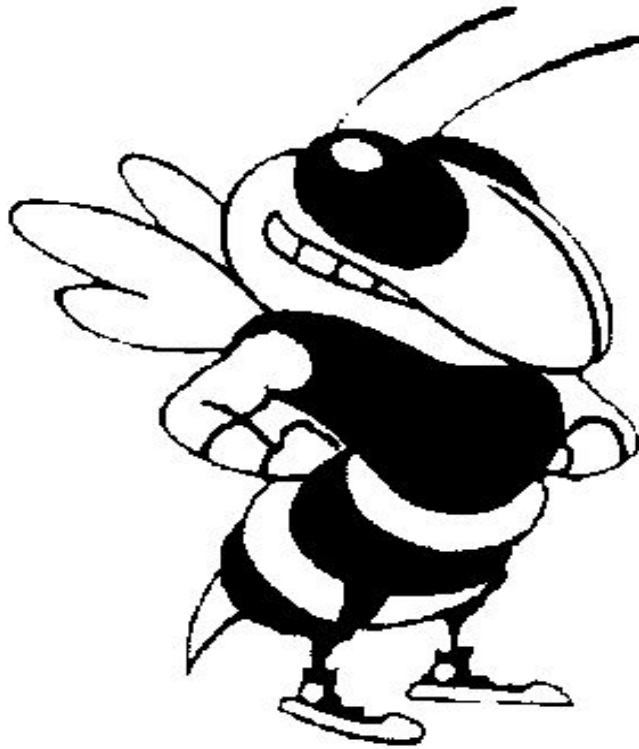


HERBERT HOOVER MIDDLE SCHOOL

Student Handbook & Code of Conduct



174 JACKSON AVENUE, EDISON, NJ 08837 (732-452-2940)

Visit our school website at:

<https://hhms.edison.k12.nj.us>

and

[2020 - 2021 Public Schools of Edison District Calendar](#)

PUBLIC SCHOOLS OF EDISON TOWNSHIP
HERBERT HOOVER MIDDLE SCHOOL
174 JACKSON AVENUE, EDISON, NJ 08837 (732-452-2940)

Brian P. McGrath
Principal

Kelly A. Rappa and Kenneth Blekeski
Assistant Principals

Dear Parents and Students,

I am proud to welcome you to Herbert Hoover Middle School. This academic year, we begin a new chapter of our school's successful history. United as one school community, we will take a journey requiring deep commitment to academic achievement and social growth. With a wide range of academic offerings, social programs, extracurricular activities, clubs, sports, and events, this year promises to be both rewarding and fruitful. Herbert Hoover is a 21st Century Middle School that is committed to providing each student with the knowledge, skills, and attitude required to be successful not only in school but, most importantly, in life!

As you and your child prepare for this academic year, I encourage you to take a few minutes to discuss your shared goals for the school year. As we all know, discussing such goals now and continuing the conversation each week will increase your child's likelihood of success.

Middle school is an exciting time in your child's life. Although this time is filled with learning, fun, and boundless possibility it can also prove challenging for both parents and children. The good news is Herbert Hoover Middle School will be your partner during this time. We, like you, want your child to be successful, well rounded, and happy. Through open lines of communication this can be achieved. We are all on this journey together and I am confident that if we all remain focused on our shared goal, we will have a successful year. I'm excited to meet each of you and learn about the goals you have set for the upcoming school year. I look forward to a wonderful year with you and your child.

Sincerely,

Brian P. McGrath

Administration

Mr. Brian McGrath	Principal
Dr. Kelly Rappa	Assistant Principal
Mrs. Joanne Masi	Head Counselor

Directory

Herbert Hoover Middle School
174 Jackson Avenue
Edison, NJ 08837

Visit our school website at
<http://www.edison.k12.nj.us/Domain/10>

Register for Parent Portal at our district website

<http://www.edison.k12.nj.us/Domain/4>

Main Office.....732-452-2940
Guidance Office.....732-452-2940 ext. 3105
Main Office Fax.....732-452-2949
Nurse732-452-2940 ext. 3108

HERBERT HOOVER MIDDLE SCHOOL

DAILY TIME SCHEDULE

WARNING BELL	8:20
HOMEROOM	8:30 - 8:37
PASS	8:37- 8:41
PERIOD 1	8:41-9:27
PASS	9:27 - 9:31
PERIOD 2	9:31 - 10:17
PASS	10:17 - 10:21
PERIOD 3	10:21 - 11:07
PASS	11:07 - 11:11

