



Carteret Middle School
2026-2027
Student Handbook

Bell Schedule

Period	Regular Day	Abbreviated Day	Delayed Opening
<i>Students Enter</i>	8:30	8:30	9:50
HR	8:35 - 8:37	8:35-8:40	10:00-10:08
1	8:37 - 9:11	8:40-9:06	10:08-10:35
2	9:14 - 9:48	9:07-9:33	10:35-11:02
3	9:51 - 10:25	9:34-10:00	11:02-11:29
4	10:28 - 11:02	10:00-10:26	11:29-11:56
5	11:05 - 11:39	10:27-10:53	11:56-12:23
6	11:42 - 12:16	10:54-11:20	12:24-12:51
7	12:19 - 12:53	11:21-11:47	12:52-1:19
8	12:56 - 1:30	11:48-12:14	1:20-1:47
9	1:33 - 2:07	12:14-12:40	1:47-2:14
10	2:10 - 2:44	12:40-1:06	2:14-2:41
DISMISSAL	Dismissal 2:45 - 2:50	Dismissal 1:06 - 1:10	Dismissal 2:45 - 2:50

The policies, procedures and rules you are about to read in this Student Handbook are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules/procedures support, but do not limit, our authority.

ADMINISTRATIVE PROCEDURES FOR IMPLEMENTING DISCIPLINE POLICY

Our philosophy specifies the following: "Classroom discipline is primarily the responsibility of the classroom teachers who are expected to utilize their professional expertise and related resources in attempting to correct student breaches of acceptable behavior. In the event that the student is unwilling to follow the directions of the teacher or by his action interferes with the proper operation of the class, it is the obligation and duty of the teacher to correct the student and/or the situation. These resources should include personal conferences with students, after or before school detention, consultation with other teachers, guidance counselors, and administrators, and contact with parents."

Classroom teachers are expected to handle minor classroom disturbances including unexcused tardiness to class. Work missed because of tardiness or class cuts cannot be made up for credit. Quizzes, tests, or other work missed will be recorded as a failing mark.

To assist the effort of the classroom teachers, the administrative staff will employ the following guidelines in the hope of reinforcing positive behavior patterns:

DEFINITIONS

1. **Teacher Detention:** After or before school detention or lunch detention as assigned by individual teachers for the purpose of conference and/or study. Students must abide by teacher requests.
2. **Administrative Detention:** After-school Administrative Detention is assigned by the administration or teachers with administrative approval and conducted by the school administration. Administrative Detention will be a "study" session with assignments from the teacher who assigned the detention. *If work is not assigned, students are still responsible for bringing and doing academic work.*
3. **Suspension:** Exclusion from classes or school for a specified period. **A parental**

conference may be necessary in order for a student to be readmitted to regular classes.

a. Out-of-School Suspension

When a student has been externally suspended (Out-of-School) from Carteret Public Schools, he/she cannot participate in any capacity in any school-sponsored activity or extracurricular program nor can he/she be on school grounds or in the school building until the suspension period has been properly terminated.

When returning from or prior to Out-of-School Suspension the student and parent must meet with the school Principal or his/her Vice-Principal.

Any schoolwork assigned during suspension and not handed in upon return will be recorded as a zero or failing mark.

The only exception to this policy is for a prearranged scheduled administrative or Board of Education conference meeting with the student and/or his/her parents or guardians or legal counsel.

Students are responsible for make-up work. The student should contact his/her Guidance Counselor and teachers to arrange for assignments.

b. Mandatory Parent Conference

Removal from academic setting *until* Mandatory Parent Conference occurs.

c. In-School Suspensions

In-School Suspension is assigned to students as a disciplinary measure. During this time of restriction, the student is directed to remain in the In-School Suspension Room for all or part of the school day. Classwork will be assigned by the student's regular teachers. The student has the responsibility for submitting completed assignments to his/her teachers and seeing his/her teachers for special assignments. Students not completing assignments will receive a zero for those assignments.

While the student is serving an in-school suspension, he/she is considered present for attendance purposes.

4. **Administrative Detention:** Students are responsible to attend Administrative Detention for offenses deemed appropriate by the Principal or Vice Principals. Those offenses include but are not limited to cutting class, truancy, lateness, and disruptive behavior. Students missing one

Administrative Detention may be rescheduled. The second offense will result in a suspension. Subsequent misses may result in an out-of-school suspension.

5. **Two Suspension Policy:** Upon the second incidence of suspension (In-School or Out-of-School) within a semester, a student is NOT PERMITTED to participate in any extracurricular activities, including Academic Clubs, Sports, Class Trips, and Social events for the remainder of that semester.

Loss of Privileges

During the First (Marking Periods 1 and 2) or Second Semester (Marking Periods 3 and 4), students with two (2) or more suspensions (any combination i.e., two Out-of-School OSS; two In-School Suspensions ISS; or one ISS and one OSS) will immediately lose ALL grade level and school/FSO privileges for **that** semester. This includes but is not limited to the following:

- ALL School Dances
- All School/Class Trips.
- Any Extra-Curricular Activities

Please note that different grade levels have incentive field trips which may include more stringent requirements for eligibility.

