



Central Middle School
2024-2025

**Student Manual and
Code of Conduct**

Central Middle School seeks to help students fulfill academic, social and emotional development while building bonds that connect them to our school community. We strive to develop a firm respect for diversity within all aspects of school, while challenging and providing experiences that move beyond the classroom into adulthood. We value an environment that is patient, understanding and maintains a vision to provide young students with clear, attainable goals. We call upon our students to embrace positive, life affirming opportunities in the search for self-identification and to take ownership for their decisions while employing the lessons of the classroom in everyday life.

CENTRAL MIDDLE SCHOOL—BELL SCHEDULE

90 Central Avenue, Stirling, NJ 07980



Rev. 11/10/21

REGULAR CLASS SCHEDULE

ARRIVAL TO SCHOOL	7:55—8:10
MORNING ANNOUNCEMENTS	8:10—8:11
PERIOD 1	8:11—8:59
PERIOD 2	9:01—9:49
PERIOD 3	9:51—10:39
PERIOD 4	10:41—11:29
PERIOD 5	11:31—12:18
GRADE 6 LUNCH A/GUIDE A	11:31—11:55
GRADE 6 LUNCH B/GUIDE B	11:55—12:18
PERIOD 6	12:20—1:07
GRADE 7/8 LUNCH A/GUIDE A	12:20—12:44
GRADE 7/8 LUNCH B/GUIDE B	12:44—1:07
PERIOD 7	1:09—1:56
PERIOD 8	1:58—2:45

HALF DAY CLASS SCHEDULE

ARRIVAL TO SCHOOL	7:55—8:10
MORNING ANNOUNCEMENTS	8:10—8:11
PERIOD 1	8:11—8:45
PERIOD 2	8:47—9:21
PERIOD 3	9:23—9:57
PERIOD 4	9:59—10:33
PERIOD 5	10:35—11:08
GRADE 6 SNACK A/GUIDE A	10:35—10:52
GRADE 6 SNACK B/GUIDE B	10:52—11:08
PERIOD 6	11:10—11:43
GRADE 7/8 LUNCH A/GUIDE A	11:10—11:27
GRADE 7/8 LUNCH B/GUIDE B	11:27—11:43
(MILK AND JUICE WILL <u>NOT</u> BE PROVIDED)	
PERIOD 7	11:45—12:19
PERIOD 8	12:21—12:55

2-HOUR DELAYED OPENING

TEACHERS ARRIVE AT 10:00 A.M.

ARRIVAL TO SCHOOL	10:05—10:20
MORNING ANNOUNCEMENTS	10:20—10:21
PERIOD 1	10:21—10:53
PERIOD 2	10:55—11:27
PERIOD 3	11:29—12:00
PERIOD 4	12:02—12:33
PERIOD 5	12:35—1:06
GRADE 6 SNACK A/GUIDE A	12:35—12:51
GRADE 6 SNACK B/GUIDE B	12:51—1:06
PERIOD 6	1:08—1:39
GRADE 7/8 LUNCH A/GUIDE A	1:08—1:24
GRADE 7/8 LUNCH B/GUIDE B	1:24—1:39
(MILK AND JUICE WILL <u>NOT</u> BE PROVIDED)	
PERIOD 7	1:41—2:12
PERIOD 8	2:14—2:45

GRADES AND ACADEMIC ACHIEVEMENT

The grade scale and explanation is as follows:

A+	100-98
A	97-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D	69-60
F	59 or lower

Effort and Conduct Indicators

1 = Exemplary 2 = Satisfactory 3 = Needs Improvement 4 = Unsatisfactory

HONOR ROLL CRITERIA

Students who maintain academic excellence are recognized by receiving the **High Honor Roll and Honor Roll**. Letters will be distributed to students that earn either honor after the end of the marking period.

High Honor Roll is given to any student who earns no less than an “A-” in all subjects

Honor Roll is given to any student who earns no less than a “B” in all subjects

MARKING PERIODS for 24-25 School Year

MP1: September 3 to November 11

MP2: November 12 to January 28

MP3: January 29 to April 4

MP 4: April 7 to June 20

HOMEWORK

The Long Hill Township Board of Education (BOE) believes that homework relevant to material presented in class provides an opportunity to broaden, deepen or reinforce the student’s knowledge. Homework extends the learning experiences of students beyond the classroom, and helps develop independence and responsibility. Teachers must use discretion in deciding the number and length of assignments. The specific amount of homework assigned will depend upon the age of the student and the needs of the instructional program.

At the middle school level, homework should typically be assigned between two to four nights per school week, and take a maximum of 45-60 minutes to complete. The BOE encourages the use of interrelated major homework assignments such as term papers, themes and creative art projects.

Homework shall not be used for punitive reasons and shall not be assigned prior to religious holidays and prior to any extended recess period when school is not in session.

Students absent for any reason must make up assignments, classwork and tests within a reasonable length of time. In most cases, a reasonable length of time shall be the same number of school days as the days missed. Students being excused for any reason must make arrangements with the teacher of the missed classes in order to make up the missed work. This must be done before the absence from class. On the second day of absence, a parent/guardian or the child may check Google Classroom Page for daily assignments. If parents are not able to get assignments, they may call the office and request assignments.

All students should maintain an agenda to record their assignments and responsibilities. The agenda will help students remain organized and current in their work. All students were distributed an agenda to use in September.

REPORT CARDS

Report cards will be available four times a year via the Genesis Parent Portal. Report cards are a permanent record of student progress. Report card distribution dates are available through the school website.

ACADEMIC INTEGRITY

It is expected that all students demonstrate acceptable and appropriate standards and practices reflective of the Central Middle School community. Honesty reflects a respect for the integrity of education. Cheating is a violation of our district's standards and practices. Cheating is defined as presenting another person's work as your own, allowing a person to use your work as his or her own, using an unauthorized source, or falsifying references for an academic assignment.

