

MIDDLESEX HIGH SCHOOL STUDENT HANDBOOK

2024-25



300 John F. Kennedy Drive
Middlesex, New Jersey 08846
732-317-6000
FAX 732-317-6008

www.middlesex.k12.nj.us

WELCOME

To Middlesex High School Parents and Students:

This is the 2024-2025 Student Handbook for Middlesex High School. It includes material concerning rules, regulations, policies, procedures, and many other items of interest. Please read the handbook which includes information on staff, policies and procedures. Keep this handbook in a convenient location for reference during the school year.

The staff at Middlesex High School is available to assist both parents and students with any questions or concerns that may occur. A close relationship between the home, community, and school is vital for an effective high school experience. We encourage both parents and students to become involved in the school community, including becoming active and involved in school activities, including our many athletic and co-curricular programs. Have a great year!

Mission Statement

We believe that our students will leave a positive impact on society and take advantage of all opportunities that will lead to their success. Therefore, Middlesex High School's mission, with a commitment to valuing our diversity, building and establishing long-lasting relationships to enhance our children's educational experience, is to serve our children and help them grow into individuals that have strong characters, are creative, critical thinkers, productive and contributing citizens of a global society.

Board of Education

Danielle Parenti

President

Sharon Schueler

Vice President

Amanda Bayachek

Landette Jeffrey

Todd Nicolay

Brenda Perry

Shannon Quinn

Patricia Reynolds

Thomas Thornton

MIDDLESEX SCHOOLS ADMINISTRATIVE STAFF

Dr. Roberta Freeman
Superintendent of Schools

Erin Gomez
Assistant Superintendent

Annette Giordano
Business Administrator

Thomas Majocha
K-5 Supervisor for Curriculum & Instruction

Craig Segall
6-12 Supervisor for Curriculum & Instruction

TaNia Taylor
Director of Special Services

Damien Dimino
Technology Manager

Michelle Logue
District Technology Coordinator

Justin Marsh
Director of Facilities

HIGH SCHOOL ADMINISTRATION

Ryan Regan
Principal

Peter Boveé
Assistant Principal

HIGH SCHOOL SUPPORT STAFF

Lori Ciesla
Secretary to the Principal

Dayanna Villalta
Main Office Secretary

Theresa Cuba
Attendance Secretary

COUNSELING DEPARTMENT

Jennifer Powers
Director of Guidance

Maureen Killian
Guidance Secretary

Elizabeth Zelaya
Counselor

James Schmitt
Counselor

Gina Shehu
Counselor

Stacy Ulmer
Student Assistance Counselor

Erica Jungels
RISE Clinician

BUILDING ADMINISTRATIVE SUPPORT STAFF/ATHLETIC DEPARTMENT

Mathew Benderoth
District Attendance Officer

Michael O'Donnell
Director of Athletics

Melissa Bautista
Secretary to Athletics/Registration/Transportation

SPECIAL SERVICES

TaNia Taylor
Director of Special Services

Kim Chainey
Psychologist

Rashell Arabatzis
LDTC

Michelle Paster
Social Worker

Donna Mazur
Secretary to Director of Special Services

Andrea Heisch
Child Study Team Secretary

HIGH SCHOOL DEPARTMENTS

CTE, Business and Technology
Department Leader – Gabriella Smith

Language Arts Literacy
Department Leader – Marc Koellhoffer

Mathematics
Department Leader - Jessica Bodenschatz

Phys. Ed., Health
Department Leader - Gary Brenner

Science
Department Leader – Diane Gitler

Social Studies
Department Leader – Paul Vernaci

Special Education
Department Leader - Kristen Berkowitz

Visual and Performing Arts
Department Leader - Vincent Inciong

World Languages
Department Leader – Kenneth Perez

HIGH SCHOOL PHONE MENU PHONE 732-317-6000 / FAX 732-317-6008

Choose Option 2 from the main phone menu to reach the High School phone menu below.	
1 – Attendance	5 – Vice Principal
2 – Nurse	6 – Principal
3 - Guidance	7 – Main Office
4 – Athletics	

REGULAR DAY BELL SCHEDULE

A Day					
Period			Time		
0			7:16-7:56		
1			8:00-9:28		
2			9:32-10:56		
3AB		C Lunch	11:00-12:24		12:28-12:58
3A	B Lunch	3C	11:00-11:42	11:44-12:14	12:16-12:58
A Lunch	3BC		11:00-11:30	11:34-12:58	
4			1:02-2:26		

B Day					
Period			Time		
0			7:16-7:56		
5			8:00-9:28		
6			9:32-10:56		
7AB		C Lunch	11:00-12:24		12:28-12:58
7A	B Lunch	7C	11:00-11:42	11:44-12:14	12:16-12:58
A Lunch	7BC		11:00-11:30	11:34-12:58	
8			1:02-2:26		

EARLY DISMISSAL DAY SCHEDULE (no lunch served)

Half Day A	
Period	Time
0	7:30-7:56
1	8:00-9:07
2	9:11-10:13
3AB/3AC/3BC	10:17-11:19
4	11:23-12:25

Half Day B	
Period	Time
0	7:30-7:56
5	8:00-9:07
6	9:11-10:13
7AB/7AC/7BC	10:17-11:19
8	11:23-12:25

DELAYED OPENING SCHEDULE

THERE IS NO PERIOD 0, BEFORE SCHOOL ENRICHMENT, or BREAKFAST SERVED

Delayed Opening A Day						
Period			Time			
1			9:30-10:36			
2			10:40-11:42			
3AB		C Lunch	11:46-12:48			12:52 -1:20
3A	B Lunch	3C	11:46-12:17	12:19- 12:47	12:49-1:20	
A Lunch	3BC		11:46-12:14	12:18-1:20		
4			1:24-2:26			

Period			Time		
5			9:30-10:36		
6			10:40-11:42		
7AB		C Lunch	11:46-12:48		12:52 -1:20
7A	B Lunch	7C	11:46-12:17	12:19-12:47	12:49-1:20
A Lunch	7BC		11:46-12:14	12:18-1:20	
8			1:24-2:26		

ACADEMIC DISHONESTY/CHEATING/PLAGIARISM

The highest standards of honesty and integrity must apply to your actions while a student at MHS. Any student found to be guilty of academic dishonesty will receive “no credit” for that assignment. **Whether you are the person who gives or receives the information, you are guilty of a dishonest act and have put in jeopardy your reputation and your academic standing.**

Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. **Plagiarism** is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, online services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.

