

2022-2023



**Frelinghuysen Middle School
Handbook**

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I. GENERAL INFORMATION

The Morris School District

31 Hazel Street
Morristown, NJ 07960
(973) 292-2300

www.morris schooldistrict.org

Morris School District Board of Education

Melissa Spiotta, President
Linda K. Murphy, Vice President
Nancy Bangiola
Katie Cole
Meredith Davidson
Susan Pedalino
Dr. Vivian Rodriguez
Alan Smith
Elisabeth Wall
Lucia Galdi

Morris School District Administration

| | |
|------------------------|--|
| Dr. Thomas Ficarra | Interim Superintendent of Schools |
| Ms. Kelly Harte | Assistant Superintendent |
| Mr. Brian Young | Director of Curriculum and Instruction |
| Mr. Anthony LoFranco | Business Administrator/Board Secretary |
| Ms. Lora Clark | Director of Human Resources and Human Relations |
| Mr. Marc Gold | Director of Pupil Services |
| Ms. Kiina Dordoni | Director of ELL/Bilingual |
| Ms. Deborah Engelfried | Director of Data Analysis & Programs/Anti-Bullying Coordinator |
| Ms. Chrissie Masi | Supervisor of Technology Integration |
| Ms. Danae Heywood | Supervisor of Special Education Pre-K-5 |
| Ms. Natalie Balon | Supervisor of Special Education 6-12 |
| Mr. Michael Serra | Supervisor of Mathematics, 6-12 |
| Mr. Anthony Emmons | Supervisor of STEM, 6-12 |
| Dr. Kara Douma | Supervisor of English/Language Arts, 6-12 |
| Mr. Greg Sumski | Supervisor of Transportation |

Erelinghuysen Middle School Administration

| | | |
|-----------------------|--|--|
| Mr. Joseph Uglialoro | Principal | joseph.uglialoro@msdk12.net |
| Mr. Matthew Fabricant | House of the Phoenix Assistant Principal | matthew.fabricant@msdk12.net |
| Ms. Christina Roman | House of the Tiger Assistant Principal | christina.roman@msdk12.net |
| Ms. Belinda McBride | House of the Dragon Assistant Principal | belinda.casaismcbride@msdk12.net |

Frelinghuysen Middle School Counseling Office & Support Services

| | | |
|-----------------------------|--|--|
| Ms. Sibila Saenz de Viteri | Counselor, 8th Grade, House 1 & 2 | sibila.saenzdeviteri@msdk12.net |
| Ms. Carolina Puccio | Counselor, 8th Grade House 3, Bilingual | carolina.puccio@msdk12.net |
| Ms. Dayjahnae Rogers-Martin | Counselor, 6th & 7th Grades, House 1 | dayjahnae.rogersmartin@msdk12.net |
| Ms. Renee Brown | Counselor, 6th & 7th Grades, House 2 | renee.brown@msdk12.net |
| Ms. Janira Lopez | Counselor, 6th & 7th Grades, House 3 | janira.lopezgonzalez@msdk12.net |
| Mr. Andrew Perez | Counselor, Bilingual, CST psychologist | andrew.perez@msdk12.net |
| Mr. Ricky Osborne | Dean of Students | ricky.osborne@msdk12.net |
| Ms. Antonietta Alberto | Student Assistance Coordinator FMS Anti-Bullying Specialist | antonietta.alberto@msdk12.net |

| | | | |
|------------------------|-----------------------|--------------------------|-----------------------|
| Main Office | 973-292-2200 ext 8051 | Nurse | 973-292-2200 ext 8052 |
| Guidance Office | 973-292-2200 ext 8070 | Attendance Office | 973-292-2200 ext 8066 |

Bell Schedules

Regular School Day

| | Times | Cycle 1 | Cycle 2 |
|---------------------|--------------|----------------|----------------|
| HR & 1/2 | 7:35 – 8:54 | | |
| 3/4 | 8:57 – 9:57 | 8:57-9:27 | 9:27-9:57 |
| 5/6 | 10:00-11:00 | 10:00-10:30 | 10:30-11:00 |
| 7/8 | 11:03- 12:03 | 11:03-11:33 | 11:33-12:03 |

Delayed Opening

| | Grade 6 | Grade 7 | Grade 8 |
|-------------|----------------|----------------|----------------|
| HR | 9:55 – 10:00 | 9:55 – 10:00 | 9:55 – 10:00 |
| Block 1/2 | 10:00-11:18 | 10:00-11:00 | 10:00-11:00 |
| Block 3/4 | 11:18-12:18 | 11:00 – 12:18 | 11:00-12:00 |
| Block 5/6 | 12:18-1:18 | 12:18-1:18 | 12:00 – 1:18 |
| Block 7 & 8 | 1:18 – 2:18 | 12:56 – 2:18 | 1:18 – 2:18 |

School rules, published in this handbook, are subject to such changes that will ensure continued compliance with federal, state or local regulations. They are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a handbook; however, we expect students to exhibit reasonable behavior and not violate the rights of others.

504 Committee

The Rehabilitation Act of 1973, section 504 is a Federal Civil Rights statute which protects the rights of persons with disabilities. Section 504 prohibits discrimination against handicapped persons, including both students and staff members, by school districts receiving federal financial assistance. The Frelinghuysen Middle School Coordinator designated to handle inquiries regarding nondiscrimination under Section 504 is the student's guidance counselor who can be reached at 973-292-2200 Ext. 8070. Included in the U.S. Department of Education regulations for Section 504 is the requirement that handicapped students receive a free and appropriate education (FAPE). School districts have specific responsibilities under the Act, which include the responsibility to identify, evaluate and if the child is determined eligible under Section 504, to afford access to appropriate educational services.

Intervention and Referral Services

The educational mission is made more complex by the increased incidence, prevalence and intensity of problems students bring to school. Due to these at-risk behaviors, the school provides a program of Intervention and Referral Services (I&RS) for general education students. Referrals to this committee can be made by counselors, parents, or any other staff member with concerns about a specific student. These concerns might be academic, behavioral, or social. The committee will collectively suggest appropriate interventions to be tried in the classroom setting. This is a collaborative effort which may include parents, students, teachers, nurse, guidance counselor, and intervention specialists.

School Counseling Services

School counseling services are available to every student. Services include assistance in educational planning, interpretation of test scores, provision of occupational information, study aids, assistance with school-related problems and home and/or social concerns. Students who wish to confer with their school counselor must email them first to schedule a meeting. Students are assigned to counselors based on their grade level, house, and are maintained throughout their FMS experience. A parent wishing to set up a parent/teacher conference should call the Guidance Office (973-292-2200 ext 8070) and speak to the student's guidance counselor. The guidance counselor will then be able to schedule the conference at a mutually convenient time.

Parent/Guardian Grievances

Official avenues for the expression and correction of parent/guardian concerns are available in this school district. Whenever a student or parent/guardian has a complaint relating to the school district, the complainant should first attempt to resolve the dissatisfaction directly with the staff member. If the complainant is not satisfied, the complainant should attempt to resolve the dissatisfaction informally with the staff member's Assistant Principal. If a resolution is not reached, parents have the ability to reach out to the building principal.

Pupil Records

Parents or legal guardians are informed that the district maintains records on all students. A parent or legal guardian has the right to inspect and question the contents of these records. Should a parent or legal guardian request the records, they have the right to prohibit the release of directory information. Copies of applicable federal and state laws, Board policy, and administrative regulations governing pupil records are available to the parent or legal guardians on request.

When the primary language of the parent or legal guardian is not English or the parent or legal guardian is auditory-impaired, the school administrators shall, whenever possible, provide interpretation in the dominant language or assist in securing the services of an interpreter.

If the consent to release pupil record information is refused by a parent or legal guardian, the district shall institute due process hearing procedures as indicated by [Board Policy 8330](#).

Mandated records include the pupil's personal descriptive data, daily attendance records, report card, and physical health records; records required for educationally disabled pupils; and all other records required by the State Board of Education. All information in pupil records must be educationally relevant, objective, and based on the first-hand observation or personal knowledge of the originator. No record may be made or kept of a pupil's religious or political affiliation or any indication of a pupil's illegitimacy.

