

Pitman Middle School 2020-2021 Student Handbook

Name _____

Pitman Middle School
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Pitman, NJ 08071
Telephone: 589-0636

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Principal

Ms. Dawn Bell
Assistant Principal



Published by the Board of Education
Schedule

Class

Teacher

Period 1- _____

Period 2- _____

Period 3- _____

Period 4- _____

Period 5- _____

Period 6- _____

Period 7- _____

Period 8- _____

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SECTION I - SCHOOL SCHEDULE AND FACILITIES

MISSION STATEMENT

Building on our unique traditions, the mission of the Pitman School District, in partnership with families and our community, is to educate all students through exceptional learning experiences to be discerning, ethical, confident citizens.

ORGANIZATION

The Board of Education, with the Superintendent of Schools as its chief administrator, is responsible for the education of all students in the school system. Pitman Middle School under the administration of the Principal and Assistant Principal, and with the cooperation of the Guidance staff, and teachers, is responsible for the education of all students in grades 6-8.

CORE BELIEFS

- Each individual is unique, has value as a human being and has the ability to learn.
- Learning and applying knowledge and skills empowers people to realize their full potential.
- Everyone benefits when we learn from and support one another.
- Acceptance of diversity builds a community of mutual respect.
- Each is responsible for his/her actions.
- A safe and nurturing environment is essential to school and community.
- Individuals, families, schools and the community share responsibility for living and teaching democratic ideals, local and global citizenship and ethical standards of behavior.

CODE OF ETHICS

Sharing a belief in the inherent value of each person and family, and desiring to promote moral behavior in our schools and community, we will...

RESPECT ourselves, others, authority, and our surroundings;
BE RESPONSIBLE for ourselves and act responsibly toward others;
BE ACCOUNTABLE for our choices, decisions, and actions;
BE HONEST with one another and work to build trust;
While we treat one another with COMPASSION, KINDNESS, and UNDERSTANDING

CODE OF CONDUCT

RESPECT

For ourselves and others

As a member of the school community, I will try my best to make a positive contribution. Therefore, to show respect for others, and myself I will:

- dress appropriately for my environment and activity, so as not to embarrass, distract, or disrespect myself or others
- avoid the use of any illegal or harmful substance that is in violation of school policy
- present myself in a positive manner, understanding that other people will form impressions of my character and values by observing how I behave and speak
- not purposefully hurt, offend, verbally attack, humiliate, or belittle another person, even though I may disagree with his or her beliefs, choices and/or behaviors

For authority

To show respect in attitude and language to those in the positions of authority, I will:

- choose appropriate words
- act and speak in a positive manner
- avoid insubordinate behavior
- question in a respectful manner

For surroundings

I will respect our school and community property. I understand the importance of respecting the possessions of others. Therefore, to show this respect, I will:

- properly dispose of trash/waste, recycle when appropriate, and
- avoid any action which unduly contributes to pollution
- not damage, deface, destroy or vandalize any community, school, or individual property
- not take things that belong to others

RESPONSIBILITY

As a reliable person in the school community I will accept responsibility:

- for myself in what I do, say, and in the choices I make
- to treat others as I would like to be treated
- to adhere to the Codes of the Pitman Public Schools and to maintain
- a safe healthy learning environment

HONESTY

I will approach all that I do in a sincere and honest manner. In an effort to uphold my integrity and demonstrate my reliability, I will:

- do my own work, understanding that copying and cheating are forms of plagiarism
- work cooperatively with others, and not take their ideas or work and present it as my own
- act in a trustworthy manner, neither lying nor intentionally misleading another

ACCOUNTABILITY

I understand that the Codes of the Pitman Public Schools are necessary to maintain a positive working and learning environment, and if I fail to follow these codes, I will accept the consequences.

SPECIAL SCHOOL CALENDAR DATES 2020-2021

September	3.....	Teacher In-Service
	8	School Open for Students/Early Dismissal
October	9.....	Teacher In-Service
	12.....	School Closed/Columbus Day
November	12&13.....	NJEA Convention/Teacher Work Days
	25.....	Early Dismissal
	26&27.....	Thanksgiving Recess
December	23.....	Early Dismissal
	24-January 1.....	Winter Recess
January	15.....	Early Dismissal
	18.....	Martin Luther King Day-Closed
February	12.....	Teacher In-Service
	15.....	Presidents' Day-Closed
April	1-5.....	Spring Recess
May	14.....	Teacher In-Service
	28.....	School Closed
	31.....	Memorial Day-Closed
June	18.....	Tentative 8th Grade Moving-Up Exercise
	21.....	Tentative 12th Grade Graduation
	21.....	Tentative Last Day for Students

REPORT PERIODS

First Marking Period ends November 11.....	45 Days
Second Marking Period ends January 20	38 Days
Third Marking Period ends March 26	45 Days
Fourth Marking Period ends June 21	52 Days

BELL SCHEDULE (FULL DAY)

Doors Open	7:50 am
Period 1- announcements	8:03-8:08 am
Period 1	8:08-8:54 am
Period 2	8:57-9:43 am
Period 3	9:46-10:32 am
Period 4A	10:35-10:58 am
Period 4B	11:01-11:24 am
Period 5	11:27-12:13 pm
Period 6	12:16-1:02 pm
Period 7	1:05-1:51 pm
Period 8	1:54-2:40 pm

BELL SCHEDULE (HALF DAY)

Doors Open	7:50 am
Period 1- announcements	8:03-8:07 am
Period 1	8:07-8:36 am
Period 2	8:39-9:08 am
Period 3	9:11-9:40 am
Period 4A	9:43-10:06 am
Period 4B	10:09-10:32 am
Period 5	10:35-11:04 am
Period 6	11:07-11:36 am
Period 7	11:39-12:08 pm
Period 8	12:11-12:40 pm

BELL SCHEDULE (2 HOUR DELAY)

Doors Open	9:50 am
Period 1- announcements	10:03-10:07 am
Period 1	10:07-10:36 am
Period 2	10:39-11:08 am
Period 3	11:11-11:40 am
Period 4A	11:43-12:06 pm
Period 4B	12:09-12:32 pm
Period 5	12:35-1:04 pm
Period 6	1:07-1:36 pm
Period 7	1:39-2:08 pm
Period 8	2:11-2:40 pm

Teachers Report.....	7:40 am
Students enter the building and report to designated area.....	7:50-8:00 am
Band/Chorus.....	7:25-7:50 am

ANNOUNCEMENTS

Daily opening exercises will consist of the Pledge of Allegiance. Students must be respectful during the opening exercises.