A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:

1. Reprimand the student orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by academic dishonesty.
2. If warranted, the teacher shall file a written complaint against the student with the Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Principal.
3. The Principal or designee will determine if further discipline of the pupil is appropriate, and will determine the nature of the discipline on a case by case basis.
4. If the pupil is not in agreement with the disciplinary action of the Principal or designee, he/she may appeal the action to the Superintendent. If the pupil is dissatisfied with the Superintendent's disposition of the case, he/she may grieve the action in accordance with Policy No. 5710, Pupil Grievance.

It is the responsibility of the staff and students to use AI technology with integrity, avoiding plagiarism and dishonest practices. Any student found to be submitting work obtained entirely from AI sites will face the consequences that are outlined in the plagiarism section of the handbook.

ACADEMIC ELIGIBILITY

The Board of Education believes that the goals and objectives of this district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular instructional program of the school. The purpose of such co-curricular activities shall be to develop leadership capacities and good organizational skills, to aid in the socialization of pupils, and to enable pupils to explore a wider range of individual interests than might be available in the regular curricular program. Co-curricular activities are those activities conducted on or off school premises by clubs, associations, and organizations of pupils sponsored by the Board and do not include athletic competitions and practices. Co-curricular activities must be related to the curriculum but are not offered for credit toward promotion or graduation and are ordinarily conducted wholly or partly outside the regular school day.

Eligibility Standards

High school pupils will be eligible to participate in co-curricular activities for one complete academic year if they fulfill the following requirements:

1. First Year of Eligibility - By August 15 the pupil will have received an eighth grade diploma.
2. Second Year of Eligibility - By August 15 the pupil will have successfully completed 27.5 credits. By February 1 the pupil must have passed a minimum of 45 credits or be passing a minimum of 17.5 credits during the previous semester.

3. Third Year of Eligibility - By August 15 the pupil will have successfully completed 60 credits or earned 35 credits during the last school year. By February 1 the pupil must have passed a minimum of 77.5 credits or be passing a minimum of 17.5 credits during the first semester.
4. Fourth Year of Eligibility - By August 15 the pupil will have successfully completed 95 credits or earned 35 credits during the last school year. By February 1 the pupil must have passed a minimum of 115 credits or be passing a minimum of 20 credits during the first semester.

Eligibility/Ineligibility will be established four school days after the end of the marking period. A pupil who receives two or more failing grades in a particular marking period will be ineligible to continue or begin participation in co-curricular activities. *Grades of G, WF and I will be considered failures if issued during the marking period. Incomplete grades "I" will be considered failures until a passing grade has been issued. For nine-week and semester courses, the final grade and credits earned will be used to determine eligibility. Any course denied credits by the grading policy or attendance policy will be considered a failing grade. *(Under Review)

For the purpose of enforcing State eligibility guidelines, a high school pupil is considered to be passing a full-year course at the end of the first semester if his/her marking period grades and mid-year exam grade would earn credits according to the grading policy for semester courses.

A student who becomes ineligible will not become eligible until four school days after the end of the marking period except as provided for under 6. (If the end of the marking period is the last day prior to a vacation period of two or more days, then the Principal may shorten the four school day requirement.)

An ineligible pupil may not practice with the team or co-curricular activity.

It will be the responsibility of the advisor of each co-curricular activity to develop a monitoring process that will achieve the following:

- Monitor the academic work of pupils who receive mid-marking period progress reports.
- Monitor the grades of the pupils at the end of each marking period to determine eligibility/ineligibility and notify the Principal of any ineligible pupils.

It shall be the discretion of the Principal to establish a procedure for an ineligible pupil to "earn" eligibility through positive performance after a period of three weeks of ineligibility unless prohibited by an outside governing body. Such procedures shall be available to all ineligible pupils. Such procedures shall be reviewed by and approved by the Superintendent. Policy 2430- CO-CURRICULAR ACTIVITIES

ACCEPTABLE USE POLICY

The Board of Education may provide technology devices to pupils in the district school with district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to pupils of this district. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to pupils to be used as part of their educational program.

Nothing prohibits a pupil from using his/her personal technology device (excluding their cell phone) in accordance with school rules and regulations.

A technology device provided by the school district may include pre-loaded software. A pupil is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

To receive a school district provided technology device, the parent and pupil must sign a School District Provided Technology Device Form requiring the parent and the pupil to comply with certain provisions. These provisions may include, but are not limited to:

1. A school district provided technology device must be used only by the pupil for school district authorized use;
2. A pupil shall comply with the school district's acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in his/her use of any school district provided technology device;
3. Any school district provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil by June;
4. The parent or pupil shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
5. The district may require, or offer as an option, depending on the type of technology device provided to the pupil, an insurance policy to be purchased by the parent or pupil that would cover certain losses or damage to a technology device during the time period the pupil has possession of the device. The parent or the pupil shall pay any insurance policy required deductibles in the event of a loss;
6. In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or pupil elects not to purchase optional insurance, the parent and/or pupil shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;
7. A pupil will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;
8. A pupil must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;
9. A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;
10. A pupil shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
11. The pupil shall have the technology device in his/her possession in school as required; and
12. Any other provisions the Superintendent of Schools determines should be included on the School District Provided Technology Device Form.
13. The school district will provide the pupil and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the pupil retains the use of the school district provided technology device. The parent acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a pupil. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per pupil, per incident. The fine shall be remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils as defined in N.J.S.A. 18A:7F-45.

Pupils shall comply with all school district policies for the use of a school district provided technology device. A pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's acceptable use policies; pupil code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form. **POLICY 7523- SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS**

ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of an illness of any student. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may

have to be administered during school hours. Parents are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of students. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to students in school by the school physician, a certified or non-certified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A.18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine and hydrocortisone sodium succinate in an emergency pursuant to N.J.S.A.18A:40-12.5, 12.6, 12.29, and 12.30.

Self-administration of medication by a student for asthma or other potentially life-threatening illnesses, a life threatening allergic reaction, or adrenal insufficiency is permitted in accordance with the provisions of N.J.S.A.18A:40-12.3.

The school nurse shall have the primary responsibility for the administration of epinephrine and hydrocortisone sodium succinate to the student. However, the school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism and the administration of hydrocortisone sodium succinate using standardized training protocols established by the New Jersey Department of Education (NJDOE) in consultation with the Department of Health when the school nurse is not physically present at the scene.

In accordance with the provisions of N.J.S.A.18A:40-12.6.d, no school employee, including a school nurse or any other officer or agent of a Board of Education or a physician or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A.18A:40-12.5 and/or hydrocortisone sodium succinate pursuant to N.J.S.A.18A:40-12.29, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A.18A:40-12.5 and N.J.S.A.18A:40-12.29, nor shall any action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A.18A:40-12.6.d and N.J.S.A.18A:40-12.33. Good faith shall not include willful misconduct, gross negligence, or recklessness.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction or an emergency requiring the administration of hydrocortisone sodium succinate. In addition, the parent must be informed that the school district, its employees, and agents shall have no liability as a result of any injury arising from the administration of epinephrine or hydrocortisone sodium succinate to the student.