Emergency Closing

1. Certain weather conditions **may** dictate a **delayed opening**, **early dismissal** or **school closure** for all district schools.
2. An automated phone message will be sent to all parents and guardians through the district's communication system (Swift K-12).
3. Area residents may check the [school website](#) or call the school at 973-292-2200
4. Television stations: Fios1, News 12 NJ and Fox 5 Good Day NY will announce school closing or delayed opening.
5. Local websites: [Morristown Patch](#) and [Tap into Morristown](#)
6. Please do not call the police concerning school closing.
7. Severe weather conditions may necessitate early dismissal

Morris School District Calendar

Please find our District Calendar at the link below for important dates throughout the school year. [21-22 School calendar](#)

II. ACADEMIC PROGRAM

Uniform Grading System

The grading system at FMS is as follows:

| | |
|-------------|------------|
| A+ (100-98) | C+ (79-78) |
| A (97-93) | C (77-73) |
| A- (92-90) | C- (72-70) |
| B+ (89-88) | D+ (69-68) |
| B (87-83) | D (67-63) |
| B- (82-80) | D- (62-60) |

Any missing assignments will receive a score of 50.

Grading Notifications

PowerSchool Parent Portal:

All parents have access to their child's academic grades via the PowerSchool Parent Portal. Parents are encouraged to review their child's grades weekly. If you have not created your parent portal account, please follow these [instructions](#). For your unique access ID and password, please contact our guidance secretary at 973-292-2200 x 8070.

Report Cards:

Report cards are generated four times a year in order to keep parents informed of their child's progress. **Report cards are not mailed home - they will be accessed via the PowerSchool Parent Portal.** Parents who want a paper copy of their child's report card can make that request through the FMS Guidance Office.

Academic Honors

Superior effort and academic achievement are valued goals for our students. The Middle School recognizes the academic accomplishments of students in grades six through eight with an Honor Roll certificate during awards assemblies held throughout the year. At this time, certificates of achievement are presented to students who meet the following criteria.

- **High Honor Roll** - A- or above in all subjects.
- **Honor Roll** - B or above in all subjects.

Homework Responsibilities

Administration and staff at Frelinghuysen Middle School recognize that homework contributes towards building student proficiency in the state and district's rigorous academic standards. Students, parents/guardians, and staff members are expected to view homework as a routine and important part of a child's educational experience. Therefore, FMS teachers will assign homework on a regular basis and students will be expected to complete and submit it to their teachers. All homework will be consistent with the guidelines established by [MSD Board Policy 2330 - Homework](#).

School-wide Homework Program

The FMS School-wide Homework Program has been created to ensure that a student's time outside of school is used to focus on the most essential skills in literacy and math, and to ensure that the quality and quantity of homework assigned is consistent across classrooms. This program is also intended to ensure that there is transparency for students and families around what the homework requirements are on each night of the week.

Use of Canvas

Canvas is a Learning Management System that enables teachers to plan, create and deliver content as well as monitor student participation, and assess performance. FMS classroom teachers will post homework, tests, quizzes, and projects on their Canvas page. Students will be given a Canvas account at the beginning of the year which will allow them to view their assignments for each of their classes. A **Parent Canvas Account** can be created by parents by following the directions at <http://tinyurl.com/FMSCanvasAcct>. Parents are encouraged to use their **Parent Canvas Account** to check for upcoming homework, tests, and quizzes in all of their child's classes.

Procedures to Follow When Absent

For short absences (less than 3 days) students should check *Canvas* for any missing assignments and email their teachers. Parents need to call the attendance secretary at 973-292-2200 x8066 to notify the school if their child is going to be absent from school and to provide a the reason for the absence.

Academic Integrity

Frelinghuysen Middle School advocates for high standards of intellectual honesty and conduct of our Academic Integrity Policy. In order to create an ethical learning environment, students must recognize that they are responsible for their choices. Their actions are a direct reflection of themselves as well as the school community.

Cheating is defined as giving or receiving any unauthorized aid on tests, quizzes, reports, papers, homework, or any school/course related assignments. Cheating includes, but is not limited to, the unauthorized use of information orally, in writing, by signs, or through electronic devices.

Plagiarism is to use, intentionally or unintentionally, without crediting the source, to commit literary theft, and to present as new and original an idea derived from an existing source.

Consequences for Cheating and/or Plagiarism:

- Student will receive a zero for the assignment/assessment and/or be asked to re-do the assignment.
- If the student has a prior offense for Cheating and/or Plagiarism, the Administration may choose to impose additional consequences.

Students in Danger of Failing

At the conclusion of each marking period, each grade level team will review student grades and identify students with grades placing them in danger of failing key academic subjects. Based upon this information, the Team Leader will schedule a meeting for each identified student that will include the student, the parents or guardians, the school counselor, the Team Leader, and the Assistant Principal.

At this initial meeting, an action plan will be developed to put supports and interventions into place that will help the student to improve his/her grade(s) and remove them from the danger of failing classification. A follow-up meeting will also be scheduled to assess student progress resulting from the action plan.

According to [MSD BOE Policy 5410](#), students who are not demonstrating basic skill proficiencies in reading, writing, and math, and/or not meeting grade-level academic standards will be required to attend and pass a summer school program **or** be retained in their current grade.

Library - Media Center

The Frelinghuysen Middle School Library and Media Center is staffed by a certified School Media Specialist to help students navigate an information and technology rich world. The Library has numerous fiction and nonfiction print books, eBooks and audiobooks, and magazines available for check out, with new materials arriving every month. Students are asked to return library materials promptly to allow others an opportunity to use the materials. **Students will be required to pay the value of the book if it is lost.** The charge for a lost book will be equal to its replacement cost. A fine shall be paid

for any damage to a book other than ordinary wear and tear. The library also subscribes to a wide variety of online databases that support all areas of the curriculum. Students have access to these outstanding research materials 24/7 from any internet-connected device. The [FMS School website](#) is the portal to all library materials and activities, all of the subscription databases, research guides for individual projects, summer reading lists, library activities and upcoming events. In the library, students have access to desktop and laptop computers, reading areas, printers and a photocopier, free of charge. Students can visit the library during lunch and after school with permission from the media specialist. Students may also visit the library with classroom teachers to conduct research and inquiry in collaboration with the Librarian.

III. ATTENDANCE

Attendance Policy

Regular attendance by all students in the public schools of New Jersey is a well established, long-standing policy (NJSA 18A-38: 25, 26) that has repeatedly been upheld by the courts of the state as well as by the Supreme Court of the United States. The school cannot teach students who are not present. The entire process of education requires regular continuity of instruction, classroom participation, and study in order to reach the goal of maximum educational benefits for each student.

That being the case, the Morris School District Board of Education requires all students to be regular in attendance, and as a result has established [MSD BOE Policy 5200](#) which states that students must be in attendance for a minimum of **164 days** in order to be considered to have successfully completed the academic requirements and be promoted to the next grade level. Therefore, all students are expected to be prompt and in attendance when school is in session.

Excused/Unexcused Absences

The state and the school district realize that there may be some legitimate exceptions. Therefore all days of absence are counted toward the total with the following exceptions:

1. The pupil's illness with a doctor's note (All physician or medical notes regarding absences must be submitted to the attendance office no later than three (3) days after the student's return to school).
2. Death in the immediate family.
3. School-sponsored activities.
4. Religious holidays pursuant to NJSA 18A:36-14 through 16.
5. The pupil's suspension from school.
6. The pupil's required attendance in court.
7. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.

Family vacations **are not waived from the attendance policy**. Parents are strongly urged to schedule family vacations to coincide with school vacations.

An unexcused absence of ten consecutive days or more shall result in the child being dropped from the register. The child must be re-enrolled at Lafayette Learning Center (31 Hazel Street, Morristown) before returning to the school.

Students may not participate or be a spectator at any co-curricular, athletic or social event, if absent on the day of an activity. In the case of extenuating circumstances, participation is subject to the discretion of the building administration. The decision for participation in any such event must be made in advance and not at the event in question. Students who are absent from school are not permitted on school grounds unless accompanied by a parent/guardian.

Student(s) on home instruction are not eligible to participate in any school sponsored events, sports, or activities. In the case of extenuating circumstances, participation is subject to the discretion of the building administration. The decision for participation in any such event must be made in advance and not during the event in question.

School response to unexcused absences

If a student has received 3 unexcused absences the following will occur:

- A formal letter will be sent home to family regarding the 3 unexcused absences.