Incidents of cheating are, but not limited to:

- Plagiarism: taking credit for the work of another student/source (see section below).
- Copying homework.
- Copying from the paper/source of another student during a test, quiz, exam or assignment.
- The use of an unauthorized source/reference for an assignment.
- The use of an unauthorized source/reference during a test, quiz or exam. Discussing tests, quizzes or exams outside of the classroom.
- Providing a student with answers during a test, quiz, lab, or exam.
- Falsifying or modifying references/sources for an assignment includes, but is not limited to, computer programs, books, Internet, web sites.
- Utilizing Artificial Intelligence (AI) for assignments when not authorized by the instructor.

Academic consequences for cheating are, but not limited to:

The student may receive a zero.

The student may receive partial credit.

The student may be asked to complete an alternate activity or assignment.

Behavioral consequences for cheating are, but not limited to:

- A student conference with teacher, guidance, administration and parent.
- Notification to parent/guardian.

- The student will be subject to appropriate, grade-level discipline consequences as deemed necessary by the administration.

Working Together vs. Copying: In many situations, you will be working with a partner or in small groups. Working together means that you are sharing ideas not answers. Every student is expected to do his/her own work and answer all questions in his/her own words. If situations occur where students are turning in identical work (i.e. copying from each other), all involved students will receive a zero for that activity.

Plagiarism: Plagiarism is taking credit for words, ideas, images (or other works of art), sounds (or other media), that are not your own. Plagiarism applies equally to the work of other students as to published and online sources. Plagiarism can even include the organization of ideas. Plagiarism is a form of cheating, and the consequences are listed in the cheating section above. The most common types of plagiarism are as follows: Sections (words, phrases, sentences or paragraphs) copied verbatim (word for word) without quotation marks and proper documentation. Sections copied with quotation marks but without citation. Language copied directly from a source with occasional substitution of words or phrases without citation. Ideas, which are paraphrased or summarized without citation. Failure to provide a works cited page. This also includes, utilizing Artificial Intelligence (AI) for assignments and submitting it as your own work.

If further academic dishonesty offenses occur OR the first offense is deemed substantial, the following may also occur:

- The student will meet with their teacher, counselor, and/or administrator to discuss the infraction and Academic Honesty policy.
- Contact with parents to discuss infraction
- Zero credit provided for the assignment/project
- Appropriate interventions based on situation

ACADEMIC RESPONSIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITY

Students are provided the opportunity to participate in challenging and meaningful athletic and extracurricular programs. Those students who desire to participate in these after-school experiences must accept the challenges and responsibilities associated with these programs. After-school activities are considered an important component of the educational program being offered for Central Middle School students.

All students participating in extracurricular activities who receive a grade of a “D” or “U” in any academic subject or an “Unsatisfactory” in Effort and Conduct will not be permitted to participate. If this occurs the student may have the opportunity to be placed on an improvement plan. If the student meets the improvement plan expectations they may become eligible.

ABSENCES

- Please review the district Attendance Policy 5113 for full details at www.longhill.org
- **Reporting Student Absence:** Parents are asked to call the school attendance line (908) 647-2311 and press option 3 whenever their child is absent from school or will be more than 15 minutes late. Calls may be made at any time during the day or night. Follow-up calls will be made to parents who have not called the school about absent or tardy children. Parents are encouraged to keep the school informed about all of their child’s absences by calling the school whenever their child is unable to attend school for any reason, including family emergencies. These procedures will assist the school and

parents in verifying that pupils have arrived safely at school each day. If a child is out for a significant number of days, a doctor's note may be required. Since attendance at school is essential for student learning, the following guidelines have been established to assist parents and guardians to focus on this critical goal.

- **Expectation:** A student must be in attendance for 160 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. (no more than 18 absences)
- A student will be considered absent from school for participation in less than 4 instructional hours during the school day.
- **Attendance and Extracurricular Activities:** Students must participate in at least 4 hours of a school day (½ day) in order to participate in extracurricular activities or athletics on that date.

Excused Absences as per NJDOE:

Per the NJ Department of Education's Guidance for Reporting Student Absences and Calculating Chronic Absenteeism (Feb 2021),

The following are the five allowable reasons for a state-excused absence:

- Religious observance as defined by law (N.J.A.C. 6A:32-8.3(h));
- "Take Our Children to Work Day" or other rule issued by the Commissioner;
- Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33);
- The closure of a busing district that prevents a student from having transportation to the receiving school."
- Attendance at a civic event (P.L. 2023 c 274) one time per school year, provided that the student is enrolled in grades 6 through 8 and written notice with supporting documentation is submitted to building principal principal or designee by parent/guardian at least five (5) school days prior to the anticipated date of absence.

Planned Absences:

- Parents are discouraged from removing children from school for vacation purposes. If you plan on having your child out of school for any period of time we encourage you to communicate this to the school counselor, principal, and main office so that the necessary staff/teachers can be made aware.
- The student will be responsible for the material missed while they are out. Students will be expected to return with as much work as possible completed to their teacher upon their return back to school.

Procedure for Persistent Absences:

Five to nine absences	<p>Follow up communication with parents/guardian</p> <p>Attendance letter sent to parents/guardians informing them of number of student absences</p> <p>Make a reasonable attempt to determine the cause of the unexcused absences</p> <p>Identify in consultation with the student's parent/guardians needed action designed to address patterns of unexcused absences, if any, to have the child</p>
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	<p>return to school and maintain regular attendance</p> <p>Monitor supports and attendance in consultation with student's parents/guardians</p>
Ten to 17 absences	<p>Make a reasonable attempt to determine the cause of the unexcused absence</p> <p>Attendance letter sent to parents/guardians informing them of number of student absences</p> <p>Inform parents/guardians of potential need for court referral at 18 absences</p> <p>Identify in consultation with the student's parent/guardians needed action designed to address patterns of unexcused absences, if any, to have the child return to school and maintain regular attendance. Continue to consult with parents and any involved agencies/supports to promote students return and improvement</p> <p>Student may be denied participation in co-curricular and/or athletic activities</p>
18 or more absences	<p>Make a reasonable attempt to determine the cause of the unexcused absence</p> <p>Continue to consult with parents and any involved agencies/supports to promote students return and improvement</p> <p>Attendance letter sent to parents/guardians informing them of number of student absences</p> <p>Make determination regarding the need for court referral for truancy</p> <p>Student may be denied participation in co-curricular and/or athletic activities</p> <p>Potential referral made for students to attend and complete extended services over the summer.</p> <p>Potential referral for student to repeat grade level and/or grade appropriate coursework</p>

Tardy Students:

As per BOE Policy 5113 we encourage regular on time student attendance. When a student is late for school, the parent or guardian of that child must "sign-in" the student at the Main Office. Students who are late to school five (5) or more days may need to meet with the Principal for administrative review. Students are marked tardy if they are not in their 1st period class at 8:11am. If their tardies continue to increase additional interventions and consequences will be assigned as appropriate.