The parent of the student must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism or the administration of hydrocortisone sodium succinate to the student. In addition, the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism or the administration of hydrocortisone sodium succinate to the student.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to students for anaphylaxis and/or the emergency administration of hydrocortisone sodium succinate for adrenal insufficiency is effective for the school year it is granted and must be renewed for each subsequent school year.

Each school in the district shall have and maintain for the use of students at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with NJDOE regulations. Every student that is authorized to use self-administered asthma medication pursuant to N.J.S.A.18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the student's physician which shall identify, at a minimum, asthma triggers, the treatment plan, and other such elements as required by the State Board of Education.

All student medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by students. In those instances, the medication may be retained by the student with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with such information about the medication and its administration as may be in the student's best educational interests. The school nurse may report to the school physician any student who appears to be affected adversely by the administration of medication and may recommend to the Principal the student's exclusion pursuant to law.

The school nurse shall document each instance of the administration of medication to a student. Students self-administering medication shall report each incident to a teacher, coach, or other individual designated by the school

nurse who is supervising the student during the school activity when the student self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the student's health file. Policy 5330- ADMINISTRATION OF MEDICATION

ATTENDANCE

Daily attendance in all classes is vital for the successful completion of the course requirements at the High School. The exchange of ideas which takes place in the classroom is crucial in the development of a pupil's understanding of each course and cannot be adequately made up through alternative assignments. Definitions and Procedures Covering: Absence, Lateness, Early Dismissal, Cuts, Truancy, Attendance Eligibility

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A.18A:36-25.6, if a student is determined to be absent from school without a valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence. A pupil will be considered to have attended school if he/she has been present for at least 4 hours during the school day. If a student has been absent from school, a written excuse must be submitted to the main office upon returning. A written excuse should include the date(s) of the absence, the reason, and a signature of a parent/guardian.

1. After three consecutive days absent due to an illness, a doctor's note is required.
2. Upon returning to classes, students are expected to request make-up work from each teacher.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In general, pupils will be allowed 1 day to make up missed work for each day of absence. Teachers shall make reasonable accommodations to extend the time for pupils. A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test. In no case will a pupil who missed a test because of his/her observance of a religious holiday be denied an opportunity to make up the test.

Unexcused Daily Absences- A pupil is unexcused when he/she is absent without an approved excuse or did not receive prior school permission to be absent from school.

1. Vacations, when school is in session, are unexcused. Family vacations should be planned to coincide with the school calendar.
2. College visits in excess of 3 are unexcused.
3. Absences other than those specifically designated as excused may be classified as unexcused upon review by the principal or vice principal.

Students are placed in a NO-Credit Status when their total number of class absences exceeds the approved policy limit.

Any absence from class will count toward the attendance limit and policy violators will lose credit.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of the Board of Education. A pupil will be denied course credit when he/she has been absent from 5 or more class sessions in a semester course or 10 or more class sessions in a full year course, whatever the reason for the absence, except that absences for the observance of religious holidays and absences caused by a pupil's suspension will not count toward the total.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with the efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Board of Education requires that pupils be in attendance for the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a pupil be late to school or dismissed from school before the end of the school day. A student must be in attendance at least half of the school day to participate in any after-school activity. Students are not permitted to participate in any co-curricular activities on a day when they are absent from school. A student must be present prior to 10:30 a.m. on the day of the event in order to participate in a school-related activity. This applies to such co-curricular activities as athletic contests, dances, trips, etc. Students who are suspended from school may not participate in co-curricular activities during the time of suspension.

Pupils may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth in Policy No. 2430. Pupils may be denied participation in athletic competition if their attendance fails to meet the standards set forth in Board Policy No. 2431. School rules and procedures apply at all school functions, including those held in the evening and/or off school grounds. As well, limits on when students may enter such events, restrictions on leaving and re-entering events, and responsibility for non-MHS students attending events may be put in place in order to ensure the safety and enjoyment of all participants.

A student suspended out of school is not permitted on school property during school hours and is suspended from participation or attendance at any school functions, including school to work. The student may request to visit teachers after school to determine their assignments for the day. Students suspended out of school are required to remain at home during school hours. It is the responsibility of their parents/guardians to ensure that students do not leave their homes and are supervised.

The Principal may excuse, for a good cause, the late arrival and early dismissal of a pupil on the prior written request of the pupil's parent(s) or legal guardian(s). Good causes may include medical and dental appointments that cannot be scheduled outside the school day, medical disability, a motor vehicle driver's test, interviews for college entrance or employment, and court appearances.

No pupil will be permitted to leave the school before the end of the school day except in the presence of the pupil's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who has written authorization.

A pupil who arrives late at school (after 8 am) shall report to the school main office and pick up a late arrival slip. The slip will include the date and the time of the pupil's arrival. The pupil will proceed to his/her assigned class and present the slip to the teaching staff member in charge, who will verify the date and time.

Students who are unexcused late to school three times will be assigned morning detention. The consequences for additional unexcused lates are as follows:

Lates 6 and 9: Morning Detention (30 minutes), with parent meeting request on late number 9

Lates 12 and 15: Thursday Detention (1 hour) with attendance committee meeting after late number 15.

Two Thursday detentions may make a student ineligible for school day activities such as class trips, or any activity that will take the student out of instructional time during the school day. Failure to attend assigned detentions will result in In-School or Out-of-School Suspension.

Please remember that late arrivals and early dismissal mean missed instructional time; except as noted earlier, missed time is not excused. If students are not in school for at least 4 hours they are considered absent for the whole school day.

LATE TO CLASS/CUTTING CLASS

Cuts (Unexcused Class Absences)- A cut is defined as being present in the school building but failing to report for instruction, without the specific approval of certified personnel, in the period and classroom assigned. This includes being late beyond 10 minutes to a class without a valid excuse.

1. Failure to report for instruction in the assigned period and classroom as a result of being late to school without a proper excuse is unexcused and may be considered a cut.
2. Classes missed because a pupil is truant are classified as cuts.
3. Any student cut from class shall receive a zero (0) for all of the missed classes and no credit will be given for makeup work.

LOSS OF CREDIT

Loss of credit will occur in all cases when a pupil has attained the following absences unless he or she successfully appeals the loss of credit:

1. 5 absences in a one-semester course
2. 10 absences in a full year course

Whenever a student accumulates 10 absences in a full year course (or whatever is the maximum for the course in question) the student will be **denied credit**. For course credit to be considered for reinstatement, the student must make an appeal before the Attendance Appeals Committee.