A student may appeal his/her non-participatory status by contacting his/her Vice-Principal. The Vice-Principal will form an Appeals Committee, composed of the student's Guidance Counselor, at least two academic teachers, and the Vice-Principal. The Vice-Principal will forward the recommendation of the committee to the Principal.

New Jersey Annotated

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or the habitual use of profanity or of obscene language, or who shall deface, or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

Students removed from class for disruptive or insubordinate behavior will be removed and a parent/ guardian will be asked to come into school. .

Applicability

These rules apply to students on school premises, and students included in any school-related activities or functions.

Suspensions

The primary purpose of suspension is to encourage parental involvement to assist in producing the desired behavior modification.

Any of the above major offenses are also subject to police action in accord with disorderly persons (NJS2A:170-29-2-B): assault and/or battery (NJS 2A170-26): and threat to do bodily harm (NJS 2A:170-26).

Harassment, Intimidation, and Bullying (HIB)

The Board of Education prohibits acts of *harassment, intimidation, or bullying* of a pupil. A safe and civil environment in the school is necessary for pupils to learn and achieve high academic standards.

Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate in a safe and disciplined environment (excerpt from the Carteret Board of Education Policy # 5512).

Please note that the term "*electronic communication*" means communication transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

For complete copies of the policy, please go to the district website or you can obtain a copy in the main office. Contact information for the District Anti-Bullying Coordinator can also be found on the district website www.carteretschools.org.

Carteret Middle School – Code of Conduct

Infraction		Consequences
1.Cell Phone Violations In accordance with New Jersey State Law (P.L.2025, c.195), the Board of Education prohibits the use of personal cell phones "bell-to-bell". Therefore, cell phones are NOT permitted to be used in school.		Administrative action taken (see handbook procedures at the bottom of this document)
2.. Dress Code		Administrative action taken (see handbook procedures)
3. (HIB) Harassment, Intimidation, Bullying/Sexual Harassment & Relational Aggression * <i>Defined as: tormenting, annoying, teasing, unwanted and unwelcome sexual advances, requests, or demands for sexual favors, and/or other inappropriate verbal or physical conduct including any electronic communication. Relational Aggression is defined as harming or threatening to harm relationships by removing the feeling of acceptance, friendships, or group inclusion. Refer to page 4.</i>	A. 1st Offense	A. REMOVAL from academic setting UNTIL Mandatory Parent conference occurs.
	B. 2nd Offense	B. Parent conference & in-school suspension. Depending upon severity, out-of-school suspension. In-house counseling.
	C. Subsequent Offenses	C. Out-of-school suspension and parent conference. Police Notification.
	D. Subsequent Offenses	D. OSS - May require a Superintendent's Hearing.
4. Disrespect Toward Authority/Insubordination	A. 1st Offense	A. Corrective Consequences; Refocus Breaks; Restorative Consequences; Parent contact
	B. 2nd Offense	B. Responsive Listening PEARS; Restorative Conferencing; Detention; In-school suspension AND parent contact.
	C. Subsequent Infractions	C. In-school suspension; Out-of-school suspension and Restorative Conferencing (PATH)
5. Fighting*	A. 1st Offense	A. Suspension; Parent conference upon return; Path referral; Restorative Conference
	B. 2nd Offense	B. Out-of-school suspension; Parent conference upon return; PATH); BCBA referral; Reentry Conferencing
	C. 3rd Offense	C. Out-of-school suspension; Parent conference upon return. Administration <i>may</i> file a police complaint with the Carteret Police Department. Recommendation for outside counseling services. BCBA referral; Reentry Conferencing
	D. Subsequent Offense	D. OSS - May require a Superintendent's Hearing.
6. Tardiness to Class	A. 1st Offense	A. After 5 lates to class, parent contact (from teacher)
	B. 2nd Offense	B. Repeated infractions, parent contact, and/or after-school detention; Corrective Consequences
	C. 3rd Offense	C. In-School-Suspension (ISS) or Out of school suspension; Reentry Conferencing
7. Cutting Class	A. 1st Offense	A. Parent Contact and detention for each cut
	B. 2nd Offense and Subsequent Offenses	B. Suspension; parent contact; Path referral; BCBA referral
8. Late to School/Excessive Absences		Administrative action taken (see handbook procedures)
9. Leaving School Grounds		Out-of-school suspension and parent conference. The police may be notified. Restorative Conference ; BCBA referral
10. Theft/Vandalism*		Suspension and parent conference. The police may be notified. Depending upon severity, reimbursement and/or cleanup or repair may be required. Restorative Conference); BCBA referral

11. Trespassing	Police notification. Possible arrest, complaint filed.
12. Continued and Willful Disobedience: <i>defined as multiple combinations of the above-listed infractions</i>	OSS - <i>May require a Superintendent's Hearing and possible Expulsion.</i>

***NJ State Violence and Vandalism Report will be completed and submitted for each infraction.**

Depending upon severity of infraction, administrative discretion may supersede Code of Conduct.

