



Belhaven Middle School  
Linwood, NJ

NATIONAL FORUM  
and  
NJ "SCHOOLS TO WATCH"  
Award Winning Renaissance School

*MOTTO: "Learn Now, Soar for a Lifetime"*

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*Vision: Belhaven Renaissance celebrates hard work, commitment, great character, leadership, and participation by involving students, staff, parents, and the community in sharing the fun and passion for excellence in education.*

*Belhaven Mission Statement: "We Inspire Life-Long Learners and Leaders."*

*Thank you to Linwood Parent Teacher Organization for providing these handbooks for our students and staff.*

Leadership is a huge component of our Renaissance process. During your years at Belhaven, set goals to accomplish many of these things.

► **Self-Management – Organization**

- Set short term and long term goals and be able to effectively carry the plan to achieve these goals.
  - Write goals for each year
  - Write goals for each week and marking period
  - Develop a personal mission statement
- Work independently and assume responsibility for yourself.
  - Schedule priorities
  - Manage time
  - Understand leadership styles
- Effectively manage your attitude.
- Take creative risks.

► **Communication – Listening**

- Use a variety of written, oral, digital, and nonverbal communication to articulate in a technological, global society.
  - Improve public speaking skills
    - Infused in curriculum
  - Write a variety of essays
    - Infused in curriculum
    - Time capsule
  - Convey information properly and timely
- Become an effective listener through authentic listening habits.

► **Critical Thinking, Problem Solving, & Team Building**

- Consider different points of view.
- Identify, analyze, and solve problems.
  - Create an action plan.
- Demonstrate teamwork skills.
  - Empower others
  - Travel with your school or other organization
  - Learn from professionals outside of your school
  - Participate in a club, sport, school band, and/or community organization
  - Complete a list of challenges

► **Character Education – Service Learning**

- Demonstrate character traits.
- Complete community service.
  - Read to senior citizens and/or children
  - Facilitate your own community service project – “Pay It Forward”
  - Complete service learning at a food bank or homeless shelter

## **Greetings from the Belhaven Staffulty (Faculty and Staff) . . .**

Welcome to the **2019/2020** school year at Belhaven. The Belhaven Middle School provides an educational program focusing on the special needs and interests of the early adolescent. Middle school is a special time in your life in which you are going through many changes physically, mentally, socially, and emotionally. Our curriculum and activities are planned to help you grow in maturity during your years at Belhaven.

This handbook/planner, along with the interaction of your family and teachers should teach you the value of setting goals and being proactive rather than reactive. Being proactive means accepting the responsibility of your own actions and not making excuses. Whereas, reactive people find it easy to complain and blame other people or circumstances. For more, read *The 7 Habits of Highly Effective Teens* by Sean Covey, 1. Be proactive, 2. Begin with the end in mind, 3. Put first things first, 4. Think win-win, 5. Seek first to understand then be understood, 6. Synergize, 7. Sharpen the saw.

There are many opportunities for you to grow in the areas of academics, sports, leadership, and special interests. The more involved you become in the activities offered at Belhaven, the more you will enjoy and profit from your middle school years. Through opportunities for interaction with others, students should discover more about their own self-worth and potential as well as sensitivity, acceptance and respect for the abilities, values, and attitudes of others.

The purpose of this handbook/planner is to provide an overview of the policies, expectations, curriculum, programs and special services offered at the Belhaven Middle School. It also aids students' organizational skills, increases communication, and gives helpful hints. The fine academic reputation enjoyed by Belhaven is a result of the efforts of the community, parents, board of education, staff, students, aides, maintenance workers, custodians, crossing guards, and cafeteria workers.

Please read this handbook/planner several times. In addition to the clubs, sports, and incentives we offer, it is the responsibility of every student to know the expectations of the Belhaven Middle School. Student awareness will create a safe and friendly environment conducive to learning. Students should report any unsafe conditions.

