

The Bridgewater-Raritan Middle School Student Handbook, prepared and amended by various groups of administrators, teachers, students, and parents, is for the convenience and information of the student body. Over the years, committee members have given much time and careful consideration to formulating workable rules for the smooth operation of Bridgewater-Raritan Middle School.

Over the course of the 2015-16 school year, the Bridgewater-Raritan Regional School District Board of Education updated and adopted policies. In the event that the policy number referenced in the handbook is not accurate, please visit your school's website, under the tab handbook update, to access the new policy numbers and any additional information that was not available when our hard copy handbook was printed. We encourage parents to visit the website regularly to ensure that they have the most current information during the 2016-17 school year.

It is the responsibility of all students to read this handbook carefully with their parents, and discuss it thoroughly at home and in school. All rules listed in this handbook will be enforced until deleted or amended by future handbook committees.

It should also be understood that while this agenda comprises a written guideline, there are other expectations and rules implemented in our Middle School which may not be included in this Agenda. Parents/guardians shall be notified annually in the student handbook that photographs of pupils may be taken for news and media purposes. Parents/guardians may request in writing that their child(ren) not be included in any photograph taken for school district and/or outside publication.

GENERAL INFORMATION

ABSENCE ASSIGNMENTS MAKE-UP PROCEDURES

The student is responsible for all classes and homework assignments as well as tests missed because of absence. In order to make up assignments, the students should:

1. Request missing assignments and arrange for extra help as needed. Use homework hero to check assignments for 3 days or less.
2. Arrange to make up tests.

3. Have parents request assignments through the Guidance Office when there is an extended absence **for longer than 3 days**. Call by 2:00 p.m. one day in advance of pick up.
4. Absence from class due to school related activities still requires the student to make up missed assignments and tests.

ATHLETIC PROGRAMS

Dates subject to change.

Fall Travel Sports – 9/12/16-11/4/16

| | |
|---------------|-----------|
| Field Hockey | 2 coaches |
| Cross Country | 2 coaches |

Fall Intramurals

| | |
|----------------------|--------------------|
| Flag Football (2) | M/W: 9/19 - 10/26 |
| Girls Basketball (2) | M/W: 9/26 – 10/31 |
| Boys Basketball (2) | T/TH: 9/29 – 11/1 |
| Wrestling (2) | M/W: 9/26 – 10/31 |
| Cheerleading (2) | T/TH: 9/29 -11/1 |
| Table Tennis (1) | T/TH: 9/27 – 10/27 |
| Yoga (1) | W: 11/16 – 2/1 |

Winter Travel Sports – 11/2/16-2/16/17

| | |
|----------------------|-----------|
| Boys Basketball A&B | 2 coaches |
| Girls Basketball A&B | 2 coaches |
| Wrestling | 2 coaches |
| Cheerleading | 2 coaches |

Winter Intramurals

| | |
|--------------------|---------------------------|
| Wellness Room (1) | T/TH: 1/3– 2/2 |
| Ski/Snowboard (3) | F: 1/6 – 1/27 |
| Softball (2) | M-F: 2/21–2/24 & 3/6-3/10 |
| Baseball (2) | M-F: 2/27–3/3 & 3/13–3/17 |
| Boys Lacrosse (2) | M-F: 2/21–2/24 & 3/6-3/10 |
| Girls Lacrosse (2) | M-F: 2/27–3/3 & 3/13-3/17 |

Spring Travel Sports - 3/20/17 - 5/25/17

| | |
|----------------|-----------|
| Baseball | 2 coaches |
| Softball | 2 coaches |
| Boys Lacrosse | 2 coaches |
| Girls Lacrosse | 2 coaches |
| Track | 5 coaches |

Spring Intramurals

| | |
|-------------------|-------------------|
| Yoga (1) | W: 3/15 – 5/24 |
| Floor Hockey (2) | M/W: 3/27 – 5/3 |
| Wellness Room (1) | T/TH: 3/28 – 5/9 |
| Volleyball (2) | T/TH: 4/20 – 5/25 |
| Badminton (2) | M/W: 4/24 – 5/24 |

Note: All sports require a valid physical form and a permission slip. Forms can be found on the school website.

Student spectators may not remain after school to attend a later athletic event. Students may not be in the building after dismissal unsupervised. Students must arrange for transportation back to school, and then home after the event. Students returning to be a spectator at an event may not use the late buses.

- A. A student must be in school prior to the beginning of Period 5 in order to participate in a contest/practice that day. An exception will be made if the student has a medical or other approved appointment, in which case the student must present to the principal a signed statement from the doctor or other authority regarding the absence. A note from the parent/guardian for illness may also be accepted by the principal (provided the student is in school prior to the beginning of Period 5.)
- B. The eligibility of a student with an excused absence on the last school day before an event scheduled on a non-school day is left to the discretion of the faculty coach or advisor.
- C. A student who has been injured and has had medical treatment by a physician may not participate in a sport again until a physician grants permission.

Proper Notice

All students must be provided written and verbal notice of all group rules and regulations prior to the start of any co-curricular activity.