SCHOOL PROPERTY

State Law (18A:37-2) notes that any pupil who willfully causes, or attempts to cause damage to school property shall be liable to disciplinary action up to and including suspension. Monetary assessments will be made by the Principal. School property is defined as any property owned by the Board of Education; all rules and regulations of the Board and school apply to all Board property.

BICYCLES~SKATEBOARDS~SCOOTERS

The riding of a bicycle is a privilege extended to middle school students. All bicycle riders are subject to the following regulations:

1. Bicycle riders must obey the rules established by the State of New Jersey governing the operation of bicycles and the wearing of helmets.
2. Bicycles must be walked onto and off school property.
3. Bicycles must be parked in the bicycle racks.
4. Bicycles must be individually **locked up** at all times when on school grounds.
5. No students may operate a bicycle belonging to another student.
6. No mopeds.
7. **NO SKATEBOARDS OR SCOOTERS ARE ALLOWED IN THE BUILDING.**

CORRIDOR TRAFFIC

1. Students will walk on the right side of the hallways.
2. Students will walk up or down the stairs on the right side.
3. Where there are two doors, students will use the right door.
4. There will be **NO** running or shouting in the halls.
5. Pushing, shoving, etc., are especially dangerous in the hallways and are not permitted.

LOCKERS

Each student at PMS is assigned a locker in which belongings can be stored. The student is responsible for the lockers neatness and condition. A \$5.00 obligation fee will be charged for any missing or intentionally damaged locks. Food is not permitted to be in lockers overnight. Students should report defective lockers to the office. It is strongly recommended that valuable items not be brought to school and left in lockers. Pitman Middle School or the Pitman B.O.E. will not be responsible for any items lost or taken from gym or hallway lockers when a locker is left unlocked. Students must report locker problems to the main office so security issues can be corrected.

GYM LOCKERS

Gym locks must be on lockers during gym class. All locks are to be removed at the end of each gym period. **PMS is not responsible for items which are not locked during physical education class.**

FIRE DRILLS & LOCKDOWNS

Fire drills are held monthly at Pitman Middle School to ensure that students and staff can evacuate the building quickly and properly in case of an emergency. **PROMPTNESS** and **SILENCE** during these drills **ARE MANDATORY**.

By the door in each room is a card giving directions to the exit that is to be used by the occupants of that room. If an alarm sounds while students are passing in the halls between classes, students and staff should go to the nearest exit, and follow the rules of **PROMPTNESS** and **SILENCE**. Students should not return to the building after a fire drill until they are authorized to do so by a building administrator or teacher.

Lockdown drills are also held monthly at Pitman Middle School. These drills may be for either non-threatening situations or security breaches. An announcement will be made to begin and end each drill. For each drill all students and faculty must enter the nearest classroom. The classroom will remain locked throughout the drill. Regular classroom activities will resume during a non-threatening (shelter in place) drill. During a security breach (lockdown) drill, all students must remain silent and in the most secure area of the locked classroom with the lights out. During these lockdowns, searches may be conducted and may or may not involve the aid of a drug-sniffing dog accompanied by local law enforcement.

PITMAN PUBLIC SCHOOLS AGREEMENT FOR USE OF COMPUTING FACILITIES

As a user of Pitman School District's computing facilities, I agree to the following rules and provisions:

1. I agree to use Pitman School District's computing facilities for the purpose for which it was intended, that is, in support of education and consistent with the purposes of the Pitman School District.
2. I understand that priority use of the computing facilities will be for work directly related to the school curricula.
3. I will only use the computer account provided to me and will take the responsibility to protect my account from unauthorized access.
4. I will not give my password, when issued, to anyone and will take steps to prevent others from learning my password.
5. I will not attempt to access, acquire, or modify in any way information that belongs to another person.
6. I will not attempt to access, circumvent or modify system security or restricted portions of the network or operating system.
7. I will not copy unauthorized software onto local drives or onto the network drive.
8. I agree to abide by any patent, copyright or license restrictions that relate to the use of the computing facilities, programs or documentation.
9. I agree to not use Pitman School District computing facility to violate the terms of any software licensing agreement.
10. I agree to not use Pitman School District computing facilities to violate any applicable local, state or federal laws.
11. I agree not to access any site on the Internet that is marked "over 18 only", even if I am over age of 18.
12. I agree not to view or download any material that is obscene, vulgar, sexually explicit or otherwise inappropriate.
13. I agree not to use the computing facility to disseminate defamatory, inaccurate, abusive, obscene, profane, threatening, racially offensive or illegal material.
14. I understand that the network administrators as well as school district employees have the right to monitor all accounts at any time.
15. I agree not to damage or vandalize any computer equipment and I agree not to introduce any virus into the system.
16. I agree that as a network user I must notify the staff member in charge of any security problem on the district system that I might identify.
17. I agree not to enter any on-line chat rooms.

Consequences for misuse/abuse of the computing facilities will depend on the severity of the situation. Sanctions will range from a warning to suspension.