### **BELHAVEN MIDDLE SCHOOL PHONE DIRECTORY**

Main Office 926-6700

Principal 926-6700

Superintendent ext. 6703

Special Ed. Supervisor ext. 6730

Curriculum Supervisor ext. 6724

Guidance ext. 6715

Child Study Team ext. 6709

Health Office ext. 6706

Web Site: <http://www.linwoodschools.org>

***Belhaven Middle School is proud to be designated a 2011,  
2014 and 2017 NJ and National Forum "School to Watch."***

***and a***

***Jostens Renaissance Award - Winning school***

## **RENAISSANCE “Supporting Excellence in**

**Education”** Renaissance is a nationwide movement designed to recognize and reward academic excellence, participation, and good school citizenship. Educators, parents, and partners in the business community join forces to provide incentives for students to improve grades, attend school, increase school spirit, and eliminate disciplinary incidents.

**Jostens Renaissance Mission Statement:** Renaissance is the first and only national education-focused program created to recognize and reward the academic achievements of students from elementary school through college.

**Our Vision:** Belhaven Renaissance celebrates hard work, commitment, great character, leadership, and participation by involving students, staff, parents, and the community in sharing the fun and passion for excellence in education.

**Belhaven is a member of the JOSTENS  
RENAISSANCE PENN/JERSEY  
Collaboration.**

### **C.H.A.M.P.**

(Character Has A Million Possibilities)

Each month begins with a specific character trait, definition, and quotation to share with students and get them thinking about that particular trait. Also included are suggested activities in the form of discussion questions or dilemmas to use for journal writing, essays, debates, discussion, or role-playing. While we already emphasize positive values in our curriculum, the C.H.A.M.P. Program will serve as a guide to assist the Staff in working toward school-wide respect and responsibility. Renaissance & C.H.A.M.P. also recognize Random Acts of Kindness and service learning.

September: Responsibility  
October: Respect  
November: Trustworthiness  
December: Compassion  
January: Courage  
February: Citizenship  
March: Positive Attitude  
April: Gratitude  
May: Friendship  
June: Culmination Month

## **RENAISSANCE STREET TEAM**

Street Team is our fifth, sixth, seventh and eighth grade student council. They are committed to the positive leadership of our school. They are involved in planning school Renaissance events.

### **AWARDS**

The following awards will be presented to qualifying eighth grade students at the end of the school year:

1. *Instrumental Music Award*
2. *Art Award*
3. *Industrial Technology Award*
4. *General Music Award*
5. *Choir Award*
6. *Stewart Smith Memorial Mathematics Award*
7. *Social Studies Award*
8. *LEF Technology Award*
9. *LEF Dr. Rudnesky Leadership Award*
10. *Literature Award*
11. *Writing Award*
12. *Perfect Attendance Award*
13. *Drama Award*
14. *Science Award*
15. *SPEAK Award*
16. *Linwood Historical Society Award*
17. *Friend of the Linwood Library Award*
18. *Belhaven Falcon Award*
19. *Belhaven Spirit Award-In memory of MariaJean Kelly*
20. *Belhaven Academic Award*
21. *Belhaven Renaissance Gold Award*
22. *Belhaven Friendship/Mentorship Award*
23. *Gail Ceresa Renaissance Award*
24. *LEA Citizenship Award*
25. *Spanish Award*
26. *Northfield/Linwood Kiwanis Club Award*
27. *Rose Jones Memorial Award*
28. *Brayces Scholarship Award*
29. *Elks Lodge Award for the most improved*
30. *Keystone Belcher Lodge Community Service Award*
31. *Student Council School Leadership Award*
32. *David N. Blyler, Sr. Memorial Scholarship*
33. *Daryl F. Todd, Sr. Historian Award*
34. *Janice G. Dennis Humanitarian Award*
35. *Susan S. Speirs Award*
36. *Live, Love, Laugh, Leave a Legacy Scholarship*

## ARRIVING AT SCHOOL

All students are to enter the building through their grade level doors. Students that are late for the day may enter through the front doors but should be accompanied by a parent.

