

Sussex Middle School

2025-2026

Our Mission

The Sussex-Wantage Regional School District is a responsive, caring, child-centered community. Our mission is to educate each individual to become a confident, competitive, life-long learner and productive, responsible citizen by providing challenging opportunities in a safe environment through a partnership of families, schools and communities.

Sussex Middle School Administration

Mr. Shane Schwarz, Principal

Mr. Dennis Mudrick, Interim Vice Principal

District Administration

Mr. Michael Gall, Superintendent

Ms. Christina Riker, Board Secretary/Business Administrator

Ms. Stephanie Hennion, Director of Special Services

Dr. Lisa Hutcheson, Director of Curriculum and Instruction

Board of Education

Caitlin Space	Board President
Stevie Vallone	Vice President
Danielle Zill-Barry	BOE Member
Joseph Gaccione	BOE Member
Jake Little	BOE Member
Alissa Cecchini	BOE Member
Brittney Simmons	BOE Member
Taylor Dely	BOE Member
Leah Marrocco	BOE Member

WHERE TO GO... WHO TO SEE...

Main Office Telephone	(973) 875-4138	
	Ms. D. Barbulescu ext. 4577	Ms. N. Caldwell ext. 4578
Board Office	(973) 875-3175	
Absentee Call System	973-875-4138 ext. 1	
Cafeteria Manager	Maschio's Food Service	(973) 875-2751
Lunch (Free & Reduced)	Ms. D. Barbulescu	(973) 875-4138 ext. 4577
School Nurse	(973) 875-4138 ext. 4583	
Transportation	Ms. J. Leggour	(973) 875-3175
Right-To-Know Officer	Mr. F. Pietrowski	(973) 875-3175
Policy 504 Officer	Ms. S. Hennion	(973) 875-3175
Health and Safety Officer	Mr. F. Pietrowski	(973) 875-3175
Curriculum and Instruction	Dr. L. Hutcheson	(973) 875-3175

WHO SHOULD YOU CALL?

Please help us to help you to resolve your concerns. If you have a concern with something that your child reported to you regarding a teacher (including grading), the first person you should call is that teacher. By doing this, you will find out all information regarding the situation (from your child and the teacher) and you and that teacher will hopefully be able to resolve all concerns. If you have any questions or concerns regarding a possible case of bullying, please contact our Anti-Bullying Specialist. Similarly, if you have a concern with your child's academic progress or placement, please contact our guidance counselor. If your child is covered by our Child Study Team, please contact his/her Case Manager with any concerns regarding progress, academics, placement, or counseling. If you have any concern regarding student discipline or Code of Conduct violations, please contact the Vice Principal. If your concern is not resolved at the level indicated above, please follow-up by contacting the Vice Principal or Mr. Schwarz. ***Lastly, it is a great benefit to us helping you if, when you call, you inform our administrative assistants to the nature of the concern.***

Sussex-Wantage Regional School District 2025-2026 School Calendar

SEPTEMBER								
S	M	T	W	Th	F	S		
							1	Labor Day
	1	2	3	4	5	6	2-3	1/2 PD, 1/2 Teacher Prep
7	8	9	10	11	12	13	4	1st day for students
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30					19	Student Days

MARCH								
S	M	T	W	Th	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21	20	Early Dismissal, 1/2 PD
22	23	24	25	26	27	28		
29	30	31					22	Student Days

OCTOBER								
S	M	T	W	Th	F	S		
				1	2	3	4	
5	6	7	8	9	10	11		
12	13	14	15	16	17	18	13	Full PD Day
19	20	21	22	23	24	25		
26	27	28	29	30	31		22	Student Days

APRIL								
S	M	T	W	Th	F	S		
			1	2	3	4	2	Early Dismissal, 1/2 PD
5	6	7	8	9	10	11	3-10	Spring Break
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30			16	Student Days

NOVEMBER								
S	M	T	W	Th	F	S		
							1	
2	3	4	5	6	7	8	6-7	NJEA Convention
9	10	11	12	13	14	15	21-25	Teacher Conferences
16	17	18	19	20	21	22	21-26	Early Dismissal
23	24	25	26	27	28	29	27-28	Thanksgiving Break
30							16	Student Days

MAY								
S	M	T	W	Th	F	S		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23	22	Early Dismissal, 1/2 PD
24	25	26	27	28	29	30	25	Memorial Day
31							20	Student Days

DECEMBER								
S	M	T	W	Th	F	S		
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20	23	Early Dismissal
21	22	23	24	25	26	27	24-31	Winter Break
28	29	30	31				17	Student Days

JUNE								
S	M	T	W	Th	F	S		
	1	2	3	4	5	6		
7	8	9	10	11	12	13	12	Tentative Last Day*
14	15	16	17	18	19	20		*Early Dismissal on actual last day
21	22	23	24	25	26	27		
28	29	30					10	Student Days

JANUARY								
S	M	T	W	Th	F	S		
				1	2	3	1-2	Winter Break
4	5	6	7	8	9	10	5	School Resumes
11	12	13	14	15	16	17		
18	19	20	21	22	23	24	19	MLK, Jr. Day
25	26	27	28	29	30	31		
							19	Student Days

Schools closed 180 Student Days / 183 Staff Days
 Early Dismissal
 Early Dismissal/Staff PD
 Full day Professional Day (School closed for students)

Visit www.swregional.org for District news and events

FEBRUARY								
S	M	T	W	Th	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21	16	Presidents' Day
22	23	24	25	26	27	28		
							19	Student Days

There is no allowance for emergency closings. If school is closed for an emergency days will be made up as follows: Days 1-7: added to the end of the school year. Days 8-12: subtracted in reverse order from Spring Break. All employees are advised to schedule vacation plans around these dates to avoid loss of reservation fees.

Board Approved: 04-29-25

HONOR ROLL / HIGH HONOR ROLL

The Board of Education, after receiving input from building level administrators regarding Honor Roll policy in the district, put forth the following policy for this important student recognition program. Students in grades 6 through 8 are considered for the Honor Roll.

High Honor Roll:	G.P.A. 3.75 and up. No C's, D's or F's allowed.
Honor Roll:	G.P.A. 3.0-3.74. No C's, D's or F's allowed.

PARENT PORTAL

The Parent Portal allows parents to check updates on their children from the convenience of their homes. Grades, attendance, and schedules are a few of the features that parents may access. To access the Parent Portal, go to <https://fridayparentportal.com/sussexwantage>. Enter the portal code, username and password. The portal code will always be 51004501. If you are a first time user, you must use the Username and Password that you received in your Parent Portal letter. Once you have used the assigned Username and Password, the computer will prompt you to create your own secure Portal Username and Password.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society chapter of Sussex Middle School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in the five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of The National Junior Honor Society and have been revised to meet our local chapter needs. Students are selected to be members by a council made up of our faculty.