LUNCH A 6 TH GRADE		LUNCH B 7 TH GRADE		LUNCH C 8 TH GRADE	
A	11:11 - 11:40	PER. 4	11:11 - 11:57	PER. 4	11:11 - 11:57 ..
PASS	11:40 - 11:44	PASS	11:57 - 12:01	PASS	11:57 - 12:01
PER. 4	11:44 - 12:30	B	12:01 - 12:30	PER. 5	12:01- 12:47
PASS	12:30- 12:34	PASS	12:30 - 12:34	PASS	12:47- 12:51
PER. 5	12:34 - 1:20	PER. 5	12:34 - 1:20		12:51 - 1:20
PASS	1:20 - 1:24	PASS	1:20 - 1:24	PASS	1:20 - 1:24

PERIOD 6	1:24 - 2:10
PASS	2:10 - 2:14
PERIOD 7	2:14 - 3:00
DISMISSAL	3:00
AFTER SCHOOL ACTIVITIES	3:05 - 4:05

HERBERT HOOVER MIDDLE SCHOOL

DELAYED OPENING SCHEDULE

ENTRANCE BELL	10:00
HOMEROOM	10:05 - 10:12
PASS	10:12 - 10:15
PERIOD 1	10:15 - 10:50
PASS	10:50 - 10:53

LUNCH A 6 TH GRADE		LUNCH B 7 TH GRADE		LUNCH C 8 TH GRADE	
A	10:53 - 11:17	PER. 4	10:53 - 11:27	PER. 4	10:53 - 11:27
PASS	11:17 - 11:20	PASS	11:27 - 11:30	PASS	11:27 - 11:30
PER. 4	11:20 - 11:54	B	11:30 - 11:54	PER. 5	11:30 - 12:04
PASS	11:54 - 11:57	PASS	11:54 - 11:57	PASS	12:04 - 12:07
PER. 5	11:57 - 12:31	PER. 5	11:57 - 12:31	C	12:07 - 12:31
PASS	12:31 - 12:34	PASS	12:31 - 12:34	PASS	12:31 - 12:34

PERIOD 2	12:34 - 1:08
PASS	1:08 - 1:11
PERIOD 3	1:11 - 1:45
PASS	1:45 - 1:48
PERIOD 6	1:48 - 2:22
PASS	2:22 - 2:25
PERIOD 7	2:25 - 3:00
AFTER SCHOOL ACTIVITIES	3:05 - 4:05

HERBERT HOOVER MIDDLE SCHOOL

EMERGENCY CLOSING WITH LUNCHES Option A (Full Periods)

Warning Bell	8:20
Homeroom	8:30-8:37
PASS	8:37-8:41
PERIOD 1	8:41-9:27
PASS	9:27-9:31
PERIOD 2	9:31-10:17
PASS	10:17-10:21
PERIOD 3	10:21-10:56
PASS	10:56-11:00 (ALL GRADES)

LUNCH A 6 TH GRADE		LUNCH B 7 TH GRADE		LUNCH C 8 TH GRADE	
A	11:00-11:30	PERIOD 4	11:00-11:41	PERIOD 4	11:00-11:41
PASS	11:30-11:34	PASS	11:41-11:45	PASS	11:41-11:45
PERIOD 4	11:34-12:15	B	11:45-12:15	PERIOD 5	11:45-12:26
PASS	12:15-12:19			PASS	12:26-12:30
PERIOD 5	12:19-1:00	PERIOD 5	12:19-1:00	C	12:30-1:00

DISMISSAL

1:00 (Approximate)

HERBERT HOOVER MIDDLE SCHOOL
1:00 PM DISMISSAL WITH LUNCHES Option B (Partial Periods)

WARNING BELL	-	8:20
HOMEROOM	-	8:30 - 8:36
PASS	-	8:36 - 8:39
Period 1	-	8:39 - 9:09
Pass	-	9:09 - 9:12
Period 2	-	9:12 - 9:42
Pass	-	9:42- 9:45
Period 3	-	9:45 - 10:15
Pass	-	10:15 - 10:18

6th GRADE	7th GRADE	8th GRADE
<u>Lunch 6</u> - 10:18-10:48	Period 4 - 10:18-10:48	Period 4 - 10:18-10:48
Pass - 10:48-10:51	Pass - 10:48-10:51	Pass - 10:48-10:51
Period 4 - 10:51-11:21	<u>Lunch 7</u> - 10:51-11:21	Period 5 - 10:51-11:21
Pass 11:21-11:24	Pass - 11:21-11:24	Pass - 11:21-11:24
Period 5 - 11:24-11:54	Period 5 - 11:24-11:54	<u>Lunch 8</u> - 11:24-11:54
Pass - 11:54-11:57	Pass - 11:54-11:57	Pass - 11:54-11:57