If a student has received 6 unexcused absences the following will occur:

- A formal letter will be sent home to family regarding the 6 unexcused absences and notification of this meeting
- Student will meet with their school counselors to discuss the reasons of absenteeism
- School counselor contacts the family regarding this meeting of these 6 unexcused absences
- SRO may be notified to go to students residency on the 9th unexcused absence

- Attendance Secretary will attempt to notify the student's parent(s)/guardian(s) of each unexcused absence prior to the start of the following school day

If a student has received 10 unexcused absences the following will occur:

- A formal letter will be sent home to family regarding the 10 unexcused absences and notification of this meeting
 - This letter will include notification of the district Truancy Officer showing up at the student's' residency on the 11th unexcused absences
 - This letter may also include notification of if the student receives their 12th unexcused absence a referral may be made to the court program of the New Jersey Administrative Office of the Courts
- Assistant Principal contacts the family to attend a meeting regarding these unexcused absences
- Student and parent(s)/guardian(s) will meet with the Assistant Principal to discuss the reasons of absenteeism
- At this meeting the individuals will develop a collaborative action plan in consultation with the student's parent(s)/guardian(s) designed to address patterns of unexcused absences
 - **8th graders will be notified that if they accumulate a total of 12 unexcused and/or excused absences (without medical documentation they will not be allowed on the end of year 8th grade trips)**
- Attendance Secretary will attempt to notify the student's parent(s)/guardian(s) of each unexcused absence prior to the start of the following school day

If a student has received 12 unexcused absences the following will occur:

- The student may be referred to the court program of the New Jersey Administrative Office of the Courts.
- 8th graders will not be allowed on the 8th grade trip(s)

If a student has received 17 unexcused absence the following will occur:

- A formal letter will be sent home to the family regarding the 17 or more unexcused absences, notification of this meeting and determination of retention or summer program for credit recovery.
- The maximum number of days a pupil may be absent from school during the school year is **sixteen**.
- Parent(s) or legal guardian(s) of a pupil with excessive absence, but with legitimate reasons, may request additional days with appropriate documentation by writing to the Building Principal.
- The principal and or designated committee will make a determination on retention, based on the number of unexcused absences as well as making a determination of attending a summer program for credit recovery.
- At this meeting the family has the right to appeal process and a retention appeals committee reviews the student's case and makes a ruling on retention.

Tardiness to School

The MSD BOE believes that promptness is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the instructional program and may create disruptions in the academic process for themselves and other pupils. In an effort to maximize educational time and minimize disruptions, the following guidelines have been implemented at FMS:

1. Students are to be in their homerooms by 7:55.
2. Students who are not in their homeroom by the 7:55 bell will be marked as tardy to school.
3. Students who arrive late to school (after 7:55), are required to check in with the Attendance Secretary before going to homeroom.
4. Approved reasons for a student's late arrival to school include 1) observance of a state-approved religious holiday; religious instruction; a medical or dental appointment that cannot be scheduled at a time other than during the school day; the pupil's attendance in court; and a family emergency approved by the Assistant Principal or Principal.
5. An administrative referral will be generated for any student who accumulates 8 lates to school.

Tardiness Policy

For the purpose of this document and processes that it establishes we will be using the following definitions:

- Excused lateness
 - Doctors note
 - Court appearance
 - Religious Holidays
 - Death in the family

- Long-term illness or hospitalization
- School visit
- Unforeseen emergencies

The definition of an unexcused latenesses is the following: An unexcused late is defined by school policy and occurs when no written notification by a parent/guardian is provided to the school or when the reason is unacceptable as a legal cause under the District's attendance policy.

The child is required to bring in documentation when he/she comes late to school to be excused for their lateness. Our attendance secretary will identify students on a daily basis if they have reached the increments listed below. Also, a weekly report will be run to ensure that the following procedures have been followed. This information will be kept on file and serve as verification of excused lateness in the event they are needed for a lateness meeting, which is held during the following increments.

Examples of unexcused lateness:

- Staying home to take care of or visit with family members
- Missing the school bus
- Working at a job
- Sleeping too late

School response to unexcused tardies

If a student has received 4 unexcused latenesses the following will occur:

- A formal letter will be sent home to family regarding the 4 unexcused latenesses.
- Guidance Counselor holds a meeting with the student regarding these unexcused tardies.

If a student has received 8 unexcused latenesses the following will occur:

- A formal letter will be sent home to the family regarding the 8 unexcused lates.
- The Dean of Students holds a meeting with the student regarding the unexcused tardies.
- Student will receive an after school detention
- Attendance Secretary will attempt to notify the student's parent(s)/guardian(s) of each unexcused lateness prior to the start of the following school day

If a student has received 12 unexcused latenesses the following will occur:

- A formal letter will be sent home to family regarding the 12 unexcused latenesses and notification of this meeting
- Guidance Counselor and Assistant Principal contacts the family to attend a meeting regarding these unexcused latenesses
- Student and parent(s)/guardian(s) will meet with the Guidance Counselor and/or Assistant Principal to discuss the reasons of the unexcused latenesses
- At this meeting the individuals will create a collaborative action plan in consultation with the student's parent(s)/guardian(s) designed to address patterns of unexcused latenesses
- Student will receive an after school detention
- Attendance Secretary will attempt to notify the student's parent(s)/guardian(s) of each unexcused latenesses prior to the start of the following school day

If a student has received 16 unexcused latenesses the following will occur:

- Assistant Principal contacts the family to attend a meeting regarding these unexcused latenesses
- Student and parent(s)/guardian(s) will meet with the Assistant Principal to discuss the reasons of the unexcused latenesses
- At this meeting the individuals will reevaluate the collaborative action plan in consultation with the student's parent(s)/guardian(s) designed to address patterns of unexcused latenesses
- Student will receive two after school detentions

- Attendance Secretary will attempt to notify the student's parent(s)/guardian(s) of each unexcused latenesses prior to the start of the following school day
- A formal letter will be sent home to family regarding the 16 unexcused latenesses and notification of this meeting
- The student will be referred to the house's Intervention and Referral Services Team.

If a student has received 28 unexcused latenesses the following will occur:

- The principal contacts the family to attend a meeting regarding these unexcused latenesses
- At this meeting retention and summer school will be discussed

Positive incentives of being on-time

- Marking period certificates of students never late to school
- Surprise announcements of "being caught on-time to class"
 - First period teachers would hand out Falcon tickets to each student that was on time
- Students on time for 1st semester attend reward activity
- Students on time for ¾ of year attend reward activity
- Students on time for whole year attend reward activity, year certificate and are recognized on our school website

What Can Parents Do about Truancy?

- If you are concerned about your child's school attendance, please do one or more of the following:
 - Talk to your child's Team Leader, Guidance Counselor, Assistant Principal or Social Workers as these individuals may be able to help you understand why your child is truant.
- **Ask what help is available:**
 - FMS has extra programs and services, such as tutoring or alternative settings to ensure that our students can be successful.
 - FMS has support from professionals such as school social workers, family counselors, and therapists that can offer insight, support, and/or suggest programs.
 - If your child has an IEP (Individualized Education Program) for special education, discuss the potential of having an altered school day with your child's IEP team.
 - Connect with family members, friends, and significant adults:
 - Talk to friends and family members that you trust. They might offer information or ideas that can help. Providing significant adults in your child's life, such as coaches or faith leaders, may also act as an additional support for your child to resolve this issue.
 - Watch your child's attendance:
 - Review your child's attendance records via your PowerSchool parent portal account.
 - Request your child's attendance records from your child's school and this can be done by contacting Ms. Terri Levato, our attendance secretary at teresita.levato@msdk12.net or 973-292-2200 ext 8066.
 - You can request Ms. Levato contact you immediately if your child is absent without a valid excuse.
 - Check in with your child's teachers regularly to see how your child is doing.

Non-School Vacation

These are considered **unexcused** absences. Parents who choose to remove their children from school must provide advance written notice explaining the reason and length of the trip. The teacher will only be required to provide a general listing of materials to be covered. Any missed tests or quizzes will be made up at the teacher's discretion. Please note that if you are out of school for 10 consecutive days, you will need to re-enroll your child at LLC (31 Hazel Street, Morristown NJ)

Parent/Student Responsibilities Regarding Absences

1. **Parents** should notify the school by telephone on the morning of a student's absence. The attendance office telephone number is (973) 292-2200, x 8066.
2. **Parents** will be notified if their child is absent from their class.
3. **Parents** must send a note explaining the reason for an absence upon the student's return to school.

4. **Students** must present the excusal note to the **attendance secretary** on the day of return.

Early Dismissal

Appointments should be scheduled outside school hours or on school holidays. Students who need to leave the building during the school day must bring an excuse, signed by a parent/guardian, to the **Attendance Secretary** before homeroom on the morning of the day they are to leave early. All students must be signed out of the building by the parent/guardian in the main's office. Justifiable excuses may include: medical or dental appointments that cannot be scheduled anytime other than during the school day, medical disability, and family emergency or court appearance.

Late to Class

Students have **three minutes** to transition between their classes. Lateness is defined as arriving after the period has begun. Lateness creates a disruption to the learning process. Excessive lateness will result in disciplinary action. For every 3 unexcused lateness to class an administrative referral will be generated and an after school detention will be assigned.