Violation of Rules

Before any suspension provided for under these rules shall take effect, the student shall be verbally advised by the coach or advisor of the alleged violation and the student will have an opportunity to explain or justify the action. If, after such conference, the coach or advisor is satisfied that a suspension from the team or group is justified, the student and his/her parents/guardians shall be so notified in writing. The coach or advisor must document in the notification the situation leading to the suspension as well as the suspension itself. The student may appeal such a suspension through the Student Grievance Procedures. See Policy 5311.

A coach or advisor may set additional, reasonable discipline and attendance

requirements at the beginning of the season and should file a copy with the athletic director and/or principal.

Students are expected to be present at all practices. Students may be excused from practice by notifying a coach of any conflicting appointments or emergencies. Late buses will be provided for bus riders on Monday, Tuesday, Wednesday and Thursday at 4:00 p.m.

ATTENDANCE

Board of Education policy states that students are required to be in school every day school is in session, except in cases of illness, death in the family, and excused religious holidays. Absences that do not fall under the reasons stated above are considered unexcused. When returning from an absence, students must bring a note from home indicating the date and reason for the absence. This note is to be presented to the homeroom teacher on the day the student returns to school. A note must be presented even when a call has been made to the school.

Students are required to make up all work missed due to excused absence. However, it is their responsibility to seek the work. Students absent more than **THREE** days are encouraged to call the guidance office and request that their assignments be available for pick up in the Guidance Office on the following day.

Students absent over 16 days (excused or unexcused) may not qualify for promotion. To try to prevent excessive absences and delays in academic progress, guidance counselors contact parents/guardians when students accumulate 10 excused or unexcused absences. At that time, the school administration mails a letter of notification and a copy of the attendance policy to parents/guardians alerting them of noncompliance with the attendance requirements.

Please discuss any extenuating circumstances with your child's guidance counselor at that time, and work with your child to improve attendance.

Similar information is mailed to parents/guardians when a student reaches 15 absences. A subsequent letter after the 21st absence from school will be sent to the parents/guardians informing them of the appeals process necessary for promotion consideration.

Absence

Any day a student is absent, please call the nurse's office by 7:30 a.m. It is also necessary to send a note explaining the absence upon his/her return to school to the homeroom teacher.

Tardy

When a student is late to school, he/she must report to the main office to receive a late pass. If the student's parent/guardian does not bring the student into the office, the student **must** have a note, signed by their parent indicating the reason for being late. **FAILURE TO HAVE A NOTE OR HAVE A PARENT/GUARDIAN SIGN THE STUDENT IN WILL RESULT IN AN AFTER SCHOOL DETENTION. REPEATED TARDINESS WILL ALSO RESULT IN AFTER SCHOOL DETENTION.**

Arrival

Students arriving early to school must remain outside the building until 7:25 a.m.

Early Dismissal

If a student is to leave school before the regular dismissal time, the following procedure **must** be followed:

1. The student must bring in a note, signed by their parent/guardian indicating the time they are to be dismissed, and the reason for the early dismissal.
2. The student is to give that note to his/her homeroom teacher, who will send it to the guidance office with the attendance cards. The student's name and time for dismissal will be noted on the attendance sheet for that day.
3. In the event of an emergency appointment, please call the main office early in the day so we may notify your child.
4. **The student will not be called down to the office. He/she is to come to the main office at the appropriate time, and will be signed out for the day by the parent/guardian.**
 - **Parents please note**, if your child brings in a note that indicates he/she will be picked up at a particular time, we ask that you **do not** arrive earlier than the

indicated time to pick up your child as we will not be able to interrupt the classroom teacher.

5. Students will only be dismissed to a parent/guardian, unless otherwise indicated in the note.

Dismissal

Parents/adults are cautioned that they may not take students other than their own from the Middle School without written consent of the other student's parent/guardian.

BACKPACKS

Students may use backpacks to carry their books and personal belongs to and from school. During the school day, backpacks and shoulder bags are to be locked in the student's locker.

BUS REGULATIONS

Students

The bus represents an integral part of the school system and, as such, the same standards of conduct that apply to a classroom apply to the school bus.

Students are to ride to and from school on the buses assigned, and get on and off the bus at the designated bus stops. Any changes in bus assignment must be approved by the Director of Transportation.

All students transported on school district provided vehicles must be considerate of the safety and well being of their fellow passengers. Misconduct on a school bus can detract the driver's attention from his/her primary responsibility of safely transporting all students on that vehicle.

For the safety of all riders, students are required to conduct themselves as indicated below:

1. Show respect for the driver at all times.
2. Board and exit bus at officially designated stop.
3. Remain seated and wear a seatbelt while the bus is in motion.
4. Talk in a reasonable tone of voice. No calling out to passers-by. No profane or abusive language.
5. There is no eating or drinking on the bus.
6. Keep the bus clean.
7. Remain in your seat. No extension of any

part of the body out of a window. No jumping over seats, and no throwing of objects.