Membership is open to all sixth, seventh, and eighth grade students that meet the criteria. For the scholarship criterion, a student must have a GPA of 3.75 or better. Those students who meet this criterion are invited to write an essay as outlined in the selection procedures packet. Each essay will be evaluated by our faculty council. Students deemed to have met the qualifications for entrance into the National Junior Honor Society will be invited to participate in a formal induction ceremony.

COMMUNITY SERVICE

The Sussex Middle School strongly encourages all students to participate in community service. Community service aids in experiential learning, developing an understanding of others and introduces the importance of service to the community. Students develop a sense of stewardship within our community, see that they are part of a larger whole, both locally and globally, and gain a deeper understanding and appreciation of the diversity of our world.

PHYSICAL EDUCATION

The Physical Education grade is based on participation and preparedness. Each student must have proper gym clothes in order to get full credit for each gym period. Also, please note that it is difficult to maintain watch over valuables during the gym period. **Please do not leave any valuable objects (jewelry, watches, etc.) or money in the gym or locker areas unattended.** Students are encouraged to secure their property in a locked locker. The school cannot be held responsible for lost or stolen items if they are not properly secured.

PARENT RIGHTS AND DUE PROCESS: HEALTH EDUCATION

“The local Board of Education shall establish procedures whereby any pupil whose parent or guardian presents to the school principal a signed statement that any part of the instruction in family life education is in conflict with his/her conscience or sincerely held moral or religious beliefs, shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result there from (N.J.S.A. 18A:35-4.6).”

LIBRARY / MEDIA CENTER

The library will be open from 8:45 a.m. to 3:30 p.m. All students must have a pass to enter, unless students go to the library as a class. The pass should be presented to the librarian or teacher on duty upon arrival and should be taken back to the classroom when the student returns.

STUDENT PERSONNEL SERVICES

In addition to the teachers, there are several other people at Sussex Middle School students may wish to speak with to help work out any particular problem. One such individual is the guidance counselor. If a student wishes to speak with her, they must tell their classroom teacher and an appointment will be set up for them. Our guidance counselor is here to serve all of our students.

SPECIAL SERVICES

Students who are having significant difficulty in school may be referred to the team by parents or appropriate school personnel.

First, meetings are held with parents, the school guidance counselor, and /or administrator to discuss the child's problem and to formulate an intervention plan. As much as possible, remediation/intervention procedures are undertaken within the regular school program. Sometimes, however, more extensive evaluation data are needed. If the decision is made to undertake a full Child Study Team evaluation, the child's social, emotional, and academic strengths and weaknesses are assessed. If a child is determined to be eligible for special education and related services an Individual Educational Plan (IEP) containing specific goals and objectives is written. At the IEP meeting, the IEP Team, consisting of the parents, school personnel, and other invited participants, will decide upon the appropriate special education program and placement.

INTERVENTIONS IN THE GENERAL EDUCATION PROGRAM

Each school in the Sussex-Wantage Regional School District has a Response to Intervention (RTI) committee in place for the purpose of initiating and implementing interventions in general education programs for at risk students. The guidance counselor oversees the committee comprised of administrators, teachers, parents, and other professionals as needed (i.e. school nurse, Child Study Team members, etc.). RTI team committee members receive in-service training on a regular basis by the principal or designee. The following outlines the responsibilities of the team members and procedure for this process:

1. Principals or designee inform the staff of criteria for identification and procedures for initiating interventions in the general education program at faculty meetings.
2. Parents are informed of procedures for initiating at parent orientation meetings and parent-teacher conferences.
3. A staff member shall initiate a request for intervention services in writing to the guidance counselor. The requests shall include the following:
 - a) Reason for request
 - b) A comprehensive description of the student's performance/behavior
 - c) Prior interventions(s) and results
4. A parental request to initiate interventions in the general education curriculum program shall be submitted to the building principal in writing.
5. The principal or designee shall be responsible for the following:
 - a) Convene the intervention committee and assign roles and responsibilities for staff members who participate in planning and providing for the implementation of interventions.
 - b) Provide the parent(s) with written notification of the intervention meeting including the time and date of the meeting.
 - c) The committee will formulate a written intervention plan.
 - d) The committee will review, assess, and maintain written documentation of the effectiveness of the intervention plan. Documentation will be placed in the student's file and be available for parental review.

CAFETERIA

There are three separate lunch periods at the Sussex Middle School. Adults, including teachers and/or administrators are on duty to monitor all student behavior during this time. The following behaviors are expected from all students during lunchtime:

- Follow the directions of the adults in the cafeteria.
- Be respectful of all peers and adults.
- Be on time. If you are late to lunch, you must have a pass from your teacher.
- Speak in your normal voice.
- Eat only at your table and keep your area clean.
- Use the proper receptacles for recycling and garbage.

DISCIPLINARY GUIDE

Students at the middle school level are expected to develop a measure of self-discipline and control that reflects their increasing maturity and sense of responsibility. Good education is largely dependent upon the maintenance of effective learning conditions within the classroom. Successful and continued maintenance of these classroom conditions is dependent upon students' understanding of and compliance with the rules of discipline, good judgment and compassion by the teacher, understanding and leadership by the administrators, and support of the Board of Education and the parents. Good order and discipline are best thought of as being positive, not negative; of helping a student to adjust, rather than as a punishment; of turning unacceptable conduct into acceptable conduct. Order and discipline are largely a matter of morale, classroom atmosphere, and positive interpersonal relationships. Discipline is developmental and is accomplished as part of the instructional program.

The Sussex-Wantage discipline code is designated to create an educational atmosphere conducive to teaching and learning, provide a stronger accounting procedure of student attendance, maintain a safe and pleasant environment, process discipline cases and provide a more professional procedure to deter future discipline cases. Offenses that will merit a form of disciplinary action shall include, but not be limited to, the following *Board of Education Policy #5600*

DISCIPLINARY GUIDELINES

Below you will find a sample of infractions. For a complete list, please look on the school's website.

Infraction	Offense	First Offense	Second Offense	Third Offense
Arson		Contact Parent/Legal Guardian, police notification, risk assessment, suspension	Contact Parent/Legal Guardian, police notification, risk assessment, suspension/expulsion	Contact Parent/Legal Guardian, police notification, risk assessment, expulsion
Assault		Contact Parent/Legal Guardian, police notification, possible risk assessment, suspension	Contact Parent/Legal Guardian, police notification, risk assessment, suspension	Contact Parent/Legal Guardian, police notification, risk assessment, expulsion
Assault with Weapon		Contact Parent/Legal Guardian, police notification, risk assessment, suspension/expulsion	Contact Parent/Legal Guardian, police notification, risk assessment, suspension/expulsion	Contact Parent/Legal Guardian, police notification, risk assessment, suspension/expulsion

Depending upon the severity of any infraction, the administration reserves the right to impose consequences reflective of the severity by adjusting the leniency and/or harshness of indicated consequences. Also, whereas it is impossible to foresee all possible circumstances where a student could misbehave, the administration reserves the right to use its judgment on items that are not on the above list.

