

Frelinghuysen Middle School Handbook



2023-2024

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I. GENERAL INFORMATION

The Morris School District

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

www.morrisschooldistrict.org

Morris School District Board of Education

Melissa Spiotta, President

Katie Cole, Vice President

Meredith Davidson

Cary Lloyd

Linda K. Murphy

Susan Pedalino

Dr. Vivian Rodriguez

Alan Smith

Elisabeth (Beth) Wall

Lucia Galdi, Morris Plains Representative

Morris School District Administration

Dr. Anne Mucci	Superintendent of Schools
Ms. Diana Pinto-Gomez	Assistant Superintendent
Mr. Marcos Vargas	Assistant Superintendent
Mr. Anthony LoFranco	Business Administrator/Board Secretary
Ms. Lora Clark	Director of Human Resources & Human Relations
Ms. Deborah Engelfried	Director of Data Analysis & Programs/District Anti-Bullying Coordinator
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. Brian Young	Supervisor of Science, 6-12
Dr. Kara Douma	Supervisor of English/Language Arts, 6-12
Mr. Greg Sumski	Supervisor of Transportation
Ms. Jessica McGinn	Supervisor of PE, Health, and Athletics

Frelinghuysen 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. Sibi Saenz de Viteri	Counselor, 6th Grade, House 1 & 2	sibila.saensdeviteri@msdk12.net
Ms. Carolina Puccio	Counselor, 6th Gr, House 3, Bilingual	carolina.puccio@msdk12.net
Ms. Dayjahnae Rogers-Martin	Counselor, 7th & 8th Grades, House 1	dayjahnae.rogersmartin@msdk12.net
Ms. Renee Brown	Counselor, 7th & 8th Grades, House 2	renee.brown@msdk12.net
Ms. Janira Lopez	Counselor, 7th & 8th Grades, House 3	janira.lopezgonzalez@msdk12.net
Ms. Carina Navarro	CST psychologist	carina.navarro@msdk12.net
Mr. Warren Kersey	Dean of Students	warren.kersey@msdk12.net
Ms. Tina Alberto	Student Assistance Coordinator	antionietta.alberto@msdk12.net

Main Office 973-292-2200 ext 8050

Nurses 973-292-2200 ext 8093

Guidance 973-292-2200 ext 8070

Attendance 973-292-2200 ext 8066

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.

Bell Schedules

Regular School Day

	Grade 6		Grade 7		Grade 8	
HR	7:55 – 8:10		7:55 – 8:10		7:55 – 8:10	
1 & 2	8:13 – 9:35		8:13 – 9:35		8:13 – 9:35	
3 & 4	9:38 – 11:00 Cycle/PE		9:38 – 10:06 10:07–10:32 (Lunch 1) 10:33 – 11:27	9:38 – 10:32 10:33–10:58 (Lunch 2) 10:59 – 11:27	9:38 – 11:00	
5 & 6	11:03–11:28 (Lunch 1) 11:30 – 12:53	11:03 – 11:28 11:30–11:55 (Lunch 2) 11:56 – 12:53	11:30-12:53 Cycle/ PE		11:03 – 11:57 11:59–12:24 (Lunch 1) 12:25 – 12:53	11:03-12:26 12:28-12:53 (Lunch 2)
7 & 8	12:56 – 2:18		12:56 – 2:18		12:56 – 2:18 Cycle/PE	

Delayed Opening School Day

	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 Lunch 1 (11:38-11:56) Lunch 2 (12:00-12:18)	10:00-11:00	10:00-11:00
Block 3/4	11:18-12:18	11:00 – 12:18 Lunch 1 (12:38-12:56) Lunch 2 (1:00-1:18)	11:00-12:00
Block 5/6	12:18-1:18	12:18-1:18	12:00 – 1:18 Lunch 1 (10:38-10:56) Lunch 2 (11:00-11:18)
Block 7 & 8	1:18 – 2:18	12:56 – 2:18	1:18 – 2:18

Early Dismissal Day

	FULL BLOCK	CYCLE/ ENRICHMENT	
HR	7:55 – 8:00	7:55 – 8:00	
		Cycle 1	Cycle 2
1/2	8:03 – 8:59		
3/4	9:02 – 9:58	9:02 – 9:29	9:31 – 9:58
5/6	10:01 – 10:57	10:01 – 10:28	10:30 – 10:57
7/8	11:00 – 11:55	11:00 – 11:27	11:29 – 11:55

Arrival and Dismissal

Arrival:

- Upon arrival in the morning, students will go directly into the building through the Main Entrance.
- School begins promptly at 7:55 am (warning bell rings at 7:52). All students are expected to be in their homeroom class when the 7:55 bell rings.
- Students who arrive at school after 7:55 are required to report immediately to the Main Office to obtain a pass to class.