LUNCH PROCEDURES

1. Use the lavatory before lunch.
2. Students are not to enter the cafeteria without the permission of the teacher in charge.
3. During the fall of the school year, all students will be assigned a seat. After the cafeteria procedures have been established, students may choose where they want to sit and will subsequently be assigned to that table for the remainder of the year.
4. Students may talk, but may not shout to students at other tables.
5. All students will be responsible for their own trash. When tables are cleared, trash is not to be brushed on the floor or piled at the end of the table.
6. Students are not to operate shades or windows without the teacher's permission.
7. No food or drink is to be taken from the cafeteria.
8. There is no physical horseplay in the cafeteria. Example: arm wrestling, hand-slapping, etc.
9. Food must not be thrown in the cafeteria. Throwing of any items, including trash or bottle flipping will subject the person to disciplinary actions.
10. A student must have permission from the teacher in charge to leave the cafeteria.
11. Students will not be dismissed from the cafeteria until directed by the teacher.
12. Backpacks are not permitted in the cafeteria during lunch.
13. Students who are excessively late to the cafeteria at lunchtime are subject to disciplinary action. Students must report to the cafeteria for lunch in a timely fashion.

Good manners, cooperation, and common sense will make the lunch room a pleasant place to eat. The quality of the lunchroom depends on the quality of the students' behavior.

LUNCHES

Parents are asked **not** to order or deliver lunches from outside sources for their child in the school cafeteria. With over one hundred students in each lunch period, this is potentially disruptive to the orderly operation of our kitchen and cafeteria. We appreciate the cooperation of all parents in this regard. In addition, the delivery of flowers or balloons to students is strongly discouraged. **In such cases, students will be notified to pick up such items at the office at the end of the day.**

MEDICAL FACILITIES

PMS has a nurse available for students and staff from 7:50 a.m. – 3:10 p.m. daily. Official school passes are required to see the school nurse. All accidents on school property must be reported to the Nurse (589-0636) promptly. The nurse is authorized to process medical requests, store prescriptions, assist students in maintaining good health habits, and recommend that students be sent home due to illness. The nurse is also responsible for the placement of students who will be absent, for a prolonged period of time due to illness, on homebound instruction. All students will receive a scoliosis letter, health assessment, and emergency telephone contact forms which must be completed and returned to the nurse.

ACCIDENTS ON GROUNDS

Any student who is involved in any type of accident or sustains any type of injury must report it to the teacher in charge or report to the nurse's office immediately so that the **proper paperwork can be processed and forwarded to the parent.**

ACCIDENT INSURANCE

The Pitman Board of Education provides excess accident insurance coverage for all students while in school or participating in any approved school activity, including all athletic teams. Excess insurance covers most expenses not covered by the parent's primary accident insurance (Blue Cross, Blue Shield, etc.) **All claims must first be submitted to the parents' insurance plan before the school insurance can be used.**

ADMINISTRATION OF MEDICATION

In keeping with the recommendation of the American Medical Association and the State Department of Education, it shall be the policy of the Pitman Board of Education to discourage the administration of medication at school. Realizing that under certain circumstances it will be necessary for pupils to take or be administered medications while at school, the following regulations shall be followed:

1. School personnel shall not provide pupils with aspirin or any medication whatsoever.
2. Pupils are not permitted to bring aspirin, vitamins, or any other non-prescribed medications to school except in extenuating circumstances and as authorized by the school nurse.
3. If students must take medication in school, parents are required to contact the school nurse or main office to inform the school personnel if medication is required during school hours.
4. The following regulations on medication administered in school are directed specifically to exceptional cases when failure to take prescribed medications would jeopardize a pupil's health.

Medication shall be administered only on the written order of physician and parent.

- A. Written order from physician shall include:

Diagnosis, dosage, time to be given, length of time, and purpose and need for medication to be given during school.

- B. The parent's written request shall give permission to administer medication as prescribed by the physician and shall release school from all liability.

HOMEBOUND INSTRUCTION

Students who, because of illness, are going to be absent from school for 10 or more consecutive school days must have their parents contact the school nurse to initiate homebound instruction. A physician's written request that includes a diagnosis and expected length of absence is required to initiate homebound instruction. Students medically on homebound instruction will not be permitted to participate in any school activities (e.g. athletics, club activities, field trips, dances, class trips, Moving Up Exercises, etc.).

MEDICAL EXCUSES FOR PHYSICAL EDUCATION

Medical Excuse - A medical request from a doctor to be excused from Physical Education class will be processed by the nurse. The note will be kept on file and the PE teacher will be notified. If the request is for an extended period of time, the nurse will assign the student to another area during PE class with make-up work which is determined by the student's teacher.

Make ups - Students will be afforded the opportunity to make up any assessment missed due to absences. Any test(s) not made up will result in a zero. Those students that are unprepared (not dressed properly for physical education class), but are present in class, will not be permitted to make up the assignment or the test for that day.

SECTION II - ACADEMIC POLICY/GUIDANCE

GUIDANCE MISSION STATEMENT

The Guidance Department is committed to developing and implementing counseling and guidance programs to ensure the highest quality of services for students at Pitman Middle School. The focus of the Guidance Department is to help students acquire information in furthering their education and to help students develop those personal and social skills which are necessary to become successful, responsible, and civic-minded members of society.

Guidance Counselors are available from 7:50 am until 3:10 pm daily. If a parent should have any questions and/or concerns regarding his/her child, he/she is encouraged to contact the Guidance Office at 589-0636. Parental conferences may be arranged by calling the Guidance Office for an appointment or log onto the guidance website to email staff.