***Defined Restorative Interventions**

- **Corrective Consequences** – Support students to correct unwanted behavior in the moment, and to learn, practice, and rehearse desired target behaviors; or correct, revise, redo, and finish incomplete and below-standard academic work.
- **Reentry Conferencing** – Creates a marker between what happened in the past and a fresh start. The student needs to communicate what will be different upon his or her return to the classroom. Students will identify different choices they will make so the unwanted behaviors are not repeated. School expectations will be reviewed, and behavior will be monitored. Staff should communicate their confidence that a student can change while providing support to make it happen.
- **Refocus Breaks** – To allow students time away from a stressful or potentially stressful situation – whole group or individualized examples: run an errand, stretching/gross motor movement break.
- **Responsive Listening PEARS** – Active listening increases a sense of connection with students and reduces potential conflicts and misunderstandings. P – Paraphrase the facts; E – encourage the person to speak; A – ask questions that help clarify the problem and foster self-awareness, self-reflection, and self-assessment; R – reflect on feelings to defuse highly charged emotions; S – solve the problem if the person is ready to change and make a plan.
- **Restorative Conferencing** – Enable those (individuals or a group) who have been harmed or violated to air and share feelings, needs, and grievances. Restorative conferencing provides specific pathways to repair harms by bringing together those who are affected by misbehavior in a dialogue to address concerns, achieve understanding, and come to an agreement about setting things right. Conferencing involves amends-making and accountability.
- **Restorative Consequences** – Help to repair the harm done, mend relationships, restore one's good standing, or otherwise make things right.

Carteret Middle School – Dress Code Procedures

ITEM	ACCEPTABLE DRESS	SPECIAL COMMENTS AND INTERPRETATIONS
Shirts, Blouses	Shirts/blouses - Colors may be White, and Navy Blue - Turtlenecks, button-downs, or straight collars, and polos are permitted Rising Rambler Fridays! Students may wear Carteret Rambler gear on Fridays throughout the school year. Rambler t-shirts and sweats (including a Rambler logo) are acceptable in place of the school uniform. School uniform is a requirement Monday through Thursday. *Please note the uniform policy for dress-down days	Students are prohibited from wearing shirts/blouses that: - Advertise alcohol, drugs, tobacco, the occult, or promote violence or violation of school rules, or are lewd, offensive, vulgar, contain obscene language, sexually explicit language or images, or that materially or substantially disrupts the learning environment. Have low-cut necklines Are see-through apparel or clothing with holes Have tube-tops, halter tops, spaghetti straps, half shirts, tank tops, muscle shirts, crop tops, or any shirt, which allows the navel or bra to show. Any shirt/blouse that does not come to the waistband or exposes the midriff while standing, walking or sitting must be worn with an undershirt that tucks in. No tight-fitted clothing on dress-down days (No leggings, half shirts, or ripped jeans).
Pants, Slacks	Acceptable pants/slacks are worn at the waist, belted, if appropriate, and not “skinny”, “baggy” or oversized. Khaki or, Navy Blue single color	Pants/slacks may not: - Be excessively skinny, long, large, or sag below the top of the hip line or allow undergarments to show. Must not be torn, ripped, or cut. No tight-fitted clothing on dress-down days (No leggings, pajama pants, half shirts, or ripped jeans).
Shorts	Acceptable shorts must be at least knee-length. Khaki or Navy Blue single color	The following are not acceptable: - Short Shorts - Shorts with holes or tears
Dresses, Skorts, Skirts	Dresses, Skorts, and Skirts must be at least knee-length. Khaki or Navy Blue single color	The following are not acceptable: - Short dresses, skorts, and skirts - Clothing with holes or tears - Dresses that are low-cut in the front or back
Shoes	Shoes shall be worn at all times. Shoes should be appropriate for identified physical activities.	Students shall not wear: - House shoes, slippers, flip flops, or slides - Open-back shoes (must have a strap behind the heel to secure foot)
Jewelry	Earrings, hair jewelry, watches, bracelets, rings, and necklaces that are not a safety hazard or material or substantial disruption may be worn.	Students shall not wear: - Jewelry that may be identified as gang-related - Chains, pocket chains, or chains attached to wallets, footwear, pants, or backpacks - During Physical Education all body piercings including, but are not limited to earrings, nose rings and studs,

		eyebrow loops and studs, lip rings and studs, tongue piercings and the like.
General	For unique special events, the Administration may establish event-specific dress code requirements.	Students shall not wear • Extremely tight-fitting clothes. • Hats, caps, hoods, sweatbands, Du rags, scarves or head coverings (except for religious purposes). • Jackets/outwear inside the building • Clothing that is worn in any other way than the way it was designed to be worn • Pajamas or loungewear • No tight-fitted clothing on dress-down days (No leggings, half shirts, or ripped jeans). • NO Rolling Bookbags permitted due to the safety of our students; students transition each period about the building.

The District's dress code is established to teach hygiene, instill discipline, prevent disruptions, avoid safety hazards, teach respect for authority, and prepare each student for future employability. Any attire that, in the administration's judgment, may be reasonably expected to cause disruption or interference with normal school operation will not be allowed. Violators of this dress code will not be permitted into class and may be sent home if they cannot make the necessary adjustments in school.