Bus Behavior	Not following bus rules. See Student Handbook for specifics.	Notify Parent/Legal Guardian, warning, possible detention	Contact Parent/Legal Guardian, detention(s)	Contact Parent/Legal Guardian, detention(s)/possible suspension from bus
Unauthorized Use of Cell Phone	Using or in possession of cell phone	Staff member submits Office Discipline Referral, student leaves cell phone in main office for remainder of school day, parental contact.	Staff member submits Office Discipline Referral, student leaves cell phone in main office for remainder of school day, lunch detention.	Staff member submits Office Discipline Referral, student leaves cell phone in main office for remainder of school day, after school detention.
Cheating	Copying answers on a test	Contact Parent/Legal Guardian, possible detention(s), possible grading consequence	Contact Parent/Legal Guardian, detention(s), grading consequence	Contact Parent/Legal Guardian, detention(s), grading consequence
Cutting Class, Leaving Class, or leaving Assigned Location Without Permission	Intentionally missing part or all of class	Contact Parent/Legal Guardian, possible detention(s)	Contact Parent/Legal Guardian, detention(s)	Contact Parent/Legal Guardian, detention(s)
Cutting Detention	Knowingly missing a scheduled detention(s)	Reschedule original detention plus additional detention	Reschedule original detention plus 2 additional detentions	Suspension
Dating Violence		Contact Parent/Legal Guardian, police notification, referral to guidance counselor, notification of Affirmative Action Officer, DCP&P notification	Contact Parent/Legal Guardian, police notification, referral to guidance counselor, notification of Affirmative Action Officer, DCP&P notification	Contact Parent/Legal Guardian, police notification, referral to guidance counselor, notification of Affirmative Action Officer, DCP&P notification
Defiance of Authority/ Insubordination	Refusal to cooperate/comply with a staff member	Warning and possible detention(s), contact Parent/Legal Guardian	Possible detention(s), contact Parent/Legal Guardian	Possible detentions/suspension & contact Parent/Legal Guardian
Destruction of School, Staff, or Student Property		Contact Parent/Legal Guardian, detention(s), possible police notification, restitution	Contact Parent/Legal Guardian, detention(s), police notification, restitution	Contact Parent/Legal Guardian, suspension, police notification, restitution
Disobedience	Disobeying a staff member	Contact Parent/Legal Guardian, warning, possible detention(s)	Contact Parent/Legal Guardian, possible detention(s)	Contact Parent/Legal Guardian, detention(s)
Disruption	Conduct that disrupts class or school	Warning Contact Parent/Legal Guardian	Detention, contact Parent/Legal Guardian	Multiple detentions, contact Parent/Legal Guardian

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Dress Code Violation	Wearing inappropriate clothing	Warning, Contact Parent/Legal Guardian, possible change of clothing	Contact Parent/Legal Guardian, change of clothing, detention(s)	Contact Parent/Legal Guardian, change of clothing, multiple detention(s)
Endangerment	Failing to comply with established safety procedures and/or contribute to possible harm of others and/or accidentally harming others	Warning, possible detention(s), suspension. Contact Parent/Legal Guardian	Contact Parent/Legal Guardian, possible detention(s), suspension.	Contact Parent/Legal Guardian, possible detention(s), suspension .
Falsification	Forging of identity – forging passes, notes, letters, etc.	Contact Parent/Legal Guardian, possible detention(s)	Contact Parent/Legal Guardian, detention(s)	Contact Parent/Legal Guardian, suspension
Falsifying a Fire or Security Alarm		Contact Parent/Legal Guardian, suspension, police notification, risk assessment	Contact Parent/Legal Guardian, suspension, police notification, risk assessment	Contact Parent/Legal Guardian, suspension/expulsion, police notification, risk assessment
Fighting	An engagement in a physical confrontation that may result in bodily injury	Contact Parent/Legal Guardian, possible detention/ suspension	Contact Parent/Legal Guardian, suspension	Contact Parent/Legal Guardian, suspension
Forgery		Contact Parent/Legal Guardian, possible detention(s)	Contact Parent/Legal Guardian, detention(s)	Contact Parent/Legal Guardian, suspension
Gambling		Contact Parent/Legal Guardian, detention/ suspension	Contact Parent/Legal Guardian, suspension	Contact Parent/Legal Guardian, suspension
Harassment, Intimidation and Bullying (HIB)	As outlined in BOE Policy #5512	As outlined in BOE Policy #5512	As outlined in BOE Policy #5512	As outlined in BOE Policy #5512
Inappropriate Language		Depending on situation and severity-warning, possible detention(s), possible suspension	Depending on situation and severity-warning, possible detention(s), possible suspension	Depending on situation and severity-warning, possible detention(s), possible suspension
Littering	Throwing/dropping garbage on the ground and not picking it up to dispose of it properly	Warning, possible detention(s) Contact Parent/Legal Guardian	Contact Parent/Legal Guardian, detention(s)	Contact Parent/Legal Guardian, detention(s)
Misuse of Computer Networks/ Computers	Unethical use of school district technology. Violation of AUP Agreement	Warning, Contact Parent/Legal Guardian, possible loss of privileges	Contact Parent/Legal Guardian, loss of privileges.	Contact Parent/Legal Guardian, detention(s)/ suspension
Membership in Secret Society	Contact Parent/Legal Guardian	Warning, conference with School Counselor	Contact Parent/ Legal Guardian, detention	Contact Parent/ Legal Guardian, detention

Depending upon the severity of any infraction, the administration reserves the right to impose consequences reflective of the severity by adjusting the leniency and/or harshness of indicated consequences. Also, whereas it is impossible to foresee all possible circumstances where a student could misbehave, the administration reserves the right to use its judgment on items that are not on the above list.