8. There is **NO SMOKING** on school buses.
9. As per Board Policy, students can only ride the bus to which they are assigned. Any temporary change in bus assignment must be requested in writing by the parent or guardian and approved by the building principal or designee and the Transportation Department. Such temporary changes should only be granted for extreme circumstances.
10. Late buses are available for those students who participate in organized after school programs. The activity buses leave at 3:40 and the sport buses leave at 4:00 PM. Only those students who have a signed pass will be permitted on the bus.

3:40 p.m. late buses will be available on Tuesday, Wednesday and Thursday.

4:00 p.m. late buses will be available on Monday, Tuesday, Wednesday and Thursday.

There are NO late buses on Friday.

New Jersey State Law. Chapter 1 8A:25-2 states:

“The driver shall be in full charge of the school bus at all times and shall be responsible for order: he/she shall never exclude a pupil from the bus, but if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school he/she attends.”

“A pupil may be excluded from the bus for disciplinary reasons by the principal and his/her parents shall provide for his/her transportation to and from school during the period of such exclusion.”

In keeping with that statute, the Board of Education adopts the following procedure for students deemed unmanageable:

1. First Offense – The student is reported to the school principal. A registered letter is sent to the student’s parents/guardians informing them of the problem and what procedures will be followed if a second or third offense occurs during the school year.
2. Second Offense – The student is excluded

from the bus for a period of five (5) school days and his/her parents/guardians shall provide transportation to and from school. Absence from school during this period will be considered truancy.

3. Third Offense – The student will be excluded from the bus for a period of thirty (30) school days and his/her parents/guardians shall provide transportation to and from school during that period. Absence from school during this period is considered truancy. Any further infractions are subject to an additional thirty (30) school days suspension of bus privileges. Suspension is carried from year to year.

Parents

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

1. Ensure that their children arrive at the bus stop on time in the morning.
2. Educate their children as to proper methods of going to or coming from the bus stop. Safety is imperative.
3. Accept joint responsibility with the school authorities for proper conduct of the children at all times.
4. In the event that there is a loss of bus privileges, parents must provide transportation to and from school for the student and cooperate with the school authorities in helping their child understand the seriousness of the action which resulted in loss of the bus privilege. If a parent cannot provide transportation, the student will be considered truant for the time when the bus privilege is denied.
5. Students assigned to buses are not permitted to walk home.

CAFETERIA

The following procedures have been established to make the lunch period a relaxed but orderly time. Everyone’s cooperation in obeying the following rules is appreciated.

Place books in lockers before coming to lunch.

Walk to the lunchroom. Arrive within 3 minutes.

Students must eat in the cafeteria assigned to their team.

Students may be assigned specific seats if they leave dirty tables, throw food or cause or contribute to other disciplinary problems.

Please remain seated in the lunchroom unless purchasing food or disposing of garbage.

No glass containers are allowed in the cafeteria.

Clear plastic water bottles containing water only are allowed outside the cafeteria.

All waste materials should be placed in the proper garbage containers.

All the students at each table are responsible for leaving their table and the surrounding area clean and free of food and trash.

No playing cards, trading cards, or dice are permitted during lunch or at any other time during the school day.

Throwing food is unacceptable and will result in disciplinary action.

In order to maintain a safe and pleasant eating environment, students must listen to all directions given by staff members. Students must have a pass to enter cafeteria late or leave early.

During the last five minutes of lunch period, students are not permitted to leave the cafeteria.

Dismissal from the cafeteria will be during the last two minutes of the period, at the direction of the cafeteria assistants.

Students are responsible to check the balance in their cafeteria accounts. Students who borrow money must repay as soon as possible. Students who do not repay in a timely manner may not be permitted to continue borrowing. Checks can be made payable to Bridgewater Raritan BOE or payment can be made online at **www.mealpayplus.com**

CANDY – GUM CHEWING

Chewing gum is not permitted in school. Students should not bring gum to school.

CARE OF SCHOOL PROPERTY

Students are responsible for the care of all books, supplies, and furniture supplied by the school.

Students who purposefully disfigure property, break windows, or cause other damage to school property or equipment are required to pay for the damage done or to replace the item.

CELL PHONES

Pupils are not permitted to use cellular telephones while school is in session. Phones must be turned off and kept in locker while the pupil is in the school building and may only be turned on after school has concluded for the day and the pupil is outside the school building. A parent will be required to pick-up confiscated cell phones. The school assumes no liability or responsibility for student cell phones.

CHEATING/PLAGIARISM POLICY

Cheating and/or plagiarism is a dishonest act that affects the student who is dishonest and the other students in the class. Students who are caught cheating, contributing to cheating, or engaging in plagiarism will be given a “0” grade on the exam, quiz, paper, lab, etc.

CLASS TRIPS

School trips taken throughout the year play a vital role in the well-rounded education of our students. Trips are planned for all grade levels. There will be guidelines established for all trips to ensure the most beneficial experience for all of the students. The guidelines will include appropriate dress expectations. Students who have disciplinary or academic problems may be denied the privilege of going on any school trip, including the eighth grade class trip.

Drivers providing transportation for students after trips should pick up students in the stone parking lot southwest of the building (across from the track).

