

Student Handbook



2023 – 2024

Harrington Middle School
2023-2024 Student Handbook

TABLE OF CONTENTS

Harrington Administrative Team	4
Harrington School Counselors.....	4
Harrington School Nurse’s Office.....	4
Middle School Alma Mater	5
District Administrative Offices	6
Information Hotline & Counseling	6
School Calendar	7
District Calendar	8
Nurse Visitations Procedures.....	9
Medical Emergencies	10
Medication during School Hours	10
Attendance	11
Bell Schedule:	12
Book Bags	13
Book Fines/Chromebooks Fines	13
Bus Changes.....	14
Bus Regulations	14
(Late) Bus.....	15
Bus – Removal from Riding	15
Cafeteria	16
Clubs and Activities.....	36
Club and Activity Members: Guidelines and Expectations.....	37/38
Conference with Parents.....	31
Counseling	17
Discipline Codes.....	18/24
Discipline, Field Trips, Dances & Promotion Ceremony	25
Dress and Grooming	25
Dress Guidelines for Students.....	26
Early Dismissal	27
Electronic Devices	27
Emergency Forms	27
Financial Obligations	27
Fire Drill Procedure	28
Gambling.....	28
Smoking/Tobacco/Vaping Use	28
Selling Candy/Food	28
Hallway Passes.....	28/29
Homework Guidelines	30
Internet Usage	32
Lavatory Use	32
Liquid Containers.....	32

Harrington Middle School
2023-2024 Student Handbook

Lock Down Safety Procedure	33
Locker Procedures	33
Lost and Found	33
Promotion Policy.....	34
School Closing	35
Mt. Laurel School Emergency Text.....	35
Sports	36
Sports Eligibility - Interscholastic	39
Student-Athletes: Guidelines and Expectations.....	40/41
Sports Physicals	42
Sports Spectator Guidelines	42
Sports, Clubs and Activities.....	43
Student Council & NJHS	44/45
Textbooks.....	46
Unauthorized Areas	46
Vacations.....	46
Vandalism	46
W.A.T.C.H.....	47
Walking Home.....	47
What to do if.....	48
Something is lost on a school bus:	48
Teachers Teams.....	48
T.E. Harrington School Supply List.....	49
Appendices.....	50
Bibliography Format Guidelines.....	50
Book Forms.....	50
Encyclopedia Forms.....	51
Periodicals (newspapers, magazine articles, and EBSCO)	51
Other Sources	52
Uses for student email.....	53
General email guidelines for students.....	54
Harassment, Intimidation and Bullying Policy.....	55

Harrington Middle School
2023-2024 Student Handbook

Harrington Administrative Team

Principal – Mr. Drew Besler

Assistant Principal (7th grade)– Mr. Thomas LaMorte
Assistant Principal (8th Grade) –Ms. Ayanna Roberts

Curriculum Supervisor – Ms. Michelle Pollaw
Curriculum Supervisor – Mr. Jared Caltabiano
Curriculum Supervisor – Mr. Matt Saul
Curriculum Supervisor - Ms. Kate Ebbeson
Curriculum Supervisor –Ms. Nicole Mound

MAIN OFFICE: 856-234-1610
FAX: 856-222-9754
WEBSITE: www.mtlaurelschools.org

Harrington School Counselors

School Counselor –Ms. Maryellen Slott
School Counselor –Ms. Sharon Sheehan
School Counselor – Mr. Marc Cianfrani
Student Assistance Coordinator (SAC)- Ms. Colleen Devlin
COUNSELING OFFICE: 856-234-1610
FAX: 856-235-6343

Harrington Nurse's Office

School Nurse – Ms. Mary Gallagher
School Nurse – Ms. Virginia Kueny
NURSE: 856-778-4666 (24 HOURS)

Harrington Middle School
2023-2024 Student Handbook

Introduction

This student handbook is an informational resource that serves to provide formal notification of the policies and procedures that govern our school. It is revised yearly to reflect any changes or relevant issues that concern our learning community. At Harrington Middle School, we strive to create a positive learning environment that is safe and orderly. To that end, students, staff and families must work together to uphold the expectations set forth. Together we can create and maintain a school atmosphere that will nurture and support academic, social and emotional growth.

We look forward to serving you and we hope that you enjoy your time with us at Harrington.

Sincerely,

Harrington Administration

MISSION STATEMENT:

Harrington Middle School seeks to use the power of relationships among staff, students, and community to effectively address the academic, social and emotional needs of every student.

Harrington Middle School

MIDDLE SCHOOL ALMA MATER

By Valerie Martin and Charlotte Smith

*We show pride and continue to strive
With knowledge as our tool,
To stand tall and strong for we belong
To Harrington Middle School
From friends old and new,
Through classes too
And colors Blue and Gold,
We'll strengthen our minds,
The future shines
And from here we'll seek our goals.*

Harrington Middle School
2023-2024 Student Handbook

DISTRICT ADMINISTRATIVE OFFICES

330 Mount Laurel Road
856-235-3387

Superintendent of Schools – Dr. George Rafferty
Assistant Superintendent of Curriculum and Instruction – Mrs. Mridula Bajaj
School Business Administrator/Board Secretary – Mr. Robert F. Wachter, Jr.
Director of Human Resources – Mrs. Aja Thomas

**INFORMATION HOTLINES & COUNSELING
AGENCIES**

Suicide/Crisis Life Line	Call or Text – 988
Family Service of Burlington County	(609) 267-5986
Alcoholics Anonymous	(856) 486-4444
Al-Anon and Ala-Teen	1 (800) 344-2666
Narcotics Anonymous	1 (800) 992-0401
DRENK (Family Crisis Unit)	(609) 261-3330
Prevention Plus (Alcoholism and Drug Abuse)	(609) 261-0001
CONTACT (24 Hour Helpline)	(856) 234-8888, (609) 835-6180
DCF (Department of Children & Family)	www.state.nj.us/dcf/about/divisions/dcpp/

Harrington Middle School
2023-2024 Student Handbook

SCHOOL CALENDAR

Our school website address is as follows:

<http://hms.mtlaurelschools.org/>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1 TEACHER IN-SERVICE/SCHOOLS CLOSED	2
3	4 LABOR DAY/SCHOOLS CLOSED	5 TEACHER IN-SERVICE/SCHOOLS CLOSED	6 A-DAY FIRST DAY OF SCHOOL (FULL DAY)	7 B-DAY	8 C-DAY	9
10	11 A-DAY	12 B-DAY	13 C-DAY	14 A-DAY	15 B-DAY	16
17	18 C-DAY	19 A-DAY	20 B-DAY	21 C-DAY	22 A-DAY	23
24	25 YOM KIPPUR/SCHOOLS CLOSED	26 B-DAY	27 C-DAY	28 A-DAY	29 B-DAY	

Harrington Middle School

2023-2024 Student Handbook

Mount Laurel School District

2023-2024 SCHOOL CALENDAR

August '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23						
S	M	T	W	Th	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Student Days: 180						
Staff Days: 186						
New Teacher Days: 190						

Student Days In Session: 180						
Sept 17	Dec 15	March 19				
Oct 21	Jan 21	April 17				
Nov 18	Feb 19	May 22				
		June 11				

August
21-24 New Teacher Orientation (SC for Students)

September
1 Teacher In-Service (SC for Students)
4 Labor Day: (SC)
5 Teacher In-Service (SC for Students)
6 First Student Day—Full Day
25 Yom Kippur: (SC)

October
9 Teacher In-Service (SC for Students)

November
9-10 NJEA Convention: (SC)
16 Parent/Teacher District-wide Evening Conferences Early Dismissal
17 Parent/Teacher District-wide Afternoon Conferences
Early Dismissal
20 Parent/Teacher Conferences Early Dismissal
Afternoon: PreK—4th Grade
Evening: 5th—8th Grade
21 Parent/Teacher Conferences Early Dismissal
Afternoon: 5th—8th Grade
Evening: PreK—4th Grade
22 Early Dismissal (Staff & Students)
23-24 Thanksgiving Recess: (SC)

December
8 Teacher In-Service (SC for Students)
22 Early Dismissal
25-31 Winter Recess: (SC)

January
1 New Year's Day (observed)
2 Schools Reopen
15 MLK Birthday: (SC)

February
16 Staff In-service: (SC for Students)
19 Presidents Day: (SC)

March
6 Parent/Teacher Conferences Early Dismissal
Afternoon: PreK-4th Grade
Evening: 5th-8th Grade
7 Parent/Teacher Conferences Early Dismissal
Afternoon: 5th & 6th Grade
Evening: PreK-4th Grade
22 Staff In-service: School Closed for Students
29 Spring Break: (SC)

April
1-5 Spring Break: (SC)
8 Schools Reopen
22 Eve of Passover - Early Dismissal (Staff & Students)

May
27 Memorial Day: Schools Closed

June
12-13 8th Grade Promotion Exercises Early Dismissal (Students)
14-17 Students (ED) Staff (Full Day)
17 Last Day-Students (ED) Staff (Full Day)
19 Juneteenth (SC)

January '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March '24						
S	M	T	W	Th	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Calendar Key						
○	Teachers Only					
□	Schools Closed					
■	Early Dismissal					

Note: If inclement weather or other emergencies force the district to close, student school days will be made up in the following order: 6/20, 21, 24. **Do not make irrevocable plans for Spring Recess or Emergency Make-Up Days**

Rev. 03.14.2023

Adopted: 02.28.2023

Harrington Middle School
2023-2024 Student Handbook

Nurse Visitations Procedures

In the event the teacher thinks the student needs to see the nurse, the teacher should...

1st- Call the Nurse's office with specific signs or symptoms.