Plagiarism	Taking someone else's work or ideas and passing them off as your own (see Student Handbook for specifics)	Contact Parent/Legal Guardian, possible detention(s), possible grading consequence	Contact Parent/Legal Guardian, detention(s), grading consequence	Contact Parent/Legal Guardian, detention(s), grading consequence
Recklessness	Failing to comply with established safety procedures and/or contribute to possible harm of others and/or accidentally harming others	Contact Parent/Legal Guardian, possible warning, detention(s), suspension	Contact Parent/Legal Guardian, possible detention(s), suspension	Contact Parent/Legal Guardian, possible detention(s), suspension
Sexual Harassment	All unwelcome sexual advances or suggestions, requests for sexual behavior, and verbal or physical contacts of a sexual nature	Depending on situation and severity-warning, possible detention(s), possible suspension, Contact Parent/Legal Guardian, AA Notification	Depending on situation and severity-warning, possible detention(s), possible suspension, Contact Parent/Legal Guardian, AA Notification	Depending on situation and severity-warning, possible detention(s), possible suspension, Contact Parent/Legal Guardian, AA Notification
Smoking/ Possession/ Use of Tobacco and Smokeless Tobacco Products	Possession, smoking or use of tobacco/smokeless tobacco products including electric devices, lighters, and matches in any school building or grounds	Contact Parent/Legal Guardian, suspension, contact police/county health office, counselor	Contact Parent/Legal Guardian, counselor, contact police/county health office, suspension	Contact Parent/Legal Guardian, counselor, contact police/county health office, suspension
Substance Abuse	Possession, use, sale or distribution of any substance on school property/ transportation/ school sponsored event	Contact Parent/Legal Guardian, contact police, suspension, risk assessment	Contact Parent/Legal Guardian, contact police, suspension, risk assessment	Contact Parent/Legal Guardian, contact police, suspension, risk assessment
Terroristic Threat, including Bomb Threat		Contact Parent/Legal Guardian, contact police, detention/suspension, risk assessment	Contact Parent/Legal Guardian, contact police, suspension, risk assessment	Contact Parent/Legal Guardian, contact police, suspension/ expulsion, risk assessment
Theft/Damage	Removal, concealment, or possession of property, other than one's own	Contact Parent/Legal Guardian, detention(s), restitution, possible police notification	Contact Parent/Legal Guardian, suspension, restitution, possible police notification	Contact Parent/Legal Guardian, suspension, restitution, possible police notification
Threat	Intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done; a person or thing likely to cause damage or danger	Depending on situation & severity, Contact Parent/Legal Guardian, contact police, possible detention/suspension, risk assessment	Depending on situation & severity, Contact Parent/Legal Guardian, contact police, possible detention/suspension, risk assessment	Depending on situation & severity, Contact Parent/Legal Guardian, contact police, possible detention/suspension, risk assessment

Depending upon the severity of any infraction, the administration reserves the right to impose consequences reflective of the severity by adjusting the leniency and/or harshness of indicated consequences. Also, whereas it is impossible to foresee all possible circumstances where a student could misbehave, the administration reserves the right to use its judgment on items that are not on the above list.

Truancy	Any unexcused absence from school or class	Contact Parent/Legal Guardian	Detention(s), contact police, and as outlined in BOE policy 5200	Suspension, contact police, and as outlined in BOE policy 5200
Use or Possession of an Exploding Device		Contact Parent/Legal Guardian, suspension, police notification, risk assessment	Contact Parent/Legal Guardian, suspension, police notification, risk assessment	Contact Parent/Legal Guardian, expulsion, police notification, risk assessment
Vandalism	Destruction, damaging, or defacing of property	Contact Parent/Legal Guardian, detention(s), possible police notification, restitution	Contact Parent/Legal Guardian, detention(s), police notification, restitution	Contact Parent/Legal Guardian, suspension, police notification, restitution
Weapon Possession		Contact Parent/Legal Guardian, suspension, police notification, risk assessment	Contact Parent/Legal Guardian, suspension, police notification, risk assessment	Contact Parent/Legal Guardian, expulsion, police notification, risk assessment

Depending upon the severity of any infraction, the administration reserves the right to impose consequences reflective of the severity by adjusting the leniency and/or harshness of indicated consequences. Also, whereas it is impossible to foresee all possible circumstances where a student could misbehave, the administration reserves the right to use its judgment on items that are not on the above list.

Co-Curricular Activities Policy #2430

Middle School Eligibility

1. Good Disciplinary Standing

Good disciplinary standing shall mean that a pupil is not eligible to participate while serving a detention or suspension. Pupils who serve more than three (3) detentions or one (1) suspension during one term may be found not eligible to participate the following term.

- a. When a pupil already participating in an co-curricular activity is reported for an infraction of the rules for pupil conduct, the Principal shall appoint a staff committee to consider whether the pupil shall be removed from any or all co-curricular activities; and
- b. If a pupil was in bad disciplinary standing the previous term, the Principal shall refer the matter to a staff committee to determine whether the pupil shall be permitted to participate during the current term.

Good Academic Standing

Good academic standing at the beginning of the school year for all grades, seven and eight, means successful completion of the previous year's requirements, with no failures. In addition, the previous year's requirements are:

1. Two or more failing grades in academic subjects will disqualify a pupil from participation; and
2. Academic disqualifications will be primarily dependent upon the teacher's judgment of a pupil's work attitude.

Participation by Nonpublic School Pupils

The Board believes that resident pupils attending nonpublic, charter, and home schools should be welcome to participate in following district-sponsored co-curricular activities: sports and plays.

Students who attend nonpublic and charter schools may only participate in sports that are not offered at their educational institution, and may only participate in the plays if their educational institution does not have any productions of their own.

ACTIVITY STANDARDS

It is the feeling of the faculty, staff, and administration at the Sussex Middle School that student participation in co-curricular activities is a much-desired facet of our total educational program. However, said participation is an earned privilege, and all participants shall maintain the standards as follows:

- Excessive truancy (determined by the administration as students on track to have legal complaint filed or on track for retention due to amount of absences) may disqualify a student from participation.
- Continued absence from practice sessions or rehearsals may disqualify a student from participation.
- Poor conduct while participating in or attending any co-curricular activity may disqualify a student from participation.

CELL PHONES

During the school day, personal cell phones and electronic devices must be turned off, placed in each student's book bag, and left in the student's locker. Students will be in violation of school policy 5516.02 if they are visibly seen or heard anywhere on school property, including in restrooms and hallways, during school hours. In addition, personal devices of any means are to never be used for the purposes of live-streaming, photographing, and/or video/audio recording any other students or staff members, under any circumstances, while on school property, including on buses. Violation of policy 5516.02 will result in the student turning their cell phone into the main office and appropriate disciplinary actions as per the Code of Conduct. Students and parents understand/agree that Sussex Middle School is NOT responsible for any damage or theft that may occur to the device while on school property

Cell Phone Misuse Consequences

1st Offense - Staff member submits Office Discipline Referral, student leaves cell phone in main office for remainder of school day, parental contact.

2nd Offense - Staff member submits Office Discipline Referral, student leaves cell phone in main office for remainder of school day, lunch detention.

3rd Offense - Staff member submits Office Discipline Referral, student leaves cell phone in main office for remainder of school day, after school detention.

