

AUTEN ROAD INTERMEDIATE SCHOOL

ARIS

Achieving Excellence Together!

**STUDENT / PARENT HANDBOOK
2019-2020**



Home of the Mini-Raiders!

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Auten Road Intermediate School

Achieving Excellence Together!

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Hillsborough Township Board Of Education

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Dr. Lorraine Soisson, Vice President
Mrs. Joyce Eldridge-Howard
Mr. Gregory Gillette
Mrs. Ann Harris
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Dr. Jorden Schiff, Superintendent of Schools
Dr. Lisa Antunes, Assistant Superintendent for Curriculum
Mr. Aiman Mahmoud, School Business Administrator
Mr. Michael Callahan, Director of Human Resources

Auten Road Intermediate School Administration

Mr. Christopher Carey, Principal
Mrs. Jennifer Battista, Vice Principal
Mr. Scott Jensen, Vice Principal

[ARIS Website](#)

HILLSBOROUGH TOWNSHIP PUBLIC SCHOOLS

MISSION STATEMENT

Children are the messengers we send to a time we will never see and to a future we cannot adequately describe. Thus, it is the mission of Hillsborough Township Public Schools that all students achieve the New Jersey Core Curriculum Content Standards by providing an education adapted to the times, to the capacity, and to the condition of each child so that all children may maximize their potential and become contributing members of society.

PHILOSOPHY

Hillsborough Township Public Schools are responsible for the education of all children in the district. In order to fulfill this responsibility, our actions and conduct reflect the following basic beliefs and values:

We believe that education is...

- The means by which society perpetuates its culture, mores, and aesthetics.
- A birthright which empowers children to become socially conscious and self-reflective adults capable of achieving their optimal quality of life.
- The process and product of interconnected learning experiences.
- An active partnership which includes students, family, school faculty and administration, members of the Board of Education, local businesses, civic organizations, and the community-at-large.
- A life-long pursuit of understandings which allow an individual to achieve personal satisfaction and become a valuable contributor to society. We value...
 - The uniqueness of every individual.
 - An educational program which maximizes the potential for human greatness.
 - An educational climate in which all people of different races, genders, nationalities, religions, lifestyles, backgrounds, and capacities are welcomed.
 - Each student's right and responsibility to be an active participant in his or her education.
 - The relationship among teachers, students, and parents as co-creators of the learning process.
 - Evolving research, theory, and collaboration as fundamental to our professional practices and direction.

WELCOME TO AUTEN ROAD INTERMEDIATE SCHOOL

HOME OF THE MINI-RAIDERS!

Dear Parent/Guardian and Student:

The purpose of this handbook is to acquaint you with the behaviors and expectations we have for the students at Auten Road Intermediate School. Every effort is made to keep this handbook current from year to year. All rules and procedures outlined were created in accordance with Board of Education Policy. Should a discrepancy be noted, current Board of Education policy overrides this document.

The American Educational Reformer John Dewey once said, "The most important attitude that can be formed is that of the desire to go on learning." The teachers and staff at ARIS will work hard each day to provide a quality education within a safe and respectful environment. During the upcoming weeks and months I encourage you to revisit your commitment to your child's education. It is my hope that you will not only commit to our mission, but will work hard to provide an environment at home where your child is comfortable completing assignments, creating projects, and ultimately growing into the independent life-long learner that I know is within his/her reach.

Thank you for reviewing the Auten Road Intermediate School Student/Parent Handbook. The school staff looks forward to a great school year!

Sincerely,

Christopher Carey, Principal

OUR MISSION STATEMENT

At Auten Road Intermediate School, our goal is to provide a smooth transition between childhood and adolescence. Within our safe and compassionate environment, we encourage our students to develop a respect for themselves and others. Together, through words and actions, we motivate both our students and ourselves to attain personal and educational growth. In partnership with their families, we will foster our students' development as they continue to mature into responsible, contributing members of society.

AUTEN ROAD INTERMEDIATE SCHOOL

COMPACT FOR SUCCESS

The Auten Road Intermediate School community believes that high achievement and the overall success of our students can be accomplished through strong partnerships involving parents/guardians, students, teachers, administrators, and community members. Each of us plays an important role. Please read and review the responsibilities below with your child.

Parent/Guardian Responsibilities:

- Ensure that my child is at school and on time every day.
- Support the school in its effort to maintain proper discipline.
- Establish a consistent time and location for homework and review it daily.
- Monitor my child's progress through the Parent Access Portal on the district website and promote goal-setting.
- Encourage healthy habits with eating, sleeping, and a balance of activities.
- Talk with my child's teachers often and make it a priority to attend school functions.
- Read with my child and let my child see me read every day.

Student Responsibilities:

- Come to school on time each day, prepared with my materials and ready to learn.
- Turn in work that makes me proud and shows my best.
- Behave in a way that is respectable.
- Take care of all books, supplies, and furniture supplied by the school.
- Participate in classroom discussions and ask teachers for help when needed.
- Share my learning and school information with my family every day.
- Return signed homework and papers to school when assigned.
- Welcome help from my family on my homework and papers.

Faculty and Staff Responsibilities:

- Communicate with families about my students' progress.
- Provide assistance to families when necessary so that they can help their child with assignments.
- Make learning fun and enjoyable.
- Provide a quality education within a safe and respectful environment.
- Make every effort to know my students academically and emotionally.
- Model a love of learning.
- Promote goal-setting and encouragement for each of my students.
- Be reflective in my practice and continuously seek opportunities to grow.

BUILDING SECURITY AND ACCESS

By law, all visitors must report to the school office upon entering the building and must have permission from the office to visit any part of our building. All visitors must wear the proper visitor pass while in the building.

Items requiring delivery to a student must be left in the office for student pick up at a time convenient to the student and class schedule.

School visitors are expected to park in the designated "VISITOR" parking spaces or other open spaces in our parking lot. Vehicles may not be parked along the yellow curbs in front of the school at any time.

EMERGENCY MANAGEMENT

Auten Road Intermediate School has a security system that includes a camera monitoring system at various entrances, as well as within the school. All exterior doors are locked during regular school hours, and visitors must signal the office to be admitted.

Our comprehensive emergency response plan is based on the county-wide *Standard Response Protocol* that is reviewed and updated annually in consultation with local emergency response officials and school personnel. Our school maintains an emergency response team which meets regularly throughout the year to discuss current issues with regard to school security and emergency response procedures. These meetings help to maintain our level of preparedness to respond effectively in the event of any crisis impacting the school community.

In the event of an emergency, the school will provide information as soon as possible via the school website, "School Messenger" system, and to the students directly with regard to the nature of the emergency, our response, and any changes to the school day or schedule if needed. In the event of an early dismissal due to inclement weather or other school emergency, it is important that all students have an up-to-date emergency contact and a plan if parents are not home during the day. Periodically review all procedures with your child.

MONTHLY EMERGENCY DRILLS

By law, schools are to conduct one fire drill and one security drill each month in an effort to improve our emergency preparedness. The law defines a school security drill as "an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation and is similar in duration to a fire drill." During all fire and security drills, it is expected that students will follow the directions of the administration and their teachers carefully.

EMERGENCY SCHOOL CLOSINGS / DELAYED OPENINGS

In the event of severe weather, hazardous road conditions, or other emergencies requiring schools to be closed or opened later than usual, announcements will be posted immediately on the school district website: www.htps.us and a message will be sent via the district's School Messenger system.

In the case of a **Delayed Opening**, all before school activities will be cancelled and buses will pick up students approximately two hours after their normal pick-up times. In the event of an **Early Dismissal**, all after school programs will be cancelled, including the after school program at our school. If your child attends an after school program, he/she will be sent home on his/her assigned bus.

REPORTING ABSENCES

Unless ill or out for religious reasons, your child is expected to be in school every day. This is important for instructional continuity. You have two options for reporting a student absence or tardy. Please do not use both for the same absence!

- 1) Call the ARIS attendance line at 908-431-6600, press 3 for ARIS, and follow the prompts.
- 2) Submit via the Parent Portal in Genesis (Directions below).