PMS GRADING SCALE

93 - 100	Excellent
85 - 92	Above Average
75 - 84	Average
70 - 74	Below Average
0 - 69	Failure

The teacher on the basis of tests, quizzes, class work, homework, and other pertinent factors computes grades. Extra help is offered by every teacher, and is available to every student. Parental conferences are recommended for students who experience academic difficulties. Daily grade updates are available on PowerSchool.

GUIDELINES FOR SCHEDULE CHANGES

Great effort is spent attempting to schedule every student for success. It is understood that on occasion it may be in the student's best interest to make a schedule change. A student will not be permitted to change classes solely for the purpose of changing teachers within the same course. All schedule changes must be made within the first 10 school days of the new academic year. Under certain circumstances the administration reserves the right to withdraw a student from a class. Parental contact will precede any such change.

INCOMPLETE GRADES

If a student should receive an incomplete grade at the end of the first, second or third marking periods, he/she will have (10) school days from the end of the marking period to make up any tests, projects or assignments. If a student should be absent from school due to an extended illness or unusual circumstances, that student may be given additional time to submit his/her assignments beyond the ten (10) school days from the end of the marking period.

PROCEDURE FOR MAKING UP MISSED SCHOOL WORK

1. Students are responsible to contact teachers for any make-up work on the day the student returns to class.
2. Students who are returning from a short absence (less than five school days) will be afforded a minimum of (1) day for every one (1) day absent to complete make up work. Additional time may be afforded at the discretion of the teacher. Assignments can be seen online for parents to access.
3. Students who are deemed truant or cutting class will not be afforded the opportunity to make up missed work, quizzes or tests and will receive a zero for those assignments.
4. Any assignments announced prior to a student's short absence do not require any extension of time.
5. The Attendance Secretary will assist in gathering work through teaching staff for a prolonged illness.
6. Parents must contact the nurse if a situation requiring an extended absence develops. This will allow for either homebound instruction or assignments to be sent home.
7. Any assignment, exam, or work not made up in accordance with the above rules will result in a zero.
8. A student attending a Board of Education approved field trip is excused from class with no loss of points and/or no effect on the student's grade. However, the student must make up any tests or assigned work for that date.

ACCESS TO STUDENT RECORDS

Parents and other authorized persons and agencies may have access to pupil records, in accordance with NJ State Administrative Code 6:32. Application for such access should be made through the guidance department, and should comply with the procedures established by the Pitman Board of Education in their Policy No. 8330. Copies of the code and policy referred to are available on the district website: www.pitman.k12.nj.us

ON-LINE ACCESS TO POWERSCHOOL & STUDENT RECORDS

Parents will have the ability to access their child's academic record through the internet.

- **Parents/Guardians must come into the main office and sign up for their secure username and password.**
- **Grades are updated weekly from the date assignments are scheduled to be turned in for grading. There may be a few exceptions due to certain circumstances.**

STATEMENT OF ACADEMIC CONDUCT

Pitman Middle School students are expected to observe the highest standards of honesty and integrity in meeting the requirements of his/her educational program. Violations of academic honesty, such as cheating or plagiarism in any assignment, essay, quiz or examination, will result in a grade of zero for the work in question. Depending upon the gravity and nature of the offense, **violations** of honorable academic conduct may also result in exclusion from awards whose requirements include evidence of honesty and good character.

The following examples of violations are not meant to be all-inclusive. Rather they are meant to provide guidance principles to use in determining what is acceptable academic conduct.

1. Obtaining help from or giving help to another student during an examination.
2. Obtaining or giving, without authorization, information concerning an examination that is to be administered.
3. Using books, notes, or any other unauthorized sources of information during an examination.
4. Altering any answers on any test or assignment after it has been submitted for grading.
5. Submitting or knowingly participating in the submission of a report, paper, essay, homework assignment, or any other product that is not an honest representation of the individual's effort.
6. Failing to document an idea or quotation derived from a source.
7. Any falsification in footnotes or bibliography.

In the above situations it is the classroom teacher who is responsible for the discipline that is charged to the student. Parents must be called immediately and the penalty recorded in the teacher grade book.

HONOR ROLL REQUIREMENTS

In order to qualify for the honor roll, a student must meet the following requirements:

1. A student with a grade of 93 or better in each academic subject shall be placed on the Principal's List; a student with a minimum grade of 85 (and one 93 or better) will be placed on the Honor Roll.
2. A student with an Incomplete on the report card will be ineligible for honors that marking period.

SECTION III – ATTENDANCE

ATTENDANCE

Pursuant to N.J.S.A Title 18A:38-25, 36-14 and N.J.A.C. 16-7.6(a)4 the following is the Board Policy on attendance:

1. The Board has an obligation to require regular school attendance in order to insure that each student receives the maximum benefits of a thorough and efficient education. Perfect attendance is a goal for which every student should strive.
2. Attendance need not always be within school facilities. A student will be considered to be in attendance if that student is present in any location where school is in session by authority of the Board, including school-sponsored field trips and other authorized activities.
3. Recording pupil absences is the primary responsibility of the school. If a student is in danger or non-compliance with the attendance requirements, a telephone call or letter will be made/sent to parents or guardians alerting them to the fact.
4. Student Absence – Any student who does not attend 5 periods in any day will be considered absent for that day. Excused absence notes may supersede in these cases when presented to the main office at that time.

Excused Absences - Absences for the following reason are excused and will not be counted against the allowable limits per the listed value:

Medical/Doctor's/Dentist appointments w/notes

Suspension

Death in immediate family

Court appearance

Religious Holidays - As recognized by the NJ Department of Education, by law constitute the only "Excused Absences" - Full Day

5. Allowable Absences - Absences not within the category of Excused Absences may at times be unavoidable for reasons such as illness or a request by parents for their son or daughter's absence under arrangements approved by the principal, such as important appointments, which cannot be scheduled during non-school hours. These will be considered Allowable Absences and may not exceed fifteen (15) days in a given school year.