Student Behavioral Expectations

Be Respectful - Have Integrity - Be Supportive - Empower Others

<u><i>Arrival</i></u> ● Remove hats and hoods ● Go immediately to your destination ● Use quiet, appropriate voices ● Walk at all times ● Place all electronic devices in your locker	<u><i>Hallway and Stairwell</i></u> ● Stay to the right ● Go directly to your destination ● Use quiet, appropriate language ● Walk at all times ● Keep hands, feet, and objects to self
<u><i>Classroom</i></u> ● Arrive on time alert and prepared ● Follow teacher directions ● Use quiet, appropriate language ● Raise your hand to be recognized ● Keep hands, feet, and objects to self	<u><i>Restroom</i></u> ● Have appropriate pass ● Keep the area clean and graffiti-free ● Return to class quickly and quietly ● Report problems or damage to teacher ● Keep hands, feet, and objects to self
<u><i>Cafeteria</i></u> ● Be on time ● Have lunch money or I.D. card ready ● Use quiet, appropriate language ● Clean up your area ● Keep hands, feet, and objects to self	

PROCEDURES/REGULATIONS

PICTURE ID PROCEDURES

The IDs are for the protection of the entire staff and student body so we expect your cooperation.

1. They must be worn in the front and above the waist on the snap-off lanyard as provided by the school.
2. Students losing IDs will be charged \$5.00 for a replacement and \$1.00 for the lanyard.
3. The picture IDs should not be altered at any time. **Defacing** (for example, scratching out or covering the picture) any part of the ID card will require a student to purchase a new ID card.
4. Student IDs are required to participate in the Breakfast/Lunch program.
5. If a staff member asks you to surrender your ID for a particular reason, you must do so. To refuse, constitutes insubordination and may result in administrative consequences.

HALL PASSES

Do not leave your class without a hall pass. A responsible, maturing person will take care of restroom needs and obtain class supplies prior to first period and during lunchtime. Being out of class results in the loss of a learning opportunity. Permission should be granted by the teacher only when necessary. Restroom passes will be limited to emergency situations.

HALLWAY PROCEDURES

1. All students must walk on the right side of the hallway.
2. All students are required to produce proper documentation (a pass) on-demand giving permission for them to be in the hallway when asked by a Staff Member.
3. ALL headgear must be removed: Hats, scarves (except for religious purposes), wave caps, du rags, hoods, etc.
4. Locker use: Before and after school; before lunch.
5. There is to be no loitering in the corridors after entrance to the building and between classes. Students must have hall passes in hallways and lavatories.

Failure to comply with the above constitutes Insubordination.

LOITERING

All students must clear the building and the school grounds immediately upon dismissal unless they are staying for school business – sports teams, clubs/activities, and detention. Students will not be allowed back into the building for any reason unless accompanied by a parent.

LOCKERS

A student locker for storage of coats, hats, books, and supplies is assigned by the Administration. It is the responsibility of each student to keep the locker clean. Periodic locker cleanouts will be scheduled throughout the year. Student lockers are the property of the Board of Education and are on loan to the students.

The Administration retains the right to search a student's backpack and outer garments and open and search school lockers with or without the knowledge or presence of the student or parent involved when circumstances are such that the protection of life and property demand such action. All abandoned items will be donated or discarded at the end of the year. Loss of lock will be a \$10 charge.

Each student should:

1. Keep his/her locker neat and clean.
2. Never give his/her combination to anyone.
3. Never share a locker.
4. Never store valuables in his/her locker.
5. Never leave food in lockers overnight.
6. Make sure to close the locker after use.

Locker combinations are changed yearly and should be kept confidential. Losses due to theft are frequently the result of students sharing lockers and combinations. **The sharing of lockers is prohibited and is a violation of school policy and subject to disciplinary consequences.**

BOOKS

Lost and/or damaged books shall be paid for by you. **You** are required to return the same texts issued to you by your teachers. The cost of replacing any textbook may be anywhere from \$45.00 to \$85.00. It is **your responsibility** to keep your books covered and in good condition.

Examine your textbooks carefully when you receive them. Call your teacher's attention to any marks or ripped pages. You will be assessed book fines in June for marks, ripped pages, loose bindings, etc.

BUS TRANSPORTATION

Bus routes and bus stops are carefully planned by the Board of Education. Do not ask to have your bus stop changed unless an obvious error has been made in your assignment. *If you have NOT been assigned or given BOE approval to ride the bus, you are not permitted on any bus. You must take your assigned bus at your assigned bus stop. Students will not be permitted to ride another bus to or from school for any reason. No exceptions will be made!*

Students who ride buses must observe the following regulations:

1. Wait for your bus at your assigned bus stop in an orderly fashion. Remember to show respect for the rights, property, and safety of others.
2. Remain seated in your assigned seat at all times.
3. Keep the center aisle of the bus free at all times by keeping your backpacks and other bundles on your lap or on the floor in front of you.
4. The bus driver is in charge of the bus and must be obeyed at all times.
5. Smoking is forbidden on the bus or at the bus stop.
6. Open windows of the bus with the driver's permission only. Keep hands, arms, and all body parts inside the bus at all times.
7. Throw nothing on the bus or out of the bus window.
8. Transportation is a privilege and may be revoked because of poor disciplinary behavior
9. Seat belts **must** be worn at all times

LATENESS TO SCHOOL

Every student signed in late to school will receive an automated phone call home.