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 leave the FMS parking lot promptly at 2:25.
- Students who regularly take the bus, may only walk home from school if parental permission is communicated to the attendance officer at (973) 292-2200, ext. 8066 prior to 1:00 pm.
- To ensure student safety, students being picked up by a parent/guardian must wait for their ride at the steps closest to the second row in the top parking lot. Students will not be permitted to wait in the lower lot or near the DPW station.
- Students are only allowed to stay after-school at FMS if they are involved in a supervised club, activity, or sporting event.

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 and on the FMS website. 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 4:00pm. There will not be any supervision after 4:15pm. 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.

Athletics Registration

All students are eligible to participate in FMS athletics. Registration is a 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/> A COVID clearance form, asthma plan, and/or allergy plan may also be requested for completion to provide student clearance.

Athletics/Extra-Curricular Activities - Eligibility

Students must be in good academic and behavioral standing to remain eligible to participate in any clubs/activities/sports.

Eligibility for all athletics & extracurricular activities is determined by several criteria that are reviewed at the beginning of each marking period. The criteria include:

- Attendance (see page 21)
- Discipline/Behavioral record – students will be restricted from participating in extra-curricular activities if their behavior or conduct warrants it (see page 24)
- Acceptable academic standing as per Athletic/Extra-Curricular Code of Conduct

Bedside Instruction

Bedside Instruction is available to students when, at the onset of a disability, a physician or the Child Study Team certifies that the pupil's condition will prohibit them from attending school for a period of two weeks or more. A parent/guardian must submit a request for home instruction directly to the school district in which the student is enrolled. The request must include a written determination from the student's physician documenting the need for confinement at the student's home or other treatment setting for 10 or more consecutive school days or 20 cumulative school days or more during the school year. A doctor's note must have a diagnosis and a length of time, with a specific end date.

The school district must submit the written determination to the school physician who will review and verify the need for home instruction. The school physician may also provide reasons for denial of the need for home instruction to the board of education. The district is required to notify the parent/guardian of the school physician's verification or reasons for denial within five school days of receipt of the written determination.

The district must provide instruction within five school days of the school physician's verification. If verification is made prior to the student's confinement, then instruction should begin during the first week of the student's confinement. Students suspended from school for violations of the school code of conduct are eligible for home instruction on the 5th day following the suspension until readmission to school.

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.

Building Access Protocols

Students:

- Upon arrival in the morning, students will go directly into the building through the Main Entrance of the school. Students are not permitted to enter the building through any other door as these doors will be locked.
- Students should not open any exterior door to the school for any reason other than an emergency evacuation drill.
- Students who have early dismissals must exit through the Main Entrance of the school.

Visitors:

- Parents/Guardians are required to arrange for an appointment with an administrator, counselor, case manager, or teacher prior to coming to the building.
- All visitors **must** enter through the front doors of the school and immediately report to the Main Office.
- All visitors must register and present a valid picture ID upon entering the building.
- School policy is to allow only those visitors who have legitimate business to enter the school.
- Parents who are dropping off any items for their child will be asked to leave it in the bin located just outside the main entrance of the school. A staff member will retrieve the item(s) and deliver it to the student in a timely manner.

- Student visitors **ARE NOT PERMITTED** to visit the school and/or classes with friends without prior administrative approval.
- Students are not permitted to bring relatives and/or students to school.

Any person in the building without approval from the administration will be considered a trespasser and subject to local ordinances regarding trespassing.

Cafeteria

- All students have a 25 minute lunch period each day.
- Daily breakfast and lunch menus and information about meal pricing for the 2023-2024 school year can be found at the district [Meal Planner Website](#).
- All families can 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 website.
- Cafeteria Rules:
 - Students are permitted to select their seats in the cafeteria unless that privilege is restricted due to misconduct.
 - Students are expected to thoroughly clean their area at the conclusion of the lunch period.
 - 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.
 - Students are unable to bring and/or distribute/sell any food or candy while on school premises or at school functions.
 - Students should refrain from soliciting money or food that is not their own from other students.
 - Students are not permitted to utilize food delivery services (ie. DoorDash, UberEats) while on school premises.