CO-CURRICULAR ACTIVITIES

The Bridgewater-Raritan Middle School encourages its students to participate in after school and evening activities. The school cannot assume responsibility for care or supervision after designated activity ending

times or late bus departures. The following guidelines have been established to ensure that children are safe and cared for at the end of activities.

- If parents/guardians are not present when district after school late buses are ready to depart, students must take the late bus home.
- When appropriate, before the end of evening activities students will be reminded of the ending time and the need to call home if necessary.

When parents/guardians are not present at the end of an activity, school staff will attempt to call the parents after 15 minutes. If staff cannot contact a parent, the person in charge will call the police. Two staff members will remain with the child until the parent or police arrive. Students who are late in being picked up after an activity by more than fifteen minutes will not be permitted to participate in the next activity sponsored for their grade level.

CONFISCATED ITEMS

Parents/Guardians may claim confiscated items during the school day. Students may reclaim confiscated articles on the last day of school.

CORRIDOR COURTESY

To facilitate movement within the building, please:

1. Keep corridors open to traffic by walking to right. Do not block traffic by standing in groups.
2. Pass through corridors quietly. Be considerate of others in the hall and classrooms. Holding hands, embracing, or kissing is inappropriate in a school environment.
3. Place trash in the containers provided. Please help keep the school clean by removing paper from the floors.
4. Students are expected to use appropriate language in the school building or on school grounds.
5. During inclement weather, students are not permitted to change classes outside.

DANCES/REC NIGHTS

School dances are normally held on Friday evenings. No guests from other schools are allowed.

Once a student arrives at the dance/rec night, he/she should remain until the scheduled dismissal time unless he/she has a note from parents with permission to leave.

When parents/guardians are not present at the end of an activity, school staff will attempt to call the parents after 15 minutes. If staff cannot contact a parent, the person in charge will call the police. Two staff members will remain with the child until the parent or police arrive. Students who are late in being picked up after an activity by more than fifteen minutes will not be permitted to participate in the next activity sponsored for their grade level.

Dances/rec nights are considered privileges. To attend school functions, all financial and behavioral obligations must be met. This includes detentions, in-school suspensions and all out of school suspensions.

The following general rules apply to dances:

1. 7th & 8th grade dances begin at 7:30 p.m. and end at 9:30 p.m.
2. The dress guidelines will be approved by the sponsor and the administration.
3. Clothes should be clean, neat, in good taste and within the guidelines of the particular dance.
4. Students must make arrangements for transportation home.
5. To attend a dance/rec night students must be in school the day of the dance.
6. Students in violation of behavioral expectations while in attendance at any school activity will not be permitted to participate in one or more future activities.
7. Tickets WILL NOT be sold at the door for dances/rec nights.

DETENTION

Regretfully, there are times when students must be detained after school. Any teacher in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a teacher might assign detention to a student not in any of his/her classes.

Teachers may assign detention to students from 2:20 p.m. to 3:35 p.m. Students receive one day's notice of the detention and are required to have a detention notification form signed by his/her parents or guardian.

Office Detention is only assigned by the principal or assistant principals. Office Detention ends at 3:35 p.m. *Students must leave campus immediately after detention.*

DISCIPLINE POLICY

The administration reserves the right to take disciplinary action in the form of after-school detention, in-school suspension (ISS) or out-of-school suspension (OSS) for the following disciplinary infractions, including but not limited to:

- insubordination
- disrespect
- physical altercations
- disruptive behavior
- obscene gestures
- inappropriate language
- leaving school grounds without permission
- gambling
- selling or trading items
- possession, distributing, using tobacco products, lighters or matches
- bullying or harassment

or any conduct of such nature as to constitute continuing danger to the physical well-being of others.

In all cases parents will be notified of these infractions. Any student guilty of flagrant or repeated violations will be given out-of-school suspension.

DRESS CODE

Since school is a place of learning, students are expected to dress appropriately, modestly and in good taste. Attire should not create a disturbance of the educational environment. Any type of clothing that does so will not be acceptable. The administration reserves the right to make the final decision regarding appropriate dress.

- Shorts and skirts cannot be any shorter than 6 inches above the knee.
- Spaghetti straps, halter tops, tube tops, and tank tops are not permitted. Straps of shirts must cover all undergarments completely.
- Tops must extend to the waist and meet the waistband of slacks, skirts, or shorts. No

undergarments should be showing from the waistline of pants, skirts, or shorts.

- Proper and safe footwear is required at all times. Students may not go barefooted. No slippers are to be worn.
- Head coverings, except for religious purposes, for both males and females, are not permitted. Bandannas/hats, etc. may not be worn.
- Clothing, accessories or jewelry that could cause damage to any student or school property is not to be worn (i.e., spiked bracelets or necklaces, rings, belts, wallet chains, dog chains, etc.).
- Grooming oneself in the classroom or cafeteria, such as hair brushing, hair combing, and make-up application, is not permitted.
- Sunglasses may not be worn within the school building unless prescribed by a doctor.
- No pajamas can be worn to school.
- Slogans or pictures which are obscene, sexually suggestive, or promote drugs cannot appear on clothing, nor can patches and emblems be placed on clothing in areas of your body which distract from good taste and do not reflect modesty.
- Clothing worn while actively participating in a physical education class is not to be worn in the classroom. A change of clothing must be brought to school.