IV. STUDENT CODE OF CONDUCT

Dear Morris School District Community,

The Morris School District is committed to ensuring that all our schools are predictable, consistent, safe, and supportive spaces for each student, each day. Our enduring aspiration is that each child will feel a sense of belonging to each school community through strong connections to his or her classmates, teachers, ideas, and the future. It is this commitment and aspiration upon which a revised code of conduct has been built.

Throughout the redesign process we remained committed to a transparent and authentic dialogue in which the input and feedback of parents, students, administrators, and community members were welcome and critical components.

This new Code of Conduct outlines the rights and responsibilities of all members of the school community and brings greater clarity to our expectations for student behavior, accountability and citizenship. Additionally, the new Code provides specific information regarding supportive interventions and promotes positive social behaviors throughout our school community. It is a co-constructed platform that will be reviewed and revised each year based on the continued input of all our stakeholders.

The Morris School District believes that a healthy community – anchored in respect and trust – is the surest path to success for all our students. To this end, we will continue to aim for the highest quality dialogue as we work together to ensure a school environment that will enable all students to reach their full potential.

Rights of Students

Each student has the right ...

- To receive an education that will prepare him/her for a purposeful and meaningful life.
- To attend a Morris School District school and to receive a free and appropriate public education as delineated by law, provided the student and the student's legal parent or legal guardian resides within the Morris School District boundaries.
- To learn in an academic environment that is safe, orderly, and purposeful as well as one where each student has equal access to the highest quality human relationships, curriculum and instruction, resources, support and mentoring.
- To fully belong to the school community. To be included and to take part in all school activities on an equal basis regardless of race, ethnicity, color, creed, religion, religious practices, sexual orientation, gender/gender identity, national origin, immigration status, political affiliation, age, marital status, or disability.
- To be treated with dignity, courtesy, fairness, and respect by all students and all school faculty, staff and administrators at all times whether in school or on digital platforms.
- To be protected from intimidation, harassment, microaggression, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, immigration status, or disability, by employees or students on school property or at a school sponsored event, function, or in digital platforms.
- To be afforded due process by:

- o being provided with the Code of Conduct and rules and regulations of the school district. Schools shall ensure that all students and school staff are made aware of and have access to detailed information about school rules, policies, and procedures and state and local laws.
- o being informed of what is appropriate behavior and what behaviors may result in disciplinary actions;
- o being counseled and coached by members of the professional staff in matters related to the student's behavior as it affects her/his education and well-being in the school;
- o being provided an opportunity to be heard in disciplinary hearings for alleged violations of the Code of Conduct for which s/he may be suspended or removed from class;
- o being informed of the procedures for appealing the actions and decisions of school officials with respect to his/her rights and responsibilities as set forth in this document;
- o being accompanied by a parent and/or representative at conferences and hearings;
- o being instructed and educated by members of the professional staff in matters related to the student's behavior including exhibiting intimidation, harassment, microaggression, discrimination, or violence based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, immigration status, or disability how it affects the well-being of their classmates.

Responsibilities of Students

Each student will...

- Contribute to building a healthy community.
- Arrive to school on time and ready to learn, dressed appropriately, and prepared to engage in a rigorous academic learning environment
- Interact with other students and faculty in a positive, respectful and courteous manner.
- Use language that reflects the dignity of our institution and speak in a considerate manner with a polite tone.
- Cultivate an open mind and positive attitude each day by active listening; seeking to understand differences; cooperating with others; interacting with civility; and treating each student and educator with dignity and kindness.
- Care for school property and the property of others and develop practices and habits promoting a sustainable environment.
- Work with others to build a school community free from violence, intimidation, bullying, harassment, microaggression, and discrimination.
- Work to the best of one's ability in all academic and extracurricular pursuits and strive toward the highest personal level of achievement.
- Partner with others to take care of each member of the school community.
- Conduct himself/herself as representatives of the District when participating in or attending school functions and to hold himself/herself to the highest standards of conduct, demeanor, and sportsmanship.
- Communicate with facts through evidence-based conversations.
- Become familiar with and abide by all district policies, rules, and regulations dealing with student conduct.

Rights of Parents

Each parent or legal guardian has the right...

- To be actively involved in their child's education.
- To receive a reply to an inquiry from a school faculty member or administrator within twenty-four hours (of a work week).
- To belong fully to the whole school community. To be included and to take part in all school community activities on an equal basis regardless of race, ethnicity, color, creed, religion, religious practices, sexual orientation, gender/gender identity, national origin, immigration status, political affiliation, age, marital status, or disability.
- To be treated with dignity, courtesy, fairness, and respect by all school faculty, staff and administrators as well as students and adults on school property or on digital platforms.
- To be protected from intimidation, harassment, microaggression, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees, parents, adults or students on school property or at a school sponsored event, function or activity.
- To receive information about the policies and procedures that relate to their child's education.
- To receive regular reports - written, oral, or accessible on digital platforms - from school staff regarding their child's academic progress or behavior, including but not limited to report cards, behavior progress reports and conferences.

- To receive information and prompt notification of inappropriate or disruptive behaviors by their child and any disciplinary actions taken by principals or school staff.
- To receive information about due process procedures for disciplinary matters concerning their child, including information on conferences and appeals.
- To receive information from school staff about ways to improve their child's academic or behavioral progress, including but not limited to counseling, tutoring, after school programs, academic programs, and mental health services within the Morris School District and the community.
- To receive information about services for students with disabilities and English language learners, when applicable.
- To receive communication in their native language and/or through provided translators when applicable.
- To receive notification from the principal, principal's designee, and/or their child's teacher(s) in the event that their child engages in inappropriate or unacceptable behaviors at school.
- To file a complaint when there has been a violation or misapplication of a written provision of school policy.
- To be communicated with facts through an evidence-based conversation.

Responsibilities of Parents

Each parent or guardian has a responsibility ...

- To contribute to building a healthy community.
- To participate and to assist in the development of a strategic partnership between the school and the parents in the education of their child; to understand this partnership is a joint responsibility.
- To assure their child will arrive to school on time and will meet the district's attendance requirements.
- To give their child the safest and most supportive living environment that they can provide so that students are emotionally and physically prepared to engage in a rigorous academic learning environment.
- To make sure their child is dressed appropriately, reflecting the purpose and intention of an academic learning environment.
- To model and promote the use of language that reflects the dignity of our shared institution and community, including speaking in a considerate tone and with politeness and kindness.
- To commit to the district's ethos of building a healthy community through active listening; seeking to understand differences; cooperating with others; interacting with civility; and treating each person in the school community with dignity and kindness.
- To model and convey to their child a supportive attitude toward education and its importance to living a purposeful and meaningful life.
- To inform school officials of changes in the home situation that may affect student conduct or performance.
- To conduct themselves with civility in all interactions with faculty, administrators, staff, other parents and guardians.
- To provide updated contact information to the Morris School District Registration Office and their child's individual school.
- To partner with principals and school staff to address any academic or behavioral problems their child may experience.
- To be respectful and courteous to staff, other parents/guardians and students while on school premises or in other forms of communication such as emails or phone calls.
- To teach their child that all children have the right to attend school and be treated with respect and to treat others with the same dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, immigration status, gender/gender identity, or sex.
- To communicate factually through evidence-based conversations.

Rights of Faculty, Staff, and Administrators

School personnel have a right ...

- To fully belong to the school community. To take part in all school activities on an equal basis regardless of race, ethnicity, color, creed, religion, religious practices, sexual orientation, gender/gender identity, national origin, political affiliation, immigration status, age, marital status, or disability.
- To be treated, at all times, with dignity, courtesy, fairness, and respect by students, parents/guardians and all school faculty, staff and administrators.
- To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, immigration status, or disability, by parents, employees or students on school property or at a school sponsored event, function or activity.
- To work in a professional environment that is safe, orderly, purposeful and healthy.

- To communicate concerns, suggestions and complaints through a variety of platforms including TEAM (Association), School Improvement Committees, and/or directly to the Morris School District Central Office as per the negotiated contractual agreement.
- To receive meaningful professional development relative to school climate, safety and security, school policies, student wellness issues, and other themes that contribute to overall school environment, culture, and relationships, including a relevant, engaging, standards-based curriculum.
- To be communicated with factually through evidence-based conversations.

Responsibilities of Faculty, Staff, and Administrators

School personnel have a responsibility ...