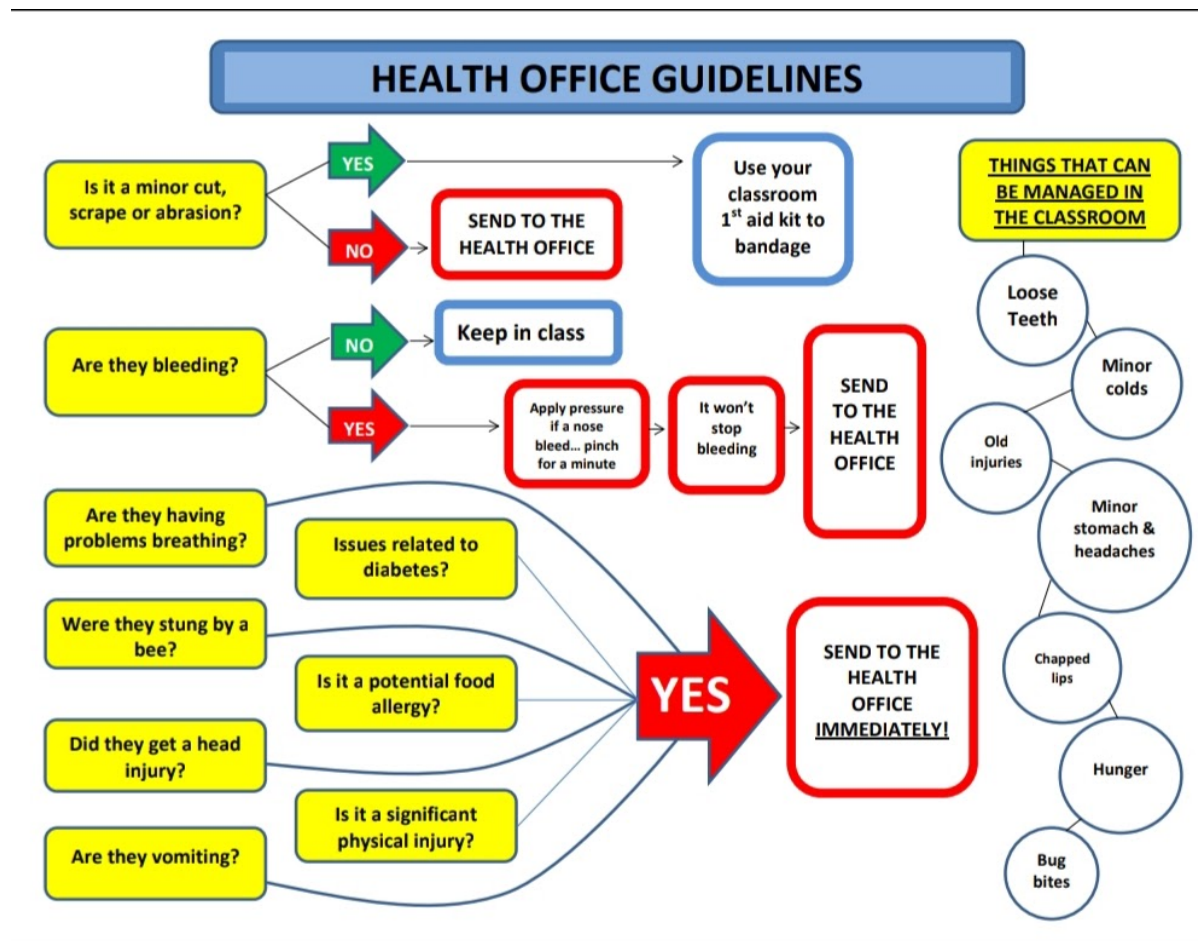
The teacher will be advised if the child can come to the nurse's office at that time, or when they can.

2nd- If the nurse gives the okay to send the student, the student should walk to the nurse's office ALONE. Please send the child down with all their belongings if possible.

3rd- The child will be greeted at the nurse's office where a nursing assessment will be conducted and the child will be sent to the isolation room or the well area.

4th- The nurse will fill out the appropriate documentation for each student sent to the nurse. The child will be treated and sent back to class or wait for parent pick up. The student will be sent home with guidelines on return to school and resources for testing.

5th - In an event, a student trips, falls, or injures him or herself in any way, he or she needs to be seen by the school nurse.



Harrington Middle School
2023-2024 Student Handbook

Medical Emergencies

The Harrington Middle School has on staff two full time nurses to help students with any medical emergencies that may arise during the school day. If a student becomes ill or injured, the school nurse is available to give assistance. If you become ill and wish to consult the school nurse, you must first obtain a pass from your classroom teacher before reporting to the nurse's office. Students who come to the nurse's office during the change of classes will be sent back for a pass.

Medication during School Hours

1. All prescription medication to be taken by students during school hours shall be:
 - a. Kept in the nurse's office;
 - b. Supplied by the student's parents or guardian, along with a physician's written authorization that the medication is to be given during school hours;
 - c. Clearly labeled with the child's name, name of the medication, drug store where purchased, name of the prescribing physician, and the time and the amount of the medication to be given.
 - d. Any pills, (Tylenol, Aspirin) need to be administrated by our school nurse. No student is to be in possession of any over the counter medication. Failure to comply with this request could have disciplinary consequences.
2. Parents are urged, when possible, to have their child take any necessary medication before or after school hours.
3. Parents are requested to keep children at home during acute stages of illness, especially when medication is necessary at frequent intervals.
4. Request for over-the-counter medication to be given during school time must be accompanied by a note from the physician stating the pupil's name, dosage, time of administration, and the period of administration (3 days, one week, etc.).
5. All requests for children to take medication must be renewed each school year.

Harrington Middle School
2023-2024 Student Handbook

ATTENDANCE:

Regular attendance is necessary for students to be successful. **In the event your child is absent, we request parents notify the Health Office by 8:30 am at ext. 1. This line is available 24 hours a day.** If your child is absent for more than 3 consecutive days, you may arrange to pick up work by emailing your student's teachers. Any student absent 5 or more days throughout the school year will receive written parent notification by mail, per district policy. It is extremely important that you notify the school for every student absence. Students who are out 3 or more consecutive days may receive a visit from our school resource officer in order for a health, safety wellness check.

- Students arriving after 10:30 am are marked absent ½ day.
- Students leaving prior to 12:30 pm are marked absent ½ day.

Please Note: Vacations are an **unexcused** absence. Therefore, every effort should be made to avoid family trips during the school year.

To verify absences and tardiness in Power School, please click GRADES AND ATTENDANCE and scroll all the way down to the bottom of the page.

Attendance letters will be sent after **four, eight, twelve and fifteen absences**. Students who exceed fifteen absences are subject to truancy.

LATE STUDENTS (those arriving after 7:30 am) are required to sign in at the security office and obtain a late pass before reporting to class. Repeated lateness for non-valid reasons (ex. Oversleeping, missing bus) will result in administrative detention. Exceptions are made for valid reasons such as a medical appointment. Consequences for non-valid lateness are:

- A. **After 5 late days**, an administrative detention (2 hour) will be assigned, an administrative referral form will be sent to the parent, and the student will be referred to the Guidance Department.
- B. **After 10 late days**, and every 5 occurrences thereafter, a 4-hour detention will be assigned to the student. The 4-hour detention will be divided into one-hour sessions each day of the week until 4-hour detention obligation is fulfilled.
- C. **Considerations for valid tardiness:** Parents of students with excessive tardiness for valid reasons but whose lateness's negatively impact his/ her academic performance will be requested to meet with an Assistant Principal.

If your CHILD is the reason for being late, talk to us for ways to help. If you are the reason they are late, we hope you will make whatever changes necessary to have your child here on time.

Harrington Middle School
2023-2024 Student Handbook

Bell Schedule:

<i>Lunch 1 – Regular Day Schedule – 8B/8C</i>				<i>Lunch 2 – Regular Day Schedule – 7A/7D</i>		
Warning	7:28			Warning	7:28	
HR	7:30	7:48		HR	7:30	7:48
PD 1	7:51	8:31		PD 1	7:51	8:31
PD 2	8:34	9:14		PD 2	8:34	9:14
PD 3	9:17	9:57		PD 3	9:17	9:57
Lunch 1	10:00	10:30		PD 4	10:00	10:40
PD 4	10:33	11:13		Lunch 2	10:43	11:13
PD 5	11:16	11:56		PD 5	11:16	11:56
PD 6	11:59	12:39		PD 6	11:59	12:39
PD 7	12:42	1:22		PD 7	12:42	1:22
PD 8	1:25	2:05		PD 8	1:25	2:05

<i>Lunch 3 – Regular Day Schedule – 8A/8D</i>				<i>Lunch 4 – Regular Day Schedule – 7B/7C</i>		
Warning	7:28			Warning	7:28	
HR	7:30	7:48		HR	7:30	7:48
PD 1	7:51	8:31		PD 1	7:51	8:31
PD 2	8:34	9:14		PD 2	8:34	9:14
PD 3	9:17	9:57		PD 3	9:17	9:57
PD 4	10:00	10:40		PD 4	10:00	10:40
PD 5	10:43	11:23		PD 5	10:43	11:23
Lunch 3	11:26	11:56		PD 6	11:26	12:06
PD 6	11:59	12:39		Lunch 4	12:09	12:39
PD 7	12:42	1:22		PD 7	12:42	1:22
PD 8	1:25	2:05		PD 8	1:25	2:05

Activity Day Schedule			Half Day Schedule			2 Hour Delay Schedule		
Warning	7:28		Warning	7:28		Warning	9:28	
HR	7:30	7:36	HR	7:30	7:36	HR	9:30	9:35
PD 1	7:39	8:12	PD 1	7:39	8:03	PD 1	9:38	10:05
PD 2	8:15	8:48	PD 2	8:06	8:30	PD 2	10:08	10:35
PD 3	8:51	9:24	PD 3	8:33	8:57	PD 3	10:38	11:05
PD 4 (L1)	9:27	10:00	PD 4 (L1)	9:00	9:24	PD 4 (L1)	11:08	11:35
PD 4/5 (L2)	10:03	10:36	PD 4/5 (L2)	9:27	9:51	PD 4/5 (L2)	11:38	12:05
PD 5/6 (L3)	10:39	11:12	PD 5/6 (L3)	9:54	10:18	PD 5/6 (L3)	12:08	12:35
PD 6 (L4)	11:15	11:48	PD 6 (L4)	10:21	10:45	PD 6 (L4)	12:38	12:05
PD 7	11:51	12:24	PD 7	10:48	11:12	PD 7	1:08	1:35
PD 8	12:27	1:00	PD 8	11:15	11:39	PD 8	1:38	2:05
Activity Block	1:00	2:05						

Harrington Middle School
2023-2024 Student Handbook

Book Bags

Book bags may be used to transport materials to and from school. Book bags must be kept in the locker throughout the school day.

Book Fines/Chromebooks Fines

Books and equipment distributed to the students are the property of the Mount Laurel Board of Education. Students assume the responsibility for these items and will be fined for any damage or misuse, and for lost books and equipment. Additionally, discipline may be imposed for any damage or misuse of school property.

<i>LCD Screen</i>	<i>\$40</i>
<i>Keyboard/Touchpad</i>	<i>\$90</i>
<i>Plastic LCD Bezel</i>	<i>\$30</i>
<i>Plastic Top or Back Cover</i>	<i>\$30</i>
<i>Charger</i>	<i>\$30</i>
<i>Bag / Case</i>	<i>\$20</i>
<i>Liquid Spill</i>	<i>\$110</i>
<i>Replace Device</i>	<i>\$198</i>
<i>New books</i>	<i>Replacement price</i>
<i>Good condition</i>	<i>60% of price</i>
<i>Fair condition</i>	<i>40% of price</i>
<i>Poor condition</i>	<i>20% of price</i>

Please notify your teacher or another staff member if there is damage to your chromebook. Your homeroom teacher will do a weekly check of your chrome/book every Thursday.