Procedure for Excessive Tardies:

5 tardies	Letter sent to parent/guardian identifying concern and importance of attending school regularly on time.
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	<p>Communication with parent/guardians to identify any concerns and how school and or appropriate services can support.</p>
10 tardies	<p>Letter sent to parent/guardian identifying concern and importance of attending school regularly on time.</p> <p>Communication with parent/guardians to identify any concerns and how school and or appropriate services can support.</p> <p>Accumulated tardies may result in detention and/or consequences due to missed time from school. Detention or consequences may increase based on increased tardies.</p>
15 tardies	<p>Letter sent to parent/guardian identifying concern and importance of attending school regularly on time.</p> <p>Accumulated tardies may result in detention and/or consequences due to missed time from school. Detention or consequences may increase based on increased tardies.</p>
20 tardies	<p>Letter sent to parent/guardian identifying concern and importance of attending school regularly on time.</p> <p>Accumulated tardies may result in detention and/or consequences due to missed time from school. Detention or consequences may increase based on increased tardies.</p> <p>Student may not be eligible for participation in co-curricular and/or athletic activities</p>
Over Twenty Tardies	<p>Attendance letter sent to parents/guardians informing them of student attendance</p> <p>Student may not be eligible for participation in co-curricular and/or athletic activities</p> <p>Potential referral made for students to attend and complete extended services over the summer.</p> <p>Make determination regarding the need for court referral for truancy</p> <p>Inform parents/guardians of potential need for court referral</p> <p>Accumulated tardies may result in detention and/or consequences due to missed time from school. Detention or consequences may increase based on increased tardies.</p>

LEAVING SCHOOL AND EARLY DISMISSAL

No student will be permitted to leave the building without official permission.

If a student becomes ill in school or has an appointment, they will be excused only into the care of a parent or guardian. For pre-arranged appointments, we encourage parents to contact the main office prior to leaving via phone call, written note, or email. Before leaving the building the student must first report to the Main Office and await the arrival of the parent or guardian. That person must come into the office and “sign out” his/her

child.

TRUANCY

If you are absent from school without the knowledge and permission of your parents, you are considered truant. When the school becomes aware of an unauthorized absence, this procedure will be followed:

1. Parents/Guardians are notified of their child's absence.
2. Municipal police are notified that the student did not arrive at school.
3. The Superintendent is notified of student absence.

Students who are truant could expect in-school suspension for each unauthorized absence. A parent conference will be required, and other disciplinary actions may be taken.

BUS GUIDELINES & SAFETY: Students may not ride on buses other than those assigned or exit their assigned bus at different stops. Therefore, all students must be picked up at the same stop each day and discharged at the same location each day – five days per week. No exceptions will be made. This applies to all students.

Student Expectations – The following procedures have been designed to foster bus safety and to provide guidelines for appropriate student behavior:

At The Bus Stop Students Are Expected To:

1. Be punctual, wait quietly and respectfully adhering to proper school behavior.
2. Avoid disturbing private property.
3. Walk on the sidewalk, if available.
4. Stay off the roadway while waiting for the bus.
5. Wait until the bus has come to a complete stop and the driver has given a signal before crossing the street while boarding or leaving the bus.
6. Walk away from the bus after unloading.
7. Make a conscious effort to be seen by the bus driver as he/she approaches or leaves a designated stop.
8. Refrain from throwing objects/snow at each other while waiting at the bus stop.

On The Bus:

1. The bus driver can assign seats if needed.
2. Seatbelts must be fastened if the bus is so equipped.
3. No food or drinks of any kind may be consumed on the bus.
4. Students are expected to keep their entire body inside the bus at all times.
5. Students are expected to refrain from loud talking and other behavior, which may distract the driver.
6. Students shall not deface the bus in any way and should promptly report damage to the bus driver.
7. Students are expected to keep the bus clean.
8. Students shall board the bus and leave the bus only at their assigned stop.
9. Profanity, physical aggression, and horseplay are not permitted.
10. Students are expected to be courteous to the bus driver and their fellow passengers.
11. If the bus breaks down, students should remain on the bus until their parents arrive or a replacement bus picks them up.

Disciplinary Measures:

1. Satisfactory behavior is expected of students who ride buses. Students may be disciplined for poor behavior on the bus or at the bus stop.

2. "The driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. A bus driver may not exclude a pupil from the bus, but if unable to manage a pupil, shall report the unmanageable pupil to the principal of the school he/she attends." (NJSA 18A:25-2) 3. "A pupil may be excluded from the bus for disciplinary reasons by the principal and his parent shall provide for his transportation to and from school during the period of such exclusion." (NJSA 18A:25-2)
4. Students whose repeated actions have caused safety and welfare concerns on the bus are subject to disciplinary measures. Drivers shall report in writing to the building principal any unsatisfactory behavior on the bus. Depending on the severity of the behavior, the building principal may take any of the following steps: Conference with the student and verbal warning. Written notification to the parents. After-school detention. Suspension of bus privileges. In-school or out-of-school suspension

LUNCH / GUIDE GUIDELINES

- Students are to enter and exit the All Purpose Room calmly
- Students are to report to their scheduled lunch and guide period. Any alteration of this schedule must be approved by a staff member.
- Students are to keep their lunch table and area clean. Students are to dispose of any recycling and garbage appropriately to help keep their area clean.
- Large lunch tables should not exceed 12 students
- Students may pick their own lunch table and seat. If behavioral concerns arise a staff member may reassign a student to a new seat. If necessary, the student will be asked to leave lunch or could be assigned an additional consequence from administration which may include but is not limited to: remediation, lunch detention(s), after school detention, or in/out of school suspension.
- We do not allow for students or parents to have food delivered by a vendor or delivery service. If you have a concern regarding providing your child a lunch (for any reason) we ask that you please contact our nurse Karen Bissett so that we can help identify potential solutions.