- To contribute to a healthy community.
- Work with others to build a school community free from violence, intimidation, bullying, harassment, microaggression, and discrimination.
- To promote a positive school climate and culture that provides students with a supportive environment in which to grow academically, emotionally and socially.
- To take a proactive role in nurturing students' social behavior by providing them with a range of positive behavioral supports as well as meaningful opportunities for social/emotional learning.
- To ensure that appropriate outreach, intervention and support are provided for students who exhibit attendance problems that may manifest themselves as truancy or patterns of unexcused absence or educational neglect.
- To be respectful, kind, and courteous to students, parents and guardians, and colleagues, serving as exemplary role models for students at all times.
- To be knowledgeable about the policies of the Board of Education and administrative regulations and rules, and enforce them fairly and consistently.
- To communicate policies, expectations and concerns.
- To respond to complaints or concerns from students and parents or guardians within twenty-four hours.
- To refer students and/or their parents to the appropriate committees, departments, offices, divisions, agencies or organizations when outside support is necessary.
- To inform parents and guardians of student academic progress and behavior and to provide regular communication in a language they understand when applicable.
- To participate in required professional development opportunities.
- To maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, immigration status, gender/gender identity, or sex.
- To handle appropriately issues of discrimination and harassment in any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function and report to the building administrator any incidents of discrimination and harassment that are witnessed or otherwise brought to the attention of the teacher, school counselor, student support services personnel, or other staff.
- To reflect upon any actual or potential personal biases that may prevent equal treatment of all students in the school or classroom setting.
- To recognize and eliminate disproportionality in the discipline of different students, and administer disciplinary rules consistently, fairly, and equitably.
- To involve families, students, staff members, and the community in the process of fostering positive behavior and student engagement.
- To ensure clear, developmentally and age-appropriate, and proportional consequences are applied to misbehavior in a way that supports personal growth and learning opportunities for all students.
- To include appropriate procedures for students with disabilities and due process for all, consistent with federal and state requirements.

Morris School District Code of Conduct (Grades 6-12)

Levels of Behavior Concerns, Violations, and Responses

LEVEL 1 Behaviors

Classroom Infractions: Behaviors that involve a minor classroom infraction, the student has had no prior incidents, and/or interventions have not been put in place. **Teacher aims to prevent minor discipline problems from becoming a major disciplinary incident.**

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| <ul style="list-style-type: none"> • Classroom distractions • Use of cell phones/electronics | <ul style="list-style-type: none"> • Student non-compliance with directions, rules, requests • Tardies to class | <ul style="list-style-type: none"> • Misuse of MSD Technology | <ul style="list-style-type: none"> • Hallway misconduct • Leaving class w/out permission |
|--|---|--|--|

LEVEL 1 Interventions and Possible Teacher Responses

Classroom Interventions and Responses: These interventions aim to interrupt unsuccessful behaviors and teach students skills so they can learn and demonstrate safe and respectful behavior. Teachers are encouraged to try a variety of teaching and classroom management strategies. Teachers are expected to collaborate effectively and report concerns to the Dean of Students.

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|--|--|---|--|
| <ul style="list-style-type: none"> • Positive directives that state expectations • Increase teacher proximity • Use of Restorative questions • Daily progress sheets on behavior • Other evidence based student specific strategies | <ul style="list-style-type: none"> • Positive and specific feedback • Verbal prompt, redirection and/or correction • Restorative conference • Create a classroom check-in plan • Restitution/Restoration strategies | <ul style="list-style-type: none"> • Re-teaching and rehearsal of skills or procedure • Reminders and redirection • Develop relationships with families • Reflection activity | <ul style="list-style-type: none"> • Increased opportunity to respond during instruction • Student/Teacher conference • Family conference • Reset Pass |
|--|--|---|--|

LEVEL 2 Behaviors

Infractions:

| | | | |
|--|--|---|--|
| <ul style="list-style-type: none"> • Unmodified Level 1 classroom behaviors • Cutting class • Minor bus infractions | <ul style="list-style-type: none"> • Physical aggression (pushing, shoving) • Excessive tardies to class | <ul style="list-style-type: none"> • Plagiarism/cheating • Misuse of MSD Technology | <ul style="list-style-type: none"> • Hallway misconduct • Leaving class w/out permission |
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LEVEL 2 Interventions and Possible Responses

Classroom Interventions and Responses: These interventions can build on or replace existing interventions and supports put in place by the the teacher during Level 1.

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| <ul style="list-style-type: none"> • Positive directives that state expectations • Increase teacher proximity • Use of Restorative questions • Daily progress sheets on behavior • Other evidence based student specific strategies | <ul style="list-style-type: none"> • Positive and specific feedback • Verbal prompt, redirection and/or correction • Restorative conference • Create a classroom check-in plan • Restitution/Restoration strategies • Reflection activity | <ul style="list-style-type: none"> • Re-teaching and rehearsal of skills or procedure • Reminders and redirection • Develop relationships with families • Collaborate with family • Collaborate with School Counselor/Team Leader | <ul style="list-style-type: none"> • Increased opportunity to respond during instruction • Student/Teacher conference • Family conference • Reset Pass |
|--|---|--|--|

Administrative Level and Student Support Team Interventions and Consequences: These interventions can involve support staff or administrative staff when needed and are designed to correct behavior by addressing the seriousness of the behavior while keeping the student in school.

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| <ul style="list-style-type: none"> • Reflection activity • Check-In with school staff • Family conference with teacher, | <ul style="list-style-type: none"> • Service to the school community • Restitution plan • Small group counseling | <ul style="list-style-type: none"> • Administrative and/or support team conference • Individual behavior plan | <ul style="list-style-type: none"> • Lunch detention • Administrative detention • Referral to school-based health |
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|----------------------------|----------------------|-------------|----------------------------|
| counselor, and Dean or AP. | • Conflict mediation | • Mentoring | or mental health providers |
|----------------------------|----------------------|-------------|----------------------------|

LEVEL 3 Behaviors

Infractions: May be appropriate given the seriousness of the offense and impact on the school community, and/or when documented interventions and supports have been put in place but the behavior is escalating.

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|--|---|--|--|
| <ul style="list-style-type: none"> Using or possessing controlled substances, alcohol, tobacco Vaping Attack on a student | <ul style="list-style-type: none"> Damage to property over \$500 Fighting | <ul style="list-style-type: none"> Verbal threat against staff Theft | <ul style="list-style-type: none"> Unmodified Level 2 behaviors with documented interventions |
|--|---|--|--|

LEVEL 3 Interventions and Possible Teacher Responses

Classroom Interventions and Responses: These interventions aim to interrupt unsuccessful behaviors and teach skills so students can learn and demonstrate safe and respectful behavior. Teachers are encouraged to try a variety of teaching and classroom management strategies. Teachers are expected to collaborate effectively and report concerns to support staff.

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|--|--|---|---|
| <ul style="list-style-type: none"> Daily progress sheets on behavior Reminders and redirection | <ul style="list-style-type: none"> Restitution/Restoration strategies Re-teaching and rehearsal of skills or procedure | <ul style="list-style-type: none"> Develop relationships with families Reflection activity Family conference | <ul style="list-style-type: none"> Increased opportunity to respond during instruction Reset Pass |
|--|--|---|---|

Administrative Level and Student Support Team Interventions and Consequences: These interventions and responses may include removing the student from the classroom or school environment because of the seriousness of the demonstrated behavior. The duration of the removal from the learning environment is to be limited as much as possible while still adequately addressing the seriousness of the behavior.

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|---|--|--|---|
| <ul style="list-style-type: none"> Mediated Conflict Resolution Conference Referral to School-based (TeenPride) or Community-based health or mental health providers. Administrative and/or Support Team conference. | <ul style="list-style-type: none"> Mentoring/coaching Small group counseling Family/Guardian/Student/School Team conference | <ul style="list-style-type: none"> Referral to student support team for behavior evaluation Restitution plan | <ul style="list-style-type: none"> In-School Suspension up to 3 days (FMS), Family/Guardian notification of due process rights Up to 5 day Out-Of-School suspension Up to 5-day suspension from transportation Saturday Detention (MHS) |
|---|--|--|---|

LEVEL 4 Behaviors

Infractions: May be appropriate when behavior presents an imminent threat of serious harm to the school community, or when the student's behavior seriously affects the safety of others in the school and/ or educational process

LEVEL 4 Interventions and Possible Responses

Administrative Level and Student Support Team Interventions and Consequences: These interventions and responses may include removing the student from the classroom or school environment because of the seriousness of the demonstrated behavior. The duration of the removal

from the learning environment is to be limited as much as possible while still adequately addressing the seriousness of the behavior.

| | | | |
|---|---|---|--|
| <ul style="list-style-type: none"> Family/Guardian notification of due process rights and informal conference with principal and student Referral to School-based (TeenPride) or Community-based health or mental health providers. Administrative and/or Support Team conference. | <ul style="list-style-type: none"> Develop Functional Behavioral Assessment and Behavior Intervention Plan Individualized case management for students with 504 plans or IEPs | <ul style="list-style-type: none"> 5 days or more of Out-Of-School suspension Request for District hearing to request long-term suspension/ alternative placement Develop, implement and monitor Transition Plan | <ul style="list-style-type: none"> Long-term suspension from transportation Comprehensive student success plan meeting |
|---|---|---|--|