Harrington Middle School
2023-2024 Student Handbook

Bus Changes (EMERGENCY ONLY)

In the event of an emergency, any child who needs to ride a bus that is not assigned to him or her, or exit at a different stop, must have written parent permission. This note must be brought to the Main office during homeroom. Please note, that the building principal can deny a student riding a bus, or exiting a bus stop that is not originally assigned. The bus change is for one day only. If more than one day is required, a new note will be required for each day. No student is permitted to enter a bus that is not their assigned bus on a Friday or day that will extend the weekend.

Bus Regulations

All buses are equipped to utilize video cameras to monitor student behavior. Transportation provided by the Mount Laurel Township Board of Education is a privilege. In order to ensure safe and timely transportation, the following is necessary:

1. Students are to take directive from the bus driver, or bus aide at all times.
2. Arrive at the bus stop about ten minutes before scheduled time.
3. Wait on the sidewalk until the bus comes to a full stop.
4. Board the bus without pushing or crowding.
5. Take the assigned seat.
6. Keep books, lunch, book bags, and your hands on your lap.
7. Sit at all times.
8. Keep hands and head inside the bus.
9. Be courteous; use proper language at all times.
10. Do speak softly. Do not shout or whistle.
11. Do wait until bus stops before getting out of your seat.
12. Leave bus without pushing or crowding.
13. Do cooperate with driver at all times.
14. Do carry any waste paper or debris to the front of the bus and deposit it in the waste container.
15. Help keep the bus clean.
16. Do not eat, drink, or smoke on the bus.
17. Ride your assigned bus only.
18. Pupils transported to school must return home via the same route. Parents wishing children to visit friends, relatives, etc. should make plans to do so after the child returns home.
19. A student is not permitted to leave the school via a privately-owned vehicle with anyone who has not been clearly identified as his/her parent or guardian or a person authorized to act on the behalf of the parent or guardian. **Parents, guardians, or authorized persons must provide photo ID when signing student out in the security office.**
20. The District's only responsibility is to transport eligible students to and from their homes.

Harrington Middle School
2023-2024 Student Handbook

(Late) Bus

PM Late buses are provided for students who stay after school for clubs, sports, teacher assistance, or detention. For interscholastic sports and special clubs, a late bus run departs at approximately 4:15 PM. All bus rules and regulations apply. Failure to comply bus rules and regulations will result in a loss of late bus privileges.

Bus – Removal from Riding

Below is a copy of the Statute, which grants the Board of Education the right to exclude pupils who display behavior detrimental to the safety of the other pupils.

Chapter 175, Laws of 1969 (Assembly Bill No. 18, Approved October 14, 1969).

An act concerning transportation of pupils to and from certain schools and amending section 28A: 25-2 of New Jersey Statute. BE IT ENACTED by the Senate and General Assembly of the State of New Jersey: Section 18A: 25-2 of the New Jersey Statutes is amended to read as follows: “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 of the school which he/she attends.”

The principal may exclude a pupil from the bus for disciplinary reasons and parents/guardians shall provide for transportation to and from school during the period of such exclusion.

Harrington Middle School
2023-2024 Student Handbook

Cafeteria Services

www.mtlaurelschools.org/CafeteriaServices.aspx

Welcome to the 2023-2024 School Year.
Questions can be e-mailed to [Laura D'Aiuto](mailto:Ldaiuto@mtlaurelschools.org)
Ldaiuto@mtlaurelschools.org
or call 856-234-1610 ext. 22014.

Cafeteria

Our Dining Room provides a complete hot lunch for every student who wishes to purchase it. The cost of the lunch for the school 2023-2024 school year will be \$2.85.

In order to maintain a safe and orderly cafeteria environment, students are expected to cooperate with their cafeteria supervisors and adhere to the following procedures and rules:

Cafeteria Procedures

1. Arrive to the cafeteria on time and take your seat.
2. Remain seated at your table until called to line for lunch, snacks, or vending machines.
3. When you are finished eating, clear your area and **remain seated until your table is called** to dispose of garbage and put trays away.
4. If you need assistance, raise your hands and the cafeteria supervisors will assist you.

Cafeteria Rules

- Follow the directions of the cafeteria supervisors at all times.
- Keep your hands and feet to yourselves.
- Students must have permission and a hall pass from the cafeteria supervisors to leave
 - **For the lavatory:** You must ask for permission, sign out and you will be issued a pass.
 - **For eating with a teacher or going to guidance:** You must arrange with the teacher and the cafeteria supervisor to issue a pass to leave the cafeteria.
- Food and drink must be consumed in the cafeteria (Do not eat or drink in the hallways before or after the lunch period).
- **NO CELL PHONES ARE ALLOWED. CELL PHONES MUST BE IN LOCKERS.**

Failure to adhere to the cafeteria procedures and rules will result in disciplinary action.

Harrington Middle School
2023-2024 Student Handbook

Counseling

The School Counselors (located in the Guidance Suite B Wing) have a number of functions, such as scheduling and testing. Their main purpose is to assist students in realizing their maximum potential as individuals. Emphasis is placed upon self-understanding and self-direction in social and academic development.

Any student who finds himself in a situation with which he or she cannot cope or who has a problem of any nature, either at school or away from school, which is impairing his or her full development should make an appointment with a Guidance Counselor. Parents may contact the Guidance Office to inquire about a student's progress, or any personal, social, or academic concerns.

Ms. Maryellen Slott – Counselor

Ms. Sharon Sheehan – Counselor

Mr. Marc Cianfrani – Counselor

Ms. Colleen Devlin – Student Assistance Coordinator

Ms. Lynn Boyle – Guidance Secretary

The telephone number is 856-234-1610 x 22029.

Student procedure for appointments:

1. Students must go to their Smart-Pass homepage
2. Click on Future Pass
3. Request a Pass from their Counselor

Detention

A teacher or an administrator may assign detention during lunch or after-school. For after-school detention, parents/guardians will be notified and given 24 hours-notice. If we are unable to reach a parent/guardian by phone, we will send a notice home to be signed and returned for the student to serve the detention on the following day. After-school detention is from 2:10 to 4:10 PM. A 4:15 PM late bus will be available for students who serve after school detention.

Discipline Code

Mount Laurel Township Schools' Student Discipline Code

Educational Philosophy

The Board of Education, Administration and Staff of the Mount Laurel Schools are dedicated to providing students with the opportunity to develop academic skills, interests, and abilities to their fullest potential. The schools strive to encourage students to form an appreciation for lifelong learning including critical thinking skills, good work habits, and self-discipline. We help motivate students to become responsible citizens and community members with a strong sense of values and ethics. To promote an appreciation for diversity with respect for oneself as well as others, our philosophy is to provide an educational program fostering creativity, cooperation, and collaboration. We believe that through a partnership with parents and community we can encourage students to develop an awareness of the environment and of the world, with a sense of integrity and responsibility. Meeting and even exceeding the expectations of our comprehensive educational program can only be accomplished through a shared responsibility and alliance among students, parents, staff and administration of the Mount Laurel Schools.

Student Outlook

Because no school can function successfully without rules, regulations and requirements are developed to which students are required to adhere. However, the most important component of student success is a positive attitude. The following are a list of "senses" which we believe students should develop and exhibit in order to advance to their greatest level of success.

1. **A Sense of Motivation** – School staff and administration understand that school involves hard work and we all know it should. Therefore, students are most successful when they arrive to school with a positive attitude towards expanding their academic, physical, social, and emotional growth.
2. **A Sense of Responsibility** – Your school can offer you every opportunity for a good education, but if you do not have a sense of responsibility, a realization that getting an education depends ultimately on your efforts, then many valuable opportunities may be wasted.
3. **A Sense of Courtesy** – In daily school life, it is routine to come into contact with people of different ethnicities, ages, beliefs, and backgrounds. Courtesy is the sense that helps you get along with others. Mount Laurel Schools require all students to display a sense of courtesy.
4. **A Sense of Good Citizenship** – Citizenship, as it applies to school life, means giving to others, helping in clubs and other organizations, being active in student activities, and setting a positive example in the classroom, the hallways and when attending assemblies and other school events.
5. **A Sense of Sportsmanship** – This sense is especially applicable to athletic games/competition. Students must show respect to all teachers or parent volunteers and consider their decisions as final. Competitors deserve spirited competition, but never hostility. Spectators must show positive spirit and enjoyment without annoying those around them.

Harrington Middle School
2023-2024 Student Handbook

The following pages outline specific behaviors and consequences that are enforced by our teachers and administrators.

Teacher-Enforced Behaviors		
<i>These behaviors (T1 – T16) may warrant any/all of the following consequences, depending upon the nature of the offense, and/or the discretion of the teacher. Students who repeatedly and/or chronically misbehave will be referred to the designated administrator as a result of their 3rd offense actions, and may face administrative-level assigned consequences.</i>		
#	Behaviors	Consequences
INAPPROPRIATE BEHAVIOR		
T-1	<i>Disobedience/disrespecting authority in the classroom</i>	▪ Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention
T-2	<i>Leaving class without permission</i>	▪ Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention
T-3	<i>Cutting teacher detention</i>	▪ Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention
T-4	<i>Issuing verbal, visual, or written insults</i>	▪ Written Warning/Reprimand, Referral to Peer Mediation, Parent Contact Via Phone or e-mail, Detention
T-5	<i>Misrepresenting the truth</i>	▪ Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention
T-6	<i>Copying/forging signatures, documents, etc.</i>	▪ Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention
T-7	<i>Demonstrating disruptive behavior</i>	▪ Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention
T-8	<i>Misbehaving during a fire drill</i>	▪ Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention
T-9	<i>Arriving late to class</i>	▪ Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention
T-10	<i>Chewing gum/eating unauthorized items</i>	▪ Written Warning/Reprimand, Parent Contact via phone or e-mail, Detention
T-11	<i>Writing/distributing notes</i>	▪ Written Warning/Reprimand, Referral to Peer Mediation, Parent Contact Via Phone or e-mail, Detention
T-12	<i>Being in unauthorized areas of the building</i>	▪ Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention
T-13	<i>Plagiarism/Cheating</i>	▪ Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention
T-14	<i>Violating the dress code</i>	▪ Warning/Reprimand, Remedy/Change Clothing, Parent Contact
T-15	<i>General class rules violation</i>	▪ Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention
T-16	<i>Using electronic devices at inappropriate times (cell phone, CD player, radios, etc.)</i>	▪ Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention

Harrington Middle School
2023-2024 Student Handbook

Administrator-Enforced Behaviors

These behaviors (A17 – A51) may warrant any of the following consequences, pending the nature/severity of the offense, and/or the discretion of the administrator. Students who repeatedly receive administrative disciplinary actions may be recommended for expulsion procedures. .