Directions to Submit Online: When logged in to the Genesis Parent Portal, you will see links to “notify attendance office” on both the *student summary page* or under the *attendance tab*. Once you are on the *Notify Attendance Office* page in the portal, you will be able to choose whether the student will be absent or tardy. You may choose one date or a date range and will have a comment box where an explanation can be provided regarding the tardy/absence. Once notification is submitted to the Attendance Office, the portal screen will maintain a historical record of this and any prior notifications submitted.

Note: In instances of communicable diseases, prolonged or frequent illness, a physician's note is recommended upon return to school.

DAILY BELL SCHEDULE

<u>PERIOD</u>	<u>TIME</u>
Travel to Homeroom	9:05 - 9:15
Announcements in Homeroom	9:15 - 9:20
Period 1	9:23 - 10:01
Period 2	10:04 - 10:42
Period 3	10:45 - 11:23
Period 4	11:26 - 12:04
Period 5	12:07 - 12:45
Period 6	12:48 - 1:26
Period 7	1:29 - 2:07
Period 8	2:10 - 2:48
Period 9	2:51 - 3:29
W.I.N. Time	3:32 - 3:52
Travel to Bus Departure Room	3:52 - 3:55
Dismissal	3:55

ARRIVAL TO SCHOOL

Students are not allowed to walk to ARIS without a parent/guardian. Students should plan to arrive to their assigned bus stop approximately ten minutes prior to their scheduled pickup time. Students being dropped off at school should not arrive before 8:55 a.m. unless a teacher conference/extra help has been scheduled. Please drive slowly and cautiously when driving in the parking lot or driveway. The safety and well-being of our students and staff is our #1 priority.

In order to ensure a safe flow of traffic, a number of signs are posted to assist you when driving in the front parking area of the school. Please note the following regarding student- drop, parking, and proceeding through this area:

- Pulling up to the front of the school for student drop-off when buses are present is prohibited.
- All traffic within the inner circle of the parking lot must move in a counterclockwise direction. “One-way” and “Do Not Enter” signs have been posted to designate this direction.
- Only ONE LANE OF TRAFFIC is permitted along the curb (right-hand side) of the inner circle for student drop-off in the morning. Please pull up to the curb, allow your child to exit your vehicle onto the sidewalk, and proceed through the crosswalk. **DO NOT ALLOW YOUR CHILD TO CROSS IN FRONT OF ANY OTHER VEHICLES OR WALK THROUGH THE PARKING LOT UNATTENDED.** Please wait patiently in this line of traffic and **DO NOT PASS** other vehicles.
- If you wish to park and allow your child to sit in your vehicle awaiting drop-off, please park along the “outer circle” curb throughout the front driveway. When all buses have departed, you may then pull up directly to the front of the building for your child to safely exit or you proceed into the inner circle of the parking lot and follow the procedure above.

DEPARTURE FROM SCHOOL

At no time are students allowed to leave the building without being signed-out of the main office by a parent/guardian. Therefore, if you wish to take your child out of school before the end of the day, please:

- Send a signed note to school with your child (specifying the early dismissal time) and have your child bring the note to the main office during homeroom no later than the morning of the school day.
- Unless there is an emergency, students should be picked up and signed out no later than 3.30 p.m. so our office staff can properly assist all students and staff during regular dismissal time.
- Come to the main office to sign-out your child.
- Do not send anyone without written permission to pick up your child. A note must be provided if you are picking up a child at the end of the day that is not your own child.

NOTE: If your child will not be taking the bus home for any reason, and you plan to pick your child up at the end of the school day, parents/guardians will not be allowed to enter the building prior to 3:55 p.m. Upon entrance, parents/guardians should proceed directly to the library to sign out their child. Students are not allowed to exit the building and meet a parent/guardian in the parking lot.

LOCKERS

Each student will be issued a hall locker for books, coats, etc. These lockers are the property of the Board of Education and are issued to the student on a loan basis. School authorities will fulfill their responsibility to search lockers as needed to ensure the wellbeing of our school. Locker cleanouts will be conducted throughout the year to assist students in the upkeep and cleanliness of their locker.

Your locker combination should not be shared with anyone. Please keep nothing expensive or highly personal of value in your locker. We also suggest that you do not “pre-set” your combination.

Students are not permitted to “decorate” the inside or outside of lockers to celebrate a birthday, for example. However, students may personalize their lockers with removable, school-appropriate items. It is the responsibility of the student to keep his/her locker neat and clean. No permanent decorations or items that will leave a sticky residue or lasting mark are permitted. Defacing any school locker will result in an administrative action and the compulsory consequence will include a fine or repairs.

Students are responsible for all personal items at all times. If unable to do so, students should speak to their teacher or vice-principal regarding other options for safekeeping of certain belongings. Students are requested not to bring large sums of money, expensive items such as jewelry, electronics, handbags, credit cards, or other personal items which are subject to theft to school. The school can assume no responsibility in case of loss or theft. If it is absolutely necessary to bring money or an item of value to school, the student may request it to be secured in the main office.

BACKPACKS

Although students are encouraged to have a backpack to help transport school materials to and from school, ARIS follows a “no backpack” rule (which also includes “mini” backpacks) during the school day. Students are, however, allowed to use a drawstring bag (cinch sack) to secure small items that otherwise may be difficult to maintain throughout the day (i.e. water bottle, pencil case, earbuds, snack, choice reading book, computer mouse, eyeglasses). Please note that a drawstring bag is defined as flexible container with a single opening and a tie consisting of a cord that goes through a seam around an opening. Drawstring bags should not be larger than the standard 14” x 18” size (width and height).

Important Notes:

- In addition to a drawstring bag, students also have the option to secure and transport their chromebook during the school day using a carrying case. A case for a chromebook should not exceed the overall size of the chromebook by more than a couple of inches all around. In other words, in order to adhere to our “no backpack” practice, a “chromebook case” should not be much larger than: 1” thickness x 12” width x 8” length.
- Cell phones are to remain in the student’s locker at all times during the school day and should not be carried in their drawstring bag.

HOMEROOM

Upon arrival at school in the morning, students may go to their lockers and then report to their homeroom. Homeroom begins promptly at 9:15 a.m. The salute to the flag and daily attendance are conducted at this time. Announcements also occur during homeroom informing students of school and community news, as well as upcoming events. On most Fridays, homeroom will be extended to allow students and staff members to participate in community building activities associated with our Advisory Program.

PLEDGE OF ALLEGIANCE

Public schools are required by New Jersey Law to conduct the Pledge of Allegiance on a daily basis and for all present to show respect for the flag of the United States of America. If a student wishes to conscientiously abstain from the pledge, he or she must remain silent and refrain from other activities while the pledge is recited.

W.IN. TIME

At the end of period nine, students transition back to their homeroom where they were afforded approximately twenty minutes to address a variety of “WIN” tasks such as: (1) begin homework, (2) organize, (3) read, and/or (4) meet individually with teachers to address academic concepts and topics. Throughout the month there will also be special days set aside to focus on social-emotional topics and character education themes.

SNACKS & FOOD

Depending on the period/time that a homeroom is assigned to have lunch, students might be offered an opportunity during class time to have a snack. In such cases, students are encouraged to bring a healthy snack that can be consumed quickly with minimal disruption to the educational process. **IMPORTANT:** ARIS has a no food sharing, no food trading practice which restricts students from sharing food/snacks with their classmates. In cases where a classroom celebration takes place, students will only be allowed to bring in their own snack.

Students may have a water bottle with them throughout the day. Water bottles can be either disposable or reusable. All other beverages, however, are not permitted to be transported throughout the school and from class to class.

Popular “morning beverages” for example, from Dunkin Donuts or Starbucks that have plastic lids (often served with a straw), are not allowed in school or on the bus.

Note: Candy and gum chewing are not allowed during school hours and on the bus.

LUNCH & RECESS

Students receive twenty minutes of lunch and twenty minutes of recess each day. Cafe and playground procedures will be reviewed and discussed with students during the first week of school, and as needed throughout the school year.

Each day, depending on the weather, a decision will be made whether there will be indoor or outdoor recess. On days that there is indoor recess, all students will report to their homeroom. During this time, students will be encouraged to play board games, read, or work on school assignments not requiring the use of a chromebook.

Cold Weather Reminder: Please make sure your child is dressed appropriately for the cold weather. We will continue to send the students out for recess when the temperature is 32 degrees or above. We want the students to be comfortable while playing outdoors; therefore proper attire is essential.