## ABSENCES/EARLY DISMISSAL

Absences must be reported to the school office at 926-6700 prior to 9:00 a.m. Upon returning to school after any absence, a note stating the student's name, date of absence, reason for absence, and parent signature is to be brought to the main office prior to the 8:15 a.m. entrance bell. Parents are discouraged from taking students out of school for vacations. Vacations should be structured around the school calendar.

### *NJ Allowance Reasons for Absence*

The State of New Jersey considers any student who is absent for 10% or more of the total number of school days for any reason, excluding absences due to religious observations, Take Your Child to Work Day and Veterans Day Observances, as being "Chronically Absent" (e.g. 10 absences over 180 school days equal Chronically Absent). A student in attendance less than 162 school days may be considered to have not successfully completed the instructional requirements to which he/she is assigned. The following guidelines and procedures will be enforced:

\*4 Absences - a warning letter is sent home

\*9 Absences - warning letter sent home. Action plan for improved attendance will be discussed.

\*10 or more Absences - a determination will be made regarding the need for court referral.

IT IS REQUESTED THAT ABSENCES BE DOCUMENTED IN THE ATTENDANCE OFFICE WITHIN THE THREE (3) DAY TIME PERIOD!

**Once a student reaches 18 unexcused absences any additional unexcused absences may be required to made up during Summer Course Completion.**  
**Consequences for attendance infractions could include denied participation in co-curricular or athletic activities.**

## LATENESS POLICY

Arriving late to school disrupts the educational process. Students are discouraged from arriving late to school. Students should always come to the main office when they are late for school. Lateness is excused only in the case of a doctor's appointment that cannot be scheduled after school hours. The attendance officer may follow up any lateness that is excused because of a doctor's note.

## EARLY DISMISSAL

Medical and dental appointments should be scheduled outside of school hours whenever possible. Students requesting early dismissal are to report to the office prior to 8:30 a.m. with a note stating the student's name, date and time of dismissal, reason for dismissal, and parent signature. Pupils must be signed out by a parent, guardian, or person authorized by either parent to act on his/her behalf.

## DISMISSAL

Upon dismissal, students are to proceed to their lockers then immediately leave the building unless remaining for a planned activity. There is to be no loitering on school grounds at the end of the day. Students may leave from any door except the front door. Leaving from the front door creates congestion and is a safety hazard.

## DROP OFF

Parents dropping off students **should not** pull into the parking lot on Belhaven Ave. behind the fifth grade wing. Please do not block driveways when dropping off children. Parents should encourage their children to enter through the appropriate doors. Unless your child is arriving at school for band practice or another activity, do not drop them off or have them arrive before 8:00 in the morning.

## BICYCLES, SKATEBOARDS, SKATES & SCOOTERS

Scooters, bicycles are to be locked securely in the bike racks. The school cannot assume responsibility for unlocked bikes or helmets. Motorized scooters, skateboards, etc. are not permitted. For safety reasons, none of these modes of transportation may be ridden on school grounds. All students that ride bikes, scooters, and skateboards to and/or from school are required to wear a safety helmet per Linwood Board of Education policy.

## COMPUTER USE

**NOTE:** *Your workstation is being electronically monitored.*

### Computer Usage:

- ~ Ask permission to use the lab.
- ~ Present a pass from your classroom teacher.
- ~ DO NOT change settings (i.e. wallpaper) or preferences to any program including desktop.
- ~ DO NOT print more than one copy of any document.
- ~ Report any technical problems immediately.
- ~ Keep your workstation clean.
- ~ Log off and shut down properly.

### Internet Use:

- ~ You must have a signed Acceptable Use Policy from a parent or guardian to use the Internet.
- ~ No chat rooms.
- ~ No downloading without permission from Teacher.
- ~ DO NOT visit inappropriate sites-if you are uncertain ASK the Teacher.