Cell Phones/Electronic Devices

The Morris School District is not responsible for lost, stolen, or damaged personal electronics. Students carry these personal devices at their own risk.

Students are not permitted to use cell phones/smart watches to make calls 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 am - 2:18 pm. 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. At the teacher's discretion, students may be able to use air pods/headphones in the classroom.

Consequences for unauthorized use of electronic devices:

- 1st Offense: Phone is confiscated and returned to the student at the end of the school day and lunch detention will be assigned.
- 2nd Offense: Phone is confiscated and parent/ guardian will be contacted to pick up the phone. Student will be assigned an after school detention
- 3rd Offense: Phone is confiscated and parent/guardian will be contacted to schedule a meeting where the phone will be returned and to develop a plan. Students will be assigned 2 after school detentions.

Chromebook Usage and Care

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.
- 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 or any unsupervised area.
- 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.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- 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.
- In case of theft, an official police report will be required.

Carrying Your Device

- Chromebooks must remain in a protective case when not in use to prevent unintended damage.
- Students should use the strap that comes with the carrying case to assist with protecting the 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.
- 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

- 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.
- Inappropriate media should not be on the device and may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to images, symbols, or language that references the following:
 - Weapons, violence, pornography, alcohol, drugs, bigotry, and racism.
 - The presence of content (video, symbols, or pictures) related to these topics may result in disciplinary actions and may also result in a loss of Chromebook privileges.

Sound, Music, Games, or Programs

- 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. 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.

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.

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

Dress Code

Parents/Guardians have the primary responsibility for determining appropriate dress for their student. While it is not the intent of the school regulation to usurp parent/guardian//student choice in the selection of clothing styles, it is necessary to establish guidelines and limits as to what is permitted within the school environment.

Students are prohibited from wearing clothing that “interferes with the health and safety of other students, advertises drugs/alcohol or inappropriate activities, or is a distraction to the educational process.” The code is designed to encourage a mode of dress and grooming which is conducive to establishing a climate for teaching and learning. As a result, ***the following items shall not be permitted in school:***

- Clothing, apparel and/or accessories which make reference to sex, drugs, alcohol, gangs, or is demeaning to gender, race, religious, or ethnic groups
- Clothing 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.

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.

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 all messages sent from their school email account.
- 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.
- 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.
- 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.

Hallway Conduct

- It is very important that students move through the hallways in a safe, orderly, and appropriate manner. This includes:
 - Walking on the right side of the hallway.
 - Walking directly to one's next classroom.
 - Keeping one's hands, feet, and body to themselves.
 - Using language that is appropriate for school, and
 - Refraining from shouting or yelling.
- While classes are in session, students should not be in the corridors without a pass unless the student is with a teacher or staff member.
- Students should be quiet and considerate when passing rooms while classes are in session.
- When students are permitted to use the bathroom, students are expected to return back to their class promptly.

Lockers

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

*In accordance with district policy ([MSD BOE Policy 5770](#)), the administration reserves the right to inspect and/or search lockers at any time. 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.

Lost and Found

Lost items such as books and clothing can be found in the main office's "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.

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.

School Security Procedures

"**School Security Drill**" means an exercise to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation that is similar in duration to a fire drill. State Law requires schools to conduct at least one fire drill and one school security drill each month within school hours (**N.J.S.A. 18A:41-1**). All staff are required to review specific drill procedures with all their students, including posted procedures in each classroom.

- In an **evacuation drill** teachers are required to leave doors/windows unlocked, move to "Safe Areas", and reassemble in an orderly manner for attendance.
- In a **lockdown drill** teachers are required to lock the classroom doors, turn all the lights off, and remain quiet.

Behavioral issues during any emergency situation that puts other students' safety in jeopardy will be addressed by an administrator and may result in disciplinary consequences.

Students with Medical Conditions

Parents/guardians of students with medical conditions such as diabetes, asthma, epilepsy, or severe allergic reactions are asked 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.

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)
	F (50-59)

Any missing assignments will receive a score of 50 if not turned in within the two week grace period.

PowerSchool Parent Portal:

All parents have access to their child's attendance records academic grades via the PowerSchool Parent Portal. Parents are encouraged to review the Parent Portal on a weekly basis in order to closely monitor their child's academic progress and attendance record. 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.