6. Truancy - Absences for truancy will be referred to the assistant principal for action and will be applied towards the allowed limit explained in 5. For cumulative unexcused absences of 10 or more, after reasonable attempts have been made to notify parents, a mandatory referral will be made to the courts pursuant to N. J. S. A 18A:38-27.
7. When Allowable Absences are Exceeded - Any student who's Allowable Absences exceeds fifteen (15) will be placed in a Non-Promotion Status. They may attend classes and receive grades, but their attendance will not count toward promotion. Parents will be notified by letter if their son or daughter is placed in Non-Promotion Status.
8. Attendance Appeals Committee - The Board of Education and school administration realize that unforeseen factors relating to the operation of the attendance policy may create hardships. To insure fairness and allow for procedural due process, the following attendance appeal process has been established:

NOTIFICATION OF ACCUMULATED ABSENCES

Parents and students will receive written notification as to the number of non-excused absences accumulated by the student as follows:

- a. Warning letter – A warning letter will be sent home for students who approach attendance problems.
- b. Notification of “Non-Promotion” status letter on the 15th absence.

Every effort will be made to notify parents in accordance with the schedule shown above. Failure to do so, due to extenuating circumstances, does not prohibit the school from enforcing this policy. Furthermore, implementation of the policy does not preclude further legal action for non-compliance with the compulsory attendance laws of the State of New Jersey.

ABSENCE AND LATE ARRIVAL NOTES

All students will submit excused notes for an absence or late arrival to the attendance office within 10 days upon their return from an absence or the occurrence of the late arrival. The dismissal will not be considered a medically excused absence if a doctor's note is not received within 10 days of the absence. All notes are kept on file and may be used as documentation in a withholding of an attendance appeal hearing.

EARLY DISMISSAL NOTES

Early dismissal notes must be presented at the attendance office before first period. No student will be allowed to leave the middle school prior to dismissal unless an early dismissal note is presented to the office before first period the day of the requested dismissal or a parent comes to the middle school to sign a student out.

Only a parent/guardian may sign out a student from Pitman Middle School unless previously documented in writing and presented to the main office on the day of the dismissal. All requests to leave school early must be written. No phone calls will be accepted for early dismissals.

Early dismissals are considered an unexcused absence (students are to be present five periods to be recognized as a full day) unless a doctor's note is produced within 10 days of dismissal.

SECTION IV - DISCIPLINARY PROCEDURES

Introductory Statement

The major objective of discipline at Pitman Middle School is to prevent behavior that interferes with learning or risks the physical safety of all concerned, as well as foster student self-discipline. The disciplinary procedures outlined in this handbook will not preclude the administration from filing criminal complaints where they are obligated by law or where it is deemed necessary to achieve the goal of a safe and welcoming school.

The general rules to be followed at the middle school are to be found in this manual. Read them carefully, and question staff or administration about those that appear unclear to you. All students will be presumed to be aware of pertinent rules after the first week of school. The rules will be enforced firmly and fairly.

Students are not permitted to loiter on any middle school property before, during, or after school. Disciplinary action will be taken for any infraction of this rule.

Students, staff members, other employees and visitors to the school have a right to feel that their possessions are safe while they are at school or under school jurisdiction. Anyone who steals property belonging to someone else will be liable for disciplinary actions up to and including suspension or a recommendation for alternate placement.

SUSPENSION

Internal or external suspension may be imposed for:

1. Harassment, Intimidation, or Bullying
2. Fighting/any form of assault
3. Defiance of school personnel
4. Other offenses at the discretion of school administration
5. Vandalism to school property
6. Vulgar or profane language used on school grounds or at a school sponsored event directed or non-directed at a specific person or people

Any student externally suspended from Pitman Middle School will have his/her parents contacted indicating the reason for the suspension. The student must then immediately leave school property. Suspension will be a minimum of one school day. No student will be readmitted to school without parental contact, which may be arranged through the assistant principal's office. Students who are suspended are not permitted on the school grounds at any time while they are under suspension.

New Jersey State Law requires immediate suspension for any student committing assault and battery upon school personnel. The Administration also has the right to request alternative placement for the student.

These types of infractions could result in criminal charges filed with local police and be subject to the actions of the courts.

WEAPONS

The Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school sponsored event, and on sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty. Any pupil who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which may include expulsion.

TRUANCY

Truancy is defined as any child who shall be absent from school during school hours whose parent, guardian or other person having charge and control of the child is unable to cause him to attend school. Truancy mandates a parental contact and disciplinary action. Lateness that circumvents any school policy will be construed as truant.

SMOKING

The Pitman Board of Education supports the efforts of the medical profession and the Department of Health, Education and Welfare to discourage smoking because of proven health hazards. For this reason, no smoking is permitted in any school building or any school property before, during or after school or while on a school field trip. This also applies to the use of e-cigarettes, vapor pens, or other electronic smoking devices. Violation of this rule shall result in suspension and/or criminal charges against the violator (2C: 33-13).

UNAUTHORIZED CLASS ABSENCE

A cut class is defined as an unauthorized absence from class, homeroom, study hall, or any assigned area. No student will be allowed to leave school without permission from the principal or assistant principal. During an unauthorized absence missed work will result in a grade of zero for that work. Disciplinary action will result from an unauthorized absence.

Leaving school grounds without permission is a serious offense and will lead to serious disciplinary action.

Cutting class(es) and remaining in the building (3) Administrative Detention/removed from activities until detentions are completed.

Cutting class(es) and leaving the building (5) Administrative Detention/removed from activities until detentions are completed.

These offenses may be cumulative and carry additional disciplinary action. This may include removal from all school events and activities.