1st to 5th infraction: Sign in at Front Lobby; receive verbal warning.

6th infraction: 1 Hour Afterschool Detention.

7th to 8th infraction: Mandatory Parent/Guardian Conference with Guidance Counselor including an Intervention Plan with a contract.

9th to 11th infraction: Two-hour Wednesday Detention for each incident of lateness from 9th to 11th.

12th—infraction: Mandatory Parent/Guardian Contact with Vice Principal.

13th and 14th infraction: Students will be assigned one day of suspension per infraction.

15th infraction: **Court referral, subsequent suspensions, and loss of privileges. (See page 4)**

Notes from home for tardiness only explain the reason for tardiness. They DO NOT excuse tardiness, and the student is subject to appropriate disciplinary action.

LATENESS TO CLASS

Teachers are to assign appropriate make-up. After the fifth late, teachers will assign after-school administrative detention. A detention will be assigned for each late after five.

ATTENDANCE POLICY CARTERET MIDDLE HIGH SCHOOL

1. ABSENCE

Absence - The non-attendance of a student in the school district. Students have an obligation to attend school **each** and **every** day it is in session. Students are expected to be on time for all classes. Medical appointments and other such matters should be scheduled at times other than school time whenever possible.

Students who are absent may not participate in any type of extracurricular activity on that day. Only administrative approval will override the above.

2. Excessive Absence

Excessive absences are the total cumulative absences for any reason from school and/or class that interferes with the education program. Those students who are excessively absent from school can be subject to retention.

DISTRICT ATTENDANCE PROCEDURE

Regular attendance at school is vital for a successful education. Please be mindful of the following procedures for unexcused student absences:

1. Once a student accumulates **four (4) unexcused absences**, the school must send a letter to the parent/guardian advising the parent of such and require the parent to meet with a school administrator and guidance counselor. For students with disabilities, the CST must be involved to intervene and also to ensure that the

action plan is in accordance with the student's Individualized Education Program (IEP).

2. Once a student accumulates between **five and nine (5–9) unexcused absences**, the building administrator is to notify the Attendance Officer. The Attendance Officer will send a letter to the parent advising that action will be taken by the office if the child does not attend school.

3. The school must continue to investigate (along with the parent) the cause of the unexcused absences, revising the action plan by establishing outcomes based upon the student's needs and specify the interventions for achieving the outcomes, supporting the student's return to school and regular attendance.

4. For cumulative unexcused absences of **ten (10) or more**, the student, between the ages of six and sixteen, is truant pursuant to NJSA 18A:38-27, and the school district shall:

- a. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts.
- b. Make a reasonable attempt to notify the student's parents of the mandatory referral
- c. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance
- d. Cooperate with law enforcement and other authorities and agencies, as appropriate
- e. Proceed in accordance with NJSA 18A:38-28 through 31, Article 3B, Compelling Attendance at School.
- f. For students with disabilities, the attendance plan and punitive and remedial procedures set forth shall be in accordance with the student's Individualized Education Program (IEP).

ITEMS NOT TO BE BROUGHT TO SCHOOL

- 1) Electronic devices, headphones, cameras, restricted items, or any items that the administration deems unsafe to the student population should not be brought to or used in school. The school and Administration assumes no responsibility or liability for loss or theft of any items prohibited in school.
- 2) Large sums of money or expensive jewelry should be left at home.
- 3) Cell Phones-In accordance with New Jersey State Law (P.L.2025, c.195), the Board of Education prohibits the use of

personal cell phones "bell-to-bell". Therefore, cell phones are NOT permitted to be used in school.

- 4)
- 5) Markers are not permitted in school. Teachers must supply any and all types of markers if required for student use.
- 6) Graffiti constitutes vandalism of school property. Students will face severe disciplinary consequences for this type of infraction, including a referral to the Carteret Police Department.
- 7) Glass containers/bottles.
- 8) Electronic Scooters and Electronic bicycles (e-bikes) and motorized scooters are strictly prohibited on school property.
 - No electric scooters or motorized bikes are permitted at CMS.
 - Any scooter or bike brought to school must be picked up by a parent/guardian.
 - Students will not be permitted to ride motorized vehicles to or from school.
 - Repeated violations may result in disciplinary consequences in accordance with the CMS Code of Conduct.

Procedure for picking up confiscated items:

1st Time: Item returned to student

2nd and Subsequent Times: Parent must come in to receive the item(s)

SMOKING AND TOBACCO SUBSTANCES

According to N.J. Health Regulation (Section 1) "smoking is defined to include carrying or having in one's possession a vaping device, lighted cigar, cigarette, pipe, or any lighted smoking equipment." The use of snuff, chewing tobacco, and all tobacco substances is also prohibited and will be dealt with accordingly. Students smoking on school property will have a minimum assigned one-day suspension.

OTHER INFRACTIONS

Other offenses such as leaving the building without permission, carrying dangerous objects, must be referred immediately to the appropriate vice-principal for corrective measures.

Such offenses will result in severe administrative penalties including detention, suspension, financial payment for destroyed property, and possible recommendation to the Board of Education for expulsion.