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

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.

At FMS, homework will:

- Be assigned with regularity
- Clearly relate to the curriculum and daily classroom instruction or explore new and related subject matter
- Help pupils develop good study skills, work independently or in small groups, organize and budget time,
- Develop a positive self-image.
- No new homework will be assigned during some vacations.

Late Assignments

Late assignments (formative and summative) can be turned in up to two weeks after the original due date. The student is responsible for notifying his or her teacher when the assignment has been submitted.

Make-up Work When Absent

For short absences (less than 3 days) students should check *Canvas* for any missing assignments and email their teachers. If students are going to be absent 3 or more days, parents should call the attendance secretary, Ms. Alejandra Pereira, at 973-292-2200 x8066 to notify the school of the reason for the absence.

Students have 2 days for every day absent to complete any work that was missed during their absence.

Report Cards:

Report cards are generated at the end of the first semester and at the end of the school 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 by contacting the FMS guidance secretary at 973-292-2200 x 8070.

Students in Danger of Failing

Throughout the school year, each grade level team will review student grades and identify students with grades placing them in danger of failing key academic subjects. All families will be notified of this and may be asked to schedule a meeting to discuss possible supports and interventions.

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.

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.

III. ATTENDANCE

Frelinghuysen Middle School Attendance Policy **BOE Policy #5200 Attendance**

The Board of Education requires the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. (N.J.A.C. 18A:38). The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. The MSD attendance policy:

- Requires that every student, as well as their family, make proper choices that ensure the student meets the minimum attendance requirement.
- Provides an appeal process to address emergency circumstances beyond the control of the student or family.

Reporting Student Absences

- In order to ensure the safety of our students, parents/guardians should report student absences to school prior to 7:45 a.m. on the morning of the student's absence via a phone call or via the Parent Portal on Powerschool.

- The Frelinghuysen Middle School Attendance Office can be reached at (973) 292-2300, ext. 8066. Parents/Guardians are asked to contact the Attendance Office before 7:45 a.m. on each day their student(s) will be absent.

Excused Absences

- As per New Jersey State Code (N.J.A.C 6A:32-8.4e) the following will be considered excused absences:
 - Religious observances
 - Participation in observance of Veteran’s Day
 - Participation in district board of election membership activities
 - Take Your Child to Work Day
 - College visit(s), up to 3 days per school year for students in grades 11 and 12
- In addition, the following will also be considered excused absences:
 - School-sponsored field trips
 - School-sponsored athletics
 - School-based testing
 - Suspensions

Absences for reasons other than those listed above are Unexcused.

Absences resulting from family vacations are not waived from the attendance policy, and as a result, are considered unexcused. Parents are strongly urged to schedule family vacations to coincide with school vacations.

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

In our continual effort to ensure student attendance, administration reserves the right to cooperate with law enforcement and other authorities and agencies as appropriate.

Attendance at After School Events

In order for students to be permitted to participate in or attend an after school event (including a dance or sporting event), they must be in attendance for at least 50% of the instructional day on the day of that event. For school events that take place on weekends, students must be present for at least 50% of the preceding instructional day.

Students who are suspended from school are not permitted to attend any after-school functions on the day of their suspension.

School response to unexcused absences

When a student has received 4 unexcused absences the following will occur:

- A formal letter will be sent home to the family regarding the 4 unexcused absences.
- The student’s School Counselor will check in with the child and parent regarding the unexcused absences.

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

- The student and parent(s)/guardian(s) will meet with administration and school counselor/CST to discuss the reasons of absenteeism and develop a collaborative action plan in consultation with the student’s parent(s)/guardian(s) designed to address patterns of unexcused absences.
- A formal letter will be sent home to family regarding the 10 unexcused absences and notification of this meeting.