The above dress code shall serve as a minimum code. The Principal may institute school rules and regulations deemed necessary and/or appropriate.

Students not dressing appropriately for school may be sent home (parents will be contacted) to obtain more suitable attire. Repeated dress code violations will result in school consequences.

ELECTRONIC DEVICES

Students are not permitted to use cellular telephones, other personal communication devices, or personal electronic entertainment

devices (i.e. ipod, mp3) while school is in session. Such devices must be turned off and kept in locker during the school day, and may only be turned on after school has concluded for the day, and the student is outside the school building. A parent will be required to pick-up any confiscated items. The school assumes no liability or responsibility for student electronic devices.

EXTRA HELP

If a student is having difficulty in any subject, it is that student's responsibility to seek help on the specified and posted days in each classroom. Students should arrange time with their teachers when they will be staying after school for help.

FINES

In order to teach the students responsibility for property, fines are assessed for lost books, lost locks, or damage to books or other school property. A reasonable amount, based on the value and age of the book, is charged, and must be paid before the student leaves school or before a report card is issued at the end of the school term.

Overdue library books or unpaid book fines result in the withholding of the report card for any marking period until the payment is made and/or the book is returned.

FIRE DRILLS

Fire drills are considered essential as a matter of training to meet emergencies. New Jersey Law requires that fire drills be held twice monthly in all schools.

Students must follow the directions of the teachers. All students must exit the building in a quiet and orderly manner.

FLAG SALUTE

New Jersey law requires you to show respect for the flag of the United States of America. If you are conscientiously opposed to the pledge or salute, you may abstain from these ceremonies, but you are required to stand respectfully.

GRIEVANCE PROCEDURE

The Board wishes to resolve student-staff-Board problems within the school structure.

The normal channel for presentation of student requests or grievances is:

- A Teacher
- A Guidance Counselor
- The Assistant Principal
 - The Principal

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

Any student or student group may appeal the decision made at the school level to the Superintendent, and may appeal any decision made by the Superintendent to the Board of Education.

Actions of the Board may be appealed to the Commissioner of Education.

Decisions of the Commissioner may be appealed to the State Board of Education.

Decisions of the State Board may be appealed to the Appellate Division of the Superior Court of New Jersey.

GUIDANCE

This department is particularly interested in the personal concerns of students which may affect their learning. These counselors are trained to help you in ways that pertain to your personal, social, vocational, and school life.

Growing up is certainly an interesting and exciting period of your life, but it can be a complex and difficult period. We are interested in helping you to better understand yourself. Many times you are confused, upset, or undecided about the best way to handle a problem or situation. Such problems may be about your school work, getting along with classmates, parents, and teachers, or just things in general. At such times, it usually helps to talk with your guidance counselor, who is trained to understand problems of students your age and who has had experience with students who may have had the same problem.

To request an appointment with your counselor, you must ask your teacher for a pass to the

guidance office. Other appointments may be made by:

1. request of your counselor
2. request of your parents
3. request of your teachers
4. request of your principal
5. request of your assistant principal

Confidentiality is an important factor in the student-counselor relationship. Confidentiality ends when a staff member believes that the student with whom they are speaking is in danger of hurting themselves or another person.

Parents/guardians are invited to contact the guidance counselors to make arrangements for conferences as needed.

HARASSMENT, INTIMIDATION, AND BULLYING

Introduction (see NJAC 6A:16-7.6 and Board Policy #5310):

The Board prohibits acts of harassment, intimidation, or bullying of a student on school property, at any school-sponsored function, on school buses and, as appropriate, in other instances away from school grounds. Active or passive support for acts of harassment, intimidation, and bullying is also prohibited.

Definition (see NJ Public Law 2010, Chapter 122):

Harassment, Intimidation or Bullying means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristics that takes place on school property, at any school-sponsored function, on a school bus or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a reasonable person should know, under the circumstances will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;

- has the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in or interference with, the orderly operation of the school; or
- creates a hostile educational environment for the students; or
- infringes on the rights of the student at school by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Expected Behavior (see Board Policy #5310):

The district prohibits active or passive support for acts of harassment, intimidation or bullying. Students are encouraged to support other students who walk away from these acts when they see them, constructively attempt to stop them, and report acts to the building principal or designee. Each building principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship, and academic success.

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. The Board believes that standards for student behavior must be based on parent/guardian, student, and community involvement producing an environment that encourages students to grow in self discipline.

Students are encouraged to report incidents they consider harassment at the earliest stage. Such incidents will be reported to the proper civil authorities. Students violating the harassment guidelines may face severe school consequences which may include suspension and police involvement.

Please see Board Policy 5310: Prohibiting Harassment, Intimidation and Bullying, for full text.

HEALTH SERVICES

It is the goal of the Health Office to provide services which will aid each student in achieving their optimum health potential, thereby enabling them to benefit from the educational program.

Student physical forms can be found on the school website.