MEALTIME ONLINE ACCOUNTS

Monthly menus are posted on the district's website. All students are provided with a Point-Of- Service (POS) electronic debit account for purchasing lunches that is activated with the use of their student ID cards. Parents/Guardians are urged to set up a "Mealtime Online" account to monitor food purchases and balances. If you would like to replenish your child's account, please visit the Hillsborough Public Schools Website and click on the "Food Services" option which is located under the SERVICES tab for instructions. Families can replenish POS accounts via credit card online or by sending in a check. Checks will need to be made out to: *Hillsborough BOE*. Ensure that your child's name is written on the check and have your child hand it to the cashier in the cafe.

CAFETERIA

The following procedures have been established to make the lunch period a relaxed but orderly time. All students are expected to follow these guidelines:

- Students will remain seated in the cafeteria unless purchasing food or throwing away trash.
- Food must remain in the cafeteria unless a student has the permission of a staff member.
- Students are to place all trash/recyclables in the receptacles that have been provided.
- All students at each table must be responsible for leaving their table and surrounding area clean.
- Students are allowed to leave the cafeteria to go to the lavatories by getting permission from the lunch aide.
- Students may be permitted to attend other activities at this time if they have been issued a pass by a teacher. The pass must be presented to a lunch aide before leaving the cafeteria.
- Students must wear suitable outer garments for outside recess.
- No electronic devices or cell phones are to be used during lunch or recess.
- Students must remain seated until dismissed by a lunch aide.

PLAYGROUND

- Students have recess outside if weather permits. Students are encouraged to dress appropriately for both hot and cold weather.
- Playground equipment must be returned to the lunch aides at the conclusion of recess.
- No food, drink, or snacks are permitted at recess.
- Once outside, students are expected to follow the same rules established within the classroom and the school. Appropriate supervision is provided at all times. In addition, students must follow the rules and directions of the lunch aides.

Note: *Games, Puzzles, Toys, Trading Cards, and other "fad" type items (i.e. Fidget Spinners, Slime) are not permitted in school. Each homeroom is equipped with a collection of board games that can be used by students during indoor recess.*

LOST AND FOUND

Books and lost items found in the school or on the bus should be turned in at the school office. Students who have lost items should check the lost and found (located in the hallway by the gyms) before school, after school, or during lunch periods. Smaller items such as: jewelry, watches, eyeglasses, and cell phones will be kept in the main office. Periodically the lost and found is cleaned out and unclaimed items are donated to charity or discarded. Placing your child's name on his/her items will be helpful in returning lost items.

ACADEMIC INFORMATION

At Auten Road Intermediate School student life is centered around interdisciplinary teams of teachers for math, science, literacy, and social studies. The team structure is central to the intermediate school design. It brings together the best of both worlds - providing teachers with content specialty and expertise along with a common planning time to improve communication and collaboration among your child's core subjects. Students will eat lunch as a team and will attend many of their off-team classes (i.e. related arts, physical education, and instrumental music) with students from their team.

GRADING SYSTEM

<u>Grade</u>	<u>Numerical Value</u>	<u>Grade Range Interpretation</u>
A+	97 - 100	The pupil consistently demonstrates outstanding comprehension of the subject.
A	93 - 96	
A-	90 - 92	
B+	87 - 89	The pupil has acquired a comprehensive knowledge of the subject and demonstrates marked ability to interpret it.
B	83 - 86	
B-	80 - 82	
C+	77 - 79	The pupil shows acceptable understanding and proficiency in the content of the subject.
C	73 - 76	
C-	70 - 72	
D	65 - 69	The pupil lacks understanding in some important areas of the subject.
F	64 or below	The pupil has failed to demonstrate a level of proficiency in the subject in accordance with state and local standards.

NOTE: A grade of "incomplete" (I) will be given if any work or assessments have not been completed before the close of the marking period. All "incomplete" work must be made up within two weeks of the following marking period or the grade will be recorded as an "F."

CHEATING & PLAGIARISM

Cheating takes various forms, including copying from another student, plagiarizing, using cheat sheets or other unauthorized sources, allowing others to copy, or using online research paper or language translation services.

Any form of cheating may result in a grade of zero (0) for the test or assignment for which it occurred. The consequences for plagiarism will depend on the extent of the plagiarized material used in the assignment. Consequences are at the discretion of the teacher. In cases where the extent of plagiarism will result in the complete loss of credit on a major assignment or assessment, the teacher will notify the parent or guardian as well as the student's guidance counselor and/or vice-principal.

Any misrepresentation of a parent/guardian's signature on any school document will also incur a consequence and parents/guardians will be notified.

MARKING PERIOD PROGRESS / REPORT CARDS

Progress in school is vitally important to students, parents/guardians, and teachers. Teachers at Auten Road Intermediate School establish a *Course Page* (to assist with tracking homework assignments) and maintain an online gradebook that can be accessed on a daily basis by parents/guardians via the Hillsborough Parent Access Portal. You can gain access to the Parent Access Portal by visiting the Hillsborough Township Public School District Web Page and then by clicking the Parent Access Portal icon which is located under the Quick Links header. We encourage families to use the information available on this portal to have an open dialogue between parents, students, and teachers regarding student growth and progress.

Paper copies of report cards will not be sent home at the end of each marking period. Rather, four times during the school year, notices will be sent via the District's School Messenger System that, marking period grades are posted via the Parent Portal and available to view and print by the parent.

HOMEWORK

Homework is assigned on an as needed basis, not as a matter of routine. Assignments take into account the nature of the class activity, the grade level and the ability of the student. Out-of-class work is assigned to reinforce and extend classroom instruction, to open new avenues of thought, and to help develop self-discipline and skills in working independently.

General standards of acceptability...

All assignments are to be in class on the day they are due.

All assignments are to be fully completed.

All assignments are to be neat and legible.

Students who do not hand in or complete required assignments on time may be given a zero until the assignment is handed in. Adjustments to the grade on any late assignments are at the teacher's discretion. Acquiring a number of zeros over the course of a marking period may negatively affect a portion of the student's overall grade.

Generally, students in grades 5 and 6 might expect an average of 30-60 minutes of homework per night. There will be times when many more minutes of homework a night are required than the average. It will be the responsibility of each student to keep track of his/her daily and long range homework assignments.

Homework: Frequently Asked Questions

1. Requests for Assignments

If your child is absent more than one school day and is well enough to complete school work, please contact your child's teachers to inquire about assignments/homework. Students will be given one day for each day absent to complete assignments/homework.

2. Planning a trip during school time?

If a family decides to vacation during the regular school year, it will become the student's responsibility to pursue any makeup work and/or tests upon return to school. Requests for long-term assignments cannot be honored. Also, be sure to review the attendance section, as vacations will count as part of your child's cumulative absences from school.

(Continued)

3. Need some extra help?

If a student is having difficulty in any subject, it is that student's responsibility to seek extra help and make arrangements with his/her classroom teacher. Parents/guardians and students may contact their school counselor in order to assist with this procedure. Students receiving extra help prior to the start of the regular school day must arrange for transportation to school and have a pass to enter the building early from the teacher they plan to meet. Students without a pass will NOT be allowed to enter the building before 9:05 a.m.

4. Make-up of Missed Work

Students who are absent from school are entitled to make up any assignments which occurred during the absence. Students will be given one day for each day absent to complete assignments. If present on the day prior to a test, the student is expected to take the test on the first day of his/her return to school.

All incomplete work is to be completed within two weeks of the close of the marking period; otherwise the student will be issued a zero which will be calculated into the final marking period grade. Students are not entitled to make-up opportunities as a result of truancy.

LIBRARY MEDIA CENTER (LMC)

Visiting the Library/Media Center (LMC): Throughout the year students visit the LMC with their literacy class on a weekly or bi-weekly basis. Additionally, students will utilize the LMC with other subject area classes to conduct research project. During times other than those indicated above students must have a signed pass from a teacher to enter the LMC. On all occasions students will be allowed to borrow 2 books every two weeks. If a student needs a book for a research project they may take up to 3 books. The LMC is open every period for book returns. Students do not need to wait to return books on "Library day." Books may be returned anytime and any day.