KEY: USE LOWEST LEVEL RESPONSE FIRST

| Level 1 <i>Classroom Infractions</i> | Level 2 <i>Intensive Support and Administrative Response</i> | Level 3 <i>Short-term suspension</i> | Level 4 <i>Request for long term or permanent suspension</i> |
|---|---|--|---|
| Is behavior that involves a minor classroom infraction, the student has had no prior incidents, and/or interventions have not been put in place. Teacher aims to prevent minor discipline problem from becoming a major disciplinary incident. | May be appropriate when interventions and supports have been put in place in the classroom to address the behavior, but the behavior has become persistent and has continued to negatively influence the learning of the student and others. | May be appropriate given the seriousness of the offense and impact on the school community, and/or when documented interventions and supports have been put in place but the behavior is escalating. | May be appropriate when behavior presents an imminent threat of serious harm to the school community, or when the student's behavior seriously affects the safety of others in the school and/or educational process. |
| At a minimum, teacher responses must include: <ul style="list-style-type: none"> Teacher-student conference Teacher-parent phone conference One or more interventions listed on page 28 | At a minimum, responses must include: <ul style="list-style-type: none"> Teacher-counselor-administrator-parent-student conference Individual student behavior plan | | |

| Behavior Violation | Level 1 | Level 2 | Level 3 | Level 4 | S R O | Notes |
|--|---------|---------|---------|---------|-------------|---|
| Absences | | | | | | |
| Cutting class | | X | | | | |
| Excessive absences | | | | | | See Attendance Policy (page 20) |
| Academic Dishonesty | | | | | | |
| Plagiarism, copying another's work, cheating or altering records | | X | X | | | See Academic Integrity section of Student Handbook (page 37) |
| Alcohol | | | | | | |
| Under the influence | | X | X | | X | *School staff required to refer student suspected to be under the influence to nurse and administration *Initiate District Policy 5530 and Procedure for Testing |
| Using or possessing | | | X | X | X | |
| Distributing or selling | | | X | X | X | |
| Arson | | | | | | |

| | | | | | | |
|--|---|---|---|---|------------------------------------|---|
| Starting a fire, destruction of property as a result of starting a fire | | | | X | X | |
| Attack on Student | | | | | | |
| Hitting, kicking, or punching a student without warning or provocation. | | | X | X | X | |
| Bomb Threat | | | | | | |
| Making threats or providing false information about the presence of explosive materials or devices on school property. | | | X | X | X | |
| Bullying - Verbal, Physical or Electronic | | | | | Follow HIB investigation protocols | |
| Bus Infraction | | | | | | |
| Minor disruptions on the bus (i.e. eating, drinking, being too loud, standing) | | X | | | | |
| Serious disruptions on the bus | | X | X | X | X | |
| Classroom Distraction | | | | | | |
| Does not work silently or independently without bothering others | X | X | | | | |
| Throws objects without physical harm to others | X | X | | | | |
| Talking out in class or talking out of turn | X | X | | | | |
| Makes excessive, distracting, or disruptive movements or noises | X | X | | | | |
| Other behavior that distracts from student learning | X | X | | | | |
| Damage to Personal or School Property | | | | | | |
| Damage to another person's or school property less than \$500 | | X | X | | X | Restitution for all damaged property is required. |
| Damage to another person's or school property greater than \$500 | | | X | X | X | |
| Disrespectful Behavior Against School Personnel | | | | | | |
| Name-calling, insults, making inappropriate gestures, symbols, or comments, or using profane or offensive language | | X | X | | | |
| Misleading or giving false information to school staff | | X | X | | | |
| Disrespectful Behavior Against Students | | | | | | |
| Name-calling, insults, making inappropriate gestures, symbols, or comments, or using profane or offensive language | | X | X | | | |

| Drugs | | | | | | |
|---|---|---|---|---|---|---|
| Under the influence | | X | X | | X | *School staff required to refer student suspected to be under the influence to nurse and administration *Initiate District Policy 5530 and Procedure for Testing |
| Using or possessing | | | X | X | X | |
| Distributing or selling | | | X | X | X | |
| Misuse of Social Media and/or Electronic Devices | | | | | | |
| Use of cell phones, handheld mobile devices, electronic game devices, and other similar items | X | X | | | | Possession and/or transmission of child pornography is subject to prosecution and will be reported to the police |
| Use of social media and/or electronic devices that lead to the threat of harm to another person | | X | X | | | Follow HIB investigation protocols. |
| Recording and/or publishing a fight | | X | X | | | |
| Use of social media and/or electronic devices for which it is determined that such use directly causes physical or emotional harm to another person | | | X | X | X | |
| Extortion | | | | | | |
| Obtaining money or property from another student through coercion, intimidation, or threat of physical harm | | | X | X | X | |
| False Activation of Fire Alarm | | | | | | |
| Intentional false activation of fire alarm | | | X | X | X | |
| Fighting | | | | | | |
| Physical aggression (pushing or shoving) with another student | | X | X | | | |
| Minor fighting | | | X | X | | |
| Fighting with serious injury and/or premeditation | | | X | X | X | |
| Gambling | | | | | | |
| Requires the use of money or exchangeable goods. | X | X | | | | |
| Hallway Misbehavior | | | | | | |
| Running, making excessive noise, loitering, or persistent hall-walking | X | X | | | | |
| Harassment Based on Race, Ethnicity, Gender, Sexual Orientation, Disability or Religion, Including Cyber-harassment, Against Members of the School Community | | | | | | Follow HIB investigation protocols |
| Inciting or Participating in a Disturbance | | | | | | |
| Causing a large disruption to the atmosphere of order and discipline in the school that is necessary for effective | | X | X | X | X | A large disruption is defined as a disruption which causes the principal to initiate "stay in place" emergency procedures, prevents large numbers of students from moving through the |

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|---|---|---|---|---|---|--|
| learning, outside of general classroom disruption (such as a riot or walkout) | | | | | | halls, disrupts the educational process for large numbers of students across the school, or poses a serious and grave threat to the safety of large numbers of students. |
| Using an electronic device to bring others to initiate or engage in a disturbance | | X | X | X | X | |
| Leaving Classroom Without Permission | | | | | | |
| Leaving classroom without permission | X | X | | | | |
| Leaving School Without Permission | | | | | | |
| Leaving School Without Permission | | X | | | | |
| Non-Compliance | | | | | | |
| Confrontational and/or argumentative | X | X | | | | Nonviolent/non-physical |
| Failure to comply with school rules, regulations, policies, or procedures | X | X | | | | |
| Failure to follow directions | X | X | | | | |
| Failure to respond to school staff directives, questions, or requests | X | X | | | | |
| Physical Contact with School Personnel | | | | | | |
| Unintentional physical contact with school personnel | X | X | | | | |
| Unintentional striking a staff member who is intervening in a fight or other aggressive behavior | | X | X | | | |
| Intentional physical contact with school personnel | | | X | X | X | |
| Offensive touching, poking, pushing, shoving or physical intimidation | | | X | X | X | |
| Robbery | | | | | | |
| Taking money or property from another by force | | | X | X | X | |
| Sexual Assault or Offense | | | | | | |
| Forced sexual act | | | | X | X | |
| Sexually-Based Infraction | | | | | | |
| Sexual harassment* (e.g. unwelcome sexual advances; request for sexual favors; other inappropriate verbal, written, or physical conduct of a sexual nature) | | | X | X | X | Follow HIB investigation protocols |
| Sexual activity or sexual misconduct (e.g. indecent exposure, engaging in sexual activity, etc.) | | | X | X | X | |
| Tardiness | | | | | | |
| Excessive tardiness to class or school | X | X | | | | See Code of Conduct for Tardiness |

| Technology Acceptable Use Policy Violation | | | | | | |
|--|---|----|---|---|---|---|
| Violation of the MSD Technology Acceptable Use Policy | X | X* | | | | See MSD Technology Acceptable Use Policy (MSD AUP). *Continued infractions may result in loss of device per the MSD AUP. |
| Theft | | | | | | |
| Under \$500 | | X | X | | X | Restitution for stolen property is required |
| Over \$500 | | | X | X | X | |
| Threat Against School Personnel, Written or Verbal | | | | | | |
| Verbal or written threat against school personnel | | | X | X | X | |
| Threat Against Other Students, Written or Verbal | | | | | | |
| Verbal or written threat against other students | | | X | X | X | |
| Tobacco or Vaping | | | | | | |
| Using or possessing tobacco or vaping products | | | X | | | |
| Distributing or selling tobacco or vaping products | | | X | | | |
| Weapons, Firearms, Explosives | | | | | | |
| Firearms (possession of a firearm as defined by 18 USC 921 of the federal code; e.g. handguns, rifles, shotguns, and bombs) | | | | X | X | |
| Other guns (possession of any gun of any kind, loaded or unloaded, operable or inoperable including BB guns and pellet guns, etc.) | | | | X | X | |
| Possession of instruments or objects that could be used as weapons | | | X | X | X | |
| Possession of instruments or objects with intent to use as a weapon | | | X | X | X | |
| Possession of instruments or objects used as weapons with intent to cause injury | | | | X | X | |
| Explosives (possession, sale, distribution, detonation, or threat of detonation of an incendiary or explosive material or device including firecrackers, smoke bombs, flares, or any combustible or explosive substances or combination of substances or articles, other than a firearm) | | | X | X | X | |

Administrators, or designee, may use his/ her discretion when dealing with students with multiple offenses.