Period 6	-	11:57-12:24
Pass	-	12:24-12:27
Period 7	-	12:27-12:57
Pass	-	12:57- 1:00

PUBLIC SCHOOLS OF EDISON TOWNSHIP
DIVISION OF CURRICULUM AND INSTRUCTION
Harassment, Intimidation, and Bullying

As stated in Policy 5512.01, The Board prohibits engagement of any act or behavior of harassment, intimidation, or bullying towards others on school property, at school-sponsored functions, or on a school bus. Harassment, intimidation or bullying means any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school –sponsored function or on a school bus and that:

1. a reasonable person should know, under the circumstances, will have the effect of harming a person or damaging the student’s property, or placing a person in reasonable fear of harm to his person or damage to his property; or
2. has the effect of insulting or demeaning any person or group of people in such a way to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The consequences and discipline for a person who commits an act of harassment, intimidation, or bullying, or who engage in acts of retaliation against a person who reports such an action are presented in the Policy.

HERBERT HOOVER MIDDLE SCHOOL STUDENT INFORMATION SECTION

ATTENDANCE

Good school attendance promotes learning and a positive attitude toward school. The only recognized reasons for absence from school are: personal illness, death in the family, and religious holidays.

Upon returning to school from an absence, a doctor's note is required to excuse an absence. Parents are required to call and report an absence on the days a student stays home. Students who have been absent legitimately are permitted to make up missed assignments without penalty.

Students should report to school between 8:20 A.M. and 8:30 A.M. Students who are tardy should use the Main Entrance to the building, and then sign in. Upon entering the building, students should go to their lockers, and then proceed to homeroom.

LOCKERS AND BACKPACKS

Hall lockers will be assigned by homeroom teachers. Locks are provided, but if you lose your lock, you must pay for its replacement. Gym lockers and locks will be assigned in Physical Education class. School lockers remain the property of the school, even when used by the students. Lockers are subject to an administrative search at any time in the interests of school safety, sanitation, discipline, and enforcement of school regulations. Never give out the combination of either of your locks. As a safety precaution, backpacks, book-bags, and nylon bags are to be left in the lockers during the school day. Students are permitted to visit their lockers as needed provided that they are not late to class.

THE CLINIC

A nurse is on duty daily in the clinic. A student must have a pass from a teacher to visit the nurse. Any student who is in need of medication during school hours must have a written statement from a family physician describing the illness and the prescription instructions. A written request from a parent shall give permission to administer the prescribed medication. Students are not permitted to use cell phones to call their parents when they are ill. They must go through the school nurse.

GUIDANCE AND SUPPORT SERVICES

Each student is assigned a guidance counselor who will help with personal and school problems. Guidance counselors also act as liaisons between the home and school. If a student wishes to meet with a guidance counselor, a request slip must be filled out in homeroom. Our school also provides confidential crisis counseling. A representative from the University of Medicine and Dentistry of New Jersey is in our building on a part time basis to help students deal with problems that could be considered crisis. Students can request to see that crisis counselor at any time. Staff members may refer students to the crisis therapist when they feel it is necessary. Parents are encouraged to work with our support people to ensure their child's success.

GENERAL POLICIES

In order to keep students focused on their learning process, the following items are to be kept out of site during the school day: iPods, cell phones, beepers, electronic games, or anything else that could cause disruption to the academic day. No animals, water pistols, skateboards, or roller blades are permitted on school grounds. Selling gum, candy or any other item not sanctioned as a school fundraiser, is never permitted and violates Board of Education policy.

[During district-wide standardized and/or state testing, the following NJ DOE policy will apply: Under no circumstances are students permitted to have cell phones, MP3 players, or other unauthorized electronics in their possession during testing. Students found to have unauthorized electronics in a testing room will receive a voided result for that test section.] File Code: 5145.7

STUDENT IDENTIFICATION CARDS

Students are required to wear their identification cards during the school day. I.D. cards are used as swipe cards in the school library, gain entry to events such as athletic contests and dances, as well as a means for staff to identify HHMS Students. I.D. cards and lanyards are provided by the school, but if a student loses his/her card, there is a five dollar charge to replace the card.

STUDENT DISCIPLINE

All students have the right to learn and to gain a quality education. Therefore, standards of behavior are set in each classroom by the teachers. Students are expected to abide by the Code of Conduct set by the Board of Education, and included in this book. If a student does misbehave, the teacher is the first person to handle the problem, by assigning detention and/or notifying the parents. If the problem continues, an administrator will intervene, parents will be notified.