The school Attendance Appeals Committee will review the student's attendance circumstances in order to determine if there is a reason to reinstate credit in the presence of extenuating circumstances or to recommend denial of credit in the presence of class cuts or an excessive number (10) of class lates, or to recommend an action plan.

If a pupil is denied credit for a course, they must finish the course in good standing. If a pupil is removed for disciplinary purposes, they will not be allowed to complete a summer make-up course and will not be allowed to double up on that course during subsequent academic school years.

The Attendance Appeals Committee will consist of the Assistant Principal, Guidance Counselor of the student in question, Nurse, and appointed teaching staff deemed appropriate by the administration. It may also include a case manager when deemed appropriate. Meetings will be scheduled as needed at the discretion of the Attendance Appeals Committee to examine the attendance record of students with no credit status.

CELL PHONES IN THE CLASSROOM

Cell phone usage in the classroom should be limited to academic purposes only.

Should a student need to contact a parent in the event of an emergency they should be given a pass to the main office in order to make that call.

Students are advised to keep their cell phones in their backpacks or store them in a designated area within the classroom. Each student has been assigned a Chromebook for the year, which can access all the same information as a cell phone. Students will have the opportunity to check their cell phones during passing time or while eating lunch. We believe that this balanced approach to cell phone use at Middlesex High School will help us improve focus on learning during instructional time. Failure to adhere to this policy will result in the following progressive disciplinary action.

Infraction	Consequence
First Infraction	Verbal Warning From Staff Member or Teacher
Second Infraction	Student-Administrator Conference
Third Infraction	Morning Detention
Fourth Infraction	Phone Placed in the Main Office, Morning Detention & Parent/Guardian Conference
Fifth Infraction	Phone Placed in the Main Office & After School Detention
Sixth Infraction	In-School Suspension, Cell Phone Plan & Parent/Guardian Conference

CHILD ABUSE AND/OR NEGLECT

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement 8462- REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, N.J.S.A. 9:6-8.10, and N.J.A.C. 6A:22-4.1(d).

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates School Social Worker as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C.6A:16-6.2(b)1, consistent with the Memorandum of Agreement, pursuant to N.J.A.C.6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C.6A:16-11.1(a)9.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13. Policy 8462- REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

COLLEGE BOARD/ADMISSIONS EXAMINATIONS

The Middlesex High School Program of Studies on the Counseling page of the district website is another source of college information.

Middlesex High School College Board Code #310792 www.collegeboard.org

College admissions examinations administered by the Educational Testing Service (PSAT and SAT) and American College Testing Program (ACT) are required by many colleges and universities as one of the criteria of the student's application. The Scholastic Aptitude Test is administered at several different locations and dates during the school year. The testing dates for the SAT and the PSAT at Middlesex High School are yet to be determined at this time. This information will be made available once the testing dates are scheduled. SAT's are also administered at other high schools on additional dates; see your counselor for information. Information on the ACT test can be obtained from your counselor.

COUNSELING SERVICES

The Counseling Department is concerned with helping each student meet his/her unique needs in areas pertaining to educational growth, career planning, social problems, and social skills required for growth.

Middlesex High School will provide individual and group guidance counseling services to all students. Counselors are most concerned with having students make wise choices based upon self- knowledge, ambition and aptitude.

DISCIPLINE

Middlesex High School has established its discipline procedures to provide all students the opportunity to achieve free public education in a safe and secure learning environment. Our students are entitled to have the security of reasonable and uniform expectations of behavior and to know what the possible consequences are of disruptive behavior. This student code of behavior provides the foundation and framework for a fair and sound discipline policy. It also allows sufficient flexibility to meet those special situations encountered in school. All student behavior, whether it occurs while traveling to or from school, in or on school property, or at a school-sponsored event, shall be governed by the student discipline code. Certain student behavior outside the school may also result in disciplinary action by the school for the protection of the health, safety, or welfare of all students.

A document of this nature cannot cover every set of circumstances that may be encountered in the diverse and complex social setting of public schools. Therefore, administrators charged with the responsibility of creating and maintaining a safe and appropriate learning environment will determine appropriate action for disruptive behavior not covered in these regulations.

DISCIPLINE MATRIX

<u>PROGRESSION</u>	<u>INFRACTIONS</u>	<u>INTERVENTIONS</u>
Level 1: Incidental (Non-referred/Documented) <i>Brief, age-appropriate, correctable, self-correcting with consistency</i>	• Eating/Drinking/Chewing • Distraction & Cleanliness • Inappropriate electronic device usage (hallway/classroom) • Inappropriate Displays of Affection • Inattentive • Nuisance Item (Mild) • Running in hallway • Student talking - not disrupting instruction	• None (reaction would interrupt/distract) • Teacher Look (nonverbal cue) • Verbal or Physical Cue (redirection/proximity) • Quick Reteach • Positive Reinforcement • Model appropriate behavior • Referral form

Level 2: Minor (Non-referred/Documented) <i>Behaviors are contrary to expectations. May interrupt instruction/learning</i> <u>Becomes major when the same behavior occurs 3 times in a Marking Period</u>	• Acceptable Use Policy (Mild) • Attendance/Tardies (see Policy) • Class Disruption (Mild) • Cheating/Plagiarism (Mild) • Disregard of Rules/Regs (Horseplay) • Graffiti (Mild) • Insubordinate (Mild) • No Show Detention (After 2 missed) • Nuisance Item (Severe) • Theft (Mild) • Unacceptable Language (Mild) • Vandalism (Mild)	• Reteach expectations in the setting • Referral form • Student-Teacher Meeting • Counselor Referral • Teacher Detention • Parent Contact with a response - phone call, email, PTC, home visit • Restorative Justice Circles • *THREE INTERVENTIONS REQUIRED (including parent contact) BEFORE LEVEL 3*
Level 3: Major (Referred/Documented) <i>Moderate or chronic, disrupts instruction, repeated minor (Level 2) behaviors 3 times in a marking period.</i>	• Acceptable Use Policy (Severe) • Bullying • Cheating/Plagiarism (Severe) • Disruption (Severe) • Cyber Bullying • Dress Code • Verbal Threat to Another Student (Mild) • Graffiti (Severe) • Immoral Conduct (Severe) • Theft (Severe) • Insubordinate (Severe) • Vandalism (Severe) • Verbal Confrontation (Severe) • Threat to Staff (Severe) • Unacceptable Language (Severe) • Truancy • Inappropriate Touching	• Admin follows discipline based on infraction • Referral form • Restorative Conversation (teacher, student, admin) • Restorative Justice Circle • Phone Call Home • Referral to B.R.I.G.H.T program • Suspension (ISS or OSS) • *Teacher has reentry conversation next time in class
Level 4: Extreme (Referred/Documented)	• Assault/Battery-Staff • Battery w/ Injury-Staff • Assault/Battery-Student • Battery w/ injury-Student • Fighting • Sexual Assault • Possession with Intent • Arson • Possession of Alcohol/Controlled Substance/Tobacco/ Weapons • Threat to Another Student/Staff (Severe) • Verbal Confrontation (Severe) • Distribution of Controlled Substance/Alcohol Use of Alcohol/Controlled Substance/Tobacco	• Determined by Administration • Suspension (ISS or OSS) • Expulsion • Referral form • Restorative Conversation (teacher, student, admin) • Restorative Justice Circle • Phone Call Home • Referral to B.R.I.G.H.T program