LATENESS (EACH MARKING PERIOD)

Lateness to school interferes with a student's educational program and is disruptive to the school day. To that end, lateness will be handled according to the following procedures:

1. Students who are late reporting to homeroom will use the main entrance and report directly to the office. They will sign in and be issued a pass to admit them to first period class.
2. Detentions will be assigned, where required, according to the schedule below.
3. The Penalties for lateness will be assigned as follows, accumulating during each marking period:

First	Warning
Second	Warning with parent notification
Third	45 minute detention
Fourth	1 hour detention
Fifth	2 1-hour detentions
Sixth	In-School Suspension and parent conference

Further lateness will be subject to further disciplinary action and administrative review.

LATENESS TO CLASS

The teacher will handle lateness to individual classes. The teacher shall impose disciplinary actions. Parental conferences will be imposed due to excessive lateness.

DETENTION

Detention may be held Monday-Thursday 2:45 pm to 3:45 pm. Failure to report to an administrative assigned detention mandates additional disciplinary action including possible suspension and a parent conference. Any student who cuts detention will not be able to participate in any school function on that day or that evening.

Detention Guidelines

1. All students must be in detention on time. If a student is not in detention on time, he/she will not be admitted and will be counted as cutting.
2. No passes will be issued from detention.
3. All students are to bring work or reading material to keep them busy during detention- sleeping will not be allowed.
4. There will be no eating, drinking, or use of electronic devices in detention.
5. No student is to leave detention before their assigned end time (no credit will be given if a student leaves early).
6. A student removed from detention due to inappropriate conduct will not receive credit for serving a detention. Additional disciplinary actions may also be imposed.

EVENT/ACTIVITY PARTICIPATION

In order for a student to participate in any school activity he/she must abide by the following rules:

1. Students must be in school by 8:00 am and attend school until the end of period 5 in order to participate in an extra-curricular activity, including school dances.
2. The only exception to this rule would be a student who had a school excused absence other than suspension. An approved excuse note must be presented upon arrival for lateness. (See #4 under attendance for the list of acceptable excuses with documentation.)

SCHOOL DANCE RULES

1. Dances will start at 7:00 p.m. and end at 9:00 p.m.
2. No one will be admitted after 7:15 pm, unless permission is granted.
3. Students are not permitted to leave the dance before 9:00 p.m.
4. Students will show proper conduct at all times.
5. Students may not bring guests to dances.
6. All refreshments will be eaten in designated area.
7. Students must attend a full day of school on the day of the dance or they will not be permitted to attend the dance.
8. Students not attending the dance will not be permitted to loiter on school grounds.
9. The Drug and Alcohol policy will be enforced.
10. Students suspended (internal or external) from school will not be permitted to attend the dance.
11. Only students who attend Pitman Middle School may attend dances.

ELIGIBILITY FOR MOVING UP EXERCISES

Moving Up Exercises are a privilege not a right. The Board of Education and Administration reserve the right to conduct the ceremony as they see fit. Students who do not meet requirements or display poor character are subject to non-participation in these exercises. All attendance and lateness requirements also apply to eligibility. Students are reminded that any misconduct that is unbecoming (e.g. pranks, damage to school property, inappropriate behavior in school, etc.) will result in removal from these exercises.

ELECTRONIC DEVICES IN SCHOOLS

Students are not permitted to use electronic devices such as cell phones during the school day. Headphones may not be worn in the hallways in-between classes. Classroom use is at the discretion of the teacher. Failure to comply with the classroom teacher will result in confiscation of the device. **UNDER NO CIRCUMSTANCES ARE THESE DEVICES PERMITTED DURING TESTING OF ANY KIND.**

First offense – confiscation of electronic device, returned at the conclusion of the day.

Second offense – confiscation of electronic device, returned to parent.

Third offense – confiscation of electronic device with disciplinary action

* Students are permitted to use electronic devices for curricular purposes upon teacher request.

FOOD AND BEVERAGES IN SCHOOL

At no time will students be permitted to have food or drink in the classrooms, study halls, media center or Nurse's office. All items necessary for lunch must be kept in their lockers or will be confiscated by the administration.

DRESS

The Administration and teaching staff maintain that grooming and dress habits are important to a student's academic success and well-being. However, since it is also recognized that the regulation of student dress is essentially a parental responsibility, the following code represents a minimum standard both in the classroom and in the hallway:

Items not considered appropriate are:

- Clothing that is revealing or immodest, including cut off shorts
- Hats, bandannas or outer coats/jackets
- Bare midriffs, tube tops, see through blouses, or sheer garments
- Open back shirts
- All tops must have two straps attached to the garment going over the shoulder.
- Slippers and/or pajamas of any variety
- Clothing which displays messages with a sexual connotation, profanity or which promotes or (advertises) drugs, alcohol or violence
- Spikes, spiked necklaces/bracelets
- Chains or chain wallets that fall below the knee

Items considered appropriate are:

- Tops that meet waistband of pants/skirts
- Tops with straps over **both** shoulders
- Shorts/skirts at the appropriate length (at the discretion of the administration)

Students cannot wear anything that would be considered disruptive to classroom routine or school procedure.

School Administration is authorized to establish a dress code in order to meet minimal safety standards. Students are never to go barefoot on campus and must wear suitable shoes, goggles, lab aprons etc., as required for a specific course.

Note: When going on a school-sponsored trip, the aforementioned dress code also remains in effect unless the sponsor of the trip has requested specific modifications from the administration due to the nature of the outing.

The Administration is authorized to modify the dress code in order to sponsor school-spirit day activities related to special dress.