#	Behaviors	Consequences
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INAPPROPRIATE BEHAVIOR

A-17	Disrupting the classroom	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-18	Making verbal insults	<ul style="list-style-type: none"> • First Offense: Detention, Peer Mediation Referral, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-19	Being generally disruptive	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-20	Inappropriate bus conduct	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral, Temporary or Permanent Removal from Bus
A-21	Disobeying authority	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-22	Distributing/possessing inappropriate material	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-23	Using inappropriate language	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral

Harrington Middle School
2023-2024 Student Handbook

A-24	Inappropriate/disruptive conduct in lunchroom/recess	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-25	Entering another student's locker	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-26	Abusing computer/network privileges	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: Temporary or Permanent Suspension of User Account, In or Out of School Suspension, Parent Conference, I &RS Referral
A-27	Insubordinate behavior	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-28	Inappropriate physical contact	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-29	Leaving school grounds without permission	<ul style="list-style-type: none"> • First Offense: After School or In-School Suspension, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-30	Throwing objects that may be dangerous to others	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-31	Cutting administrative detention	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-32	Cutting class	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In-School Suspension, Parent Conference, I &RS Referral
A-33	Cutting school, truancy	<ul style="list-style-type: none"> • First Offense: In-School Suspension, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Extended Detention, Parent Conference, I &RS Referral

Harrington Middle School
2023-2024 Student Handbook

A-34	Misrepresenting the truth	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
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DEFACING/DAMAGING SCHOOL PROPERTY

A-35	Damaging school property or property of others	<ul style="list-style-type: none"> ▪ First Offense: Detention, Parent Notification, Restitution ▪ Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral, Restitution
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THEFT

A-36	Stealing/Extortion	<ul style="list-style-type: none"> ▪ First Offense: Detention, Parent Notification, Restitution ▪ Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral, Restitution
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THREATS AGAINST ANOTHER

A-37	Obscene/profane, harassing language or gestures (verbal, written, or visual)	<ul style="list-style-type: none"> ▪ First Offense: Warning, Parent Conference, and/or Suspension (ISS option) up to 3 days depending on the nature of the incident. ▪ Subsequent Offenses: Suspension up to 5 days.
A-38	Obscene/profane, harassing language or gesture directed at <i>staff members</i> (verbal, written, or visual)	<ul style="list-style-type: none"> ▪ First Offense: Suspension up to 3 days (depending on the nature of the incident), Parent Conference, I &RS Referral ▪ Subsequent Offenses: Suspension up to 5 days, Parent Conference, I &RS Referral
A-39	Making biased/racial/sexually harassing remarks/behavior	<ul style="list-style-type: none"> • First Offense: In or Out of School Suspension, Parent Notification, I &RS Referral • Subsequent Offenses: Suspension, Police Contact, Parent Conference, I &RS Referral
A-40	Making a verbal, visual, or written threat	<ul style="list-style-type: none"> ▪ First Offense: In-School Suspension, Parent Notification ▪ Subsequent Offenses: Suspension, Parent Conference, I &RS Referral

Harrington Middle School
2023-2024 Student Handbook

SEXUAL MISCONDUCT

A-41	Sexual Misconduct, (self and others)	<ul style="list-style-type: none"> ▪ First Offense: Suspension up to 3 days, Parent Conference ▪ Subsequent Offenses: Suspension up to 10 days, I &RS Referral, Parent Conference, Behavioral/Psychiatric Evaluation, Police Contact
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FIGHTING

A-42	Hitting/punching/striking	<ul style="list-style-type: none"> ▪ First Offense: In or Out of School Suspension, Parent Notification, I &RS Referral ▪ Subsequent Offenses: Suspension, Parent Conference, I&RS Referral
A-43	Fighting	<ul style="list-style-type: none"> ▪ First Offense: Suspension up to 3 days, Parent Conference, I &RS Referral ▪ Subsequent Offenses: Suspension up to 5 days, Parent Conference, I &RS Referral, Possible Police Contact
A-44	Harassment, Bullying, Intimidation	<ul style="list-style-type: none"> ▪ First Offense: Peer Mediation Referral, Suspension up to 3 days, Parent Conference ▪ Subsequent Offenses: Suspension up to 5 days, Parent Conference, I &RS Referral

GANG ACTIVITY

A-45	Involvement in Gang Activity	<ul style="list-style-type: none"> ▪ Suspension Up to 10 days, Police Intervention, Parent Conference, Required Behavioral Psychiatric Evaluation Prior to Re-admittance
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POSSESSION OF WEAPONS OR DRUGS

A-46	Possessing weapons or items that may be dangerous to others	<ul style="list-style-type: none"> ▪ Suspension Up to 10 days, Parent Conference, Police Contact, Required Behavioral Psychiatric Evaluation Prior to Re-admittance
A-47	Possessing, using, or distributing tobacco, alcohol, or illegal drugs (may include legal drugs as well)	<ul style="list-style-type: none"> ▪ Suspension Up to 10 days, Parent Conference, Police Contact, Required Behavioral Psychiatric Evaluation Prior to Re-admittance

Harrington Middle School
2023-2024 Student Handbook

VIOLENCE

A-48	Setting off fire alarm	<ul style="list-style-type: none">▪ Suspension Up to 10 days, Parent Conference, Police Contact, Fire Marshall Contact, Required Behavioral or Psychiatric Evaluation Prior to Re-admittance
A-49	Firecrackers, matches, lighters, smoke bombs, stink bombs (possession of same)	<ul style="list-style-type: none">▪ First Offense: Suspension Up to 3 days, Parent Conference, Police Contact, Required Behavioral or Psychiatric Evaluation Prior to Re-admittance▪ Subsequent Offenses: Suspension up to 5 days, Parent Conference, Police Contact
A-50	Making verbal, visual, or written, or physical threats of violence toward another student, adult, or member of the school community.	<ul style="list-style-type: none">▪ Suspension 5 days, Parent Conference, Police Contact, Required Behavioral or Psychiatric Evaluation Prior to Re-admittance
A-51	Taking part in terrorist activity	<ul style="list-style-type: none">▪ Suspension Up to 10 days, Parent Conference, Police Contact, Required Behavioral or Psychiatric Evaluation Prior to Re-admittance

Note to Parents:

Please review these rules and guidelines with your children and return the form that follows to your child's school.

Know that disciplinary action will be applied consistently and uniformly with due process as outlined in the New Jersey Administrative Code. Student and staff confidentiality will be protected in accordance with federal and state law.

Certain infractions may require action that exceeds the above-named consequences and requires law enforcement notification. Those conditions are detailed in the district's Uniform State Memorandum of Agreement between Education and Law Enforcement Officials.

A copy of that agreement is available through our Office of Communication Services, 330 Mount Laurel Road, or may be found at: www.state.nj.us/lps/dcj/pdfs/agree.pdf

State and federal statute may supersede in some instances.

Harrington Middle School
2023-2024 Student Handbook

Discipline, Field Trips, Dances & Promotion Ceremony

Field trips, dances, and promotion ceremony are all great opportunities for our students to grow both socially and academically. These opportunities, however, are privileges that may be revoked by administration pending a student's discipline record. Any student who violates the code of conduct may be removed from these privileges. A student, who is in jeopardy of being removed from these privileges will be involved in a student-parent-school written contract. Stipulation of this contract will be agreed to by all parties.

Dress and Grooming

The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preferences. The Board will impose its judgment on pupils and parents only when a pupil's dress and grooming affect the educational program of the schools.

Pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others, materially interfere with school work, create disorder, or disrupt the educational program, cause excessive wear or damage to school property, or prevent the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement. The Principal shall determine whether the dress or grooming of pupils comes within these prohibitions.

The superintendent shall, in consultation with staff members, pupils, and parents, prepare student dress guidelines that impose only minimum and necessary limitations on a pupil's taste and individuality. The guidelines shall be updated periodically.

The superintendent shall require the wearing in physical education classes of such clothing, as many are appropriate to the pupil's participation in physical activity and necessary for the protection of the school's premises, both indoor and outdoor, dedicated to the use of physical education classes.

Harrington Middle School
2023-2024 Student Handbook

Dress Guidelines for Students

The purpose of these guidelines is to provide a healthy environment in the schools conducive to academic purposes; to help foster the goals and objectives of the educational system; to help implement a thorough and efficient system of public education; to assist in promoting self-discipline; to promote discipline in the classroom; to help maintain order; to help secure the safety of students in the system; and to promote respect for authority.

1. Students shall maintain a neat and well-groomed appearance at all times. School attire must be clean and reflect the appearance of modesty.
2. Half shirts, halter-tops, backless; tube tops are not permitted. No skin should be seen below the shirt/above the pants.
3. Undergarments are not permitted attire for outerwear. Underwear should not be seen through garments, above or below pants, shorts or skirts.
4. Skirts should be “fingertip,” length or longer. Short shorts, cut-off shorts or mini-skirts may not be worn. No pajama pants or loungewear permitted (with the exception of school spirit days, for example - “Pajama day”).
5. No bagging or sagging clothes are permitted. Pants must fit at the waist, hips, crotch, and thighs. Holes on clothing must be “finger tip” length or lower.
6. Heavy winter or outdoor jackets are not to be worn while in school.
7. No head coverings such as hats, skullcaps, do-rags, or bandanas may be worn. *Exceptions are made for religious reasons.* **HOODS on HOODIES MUST BE DOWN.**
8. Shoes should be worn at all times. Beach/shower-type footwear is not permitted - no flip-flops. No slippers. Shoes should be properly laced, buckled, or tied for safety in walking.
9. Graphics or messages that are suggestively obscene or offensive on any garments are prohibited – alcohol, drugs, obscenities, violence, or words with double meaning.
10. All gang related clothing or accessories are prohibited.
11. Non-prescription sunglasses, glazed and/or tinted glasses are not to be worn in the school building.
12. Any students attending any school function – *field trips, dances, activities during or after school hours* – will not be permitted to attend unless properly attired. Proper attire is considered the student dress guidelines unless otherwise designated.
13. Any other attire deemed inappropriate by the administration will be prohibited.

Students violating the dress code will be directed to remedy, remove or change clothing. Students who do not adhere to the dress code will be removed from the general school population until they are able to change their clothing. Repeat offenses will result in further disciplinary action.

Harrington Middle School
2023-2024 Student Handbook

Early Dismissal

A written request from home must be brought to the Main Office prior to any child's being excused for dental or doctor appointments. It is advised that such appointments be made at times other than during school hours to minimize interference with the child's school program. No student shall be permitted to leave the school before the close of the school day unless met in the school office by a parent or a person authorized by the parent to act in the parents' behalf.

Electronic Devices

CELL PHONES – A student may possess a cell phone in school, on school property, after school activities, and school related functions, provided that during school hours the cell phone remains off and placed in locker and is inaccessible to the student during school hours.

Possession/use of cell phones & electric devices during school hours may result in discipline.

The district assumes no liability for damage to or theft of personally owned devices brought into school. Please do not text/contact your child via cell phone during the school day.

Additionally, cell phones are not allowed in gym locker rooms and bathrooms during the school day. Any student caught with a cell phone in the locker room or bathroom will be subject to administrative discipline.