DEFINITIONS OF INFRACTIONS

Acceptable Use Policy: Any unauthorized, unacceptable, or inappropriate use of computers, access, software, equipment; and/or any activity that affects or disrupts the school or school district computer hardware, software, or computer systems. (iPads, Chromebooks, cell phones) **Mild** =Not on correct app/site **Severe**= Graphic/violent/sexual in nature

Bullying/Cyberbullying: Written, verbal, or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression, that is directed at a person or group of persons

Cheating/Plagiarism: Cheating involves the improper taking of information from and/or giving of information to another student, individual, or other sources. **Mild** =Class assignment **Moderate**= class assessments (quiz, tests) **Severe** =High Stakes Testing (SBAC, WIDA, CRT, etc.); research papers, essays

Disregard of Rules and Regulations: Behavior that disrupts the learning environment or is contradictory to school or classroom rules, policies and procedures.

Graffiti: Writing, drawings or symbols scribbled, scratched, or sprayed illicitly on CCSD property. **Mild** =Writing on a surface that can be erased. **Severe** =Damage that requires cleaning by adult(s), use of sharpies or similar instruments, scratching or carving into surfaces.

Insubordinate: A refusal to obey a direct or implied order, reasonable in nature, and given by and with proper authority; defiant of authority; disobedient to orders. **Mild** =Ignoring directions, not seated, etc. **Severe** =Adamant/blatant refusal to follow directions, disrupting instruction.

Nuisance Item: Items that are disruptive to the educational/learning environment. **Mild:** Playing with toy or item that is distracting to an individual student (single occurrence) handled immediately in class **Severe:** Item distracts student(s), items being used inappropriately, items confiscated and sent to administrator's office.

Public Display of Affection: Acts of physical intimacy were deemed inappropriate for the school environment. (consensual): includes, but is not limited to consensual kissing, touching, feeling.

Theft: Taking property that does not belong to the taker. **Mild** =Small items of little cost, can be returned **Severe**=Large items that are not returned, larger cost, cash

Threat: A statement of an intention to inflict pain, injury,damage, or other hostile action to another student or staff member. **Mild** =Not injury related **Severe** =Injury related

Truancy: A student who is absent from school without the written approval of his/her teacher or the principal of the school, unless the student is physically or mentally unable to attend.

Unacceptable Language: Language which is disruptive to the school environment is considered to be vulgar, abusive, and/or indecent. Coarse language is defined as any vocalization consisting of or including vulgarities, expletives, or words that are not age-appropriate. **Mild**=Overheard profanity **Severe** =Profanity directed at person maliciously

Vandalism: Willfully and maliciously destroying, defacing, or mutilating the property of another, or intentionally engaging in conduct that could reasonably result in destruction or damage to the property of another. This includes tagging. **Mild**=Small items broken can be replaced, ruler box, etc. **Severe**=Large item broken (>\$20), computer, etc

Verbal Confrontation: A disagreement between students consisting of words alone without action. **Mild**=disrupts instruction, but can be de-escalated, high intensity, students must be separated. **Severe**=An adult must intervene before it becomes physical

DRESS CODE

Middlesex High School is a school for serious learning in a safe environment. The dress code is established to ensure that clothing and attire worn by students does not constitute a health or safety hazard or promote a disruptive influence upon the educational process. This includes the wearing of an appropriate mask required by the district.

Student dress attire should not disrupt the learning process or negatively affect the educational setting. The administration has the sole authority to determine when personal appearance and dress style do not meet school expectations.

It is recognized that students have the right to exercise their personal judgment in matters of dress. However, the following, while not an all-inclusive list, are **NOT** permitted in school or at school functions.

Clothing that:

- is gang-related or is perceived to promote gang-related activity
- advertises alcohol or other drugs
- has inappropriate language, obscene, immoral, or distasteful slogans or images, or is likely to cause a substantial disruption of school activities or the educational mission of the school
- excessively exposes the anatomy (e.g. tank tops, halter tops, or “athletic cut” T-shirts)
- is a shirt or top that does not provide adequate overlap on pants or skirts (i.e. no bare midriff permitted); cutoff shorts, backless shirts, strapless/tube tops. etc. are not permitted
- is of spandex, sheer or see-through materials
- has been altered to expose the body (e.g. holes in the garment)
- The tops of shorts, pants, or skirts are NOT permitted to be worn below the waistline, i.e. secured at the waist
As well, shorts, skirts, and dresses are to be no shorter than fingertip length when arms are fully extended to the sides

Clothing and other items NOT allowed during school hours:

- Hats, hoods, headbands or bandannas (except head covering worn for religious reasons)
- Outerwear/heavy jackets or coats
- Shirts and tops that extend lower than the bottom of a normal pant pocket
- Gloves
- Sunglasses except for documented medical reasons
- Clothing and accessories that endanger the safety of self or others (e.g. spiked wristband)
- Footwear that is hazardous to the wearer or others (e.g. spikes, Heelys, etc). Bare feet are not permitted.

This dress code is a minimum standard and, as might be expected, may not cover all circumstances. Students dressed inappropriately will be asked to change and parents will be notified.

Dress Code Violations

Students who violate the dress code (including refusal to wear an appropriate mask as required) may be sent to the main office until such time as appropriate attire is acquired to wear. Continued violation will be viewed as willful disobedience and result in more serious disciplinary consequences.

DRUG AND ALCOHOL POLICIES AND PROCEDURES

The Middlesex Borough Board of Education recognizes that tobacco, drug, and alcohol abuse presents a growing problem in society, and is aware of the vital role played by the school and the efforts of the community to control this problem. Since such abuse is a violation of the law and presents a danger to the student involved and to the other students, the Board must discourage it from occurring in a school building, on school grounds, or at any time away from school when a student is responsible to the school for his/her conduct. The Board prohibits the use, possession, or distribution of any tobacco, drugs, alcohol, or related paraphernalia by students, staff, or others on school property, or at school-related functions.

For the purpose of this policy:

“**Substance**” means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, or any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication,

inebriation, excitement stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined by statute NJSA 24: 170-25.9, or over the counter and prescription medications, such as herbal preparations, caffeine pills, diet pills, etc. which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling to the brain or nervous system.