The carrying of weapons warrants immediate confiscation by staff members and will result in immediate disciplinary action. In addition, offenders will be prosecuted according to New Jersey Statutes.

Chronic offenders of any of the above may be referred to I&RS (Intervention and Referral Services).

TELEPHONES

The school phones are business phones and will not be used by pupils except for emergencies with administrative approval. Parents should call for students only in cases of real emergencies.

GUIDANCE and INTERVENTION & REFERRAL SERVICE TEAMS (I&RS)

Guidance and CTSS services are available for every student. Counselors will assist with home, school and/or social concerns, or questions a student would like to discuss. The counselors will maintain contact with students, parents, and faculty to make a positive transition from school to home. These services include assistance with educational planning, interpretation of test scores, career information, and study help. The guidance counselor is the "child advocate" for the school.

It is the responsibility of the student to obtain permission and a pass from his/her assigned teacher in order to visit the guidance office. If the appointment carries over into other classes, the guidance counselor must inform all affected teachers.

The CTSS Team is a school-based, problem-solving team that assists teachers by designing and implementing strategies for children who are having learning, behavioral, and/or health problems. The members of the I&RS Team gather all the information available on the child and meet to discuss his/her strengths and weaknesses, developing an Action Plan to address those areas where your child may be experiencing difficulty.

The Action Plan contains interventions and/or strategies specifically designed to address the needs of your child. It is a thoughtful, planned approach to modifying and enhancing your child's performance.

EMERGENCY CONTACT FORMS: CHANGES IN ADDRESS OR TELEPHONE NUMBERS

Inform the main office when you change your address or telephone number. This is very important, especially in the case of an

emergency. Any address changes need to be accompanied by three proofs of residency given to Central Registration located at 599 Roosevelt Avenue.

Please be sure to return your emergency contact forms to school with all of the necessary information, including a telephone number of a family member or close family friend who should be contacted in the event your parents cannot be reached.

GUM/CANDY

Selling candy in school or distributing candy may result in disciplinary action. Candy that is being sold or distributed will be confiscated and returned only to a parent. School Policy prohibits the sale of gum, candy, etc. on school grounds during the school day by any student.

HOMEWORK

Homework is an integral part of your school program. You should expect to have homework each night in all major subjects. Those subjects include Reading/Language Arts, Math, Social Studies, Science, and World Language. Many electives will also have homework.

Homework can be given in many forms: reading a book for a book report, working questions in social studies or math, or even watching a TV program and writing a critique. Homework is designed to supplement class work and to give you the opportunity to practice the skills you have learned in class.

PARENT PORTAL

Parents are encouraged to register for the Parent Portal that shows updates on grades, projects/assignments, attendance, and homework and supports teacher communication. Please contact your child's guidance counselor for your username and password.

Parents may request that homework be sent home if:

1. A student has been absent for at least two consecutive days.
2. A long-term (not Homebound Instruction) absence is expected: for example, Chicken Pox, Flu, etc. To request homework, a parent should call the **Guidance Office** and give the student's name, grade level, and anticipated dates of absence. A homework request form will be sent to the student's teachers. The parent should expect a minimum of 24 hours turnaround time for the homework assignments to reach the Guidance Office. It is the parent's responsibility to pick up the homework

assignments and any necessary textbooks. The student's guidance counselor will leave assignments in the Main Office.

3. Homework assigned prior to absence is due on the first day of return from absence. Assignments missed as a result of absence are to be made up within five school days. It is the responsibility of the student to request makeup work.

CLASS AND HOMEWORK PROCEDURES

1. All assignments must be fully completed
2. No folded work
3. No wrinkled work
4. No torn work
5. No smudges or smears
6. Black or dark blue ink only (except for math and science)
7. Minimal grammatical errors are relative to the following:
 - Spelling
 - Capitalization
 - Punctuation
 - Indentation
 - Usage of margins
8. Proper heading
9. Write on the front side of the paper first

ACADEMIC & ACHIEVEMENT RECOGNITION

Each marking period, students who demonstrate academic excellence in all subjects are distinguished by being designated as honor students. Students are eligible for the Honor Roll each marking period.

QUARTERLY

1. **Principal/High Honor Roll** - A's in all subject areas
2. **Honor Roll** - A's and B's in all subject areas

PROMOTION

In order for any Carteret Middle School student to be promoted to the next grade, he/she must demonstrate academic proficiency. **Any student who fails three or more required courses will not be promoted to the next grade.** A Summer School Program will be a must for anyone to be considered for promotion that has more than three failures. The Carteret Board of Education **DOES NOT** operate a summer school.

VISITORS

All visitors to Carteret Middle School must report to the Security Desk with a valid ID, sign in, and receive a pass. All persons are advised that they are under electronic surveillance while on school grounds and subject to School/Board policy.

LOST AND FOUND

You may inquire about any lost personal property such as books, clothing, jackets, and purses in the Main Office. You are encouraged to make sure that your name is on everything that you bring to school.

If you find something at school, you are to return it to the Main Office. We will record your name and description of the article you found. This is particularly important in the cases of lost wallets, money, jewelry, or other items of value. **If you do not return something you have found and you are found to be in possession of stolen property, you will be suspended from school as per the discipline procedures.**

All unclaimed lost and found items will be donated at the end of each marking period.