Overdue or Lost LMC Materials: Overdue notices will be sent to students who keep materials past the due date. Overdue materials result in the student's loss of borrowing privileges. A letter is sent to the parent(s) or guardian if a book is overdue for over a month. Students are also responsible for the replacement cost of any lost LMC materials. Report cards will be withheld until lost materials are paid for or found.

TECHNOLOGY

Access to Hillsborough Township Public Schools Network facilities is a privilege not a right; therefore, students will be permitted to use these resources upon submission of the Acceptable Use Policy agreement form signed by the student and parent/guardian. The signed Acceptable Use Policy form will be kept on file as a legal binding document. The smooth operation of the computing environment relies upon the responsible use of the network and requires adherence to ethical and legal use of this resource. Failure to comply with the agreement for acceptable use may result in the student's loss of access to network resources as well as other disciplinary and legal actions.

Students and parents/guardians are strongly recommended to be well versed in the District's *Acceptable Use Policy*. Click the link below to access the AUP, as well as our student-friendly version.

[District AUP & Student-Friendly Version](#)

LIVING IN A DIGITAL AGE

Parents/Guardians: As we are now living in a digital age, many of our family and friends share accomplishments and positive news through social media. Please be mindful that not all parents/guardians permit their child's picture and/or name to be published on social media sites or newspaper articles. If you wish to take pictures or video footage of your child with other classmates either in a school setting or outside of school please be conscious and respectful of other parent/guardian's wishes and ask for permission prior to posting or publishing.

TEXTBOOKS & CHROMEBOOKS

All textbooks and Chromebooks are the property of the Hillsborough Township Board of Education and are loaned to the students to be used during the school year. Implied in this arrangement is the need for each student to care for the items on loan. In this regard, each teacher who issues a book will keep a record of the book number and the condition of the book when it was loaned. Upon the completion of the use of each book, a student will be ultimately responsible for the returning of the material loaned. If the book is lost or damaged, a fine will be imposed and should be paid before a new book is issued.

With regard to Chromebooks, while some components are covered under the manufacturer's warranty, that warranty does not cover damage to the device, loss or theft. Insurance may be purchased on the device. Details on the insurance policy will be made available to students and parents/guardians at the start of the school year and must be purchased by the date designated for coverage to be in effect for that academic term.

FINES

At the close of the school year, all textbooks, Chromebooks and any ancillary materials on loan must be returned in proper condition. If a book/device is lost or damaged at any point in the year, the relevant cost of repair or replacement will be assessed and applied to the student account. Such fines should be cleared as soon as possible. Outstanding fines will result in restricted access to online resources via the Genesis parent/student portal and/or possible referral to a collection agency if not resolved in a timely manner. Should such restriction be applied, parents would need to request that a hard copy of student's report card be mailed home via the ARIS main office.

CHROMEBOOK ETIQUETTE

DO:

- Charge your Chromebook every night
- Keep your Chromebook in a protective case
- Keep your Chromebook closed when walking with it.
- Open your Chromebook only when you're instructed to do so.

DON'T:

- Touch another student's Chromebook.
- Visit "off-task" sites during instructional time (sites not assigned through teacher, e.g.)
- Play games or email chat unless directed to do so by your teacher
- Have food or drinks near your Chromebook.

COMPUTER AND INTERNET USAGE

Access to Hillsborough Township Public Schools Network facilities is a privilege not a right. In order for a student to use the Internet, our Responsible Use Policy, signed by the student and a parent, must be on file. The smooth operation of the computing environment relies upon the responsible use of the network and requires adherence to ethical and legal use of this resource.

Failure to comply with the agreement for acceptable use may result in the student's loss of access to network resources as well as other disciplinary and legal actions. Some examples of unacceptable use include, but are not limited to:

- Unauthorized access to restricted files, directories or information.
- Attempts to gain access to restricted files, directories or information.
- Deliberate attempts to crash or obstruct another's use of a system or network.
- Intentional activities around the computer that result in damage to computers, software, or information.
- Installation or copying of any unauthorized software on any district computer.
- Sending, receiving, displaying, or printing offensive or inappropriate text, pictures, audio, or video. This includes sending "chain emails."
- Transmitting or posting any material in violation of local, state, or federal law including copyrighted material, and threatening or obscene materials.
- Using another's account and/or password.
- Sharing of one's account and/or password.
- Commercial or illegal use of the HTTPS Network.
- Accessing materials which the administration considers inappropriate.
- Attempting to bypass system filters and monitors to gain access to content normally not allowed.
- Revealing a personal address, phone number, photo, or other personal material to anyone unless supervised by appropriate school personnel.

Please keep in mind that all communications are logged for a specified time for monitoring as needed and fall under the Responsible/Acceptable Use Policy and district regulations for using school sponsored technology. Students and parents/guardians are encouraged to immediately report any inappropriate use of email.

GUIDELINES FOR BEHAVIOR

Every school needs a focus on establishing the appropriate learning atmosphere. To this end, Auten Road Intermediate School has established a code of expectations and consequences pertinent to the essential requirements for a safe, productive, and responsive intermediate school environment. At the core of student conduct rests the following three principles: (1) I am Safe, (2) I am Respectful, and, (3) I am a Learner. Students are encouraged to reflect on their behavior by asking: "Will the consequences of my actions and decisions hurt or harm myself or others?"

The teacher will handle initial breaches of classroom rules and regulations through parent/ guardian contact and/or assignment of a teacher detention. Students persisting in violation of rules may be referred to the vice principal.

LATE TO SCHOOL

Students are expected to arrive at school on time daily. Students who arrive to school after 9:15 a.m. are late to school and must report directly to the main office with a parent/guardian.

Possible consequences for lateness to school may include parent/guardian notification or conference, removal of recess privileges, and/or detention.

LATE TO CLASS

Students are expected to report on time to all classes assigned to them, including homeroom. The definition of being late is not being seated, in the assigned place, at the ringing of the starting bell for that period.

Students who are late to class can receive specific consequences as assigned by their respective teachers. Repeated offenses may be referred to the vice principal.

CUTTING CLASS / TRUANCY

A student who fails to report to school without parental permission or reports to the school property (bus stops and busses included) and then leaves school property without parental knowledge during any scheduled event is considered truant. Any student who does not report to any scheduled class or leaves a class without a teacher's permission is also considered truant. Students who need to go to guidance, the nurse, band, or other co- curricular activity must report to their regularly scheduled teacher first.

Consequence for cutting class is one detention for each period of lost school time, as well as Parent/guardian notification.

PASSING IN THE HALLWAYS

Our hallways can become quite crowded during our three minute passing time. Students are expected to move quickly but safely through the hallway and to facilitate the flow of movement as best possible. Kind and courteous behavior is expected at all times as you share your hallways with both peers and staff members. To facilitate movement within the building, please:

- Avoid physical contact of any kind as it is inappropriate in a school environment.
- Be considerate of others by walking to the right.
- Do not block traffic by standing in groups.
- Pass through the corridors quietly and safely - NO RUNNING!
- Place trash and recycling in the appropriate containers.
- Use appropriate volume when speaking - no yelling or screaming.

PHONE USE

During class, if a student needs to place a call, he or she must report to the main office with a signed pass from a teacher. Once in the office, the student may receive permission to use an office phone. If a student is ill, he or she must report to the school nurse in the health office prior to placing any calls home.

In the event of an emergency, parents/guardians may contact a student by calling the main office at 908-431-6600, prompt #3. Incoming calls for students are screened for practical and security reasons. Please understand that we interrupt classroom activities as little as possible.

We recognize that cell phones provide a valuable communication link between parents and children. However, if a student chooses to bring a cell phone to school, it must be turned off when the school bus arrives to school and put in their locker immediately upon entering the building. Students may not use or have a cell phone on them during the school day (which also includes during field trips). Cell phones may be used on the school bus prior to the arrival to school grounds and after departure from school grounds.

MAJOR VIOLATIONS

The following section outlines a list of “major” violations. In all cases, actions which disrupt the harmony and sense of security of Auten Road Intermediate School will incur the most severe actions from the administration.

Students with a history of unacceptable behavior and/or suspension may lose their privilege to participate in class trips, clubs, and/or other school related activities.