The Code of Conduct may also be found on the school and district website: [6-12 District Code of Conduct](#)

Harassment, Intimidation, Bullying - HIB

The Morris School District Board of Education prohibits acts of harassment, intimidation, or bullying against pupils ([5512.01](#)). Harassment, intimidation, or bullying means any gesture, 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 by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided by Section 16 of the Anti-Bullying Rights Act which substantially disrupts or interferes with the orderly operation of the school or rights of other students.

Health and Safety Expectations

***Failure to adhere to these guidelines while at school will result in administrative consequences including the potential loss of at-school privileges:**

- Behavior (especially as it relates to the health and safety of others) - Be your best self with regard to interacting with others and respecting their need to be safe and healthy.
- Personal Hygiene - Keep yourself, clothing, belongings, personal spaces and shared common spaces clean and disinfected to the greatest extent possible. This includes washing hands often and/or using hand sanitizer.

Cell Phones & Smart Watches

The Morris School District and Morristown High School are not responsible for lost, stolen, or damaged cell phones. Students carry cell phones/electronic devices at their own risk.

Students are not permitted to use cell phones or send/receive text messages during the school day. Students are expected to **turn off their cell phones and place them in their locker** from 7:55 - 2:18. If necessary, students may request a pass from their teacher to use the main office phone to call home during the school day. The only reason a cell phone may be permitted during school hours, is if the teacher has allowed it in the classroom for educational purposes.

Consequences for unauthorized use:

Unauthorized use texting/calling:

- 1st Offense: Phone is confiscated and returned to the student at the end of the school day.
- 2nd Offense: Phone is confiscated and parent/ guardian will be contacted to pick up the phone.
- 3rd Offense: Phone is confiscated and parent/guardian will be contacted to pick up the phone; and lunch detentions will be assigned.
- 4th Offense: Phone is confiscated and parent/ guardian will be contacted to pick up the phone; and an after school detention will be assigned.

Chromebooks

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned device. This requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action.

Security Reminders

- Do not share logins or passwords (Exception: students should share passwords with parents/guardians)
- Follow internet safety guidelines

Students are prohibited from:

- Defacing FMS-issued equipment in any way. This includes, but not limited to, marking or drawing on any surface of the devices.
- If such action occurs it will be viewed as intentional damage, and the student will be billed the cost of the repair or replacement.

General Precautions/Caring For the Device

- The Chromebook is school property and all users will follow this policy and the Morris School District acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Morris School District.
- Chromebooks must never be left in an unlocked locker, unlocked car, any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.

- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
- Damaged devices or devices failing to operate properly must be given to the Technology Specialist for evaluation and/or repair.
- Only labels, decals, stickers approved by FMS may be applied to the device.
- In case of theft, an official police report will be required.

Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc as it will eventually break the screen.
- Use the district issued carrying case with the strap to prevent screen damage.

Carrying Your Device

- Chromebooks should always be within the protective case when carried.
- Students should use the strap that comes with the carrying case to assist with protecting the device.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.
- Chromebooks must remain in a protective case when not in use to prevent unintended damage.
- Students are allowed to use his/her own carrying case, but it should be approved for use by administration or technology support staff to ensure that it has proper padding etc. to protect the school issued device.

Charging Your Chromebook's Battery

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- In cases where the use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.
- Chargers should be kept in the district issued Chromebook Case.
- Labels on chargers that indicate student names should NOT be removed.

Photo Library/Screensavers/Background photos

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of a teacher.
- Internet games are not allowed on the Chromebooks. If game apps are installed, it will be by the direction of Frelinghuysen Middle School staff only.
- All software/Apps must be district provided or requested in writing for school approval. Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.

Student Email

All FMS students are issued an email account. Morris School District email allows students to safely and effectively communicate and collaborate with teachers and classmates, giving them an authentic purpose for writing.

- The primary purpose of the student electronic mail system is for students to communicate with school staff and fellow students to collaborate on school activities.
- Students are only permitted to use district issued email. Students will refrain from using personal email accounts.
- Students are responsible for good behavior while using school email (at school and at home), just as they are in a classroom or a school hallway.
- Students are responsible for messages sent from their accounts.

- Students should not give out personal information over email, including telephone numbers, home addresses or passwords.
- Students will not use email as a chat or instant message tool at any time. Email is for school purposes only.
- Students will not use email to bully, harass, or threaten other students or individuals.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors to a teacher or guidance counselor.
- Students will not use email to send chain letters, viruses, hoaxes or forward social or non-school related email to other students or staff.
- School email should only be used to sign up for school related accounts and other collaborative Internet tools.
- Student email is provided by the district and is district property. Morris School District reserves the right to archive, monitor and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent or received on the District's email system.

Chromebook Incidents

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact **administration immediately**.
- Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however any accidental or intentional damage to the device will incur a cost.
- Fines will be imposed in accordance with the below chart or as the circumstances may warrant in the discretion of the Morris School District and its administrators.
- After **two incidents** of accidental damage, the student may lose some privilege of being in the Chromebook 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case-by-case basis.

A complete description of our Chromebook Program, including policy and procedures can be found here: [FMS Chromebook 1:1 Program: Policy, Procedures, and Information](#).

Drug, Alcohol Use/Possession

The Board of Education prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, including on school buses or at school-sponsored functions according to law. Such use, possession and/or distribution is a violation of the Code of Student Conduct and will result in discipline.

As set forth in [Board of Education Policy 5530](#), any educational staff member or other professional to whom it appears/suspects that a student may be currently under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the principal or his designee, who shall immediately notify the parent and the chief school administrator or his designee and arrange for an immediate medical examination of the student by a physician for the purposes of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs.

The chief school administrator or his designee shall disclose to law enforcement authorities the identity of any student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

For more information about the procedures involved with drug and alcohol use and possession, please review [Board of Education Policy/Regulation 5530](#), which is available on the District's website.

Any student or parent who would like information about substance abuse intervention, prevention and/or treatment referral programs, should contact our Student Assistance Coordinator, Antonietta Alberto at 973-292-2200 extension 8051.

Tobacco/Nicotine/Vape Use

The Board of Education recognizes the usage of tobacco and nicotine products present a health hazard that can have serious implications for both the smoker and nonsmoker and that smoking habits developed by the young may have lifelong harmful consequences. The Board of Education prohibits the use of **tobacco products, electronic cigarettes, smokeless tobacco, vapor cigarettes, and nicotine gum/lozenges** by pupils at any time in school buildings and on any school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board. Violations of these rules and guidelines will result in disciplinary action as indicated in our student Code of Conduct.

V. SCHOOL OPERATION

Transportation

The school provides **bus transportation** for all students to and from school. Students are expected to conduct themselves on the buses just as they would in school.

Bus Conduct

Students are expected to:

- be respectful of the driver and bus aide.
- be at their designated bus stop ten minutes before pick-up time in the morning.
- board their assigned bus quickly and in an orderly manner.
- wear their seatbelts.
- remain seated in their assigned seat during the entire ride.
- keep the aisles clear.
- refrain from excessive noise and use of inappropriate language.
- refrain from eating or drinking on the bus, with the exception of water.

Students not in compliance may lose their privilege of bus transportation. [MSD Board Policy 8600.1 - PUPIL BUS CONDUCT](#) establishes that students will be suspended from the bus if they have three bus infractions and lose bus privileges entirely if they receive four or more infractions.

Due to the fact that many buses are at the legal capacity allowed by law, students must ride home on the bus that has been assigned to them by the Transportation Coordinator. **Under No Circumstances** can the school permit a student to ride on another bus. Any requests for a change of bus must be directed to the Transportation Department at 973-292-2066.

Dismissal

- At 2:18 pm, students will go to their lockers, and then report either to the buses or to their supervised after-school activity.
- Buses will be dismissed promptly at 2:23.
- Students may only remain in school beyond 2:23 if they are participating in a supervised after-school activity.