**Consequences:** The School Discipline Code will be consulted for computer violations.

## CAFETERIA RULES

1. Walk while entering or exiting.
2. Talk in a conversational tone.
3. Remain seated in your assigned seat at all times.
4. All students must report to the cafeteria on time. Late students must present a written pass.
5. Do not leave your assigned seat or the room without permission.
6. Throwing of any object in the cafeteria, food or otherwise, will result in disciplinary action.
7. Upon dismissal:
  - a. Clean table and surrounding floor area
  - b. Dispose of trash
  - c. Go directly outside (If time and weather permit)

### 8. NO PARTIES ARE PERMITTED.

**Consequences:** \*Failure to comply with cafeteria rules will result in: School Discipline Code Consultation

## LUNCHES

Students may purchase lunch from the school cafeteria or bring a bag lunch from home buying only milk if they so desire on a daily basis. Weekly lunch tickets may be purchased only on the first day of the school week during lunch time in the cafeteria and used at any time during the school year.

Students are to sign up for lunch during first period each morning. Students must pay for each lunch they order.

Lunch is available to qualifying families for a free or reduced rate. Individual application forms must be submitted for each child. We promote fitness for life through healthy choices.

## PLAYGROUND RULES

1. No one is permitted outside unless an aide or teacher is present.
2. Rough play or inappropriate games are not permitted.
3. No interference with classmates' games.
4. Treat everyone with RESPECT.
5. Absolutely no one off property or on any rooftop to retrieve balls, etc.
6. No food or drink is to be taken outside from the cafeteria.
7. Playground equipment must be signed out and returned by the borrower.
8. Anyone abusing playground equipment will be subject to disciplinary action.
9. After recess all students will line up quickly and quietly by homeroom in their designated areas.

## LOCKERS

1. Each student will be assigned a locker at the beginning of the school year.
2. Never reveal your locker combination to any other student.
3. Lockers are to be kept in an orderly condition, free of rubbish and paper. Before closing locker doors, be sure that no coats, book bags, etc. are sticking out. Doors to lockers are not to be slammed or kicked shut.
4. All materials, including books, personal belongings, or other supplies, are the total responsibility of each individual student.

5. It must be clearly understood that all lockers are the property of the Linwood Board of Education and as such may be opened and inspected at any time without prior notice (New Jersey Statutes Annotated 18A:36-19.2).

6. Lockers should only be used before homeroom and after school and before and after lunch unless coordinated by grade level leaders.

### **TELEPHONE CALLS**

*Telephones in the main office are for emergency student use only.* Students should not ask to use the phone for any other reason during school hours. Students are not permitted to call home because they forgot their homework.

### **ELECTRONIC DEVICES**

Students May Not Use Their Electronic Devices During The School Day At Any Time OR For Any Reason. Students may not use phones or watches for any technological purposes during the school day. A student who needs to contact a parent may ask a staff member to use the office phone.

*Morning* - Phones MUST be put away in backpacks upon arrival to school grounds. Students may text parent they arrived safely. *Dismissal* - Phones may be used as soon as the student EXITS the building.

1st Offense: Phone goes to the office for the rest of the day; student picks up at the end of the day.

2nd Offense: Phone goes to the office for the rest of the day; parent must pick up the phone.

Subsequent Offenses: Discipline Code will be consulted.



### **DRESS CODE**

Students are encouraged to use good judgment when dressing for school. The school's intent in establishing a dress standard consistent with the rulings made by the Commissioner of Education is to promote a positive attitude about learning and about one's self, as well as to eliminate distractions to the educational process. Studies have shown that those who dress appropriately for school come with a more positive attitude than those who dress too casually.

- The student and his/her parents must accept the responsibility of dressing appropriately for the occasion with a high standard of personal cleanliness maintained at all times.

Cleanliness, neatness, and appropriateness will be stressed.

- Extreme styles of dress i.e. tank tops, see-through clothes, short- shorts, etc. are prohibited.

- The following types of shorts are unacceptable: any type of bathing suit or cut offs. Shorts, skirts, and dresses must be fingertip length.

- Bare midriffs are unacceptable.

