. All students must sign in through Turnstile at the front desk and sign out with Turnstile upon leaving. While in the Media Center, students are required to comply with all school rules and regulations.

## LOST AND FOUND

A Lost and Found Service is administered by the main office and custodial staff. Found articles should be turned in at the office. Lost articles may be called for in the morning and afternoon. Lost books are sent to the custodian's office. Additional area is in the locker area of the appropriate gymnasium.

## FORGOTTEN ITEMS

The Main Office will not interrupt classes for the purpose of calling a student to pick-up items brought in by a parent or guardian. Lunches, keys, books, homework, etc. will be held in the office. Students who have forgotten something may check the office between classes for its arrival. Lunches will be delivered to the child at lunch time.

## SCHOOL JURISDICTION

Since the courts have ruled that schools are liable for students from the school to the doorstep of the home, all school rules are in effect on the walk to and from school, on the bus stop, and on the school bus.

## SCHOOL VISITORS

We encourage on-going school/home communications as a key to our success with the children.

Visitors are always warmly welcome in the Ewing Public Schools. During classroom instruction hours, visitors to classrooms are limited to parents/guardians of children in that class or speakers/guests.

A "visitor" is anyone other than a student enrolled in, or a staff member employed in, the particular school. Visitors may not consult with the teaching staff or students during class time without the Principal's permission.

Student visitors are not permitted at Fisher Middle School. Adult, non-student visitors must report directly to the Main Office for registration for visitation and are to use the main office entrance only.

Visits with a child's teacher should take place so that the children's learning will not be interrupted. According to state law, all visitors during regular school hours must receive permission from the Principal to visit any classroom.

No person shall be allowed to deliver any address or lecture to students unless authorized by the Superintendent or designee. Smoking in school buildings and on school grounds is prohibited by law.

Parents/guardians are asked to adhere to the following procedures:

1. Make arrangements for an appointment with the child's teacher, giving at least one day's notice.
2. Before going to the classroom, parents/guardians must stop at the main office to:
  - a. Indicate the appointment

- b. Receive a visitor's pass

3. Visits during classroom instruction hours should be no longer than 30 minutes.

When a court of appropriate jurisdiction has terminated the parental rights of either or both parents, it is the obligation of the person or agency having legal custody of the child to notify the school so that appropriate measures can be taken.

## CONTACTING TEACHERS AND OTHER STAFF MEMBERS

All staff members have been assigned a voice mailbox. All messages for teachers and other staff should be left in that person's voice mail box. Simply dial (609) 538-9800. When the system answers, dial the 4-digit number assigned to the individual for whom you wish to leave a message. Every staff member has an e-mail address as well. The list of extensions and e-mails can be found on the website.

## EWING TOWNSHIP PUBLIC SCHOOLS

### MISSION STATEMENT: FISHER MIDDLE SCHOOL

As members of the Fisher Family, we expect all stakeholders, including students, staff, families, and community, to be responsible and accountable for the academic, social, emotional, and physical development of the unique middle level learner.

This will be accomplished by creating a culture that includes\*:

- Educators who value working with this age group and prepared to do so.
- A challenging and relevant curriculum.
- Students and teachers who are engaged in active learning.
- Multiple learning and teaching approaches that respond to our diversity.
- High expectations for every member of the Fisher Family.
- An inviting, supportive, and safe environment.
- School, family, and community partnerships.
- Multifaceted counseling and support services that foster health, wellness, and safety.
- Respect and acceptance of diversity through positive interactions by all members of the Fisher Family.

\*Adapted in part from *This We Believe* by National Middle School Association

## POLICIES DEALING WITH AFFIRMATIVE ACTION

The Ewing Township School District is an equal opportunity institution which does not discriminate on the basis of race,

color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, or disability. Below is a listing of pertinent board policies which can be found on our web site:

<b>POLICY #</b>	<b>POLICY DESCRIPTION</b>
1510	RIGHTS OF PERSONS WITH DISABILITIES
1530	EQUAL EMPLOYMENT OPPORTUNITY
1523	MULTI-YEAR EQUITY PLAN
1550	AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES
2260	AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES
3362	SEXUAL HARASSMENT
4352	SEXUAL HARASSMENT
5750	EQUAL EDUCATIONAL OPPORTUNITY
6330	CONTRACTS

Questions/concerns pertaining to affirmative action, equal employment opportunities, and/or harassment may be directed to:

Mr. Harry Louth  
Affirmative Action Officer  
John Gusz Building  
220 Ewingville Road  
Ewing, N.J. 08638  
(609) 538-9800 Ext. 7176

Questions/concerns pertaining to the rights of persons with disabilities may be directed to:

Mr. Harry Louth  
District 504 Officer  
John Gusz Building  
220 Ewingville Road  
Ewing, N.J. 08638  
(609) 538-9800 Ext. 7176

Copies of these policies may be obtained from any school or the Ryan Administration Building.