TOYS (LASER POINTERS/PENS)

Certain personal belongings are considered to be disruptive to the learning process. Articles of this nature (including toys, tech decks, skateboards, rollerblades, fidgets, slime, etc.) are not permitted in school and will be confiscated by school officials if students are handling or using them. Once a school official has confiscated a toy or other disruptive articles, it will be turned over to the administration and subject to discipline. It should be noted that laser pointers/pens are dangerous and can cause eye damage. Therefore, students are not permitted to have laser pointers/pens in school, on school grounds or on the bus and will be confiscated by school officials if students are handling or using them. Student will be referred to the administration and subject to discipline. Any confiscated items will only be returned to the child's parent/legal guardian. **Last minute adjustments will not be made to qualify students for a particular event.**

DETENTION

Detentions (including lunch detentions) may be given at the discretion of the teacher or an administrator. If a student receives an after-school detention, their parent/guardian will be contacted. Detentions will be held from 3:30-4:30 p.m. Students who do not stay after for a scheduled detention for any reason will be subject to further discipline (please see chart above).

***Students who are serving an administrative detention or suspension (in or out of school) may not participate in any co-curricular activities on that day.**

DRESS EXPECTATIONS

According to Board of Education regulations (5511) and Sussex Middle School procedures, the following items are not permitted under the dress code. Please be familiar with and make sure your child(ren) follow them. Students violating these rules will be required to call home for a change of clothes and are subject to disciplinary procedures as outlined in the Student Code of Conduct. As always, the administration, faculty, and staff appreciate your support.

- 1) Extremely low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing;
- 2) Skirts, shorts, dresses, and pants that end higher than mid-thigh;
- 3) Outdoor jackets, coats, or hats except when entering or leaving the building and when there is a defect in the heating system;
- 4) Bare feet, flip flops, slides, unsafe footwear, cleated shoes, and footwear intended for the beach;
- 5) Patches and decorations that are offensive or obscene;
- 6) Undershirts (underwear) worn without an outer shirt;
- 7) Clothing that is overly soiled, torn, worn, or defaced;
- 8) Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the pupil's doctor;
- 9) Portable audio or video devices;
- 10) Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol, controlled dangerous substances, or tobacco;
- 11) Clothing containing profanity or sexual references or innuendoes;
- 12) Clothing which includes racial or ethnic violence;
- 13) Hats, hoods, visors, headbands and other headgear;
- 14) Shirts that are worn off the shoulder;
- 15) Any clothing that is likely to create a material and substantial disruption to the school environment.

Teaching staff members will report perceived violations of the dress code to the Building Principal or designee, who will interpret and apply the code. Pupils who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation. Pupils will not be permitted to attend school-related functions, such as a field trip, after-school activity unless they are attired and groomed in accordance with this dress code and the reasonable expectations of the staff member in charge. The Principal may waive application of the dress code for special school activity days. A pupil whose dress or grooming has been found by the Principal or designee to violate this regulation, may appeal the determination to the Superintendent (BOE Policy 5511-Dress Code).

The above listing does not state all types of inappropriate attire, but has cited some specific examples of clothing deemed improper to be worn in school. Any pupil who comes to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school, or shall be required to prepare themselves before entering the classroom. A student will be required to wear clothing provided by the school when other appropriate attire is unavailable in order to minimize the amount of instructional time lost.

HARASSMENT, INTIMIDATION, AND BULLYING

Policy #5512

The following guidelines may be used to discipline students who violate the Harassment, Intimidation and Bullying Policy.

Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Code of Pupil Conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

USE OF DRUGS, ALCOHOL, OR POSSESSION OF TOBACCO/SMOKELESS TOBACCO (VAPE)

According to state code and BOE policy, if any child is suspected of being under the influence of drugs or alcohol, the student will be suspended and a mandatory drug screen/test must be performed within two hours of parental notification. This drug test must be completed by a hospital, the school physician, or any other physician of the parent choosing. If it is completed by a hospital or the school physician it will be at the expense of the school. If a parent chooses to have their own physician to complete the test, it will be at the expense of the parent. In cases of suspected drug or alcohol dealing, an investigation shall be conducted by the school administration. All information will be shared with law enforcement as per the state mandated memorandum of agreement.

POSSESSION OF ELECTRONIC NICOTINE DEVICES AND TOBACCO PRODUCTS

Possession and/or usage of Electronic Nicotine Devices (vapes) and Tobacco Products by students at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus is prohibited. A student who violates the provisions stated in BOE Policy 5533 is subject to appropriate disciplinary measures in accordance with the district's Student Discipline/Code of Conduct and may be subject to fines in accordance with law. In the event a student is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

A student found to have violated this Policy and the law may be required to participate in additional educational programs to help the student understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.

PASSES

A pass will be issued to all students **prior to leaving the classroom for any reason**. It is the student's responsibility to request the necessary pass to leave the classroom. Teachers reserve the right to determine whether or not a pass to allow a student to leave the class at a particular time is appropriate or not.

LAVATORY USE

Students are encouraged to use the lavatory prior to homeroom, during lunch, and during Phys. Ed. class. Students must secure a pass in order to use the lavatory during the day. Teachers will discourage leaving class unless it is an emergency. Students are not allowed to use the lavatory between classes.

BEHAVIOR IN THE HALLWAYS

1. Keep to the right at all times.
2. Do not run.
3. Do not yell or shout at anytime.
4. Do not use profanity.
5. Go up and down the stairs one step at a time – no running or jumping.
6. Do not wander in the hallways in between classes. Take the shortest and most direct route to your next class.
7. Students are expected to be on time to class. Repeated offenses regarding this expectation may result in consequences.

EMERGENCY DRILLS

Throughout the school year we will have several drills to try to ensure everyone's safety in the event of fire, armed intruders, bomb scares, or other emergency situations. The following rules must be adhered to during such drills:

1. Follow the directions of the teacher in charge.
2. Walk quickly and silently to the nearest exit (if the building needs to be evacuated).
3. When outside the building, continue to move 100 feet from the building and remain silent.
4. When the drill is over, walk silently back to class under the direction of the teacher in charge.
5. Students not in their regular class during the evacuation of the building will join the nearest class or staff member exiting and inform him or her of their presence.

CLASS TRIPS

In addition to field trips planned by your individual teachers, each grade may go on a larger field trip as a culminating activity in the spring. The trip will take place during the school day, but may extend beyond regular school hours. The list below identifies specific behaviors expected on any field trip.

1. Follow the directions of the teacher in charge.
2. Be respectful of peers and adults.
3. Behave appropriately while on the bus and at the location of the trip – you are representing not only yourself, but also the entire school.
4. Conduct violations may impact a child's ability to participate in class trips.

BUS BEHAVIOR

The bus driver has complete authority over the students while they are on the bus and is to be obeyed at all times. Below is a list of rules that all students are expected to follow:

- Be respectful to the bus driver and other students on the bus.
- There is no food (including gum) or drinks permitted on the bus.
- Remain seated at all times.
- No pushing, shoving, throwing objects, or shouting on the bus.
- Using profane or abusive language is prohibited.
- Do not litter. Keep the bus clean by throwing away all garbage.
- Extending any body parts or throwing objects out of the windows is prohibited.
- No balloons, skateboards, etc. on the bus.