“Substance abuse” means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

“Under the influence” of substances means that the pupil is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance, or is determined through the use of blood, breath, or urine drug screens.

SUSPICION OF SUBSTANCE ABUSE

Teaching staff members shall be alert to the signs of a pupil's involvement with substances, in accordance with prior training. A teaching staff member who suspects that a pupil is involved with substances should bring the symptoms to the attention of the Principal or designee.

PUPIL UNDER THE INFLUENCE OF A SUBSTANCE

The procedure when it appears to any educational staff member, professional, or other district personnel that a student's behavior may indicate that he/she is under the influence of alcohol or other drugs in school, on school property or at a school function (N.J.S.A. 18A:40-12 (a); N.J.S.A. 18 A; 40A-12 (b) is as follows:

1. The staff member shall immediately notify the building principal or, in his/her absence, administrator designated by the principal. The principal or designee shall immediately notify the school nurse.
2. The principal or his/her designee shall accompany the student to the nurse's office at which time a Health Status Assessment shall be completed. No staff member other than the school nurse or physician shall conduct any independent medical examination of the student.
3. If, upon completion of the Health Status Assessment by the school nurse, he/she determines that an immediate medical emergency exists, appropriate medical transport shall be notified and provided. The principal or designee shall notify the parent/guardian, SAC and the Superintendent of Schools and arrange for either the parent/guardian or a staff member to accompany the student to the medical facility.
4. In response to every report, the principal or designee shall contact the student's parent or guardian and arrange for an immediate medical examination of the student, by a physician licensed to practice medicine or osteopathy including but not limited to a urine collection and analysis for drug/alcohol screening and/or anabolic steroids.
5. Upon completion of the Health Status Assessment by the school nurse and the nurse determines that no immediate medical emergency exists, the principal or designee shall notify the parent, the SAC, and the Superintendent of Schools.
6. The principal or designee shall ensure that the parent/guardian provides for the immediate medical examination of the student by a physician selected by the student's parent or by the district's medical facility. The parent must pick up the student and take him or her for an examination and drug screen by a physician. The test must be carried out within two (2) hours of the reported questionable behaviors. Failure to comply with the required timeline will be considered a violation of the substance abuse policy which will result in disciplinary action. If a student refuses to take the test, then it is considered a POSITIVE result and the student will automatically be sent out for assessment.
7. Examinations performed by the school physician or medical facility will be at district expense. If a parent or guardian chooses to have the examination performed by a doctor of his or her choice, those expenses will be paid by the parent/guardian. A clinical assessment shall be conducted to determine whether the student ingested drugs and/or alcohol, and the possible need for further intervention. Provisions shall be made for the appropriate care of the pupil during the process of the medical examination. Families who have financial issues with the cost of assessment may appeal to the Superintendent of Schools for payment consideration. This does not include families who voluntarily enter their children into treatment.
8. Before the student may return to school, medical clearance from the examining physician shall be furnished to the principal or designee and chief school administrator by the parent/guardian on a Board approved

form.

9. Attendance at school will depend upon the receipt of a written notification submitted to the principal and Superintendent of Schools from the physician who has examined the student. The initial report shall certify that substance use no longer interferes with the student's physical and mental ability to perform in school.

Any violation of Board rules prohibiting the use, possession and/or distribution of substances is a serious offense. Repeated violations are more severe offenses and warrant stricter disciplinary measures. The Board prohibits the use, possession and/or distribution of a substance on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board.

A pupil who uses, possesses, or distributes a substance on or off school premises, will be subject to discipline. Discipline will appropriately meet the severity of the offense and the nature of the problem. Discipline may include suspension or expulsion. The Board may also establish consequences for a pupil not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The Superintendent and/or designee will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A: 16-6.3 (A)

ENRICHMENT/OPPORTUNITY PERIOD

The "Enrichment/Opportunity" period is held Monday through Thursday from 2:30 p.m. to 3:00 p.m. (see schedule). Students will have the opportunity to attend various club meetings, seek extra help, visit the library, form study groups and participate in other planned programs.

EQUAL OPPORTUNITY

In accordance with state and federal law, the Middlesex Board of Education has adopted policies that guarantee that no students shall be discriminated against. All students will be given the same opportunities, advantages and privileges. No student will be given or lose any rights, etc. by reason of race, color, creed, religion, sex, and/or sexual orientation ancestry, handicap, disability, national origin, socio-economic origin or marital status.

Any student who alleges an incident of discrimination should report the allegation to the Affirmative Action Officer. Information on the grievance procedure may be obtained from any classroom teacher or guidance counselor.

F.E.R.P.A. - PRIVACY INFORMATION

The Federal Family Educational Rights and Privacy Act (FERPA) requires public schools to obtain written consent from parents/guardians before disclosing personally identifiable information from student records. Schools may disclose without consent certain "directory information" unless the parent/guardian has advised the school to the contrary. The primary purpose of directory information is to allow the school to include such information in certain publications such as yearbooks, graduation programs, play or music programs, etc.

Directory information that is generally not considered harmful or an invasion of privacy can be disclosed to outside organizations without prior written consent. These would include companies such as yearbook publishers and class ring manufacturers. As well, federal law requires schools to provide military recruiters, upon request, with three items of directory information: name, address, and telephone number.

If a parent/guardian does not want a student's directory information released without prior written consent, the parent/guardian must, every school year, notify the building principal in writing of that preference.

FIELD TRIPS

When a trip is being planned, permission slips will be sent home to be signed by parents/guardians. No student is permitted to attend any such trip unless permission slips are signed and returned to the teacher. Trips will not be conducted during designated blackout periods at the end of each marking period, during standardized testing, and, generally, after June 1 (except for the Senior Trip) unless there are extenuating circumstances approved by the administration. Any student who exhibits inappropriate behavior while on a trip may be referred to the administration for disciplinary action. The student may also lose the privilege of participating in future trips, this to be determined at the discretion of the teacher in charge of the trip, or administration. A student attending a class trip should check with his/her teachers before the trip to obtain any information and materials that will be missed during that class period. It is the responsibility of the student to make sure that any assignments missed because of a class trip are completed as soon

as possible.

Students who have academic, discipline, or attendance issues (No Credit Status) may be prohibited from attending such trips at the discretion of the administration. (See section on Attendance Policy)

FINES

At the beginning of each school year, all necessary textbooks are issued. These books must be covered and handled with care. All students enrolled in mathematics and science courses will be issued graphing calculators. Students are responsible for lost, damaged or stolen textbooks and calculators.