LUNCH

The school lunchroom is in operation during each school day. Students may purchase lunch or may bring their lunches and purchase milk, snacks, or desserts. This is a "closed lunch". **Under no circumstances can food be ordered and/or delivered by students or parents.** Students are to report to the lunchroom when scheduled for lunch.

All students are expected to demonstrate good manners while eating and talk in a normal tone. Students are responsible for the area around their lunch table which must be left clean. Trash must be disposed of properly. **No food or drink is to be removed from the lunchroom at any time and may not be consumed in the classroom and/or halls without prior approval.**

1. Students are to stop at lockers before lunch to drop off/pick up books and lunches.
2. No students are permitted to leave the building for the purpose of buying food or beverage.
3. Courteous behavior is expected at all times.
4. No cutting, pushing, or shoving in the lunch lines.
5. Students will be seated at assigned tables/seats when necessary.
6. Students are expected to follow directions and requests of adults in authority.

Free and Reduced Breakfast/Lunch applications are available and are distributed at the

beginning of the school year. They must be completed and returned promptly.

NURSE'S OFFICE/ HEALTH NEEDS

The nurse's office/health center is a medical resource for students and parents/guardians. Any student who is ill or in need of first-aid treatment due to injury must notify the nurse. In order to see the nurse, the student must obtain a pass from his/her teacher. The nurse is responsible for making parent contact. **Students may not call their parent/guardian on their own without the knowledge of the nurse or an administrator. Students using a cell phone without permission will have a consequence, as per the Code of Conduct.**

Students who are ill and need to go home must be signed out by a parent/guardian or an adult that the parent/guardian designates in writing. Students may not leave school on their own. Due to cases of serious illness or injury, it is extremely important that you fill out the emergency contact form with at least two emergency numbers. If numbers change during the year, please update the forms. These forms are sent home at the beginning of the school year.

For serious injuries, Accident Reports are filled out and parents/guardians are informed and advised. The parent/guardian has financial responsibility for all medical care unless the child has a pre-purchased School Insurance plan. The school provides insurance to assist in copayments or deductibles.

BIRTHDAY PARTIES

There will be no party goods and treats delivered for birthdays due to food allergies.

ADMINISTRATION OF MEDICATIONS

For the purpose of this policy, "medications" mean any prescription drug or prescribed over-the-counter medicine (aspirin, Tylenol, allergy medicine, cough drops, etc.). Medication will be dispensed as prescribed by a physician, and medication is administered in accordance with Carteret Board of Education Policy. The requirements of that policy # 5141.22 are as follows:

1. The parent/guardian must provide a written request for the administration of prescribed medication at school.
2. Only orders from doctors are acceptable.

3. All medications must be in a pharmacy labeled container with the student's name, medication name, dosage, time to be given, and date.
4. The parent/guardian should bring the medication to the nurse. Notes from the doctor and parent/guardian must be presented to the nurse for approval.
5. If you are asthmatic, you will be permitted to carry your inhaler with you, if a doctor's note is on file in the Nurse's Office, along with a note from a parent/guardian giving permission for a student to carry his/her inhaler. All other medications may not be kept by students but locked up in the Nurse's Office.

CRUTCHES

These are discouraged in school unless absolutely necessary. If a student must use crutches in school, a doctor's written order must be presented to the nurse with a diagnosis and the length of time the student must be on crutches in school.

The Nurse is not permitted to change dressings applied by a doctor, diagnose illness, treat injuries sustained outside of the school day, and dispense medication without a current doctor's written permission.

Policy and Procedures for the Suspicion of Consuming Alcohol or Illegal Drugs on School Property

In instances involving alcoholic beverages, controlled dangerous substances other than anabolic steroids, or any other chemical compound as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6:a:16-4.1, the following shall apply.

Suspicion of Consuming Alcohol or Illegal Drugs:

1. Any staff member to whom it appears that a pupil may be under the influence of alcoholic beverages or other drugs on school property or at a school function shall report the matter as soon as possible to the principal, and the certified or non-certified school nurse, according to the requirements of J.J.S.A. 18A:40A-12.
 - a. In the absence of the principal, his or her designee shall be notified. In instances where the principal and the certified or non-certified school nurse are not in attendance, the staff member responsible for the school function shall be immediately notified.