SCHOOL TRIP ELIGIBILITY REQUIREMENTS/ STUDENT BEHAVIOR

Field trips are valuable supplemental activities, which can augment the effectiveness of classroom instruction significantly. It should also be noted that participation in such activities is a privilege. Since the effectiveness of any trip, as well as the safety of all participants is dependent upon good behavior and safety precautions, students must demonstrate their awareness of proper conduct, self-discipline and personal responsibility. Any student who is to take part on a field trip must have a parent permission form signed and submitted by the due date. While on the field trip, students are required to follow the directions given by the chaperone, to behave in a manner acceptable to the adult community, and to participate in those activities authorized for that particular trip. While on a field trip, any student who violates any existing school regulations will be subject to disciplinary action. Field trip participation will be contingent upon final approval by administration.

DRUG AND ALCOHOL POLICY

(Shown on the next page are portions of Board of Education Policy 5530 Substance Abuse. The entire policy is available for inspection at the Board Office.)

SUBSTANCE ABUSE

The Board of Education recognizes that in addition to introducing and maintaining a comprehensive substances abuse education program at all grade levels, a policy must be adopted committing the school district to establish a procedure to aid students to seek help to correct possible substance dependency and/or abuse problems.

For purposes of this policy, "substance" shall mean alcoholic beverages, controlled dangerous substances as defined in N.J.S.A. 24:21-2 or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, or dulling of the brain or nervous systems including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2A:170-25.9.

"Substance abuse" shall mean the consumption or use of any substance as defined herein for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

POSSIBLE DRUG AND ALCOHOL RELATED SITUATIONS

Whenever it shall appear to any teaching staff member, school nurse or other educational personnel that the pupil may be under the influence of alcohol or other drugs, they shall report the matter as soon as possible to the principal or his/her designee. In the absence of the principal, his or her designee shall be notified.

In instances where the school nurse or school physician and the principal are not in attendance, the staff member responsible for the school function shall be immediately notified.

The pupil shall be removed to a protective environment for observation and care by the school nurse or school physician until his or her parent(s) or guardian(s) can be contacted. The principal shall request the assistance of the school nurse or school physician in assessing the physical state of the pupil. This shall not be considered to limit or condition the right of the Board of Education to seek

emergency medical assistance for a pupil when acting in loco parentis, and as an agent of the parent(s) or guardian(s) and for the welfare of the pupil.

The pupil's parent(s) or guardian(s) and the chief school administrator or his designee shall be immediately notified of the incident and shall be provided a description of the situation and symptoms.

The principal and his or her designee shall arrange for an immediate examination of the pupil. The examination may be performed by a physician selected by the parent or guardian or by the school physician. If the chosen physician is not immediately available, the examination shall be conducted by the school physician, or, if the school physician is not available, the pupil shall be accompanied by their guardian to the emergency room of the nearest hospital for examination. The pupil shall be examined within two hours for the purpose of diagnosing whether or not the pupil is under the influence of alcohol or other drugs.

If at the request of a parent or guardian, the medical examination is conducted by a physician other than the school physician; such examination shall not be at the expense of the Board of Education.

Provisions shall be made for the appropriate care of the pupil while awaiting the results of the medical examination.

A written report of the medical examination shall be furnished to the parent or guardian of the pupil, the principal, and the chief school administrator within 24 hours, the pupil shall be allowed to return to school until such a time as a positive diagnosis of alcohol or other drug use is received.

If there is positive diagnosis from the medical examination indicating that the pupil is under the influence of alcohol or other drugs, the pupil shall be returned to the care of the parents or guardian as soon as possible. Attendance at the school shall not resume until a written report has been submitted to the parents or guardian of the pupil, the principal and the chief school administrator, from a physician who examined the pupil, to diagnose alcohol or other drug use. The report shall certify that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school.

In accordance with N.J.A.C. 6:29-9.5(a)8, refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A:38-31) and/or neglect (N.J.S.A. 9:6-1 et seq.) laws.

While the pupil is home because of the medical examination or after his or her return to school, the school may require additional evaluation for the purpose of determining the extent of the pupil's alcohol or other drug use and its effect on his or her school performance.

In addition, if there is a positive diagnosis, the pupil shall be interviewed by the appropriately trained teaching staff member for the purpose of determining the extent of the pupil's involvement with alcohol or other drugs and possible need for treatment. In order to make this determination, the coordinator or other teaching staff member may conduct a reasonable investigation, which may include interviews with the pupil's teachers and parents. The coordinator or the teaching staff member may also consult with such experts in the field of alcohol or other drug use as may be necessary and appropriate. If it is determined that the pupil's involvement with and use of these substances represents a danger to the pupil's health and well-being, the coordinator or other teaching staff member shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Education.

As required by law, the Board of Education shall provide for the evaluation of and treatment of pupils whose use of alcohol or other drugs has affected their school performance or who possess or consume alcohol or other drugs in school or at a school function, as required by the definitions of evaluation and treatment contained at N.J.A.C. 6:29-9.2. The Board of Education is not responsible for the cost of any evaluation or treatment provided by any outside agency and/or organization.

While a pupil is receiving medical or therapeutic care for a diagnosed alcohol or other drug dependency problem, provisions for a program of intervention, curriculum and related services will be provided.

Pupils who are in care or returning from care for alcohol or other drug dependency will receive proper referral and support services by the guidance counselor, or Child Study Team personnel. Pupils possessing for distribution, or administering alcohol or other drugs (at any time on school grounds), as defined in this policy to others in school, at school sponsored activities, or out of school, shall be immediately referred to the principal. The principal shall immediately notify the police and the parents and suspend the pupil and follow established procedures. This principal will arrange for home instruction and will make the appropriate recommendations for the Board of Education concerning the expulsion of the pupil.