Guide

- Students are to sit in a designated seat and review agenda/planners for upcoming assignments
- Students are to work on any homework or assignments that are due
- Students can review notes from lessons or study for upcoming assessments
- Students may read a book
- With permission from staff member students can obtain pass to media center to obtain a book
- With permission from staff members, student can see another teacher to seek additional support or make up an assignment/assessment
- Students are to disturb others while they are working

BACKPACKS

Backpacks are to be kept in student's assigned lockers. Individual consideration for students to carry a backpack can be granted and will be approved by our school nurse or school administrator.

BEFORE AND AFTER SCHOOL

Central Middle School opens at 8:00 a.m.. Students who arrive before the start of 1st period at 8:11 must go directly to their grade level designated waiting area. If a student has an appointment with a teacher, guidance counselor, or administrator, he/she must **have a pass indicating that permission**. Students are dismissed for the day at 2:45. Buses leave from the side entrance area shortly thereafter, and all riders should board their buses as soon after dismissal as possible.

There should be no students in the building after dismissal time unless:

1. They are staying with a teacher for extra help.
2. They are participating in a scheduled activity such as a club or sports activity.
3. They are required to stay for detention.

Under no conditions will students be permitted to stay in the school building after dismissal without supervision.

MORNING DROP OFF

Students should arrive between 8:00 a.m. and 8:10 a.m. as there is no supervision prior to 8:00 a.m. Drop off and pick up will be conducted in front of the school along Central Avenue. Please do not pull into the parking lot to either drop-off or pick-up your child. Parents are asked not to block the driveway when dropping off or picking up their children.

EMERGENCY DRILLS

Emergency drills are held at regular intervals throughout the year. These drills are held so that students and staff are familiar with procedures in the event of a real emergency. These include but are not limited to: fire drills, lock down drills, evacuation drills, bomb threat drills and medical containment drills. Students are highly encouraged to closely follow the directions of staff in each of the situations.

HEALTH OFFICE

Students should come to school physically well and be able to participate in class for the entire day. If a student becomes ill during the day, they are to visit the Health Office after notifying their classroom teacher. If the nurse is not available, the student is to go to the Main Office. If a student is too ill to continue the day, a parent or designated person must be contacted to pick up their child. A parent or designated person must come to the Main Office to sign-out the student who is being excused due to illness.

LOCKERS

Central Middle School assigns a designated locker for each student. Lockers are school property and they are provided to students for the safekeeping of books, supplies and school related personal belongings. Guidelines for the use of school lockers are as follows:

1. Locker combinations should never be given to another student.
2. Before leaving their locker, students should always check to see that they are tightly closed and locked.
3. Careful planning will enable students to get the necessary materials for classes from their lockers.
4. Opening and entering another student's locker is prohibited.
5. Students will be responsible for keeping their lockers free of graffiti and other markings. Students are not to write on, post, or hang anything on the outside of their lockers.
6. Lockers are not to be kicked or hit to open or close as these actions damage the lockers.
7. Students should keep lockers clean. There will be locker checks and locker cleanups throughout the year.

Having the use of a locker is a privilege, which will be taken away if it is misused or abused, or if any of the above rules are violated.

School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant.

A pupil's person and possessions may be searched by a school official provided that the official has

reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the code of conduct.

PERSONAL PROPERTY

Students must assume responsibility for loss or damage of personal property issued to or belonging to them. Students should not bring expensive items to school as they might get lost or stolen.

WEEKLY BULLETIN FOR CENTRAL MIDDLE SCHOOL

The Main Office publishes a WEEKLY BULLETIN that is sent out via eblast every Friday. Persons who sign up to receive email blasts from Central Middle School will automatically receive the bulletin at their designated email address. The bulletin details upcoming events happening in school. To sign up, go to the District website and login using the username and password the District provided. If you have trouble with this, contact the Main Office for assistance.

AEROSOL SPRAYS, FRAGRANCES, PERFUMES AND BODY SPRAYS

Central Middle School requests that students refrain from having and/or using any type of heavy perfume or cologne at school. Students should not have any type of aerosol spray in school. Our school population includes students and staff who have severe allergies or asthma and can be adversely affected by contact with the smells put forth by these items.

BICYCLES AND SKATEBOARDS

Students are permitted to ride bicycles and skateboards to and from school. Students must lock their bikes on the bike rack along the south side of the building. Skateboards may be kept in the Main Office if students are unable to put them into their lockers. Students must wear appropriate helmets to and from school whether using a bicycle or skateboard. No motorized bikes, scooters or mopeds are permitted on school grounds.

SPORTS, EXTRACURRICULAR ACTIVITIES AND SPORTS PHYSICALS

Students are encouraged to become involved in activities in addition to their academic work. Sports offered include soccer, cross-country, cheerleading, basketball, fencing, baseball, softball, track and field. Coaches hold tryouts at the beginning of each sporting season and when necessary may have to cut students due to the number of students that try out. A full list of all our sports, clubs and activities is located on our school website. Parents are further reminded that all sporting activities will be conducted on a “pay to participate” basis. All students are required to have an up to date health physical to participate in sports events.

PHYSICAL EDUCATION:

Physical Education/Health class are held on a daily basis. Students may have the option to change in the locker room if they choose. It is required that all students wear sneakers and it is recommended that students wear or bring comfortable clothes to change into. If a student is not feeling well or having a minor physical ailment a parent note can be used to excuse them from Physical Education. A parent note will only be accepted for three days. If it extends over three days then a doctor's note/order will be required.

ADDITIONAL ASSISTANCE AND MEETINGS WITH TEACHERS

All staff members are available for extra help during the school day as well as fifteen (15) minutes before school or thirty (30) minutes after 2:45 P.M. If a student has a need for meeting with a teacher before or after school, the student or student’s parent should contact the staff member one day in advance to ensure the teacher will be available.