Fines will be assessed for damaged, lost or stolen calculators, sports equipment and uniforms, library books, textbooks and vandalism. Fines should be paid promptly when assessed. If fines are not paid by the end of the marking period when the fine was assessed, then the student will not be allowed to participate in extracurricular activities during the following marking periods. A senior will not be allowed to participate in commencement exercises, or receive their diploma, until all fines have been paid.

GRADING POLICY

GRADING POLICY – The Middlesex Board of Education Regulation 2624 on the Board Policies page of the district website is another source of grading policy information.

I. Grading Legend as Shown on Transcript

Grade	Percent	Comments
A+	95 – 100	Superior
A	90 – 94	Outstanding
B+	85 – 89	Excellent
B	80 – 84	Very Good
C+	75 – 79	Good
C	70 – 74	Average
D	65 – 69	Below Average
F	64 – 50	Failing
*G		No effort *Under Review
I		Incomplete
WP		Withdrawn Passing
WF		Withdrawn Failing
NA		No Credit – Attendance
AU		Audit

II. Grading Restrictions

A. Semester Course:

For a semester course with a final examination, each marking period grade will count as 40% and the final examination as 20% of the final average.

For a semester course with no final examination, each marking period grade will count as 50% of the final average.

B. Full Year Courses:

For a full year course with no examination grades, each marking period grade will count as 25% of

the final average.

For a full year course with a final examination, each marking period grade will count as 22.5% and the final examination as 10% of the final average.

C. Health and Physical Education:

State law requires students to take one year of Health and Physical Education (PE) for each year of attendance in high school in order to meet graduation requirements. Health is taken for one marking period and Physical Education for three. Health will count as 40% of the grade and each of the 3 physical education marking periods will count as 20% of the grade. If a student is in a science class that has a double lab period, the student will receive 3 credits for PE and 1 credit for health.

D. Grade “F”

A grade of “F” is failing; however, no teacher is to assign an “F” unless an interim report (progress report) has been sent to parents/guardians indicating unsatisfactory progress, or in danger of failure OR if an interim report (progress report) has not been sent, administrative approval has been granted. Progress reports may be mailed at any time up to the last two weeks of the marking period. A documented phone call discussing the student’s in danger of failing status will be accepted as a sufficient measure of communication. Teachers must continually evaluate the progress of all their students to determine possible failure. The intent of the policy is to eliminate the possibility of a student failing a marking period without some type of parental notice.

E. (This section is under review) Grade “G”

A grade of “G” may be assigned in cases where a student consistently exhibits one or more of the following types of behavior:

1. Performs extremely poorly on tests and quizzes.
2. Exerts no effort to make up work missed during absences.
3. Does not participate in class activities, is consistently unprepared, does not bring necessary materials or texts to class, or demonstrates other behaviors indicative of a lack of preparation.
4. Has an apathetic attitude, which results in not completing required assignments.

The teacher must obtain the approval of his/her department head and the administration before assigning a grade of “G”.

If a student received a grade of “G” for any marking period, he/she will automatically fail the course and receive no credit. In addition, he/she will not be able to repeat the course during summer school unless the summer school course is treated as a “new” course, and not a course that is repeated because of a failing grade.

F. Grade “I”

A grade of “I” (Incomplete) shall be assigned only to those students who have not been able to complete their assigned work because of illness or circumstances beyond their control. The “I” grade placed on the report card must be converted to a regular grade by appropriate make-up within a period of two weeks or it becomes a failing grade. (A teacher may extend this two-week period if there are unusual circumstances.)

G. Grades of “WP” and “WF”

The grades of “WP” and “WF” are used when students drop a course during a marking period and a marking period grade is not assigned. The “WP” and “WF” refer to withdrawn passing and withdrawn failing respectively. “WP” is assigned if the student is passing and “WF” is assigned if the student is failing on the date of withdrawal.

H. Grade of “NA”

This grade is assigned to students who have violated the attendance policy and have been denied credit. The grade “NA” refers to no credit-attendance. No final grade will be

assigned and no credits will be earned when a grade of “NA” is assigned.

HARASSMENT, INTIMIDATION, AND BULLYING

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

Harassment, Intimidation, and Bullying Definition

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or tablet.

Student Expectations

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

Consequences and Appropriate Remedial Actions

Consequences and Appropriate Remedial Actions – Students

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. 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 students.

Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8.

Factors for Determining Consequences – Student Considerations

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.

Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

Environmental

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;

5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

Examples of Remedial Measures

Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

Personal – Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

Examples of Remedial Measures – Environmental

(Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g., locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations,

- Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
 14. Small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
 15. School policy and procedure revisions;
 16. Modifications of schedules;
 17. Adjustments in hallway traffic;
 18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
 19. Modifications in student routes or patterns traveling to and from school;
 20. Supervision of student victims before and after school, including school transportation;
 21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
 22. Targeted use of teacher aides;
 23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
 24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 25. Parent conferences;
 26. Family counseling;
 27. Development of a general harassment, intimidation, and bullying response plan;
 28. Behavioral expectations communicated to students and parents;
 29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
 30. Recommendations of a student behavior or ethics council;
 31. Participation in peer support groups;
 32. School transfers; and
 33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victims' physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report.

The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense.

The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident. In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying. However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14. The Superintendent or designee may sign-off on the preliminary determination.

The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3.

A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation, and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.

The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. An investigation concerning a staff member shall not be conducted by a staff member who is supervised by the staff member being investigated or who is an administrator in the district. The Principal or designee, in consultation with the Superintendent or designee, will appoint a staff member to complete these investigations.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall

amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying.

The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

HOMEWORK

It is the policy of Middlesex High School that teachers assign homework on a regular basis, subject to their professional judgment. Emphasis is placed on assignments of quality rather than quantity. Homework assignments are to be collected and recorded in the grade book. As a valid educational tool, homework should be clearly assigned and its product carefully evaluated and that evaluation should be reported to the pupil. Homework should always serve a valid learning purpose; it should never be used as a punitive measure. A homework grade is to be a percentage of a student's overall average for a marking period.

Parents may request homework assignments when their child is absent for a duration of 3 or more days. Teachers must have 24 hour notice before homework is provided to the Counseling Office. For anticipated absences, students should speak directly to their teachers.

HONOR ROLL

In order to attain **High Honor Roll** status, a student must earn no grade lower than an "A" in all academic and non-academic subjects.

In order to attain **Honor Roll** status, a student must earn no grade lower than a "B" in all academic and non-academic subjects.

ID CARDS

The Board of Education recognizes school building security measures are important for the safety and welfare of all students, staff, parents, and community members in school buildings. In recognizing this important responsibility, the Principal or designee shall require students to carry school district issued identification cards (Identification Card). An Identification Card will be issued to all students in the high school.