- b. A school administrator shall complete the Violence, Vandalism and Substance Abuse Incident Report, according to the requirements of N.J.S.A. 18A: 17-46 and J.J.A.C. 6A: 16-5.3.
2. In response to *every report* by an educational staff member or other professional of suspected alcohol or other drug use, the principal or his/her designee shall immediately notify the parent or guardian and the Superintendent of Schools and shall arrange for an immediate examination of the pupil for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol and or other drugs. The examination shall be completed within 8 hours of the school nurse's initial examination.
 - a. The examination may be performed by a physician selected by the parent or guardian or by the medical examiner. If, at the request of the parent or legal guardian, the medical examination is conducted by a physician other than the medical inspector, such examination shall not be at the expense of the district Board of Education.
 - b. If, at the request of the parent or legal guardian, the medical examination is conducted by a physician other than the medical inspector, the district shall establish the minimum requirements for the medical examination and laboratory testing specifications.
 - c. If the physician chosen by the parent is not immediately available, the examination shall be conducted by the medical examiner.
 - d. If the school physician is not available, the student shall be accompanied by a member of the school staff, designated by the principal, to the emergency room of the nearest hospital for examination.
 - e. When the medical examination is conducted by the school physician or a physician at the emergency room of the nearest hospital, such examination shall be at the expense of the district Board of Education.
3. The pupil shall be examined by a physician using the appropriate district form for the purpose of diagnosing whether or not the pupil is under the influence of alcohol or drugs. The examination shall include a urinalysis/blood test and or Breathalyzer test to determine the presence of illicit substances.
4. A written report of the medical examination shall be furnished to the parent or guardian of the pupil, the principal, and the superintendent by the examining physician within 24 hours. If the written report of the medical examination is not submitted to the parent or guardian, principal, and superintendent within 24 hours, the pupil shall be allowed to return to school until such time as a positive diagnosis of alcohol or other drug use is received; however, the student or parent or guardian must present the completed physicians clearance note in order to return to school.
5. If there is a positive diagnosis from the medical examination indicating that the pupil is under the influence of alcoholic beverages or other drugs, the pupil shall be returned to the care of a parent or guardian as soon as possible. The student shall not return to school until he or she submits to the principal a written report certifying that he or she is physically and mentally able to return thereto. The report shall be prepared by a personal physician, the medical inspector, or the physician who examined the student. The report shall verify that the substance abuse no longer interferes with the student's physical and mental ability to perform in school.
6. **When the pupil is home because of the medical examination or after his or her return to school additional evaluation may be required for the purpose of determining the extent of the pupil's alcohol or other drug use and its effect on his or her performance.**
7. Regardless of the examination results, the pupil shall be interviewed by a Substance Awareness Coordinator or other staff member appropriately trained in the assessment of alcohol and/or drug use for the purpose of determining the extent of student's involvement with alcohol or other drugs and possible need for treatment. If it is determined that the student's involvement with and use of these substances represents a danger to the students health and well-being, the Substance Awareness Coordinator shall provide an accurate, appropriate referral to a treatment program which has been approved by the Commissioner of Education.
8. As required by law, the Board of Education shall provide for the evaluation and treatment of pupils whose use of alcohol or other drugs has affected their school performance or who possess or consume

alcohol or other drugs in the school or at a school function, as required by the definitions of evaluation and treatment contained at J.J.A.C. 6:29-9.2. This shall include referral to the Substance Awareness Coordinator. The Board of Education is not responsible for the cost of any evaluation or treatment provided by an outside agency and/or organizations.

9. When a pupil is receiving medical or therapeutic care for a diagnosed alcohol or other drug dependency problem, provisions for a program of intervention, curriculum, and related services will be provided. The student will also be subject to random urinalysis requests on behalf of the Substance Awareness Coordinator in an effort to assure continued abstinence.
10. In accordance with J.A.A.C. 6:29-9.5(a) 8, refusal or failure by a parent or guardian to comply with the provisions of the N.J.S.A. 18A:40 A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18:38-25 and 18AA:38-3) and/or child neglect (N.J.S.A. 96-1 et seq.) laws.

Cellphone Consequences:

Incident Administrative Response Consequence
First Offense Documented warning No discipline

Second Offense Documented discipline
referral in SIS for non-compliance. Device
confiscated; student can pick-up
at the end of the day.

Administrative Detention,
Notify extracurricular advisors
and coaches; restrict
participation in all activities
until detention is served.

Third Offense &
Violation of the Opt-out
Attestation*

Documented discipline
referral in SIS for non-compliance; Device
confiscated; parent/guardian
pick-up required.

Administrative Saturday
Detention/2 Administrative
Detentions, Notify
extracurricular advisors and
coaches; restrict participation in

all activities until detention is
served.

Fourth Offense Documented discipline
referral in SIS for non-compliance; Device
confiscated; parent/guardian
pick-up required.

1 Day Out of School Suspension

Fifth Offense and
Beyond

Documented discipline
referral in SIS for non-compliance; Device
confiscated; parent/guardian
pick-up required. Possible
enforcement of Return to
District Policy.

2 Days of Out of School
Suspension; Student is
prohibited from bringing any
personal device onto school
grounds for the remainder of the
school year.

*Consequences for violation of the Opt-out
Attestation will begin at the Third Offense level
and
move along the disciplinary chart with additional
violations.

1. A student who violates the provisions of
Policy 5516 and this Regulation more
than four times during a school year shall, for
the remainder of the school year, be
prohibited from bringing an electronic
communication device on school grounds during
the school day or while participating in school
district programs which include, but are
not limited to: during before and after school
programs; during co-curricular activities;

during extra-curricular activities, and during
intra-murals and interscholastic games and
practices.

2. Upon a student accumulating more than five
disciplinary offenses within a
single academic year, the infractions shall be
deemed an excessive and chronic pattern of
misconduct. Such cases may be referred directly
to the Superintendent, or their designee,
for a formal Superintendent's Hearing to
determine appropriate long-term interventions,
placement adjustments, or disciplinary