Major violations to avoid include, but are not limited to:

- Verbally or physically aggressive behavior promoted, threatened or enacted. This includes the use of foul, abusive, derogatory, and/or demeaning language of a racial, sexual, and/or ethnic nature.
- Harassment promoted, suggested, threatened or enacted. (Harassment includes bullying, name calling, incitement, and/or intimidation. Actions of a verbal, written, physical, or sexual nature are included in this restriction.) See Board of Education Policy #5512 on Harassment, Intimidation, Bullying, and Hazing.
- Combative or assaultive behavior of a verbal, written, or physical nature.
- Open defiance of the authority of any teacher or school employee, or continued and willful disobedience/disrespect.
- Cutting class or leaving school grounds without authorization.
- Taking, or attempting to take, personal property or money by means of force or fear.
- Theft of another student’s property, property of school personnel, or the school itself. Incidents classified as theft will involve further school consequences and may involve the police.)
- Pantsing (Pulling down or attempting to pull down a person’s pants or shorts).
- Willfully causing, or attempting to cause damage to school property. Students who vandalize property, or cause damage to school property or equipment are required to pay for the repair or replacement of the item(s). Incidents classified as vandalism will involve further school consequences and may involve the police.
- Physical assault or any conduct constituting danger to the physical well being of another, including having in one’s possession the means by which to endanger someone else’s well-being.
- Fighting.
Note: When a defensive action causes harm to the offender, or is known to be the result of instigation by the claimant or instigation by observers with the knowledge of the claimant, such defensive actions will be considered return aggression. Return aggression will incur the same consequence as mutually combative behavior or assault.
- Possession, demonstration, display or use of a weapon or imitation weapon.

- ❑ Gambling, unauthorized selling of any item, collecting money from students by coercion or panhandling money at the lunch line.
- ❑ Possession, distribution or use of any illegal substance, drug, alcohol, tobacco, or substance that imitates an illegal substance, drug, or alcohol. Possession of or use of cigarettes, e-cigarettes, personal vaporizers, lighters, matches, or any paraphernalia. (See BOE Policy 5530 - Substance Abuse)

Note: It is important to note that the contents of an electronic smoking device (e-cigarettes) / personal vaporizers cannot be determined through casual observation or easily tested to determine if the contents are tobacco or controlled dangerous substances, students in possession of electronic smoking devices/components may also be considered under suspicion of being under the influence of drugs while at school as would any student in possession of anything that would constitute drug paraphernalia, and, as such, the appropriate safety procedures and potential consequences would follow.

DISCIPLINARY OPTIONS FOR CONSEQUENCES

We believe that a strong and ongoing partnership between home and school is crucial in addressing and correcting student misbehavior. Our approach to student discipline is first to teach appropriate actions, understanding of consequences for actions, and to develop the self-discipline and character to make the right choices. When missteps occur, our approach to corrective actions includes opportunities for students to make amends for inappropriate conduct and to receive support to help avoid future missteps. ARIS staff members have full authority to impose consequences as seen fit in light of all circumstances involved (See BOE Policy 5600). Any student guilty of flagrant or repeated violations will be assigned more severe consequences. Serious and/or repeated offenses may warrant a student being referred to the vice principal.

Students who, because of inappropriate classroom behavior, impede the progress of class, as determined by the teacher, are considered to be disruptive. There is no excuse for depriving classmates of an appropriate education or for creating a hostile classroom environment. Therefore, these students may be sent by a staff member to a supervised location to regroup and reflect for a period of time. The goal is for the student to return to class after that process to be a learner, be safe, and be respectful.

SCHOOL SURVEILLANCE

Auten Road has a security system that includes a camera monitoring system at all entrances as well as within the school. As necessary, the system is reviewed to provide information regarding safety and security. Any video obtained from the system is the property of Hillsborough Township Public Schools and will only be released to outside parties as legally necessary.

DISCUSSIONS WITH/ QUESTIONING OF STUDENTS BY SCHOOL OFFICIALS

From time to time, any student may be called down to the office during the school day for a variety of reasons. Being called to your Vice-Principal's or Principal's office does not necessarily mean that you are "in trouble". Our school administrators are dedicated to all aspects of student life which include discussing options or ideas, resolving conflicts, and investigating incidents which may affect the positive, safe climate of our school. The well being of all students and staff is our utmost priority. Students who are called to the office are expected to report immediately and directly. They are expected to engage in discussion openly and honestly. Students are always encouraged to share these encounters, as well as all school experiences, open and honestly with their parents/guardians. If the occasion warrants, the student's parent/guardian will be contacted by the school administration.

QUESTIONING OF STUDENTS BY LAW ENFORCEMENT OFFICIALS

The Board of Education accepts the responsibility for students in the Hillsborough Township schools during regular school hours. For this reason, no member of a law enforcement agency will be permitted to interview a student on school premises without the authorization of the building principal or designee. The interview must be authorized by the student's parent or guardian. Whenever the principal or designee has determined that any law enforcement agency has a legitimate purpose for interviewing one of our students, the parent/guardian shall be contacted and offered the opportunity to be present during the interview. The student's parents/guardians may authorize the principal or designee to be present at the interview in their place to protect the student's interest. In all cases the parents/guardians will be informed of the reasons for the questioning, their legal rights, and the procedural aspects which will be followed. No student shall be released to the police without proper warrant.

STUDENT DRESS CODE

Students in grades five and six are at a social-emotional stage during which their identity among peers and within society is beginning to solidify. With this in mind, it is critical that parents and school personnel work together to support individual students in their decision-making associated with selecting appropriate school attire to balance self-expression with appropriate attire. The student dress code is intended to keep students safe and comfortable and to assist them in the development of an appearance that is representative of positive character traits, values, and appropriateness for the setting. (i.e., What one might wear on an outing to the beach may not be appropriate to wear in other environments such as the workplace or at school.)

Student attire shall be workplace/school appropriate - neat, clean, and professional. Clothing, accessories and/or decorations which interfere with the order and harmony of the school or distract from the educational program will not be allowed. Specific regulations regarding student attire are as follows:

- Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, profanity, tobacco, gang affiliation slogans, offensive or obscene symbols (explicit or implied), signs or slogans degrading any race, societal group, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation, or people with disabilities is not permitted. Additionally, drug-related pictures and messages which support and/or condone drug use are also unacceptable.
- Buttons, pins, and other accessories are permitted as long as they comply with the above mentioned regulations and do not cause disruption, disorder, or danger to the school.
- No hats / hoods / bandanas, of any kind are allowed to be worn in the school building except for those required for religious purposes.
- Students must wear clothing that covers the buttocks, chest, and stomach. Additionally, Undergarments should not be visible at any time. All tops must have two straps - No tube, halter, off-the-shoulder (unless they have straps), or one shoulder tops.
- Sunglasses may not be worn within the school building unless prescribed by a doctor.
- Proper and safe footwear is required at all times. Students may not go barefooted. No slippers are to be worn.

Consequences for violating the school's dress code:

Students who are in violation of this dress code may be called to the vice principal for a conference. For minor infractions, the administrator will have a restorative conversation with the student to address the "teachable moment." If the student has available appropriate attire, he/she will be directed to change. Any violation listed under the first bullet (above), the student will be directed to change. If he/she does not have alternate, appropriate attire, the school will provide alternate attire for the student from the nurse's office.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

ARIS Anti-Bullying Specialist: Ms. Sarah Jacobson, School Counselor (908-431-6600, extension 2127)

Auten Road Intermediate School School has always taken seriously the issue of student misconduct and specifically harassment, intimidation, and bullying. As a school community we will continue to address these issues in both a proactive and responsive manner so that we can provide a safe and civil learning environment of all students.

Students are expected to interact with each other in a positive and respectful manner whether in person or through the use of electronic communications and social media both in and out of school. Should the need arise, students are expected to resolve conflicts without physical or verbal aggression using all avenues of the mediation process available to them.

As of September 1, 2011 a new district policy is in effect that addresses and supports the goals of the new HIB (Harassment, Intimidation & Bullying) law. It is important for all members of our school community to be aware of and adhere to this new policy. A copy of this policy (BOE policy 5512) can be found as a part of the Hillsborough Board of Education policies, [click here](#).