Staff members are available to meet with parents either on an individual basis or as part of a team meeting. Requests to meet with individual staff should be directed to the staff member. Requests to meet with a grade level team should be made with our guidance counselor or Mr. Vitarello.

All staff members at Central school have four digit voicemail boxes. After dialing our main number, (908) 647-2311, you will be given the option of pressing “1” if you know staff member’s extension. If after leaving a message you do not receive a return call within twenty-four (24) hours please phone the principal’s office at extension 4002. A list of the email addresses and phone extensions are available on the district’s website. As a quick reference a teacher’s email address consists of the first letter of the first name followed by the last name and @longhill.org. For example the principal’s email address is mvitarello@longhill.org.

ATHLETIC AND EXTRACURRICULAR EVENT GUIDELINES

Our school district has made a commitment to promote good sportsmanship by student athletes, coaches, and spectators at all athletic contests and extracurricular events.

- We encourage you to cheer for teams in an enthusiastic and positive manner.
- Any personal comments or chants directed at participants, players, coaches, staff, spectators, or officials will not be tolerated.
- Any form of profanity is not acceptable and will not be tolerated.
- Spectators are not permitted on the court, field, and/or event space during the game/competition/event.
- Spectators who violate these rules will be warned and then asked to leave the event/gymnasium.

We appreciate your support and look forward to having safe and fun events. Thank you for your anticipated cooperation and go CMS Tigers!

CENTRAL MIDDLE SCHOOL
CODE OF CONDUCT

The school environment is a safe and positive place to learn when everyone cooperates and works together. This atmosphere is prevalent when students have clear expectations of the rules and take an active role in following and enforcing them. Students are expected to be responsible for their own actions and ultimately for their school experience. When students, parents, teachers, support staff, and administrators all work together, a strong sense of pride is developed, and everyone can grow and experience success. We encourage personal autonomy and reflective introspection towards independence which is the ultimate goal. With these thoughts in mind, this Central Middle School Student Code of Conduct was developed. Input from students, parents, staff, and board members has been considered in the construction of this behavioral statement.

The following guidelines, expectations, and rules also apply to students participating in remote learning.

DISCIPLINE GUIDELINES/EXPECTATIONS OF STUDENT BEHAVIOR

1. Preparation

Students are to prepare themselves mentally and physically for the process of learning. Students are expected to:

- Be nourished, rested, clean, and properly dressed and groomed
- Be free of drugs and alcohol
- Be prepared to learn

2. Behavior

Students are to take responsibility for their own behavior and learning both in school and at all school-related activities, including class trips, school bus transportation, and school-related events at other locations. Students are expected to:

- Recognize that academic development is the primary purpose
- Complete all class work, homework, and assignments on time
- Make appropriate decisions
- Accept constructive criticism as part of the learning process
- Accept the consequences of their actions
- Use their time and resources in a responsible manner
- Attend school regularly and punctually
- Use learning materials and equipment appropriately
- Respect the natural and physical environments
- Participate in the maintenance and cleanliness of school facilities and property
- Take good care of educational materials entrusted to them
- Play in appropriate designated areas only using permitted equipment
- Walk bicycles and skateboards on school property and wear appropriate headgear
- Communicate with others in a positive manner without teasing, name-calling, or profanity
- Keep to the right when moving through the hallways and stairways without running, fooling around, or making excessive noise
- Obtain permission from the teacher, sign out, and obtain a hall pass when leaving class during a specific period
- Learn and follow class rules related to the school building, lunch program, playground, etc.

3. Respect

Students are to demonstrate respect for self and for others. Students are expected to:

- Be honest, courteous, and polite
- Respect the opinions of others
- Be respectful of different cultures, religions, ethnic and racial groups, gender identities and sexual orientations, and physical and mental differences
- Settle differences peacefully and appropriately
- Refrain from any form of hazing or inciting group disturbances
- Display good sportsmanship
- Show respect for others, both schoolmates and adults, and follow directions the first time they are given

4. Working Together

Students are to share responsibilities when working as members of a group or team. Students are expected to:

- Cooperate, contribute, and share in the work of the group
- Accept and assume leadership when appropriate
- Listen to the points of views of others

5. Communication

Students are to communicate appropriately with parents and school personnel regarding their needs and goals. Students are expected to:

- Take time to discuss academic learning and school programs
- Transmit information to parents and return responses to school personnel when appropriate
- Seek assistance from appropriate school personnel as needed

6. Learning

Students are to be responsible for meeting individual class requirements. Students are expected to:

- Participate actively in learning activities
- Follow all class rules and procedures
- Arrive at class with all appropriate materials
- Timely complete all assignments
- Ascertain and complete all assignments missed during absences

7. Character

Students are to work to their potential, monitoring their progress and seeking help when necessary. Students are expected to:

- Put forth a meaningful effort each day in a positive manner
- Record and maintain a record of their progress
- Seek assistance from peers and school personnel when needed
- Value the relationship of learning to everyday life

8. Sportsmanship

Students are to display sportsmanlike conduct during intra- and interscholastic events. Students are expected to:

- Treat opponents with respect
- Play one's best and play within the rules
- Exercise self-control and set an example for others
- Win without boasting, lose without excuses, and never quit
- Remember that it is a privilege to represent the school and community
- Appreciate a good play no matter who makes it
- Respect the judgment of the coach and officials, and the performance of other players

PARENTS AS PARTNERS

Parents are our students' first and most important teachers. The District recognizes the critical role that parents play in educating their children with positive role models and behaviors. In order to strengthen the home and school connection, our teachers, administrators and faculty will continue to offer a warm and inviting environment to our parents and students. Parents are critical partners who will be contacted to assist in solving issues that may negatively impact the learning environment of their child. We encourage parents to contact their child's teacher directly to resolve issues as they arise. Most times, issues can be resolved directly with the teacher. **Please note that when discipline issues arise, the issues and the consequences are confidential and can only be shared with the parents of the child in question.** After speaking to your child's teacher, if you feel that the issue has not been fully resolved, please contact the Principal so they may look into the matter further and assist you accordingly. More information is available in this manual under "Grievance Procedures."