- Clothing or jewelry advertising alcoholic beverages, tobacco, prejudice, or those with obscene or questionable printing are not permitted.

- Coats and head coverings are not to be worn indoors unless approved for a specific purpose.

- No Bandana

- For safety purposes all footwear must enclose the foot. Flip flop sandal styles without a heel strap are prohibited.

Teachers and administration will have the prerogative to take appropriate action in any situation in which attire is judged to be indecent, dangerous, or which distracts and interferes with the educational process

## **EXTRA-CURRICULAR ELIGIBILITY RULES**

*Academic Probation* Any student receiving two or more “Fs” or one “F” and two or more “Ds” in a given marking period may be ineligible to participate in any extra-curricular activity until the next interim report has been issued and satisfactory progress has been indicated. The student may continue to be restricted from participation if he or she receives an unsatisfactory grade in either of the two subject areas.

## **BULLYING PREVENTION**

At Belhaven Middle School, we are proactive in preventing bullying at our school. Our guidance counselor works with the social studies teachers to ensure students can recognize and reduce the chances of bullying. Through classroom meetings students role play, discuss, form groups, and learn how to recognize and react to bullying.

Students are periodically surveyed. Additionally, students must report incidents of bullying in order to help us eliminate these occurrences. Report forms are available in the guidance office. All reports are taken seriously.

Belhaven began implementing the Olweus Bullying Prevention Program in the Spring of 2006. The OBPP includes school-wide and classroom elements, individual intervention and community efforts to combat bullying and promote leadership within our school. We have added the Second Step Program to further assist students in developing positive social skills. Please contact the school counselor or principal for more information on our programs.

### *School Rules Against Bullying*

- \* we will not bully others
- \* we will help students who are bullied
- \* we will include students who are easily left out
- \* when we know somebody is being bullied, we will tell an adult at school and an adult at home.

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards.

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

- \* Is reasonably perceived as being motivated by either an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender Identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;

- \* Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;

- \* 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, that the act(s) 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/her person or damage to his/her property; or b. Has the effect of insulting or demeaning any student or group of students; 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. Schools are required to address harassment, intimidation, and bullying occurring.

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct.

For more information, please see the district website for the complete policy regarding harassment, intimidation, or bullying.



### **AFFIRMATIVE ACTION**

If a student feels discriminated against for any reason, they should report this to a teacher, guidance counselor, or the principal. Likewise, if a student feels threatened or offended for any reason this should be immediately reported. If any incident is reported to anyone other than the principal, the information will be disseminated to the principal to be documented. The principal is the Affirmative Action Officer as approved by the Linwood Board of Education and can be contacted through the Belhaven main office.

### **ACADEMIC HONOR CODE**

Linwood Public Schools continually strive for academic excellence. Students are expected to pursue their school work with integrity and honesty. Students in violation of the Academic Honor Code (AHC) will face academic and disciplinary actions.

It is your responsibility to understand and uphold the AHC. If you are unclear about a specific situation, speak to your teacher.

The AHC focuses on two common areas of academic dishonesty: cheating and plagiarism as defined below.

#### **Cheating:**

1. Cheating on tests (cheat sheets, use of any unauthorized electronic devices, discussion of test information with other students).
2. Obtaining test questions and/or copies of tests outside the classroom test setting.
3. Lending and/or copying from another student's work, (homework, tests, projects, assignments)
4. Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading).
5. Submitting work previously presented by you or another person in this or another course.

#### **Plagiarism:**

1. Using ideas, words, sentences, paragraphs, or parts of another person's writings, without giving proper credit, and representing the product as your own.
2. Using pictures, music, multimedia, computer programs, without giving appropriate credit, and representing the product as your own.
3. Submitting work that is not your own (having a parent or another person complete the work),
4. Submitting a paper purchased from a research or term paper service, including but not limited to the Internet. Consequences for Academic Honor Code violation will be taken from the school discipline code.