OTHER ELECTRONIC DEVICES - The use of electronic devices such as iPod's, Ear Pods, headphones, speakers, laser pointers/pens, etc. is strictly prohibited. Upon entering the building, all students are required to remove headphones, ear pods and place them in their lockers. At the end of the day all students should not place headphones on their heads or ear pods in your ears until they have completely exited the building.

LOSS/THEFT/DAMAGE - The student who possesses a cell phone, player/radio, headphones/ear pods shall assume all responsibility for its care. **At no time will the school be responsible for theft, loss, or damage to those items.**

Emergency Forms

Parents are urged to keep these forms up-to-date by going to PowerSchool and updating their student's information.

Financial Obligations

It is request that all payments for financial obligations be met for lost or damaged books, Chromebooks, lost locks, damage to school property, lunch charges, etc. These obligations must be made at the end of each trimester and/or completely paid off by the end of the school year.

Harrington Middle School
2023-2024 Student Handbook

Fire Drill Procedure

1. Leave the room as directed; the last person out of the room must close the door and windows and turn off the lights.
2. Walk in a single file at a quick pace and in absolute silence.
3. Follow the instructions that are posted in each classroom concerning the place to line up outside the building.
4. All students will be attentive to teacher direction and shall return to their classrooms in an orderly manner.

Gambling

No form of gambling is permitted at any time on school property.

Smoking/Tobacco/Vaping Use

Smoking, Vaping or the possession of tobacco and/or illegal substance in any form is forbidden for students at all times on or near school property. Please note that this regulation concerning smoking / vaping and possession of tobacco relates to school buses, bus stops and all school activities at home or away.

Selling Candy/Food

Students are not permitted to sell items such as gum, candy, etc. during school hours.

Harrington Middle School **DOES NOT** celebrate student birthdays, please **DO NOT** send any food items into the school to be distributed and/or sharing food for birthday celebrations to other students (examples: no cupcakes, donuts, cookies etc.).

Hallway Passes

To make passage in our halls safe, pleasant, and orderly, there are certain rules by which the student body must abide:

1. To go out into the hallway during classes, students will have to fill out a SmartPass.
2. Walk on the right side of the hall.
3. Walk at all times; do not run; do not block the halls.
4. Do not push or shove.
5. Talk in a normal tone. Do not shout.
6. If a room is occupied and it is necessary for students to wait outside, line up silently and in a single file close to the wall.
7. When walking in the halls to the buses, follow rules of common sense and common courtesy.
8. **NO RUNNING IN HALLWAYS.**
9. **DO NOT CUT THROUGH THE CAFETERIA.**
10. Students will need the appropriate **COLOR PASS** for transitioning in the hallway.

Hallway Passes

Pass Color System:

Blue: Administrative/Main Office

Red: Nurse's office

Purple: Guidance/Child Study
Team/Student Assistance
Coordinator's Office

Pink: Library

Green: A-Wing Bathroom

White: B-Wing Bathroom

Orange: C-Wing Bathroom

Yellow: D-Wing Bathroom

Dark Blue: E-Wing Bathroom

Harrington Middle School
2023-2024 Student Handbook

Homework Guidelines

The Board of Education acknowledges that homework serves an important function in the educational and social development of all students, and therefore must be a part of the overall instructional program. The rationale involved takes into account several aspects of the teaching/learning process.

First, it enables parents and teachers to coordinate each student's educational development through selected home activities. It is essential that the selection of appropriate homework by the teacher and parental encouragement for each child to be a responsible learner be an ongoing process.

Second, it provides a student with additional time to practice and apply learned skills without requiring additional class time that could be more efficiently utilized for instructional purposes.

Third, it allows a student to prepare for class discussions without requiring the teacher to use valuable instructional time. In the process, students learn that they are part of a group and have responsibilities to the group.

Parental support and cooperation is necessary so that the homework will have a positive impact upon their child's learning; therefore, providing an appropriate time, quiet work place and support, serve to foster students' responsibility for learning.

Students will receive credit for homework completed and an opportunity to make-up work missed work during any period of absence from school. Close communication between teacher and parents is essential in order to effectively coordinate this component of the educational program.

At both grade levels, homework will be given on a regular basis Monday through Friday evenings. On occasion it may not be appropriate to assign homework so there will be exceptions to this general guideline.

While homework may not be assigned prior to holidays and weekends on any consistent basis, it is an excellent time for students to work on long-term assignments. Therefore, students should be encouraged to budget their time for long term assignments accordingly.

Harrington Middle School
2023-2024 Student Handbook

Conferences with Parents

Parent – teacher conferences are one of the most effective means of communicating student progress during the school year. The parent – teacher conference is also one of those positive public relations experiences that can truly cement the home and school partnership. Although district scheduled parent – teacher conferences formally occur in November and March, parents or teachers might also request a conference at any time during the school year. Teachers are encouraged to find mutually agreeable times to meet with parents.

The format of the formal parent conference should be planned in advance. It is suggested that the student’s strengths (the positive) be discussed followed by student needs for improvement. It is always appropriate to have work samples, grade records, and anecdotal notes ready to share. Allow parents time to ask questions.

Most times, the conference is a free flowing, professional exchange of ideas between home and school. If a teacher, for any reason, feels that a particular parent conference might be difficult, it is appropriate to request administrative support for such a conference.

Parent-Teacher Conferences

Fall

Thursday, November 16, 2023: District-wide Evening Conferences from 6:00-8:00 PM

Friday, November 17, 2023: Afternoon Conferences from 12:30-2:30 PM

Monday, November 20, 2023: Evening Conferences from 6:00-8:00 PM

Tuesday, November 21, 2023: Afternoon Conferences from 12:30-2:30 PM

Spring

Wednesday, March 6, 2024: Evening Conferences from 6:00-8:00 PM

Thursday, March 7, 2024: Afternoon Conferences from 12:30-2:30 PM

Harrington Middle School
2023-2024 Student Handbook

Internet Usage

Staff and students are using the Internet to enhance the curriculum. The Internet offers endless possibilities to stimulate students' creativity and imagination, to increase global awareness, to provide immediate access to information, and encourage lifelong learning.

A software-filtering program is being used to block student access to inappropriate material.
All students will:

- Use the Internet under adult supervision.
- Understand and adhere to the rules of online behavior taught to them in computer lab classes.
- Protect their privacy by not revealing personal information such as one's last name, phone number, or address.
- Please see district web-site for further information.

**For more information, please refer to Board Policy 6142 – Internet Safety and Technology.*

***Please review Mt. Laurel Email Guidelines on page 42 & 43 of this handbook.*

Lavatory Use

Students wishing to use the bathroom are to make the request to the teacher in charge. The student must sign out using the SmartPass system. A student must be in possession of the appropriate color pass to use the bathroom. Students are encouraged not to use the bathroom the first five minutes and the last five minutes of class. Students are not permitted to use the bathroom between changing periods. Unless there is a previous documented medical condition or an emergency, please adhere to the five-minute rule.

Liquid Containers

Glass bottles and any container that is not tamper-proof are not permitted on the school premises. Some examples of permitted items are the following: unopened cans, juice boxes, sealed foil bags containing juices, and sealed plastic bottles. These items may be consumed only in the dining room during lunch or during an after-school activity.

Students who participate in after school physical activities and who wish to have liquids available during their activity may bring sealed containers or empty squirt bottles to the activity. The squirt bottles should be filled with water at the end of the regular school day.

Harrington Middle School
2023-2024 Student Handbook

Lock Down Safety Procedure

In case of an emergency that requires a lock down procedure, all students and staff must return and remain in their classroom as per the designated period announced. Staff will lock the classroom door, close all windows, shades, turn off lights, computer screens and take attendance. Staff and students are to remain in their rooms until otherwise directed by school or emergency officials. When drill is completed there will be an announcement and then the office will collect the attendance.

Parents will receive notification of security drills when drills are completed.

Locker Procedures

Students are issued a locker where there is sufficient space to keep a coat, book bags and books not immediately in use. For their own safety and privacy, **students are not to give out locker combinations**. Keep your locker combination to yourself. **Do not place a personal lock on school lockers**. When a student has any problems with his/her locker they should see the homeroom teacher or counselor. Students are permitted to use their locker before homeroom, before/after lunch, before/after gym periods and before/after 8th period.

Locker inspection: According to Title 18A: 36-19.2 - The principal or other official designated by the local Board of Education may inspect lockers or other storage facilities provided for use by students so long as students are informed in writing at the beginning of each school year that inspections may occur. Under the Constitution, all citizens are protected from unreasonable searches or seizures; however, this does not mean legal search or seizure cannot be initiated by school officials on school property. Therefore, on occasion, an inspection will be held; or, with reason, spot-checking of lockers will be done. The major objective for inspecting lockers is to develop organization and good housekeeping habits.

Please consider this your official notification that your lockers are subject to inspection. Lockers are considered the property of the Board of Education and are to be kept clean and orderly. Use of lockers is a privilege extended to students. Lockers are subject to inspection for security reasons, suspicion of illegal substances, and/or repairs. Students are expected to use their hall lockers before homeroom, before and after their lunch period and at dismissal time. Students must arrange to secure the materials necessary for the beginning and the end of their day.

Lost and Found

All articles found should be turned in to the designated Lost and Found area located in the back of the cafeteria. If a student loses a possession, he is responsible for checking for it at Lost and Found. All gym articles should be marked with the owner's name so that if lost, the owner can easily identify the articles.

Promotion Policy

A student's promotion from one grade level to the next must depend on the student's academic progress and his or her social, emotional and behavioral readiness to profit from instruction at the next grade level. Academic and personal progress shall be measured in terms of achievement of district goals and objectives.

Academic counseling is instituted for students who fail at least one major subject in the first, second, or third marking period.

A decision to promote or retain a student will be made in the best interest of the student. Parents/guardians will be requested to meet with the teacher(s) and Principal in accordance with board policy if their child is being considered for retention. The Principal will request the additional staff to evaluate and review the student's progress. The decision to promote or retain a student is the responsibility of the Principal.

The Principal will notify the parents/guardian by mail of the decision to retain a student two weeks prior to the close of school. Parents are advised that they may appeal to an Appeals Committee composed of the Principal, and/ or Assistant Principal, a Child Study Team member, and the School Counselor, and that a decision will be rendered prior to the close of school.

Students may remediate major subjects and some minor subjects by attending summer school or seeking other remedial resources approved by the Appeals Committee. Parents must notify the school prior to the enrollment in any remedial action. In cases in which major subjects are involved, those subjects take priority in remediation. Evidence of satisfactory completion of remedial work must be presented to the Principal prior to any grade adjustment.