DRESS CODE GUIDELINES

Each school requires that students follow a dress code which adheres to **Board Policy 5132**.

The personal appearance of every student is an important component of establishing a safe environment for optimal learning. Although dress is reflective of personal style, taste, and expression, students are expected to dress in an appropriate style and manner while on our school grounds. They are expected to be neat and clean and to present an appropriate appearance that will be a credit to the student, parent, and school. Appropriate personal appearance should not negatively affect the educational setting, and/or violate health and safety rules. Therefore, certain types of clothing, which may be acceptable for recreational wear, may not be suitable for school.

- Clothing which reveals undergarments and/or reveals an individual's bare midriff
- Clothing that is revealing (Example: shorts/shirts that are too revealing)
- Clothing which violates acceptable safety standards.
- Clothing which promotes/endorse/advertises alcohol, drugs, tobacco products or gang affiliation.
- Clothing which displays biased, prejudicial, and/or profane language.
- Sunglasses (unless by medical order to be worn indoors).
- Footwear considered unsafe will not be permitted.
- Hats are not permitted (unless it is a Spirit Day). Head coverings may be worn as long as they do not cover the sides of a student's face or conceal the identity of the student at any time.

The administration has the sole authority to determine when personal appearance and dress style do not meet school expectations. In these instances, administrators may request the parent/guardian to bring appropriate clothing to school so that the student may change or the student may be sent home with the parent/guardian to change into appropriate attire. Dress Code Guidelines apply to all school-related activities including off-campus events and field trips.

LUNCH PERIODS

Each student is expected to:

- Enter and exit the lunch area in a quiet and orderly manner and proceed to a table
- Keep food and drinks in the lunch area
- Never leave the lunch area without permission from the adult supervisor
- Remain seated except when getting drinks, snacks, or disposing of refuse
- Wait for dismissal from the adult supervisor
- Dispose of trash and keep immediate lunch area clean
- Adhere to food allergy table guidelines

COMPUTER USE

Computers and technology are an integral part of today's society. Students and their parents must sign the contract titled "Technology Acceptable Use Policy Agreement (AUP)" which is part of **Board Policy 6142.10** and conform to all of the requirements and conditions of that policy. Students who do not fulfill this obligation will be prohibited from access to any school computers. Students are expected to use technology for educational purposes only as directed by a teacher. Students must use email only under the teacher's direction. Social networking sites are not permissible. Students should:

- Be responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a student disclose his/her password to another individual
- Refrain from gaining unauthorized access, including attempting to log in through another individual's account or accessing another's files
- Refrain from deliberately attempting to alter or disrupt the district's or school's computer system by changing or destroying settings, files or data or by downloading software
- Refrain from connecting unauthorized devices to the system, including but not limited to personal laptops, cellular phone, tablets, smart-watches/phones, etc. unless pre-approved by the Head of Information Technology
- Refrain from using the district system to engage in illegal activities or non-school related activities
- Refrain from accessing material that is profane or obscene, that advocates illegal acts, or advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person
- Refrain from plagiarizing from other student's or published materials including but not limited to the internet and sharing of assignments on Google docs
- Refrain from infringing on copyrighted material

- Refrain from posting pictures/video online obtained during school hours or on school grounds, even when using a personal device at home
- Creating a social media account or an electronic account of any kind that impersonates and/or disparages a staff member, student, or person in our school community
- Texting or displaying inappropriate comments or images of students or staff

CELL PHONE/AND PERSONAL ELECTRONIC DEVICES

According to **Board policy 3515.1**, students are not allowed to use cell phones, smart watches or other electronic devices during school or on school transportation unless it is part of an instructional activity and supervised by school staff. Cell phone cameras on school buses and in the school building are not allowed due to privacy issues and can be a distraction to the learning environment. Students using a device will be directed by the classroom teacher to turn it off and put it away in their locker. Depending on how the cell phone was used, the electronic device may be collected by the classroom teacher and given to the Principal. Parents will be notified and instructed to retrieve the device from the main office. Subsequent offenses will require a parent teacher conference and disciplinary action. Under certain circumstances a cell phone may need to be confiscated and handed over to law enforcement authorities.

CONDUCT/STUDENT DISCIPLINE

The Long Hill Township Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students. The approved Board of Education code of student conduct is established to achieve the following purposes:

- A. Foster the health, safety, and social and emotional well-being of students;
- B. Support the establishment and maintenance of a civil, safe, secure, supportive and disciplined school environment conducive to learning;
- C. Promote achievement of high academic standards;
- D. Prevent the occurrence of problem behaviors;
- E. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
- F. Establish parameters for consistent responses to violations of the code of student conduct that take into account, at a minimum, the severity of offenses, the developmental ages of student offenders and student's histories of inappropriate behaviors as appropriate.

The staff and Principal will determine and use a variety of approaches to address disciplinary situations. Corporal punishment by any staff member in any form is strictly forbidden. Teachers are required to treat each student with courtesy, respect, and with an understanding of individual needs. In many instances, discipline is handled by the classroom teacher. The Principal has the authority to become involved in disciplinary situations as they see appropriate and/or when a staff member completes a disciplinary referral.

Students whose presence and behavior pose a continuing danger to persons or property, or ongoing disruption of the academic process, may be suspended and/or referred to the crisis team where a medical clearance from a health provider will be required prior to re-admittance to school. Students may also be expelled in accordance with policy and following due process. Prior to expulsion proceedings, the student must be referred to the Child Study Team for evaluation.

Students who display chronic behavioral or academic problems may be referred to the Child Study Team by the Principal for possible identification as disruptive or disaffected. The Principal shall inform the Superintendent of such referrals as they are made. The Superintendent shall keep the Board informed of such referrals and follow-up in executive session at regular Board meetings when appropriate. Students identified as disruptive or disaffected shall be provided with appropriate programs and services as prescribed by the Child Study Team.

DISCIPLINE STRATEGIES

Teachers are required to develop classroom rules and to share and review them with their students during the first three days of school each year, and to review them periodically for reinforcement.