- 8th graders will be notified that if they are chronically absent (absent for 10% or more of the days school is in session) - excluding the state-defined excused absences noted above - they may not be eligible for the end-of-year 8th grade trip(s).
- The FMS 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 15 unexcused absences or more the following will occur:

- The student's family may be referred to the court program of the New Jersey Administrative Office of the Courts.
- The principal and or designated committee will make a determination regarding the student's retention, based on the cumulative number of unexcused absences as well as making a determination of the need for the student to attend a summer program for credit recovery.
- In the event that the school administration makes the decision to retain a student due to chronic absenteeism, the parent has the right to appeal the decision to a retention appeals committee that 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 7:55am.
2. Students who are not in their homeroom by the 7:55am bell will be marked as tardy to school.
3. The Frelinghuysen Middle School Attendance Office can be reached at (973) 292-2300, ext. 8066. Parents/Guardians are asked to contact the attendance office before 8:00 a.m. each day their student(s) will be tardy.
4. A student who arrives late to school must report to the Main Office upon arriving at FMS. The student should present a note from their parent/guardian explaining the reason for being late.
5. The student will be issued an admit pass to their class.
6. Students who accrue 10 or more tardies to school will be issued an after-school detention and may be subject to loss of privileges.

What Can Parents Do about Truancy?

- If you are concerned about your child's school attendance, please do one or more of the following:
 - Monitor your child's attendance regularly through the PowerSchool Parent Portal:
 - Talk first to your child's School Counselor to develop a plan for addressing the attendance issue(s). You may also consult your child's Assistant Principal or Case Manager for assistance.
 - 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.

IV. STUDENT CODE OF CONDUCT

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 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:
 - 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.
 - being informed of what is appropriate behavior and what behaviors may result in disciplinary actions;
 - 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;
 - 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;
 - 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 forty-eight 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 forty-eight 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.***

<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
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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.

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

<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/ Dean 	<ul style="list-style-type: none"> • Increased opportunity to respond during instruction • Student/Teacher conference • Family conference • Reset Pass
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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.

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

<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
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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.

<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
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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"> • Mediated Conflict Resolution Conference • Referral to School-based 	<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
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(TeenPride) or Community-based health or mental health providers. • Administrative and/or Support Team conference.			<ul style="list-style-type: none"> • Up to 5-day suspension from transportation • Saturday Detention (MHS)
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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
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KEY: USE LOWEST LEVEL RESPONSE FIRST

Level 1	Level 2	Level 3	Level 4
<p style="text-align: center;"><i>Classroom Infractions</i></p> <p>Is behavior that involves a minor classroom infraction, the student has had no prior incidents, and/or interventions have not been put in place. <i>Teacher aims to prevent minor discipline</i></p>	<p style="text-align: center;"><i>Intensive Support and Administrative Response</i></p> <p>May be appropriate when interventions and supports have been put in place in the classroom to address the behavior, but <i>the behavior has become persistent and</i></p>	<p style="text-align: center;"><i>Short-term suspension</i></p> <p>May be appropriate given the seriousness of the offense and impact on the school community, and/or when documented interventions and</p>	<p style="text-align: center;"><i>Request for long term or permanent suspension</i></p> <p>May be appropriate when behavior presents an imminent threat of serious harm to the school community, or</p>

<i>problem from becoming a major disciplinary incident.</i>	<i>has continued to negatively influence the learning of the student and others.</i>	supports have been put in place but the behavior is escalating.	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,		X	X			

or comments, or using profane or offensive language						
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 Follow HIB investigation protocols.
Use of social media and/or electronic devices that lead to the threat of harm to another person		X	X			
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 learning, outside of general classroom disruption (such as a riot or walkout)		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 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](#).

Disciplinary Consequences

- **Teacher Detention (TD)** = time assigned by a teacher for inappropriate classroom behavior or violations of the attendance policy.
- **Lunch Detention (LD)** = time assigned where a student receives supervised lunch in an assigned classroom.
- **Administrative Detention (AD)** = after school time assigned for intervention to address violations of the discipline code or violations of the attendance policy. Administrative detentions will be held on ***Tuesdays and Thursdays from 2:30 - 4:00 p.m.***
- **Saturday Detention (SD)** = time assigned to address violations of the discipline code or violations of the attendance policy. Saturday detentions will be held from ***9:00 a.m. – 12:00 p.m at Morristown High School.***
- **Out of School Suspension (OSS)** will be assigned for major infractions and for continued misconduct violations of the attendance policy and violations of state and local statutes. In the event that a student behaves in a fashion that requires an “Out of School Suspension” (OSS), the following steps will be taken to ensure the district’s compliance with the law and the protection of the student’s rights under the law:
 - A student hearing will be conducted prior to the suspension.
 - The parent/guardian will be notified, as will the School Counselor, and the Case Manager, if the student is a student with disabilities.
 - A suspended student may not come to school for any reason during the suspension and may not take part in any school activities, during or after school, until reinstated.
 - Educational services will be provided within five days of the initial date of the suspension. as required by N.J.A.C. 6A:16-7.2,, & N.J.A.C. 6A-14-2.8(a)
 - Repeated suspension and/or violent behavior will be referred to the Superintendent of Schools for further disciplinary action.