PHYSICAL EDUCATION

All students are required by state law to take Physical Education classes. Students must bring clothing to wear for gym (shorts, T-shirts, sweats, sneakers.) Pupils are required to change for gym in the locker rooms before the class begins. No jewelry is to be worn in gym. If a student is unprepared for gym, there are five steps that occur before the student fails for the marking period. For the first unprepared, a form is filled out and sent to the administration. On the second occasion an unprepared form is sent to the

administration and the parent/guardian is notified by the teacher. The third time a student is unprepared; the administrator receives a form and meets with the student. A letter is sent home and must be signed by a parent/guardian and returned to school. On the fourth occasion an unprepared form is completed, the student receives administration detention, and the parents are contacted. The fifth time that the student is unprepared, the parents are contacted, and a two hour Saturday detention is given. If a student is unprepared for gym a sixth time, he/she fails for the marking period.

JEWELRY PROCEDURE FOR PHYS ED

The procedure concerning the wearing of jewelry during Physical Education class is as follows: Students may not wear any jewelry or religious objects (metal, non-metal) during the physical education class. A student who wears a medical alert ID must cover it with an elastic athletic band. Body piercing jewelry must be removed prior to Physical Education class. A student may not place a band-aid or any other wrapping over the body piercing jewelry; it must be removed. Students are instructed to have any body piercing performed during the time the student is assigned to health class. Body piercing is controlled by the student/parent as to where, when and why the procedure is performed and is not relevant to the health of the child; therefore, it is not considered a medical excuse. Any student who brings in a doctor's note (doctors' notes shall be placed in the students' health folders) stating that this jewelry cannot be removed will be excused from Physical Education class for 10 days and placed in ISS. Who shall place the student will be decided at the building level, by either the school nurse or the physical education teacher). The Physical Education teacher will provide written assignments during this period. Students excused must still meet the responsibilities of Physical Education class which includes all work, written or physical. We will allow one 10 day excusal for the school year; after that students are subject to the unprepared regulations if they do not remove any jewelry or religious objects. Any student refusing to remove jewelry, religious objects or abide by the procedure outlined above can be referred to the main office for insubordination. This procedure shall be made available to all students' parents at the beginning of the school year.

BUS SAFETY RULES FOR STUDENTS

Students who are provided with bus transportation are required to act responsibly so that all riders are assured a safe passage to and from school. Riding on the bus is a privilege. Therefore, if a student violates bus safety rules, he/she can be removed from riding the bus, and the parents will have to provide transportation for their child. Students must board the bus in an orderly manner, show bus passes, stay seated in their assigned seats, and show respect for the authority of the bus driver. Windows should be opened only for ventilation, and no objects should be thrown off the bus. Lighting matches and/or smoking cigarettes are strictly prohibited. No student will be given permission to ride another bus before or after school, other than the bus to which he/she has been assigned. There are no exceptions to this rule. The number of available seats and insurance coverage requires that only assigned students can be on the designated transportation.

TEXTBOOKS

All textbooks should be treated with care. They are to be covered at all times. If books are lost or damaged, the student must pay for the replacement text.

BICYCLES

Students who ride bicycles to school may park and lock their bikes in the rack provided in front of the building. The school cannot assume any responsibility for the security of the bicycles. Students under the age of 16 must wear helmets; those over 16 may bring in a helmet waiver signed by their parents.

SAFETY/FIRE DRILLS

Fire drills are held once a month. Each classroom teacher will inform students as to where they should go during a drill. Everyone is expected to exit the building in an orderly and quiet fashion. In addition, other safety drills such as lockdowns and evacuations will be practiced monthly.

SCHOOL CLOSINGS

Do not call the Edison police or school. Delayed openings: School begins at 10:05 Bus pick up at 9:35. Public access Channel 118 Cablevision also announces school closings and delayed openings. We will also attempt to call your home using our automated phone system. You can also go to: **www.edison.k12.nj.us**

GRADING POLICY

Report cards are distributed four times a year. Letter grades are determined on a student's achievements in tests, quizzes, classwork (oral and written), homework, special projects and assignments. The results of standardized tests cannot be used to determine a student's grades. Factors such as effort, dependability, behavior, and class attitude are reflected using the following system:

S: Satisfactory

U: Unsatisfactory

Students who achieve all A's are placed on the All A Honor Roll, while the A/B Honor Roll recognizes those who have achieved A's and B's.