- Students will be held financially responsible for any damage that they do to the school bus. Students who violate the rules of conduct while riding the bus are subject to discipline according to the chart in the discipline section listed above.

RULES FOR A CHANGE OF BUS

Because of considerations of safety, we may not permit buses to be overloaded. Therefore, students will normally ride the bus to which they are assigned. If, for reasons of family emergency or hardship, or for other good reasons in the opinion of the principal, a need to ride another bus arises, the following procedure must be followed:

1. Parents must call Ms. Jeanette Leggour at the Board Office (973) 875-3175 to check for seat availability prior to requesting a temporary bus change.
 2. The student must bring a note to school signed by his/her parent. The note must state the reason for the request, and must also include the number of the student's regular bus and the number of the bus the student needs to ride for the time of emergency.
 3. The note must be forwarded to the office during the early morning homeroom period.
 4. The student will present the approved request to the driver of the emergency bus.
 5. No bus driver will permit a student, who is not assigned to his/her bus, to ride without proper approval.
- * If a student needs to get off at a different stop, but will be riding the same bus to which he/she is assigned, the same process must be followed.

Bus Accident Procedure

In the unfortunate event of a bus accident, the district will implement its established procedure. The medical personnel and chief administrator on scene will determine the medical condition of the students involved in the bus accident and will decide the necessity of transportation to the hospital. Only children needing medical attention will be referred to the hospital; all other students will be transported to their designated schools either on the affected bus or by a replacement bus. The School Business Administrator will send a letter to the parents of students on the bus involved in the accident explaining the insurance procedure and estimated timeline for the process.

ABSENCE / LATENESS

Regular and consistent attendance at school is necessary to receive the full benefits of our educational program. In addition, regular attendance is also a legal requirement of the state of New Jersey. The state has redefined excused and unexcused absences. There are now three types of absences: 1) excused, which includes religious holidays and Take Your Child to Work Day; 2) unexcused *not counting* toward truancy and 3) unexcused *counting* toward truancy. For an absence to be ***unexcused not counting toward truancy, a doctor's note will be required.***

If your child is going to be absent from school, we require that you call (973) 875-4138, extension 1 to notify us. Any student returning to school after an absence must bring in a written doctor's note and submit it to the office. Also, students who are arriving late to school must report to the main office to sign in. If your child is habitually late or absent without a valid reason, the following schedule of consequences may be applied:

TARDINESS AND EARLY PICKUP-Policy #5240

The Board of Education believes that promptness and participation in the full day of school are important elements of school attendance. Students who are late to school or to class or leave school early miss essential portions of the instructional program and create disruptions in the academic process for themselves and other students.

Tardiness to school or class or early pick up that is caused by a reason listed in Attendance Regulation 5200 C3 shall be considered unexcused not counting towards truancy. All other incidents of tardiness or early pick up from school will be considered unexcused counting toward truancy.

Four (4) instances of unexcused tardiness or early pickup from school will equal one unexcused absence for the purpose of calculating unexcused absences for application of Board Policy No. 5410 Promotion and 5200 Attendance and Retention.

A student who develops a pattern of excessive tardiness or early pick up from school will be referred to the RTI Team in accordance with Regulation 5200 Attendance.

*****A student may neither attend nor participate in any co-curricular or extra-curricular activity if he/she is not in school for at least four and one-half hours on the day of the event.*****

PROCEDURE FOR BEING EXCUSED FROM SCHOOL

If it is necessary for your child to be picked up early, he/she must bring in a note from their parents stating the reason for such excuse and the time to be excused. Under **no circumstances will students be allowed to leave school with anyone other than their parent or guardian unless prior written permission is sent.** Also, students will not be dismissed to a parent (other than their own) whose student is currently serving an out of school disciplinary consequence. Permission to go elsewhere at the end of the day (instead of usual route home) must also be accompanied by a parental permission note. *These notes must be handed in to the Main Office at the beginning of the day.*

STUDENT VACATION POLICY

Attendance at school is considered to be an important component for both the academic and social success of our students. It is expected that arrangements for extended vacations be made in conjunction with the school calendar, which allows ample time for family trips. We recognize, however, that on rare occasions this may not be possible, and we ask parents to be aware of the following constraints concerning make-up of assignments:

- Parents should provide the office with a note explaining the reason for the absence and the length of time involved **at least five days prior to the absence.**
- Extended absence from school for other than illness does not remove the student's responsibility in making up the required assignments or excuse them from any test or other grade that is required for successful completion of their course of study.
- Students will have one day for each day absent to make up all assignments not completed during the absence. Assignments not made up within the appropriate period will become a failing grade and reflected in the quarter grade accordingly.
- Students are expected to take any test missed within **three school days** of their return.
- Absences due to vacation are not considered legitimate under New Jersey statutes and must be recorded by the school as "unexcused".

HOMEWORK FOR ABSENT STUDENTS

Homework will not be gathered unless a student is absent for more than **three** consecutive days. Parents and guardians should communicate homework requests to their child's teacher via email or phone. Please understand that homework may not be available for pick up until the next day. **According to district policy #2330, students will have one day per day absent to make up their work. Further, policy states that it is the student's responsibility to discuss with his/her teachers the work that was missed and it is his/her responsibility to make up that work and submit it to the teacher in a timely fashion.**

ARRIVAL

Students who arrive at school prior to 8:35 a.m. must report directly to the auditorium. No student that is transported by his/her parent or that walks should arrive earlier than 8:15 a.m. Students who are dropped off between 8:20 and 8:35 must enter the building using the doors by the parking lot near the 6th grade wing in order to not interfere with buses entering and exiting the school. Disciplinary consequences may result for repeated offenses. Students riding the bus to school must enter the building through the auditorium entrance. Upon entering the building at the beginning of the school day, all students are asked to go directly to their lockers and gather all

materials and books that are needed for the periods before lunch. Once all supplies are obtained from their locker, they should report directly to first period. If students arrive after 8:40, they are considered tardy and must sign-in and get a pass from the main office.

DISMISSAL

Students should understand that conduct during dismissal time is expected to be the same as during the rest of the school day.

- Due to loading of the buses, parents are asked not to park in the front of the building from 3:00-3:45 p.m.
- The pickup area for parents is in the solar panel parking lot.
- Regular bus dismissal occurs at approximately 3:29 p.m. Students should report directly to the auditorium and sit in the assigned area waiting for their bus to be called.

INTERNET USE POLICY

At the beginning of the school year, every parent/guardian must electronically accept the Internet Terms and Conditions in the Realtime Parent Portal. In addition, each student must electronically accept the responsibilities and expectations of appropriate Internet use outlined in the Parent Portal. Students will not be granted to use permission of the computer until the terms and conditions are electronically agreed to. In addition, parents/guardians and students must also electronically sign the Photography Release Form, which grants permission to place his/her picture on the school's website.