Strategies to Address Inappropriate Behavior:

1. Student-teacher conference
2. Parent-teacher contact by telephone, email, and/or conference
3. Student-teacher-administrator conference
4. Behavioral contract and/or improvement plan
5. Detention (before school, after school, during student's lunch, and/or weekend)
6. Loss of certain school privileges, such as
 - Field trips/school events
 - Lunch
 - Intramural/extra-curricular activities
7. Office Restrictions
8. Suspension
9. Medical clearance from behavioral healthcare provider
10. Expulsion
11. Financial reimbursement for damages caused by a student
12. Reimbursement of expenses incurred in removing student from an out-of-district school function
13. Loss of bus privileges (in the event of bus infraction)
14. Contact of local authorities
15. Restorative justice activities to bring students together in peer-mediated small groups to talk, ask questions, and air their grievances
16. Peer mediation

When office restrictions are imposed by the Principal, pupils are expected to work within the office area or other designated location with appropriate supervision. They may be permitted to attend some special subject classes with administrative approval. Ordinarily, parent/guardians are to receive notice one school day in advance when detention is assigned. When unique circumstances prevail, the teacher must contact the parent/guardian to see if this notice can be waived and the detention held the same day. Detention is to be served on the day(s) assigned unless a medical appointment or religious obligation is scheduled. Parents must notify the teacher if a delay is requested for these or any other reasons. If the teacher and parents cannot agree to a mutually agreeable change, the Principal shall make the determination.

Potential outcomes for infractions according to the discipline levels:

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> ● Late to school ● Late to class ● Disrespectful to classmates ● Unprepared for class ● Not doing homework or not completing same ● Failure to follow class rules/requirements ● Failure to follow lunchroom requirements ● Corridor misbehavior ● Disregard for school property ● Academic Integrity Infraction / Cheating ● Chewing gum ● Inappropriate attire ● Eating in areas other than the lunchroom at lunch time ● Using the following devices: pagers, cell phones, laser pointers, personal music listening devices such as iPods. ● Unauthorized use of audio/video recording devices including cameras and cell phones ● Repeated Dress Code Violation (after warnings issued) ● Tardy to school/class 	<ul style="list-style-type: none"> ● Repetition of Level 1 offenses ● Insubordination ● Using foul/profane language (not directed at an individual) ● Disrespect towards a staff member, substitute, or school visitor ● Pushing/shoving ● Throwing objects without malicious harm or injury to others ● Name-calling ● Harassment (not racial, gender, ethnic, sexual, or religious) ● Intimidation ● Damage/defacement of school or students' property (minor) ● Unsportsmanlike behavior ● Causing disruption at a school event ● Academic Integrity Infraction / Cheating ● Repeatedly tardy to school/class 	<ul style="list-style-type: none"> ● Repetition of Level 2 offenses ● Leaving school grounds or a school activity without authority ● Excessive Truancy ● Fighting or assault that results in minor injury ● Smoking/vaping(first offense) ● Stealing ● Gambling ● Foul or profane language directed at an individual ● Causing disruption of a standardized test ● Sexual harassment ● Harassment , intimidation, hazing or bullying of pupils whether it be related to race, color, gender, religion, ethnicity, nationality, sexual orientation, ancestry, handicapping condition, economic condition, physical and/or mental differences, or to any other distinguishing characteristic, or by simple exercise of exerting physical force over another individual, including acts utilizing electronic devices, cell phones, computers, or other technology ● Infractions against "Technology Acceptable Use Policy (AUP) ● Infractions against Electronic Device Policy ● Substantial damage or defacement of school property ● Creating a social media account or accounts of any kind that impersonates and or disparages a staff member, student, or person in our greater school community ● Repeated Academic Integrity Infraction / Cheating ● Repeatedly tardy to school/class 	<ul style="list-style-type: none"> ● Repetition of Level 3 offenses ● Smoking/vaping (second offense) ● Fighting (cases harm/intend to cause harm) ● Vandalism ● Stealing (second offense or major theft) ● Possession or use of drugs or alcohol ● Foul or profane language directed at an individual ● Possession and/or use of weapons or weapon-like objects ● Possession and/or use of fireworks ● Gross disrespect towards a member of the staff ● Harassment, intimidation, hazing or bullying of pupils whether it be related to race, color, gender, religion, ethnicity, nationality, sexual orientation, ancestry, handicapping condition, economic condition, physical and/or mental differences, or to any other distinguishing characteristic, or by simple exercise of exerting physical force over another individual, including acts utilizing electronic devices, cell phones, computers, or other technology ● Threatening behavior, including ideation ● Sexual harassment ● Infractions against "Technology Acceptable Use Policy (AUP) ● Infractions against Electronic Device Policy ● Assault by student upon a Board member, staff member, or student ● Repeatedly tardy to school/class

OUTCOMES:

Please note that when determining which disciplinary measure to apply, it is important to evaluate all of the circumstances concerning the incident. The following details must be considered prior to determining the appropriate disciplinary measures:

1. The student's age and maturity
2. The nature, severity and range of the behavior
3. The student's previous disciplinary record
4. The circumstances/setting in which the conduct occurred
5. The frequency and duration of the behavior
6. The number of persons involved in the behavior
7. The student's Individualized Education Plan, Behavioral Intervention Plan and/or 504 Accommodation plans, if applicable

The following list includes possible actions taken in the case of inappropriate student behavior. Principals/administrators may use their discretion:

1. Teachers and building administrators may conference with the student and then notify the parents.
2. Students may be kept in the main office for a short discussion and time-out.
3. Students may be required to reflect on their actions and meet with the school counselor.
4. Students may serve an after school detention, an in-school, or out of school suspension. Academic work will be provided for the student.
5. Potential loss of privileges during the school day or related to extracurricular activities
6. In the event that a student needs to be removed from the school environment, the parents/guardians will be asked to come to school for a conference and the child will be sent home.
7. If the situation falls under Harassment, Intimidation, and Bullying (**Board Policy 5131.1**), we will follow state mandated HIB procedures and parents will be notified.
8. Remediation or restorative justice measures put into place with the student based on the situation
9. Other disciplinary action may be taken as deemed appropriate by the teacher or principal

Prohibition of Smoking/Vaping by Students

According to Board **policy 5131.6**, students are not permitted to smoke, including inhaling the burning or vapor of a lighted cigar, cigarette, pipe, electronic smoking device or any other matter or substance which contains tobacco, nicotine, or any other substances at any time in school buildings, on school property, on school buses, or at a school-sponsored trip or activity off school premises. Chewing tobacco is also specifically prohibited. Students are not to carry cigarettes or other smoking materials such as electronic smoking devices, tobacco, pipes or cigarette rolling papers while on school property.