It is important to understand that the new legal definition is slightly different than the one we are accustomed to, the classical definition, and this often leads to some confusion. Both definitions of bullying, “legal” and “classical,” include behavior that is hurtful whether carried out by means of any gesture, written or verbal communication physical or social action, or electronic transmission. The legal HIB Law is a Civil Rights Law, designed to protect the civil rights of people who could be targeted due to specific characteristics as outlined in the law. Here are some indicators, or guidelines, which help to distinguish classical bullying from the legal HIB:

Indicators (not criteria) of classical bullying

- Intent to harm
- Repetition/duration
- Imbalance of power
- Usually unprovoked

Indicators of Legal HIB must also include:

- Motivated by an actual or perceived characteristic, such as: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, mental or physical or sensory disability, or by any other distinguishing characteristics.
- Takes place on school property, any school sponsored function, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

A reasonable person should know, under the circumstances that the act(s) will:

- ❑ have the effect of physically or emotionally harming a student, damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm, or damage to property.
- ❑ has the effect of insulting or demeaning any student or group of students or creates a hostile educational environment for that student.
- ❑ interferes with the student’s education or severely or pervasively causing physical or emotional harm to the student.
- ❑ Includes single incidents as well as a series of incidents.

Note: An act which does not fit the characteristics of classical bullying might still fall under the HIB law, and an act which does not fit the criteria required by the HIB Law might still be considered bullying and be subject to disciplinary action.

The HIB Law requires that any suspected violation of the policy be reported immediately to the school administration and/or the anti-bullying specialist for investigation that follows a timeline and procedural plan as outlined by law.

However, all forms of harassment, intimidation, or bullying regardless of whether it falls under the HIB Law or the classical definition, has always been taken seriously by the staff at ARIS and will be investigated and handled as swiftly as possible. All incidents of HIB regardless of whether it falls under the law or the classical definition, are subject to the same continuum of disciplinary responses as well as educational opportunities, and will be handled as a violation of the Auten Road Intermediate School code of conduct.

TRANSPORTATION / BUSES

The use of school transportation is a privilege. The safe transfer of students on Board of Education provided buses is the responsibility of the Auten Road Intermediate School administration. Therefore, to ensure the safety of student riders, bus drivers, and the general public on roads and highways, the cooperation of all students is essential.

We cannot emphasize enough the importance of safe bus conduct.

Student Responsibility

- Report to your bus room each day. Get there as quickly as possible, and then report to your bus quickly at dismissal to avoid delaying the bus departures.
- Ride only the bus to which you are assigned. The Hillsborough Transportation Department (908-431-6600), NOT THE SCHOOL, MUST approve any change in bus assignments. If there is an emergency need for a student to ride a bus other than his/ her assigned bus, parents/guardians must first contact the Transportation Office to obtain approval.
- Enter and exit the bus only at your assigned stop. The Hillsborough Transportation Department MUST approve any change in bus stops.
- Students are not permitted to walk to or from Auten Road Intermediate School under any circumstance.
- Enter and exit the bus safely. Wait for your turn, and do not push or crowd others.
- Occupy the seat assigned to you by the bus driver or school administration and remain seated at all times.
- Keep your seatbelts fastened at ALL times. IT IS THE LAW.
- Be courteous/respectful (use manners and kind words, resolve conflict peacefully, etc.) to your bus driver and fellow passengers.
- Keep all parts of your body (hands, head, etc.) inside the bus at all times.
- Refrain from talking loudly, screaming, or shouting and any other behaviors that may distract the driver and cause a safety hazard.
- Use appropriate language; profane or abusive language or behavior will NOT be tolerated.
- Keep your hands, feet, etc. to yourself. You should not be contacting another student physically in any way.
- Do not deface the bus in any way. Students should promptly report to the driver any infractions, including damage to the bus.
- Do not consume any food or drinks of any kind on the bus.

(Continued)

- Clean up after yourself to keep the bus clean.
- Cell phones-We understand that cell phones are a useful mode of communication between home and school, so they may be used on the bus to quietly text a parent/guardian, etc. However, you may NOT use your cell phone to make calls or take pictures or videos of yourself or others. If you would like to listen to music or play a game on your device, earbuds/headphones MUST be worn to eliminate any noise.
- Chromebooks-May be used at the discretion of the driver (student safety is the priority). However, you may NOT use your Chromebook to take pictures or videos of yourself or others. If you would like to listen to or play music, earbuds/headphones MUST be worn to eliminate any noise.

Parent/Guardian Responsibility

Parents of children who are transported at public expense are asked to cooperate by ensuring the following rules are observed:

- Ensure their children arrive at the bus stop before the scheduled pick up time in the morning.
- Safety is imperative - educate their children as to proper methods of going to or coming from the bus stop and also safe conduct on the bus.
- Accept joint responsibility with the school authorities for proper conduct of their children at all times.
- In the event that there is a loss of bus privileges, parent/guardian must provide transportation to and from school for the student and cooperate with the school authorities in helping their child understand the seriousness of the action which resulted in loss of the bus privilege. If a parent does not provide transportation, the student will be considered truant for the time when the bus privilege is denied.

Bus Code of Conduct Violations

New Jersey State Law, Chapter 18A:25-2, states: "The driver shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a pupil from the bus, but if unable to manage any pupil, shall report the unmanageable pupil to the principal/assistant principal of the school he/she attends." "A pupil may be excluded from the bus for disciplinary reasons by the principal/assistant principal and his/her parents shall provide for his/her transportation to and from school during the period of such exclusion."

Students who choose to violate any of these rules will face disciplinary consequences, including but not limited to: 1st offense-warning and parental notification. 2nd offense-seat reassignment, conference with administrator, and parental notification. 3rd offense-Administrative-assigned AM detention (parent must transport student to school) 4th offense-loss of bus privileges (morning and afternoon) for a determined period of time. Parent must transport student to and from school.

Note: Multiple violations do not necessarily mean for the SAME rule. For example, if a student violates one rule and then a different rule, this will still be considered his/her "2nd offense." Additionally, other violations that are egregious (fighting, e.g.) will warrant more immediate and severe consequences from school officials.

ELECTRONIC DEVICES

Guidelines for the use of electronic devices, other than the school issued Chromebook, are as follows:

CELL PHONES

We recognize that cell phones provide a valuable communication link between parents and children. However, if a student chooses to bring a cell phone to school, it must be turned off when the school bus arrives to school and put in their locker immediately upon entering the building. No student may use or have a cell phone on them during the school day (which also includes during field trips). In the event a student needs to call home or contact a parent or guardian, they may do so from one of the office phones. Cell phones may be used on the school bus prior to arrival to school grounds and after departure from school grounds.

CAMERAS

The use of cameras, video, or audio recording in school is restricted solely to sanctioned instructional activities or pre-approved extra-curricular activity (e.g. Student Council, Publishing Club) as directed by staff. While there are appropriate times that digital images or video/audio recordings may be authorized, at no time is it permissible to take a picture or make a recording of any individual (student, staff member, or visitor) on school premises, on the bus, or during a school function / trip without the express consent of the individual. Such action is a violation of the student code of conduct and strictly prohibited.

e-BOOK READERS

At the discretion of each teacher, students may bring e-book readers to school for educational purposes. However, such devices may only be used in the classroom. The use of such devices will be restricted during lunch / recess time. Students are expected to use the device for instructional purposes and to act in accordance with the directions of the supervising staff member at all times. The school is not responsible for loss, theft, or damage to such devices.

PORTABLE / HANDHELD GAMING DEVICES

Portable gaming devices are not to be in use during the school day.

CONSEQUENCES FOR ELECTRONIC DEVICES

Electronic Devices used in violation of the school policy will be confiscated, turned over to the administration, and will follow the prescribed order of consequences below:

First Offense: The device will be handed back to the student at the end of the day.

Second Offense: The device will be handed back to the parent/guardian. School consequence will be assigned.

Third Offense: Conference with parent/guardian. School consequence will be assigned.

IMPORTANT NOTE: While every effort is made to keep the building free from theft, unfortunately, items such as these can be lost or stolen. If students wish to have these items with them on school days for use before or after school on the bus, please be aware that they do so at their own risk. Auten Road Intermediate School will not be held responsible for any items that are lost, stolen, or damaged.