Illness – If you become ill at school, obtain a pass from your teacher and report to the Health Office. Parents will be notified if you must go home. Students are not allowed to use their cell phones to call parents to come pick them up. All illness dismissals must be done through the Nurse's Office.

Absence – If you are absent, please have your parents notify the Health Office.

Accidents – All accidents, no matter how minor, are to be reported immediately to the supervising teacher who will give only emergency treatment. The supervising teacher will then send the student with the proper referral note to the nurse who will administer first aid and notify parents if additional treatment is needed. If the nurse is not in the Health Office, the student will report to the main office.

Gym Excuses – The school nurse issues one-day gym excuses that are warranted by temporary disability or other circumstances. A student may also be excused by the school nurse upon written request from his/her parents, but for no longer than one week. Longer excuses are permitted only on a doctor's authorization. Excuses from a doctor must be filed with the school nurse as a part of the student's permanent health record. The nurse will then notify the physical education teacher. No student is permitted to resume gym after a serious illness, or after an injury requiring medical care without a doctor's permission. This includes surgery, stitches and fractures. The doctor's note must be filed with the school nurse who will notify the physical education teacher.

A student who is injured during a physical education class must report the incident to both the physical education teacher and the school nurse.

All doctor's notes are to be brought to the nurse's office.

Medication – All medications whether prescribed or over the counter shall be administered by the school nurse or the parent/guardian. If you must have medication during the school day, special forms are available to be completed by both parent and

physician. Return the completed forms with the medication in the original pharmacy container to the school nurse.

Screening Procedures – Every student will have his/her vision and hearing tested per state guidelines. Parents will be notified if follow-up care is needed.

All students are screened annually for scoliosis. Parents are notified if follow-up care is needed.

HOMEWORK

Homework is an assignment to be completed outside regular class time. Homework should help students:

1. Learn to work independently and become self-reliant.
2. Think, plan, organize, and apply lesson material.

Approximate times for an evening's homework are: Grades 7 and 8 -- 60-90 minutes

The key to successful completion of long term projects is to plan and budget time so that a great deal of time won't be needed one or two days before the project is due.

It is suggested that students have a study buddy to contact when they have questions regarding school work or homework. Students are strongly encouraged to use Homework Hero on the district website.

HONOR ROLL

Students will be eligible for the Honor Roll each marking period if they meet the following criteria:

High Honor Roll -All grades are an A: A+, A,A-
Honor Roll – All grades are a B- or higher

ID CARDS

Student ID Cards will be provided in the fall to all students. Students are required to carry this card at all times during the school day and at all school activities. Students may be required to present their ID card to any staff member at any time.

LIBRARY – MEDIA CENTER

The Media Center opens at 7:30 a.m. and closes at 2:30 p.m. daily. Students may use the library

during the day by requesting a pass from their teacher. Students must have their agenda with library barcode in order to check out a book. Students may take out up to four books for a period of three weeks and may renew them in person or online. Student library accounts are fully viewable at <http://destiny.brrsd.k12.nj.us> (choose Middle School, log in with student school computer login/password).

The fine for overdue books is five cents per school day per book. Students are responsible for lost or damaged books. Students with outstanding overdues and/or fines will not be allowed to check out books until the book is returned and the fine is paid.

The Media Center will remain open after school until 3:40 p.m. by appointment for research. Students must submit a signed permission slip. Blank permission slips are available in the Media Center.

LOCKERS

A locker is assigned to each student. The locker is for a student's personal use during the school year. It is the student's responsibility to report to the homeroom teacher any mechanical problems regarding this locker which would make the locker vulnerable to theft. The school is not responsible for stolen or lost articles or books.

Students should not give their locker combination to any other student or allow others to use their locker. While students are permitted to go to their lockers between classes, this privilege will not be accepted as an excuse for being late to class.

Students are requested not to bring large sums of money or expensive items of jewelry, credit cards, personal electronic devices, etc. to school. The school can assume no responsibility in case of loss or theft. Such items are not required for a normal day's activity in school.

Students should not consider lockers as private property. The school reserves the right to inspect or search lockers at any time, and teachers do inspect lockers at various intervals throughout the year. Students should maintain an orderly locker and remove material that is not current. Pictures, slogans, or other items may not be posted inside or outside lockers.

Students must supply their own lock for the locker used during gym. Nothing is to be left in the gym locker after class. These lockers are used by different students each period and also outside community groups. All personal items (clothing, purses, wallets) must be locked during gym class.

All lockers are emptied and cleaned during the summer vacation. It is the student's responsibility to take home all articles of value. Those articles collected by the custodial staff during the summer are given to nonprofit organizations or discarded.

LOST AND FOUND

Clothing articles may be recovered in the Health Office or Gym Locker Rooms. Jewelry, keys, eye glasses and books may be recovered in the Main Office. Students who find items should take them to the main office. During the first week of each month clothing articles are exhibited outside of Cafeteria A for students to claim. If not claimed within that time period, the clothing is donated to charity. It will not be returned to the Health Office.