BICYCLES, SKATEBOARDS, ROLLERBLADES

Students may ride bicycles to school only after a letter of parental permission is submitted and permission from the main office is granted. Please note that New Jersey law requires that all children under the age of 14 must wear a helmet. The school will strictly enforce this law, and students who do not comply will not be permitted to ride their bike to school. Skateboarding and rollerblading are not permitted to, from, or in school for reasons of safety.

STUDENT LOCKERS

Lockers are the property of the school and will be checked at any time during the year at the discretion of the Administration. We highly recommend that students purchase a lock to put on lockers that are not already equipped with locks. A spare key or combination must be given to your homeroom teacher but should not be shared with anyone else. It is important to remember to keep the locker as neat and organized as possible. Sussex-Wantage Regional School District is not responsible for belongings. Student's should not share their locker or locker combination with any other student.

BACKPACKS OR DRAWSTRING GYM BAGS

Students are permitted to have a backpack to help transport books and materials to and from school, but are not permitted to carry backpacks throughout the school day. Backpacks are to be placed in the student's locker and remain there for the duration of the school day. Rolling types of backpacks are not permitted. A gym bag is permissible to transport gym clothes *only* to and from gym.

NURSE

All students must have a pass before reporting to the nurse's office. No student will be allowed to go to the nurse in between classes. The only exceptions to the above are in cases of an emergency.

MEDICATION

The state of New Jersey has signed into law a regulation concerning administration of medication (**including over-the-counter medication**) in school. The law addresses two issues:

1. Medication given in school by the school nurse:

- a. Medication will be given in school during regular school hours only when the pupil's attendance depends on the timely administration of such medication. "Medication" as per this law means any prescribed drug, or over-the-counter medication including but not limited to aspirin and cough drops.

2. NOTE: All medication must be in the original prescription container with the pharmacy label attached.

IMPORTANT: PARENTAL HAND WRITTEN NOTES ALONE CAN NO LONGER BE ACCEPTED TO ADMINISTER MEDICATION. THE NEW REGULATION REQUIRES PHYSICIAN ORDERS. ALSO, AS EXPLAINED ABOVE, PARENTS MAY CALL PHYSICIAN TO FAX ORDERS TO THE BUILDING NURSE.

Listed below are other school health requirements. Please review and comply with these regulations.

1. Students who are not feeling well should not be sent to school. Parents will be notified if a child becomes ill at school. The child will be sent home if he/she has an elevated temperature, exposing others to infection, or if he/she feels so ill that he/she cannot participate in classroom activities. Parents are responsible to provide transportation for sick students, when they are notified.
2. It is the parent or guardian's responsibility to notify the school of their child's absence by calling and leaving a message on the absentee call system. Sussex Middle School: 973-875-4138 x1.
3. Any student who returns from an absence must bring a note from a parent or guardian stating the reason for absence.
4. Students returning to school following a communicable illness must be seen by the school nurse before returning to class. A physician's statement may be required.

Parents are requested to inform the school nurse of any medication being taken by a student. This will assist us in handling more effectively any emergency involving students. If a child is to be excused from physical education and/or extracurricular activities for more than a day or two, a doctor's statement giving the reason for the request will be required. During the course of the school year, students will have vision and hearing screening as well as height and weight measurements. We suggest having children checked by a specialist if a referral is recommended. If you have any questions concerning these matters, please contact the nurse.

Parents/guardians must see the nurse to drop off/pick up medications. Students are not permitted to carry medication during school hours/school functions. The exception to the aforementioned rule is inhalers/epipens for life threatening emergencies. The nurse must be notified if a student carries this medication. Teachers, secretaries and administrators are not permitted to accept medications.

Physician orders will only be accepted by a M.D., D.O. or an APN. Medication orders written by a chiropractor will not be accepted.

DANCES

- School sponsored events including dances and activity nights are open only to Sussex Middle School students.
- Dress – Regular school clothes for boys and girls (unless otherwise noted).
- Students who do not return permission forms by a specified date may be denied entrance.
- Students must purchase tickets ahead of time. They are sold in the cafeteria during lunches. No student will be admitted that has not purchased the ticket in this manner.
- Conduct violations may impact a child's ability to participate in school dances/activity nights.

EVENING PERFORMANCES

Students may attend evening events only if they are accompanied by a parent or if they have administrative permission.

BASKETBALL GAMES

If your child is attending a basketball game after school as a spectator, a note must be sent into the Main Office on the day of the basketball game indicating that you will be attending the entire game with your child. The note must be turned into the main office prior to first period on the day of the basketball game. ***Students will not be permitted to attend the basketball game until their parent/guardian has arrived.***

CARE OF SCHOOL SUPPLIES AND EQUIPMENT

All textbooks, **chrome books**, writing supplies, desks, athletic equipment and any other school supplies/equipment are to be treated with care and respect. Students may be asked to pay for any damaged or lost material by the end of the school year.

Failure to reimburse any financial obligations will result in a delay of the final report card, diploma, and school records.

- All textbooks should be covered as soon as possible to protect them from unnecessary wear and damage.
- If you lose your books, report it to the teacher immediately.
- Do not mark your books in any way.
- Do not mark your desks in any way.

AFFIRMATIVE ACTION

Mrs. Christina Riker, Business Administrator and Affirmative Action Officer for the Sussex-Wantage Regional School District, has completed internal monitoring of the district programs in relation to Affirmative Action and Equality in Educational Programs. The findings demonstrate that the district is in compliance with all mandated regulations in this area.

EMERGENCY SCHOOL CLOSINGS

In the event of a school closing, notifications will be sent out using Realtime, on our school website, www.swregional.org and on the following radio stations.

102.3 FM – WSUS

103.7 FM – WIXL106.3 WHCY

BOARD OF EDUCATION
SUSSEX-WANTAGE REGIONAL SCHOOL DISTRICT

27 Bank Street
Sussex, NJ 07461
973-875-3175
FAX: (973) 875-7175

MICHAEL GALL
SUPERINTENDENT
E-mail: mgall@swregional.org

CHRISTINA M. RIKER
BUSINESS ADMINISTRATOR
E-mail: criker@swregional.org

DONNA PYCH
ADMINISTRATIVE ASSISTANT

NANCY SISTO
ADMINISTRATIVE ASSISTANT

August 2025

Dear Title I School Parent or Guardian,

Every Student Succeeds Act (ESSA) legislation requires all teachers to be highly qualified.

Your child currently attends a school that receives funds from the Title I, Part A program. Title I, Part A is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program the district has a requirement to inform you, as a parent of a child attending a Title I school, of information regarding the professional qualifications of your child's classroom teacher. A highly qualified teacher is defined as a teacher that meets New Jersey's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction. At this time all of the teachers responsible for instructing your child maintain a highly qualified status.

However, as a parent or guardian you have the right to request the professional qualifications of your child's teacher or paraprofessional. If you wish to do so, please put this request in writing and submit it to the building principal. You will receive a written response within ten school days from the receipt of your request.