STUDENT SERVICES

VICE PRINCIPALS

Your vice principals are a vital resource for you at Auten Road Intermediate School. Each are dedicated to providing support in all aspects of school life and success. While our vice principals always welcome parental contact, we encourage students to drop in our offices anytime with ideas, thoughts, concerns or questions. ARIS is your school and your community, and as our motto states, we are “achieving excellence together!”

SCHOOL COUNSELORS

All students at Auten Road Intermediate School are provided with the services of a School Counselor. The counselors assist in a variety of areas including orientation, placement and scheduling, testing, reporting student progress, and personal counseling dealing with issues such as: self concept, academic problems, adjustment difficulties, attendance, and peer and adult conflicts. The counselors work closely with the academic teams as consultants. They assist in the delivery of a coordinated student-oriented program.

Students wishing to meet with their counselor should make an appointment and obtain a pass. Parents/guardians may contact their child’s counselor at 908-431-6600, prompt #3, option #3. In addition, students should recognize that the teaching staff, the administrative staff, and the school nurses are also available to assist with concerns and difficulties. Students and parents should not hesitate to seek the assistance of any adult in the school. We are here to help.

INTERVENTION & REFERRAL SERVICES (I&RS)

The Intervention & Referral Services (I&RS) Committee is designed to assist school staff in helping students who are experiencing learning, behavior or health issues that are interfering or may potentially interfere with the student’s educational progress. The I&RS Committee is an interdisciplinary team which meets weekly throughout the school year.

The goal of the committee is to develop strategies and/or interventions to facilitate a more successful academic experience for the student. Examples of possible strategies or interventions may include program changes, alternative instructional or assessment methods, recommendations for parents, and/or referrals to additional professional resources. Teachers, counselors, or administrators may refer students to the I&RS Committee. The I&RS Committee will also assess eligibility for educational program accommodations under Section 504 of the Rehabilitation Act of 1973.

SPECIAL EDUCATION/CHILD STUDY TEAM

Special education services are provided for those students who are determined eligible for classification under the Individuals with Disabilities Education Act (IDEA). Services include, but are not limited to, self-contained classes, resource center classes, in-class resource support, and in-class assistance provided by instructional aides. Specialized programs are available for students who require a more therapeutic environment, as well as for students with multiple disabilities. Appropriate programs and services are reviewed annually during the IEP meeting facilitated by a Child Study Team Case Manager. The Child Study Team (CST) staff includes: psychologist, social worker, and a learning consultant. CST services are available for evaluative purposes to determine if a student is eligible for special education and related services through a referral process.

STUDENT ACTIVITIES

Clubs and related social activities are an integral part of the Auten Road community. Through such activities, students have the opportunity to explore and develop their special interests and their knowledge in certain areas beyond the classroom. As the needs and interests of the student body demand, the number and variety of clubs and activities may change from year to year.

Our school offers many exciting extra-curricular activities for students. Through clubs students gain new knowledge, social interaction, make new friends, and gain independence. This is a great opportunity for students to expand their horizons! The complete club sign-ups process will be discussed with students in early September. Additionally, a club program/packet will be provided to all families outlining this year's club offerings and meeting dates/times.

GENERAL GUIDELINES

- Students must be present in school in order to participate in any after school or evening activity. Any student who wishes to participate in a co-curricular activity must be in attendance for a minimum of four hours on the day of the activity.
- Students who are suspended from school may not participate in any festivity or activity.
- It is essential that parents and students understand that participation in all of our evening and extracurricular activities require parental permission. Thus, students are expected to remain at the event for its entire scheduled time unless accompanied by a parent or other authorized escort. Only currently registered ARIS students are allowed to attend these functions. Student attire should be appropriate to the event and must reasonably follow the guidelines of our Dress Code.
- Students are expected to maintain all guidelines for conduct and character as they would be expected to throughout the school day. Students with a history of unacceptable behavior and/or suspension may lose their privilege to participate in clubs and activities.

ACTIVITY PARTICIPATION FEE

There will be an annual "one time" fee of \$25.00 to participate in any of the extracurricular (before and after school) clubs/activities at Auten Road. Once the activity fee is paid, a student will not be charged an additional fee if he/she participates in other clubs/activities during the respective school year. Families who qualify for free or reduced lunch may be eligible for a waiver of the activity fee.

Student activity fees for clubs and activities are due by the first meeting of the club/activity the student joins during the academic year. Please note that informational meetings where students may attend simply to learn about the club prior to joining does not count toward this timeline. Activity fees for selective performance groups or competitive academic teams are due at the time of the final determination of the team/squad, after tryouts or auditions, and prior to the first practice/rehearsal.

Payment of fees shall be in the form of a check made payable to the *Hillsborough Township Board of Education* and provided with the *Activity Fee Registration Form* to the activity advisor. Refunds will not be made for any reason once the roster has been determined. Refunds will not be made to students who:

- Drop out of an activity before the sessions has ended.
- Are suspended from an activity because of a rule violation.
- Become academically ineligible.
- Are injured and unable to compete or perform.
- Move out of the district.

PICTURES/VIDEOS/CAMERAS

The use of cameras, video, or audio recording in the school is restricted solely to sanctioned instructional activities or pre-approved extra-curricular activity as directed by a staff member. While there are appropriate times that digital images or video/audio recordings may be authorized, at no time is it permissible to take a picture or make a recording of any individual (student, staff member, or visitor) on school premises without the express consent of the individual. Such action is a violation of the student code of conduct and strictly prohibited.

So expectations are clear, under no circumstances should students be taking pictures or videos while in school or on the bus (this includes Snapchat and other similar apps on phones that take pictures or videos). The only exceptions to this is if a teacher permits it as part of a school assignment or project, or if you have been given authorization by a teacher to take pictures. Any violators of this policy will be sent to their respective Vice Principal for discipline.

POSTERS AND SIGNS

All posters and signs in the building must be approved by the building principal prior to posting. Club advisors will first approve all posters and signs followed by the principal's approval. Within twenty-four hours after the activity, all posters and signs must be removed by the sponsoring group. Posting unapproved or inappropriate signs or materials is subject to disciplinary action. Defacing or making unapproved additions to posters or signs is subject to disciplinary action.

LIFE SKILLS PROGRAM

The Hillsborough District Life Skills Committee provides various programs throughout K-12 grades and for the parents/guardians of our students. The Life Skills Program Director works with students, teachers, administrators and parents to implement prevention and education skill building programs. From the time our children enter Kindergarten, these programs begin to prepare students to deal with stress, peer pressure, self-esteem issues, body image, cultural and personal differences, along with the dangers of alcohol, drug and tobacco use and abuse.

Students are encouraged to develop healthy friendships, positive attitudes and assertive styles of relating. In addition, they develop the necessary skills for a healthy mind and body, along with the tools to acquire decision-making and problem solving skills. Through the integration of a variety of engaging activities clear messages are taught about appropriate behaviors, expression of feelings, dealing with anger, stress management, bullying, listening and communication skills, drug, alcohol and tobacco education.

Grade 5: Get a Winning Attitude - Explores what self-esteem is and how our attitude affects our performance and even our decisions. Students will learn that the keys to success include developing a winning attitude.

Grade 6: Surviving Peer Pressure: You Can Do it! - This program, Surviving Peer pressure: You Can Do It! was created to help young people understand that the desire to fit in with a group can sometimes lead a person to inappropriate behavior but that there are strategies they can follow to avoid finding themselves in this predicament.

ADVISORY

Schools are like towns; a group of people, often diverse, that spends a lot of time together working, talking, eating, and playing. Both need to create a climate that supports the productivity and well-being of the people who live there. If they don't have a healthy, safe climate, nothing of real quality can be sustained. Schools, however, have an advantage over towns. Schools have the ability to deliberately create a climate that helps people know one another, get along, work effectively, and grow.

It isn't enough to offer only academic course work, no matter its quality. For early adolescents to succeed, it is vital to carefully orchestrate their social as well as their intellectual climate. If they get help in working and playing with their peers, and if they learn the social skills necessary to navigate their relationships with a wide variety of people, they stand a good chance of doing well in school. When early adolescents bond with their school and feel connected to the learning experience, there is always an element of teacher support involved, and that connection is crucial to success. Advisory is a perfect place to make the connections.