PHOTOGRAPHING STUDENTS

Photographs for such purposes as news media coverage of school activities, except for events open to the public, must be authorized in advance by the superintendent or principal in accordance with Policy and Rule 1110, News Media Relations and Policy 1112, News Releases. Parents/guardians shall be notified annually in the student handbook that photographs of pupils may be taken for news and media purposes. Parents/guardians may request in writing that their child(ren) not be included in any photograph taken for school district and/or outside publication.

PHYSICAL EDUCATION

All students have five classes of physical education and/or health class each week. In order to participate fully in the physical education program, the students must be properly clothed. Students must change for physical education. They may not wear their physical education clothes to other classes during the rest of the school day. All valuables should be locked in the lockers provided. The students must provide their own locks.

PROGRESS REPORTS

Progress reports are sent home halfway through each marking period. The purpose of the progress report is to notify both students and parents of exceptional progress or lack of progress during the marking period. Students may be cautioned at this time that they could receive a low grade in a particular subject unless substantial improvement is demonstrated.

If a student needs close supervision as recommended by the teachers, the counselors, the principals, or if it is requested by the parent/guardian, a progress report will be used. It will be initiated by the guidance counselor, and all of the student's teachers will evaluate him/her on the criteria listed on the progress report. The report is sent home with the student who is directed to discuss each item with his/her parents/guardians. The signed report is returned to the guidance department, and a conference is arranged if requested.

When a student receives a Progress Report indicating insufficient progress, he/she should talk with the teacher to discuss ways to improve and overcome the learning deficiency. The student and the teacher should develop a plan of study to overcome areas of weakness. Conferences with the student, his/her parents/guardians, the teachers and the counselors may be arranged if the situation warrants a conference.

PROMOTION

In order to graduate or move on to the next grade, each student must demonstrate satisfactory academic performance. Any student who fails to satisfactorily complete at least five (5) courses throughout the year will be considered for retention. The six cycle segments are considered one course. The final decision on promotion/retention is decided by the Principal. Participation in the graduation ceremony and/or dance is made by the Principal.

PUPIL RECORDS

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records. Records are defined by FERPA. It also provides parents/legal guardians with the following rights:

To request and inspect their child's records;
To request to amend the record if they believe it to be inaccurate; To disallow any disclosure of directory information; To file a complaint with the U.S. Department of Education regarding district's failure to comply with FERPA.

Parents, legal guardians, and adult students have a right to access pupil records. To learn about the procedure to inspect pupil records please refer to BRRSD Board of Education Pupil Records Policy #8330 or contact the school principal. Health and Special Education records are maintained separately from the student academic record file.

REPORT CARDS

Progress in school is vitally important to students, parents, and teachers. The report card used is designed to help students and parents understand the student's progress so that the school and home can work together in improving that progress.

Report cards are posted on a quarterly basis through PowerSchool. Students and parents are asked to review the grades carefully. Teachers and parents are encouraged to schedule conferences whenever clarification of the evaluation is needed. The viewing of grades on PowerSchool requires a password and can be found through the school website on the PowerSchool Parent Portal.

Grade Percentages

| RANGE | GRADE |
|----------|-------|
| 97 – 100 | A+ |
| 92-96 | A |
| 90-91 | A- |
| 87-89 | B+ |
| 82-86 | B |
| 80-81 | B- |
| 77-79 | C+ |
| 72-76 | C |
| 70-71 | C- |
| 68-69 | D+ |
| 66-67 | D |
| 65 | D- |
| Below 65 | U |

Report cards are posted according to the following schedule:

Middle School Marking Periods

M.P. 1 – November 16, 2016

M.P. 2 – February 1, 2017

M.P. 3 – April 17, 2017

M.P. 4 – June 22, 2017

Report cards will be posted seven to ten days after the close of each marking period. It is the responsibility of the student to make the necessary arrangements for make-up work. After three weeks, all incomplete work is recorded as failures and averaged with the completed work.

SCHOOL CLOSING

If school is to be closed, or delayed in opening because of bad weather, or an emergency the announcement is made on radio stations WCTC (1450 AM), WMGQ (98.3 FM), WPST (94.5 FM), WHWH (1350 AM), New Jersey 101.5 FM, TV News 12, and TV Fox 5 starting at 6:15 a.m. We are referred to as the Bridgewater-Raritan Regional School District. School closings or delays are posted on the district website. In addition, Honeywell alert calls, texts, and emails will go out to those registered. School begins at 9:35 a.m. on a delayed opening.

SKATEBOARDS, ROLLER BLADES, BICYCLES

Students are reminded that roller sneakers, bicycles, skateboards and roller blades are not permitted in school or on school property.

SMOKING

The following procedures are in effect in all schools in the district:

The Board of Education is committed to maintaining a smoke-free environment on school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board of Education. The school administration and all school staff members shall strictly enforce this smoking prohibition and will work together to ensure pupils do not smoke in violation of Board Policy 5533 and the law.

In the event the Principal or designee determines a pupil has violated Policy 5533, the pupil will be assigned appropriate discipline in accordance with the school's pupil discipline/code of conduct.

STUDENT COUNCIL

The major function of the Student Council is to help develop citizens who have an understanding of the democratic processes. Participation in student government should foster an appreciation of the privileges, as well as the responsibilities, of good citizenship. To further this goal, a Student Council has been established and through it the students may voice their opinions, make creative suggestions, and help develop policies for the good of the entire student body.