The Ewing Public Schools **Title IX Coordinator** is:

Mr. Harold Louth  
220 Ewingville Road  
Ewing, New Jersey 08618  
(609) 538-9800 X7176  
[hlouth@ewingboe.org](mailto:hlouth@ewingboe.org)

**Policy P5751 Sexual Harassment and Regulation R5751 Sexual Harassment of a Student** can be found on the district website under Board of Education/Board Policies and Regulations tab.

Title IX states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

## **STUDENT GRIEVANCE PROCEDURE**

The Board of Education believes that students should have the right to present suggestions and grievances about the school district. In addition, such procedure would provide ways for students to become involved in the decision making process involving high school policy or procedure.

The primary purpose of these procedures is to clarify channels of communication available to students when they have grievances about certain actions, policies or procedures of the school district, and to provide ways for students to present suggestions for the improvement of the system.

### **1. Suggestions**

Student suggestions should be of a constructive nature and contribute toward the realization of the educational goals of the district. All suggestions should be submitted in writing to the principal

### **2. Grievances**

It shall be the intent of the student grievance procedure to encourage students to discuss their grievance(s) informally with the staff member against whom the grievances directed prior to utilizing the formal grievance procedure outlined below. It is expected that the majority of grievances will be settled in this matter. If not, the following procedures shall apply:

#### **a. Academic and Disciplinary Appeal**

If a student (or group of students) feel that fair treatment has not been given with respect to academic or disciplinary matters and the question cannot be resolved with faculty members or the administrator involved, the parents may make an appointment to come to the school to attempt to resolve the matter.

If a teacher is involved, the parent(s) shall arrange a conference with the teacher through the guidance office or through the assistant principal. If the decision is still unsatisfactory to the parent, the parent together with the student, may appeal within five (5) school days in writing to the principal. Should an appeal be ruled in favor of the student, the infraction and penalty shall be

expunged from his/her record. In case of disciplinary action by an administrator, the parent should confer first with the administrator directly.

- If the principal's decision is still unsatisfactory to the parent, the parent together with the student may appeal step-by-step to the:
  1. Superintendent
  2. Board of Education
  3. State Board of Education
- Whenever an appeal is made at or beyond the principal's level, it shall be made in writing within five (5) school days of notification of a decision unsatisfactory to parent.
- An attorney may represent the student and parents at any point beyond the appeal to the principal provided prior notification is made to the school authorities.

## **EWING PUBLIC SCHOOLS BUS RULES**

Please note that every school bus used on Ewing Township routes is equipped with seatbelts and a camera. Students should be reminded that these cameras and tapes are always filming, and even if there are no complaints on a particular route, the route videos are randomly monitored for student/driver behavior.

Students must "buckle up" as soon as they are seated in the bus. Wearing seatbelts is the law. It is the student's responsibility to buckle the seatbelt, not the teacher's or the driver's.

1. Students will enter or exit the bus when instructed by the bus driver or teacher. Students will quickly and orderly take a seat or exit the bus.
2. Students are responsible for buckling their own seatbelts. Wearing seatbelts is the law. (If a seatbelt is not available, tell the bus driver.)
3. Students are to remain in their seats with their belongings under their seat or by their feet, not in the aisles. Wait for the bus to stop before getting up to leave.
4. Students will be courteous. They will keep their hands and feet to themselves and will not bother other students.
5. Students will use no profanity.
6. Students will refrain from eating, drinking or smoking on the bus.
7. Students will refrain from fighting or any violence.
8. Students may speak in conversation tone only. They will refrain from loud talking or yelling.
9. Students keep all parts of their body INSIDE the bus.

10. Students will not destroy anyone's property.

11. Students will not distract the driver.

12. Students will never run to or from the bus stop.

13. Students will wait back from the curb and NEVER crawl under the bus for any reason.

14. Students will wait for the all-clear signal from the driver before crossing the road in front of the bus or leaving the curb.

15. Students crossing the street will FREEZE and wait for further instructions if the driver honks the horn.

16. Students will ride only the bus assigned.

17. The principal or bus driver may assign or reassign seats.

### **PENALTIES**

Failure to comply with these rules or directions from the bus driver, staff member or principal will result in any of the following actions based on the severity of the incident:

- Written Warning
- Up to a 5 – 10 days suspension from riding the bus (parents/guardian are responsible to bring child to school).
- 20 days suspension from riding the bus (parents/guardian are responsible to bring child to school).
- Referred to the Board of Education for review with possible expulsion from bus riding privileges for the year.
- In addition, the Fisher Middle School Behavior Guide rules will also be applied for any infractions.

### **IMPORTANT PHONE NUMBERS**

The following agencies are available to assist our children:

- Child Abuse Hotline 1-800-792-8610
- Youth Emergency Service 989-7297
- Runaway Help line 1-800-621-4000
- AA 1-800-245-1377
- AIDS Information 1-800-624-2377
- Anchor House 396-8329
- 2<sup>nd</sup> Floor.org 1-888-222-2228