Researchers have delineated ample connections between advisories and academic success. Maclver (1990) found that when programs focused on social and academic support activities, then a strong relationship existed that promoted the reduction of dropouts. Connors (1986) found evidence that advisory programs that helped students grow emotionally and socially contributed to a positive school climate, helped students learn about school and getting along with their classmates, and enhanced teacher-student relationships. To this end, the primary goals of our advisory program, titled Circle of Power and Respect (CPR), are to:

1. Promote opportunities for social interactions.
2. Assist students with academic programs.
3. Facilitate positive involvement relationships.
4. Provide an adult advocate for each student in the school.
5. Promote a positive school climate.

We believe that the time spent each Friday during Extended Homeroom will allow students and teachers to bond and share, thus creating a more cohesive social community within their teams, throughout the school, and elsewhere in their lives. It is also our belief that students who connect with their peers, their schools, and their learning experience are more successful both socially and academically. Throughout the year our students will learn the importance of the pillars of character education: responsibility, respect, citizenship, trust, and caring. Additionally, they will gain the tools to improve their social skills, problem solving, and community building.

The four basic components of the Circle of Power and Respect (Daily News, Greeting, Sharing, and Activity) speak to the basic needs of early adolescents. There is room for many variations within the four components. However, the predictable format provides safety and reassurance. The structure keeps the meeting intact, effective, and efficient. You can count on the basic format of CPR to maintain peace, build connections, and provide practice in speaking, listening, and thinking that is crucial to social and academic success.

ATTENDANCE (Board of Education Policy 5200)

GENERAL PROCEDURES

In order to get the best out of the fine programs at Auten Road Intermediate School, it is vital that students attend school consistently and with minimal disruptions. Naturally, there will be occasions when a student cannot attend school due to illness, family emergency, or religious observances. Parents must report student absences prior to the start of the school day by calling the absentee line, 908-431-6600 prompt #3, option #1. Please notify us as far in advance as possible if you anticipate the need for an extended period of absence (two or more days). Our attendance office will notify parents via the School Messenger System of any student absent without reason, and the student will be considered truant until proper notification from the parent/guardian regarding the absence is received. When a student returns to school following an absence, the student should provide a note, signed by a parent/ guardian or doctor's note, explaining the reason and confirming the dates of the absence.

We hope that all of our students can benefit from the entire school year in good health. Should absences be necessary it is important to properly notify the school as student attendance is carefully monitored by our attendance office with the assistance of the Health Office and Vice-Principal's Office. Parents will receive warning letters if there are too many cumulative or consecutive absences over the course of the school year. We will ask for a conference with the child and the parents should such excessive absenteeism occur. The school may request documentation, including doctor's notes, to confirm absences due to illness. Finally, the school will ask the courts to help, when necessary, to ensure that all students report to school consistently according to the statutes of the state of New Jersey (N.J.S.A. 18A:38-25) and the policies of the Hillsborough Board of Education (BOE policy 5200).

EXCUSED ABSENCES

An absence may be excused for the following reasons:

- Illness (A doctor's note may be required depending on the cumulative number of absences)
- Funeral/Death in the family or other family emergency
- Religious observances pursuant to N.J.S.A. 18A:36-14 through 16.
- Court obligations
- Take Your Child to Work Day or other field educational experiences that are pre-approved by the principal.
- Approved home instruction
- Exemptions as per Individualized Education Plans (IEP) or other school-approved accommodation plans for individual disabilities.

UNEXCUSED ABSENCES

When absences are unexcused, the school shall make a reasonable attempt to notify the student's parents as soon as possible and investigate the cause of the unexcused absences. If necessary, the school will work with parents/guardians to develop an action plan designed to address patterns of unexcused absences and to assist in returning the student to regular attendance at school. Where parental neglect is suspected, a referral to DCPD will be made and the school will cooperate fully with law enforcement and other state agencies as appropriate.

For up to four (4) cumulative unexcused absences, the school shall:

- Make a reasonable attempt to notify the student's parents prior to the start of the following day;
- Investigate the cause of the unexcused absence;
- Develop an action plan to address patterns of unexcused absences and to ensure pupil returns to consistent/regular school attendance in conjunction with the parent, school counselor, and vice-principal/principal;
- Contact DCPD if abuse or neglect is suspected and cooperate with law enforcement agencies as appropriate.

For between five (5) and nine (9) cumulative unexcused absences, the school shall:

- Make a reasonable attempt to notify the student's parents prior to the start of the following day;
- Investigate the cause of the unexcused absence;
- Evaluate the appropriateness of the action plan, revise the plan if needed, and establish outcomes based upon student needs and necessary interventions in coordination with outside agencies as appropriate.

Upon the tenth (10th) cumulative unexcused absence, the school shall:

- Make a mandatory referral to the court program as required by the New Jersey Administrative Office of the Courts;
- Make a reasonable effort to notify the parents/guardians in writing of the mandatory referral;
- Continue to consult with the parents/guardians and any involved agencies to support the student's return to regular attendance and cooperate with law enforcement and other agencies as appropriate;
- Compel attendance at school in accordance with the statutory and administrative means available, including proceeding to court.

CUMULATIVE ABSENCES

A cumulative total of absences, both excused and unexcused, is calculated in order to evaluate each student's attendance.

Upon the 9th cumulative absence (excused and unexcused) from school, a warning letter from the Principal or Principal's designee will be sent to the parent/guardian expressing our concern and reiterating the ARIS attendance policy.

Upon the eighteenth (18th) cumulative absence (excused and unexcused) from school (10% of the academic year) the following actions may be taken:

- The principal or principal's designee will send a second warning letter to the parent/ guardian to document the increased number of cumulative absences or, depending on the absence reasoning, the principal or principal's designee will send a letter mandating a parental conference in conjunction with the school counselor to develop an action plan to address patterns of excessive absences and to ensure pupil return to consistent/regular school attendance.
- The school shall contact the Division of Child Protection and Permanency (DCPP) if child abuse or neglect is suspected.
- The school may make a referral to Family Crisis or the municipal court.

HEALTH SERVICES

If a student is injured or becomes ill during the school day, he/she should ask the teacher for a pass to the health office. If the nurse decides that a student should go home, proper arrangements will be made to release the student to an authorized adult. Students should not call parents without advising the nurse. All calls are to be made from the nurse's office when a student is ill.

MEDICATION

School board policy prohibits students from taking any medication on their own. This policy applies to over-the-counter as well as prescription medication. NOTE: Cough drops, eye drops, nasal sprays, and ointments are considered medication.

In order for medication to be dispensed at school, the following must be completed:

- Medication in its original labeled container **MUST BE** delivered by the parent/guardian to the school nurse.
- Appropriate permission forms **MUST BE** signed by both the parent/guardian and physician prior to any medication being dispensed.
- Students are responsible for reporting to the Health Office at the specified time to receive the medication.
- Students wishing to carry their own Epinephrine via auto-injector and Inhalers during school or on field trips must file appropriate forms at the health office. Kindly contact the Health Office for further instructions if necessary.

EXCUSE FROM PHYSICAL EDUCATION

In most cases if students are well enough to be in school, they are well enough to participate in physical education classes. We realize there may be an occasion when a student needs to be temporarily excused from physical education. Temporary exclusion is defined as ANY three days per marking period. Requests beyond this must be made by a physician. Students requesting extended physical education excuses (more than three days) are required to present a letter from a physician.

INSURANCE

The school board has purchased student accident medical insurance for all of its students for injuries incurred during the school day and interscholastic sports. This policy is a secondary form of coverage to parents' primary insurance coverage. The student must report to the Health Office at the time of his/her injury. Claim forms are available through the health office and must be submitted within 24 hours of an accident.

SCHOOL GRIEVANCE PROCEDURE

The administration wishes to resolve student-staff-Board relationship problems within the school structure. A grievance may be communicated by filing a student report with school office or a school counselor.

Student requests or grievances are brought to the attention of the administration. Depending on the nature of the request or grievance, a conference may be held with the initiating student or student group. An investigation to ascertain facts may be held, and a decision and the reasons underlying it will be communicated to the initiator.

Any student or student group may appeal the decision made at the school level to the Superintendent.

BOARD OF EDUCATION POLICIES

Every effort is made to keep this handbook current from year to year. All rules and procedures outlined were created in accordance with Board of Education Policy. Should a discrepancy be noted, current Board of Education policy overrides this document.