If your student is suspended, you are required to meet with the designated administrator before reinstatement can take place. Suspension precludes participation in extracurricular activities including field trips.

Student Due Process

Every student shall be afforded due process of law. Due process shall include the principal or his designee advising the student of their misconduct, the rule violated, and the basis for such accusation.

The student will be given the opportunity to present his or her version of the events leading to the suspension. The consequences of the student's actions will be explained to the student and parent/guardian. Should the offense warrant long term suspension or expulsion, the student shall be entitled to a hearing before the Principal, Superintendent of Schools, and Board of Education.

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.

Procedure:

The classroom teacher, after consultation with the content area supervisor, will determine whether a student has been involved in an incident of dishonesty as described by this policy.

When it is determined that a student has committed a form of academic dishonesty:

- The teacher will discuss the incident with the student and notify a parent/guardian. A conference may be scheduled if needed.
- The teacher will submit a disciplinary referral form.
- Once the referral is submitted, the grade level Assistant Principal will communicate with the supervisor and/or teacher then meet with the student to discuss the consequences.

Consequences:

- Academic: The assignment will be entered as a 50% (lowest score on the grading scale). However, for the first offense only, the student will be given the opportunity to earn a maximum of a 60% grade on a make-up assignment .
- Disciplinary measures may be taken by administration if there are subsequent occurrences of academic dishonesty. In addition to the disciplinary measures, students will be required to complete the original assignment.

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 seat -belts.
- Remain seated in their assigned seat during the entire ride.
- Keep the aisles clear.
- Refrain from excessive noise and use of inappropriate language.

As established in MSD Policy [8600.1 - PUPIL BUS CONDUCT](#), **students not in compliance with bus rules/expectations may lose the privilege of bus transportation.** The third instance of bus misconduct will result in the suspension of bus privileges for five days. A four instance of bus misconduct may result in the suspension of bus privileges for the remainder of the school year.

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.

To maintain the safe and secure conditions for all pupils transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe pupil behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that:

“Video and/or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time.”

The recording may be used in pupil and staff discipline matters, driver evaluations or for driver discipline or training.

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, Tina 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.

Harassment, Intimidation, Bullying - HIB

The district board of education prohibits acts of harassment, intimidation or bullying of a student (HIB). A safe and civil environment in school is necessary for students to learn and achieve high academic standards; HIB is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment.

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act, or any use of electronic communication* (N.J.S.A. 18A:37-15.1) that takes place on school property, at any school-sponsored function or on a school bus, and that is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or other distinguishing characteristic which has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption or interference with orderly operation of the school.

School administrators are required to implement procedures that ensure consequences and appropriate remedial actions for a student or staff member who commits one or more acts of HIB. Consequences shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance.

All school employees, as well as all other members of the school community, including students, parents/guardians, volunteers and visitors, are required to report alleged violations of this policy to the principal or the principal's designee. Reports may be made anonymously, but formal action for violations of the code of student conduct may not be based solely on the basis of an anonymous report.

The district board of education prohibits reprisal or retaliation against any person who reports an act of HIB.

Parents/guardians, students, and/or staff members may consult the following resources for more information regarding incidents of HIB:

- [The Morris School District HIB Resource webpage](#): this webpage includes information about how to report incidents or HIB, guidance for parents on the anti-bullying Bill of Rights, and contact information for school, district, and state personnel that focus on HIB.

Participation in School Functions

Any student who has received multiple disciplinary referrals and/or is confirmed to be the perpetrator of an act of harassment, intimidation, or bullying, may be placed on probation or lose the privilege to participate in afterschool activities, which include, but are not limited to: clubs, sports, dances, concerts, and end of year activities, including 8th grade trips.

V. STUDENT SUPPORT SERVICES

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 School 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.

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 guidance 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 at 973-292-2200 x 8070 and ask to speak to the student's guidance counselor. The School Counselor will then be able to schedule the conference at a mutually convenient time.

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 teachers, counselors, parents, or any other staff member with concerns about a specific student. These concerns can be related to learning, behavior, and/or health. The committee will work together to design and propose 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.

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!

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.