Each homeroom elects a representative and an alternate to the Student Council. Meetings are held when it is deemed necessary by the sponsors or the members of the Student Council. The Student Council makes its own laws to govern itself. A constitution and by-laws will be appended, specifying the officers, qualifications, and rules governing the Student Council.

STUDENT RESPONSIBILITIES

Students are reminded that their behavior throughout the entire school year may determine their privilege to participate in extra-curricular activities and school sponsored activities and trips. Students receiving in-school suspensions, or an out-of-school suspension place their privilege of participating in extra-curricular activities and school sponsored trips in serious jeopardy. This decision rests solely with the administration of the school.

Students have the following responsibilities:

1. to accept responsibility for their own actions.
2. to respect the rights of others, including the right to secure an education in an environment that is orderly and safe.
3. to attend school on a regular basis.
4. to be punctual.
5. to dress appropriately and maintain habits of personal cleanliness.
6. to respect school property.
7. to recognize that during the school day, the school staff assumes the role of a surrogate parent in matters of behavior and discipline.

8. to make an earnest effort to do their best work.
9. to display respect for themselves, other students and staff members.
10. to obey school rules and regulations.
11. all students and their parents/guardians are required to sign-off on the Board of Education's weapons awareness agreement before they may attend classes.

SUBSTANCE ABUSE

District students are entitled to attend school free from the hazards and disruptive influence of dangerous substances.

"Substance" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined in accordance with the Student Code of Conduct/Chart of Discipline.

More detailed information can be found in Board of Education Policy 5346, 5346R, 5530, 5530R, and 5533. In addition, the dangers of substance abuse, and effective decision making skills for leading a drug-free life, are addressed in the health program.

A SAC is a person who has been trained to help people with an array of personal and interpersonal issues. This counselor is specifically trained to handle all phases of substance abuse problems and related concerns.

SUBSTITUTE TEACHERS

If your regular teacher is absent from school, a substitute teacher will be assigned to teach your class during the regular teacher's absence. The length of time may vary from one day to several weeks. The substitute teacher has the same authority and responsibility as the classroom teacher. You are expected to extend your complete cooperation to all substitute teachers.

TEXTBOOKS

Textbooks are issued to all students. At the end of the school year, or upon transfer, all books checked out in your name are returned to the teachers. School grades or official school records are not released or forwarded until full clearance is given for lost or damaged books. Books must have covers to protect them at all times.

TRANSFERS

When a student leaves our school district, he/she shall bring written notification from the parents to the main guidance office at least two days in advance.

All books and athletic equipment must be returned and all fines paid before final clearance. In addition, students must complete a School Withdrawal Form and secure their teachers' signature to indicate all requirements have been completed.

Parents may have student records forwarded to a student's new school by completion of the "Parent Authorization for Release of Pupil Records" form.

VIOLENCE IN SCHOOL

Physical Assaults/Verbal Assaults/Threats

Verbal assaults, threats or physical assaults by a student on any school employee shall result in immediate suspension pending a hearing by the Board of Education.

Student Fights

Students involved in a fight or an assault on another student will face severe consequences which may include out of school suspension. Students are never permitted to put their hands or other parts on another person.

VISITORS

Parents are welcome to visit classes but arrangements should be made through the counselor and then sign in at the main office. We do not accept student visitors.

No unauthorized individuals are permitted in the building during the school day. All visitors must report to the main office to sign in and receive a visitor's pass. They should report back to the office to sign out of the building.

WORKING PAPERS

Working papers may be secured from the Guidance Office. To obtain working papers, it is necessary to present your birth certificate and demonstrate that you have promise of employment. Any other information concerning working papers can be obtained through that office.

SINGLE SESSION

| | |
|---------------|----------|
| 7:35 – 7:40 | Homeroom |
| 7:42 – 8:12 | T.B. 1 |
| 8:14 – 8:44 | T.B. 2 |
| 8:46 – 9:16 | T.B. 3 |
| 9:18 – 9:48 | T.B. 4 |
| 9:50 – 10:20 | T.B. 5 |
| 10:22 – 10:52 | T.B. 6 |
| 10:54 – 11:24 | T.B. 7 |
| 11:27 – 11:58 | T.B. 8 |

NO LUNCHESES SERVED

2 HOUR DELAYED OPENING SCHEDULE

| | |
|----------------|---------------|
| 9:35 – 9:38 | Homeroom |
| 9:39 – 10:09 | T.B. 1 |
| 10:11 – 10:41 | T.B. 2 |
| 10:42 – 11:12 | T.B. 3 |
| 11:13 – 11: 43 | T.B. 4 |
| LUNCH 1 | T.B. 5 |
| 11:44 – 12:08 | 11:44 – 12:14 |
| T.B. 5 | LUNCH 2 |
| 12:09 – 12:39 | 12:15 – 12:39 |
| 12:40 – 1:10 | T.B. 6 |
| 1:11 – 1:41 | T.B. 7 |
| 1:43 – 2:15 | T.B. 8 |