Harrington Middle School
2023-2024 Student Handbook

School Closing

If adverse weather conditions cause a delayed opening, interruption or cancellation of school, word of the closing will be sent to radio and television stations for announcement school number is 659. School closing announcements start as early as 6 a.m. and are repeated frequently. Emergency information may be found on the district web site. The central office recorded message service also will carry announcements of school closing or delayed openings. The message service number is 235-3387. Area radio stations and Lenape Regional High School's educational cable television station, Channel 19, will also carry up-to-the-minute announcements. **Parents can sign-up for our Emergency E-Mail Notification service and receive e-mails at home or work.** In the event that the students are dismissed prior to the normal school closing time, parents should make emergency plans for their children's supervision.

Mt. Laurel Schools Emergency Text:

Emergency text from the Mt. Laurel Public Schools. Text the word **subscribes** to the number **68453** from your cell phone. You'll receive an immediate reply confirming your subscription to the service. You may sign-up for text message using this method on as many cell phones, as you would like.

Swift K –

We communicate using Swift K, so please make sure PowerSchool is updated with your correct email.

Harrington Middle School
2023-2024 Student Handbook

CLUBS AND ACTIVITIES

Newspaper (paw print)	Advisor	Sandy Poulton
Stage Crew	Advisors	Tom Chirip & Carolyn Adragna
Student Council	Advisor	Amanda Palladino & Tracy Burleson
Yearbook	Advisor	Lindsay Ambrozitis & Jessica Ashman
Battle of the Books	Advisor	Jen Gallagher
Reach Club	Advisors	Steve Beyer & Whitney Davis
National Junior Honor Society	Advisors	Chandni Langford & Smita Mangla
Homework Club	Supervisor	Jen Wolf
Homework Club	Supervisor	
Homework Club	Supervisor	John Jacob
Homework Club	Supervisor	Allison Cunningham
Team Café Science	Advisors	Marie Patterson & Jessica Ashman
Posterpreneurs	Advisor	Chandni Langford & Smita Mangla
Art Club	Advisors	Kelsey Sarnecki & Lindsay Ambrozaitis
Jazz Band	Advisors	Joe Palmucci
Video Game Club	Advisors	Marie Patterson & Colin Gearhart
Dungeons and Dragons	Advisors	Matthew Welte
Cougar Express	Advisors	Tracy Dobleman & Emily Sides
Board Games	Advisors	Marc Shapiro

SPORTS

CROSS COUNTRY	FALL
FIELD HOCKEY	SEPTEMBER – NOVEMBER
GIRLS SOCCER	SEPTEMBER – NOVEMBER
BOYS SOCCER	OCTOBER – NOVEMBER
WRESTLING	NOVEMBER – FEBRUARY
BOYS BASKETBALL	NOVEMBER – FEBRUARY
GIRLS BASKETBALL	NOVEMBER – MARCH
7 th BOYS BASEBALL	MARCH – MAY
8 th BOYS BASEBALL	MARCH – MAY
SOFTBALL	MARCH – JUNE
LACROSSE	MARCH – MAY
TRACK & FIELD	SPRING
INTRAMURAL	
FLAG FOOTBALL	ALL YEAR
BASKETBALL	ALL YEAR
VOLLEYBALL	SEPTEMBER – OCTOBER

Harrington Middle School
2023-2024 Student Handbook

Hello Thomas E. Harrington Middle School Students,

Thank you for wanting to be a part of the clubs and activities at Thomas E. Harrington Middle School. The HMS Clubs and Activities are a great way to be involved with our school. Although these clubs and activities run after school, all of our school rules and expectations still apply, so please remember to adhere to the following guidelines:

Club and Activity Members: *Guidelines and Expectations*

1. If a student is doing an intramural sport, the student must have a current physical which is approved by the school nurse and school doctor in order to participate in intramural sports at Thomas E. Harrington Middle School. Additionally, the students are encouraged to take care of themselves, get adequate sleep, and eat as healthy as he or she can.
2. All students participating in any club and activity must be academically eligible (Student Handbook standards) and behaviorally eligible by the administration at HMS. Exceptions would be participating in R.E.A.C.H. Club, or our After-School Homework Club.
3. If a student disrespects the advisor, teacher, or other students, then he or she will face consequences (including, but not limited to, suspension or dismissal from the club or activity).
4. The student must attend school on the day of the meeting. If a student is absent from school or cuts class, he or she will not be able to participate in the club or activity.
5. The student is encouraged to be at every meeting.
6. If the student receives school discipline, and the discipline occurs on the day of a meeting, he or she may not participate in the meeting.
7. Bullying, harassment or hazing of any kind is not permitted. Any student who participates in such activity will be subject to disciplinary action by the school and can be suspended or removed from the Club or Activity.

Harrington Middle School
2023-2024 Student Handbook

8. Mount Laurel Schools prohibits the possession, use and/or abuse of alcohol, tobacco (including vaping) or drugs of any kind. This violation extends beyond school grounds and functions. A student who is found to be violating this portion of our student conduct may be subject to removal from any or all after-school clubs and activities.

By signing my name, I agree with what has been stated in this code of conduct. I will follow these guidelines and expectations to the best of my ability and understand that if I do not, there will be consequences. I understand that the Thomas E. Harrington Middle School Code of Conduct does not prevent advisors from having rules and regulations particular to their club or activity, relating to violations not covered in this contract.

Club or Activity Member Signature: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

Harrington Middle School
2023-2024 Student Handbook

Sports Eligibility - Interscholastic

Recognizing the value of a program of athletic competition for both boys and girls is a part of the school experience; our Board of Education has set the following eligibility standards:

A pupil in grades seven, or eight is eligible for participation in the interscholastic athletic program if he or she passed all major subjects in the preceding trimester. The 3rd Trimester of the previous school year will be used to determine eligibility for the fall & winter sports programs. Spring sports programs will determine eligibility for participation using Trimester 1. Students who achieve success in summer school and remediate any deficiency in a major subject will become eligible for participation in the interscholastic athletic program. A student must continue to pass all major subjects for each Trimester in order to maintain eligibility for participation throughout each season. Any student who has transferred into Harrington Middle School will be subject to the same eligibility standards.

A pupil in any grade must maintain a satisfactory record of attendance to be eligible for participation in sports. An attendance record is unsatisfactory if the student has received a warning notice of unsatisfactory attendance. **No pupil who has been absent for a day may participate in athletic competition scheduled for that afternoon or evening of that school day.** All students must be present in school for 2 ½ hours in order to participate in an athletic competition or after school activities.

All students/athletes and the parents of student/athletes are required to sign and adhere to the student athlete contract. A student may not participate or continue to participate without a signed contract.

A pupil in any grade who fails to demonstrate good citizenship or observe school rules for pupil conduct may forfeit his or her eligibility for participation in athletic competition.

AFTER SCHOOL ACTIVITIES

All students must report directly to there after school activity. Students who leave the building without reporting directly to there after school activity and proceed to congregate around the school busses will not be permitted back into the building.

Harrington Middle School
2023-2024 Student Handbook

Hello Thomas E. Harrington Middle School Student-Athletes,

Thank you for wanting to be a part of the proud tradition that is Thomas E. Harrington Middle School athletics. Being a Harrington student-athlete requires hard work, commitment, and self-discipline at all times, and we are confident that you will represent your school, your team, and your family well. With great reward comes great responsibility, so please remember to adhere to the following guidelines:

Student-Athletes: Guidelines and Expectations

1. Every student-athlete must have a current physical which is approved by the school nurse and school doctor in order to participate in sports at Thomas E. Harrington Middle School. Additionally, student-athletes need to take care of themselves. Get adequate sleep and eat as healthy as you can.
2. Any student-athlete must be academically eligible (Student Handbook standards) and behaviorally eligible by the administration at HMS in order to play sports.
3. All fines (previous uniform wasn't turned in) must be settled prior to the start of the season.
4. Periodically, the student-athlete must have a progress report signed, (which includes academics and behavior), by all teachers and turned in to the coaches. Any failing grade or poor behavior displayed by the student-athlete may cause the student-athlete to face suspension or to be removed from the team.
5. If a student-athlete disrespects the coaches, opposing team, players, school, teachers, referees or anyone else, he or she will face consequences (including, but not limited to, suspension or dismissal from the team.) Additionally, your coaches were hired to their position due to their knowledge of the game and how to teach it, so listen to them and work hard.
6. The student-athlete must attend all scheduled classes on the day of the athletic event. If a student is absent from school or cuts class, he or she will not be able to participate in the athletic event.
7. The student-athlete is not permitted to participate in an athletic event if the student-athlete was medically/parentally excused from Physical Education class. Additionally, If the student-athlete did not participate in Physical Education, he or she may not participate in their athletic event, whether it be a practice or game.
8. The student-athlete will be at every practice with appropriate clothes/equipment. If the student-athlete is present in school and does not come to practice, it will count as a

Harrington Middle School
2023-2024 Student Handbook

missed practice and the student-athlete is subject to a consequence by his or her respective coach.

9. If the student-athlete receives school discipline, then he or she will face consequences that are decided by the coaching staff. If the discipline occurs on the day of a game, he or she may not participate in the contest.
10. Bullying, harassment or hazing of any kind is not permitted. Any student-athlete who participates in such activity will be subject to disciplinary action by the team and possibly by the school, which could include possible suspension or removal from his/her team.
11. At the end of the season all uniforms and equipment must be returned to the coach in the same shape they were given. If a piece of equipment is damaged or lost, the student-athlete is responsible for paying for its replacement.
12. Mount Laurel Schools prohibits the possession, use and/or abuse of alcohol, tobacco (including vaping) or drugs of any kind. This violation extends beyond school grounds and functions.
13. The student-athlete is not guaranteed equal playing time. Playing time will be earned by how hard he or she works in practice and coaching decisions throughout the game. If there is a concern about playing time or a coach's decision, an appointment must be made through Mr. Dan Poehls, who is our Harrington Middle School Athletic Manager.
14. We will win and lose with class and as a team. If the student-athlete does not represent Thomas E. Harrington Middle School respectfully, then the student-athlete will face consequences (including, but not limited to, suspension or dismissal from the team.)

By signing my name, I agree with what has been stated in this code of conduct. I will follow these guidelines and expectations to the best of my ability and understand that if I do not, there will be consequences. I understand that the Thomas E. Harrington Middle School Code of Conduct does not prevent coaches from having rules and regulations particular to their team, relating to violations not covered in this contract.

Player Signature: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

Harrington Middle School
2023-2024 Student Handbook

Sports Physicals

ATTENTION PARENTS: NEW SPORTS PHYSICALS PROCEDURES IN PLACE

Parents: Please share this important information with your friends and neighbors if your children will play sports in our 5-8 schools this year. The laws governing sports physicals have changed at the state level this year and are extremely stringent. Gone are the days of being able to whisk your child to the doctor for a physical the day before the first practice. Implementation of these laws may actually preclude some students from participating if guidelines are not followed.

This year, the complete sports physical packet must be returned to our schools and reviewed by the school physician for final sign-off. This process may take 10 days to 2 weeks. The school physician's signature is required before a student is cleared for try-outs or practice.

Here's the Sports Physical Packet.