PLAGIARISM

Plagiarism is stealing someone else's ideas or writing and stating that they are your own without giving credit to the original writer. Plagiarism is a form of cheating. For example, you are writing a report on the Holocaust and you copy a survivor's account of what it was like to be in a concentration camp without putting it in quotes and providing information where you found the story. Even if you copy just one paragraph, it is plagiarism. Other examples of plagiarism include cutting and pasting part of an article from the internet, copying from a book or magazine article, using ideas that you saw in a movie or television show, and restating something you read in your own words. Artists of all kinds including painters, writers, and musicians, work very hard to create original works for the public to enjoy. Their work is protected by copyright laws, which means that they own the piece of music, writing, cinema, sculpture, or art. When you plagiarize, you are stealing their work. Part of demonstrating your writing skills as a student is to show that you can express your ideas in a clear, concise, and original manner. Each of you is an individual and your writing should reveal how unique you are. So why do people plagiarize? Some people do it without knowing it. Others are just lazy and they don't want to put in the time to create something new and original. But you should know that plagiarism is CHEATING. You are aware that Edison Public Schools has a policy on cheating, one that you signed at the beginning of the school year. If you look at letter "T" in the PROCEDURE section of your planner, you will find the consequences for plagiarism. To avoid plagiarism always cite your references, especially in a research paper. Put quotation marks around words that you copy from a text. Ask your teacher how they would like you to cite your references, and if you don't know if you are plagiarizing or not, ask.*

LATE BUSES

Late buses are provided on Wednesdays and Thursdays at 4:05 P.M. The buses will stop at centralized district bus stops. Students may use the late buses only if they have been staying after school under the supervision of a teacher (sport, extra help, clubs, detention). No student will be permitted to ride the late bus without a pass from the activity teacher. A late bus for athletes is provided at 4:45 P.M.

SUBSTANCE ABUSE (#5131.6)

The Board of Education prohibits the use, possession and/or distribution of alcohol and/or drugs on school premises by pupils or employees, at any event away from the school premises that is sponsored by the Board, and on any transportation vehicle provided by the Board. Pupils or employees suspected of being under the influence of alcohol and/or drugs will be identified, evaluated, and reported in compliance with the memorandum of agreement and the Drug Free School Enforcement Code. Pupils, who use, consume, possess, or distribute alcohol and/or drugs on school premises, shall be subject to disciplinary action, which may include suspension, referral to the Alternate Program, expulsion, and referral for prosecution.

REMINDERS

1. An emergency phone number where a parent or relative can be reached during the day is to be given to your homeroom teacher at the start of the school year, using the forms provided by the clinic and the office. If there is any change during the school year, this information must be updated. Parents must submit new phone numbers, in writing, as soon as possible.

Note: Students will not be released to an individual who is not listed on the emergency card. For security reasons, individuals picking up students will be asked for ID.

2. After arriving at school, whether walking, being bused, or driven by car, all students are to remain on school grounds.
3. You must report to homeroom by 8:30 A.M. It is your responsibility to get your locker for school materials needed for the morning. If you arrive late, you must report to the main office to check in.
4. Students who are to be excused early must have a note signed by a parent stating the time at which they are leaving. This note is to be brought to the office before homeroom begins so that the information can be recorded on the daily attendance sheet.
5. Any time you leave the classroom, you must have a pass given to you by your teacher, guidance counselor, nurse, or administrator. Students are not permitted to wander the building.

6. After being absent for illness, report to your homeroom teacher with your written excuse from a doctor. It is your responsibility to check with your teachers regarding any homework or tests that you may have missed during an absence. If you are absent from school during the regular school day, you may not participate in any after school or evening activities without prior permission from the principal.
7. If you have an accident, notify a teacher, the nurse, guidance counselor, or administrator immediately.
8. If you are transferring to another school, you must inform the Guidance Office immediately. If you are moving within the school district, your parents must report that information to the district's enrollment office.
9. If a student loses his/her I.D. card, planner, or lock, there is a fee of \$5 for a replacement.

LUNCH ROOM PROCEDURES

We encourage parents to prepay for lunches using a check or cash. Checks must be paid to the "Edison Board of Education---Lunch Account". Or for an online account, go to www.mealpayplus.com

The lunch policy states that a student is allowed to forget to bring money for lunch once—(1) time.

CHROMEBOOKS

Please be advised by signing the technology use agreement, students accept full responsibility for their assigned Chromebook. Students are expected to have their Chromebook in school, fully charged, each day. For more information please [click here](#) to view the 2019-2020 Middle School Chromebook Handbook & Guidelines. (Link will be live once approved)

Parents and students are encouraged to review the district's Technology Use Policies-[2360,2361,7523,7523](#). Students are required to comply with all technology policies while using school issued devices both in school and beyond the school campus.