Clifton E. Lawrence School Principal: Kaleigh Themelakis

Wantage School Principal: Christopher Gregory

Sussex Middle School Principal: Shane Schwarz

The intent of this letter is to continue open and transparent communication regarding the qualifications of the Sussex-Wantage Teaching Staff. The Sussex-Wantage Regional School District works to provide parents with information to continue strengthening home-school bonds. In this way we can, together, provide every child a high quality education.

Sincerely,

Michael Gall

Michael Gall

Superintendent

SUSSEX WANTAGE REGIONAL SCHOOL DISTRICT
Annual Integrated Pest Management Notice
School Year 2025 – 2026

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act (IPM). The Sussex Wantage Regional School District has adopted an IPM Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the schools IPM Policy included with this notice.

All schools in New Jersey are required to have an IPM Coordinator to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for the Sussex Wantage Regional School District is: Frank Pietrowski
Business Phone number: 973-875-3175
Business Address: 27 Bank Street, Sussex, NJ 07461

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

AS PART OF A SCHOOL IPM PLAN THE SUSSEX WANTAGE REGIONAL SCHOOL DISTRICT MAY USE PESTICIDES TO CONTROL PESTS. THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY (EPA) AND THE NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP) REGISTER PESTICIDES TO DETERMINE THAT THE USE OF A PESTICIDE IN ACCORDANCE WITH INSTRUCTIONS PRINTED ON THE LABEL DOES NOT POSE AN UNREASONABLE RISK TO HUMAN HEALTH AND THE ENVIRONMENT. NEVERTHELESS, THE EPA AND THE DEP CANNOT GUARANTEE THAT REGISTERED PESTICIDES DO NOT POSE ANY RISK TO HUMAN HEALTH, THUS UNNECESSARY EXPOSURE TO PESTICIDES SHOULD BE AVOIDED. THE EPA HAS ISSUED THE STATEMENT THAT WHERE POSSIBLE, PERSONS WHO ARE POTENTIALLY SENSITIVE, SUCH AS PREGNANT WOMEN, INFANTS AND CHILDREN, SHOULD AVOID UNNECESSARY PESTICIDE EXPOSURE.

The IPM Plan can be reviewed at our Central Board Office between the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday.

Sincerely,
Frank Pietrowski
Supervisor of Building & Grounds

SUSSEX WANTAGE REGIONAL SCHOOL DISTRICT
Buildings & Grounds Dept.
27 Bank Street Sussex, NJ 07461
973-875-3175
School Year 2025 – 2026

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard.

Every three years, The Sussex-Wantage Regional School District has conducted a reinspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM.

The law further requires an asbestos management plan to be in place by July 1989. The Sussex Wantage Regional School District developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

It is the intention of The Sussex Wantage Regional School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the Central Office during regular business hours.

Sincerely

Frank Pietrowski

Supervisor of Building & Grounds

SUSSEX WANTAGE REGIONAL SCHOOL DISTRICT

Buildings & Grounds Dept.

27 Bank Street Sussex, NJ 07461

973-875-3175

Frank Pietrowski
Supervisor, Buildings & Grounds

Jennifer Armstrong
Administrative Assistant

July 1, 2025

The Sussex-Wantage Board of Education has instituted the NJAC 12:100-13 Indoor Air Quality Plan. The district also implemented an IAQ Tools for Schools program that follows the EPA guidelines ensuring a healthy learning environment for all students and staff. This plan can be viewed at our Central Board Office between the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday.

Sincerely,

Frank Pietrowski
Supervisor, Building & Grounds

Regular Day

Sussex Middle School Schedule

6th Gr	7th Gr	8th Gr
1 8:40 - 9:26	CAT/PE 1 8:40 - 9:26	1 8:40 - 9:26
2 9:29 - 10:13	2 9:29 - 10:13	CAT/PE 2 9:29 - 10:13
CAT/PE 3 10:16 - 11:00	3 10:16 - 11:00	3 10:16 - 11:00
4 11:03 - 11:47	Lunch A 11:03 - 11:33	4 11:03 - 11:47
5 11:50 - 12:34	FOCUS 4 11:36 - 12:20	Lunch B 11:50 - 12:20
Lunch C 12:37 - 1:07	5 12:23 - 1:07	FOCUS 5 12:23 - 1:07
FOCUS 6 1:10 - 1:54	6 1:10 - 1:54	CAT/PE 6 1:10 - 1:54
7 1:57 - 2:41	CAT/PE 7 1:57 - 2:41	7 1:57 - 2:41
CAT/PE 8 2:44 - 3:29	8 2:44 - 3:29	8 2:44 - 3:29

Early Dismissal – 2 minute passing time

Sussex Middle School Schedule

6th Gr	7th Gr	8th Gr
1 8:40 - 9:10	CAT/PE 1 8:40 - 9:10	1 8:40 - 9:10
2 9:12 - 9:42	2 9:12 - 9:42	CAT/PE 2 9:12 - 9:42
CAT/PE 3 9:44 - 10:14	3 9:44 - 10:14	3 9:44 - 10:14
4 10:16 - 10:46	Lunch A 10:16 - 10:46	4 10:16 - 10:46
5 10:48 - 11:18	FOCUS 4 10:48 - 11:18	Lunch B 10:48 - 11:18
Lunch C 11:20 - 11:50	5 11:20 - 11:50	FOCUS 5 11:20 - 11:50
FOCUS 6 11:52 - 12:22	6 11:52 - 12:22	CAT/PE 6 11:52 - 12:22
7 12:24 - 12:54	CAT/PE 7 12:24 - 12:54	7 12:24 - 12:54
CAT/PE 8 12:56 - 1:26	8 12:56 - 1:26	8 12:56 - 1:26

Delayed Opening

Sussex Middle School Schedule

6th Gr	7th Gr	8th Gr
1 10:10 - 10:44	CAT/PE 1 10:10 - 10:44	1 10:10 - 10:44
2 10:47 - 11:20	2 10:47 - 11:20	CAT/PE 2 10:47 - 11:20
CAT/PE 3 11:23 - 11:56	3 11:23 - 11:56	3 11:23 - 11:56
4 11:59 - 12:31	Lunch A 11:59 - 12:31	4 11:59 - 12:31
5 12:34 - 1:06	FOCUS 4 12:34 - 1:06	Lunch B 12:34 - 1:06
Lunch C 1:09 - 1:41	5 1:09 - 1:41	FOCUS 5 1:09 - 1:41
FOCUS 6 1:44 - 2:17	6 1:44 - 2:17	CAT/PE 6 1:44 - 2:17
7 2:20 - 2:53	CAT/PE 7 2:20 - 2:53	7 2:20 - 2:53
CAT/PE 8 2:56 - 3:29	8 2:56 - 3:29	8 2:56 - 3:29