Here's an explanation of each of the forms:

1. A note to the examining healthcare provider. Take this to the doctor.
2. A Pre-Participation History Form. You fill this form out and take it to the doctor also.
3. A Supplemental History Form for athletes with special needs. You fill out and take to doctor, if appropriate.
4. The Physical Evaluation Form. Your doctor will complete.
5. The Clearance Form. Your doctor will complete.
6. A Sports-Related Concussion and Head Injury information sheet. Parent and student read and sign-off on the second page.
7. A Sudden-Cardiac Death in Young Athletes brochure. You're read this.
8. Sign-Off sheet for Sudden Cardiac Death. Sign-off after you have read the brochure on that topic.
9. This is an update form. You may need this in the future. If, for example, you play soccer in the fall and track in the spring, you would complete this form prior to starting track. It is used to update your health information and must be submitted anytime you start a new sport if it has been 90 days since your annual sports physical.

Sports Spectator Guidelines

The rules of behavior, which you will follow at these activities, are:

1. Students who are not participating in interscholastic sports must be accompanied by an adult when returning to school to attend/view the interscholastic sport.
2. Between the quarters and at half time, do not go onto the court.
3. Always walk on the sidelines of the court, not on the court.
4. Stay on the bleachers.
5. Do not wander through the school.
6. Be quiet and orderly outside. Students must provide for their own transportation for evening activities.
7. While outside (before or after the game) or while waiting for transportation, respect school property.

Harrington Middle School
2023-2024 Student Handbook

SPORTS, CLUBS, ACTIVITIES,

Attendance must be kept for every afterschool activity (clubs, activities, sports, etc.). Any teacher supervising students after school must maintain a record of student attendance and submit the record of attendance to the main office at the end of each month. **Please note: No club field trips will take place during the school day.**

Sports, Clubs and Activities

Title	Kind	Position	Name
Baseball (Boys) 7	Interscholastic	Coach	Mr. Corrado
Baseball (Boys) 8	Interscholastic	Coach	Mr. Weipz
Basketball (Boys)	Interscholastic	Coach	Mr. Wagner
Basketball (Girls)	Interscholastic	Coach	Ms. Curtis
Cross Country	Interscholastic	Coach	Dr. Mortimer
Field Hockey	Interscholastic	Coach	Ms. Molinaro
Lacrosse (Boys)	Interscholastic	Coach	Mr. Ficci
Lacrosse (Girls)	Interscholastic	Coach	Ms. Dobleman
Soccer (Boys)	Interscholastic	Coach	Mr. Corrado
Soccer (Girls)	Interscholastic	Coach	Ms. Rotella
Softball (Girls)	Interscholastic	Coach	Ms. Kraus
Track / Field	Interscholastic	Coach	Dr. Mortimer
Wrestling	Interscholastic	Coach	Mr. Barrett
Baseball (Boys) 7	Interscholastic	Coach Asst.	Mr. Wasco
Baseball (Boys) 8	Interscholastic	Coach Asst.	Mr. Shapiro
Basketball (Boys)	Interscholastic	Coach Asst.	Mr. Weipz
Basketball (Boys)	Interscholastic	Coach Asst.	Mr. Wasco
Basketball (Girls)	Interscholastic	Coach Asst.	Ms. Savell
Basketball (Girls)	Interscholastic	Coach Asst.	Ms. Kraus
Cross Country	Interscholastic	Coach Asst.	Ms. Lubin & Mr. Cianfrani
Field Hockey	Interscholastic	Coach Asst.	Ms. Curtis
Lacrosse (Boys)	Interscholastic	Coach Asst.	Mr. Wagner
Lacrosse (Girls)	Interscholastic	Coach Asst.	Ms. Palladino
Soccer (Boys)	Interscholastic	Coach Asst.	Mr. Gearhart
Soccer (Girls)	Interscholastic	Coach Asst.	Ms. River
Softball (Girls)	Interscholastic	Coach Asst.	Ms. Poulton
Track	Interscholastic	Coach Asst.	Mr. Gearhart
Track	Interscholastic	Coach Asst.	Ms. Weiner
Wrestling	Interscholastic	Coach Asst.	Mr. Dempster
Flag Football	Intramural	Coach	Mr. Shapiro
Basketball	Intramural	Coach	Ms. McClafferty
Volleyball	Intramural	Coach	Mr. Jacob
Floor Hockey	Intramural	Coach	Mr. Wasco

Harrington Middle School
2023-2024 Student Handbook

Student Council

The purpose of the Student Council is to promote the general student and community welfare. In keeping with this purpose, the Student Council provides activities for the student body, conducts philanthropic fundraisers, maintains the county paper recycling effort, etc. The Council is comprised of elected Executive Officers including the president (conducts monthly meetings under the supervision of the faculty advisor), a vice-president (assumes the duties of the president in his/her absence), a recording secretary (records monthly meeting notes), and a corresponding secretary (writes reminders, thank you notes, and other remarks to student council representatives, the student body, faculty, staff, and community members, communicates in writing to philanthropic societies, etc.). The remainder of the Student Council consists of homeroom representatives (elected by their classmates) and other students interested in improving our school and community.

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle school level students. NJHS honors those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. These characteristics have been associated with membership in the organization since its beginning in 1929.

Who is eligible for NJHS?

In accordance with national standards set by NJHS, students will first qualify for an invitation through their demonstration of success in the area of scholarship. Students in 7th or 8th grade with a cumulative GPA of 3.5 or higher on a 4-point scale can pick up an application if they feel they have met all the requirements at the end of September/beginning of October. That sheet will detail examples of their accomplishments in the remaining areas of Leadership, Service, Character, and Citizenship. Any student interested in NJHS must speak to the NJHS advisors prior to applying in order to receive additional information.

Who chooses inductees into the NJHS?

After students fill out the information sheet and the required recommendation forms from teachers and/or other adults, all of their qualifications will be reviewed by our Faculty Council. The Faculty Council is an anonymous group of faculty members that makes final decisions about who will be invited for induction into the NJHS. The Faculty Council also serves as the group to determine if a student should be dismissed because of a failure to meet expectations in one of the five areas of Scholarship, Leadership, Service, Character, or Citizenship. The NJHS advisors do not have a vote on the Faculty Council and will not be making any decisions regarding acceptance, rejection, or dismissal.

Harrington Middle School
2023-2024 Student Handbook

What does an exemplary NJHS candidate look like?

Scholarship: Students who have a cumulative grade point average of 3.5 or higher (on a 4.0 scale), as established by the Faculty Council, meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, character and citizenship.

Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

Citizenship: Students who are good citizens work together to improve not only their lives, but also the lives of their fellow citizens. Good citizenship requires that they remain strong and vigilant in protecting the freedoms and rights that have been granted to all and in preventing injustice.

What do you do in NJHS? The goal of NJHS is to build leaders and conduct service projects. The particular activities are up to NJHS members. Whether our Chapter selects car washes, fundraisers, leadership retreats, or team-building activities will be decided once our charter members are inducted this spring.

Harrington Middle School
2023-2024 Student Handbook

Textbooks

When students return textbooks to their teachers, they must be sure that they are in approximately the same condition, which they were in when they were assigned. To make sure that the books are returned in the best condition possible, each student must follow these rules concerning all his books:

1. All textbooks must be covered at all times.
2. No papers or pencils are to be kept within books.
3. There should be no writing on book pages or covers.

Unauthorized Areas

Students are not permitted to leave the middle school grounds at any time during their school day or while participating in any co-curricular activity. This means that from the time you arrive at school until the time you depart, such locations as Hillside School, all roads, private homes and yards, stores, woods, parking areas and any other unauthorized areas of the school grounds are definitely *off limits* for our students.

Vacations

It may be necessary for a family to schedule vacation during the school year. **Vacations are strongly discouraged** in order to prevent a disruption of the student's educational process however; such vacations will be allowed with the following provisions:

1. Vacation days are to occur in chronological order, and the beginning and ending vacation period will be so noted in writing by the parents.
2. The parents will arrange to receive school assignments for the period of the vacation in order that the pupil may keep abreast of the class work, or assigned written work will be given upon return of the pupil to school.

The Board does not expect the teachers of students who go on a family vacation during the school year to provide after school tutoring for instruction missed during the vacation period.

The students are responsible to make up all missed schoolwork with the reasonable assistance of the Teacher and the support and cooperation of the parents.

Vandalism

Willful, malicious destruction of school property will be reported immediately to the Main Office and appropriate action will be taken including billing the parents of the student(s) involved for repair. Posters, banners, etc. should not be affixed to painted surfaces.

W.A.T.C.H. (Words, Actions, Thoughts, Character, and Habits)

Harrington Middle School
2023-2024 Student Handbook

The Harrington W.A.T.C.H. program will be implemented this school year to highlight, celebrate and recognize our students when they consistently “own” their words, actions, thoughts, character and habits towards others. Our teachers will nominate you for our WATCH recognition ceremonies. The vision of this program is building a sense of belonging and school community with expectations of doing what is right and owning your choices.

The following poem is our anchor as we continue our journey together!

The Essence of Destiny

*Watch your thoughts, for they become your words.
Choose your words, for they become your actions.
Understand your actions, for they become your habits.
Study your habits, for they will become your character.
Develop your character for it becomes your Destiny.*

Walking Home

Students are **NOT** permitted to walk home from school and they are **NOT** permitted to ride their bikes to school. Bus transportation by our district is a privilege provided to all students for student safety. Students who do not wish to ride the bus are not permitted to walk home from school. If a student does not wish to ride the bus home, parents may provide transportation to and from school. **Parents must sign student out and show ID.**

Harrington Middle School
2023-2024 Student Handbook

What to do if.....

Something is lost on a school bus:

Call the school office and report the loss. The article will be traced from this point and you will be notified if it is found. You may also call transportation at 856-778-6905.

You want to meet with a teacher:

Call or email your child's teacher to arrange a conference. Each staff member's telephone extension and e-mail address are listed on our website at www.mtlaurelschools.org. Look under an individual school's staff roster for contact information.