### **CODES OF STUDENT CONDUCT**

Each district board of education is required to develop, adopt and implement a code of student conduct (CSC) that establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on school buses or at school-sponsored functions, and, if determined appropriate by the board, conduct away from school grounds [N.J.A.C. 6A:16-7. 1(a)]. Provided below are information and resources on the requirements for the CSC and the adoption, development and implementation of the CSC.

#### **Levels of Student Misconduct**

The below factors will be considered when deciding on specific consequences:

- Age, developmental and maturity levels of parties
- Degrees of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Relationships between the parties involved
- Context of alleged incidents occurred

## DISCIPLINE

Students are reminded that all teachers, staff, employees, or persons acting in a capacity of a supervisor authorized by the school administration, i.e., chaperons, aides, coaches, advisors, etc. in the building, from either school at any time, have the authority to enforce rules and regulations. Teacher authority is not in any way limited to the classroom or particular students. Students are to show respect to all school employees whether professional or non-teaching as well as any student.

### Consequences for Poor Choices

Students who fail to meet Belhaven's positive behavior expectations will face certain consequences. If a student misbehaves, appropriate consequences may include:

- \* warnings and/or
- \* parent notification and/or
- \* parent conference and/or
- \* loss of privileges/participation in school activities
- \* after school detention
- \* Saturday detention
- \* out of school suspension
- \* in school suspension
- \* expulsion

A chart of consequences will be made available to students and may be found online.

## DETENTIONS

**Teacher** - Teacher detentions generally last up to 15 minutes and will be served the day they are assigned unless other arrangements are made. Students are allowed to contact their parents and/or guardians.

**Administrative** - Students assigned after-school administrative detention shall receive written notice 24 hours prior to the designated detention date. This notice must be signed by a parent or guardian and returned to the main office the day after being issued. Students failing to return a signed discipline referral are still required to stay on their assigned day and will receive additional detentions until the notice has been signed and returned.

## SUSPENSIONS

Suspension constitutes a loss of all school privileges. Suspension may also result in, under the discretion of school authorities, the loss of all school activity privileges, not only during the period of suspension, but for a period of time after the student returns to school.

Parental contacts will be made with the parent or legal guardian of all suspended students. In most cases, conferences will be held with the parent or legal guardian of the suspended student prior to the time the individual is allowed to return to class.

The student Codes of Conduct are established to achieve the following purposes:

- Foster the health, safety, social, and emotional well-being of students
- Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning
- Promote achievement of high academic standards
- Prevent the occurrence of problem behaviors
- Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.

All students have a responsibility to comply with state statutes and administrative codes for academic achievement, behavior and attendance.



## RESPECT IS ESSENTIAL

Belhaven students are expected to: show courtesy and respect towards others

- \* use acceptable language at all times, free of name calling, insults or profanity
  - \* settle differences without put-downs, threats or fighting
  - \* ask staff and student conflict managers for help as needed for conflict resolution
  - \* eat in designated areas only
- and keep the school clean and free of litter
- \* interact with each other safely without pushing or roughness
  - \* share equipment and demonstrate good sportsmanship
  - \* remain on school grounds from the time of arrival to dismissal
  - \* take care of school grounds, property and equipment

## RESPONSIBILITY

Belhaven students take responsibility for the task of learning. They are expected to:

- \* come to school and class on time, prepared to work and study
- \* listen, follow directions, participate and cooperate
- \* walk in a safe and orderly manner in school buildings
- \* leave toys, games, gum, radios, laser pointers, pagers (or other electronic devices) that distract from learning at home.



## CLASSROOM RULES

*For all students - For all classes*

1. Be on time.
2. Enter the room quietly and orderly.
3. Immediately take assigned seat.
4. Be completely prepared for class.
5. You must raise your hand and receive permission before taking any action.
6. All homework and class assignments are to be completed to the best of your ability.
7. No gum chewing in any school area at any time.
8. All non-classroom materials, including personal electronic equipment or toys are not permitted in school.
9. No trading cards, dice, or card games are allowed.