Penalties for Involvement with Drugs, Alcohol, Steroids and/or Tobacco/Nicotine as Per Previously Adopted Policy

All students should be aware that school authorities will take all reasonable steps to prevent the possession and use of drugs, alcohol, steroids, or tobacco on school property and to apprehend those who possess, use, or

distribute drugs, alcohol, steroids, or tobacco.

These steps will include:

- A. Locker and desk searches when there is reason to believe that inspection is warranted;
- B. Required urine screening and/or blood test to determine presence of alcohol and other drugs, when observations of student behavioral indicators suggest the possibility of intoxication.

Offense	First Offense	Second Offense	Third Offense
Smoking/Vaping	<ul style="list-style-type: none"> ● Parents/guardians notified; ● Suspension and/or referral to SAC for quitting assessment 	<ul style="list-style-type: none"> ● Parents/guardians notified; ● Suspension; ● Referral for counseling; ● Law enforcement contacted and possible fine pursuant to <u>N.J.S.A. 26:3D-62</u> (\$250/first offense) 	
Possession of drug paraphernalia not containing any controlled dangerous substance otherwise identified in <u>N.J.A.C. 6A:16-4.1(a)</u>	<ul style="list-style-type: none"> ● Parents/guardians notified; ● Referral to Student Assistant Counselor for assessment; and ● Possible referral to core team 	Two-day in-school-suspension plus all consequences listed for a first offense	Out-of-school suspension plus all consequences listed for a first offense
Possession of alcohol, drugs, steroids or substances identified in <u>N.J.A.C. 6A:16-4.1(a)</u>	<ul style="list-style-type: none"> ● Parents/guardians notified; ● 9 day suspension; ● Law enforcement contacted 	Expulsion hearing plus all consequences listed for a first offense	
Under the influence of alcohol, drugs, steroids, or substances identified in <u>N.J.A.C. 6A:16-4.1(a)</u>	<ul style="list-style-type: none"> ● Parents/guardians notified; ● Immediate medical examination including urinalysis and/or blood test to verify use; and determine extent of use; ● 9 day suspension; ● Law enforcement contacted ● Medical statement substantiating student's state of wellbeing is required before re-entry after positive diagnosis of chemical use; ● Referral to the SAC for treatment, after-care, and reentry plan 	Expulsion hearing plus all consequences listed for a first offense	
Distribution, transferring, or selling	<ul style="list-style-type: none"> ● Parents/guardians notified; ● 10 day suspension and expulsion hearing; ● Law enforcement contacted 		

IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSION

When possible and appropriate, pupils will serve suspension within the school environment in a restricted area apart from the general school population. The student serving in-school suspension will not eat with other students or attend classes, and will not be permitted to participate in or attend any school functions until the period of suspension is completed.

In instances of out-of-school suspension, the parent/guardian will be responsible for supervision of the student until the period of suspension is completed. Depending upon the circumstances at the time of suspension, academic work will be collected for the suspended student and arrangements will be made for the parent/guardian to pick up this work for the student.

GRIEVANCE PROCEDURE

To grieve a disciplinary action, the procedures are as follows:

- Step 1:** Within two (2) school days of the occurrence, the pupil or parent/guardian is to discuss the matter with the staff member or members involved.
- Step 2:** Within (10) school days, if the grievance is not satisfactorily resolved, the pupil or parent/guardian is to write a letter to the building principal stating the grievance.
- Step 3:** The Central Middle School Principal will respond to the parent/guardian letter within 10 school days of receiving the letter. The letter will be a response in writing to the pupil and the parent/guardian as to the disposition of the matter under grievance.
- Step 4:** Within ten (10) school days of the parents receiving the principal's letter, if the grievance is not satisfactorily resolved, the parent/guardian is to write a letter to the Superintendent of Schools stating the grievance.
- Step 5:** Superintendent of Schools will respond to the parent/guardian letter within 10 school days of receiving the letter. The letter will be a response in writing to the pupil and the parent/guardian as to the disposition of the matter.
- Step 6:** If the grievance is still not satisfactorily resolved, the pupil or parent/guardian may seek other avenues of redress, including contacting the Long Hill Township Board of Education, the Morris County Office of the New Jersey Department of Education, and may use any other legal form of redress.

During the appeal process, the Superintendent of Schools, after conferring with the building principal, may temporarily suspend any consequences issued against the aggrieved pupil.

Electronic Signature Via Parent Portal: The CMS Student Manual and Code of Conduct was reviewed by parent/guardian via the Genesis Parent Portal and was electronically signed via the Genesis platform in order to receive their schedule for the current school year.

In order to promote the best learning environment for my child, I will:

1. Support the school's expectations for behavior and reinforce them at home.
2. Do my part to form a trusting and positive partnership with my child's teachers.
3. Always acknowledge and be supportive of the school expectations listed in this Code of Conduct, even if it is my child who has not met the expectations.

In return, Central Middle School will:

1. Do our part to form a trusting and positive partnership with you by communicating regularly about your child's progress.
2. Provide a caring and supportive environment for your child's learning and encourage your child to achieve.
3. Strive to be aware of your child's unique strengths and needs.
4. Maintain a safe and secure building.

We have read, discussed, and understand and support this Code of Conduct, school pledge, expectations of behavior, as well as the outcomes of not meeting expectations. "I promise to be kind, safe and show respect to other people and for property inside and outside the building at all times. I will not intentionally damage property or hurt another student with my words, my body or my actions."