Activity Buses and Late Runs

- Activity buses are provided for students enrolled in after-school activities at 4:00 pm.
- Buses are also provided for student athletes involved in games at approximately 5:30 pm.
- These routes are not as extensive as the regular bus routes and students may have to walk longer distances from the bus stop to their homes. Activity bus routes will be posted in the lobby. If students have difficulty locating their bus, a duty person will assist them.
- Parents of students who are picking up their child at the conclusion of after school activities must arrive by 4:00. There will not be any supervision after 4:15. If there is an extenuating circumstance where you will be late to pick up your child, you must call the main office at 973-292-2200 x 8050 to notify FMS administration. If parents are consistently late, student(s) may be removed from the after school activity.

FMS Athletics and Athletics Registration

Two-Part Process:

1. **Online Registration:** <https://frelinghuysenms-ar.schooltoday.com/>
2. **Submission of Medical forms** to the nurse's office (forms can be found on link above).

Physical Exams for Athletics: A physical exam must be within the past 365 days and on file in the nurse's office at FMS. The required medical forms for participation must be submitted in **hard copy only**. This includes the New Jersey Department of Education Forms and/or the Health History Update Questionnaire and Opioid form. The Health History Update Form and Opioid forms are the only medical forms required if your child's physical is current and on file with the school nurse. The medical forms are available on our website: <https://frelinghuysenms-ar.schooltoday.com/>

Athletics/Extra-curricular Activities

Students must be in good academic and behavioral standing to participate in any clubs/activities/sports. Eligibility for all extra curricular activities is determined by several criteria that are reviewed at the beginning of each marking period.

- Any student failing two or more of their core content classes at the end of the marking period (Mathematics, Language Arts, Science and/or Social Studies) will be put on a two week probation. If the end of the marking period does not coincide with the current season, the two week probation period will start at the beginning of the next season.
- Any student receiving an ISS (in-school suspension) or an OSS (out of school suspension) will be put on a two week probation.
 - Any student with multiple suspensions (ISS or OSS) will be considered ineligible for that season's sport and/or club.
- Any student receiving 3 referrals will be put on a two week probation.
 - Any student receiving 4 referrals will be considered ineligible for that season's sport and/or club.

Students must remain with their coach/advisors throughout the activity. Coaches/Advisors will escort students to their buses and remain with them until all have boarded or are picked up by their parents. Students should never remain in an area unsupervised.

Students may not participate or be a spectator at any co-curricular, athletic or social event, if absent on the day of an activity. In the case of extenuating circumstances, participation is subject to the discretion of the building administration. The decision for participation in any such event must be made in advance and not at the event in question. Students who are absent from school are not permitted on school grounds unless accompanied by a parent/guardian.

Cafeteria

- Student behavior is used to determine choice or assigned seating.
- Students are expected to thoroughly clean their area at the conclusion of the lunch period.
- Students must follow directions and requests given by all staff.
- All food and beverages must be consumed in the cafeteria and may **not** be taken into the halls or classrooms. This includes chips and candy.
- All families should make themselves aware of the district policy regarding outstanding balances incurred in the cafeteria. [Board Policy 8550 Outstanding Food Service Charges](#) is posted on the District web site.

Conduct in the Hallways

To provide a safe, orderly environment:

- While classes are in session, students should not be in the corridors without a pass unless the student is with a teacher or with a class accompanied by a teacher.
- Students should be quiet and considerate when passing rooms while classes are in session.
- Unless a student is staying for an organized activity or has an appointment with a teacher, the student should leave the building promptly at dismissal.
- Students should not run, push or shout. All students must keep their hands, feet, and body to themselves.
- When students are permitted to use the bathroom, students are expected to return back to their class promptly.

Dress Code

Students are expected to dress in a manner that is neat, clean and appropriate for school. Articles of clothing that are too revealing, tattered, or unkempt should not be worn. Attire that is unduly distracting is prohibited. Students must wear shoes, sandals, or boots at all times. **Head coverings of any kind (including hoodies, bandannas, and hats) are not permitted in the building during school hours, except those used for religious purposes.** Clothing must not be disruptive to the educational process or pose a hazard to the health and safety of oneself or others. Such clothing includes:

- Clothing, apparel and/or accessories which make reference to sex, drugs, alcohol, gangs, or is demeaning to gender, race, religious, or ethnic groups
- Jeans with large rips or large holes
- Any item of clothing that reveals undergarments or exposes the midriff (belly button).
- Shorts and/or pants which hang lower than the hip line.
- Hoodies, bandannas and hats
- Skirts, dresses, and shorts of an inappropriate length that ends higher than mid-thigh.
- Any item of clothing that advertises, celebrates, or promotes a message or product that runs counter to the educational purpose of a school.

The school reserves the right to ask students to change inappropriate clothing. Parents may be called to bring in additional clothing if necessary.

Consequences for inappropriate clothing:

- 1st Offense: Students are given a change of clothes.
- 2nd Offense: Parent/Guardian is contacted, student is given a change of clothes and a lunch detention.
- 3rd Offense: Parent/Guardian is contacted and the student is given a change of clothes and a week lunch detention.
- 4th Offense: Parent/Guardian is contacted and the student is given a change of clothes and an after school detention.
- 5th Offense: Parent/Guardian is contacted and student is given a change of clothes and consequences are up to the discretion of the administrator/dean.

Emergency Drills/Fire Drills

- When the alarm sounds, students must walk quickly and quietly to the exit to which they are directed.
- Students must remain quiet while attendance is being taken.
- Students who are away from their classroom when the alarm sounds must exit with the nearest group and stay with that teacher. Students may then report back to their teacher after entering the building.
- Re-entry to classrooms should be done quickly and quietly.
- Lockdown drills will be practiced periodically throughout the school year. Complete cooperation is required by all.

Elevator Use

Students needing to use the elevator must present a physician's note to the nurse. All students using the elevator will be accompanied by an assigned peer.

Electronic Surveillance in School Buildings and on School Grounds

In order to enhance a safe and secure environment, the Board authorizes electronic surveillance devices to be used on district property and on school grounds.

Lockers

Each student is assigned a school locker and combination. Students should not share their combination or their lockers. Lockers are the students' responsibility and are to be kept clean.

*In accordance with district policy ([MSD BOE Policy 5770](#)), the administration reserves the right to inspect and/or search lockers at any time. This may include the periodic use of the K-9 Unit in conjunction with the local Police Department. The student assigned to the locker will be held accountable for the contents of the locker.

Each student will be assigned a gym locker and a lock to secure their belongings during physical education classes. Care should be taken to ensure that lockers are closed and locked at all times. It is strongly recommended that students never bring large sums of money, valuable jewelry or expensive equipment to school. The school cannot assume responsibility for the safety of such items. Students will not be allowed in the locker room unless supervised. Students are responsible for returning their locks at the end of the year or a replacement fee will be charged.

Backpacks

Due to space and safety issues, students will not be permitted to carry their backpacks during the school day. All students will place their backpacks in their locker upon arrival to school, and will carry their books to class throughout the school day. Students will be permitted to go to their lockers before homeroom, before lunch, after lunch, and at dismissal to collect their proper learning materials for their classes.

Lost and Found

Lost items such as books and clothing can be found in the main office "lost and found." Articles of value, such as glasses, watches, etc., should be turned into an administrator who will secure the item in the safe where they may be claimed upon identification. If something is lost, report this immediately to your teacher or administrator. Unclaimed articles will be disposed of at the end of the academic year. It is highly recommended for students to place their name in items of outerwear, gym clothing, lunch boxes, water bottles and other personal items for easy identification and return.

Medication

According to [District Policy 5330](#), medication includes prescriptive and over-the-counter (non-prescription) medicine. It

may only be administered in school by the school physician, a certified or non-certified school nurse, or a substitute school nurse employed by the district.

Self-administration of medication by the student is only permitted for life threatening illnesses such as asthma, diabetes, or severe allergic reaction. Please contact the nurse's office to receive instructions and forms to have medication administered on school grounds and/or at school functions.

Students with Medical Conditions

For students who may have medical conditions such as Diabetes, Asthma, Epilepsy, or Severe Allergic Reaction, parents/guardians of these students are requested to contact the school nurse regarding special information and forms that need to be completed to better care for the student in the school setting.

Personal Belongings

Only school related items should be brought to school. Games, toys, and electronic devices are not permitted in school. If any of these items are found in a student's possession during the school day, they will be confiscated and only returned to a parent.

2ND FLOOR® New Jersey's Youth Helpline

The New Jersey Youth Helpline, 2ND FLOOR, is a toll free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2ND FLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information and try the message board!