PROCEDURES

- A. In the event of a first occurrence of a violation involving the ingestion, possession, injection, inhalation or use of drugs, controlled dangerous substances, or alcohol, the following penalties and procedures shall be employed:
 1. The parent or guardian shall be notified and the student shall be immediately suspended from school for a period of five (5) school days.
 2. School authorities shall inform the parent of treatment agencies and other sources of help and support, which are available to the student's family.
 3. The school administrative staff shall inform the local police of the incident and the school administrative staff shall file a complaint with the local juvenile court authorities or other appropriate law enforcement authorities with respect to the enforcement of the law, when warranted.
- B. In the event of a second occurrence of a violation involving ingestion, injection, inhalation or use of drugs, controlled dangerous substances, or alcohol, the following penalties and procedures shall be utilized in addition to the procedures #2, 3, 4 and 5 in Section A.

The student shall be immediately suspended from school for a period not to exceed ten (10) school days, following which a hearing shall be scheduled before the Board of Education to determine the final disposition of penalty, which may or may not include the placement in an alternative school setting or any lesser penalty.
- C. Whenever it shall appear to the school administrator that a student is or has been in possession of drugs, controlled dangerous substances, or alcohol in violation of the school policy, said authorities shall employ the same penalties and procedures as enumerated above in situations involving ingestion, injection, inhalation, or use of said drugs, controlled dangerous substances or alcohol, in Section A or B.

While the pupil is at home because of the medical examination or after his or her return to school, the school requires additional evaluations for the purpose of determining the extent of the pupil's drug use and its effect on his or her school performance.

- D. Whenever it shall appear to the school administration that a student has participated in a policy violation involving transfer or distribution of drugs, or controlled dangerous substances, the following procedures shall be utilized:
1. The parent or guardian shall be immediately notified and informed of treatment agencies and other sources of help and support, which are available to the student and the family.
 2. The student shall be immediately suspended from school for a period not to exceed ten (10) school days, following which a hearing shall be scheduled before the Board of Education to determine the final disposition of penalty, which may or may not include alternate educational placement or any lesser penalty.
 3. The school administrator staff shall inform the local police of the incident and the school administrative staff shall file a complaint with the local juvenile court authorities or other appropriate law enforcement authorities with respect to enforcement of the law.
 4. If the student fails to be tested within the required time limit the result will be a positive drug test and the student will be assigned the appropriate discipline as noted.
- E. Due process provisions must be afforded students and/or their parents/guardians in the administration of all procedures and sanctions of this policy. A second violation of occurrence shall be considered applicable at any time during a student's total multi-year attendance in the Pitman School District.

* If student does not comply to testing, he/she will be documented as a positive result.

HARASSMENT, INTIMIDATION AND BULLYING

* Policy #5512 details all processes for the following areas within Section IV. Disciplinary Procedures.

Definition:

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

- Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability: or
- By any other distinguishing characteristic: and
- A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property: or
- Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

SEXUAL HARASSMENT

Definition:

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of any nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member or when made by any student to a staff member or another student when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition to an individual's employment or education, or when:
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual, or when:
- C. Such conduct has the purpose or effect substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

II. PROCEDURES

- A. Any person who alleges harassment by any staff member or student in the school district may complain directly to his or her immediate supervisor, building principal or district affirmative action officer within five school days of the alleged incident. Filing a grievance or otherwise reporting harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- B. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school's district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

III. SANCTIONS

- A. A substantiated charge against a staff member of the district shall subject the staff member to disciplinary action, including discharge.
- B. A substantiated charge against a student of the district shall subject the student to disciplinary action, including counseling, suspension or expulsion.

IV. NOTIFICATIONS

Notice of this policy will be circulated to all schools and departments of the Pitman Public Schools on an annual basis and incorporated in teacher and student handbooks. It will also be distributed to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement.

POLICE PROCEDURES

It may be necessary for law enforcement agents to enter the building and, on occasion, interview students. This will be done with full **knowledge and presence** of an administrator, and in his or her office. Every effort will be made to contact parents or guardians prior to the questioning. Students will receive their legal protection as mandated by court decision.

AFFIRMATIVE ACTION POLICY

Pitman is an equal opportunity employer. In addition, Pitman supports in educational programs according to the New Jersey Constitution, guaranteeing each child in the public school equal educational opportunities regardless of race, color, creed, religion, sex, ancestry, national origin, or social or economic status. The Affirmative Action Officer for the Pitman School District can be reached at 589-2145 for any inquiries or questions.

PUPIL CODE OF CONDUCT

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
2. In addition, pupils shall not:
 - a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
 - b. Create disorder or disruptions on school premises;
 - c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;
 - d. Steal, damage, or deface the property of other pupils, staff members, or the district;
 - e. Engage in the sexual and/or other harassment of pupils or staff members;
 - f. Violate codes of conduct adopted for organizations of pupils;
 - g. Possess or use weapons or any implement intended to harm others;
 - h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
 - i. Convey information about other pupils or staff members known to be false;
 - j. Act so recklessly as to endanger the safety of others;
 - k. Procure the property of others by threat or intimidation;
 - l. Enter school premises or any specific portion of the premises without permission and without authority;
 - m. Vandalize school property, real or personal;
 - n. Create litter on school property;

PUPIL CODE OF CONDUCT (cont.)

- o. Be truant from school or class;
- p. Cheat or otherwise engage in academic dishonesty;
- q. Persistently refuse to complete homework and other assignments;
- r. Engage in illegal gambling;
- s. Smoke on school property;
- t. Falsify an excuse or any school document;
- u. Set fire to or cause a fire in any way on school premises;
- v. Possess or explode a firecracker or other explosive device on school premises;
- w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
- x. Possess, use, or distribute a substance in violation of Policy No. 5530;
- y. Join a secret society prohibited by law;
- z. Commit an act of harassment, intimidation, or bullying; or
- aa. Engage in any other activity expressly prohibited by a school staff member in authority.