Teams

7A	7B	7C	7D
Math – J. Barnett Math – S. Mangla LA – S. Spicer LA – A. Ruch SS – M. Mortimer SCI – R. Cruz SE – S. Rivers SE – E. Lubin	Math – K. Pottieger Math – M. Welte ELA – M. Patterson ELA – T. Lubin SCI – A. Corrado SS – R. Sides SE – S. Navarra SE – B. Wireback	Math – K. Moule Math – H. Weiner ELA – C. Langford ELA – S. Timm SCI – C. Smith SS – D. Wagner SE – A. Palladino SE – J. Dunn SE – J. Wolf SE – M. Purcell SE – S. Homan	Math – J. John ELA – D. Tirico ½ SS – K. Curtis ½ SCI – E. Dempster SE – S. Homan SE – M. Shapiro
8A	8B	8C	8D
Math – N. Kraus Math – J. Blood LA – S. Poulton LA – W. Brown SCI – D. Veston SS – J. Patrick SE – A. Dewey SE – R. Roth SE – M. Shapiro	Math – A. Figura Math – L. Arnot ELA – J. Savell ELA – J. Stiles SCI – J. Kleinknecht SS – J. Rotella SE – M. Ficci SE – P. Carosiello SE – A. Cunningham	Math – J. Schlett Math – J. Topolski LA – S. Morrissey LA – J. Lippold SCI – T. Burleson SS – C. Gearhart SE – B. Stewart	Math – O. Barrett LA – A. Heater ½ SS – K. Curtis ½ SCI – E. Dempster SE – T. Wasco SE – M. Purcell SE – K. Gillen
Cycle Teachers	Elective Teachers	Phys. Ed/Health	Shared Teachers
G. Winkleman-7 C. Adragna-8 A. Zimmerman-7 Y. Grashorn-8 B. Moazamian-8 M. Nugent-7 K. Sarnecki-8 L. Ambrozatis-7	J. Ashman-7/8 T. Chirip-7/8 S. Beyer-7/8 J. Palmucci-7/8	H. Beyerle A. McClafferty D. Poehls K. Roberts J. Weipz J. Samanns	K. Strohm G. Molinaro K. Coffield K. Mitchell

Harrington Middle School
2023-2024 Student Handbook

H ***T.E. Harrington***
Middle School
supply list

Quantity	Supply	Subjects
2	1" or 1.5" 3-Ring binder (D-Ring Recommended)	SS, Science
2	1.5" 3-Ring binder & Composition Notebook (D-Ring Recommended)	ELA, Math
4	3-Ring, 5-Tab dividers	Math, ELA, SS, Science
4	3-Ring 1 Subject Notebook (Perforated Pages Recommended)	Math, SS, Science, Cycle
1	3-Ring 2 Subject Notebook (Perforated Pages Recommended)	ELA
1	3" x 3" Sticky Notes – 6 pack	ELA, Science
2	Pocket Folders	Cycle, Health
1	Headphones or earbuds	ALL
1	Pencil Case	ALL
2	Packs of Pencils	ALL
2	Packs of Pens (Blue and Black)	ALL
2	Highlighters	ALL
1	Daily Planner	ALL
1	White Out	ALL
1	Glue Stick	ALL
1	Eraser	ALL
1	Individual Pencil Sharpener	ALL
1	Bookbag	ALL

*This supply list is the same for both 7th and 8th grade students.

APPENDICES

BIBLIOGRAPHY FORMAT GUIDELINES

1. These types/forms are only examples.
2. Use your source information to complete your bibliography. If you have any questions or concerns consult with your teacher.
3. Bibliography entries are listed in alphabetical order according to the author's last name or the first word in the title (Always ignore "A", "An", and "The").
4. Only the first line of each entry begins at the margin. If the entry is longer than one line, indent the lines that follow.
5. Use the abbreviation "p." for the word page. For more than one page - use "pp."
6. Each entry should be single-spaced, but skip a line between each entry.

Book Forms

Book - one author

Wheelen, Richard. Sherman's March. New York: Crowell, 1978.

Last Name, First Name. Book Title. Where published: Publishing Company, Copyright Year.

Book - two authors

Yates, Raymond F., and Michael Parks. Space Rockets and Missiles. New York: Harper and Brothers, 1966.

Last Name, First Name and First Name Last Name. Book Title. Where published: Publishing Company, Copyright Year.

Book - three or more authors or editors

Pratt, Robert A., et al., eds. Masters of British Literature. 2 vols. Boston: Houghton, 1956.

Last Name, First Name. et. al., eds. Book Title. Volume Number. Where published: Publishing Company, Copyright Year.

Harrington Middle School
2023-2024 Student Handbook

Encyclopedia Forms

One Volume of a multi-volume work

Benton, William B. Discovering a New World. Vol. 1 of The Annals of America. New York: Encyclopedia Britannica, 1968.

Last Name, First Name. Book/Topic Title. Volume Number of Book Title. Where Published: Publishing Company, Copyright Year.

Encyclopedia Article - signed text version - *if the article is initialed rather than signed, check in the index of authors (usually located in the opening section of each volume) for the author's full name*

Wallis, Wilson D. "Superstition." World Book Encyclopedia. Philadelphia: Smith, 1970.

Last Name, First Name. "Topic Title." Book Title. Where Published: Publishing Company, Copyright Year.

Encyclopedia Article - unsigned text version

"Nutrition." World Book Encyclopedia. Akron: Houghton, 1970.

"Topic Title." Book Title. Where Published: Publishing Company, Copyright Year.

Computer Encyclopedia Bibliography Form

"Elephant Seal." Grolier's Encyclopedia. 1995-ed. Computer CD-ROM.

"Article Title." Encyclopedia Title. 1998-ed. Computer CD-ROM.

Periodicals (newspapers, magazine articles, and EBSCO)

Signed Periodical

Hughes, Robert. "Futurism's Farthest Frontier." Time. July 9, 1979. pp. 58-59.

Last Name, First Name. "Article Title." Periodical Title. Date and Year. Page Numbers.

Unsigned Periodical

"Change Way of Death." Time. April 11, 1969, p. 22.

"Article Title." Periodical Title. Date and Year. Page Numbers.

Signed Newspaper Article

Endorst, Jeff. "Afro-Asian Block Will Seek Expanded Role." Milwaukee Sentinel. July 9, 1979, p. D2.

Last Name, First Name. "Article Title." Periodical Title. Date and Year. Page Number.

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"Some Better Way to Curb Teen Drinking." Editorial. Milwaukee Journal. June 17, 1979, p. C9.

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Harrington Middle School
2023-2024 Student Handbook

Other Sources

Signed Pamphlet

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Last Name, First Name. Pamphlet Title. Where Published: Publishing Company, Copyright Year.

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Congressional Quarterly Service. Congress and the Nation: A Review of Government in the Post-war Years. Washington, D.C.: GPO, 1965.
Publishing Group/Company. Government Publication Title. Where Published: Publishing Company, Copyright Year.

Radio or Television Program

“An Interview with Sadat.” 60 Minutes. CBS, November 11, 1979.
“Title.” Program Title. Station Title, Date and Year.

Personal Interview

Smith, John K. “Transportation Problems Today.” Personal Interview. September 13, 1965.
Last Name, First Name. “Interview Title.” Personal Interview. Date and Year.

Computer Software

Shapiro, Marvin, and Ted Salzman. Bibliography Generator. Computer software. Educational Activities, 1987. PC-DOS 2.11, 256 KB, disk.
Author’s last name, first name. Software Title. Computer software type. Publisher, date. Operating system design, units of memory, program form.

Online Databases

Schomer, Howard. “South Africa: Beyond Fair Employment.” Harvard Business Review. May-June 1983: 145+. Dialog file 122, item 119425833160.
Author’s last name, first name. “Title of the article.” Title of the publication. Date of the publication: pages. Type of service, access or identifying numbers within the service.

World Wide Web

Schwartz, Robert. “The Cold War Revisited: A Splintered USSR.” Available <http://coldwar.server.gov/index/cold.war/countries/former.soviet.block>. November 1, 1999.
Author. “Title of item.” Available <http://address/filename>. Date of document or download.

E-mail

Rule, Christopher. Nile River Research Project results. available e-mail: student@smallvillehigh.edu from ertr@informnsk12.mn.us. October 2, 1999.
Author of e-mail message. Subject line of the message. Available e-mail address: date of document.

Harrington Middle School
2023-2024 Student Handbook

Mt. Laurel Email Guidelines

Uses for student email

Email can be a powerful communication tool for students to increase communication and collaboration.

- Students are encouraged to check their email at least once per day.
 - Teachers may send email to their students for a variety of purposes including to communicate reminders, course content, or pose questions related to class work.
 - Students may send email to their teachers with questions or comments regarding class.
 - Students may send email to other students to collaborate on group projects and assist with school classes.
-

Student email permissions

Our Gmail system controls to whom email messages can be sent and from whom they can be received.

- Students can email students and staff only and cannot email anyone outside of the school domain.
 - Students cannot receive email from outside of the domain.
-

Student emails to staff

- Students are encouraged to email staff concerning school-related content and questions only.
 - Teachers are only expected to respond to student emails during school hours. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.
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Harrington Middle School
2023-2024 Student Handbook

General email guidelines for students

The student Acceptable Use Policy covers email as well as other technologies. Below is a general summary of guidelines related to email.

- Email is to be used for school-related communication only.
 - Email is to be used for positive communication and as such should not be used in any way that harasses, offends, or demeans another person.
 - Email containing a virus or other malicious content should not be sent or forwarded and should be reported to a teacher or administrator.
 - Email should be read at appropriate times and not during class instruction unless instructed to do so by the teacher.
 - Email is to be used to support learning and should not be used to share test answers or promote cheating in any way.
 - Email accounts should not be shared or access given to another person.
-

How student email is monitored

- All student email will pass through Google's Spam Message Security system.
- Rules/filters are set up to monitor student email for profanity, harassment, and other inappropriate content.

From the Internet Safety and Technology Policy:

District Rights and Responsibilities

The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet.

Consequences of misuse of email

From the Student Acceptable Use Policy:

Access to the System

This acceptable use policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students, as set out in regulations for policy 5131 Conduct/Discipline.

Harrington Middle School
2023-2024 Student Handbook



Harassment, Intimidation and Bullying Policy

Mount Laurel Board of Education Policy # 5131.1

The Mount Laurel Board of Education has adopted a comprehensive Policy on Harassment, Intimidation and Bullying as prescribed by New Jersey's Public Law 2010, Chapter 122, known as the Anti-Bullying Bill of Rights. The intent of this law, and Mount Laurel Board Policy 5131.1, is to ensure positive school climates that promote civility, respect and caring.

Under the new Board Policy, harassment, intimidation or bullying is defined in part as "any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived to be motivated by either 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".

It is important for parents to know that the law and policy cover incidents of harassment, intimidation and bullying that occur on school grounds, at school-sponsored functions, on school buses and off school grounds (such as in the case of electronic communications) when those acts substantially disrupt or interfere with the orderly operation of the school or the rights of other students.

The policy requires that students, parents, staff members and school volunteers receive training on the prevention of bullying as well as the procedures for reporting and promptly investigating related complaints. It outlines expected behavior for students and details consequences and remedial action for those who commit acts of harassment, intimidation and bullying.

Twice annually, under the policy, the Superintendent of Schools will report all acts of violence, vandalism, and harassment, intimidation or bullying to the Board of Education and to the New Jersey Department of Education. Information related to those reports will be included in a State Report Card for each school that will be posted on school websites.

A link to Mount Laurel Board Policy #5131.1 in its entirety can be found on our district website at: www.mtlaurelschools.org. It may also be obtained by mail by contacting the District Anti-Bullying Coordinator listed below.