## GIFTED & TALENTED/ENRICHMENT

All students in grades five through eight meet with the Gifted and Talented teacher in the Related Arts cycle during SPEAK (Students Performing, Experiencing, and Acquiring Knowledge) and benefit from enrichment activities such as storytelling, public speaking, Mock Trial, and participation in Belhaven's TV production activities. Gifted and Talented students receive enhanced and extended activities during this SPEAK cycle.

Pre-engineering middle school activities are offered to the fifth through eighth grade Gifted and Talented students within the Industrial Technology rotation.

Inclusion into the Gifted and Talented program is based upon the results from statewide testing, measures of achievement, creativity, and aptitude.

Students are initially identified through performance on the NJSLA and must meet three eligibility criteria to be considered for acceptance into the program.

Students can also be recommended for the program through teacher and/or parent referral.

If a student transfers to our district and was eligible for and participated in the Gifted & Talented program from their district, they may participate in our program without additional testing.

## MARKING SYSTEM

For each of the marking periods during the school year, the pupils are graded as follows:

A = 93-100 - Excellent

B = 85-92 - Good

C = 77-84 - Average

D = 70-76 - Below Average

F = 69 or below - Failure

Students may also receive number or letter factors.

### *Attributes*

- A. Outstanding effort
- B. Excellent class participation
- C. Accepts responsibility independently
- D. Outstanding conduct
- E. Outstanding work habits
- F. Improvement shown
- G. Works well with others
- H. Exceptionally cooperative
- I. Neat, accurate work

### *Need for Improvement:*

#### Academic

- J. Doesn't follow directions
- K. Doesn't complete work neatly
- L. Poor organization
- M. Excessive class absence
- N. Poor test results
- O. Inconsistent effort
- P. Poor class participation
- Q. Poor skills performance (Physical Ed)
- R. Unprepared for class
- S. No initiative to complete missed work
- T. Incomplete assignments

#### *Conduct*

- 1. Observance of classroom rules and procedures
  - 2. Attitude
  - 3. Violation of the Honor Code
- Students with chronic poor grades may be required to attend after school homework club.

## RETENTION/SUMMER SCHOOL

According to board policy, a pupil who has failed to master the basic academic skills for any grade level will be considered for retention.

Additionally, Belhaven will be offering a summer course completion for students who finish the year with an F average (below 70) in any academic course. Each course that a student fails for the year will require twenty hours (one week) of summer school. Students assigned to course completion who do not attend summer school will be retained.

Eighth grade students who fail any academic course for the year will not be permitted to participate in the June promotional exercises.

## EXTRA-CURRICULAR ACTIVITIES

Belhaven Avenue School offers a wide variety of extra-curricular activities designed to enhance students' middle school experience. Interscholastic sports offered throughout the year include:

### Fall      Winter      Spring

Cr. Country (G/B) Basketball (G/B) Track (G/B)  
Fall Soccer (G/B) Volleyball (Co-ed)  
Field Hockey (G)

Students must remain eligible for participation in interscholastic sports through meeting standards of satisfactory academic progress and behavior.

Students must be present at least 4 hours during the school day to participate in any after school activities.

Any student who does not dress for physical education class will not be able to participate in an athletic contest on that day.

A variety of clubs and activities are offered each year according to student interest. Some of the clubs offered recently include:

Art Club	Stage Crew
Chorus	STEM Club
Drama Club	Student Council
Homework Club	Think Team
Jazz Band	Renaissance Television (RTV)
National Junior Honor Society (NJHS)	
Yearbook Club	

In the Spring of a student's seventh grade year, students are eligible to apply for NJHS membership by demonstrating academic achievement through their grade point average and the following criteria: Leadership, Service, Citizenship, and Character. Students applying for consideration of membership to NJHS should be prepared and enthusiastic about maintaining the following chapter requirements:

- Participation in 3 hours of community service per marking period, and participation in at least one group service project as determined by the membership
- Attendance at the Belhaven NJHS Induction Ceremony
- Attendance at mandatory meetings to be held at least once per month starting promptly at 7:40 AM
- Cumulative GPA must remain 3.85 or higher
- Fewer than 2 discipline slips per year (only minor infractions are permitted)

#### **FIRE DRILL PROCEDURES**

1. Leave the room quickly and quietly following the teacher's directions. The last person out of the room must close the door.
2. Walk in a single file, in absolute silence, and return in the same manner.
3. Follow the instructions of the teacher in each classroom concerning the place to line up outside the building.
4. If the fire alarm should sound during the passing of classes, students should leave the building by the nearest exit and line up with the teacher to whom they are reporting.

#### **EMERGENCY CLOSING OF SCHOOL**

Emergency closings are announced over the following sources of information:

[www.linwoodschools.org](http://www.linwoodschools.org)

Announcements are made as early as possible, usually by 6:30 a.m.

We will also notify you by phone and email through our emergency communication system.

#### **SCHOOL HEALTH SERVICES**

A school nurse is available during regular school hours. If the nurse is not available, the pupil should report to the school office. Students should not enter the nurse's office unless a nurse is present. Students are not to report to the nurse between classes. Students must report to class and get a pass from the teacher. Sick or injured, students are not to leave the school building without the permission of the nurse or principal.

School health services are conducted for the following purposes:

1. Care of emergency sickness or injury in school
2. Prevention and control of communicable disease
3. Determination of health needs for students
4. Follow-up and communication with parents regarding health needs
5. Scoliosis screening, biannually - state mandated screening for curvature of the back for students age 10 and above in grades 5 & 7
6. Height, weight, blood pressure and vision screening for all students annually
7. Hearing screens for students in grades 7 & 8.

Coordinating physicals for all new students to the district and those participating in interscholastic sports. *\* Please note that all physicals are now required to be completed by the student's private physician as mandated by the state of NJ. If a student needs a physical exam and does not have a physician, the school nurse will make arrangements for this to be completed by the school doctor.*

#### *Medications*

Any medication that needs to be taken by a student during school hours must be kept in the school health office in a properly labeled container. This includes both prescription and over the counter medications. All must be accompanied by an order from the physician naming the medication, dosage and diagnosis as well as written permission from the parent or guardian allowing the nurse to dispense the medication. A specific permission form for this purpose is located in the school health office.

Students who use inhalers for the treatment of asthma may carry and self-administer their medication only if they have their doctor's written permission. Forms for this privilege must be filled out by both the parent/guardian and physician, and are available in the school health office as well.

**Parents/Guardians - Please do not send any medication to school with your child! Linwood School Board policy specifically states that students are not permitted to have medication in their possession (this includes Tylenol, Ibuprofen, aspirin and cough/cold medications). If your child needs to take medication in school please contact the school nurse!**

#### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

1. The right to inspect and review the student's education records within 45 days of the day the School received a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901



#### **2ND FLOOR NEW JERSEY'S YOUTH HELPLINE**

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit [www.2NDFLOOR.org](http://www.2NDFLOOR.org) for more information and try the message board!

#### **SSPAC**

The SSPAC or Special Services Parent Advisory Committee is a forum for parents to provide input to the district on issues concerning students under an IEP, 504 plan and/or receive basic skills services. It consists of parents and educators who bring forth their knowledge and expertise to foster an understanding of the special education process for parents/guardians of special needs or at risk children. The purpose of this committee is to provide direct input on the policies, programs and practices that impact services and supports for children and their families. To increase the Involvement of families of children with learning differences in making recommendations on special education policy. To advise on matters that pertain to the education, health and safety of children with special needs. To advise on unmet needs of children under an IEP, 504 plan and/or receive basic skills services. Anyone with a student or students in the Linwood School District with different learning needs; be they physical, emotional or behavioral are welcome to join. Please contact the SSPAC President Melissa Duffy at [sspac@linwoodschools.org](mailto:sspac@linwoodschools.org). For more information you can also visit the SSPAC page on the Linwood School District website.