The Principal or designee shall require a student to present their Identification Card at any time during the school day or at any time during a school-sponsored activity on school grounds. Any student who fails to have the Identification Card in their possession or fails to present it when required may be denied access to an event or activity and may be subject to appropriate discipline.

PHYSICAL EDUCATION AND HEALTH

By New Jersey State Law, all students are required to take Physical Education and Health each year enrolled in a New Jersey high school. *See additional information regarding Physical Education/Health credits under Grading in the Guidance section.*

A student may be excused from physical education provided a doctor's certificate is presented to and approved by the school nurse. Retroactive notes **will not** be accepted (see section on Health Services).

Any student medically excused from physical education for an extended time will complete an adaptive educational program to earn a marking period grade.

All jewelry, including body piercings, must be removed for safety reasons during physical education. Refusal to remove jewelry will be considered unprepared for class. Medical excuses for *recent* body piercing will not be accepted. Parents/guardians should permit piercing during the summer months or the marking period of Health.

Any student who objects to the Health curriculum for religious reasons must submit a written request to be excused from classes related to the objectionable content material.

PUPIL PASSES

Middlesex High School has instituted an electronic pass system. Students will use the contactless system to request a pass. The teacher will then approve the pass.

REPORT CARDS

Report cards will be issued at the end of each of the four marking periods.

Refer to Page 2 of the district school calendar for issue dates of interim reports and report cards.

INTERIM REPORTS

All parents/guardians will be issued an interim report on student progress at approximately the midpoint of each marking period. Parents/guardians are encouraged to review this report with their son/daughter and to contact the teacher or school counselor if they have any questions or wish to schedule a parent/teacher conference.

Students who receive performance ratings of **unsatisfactory or in danger of failing or failing** should seek extra help during the enrichment period from 2:30 p.m. to 3:00 p.m.

SCHOOL TO CAREERS (Work Study)

The program is available to seniors who have the required credits necessary towards graduation. Students are provided with a meaningful career-oriented work experience in cooperation with local businesses. This program meets New Jersey curriculum standards for workplace readiness and provides a transition from school to work.

In order to receive the full 15 credits towards graduation, students must:

- work 600 hours at a school-approved work site
- work a minimum of two days during a school week to justify early dismissal
- attend two meetings per month (or as scheduled) with the program coordinator to monitor progress

Students must be recommended by their counselor, and parents must give their permission for participation. The principal and program coordinator then must approve application to the program.

In order to continue participation in the program, students must maintain passing grades in all classes; hours of work can and will be reduced until a passing grade is achieved. If a student is not in school, he or she is prohibited from working that day unless permitted by the program coordinator. School discipline takes precedence over work and in- and out-of-school suspensions will preclude students from working.

Site visits by the coordinator are done every two weeks and a formal written evaluation is made each marking period. That report determines the marking period and final grade.

SEARCH AND SEIZURE

The Board of Education recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner.

Teaching staff members are charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a pupil as authorized by this policy, with or without the pupil's consent, whenever he/she has reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the pupil's age, and the pupil's disciplinary history. Except in exigent circumstances, an intrusive search of a pupil's person or intimate personal belongings shall be conducted by a person of the pupil's gender.

The Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In no storage place provided by the Board shall pupils have such an expectation of

privacy as to prevent examination by a school official. Pupils shall be notified in writing at the beginning of each school year that inspections of their lockers, desks, and other storage facilities on school district property may be conducted. The school principal or designee are directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

Except as required by exigent circumstances, a request for the search of a pupil or a pupil's private possessions will be directed to the building principal or designee who shall, whenever feasible, first request the freely offered consent of the pupil to the inspection.

The Superintendent shall be notified of the search of a pupil's person or intimate personal belongings.

A search prompted by the reasonable belief that the circumstances are exigent and pose an immediate threat, will be conducted by any teaching staff member with as much speed and dispatch as may be required to protect persons and property.

The Principal shall conduct a pupil search on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the voluntary and knowing consent of the pupil or when the Principal has independent grounds to suspect the presence of an incriminating object.

The Principal shall be responsible for the prompt recording in writing of each pupil search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a pupil.

SECURITY CAMERAS

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district **security** to protect the school community's investment in the school buildings and facilities. The school district **security** program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment, and the installation of surveillance **cameras** and door ajar signals in and at all schools.

SEXUAL HARASSMENT

It is a violation of school policy for any member of the Middlesex Public Schools, staff or student, to harass another staff member or student through conduct or communications of demeaning and/or sexual nature.

Sexual harassment may include, but is not limited to the following: unwanted verbal harassment or abuse; pressure for sexual activity, including disrobing by or of a person; repeated remarks to a person, with sexual or demeaning implications; unwelcome touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, or job when made by any member of the school staff to a student, to another staff member, or when made by any student to another student.

Any person who alleges that there has been an incident of sexual harassment should report the allegation in writing to the Affirmative Action Officer immediately. Grievance forms may be obtained from any classroom teacher or the Counseling Office.

The right to confidentiality, both of the complainant and of the accused will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a student in the school district shall result in disciplinary action including in-school suspensions, out-of-school suspension, or presentation to the School Board for expulsion.

SIGNING OUT

The Board of Education requires that pupils be in attendance for the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a pupil be late to school or dismissed from school before the end of the school day.

The Principal may excuse, with good cause, the late arrival and early dismissal of a pupil on the prior written request of the pupil's parent(s) or legal guardian(s). Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, a motor vehicle driver's test, interviews for college entrance or employment, and court appearances.

No pupil under the age of 18 will be permitted to leave the school before the end of the school day except in the presence of the pupil's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who has written authorization. Policy 5230- LATE ARRIVAL AND EARLY DISMISSAL

SMOKING

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by young people may have lifelong harmful consequences.

For the purpose of this Policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57. For the purpose of this Policy, "smoking" also includes the use of smokeless tobacco and snuff.

For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4.

For the purpose of this Policy, "school buildings" and "school grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and any other central facilities including, but not limited to, kitchens and maintenance shops. "School buildings" and "school grounds" also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands with or without night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School buildings" and "school grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of any cigarettes made of tobacco or any other matter or substance which can be smoked, or any cigarette paper or tobacco in any form, including smokeless tobacco; and any electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product. Consequences for a student possessing such an item will be in accordance with the Student Code of Conduct.

The Board prohibits smoking by students at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus.

The Board also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be returned to the parent, upon request.

Prohibited Items and Controlled Dangerous Substances

If it appears to an educational staff member or other professional, upon confiscating such items(s), that the student may currently be under the influence of alcohol or other drugs, the staff member shall inform the Principal or designee. The

Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 - Substance Abuse.

In the event the Principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance or a controlled dangerous analog pursuant to N.J.S.A. 2C:35-2, the Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse. Principals and designees will be trained to identify controlled dangerous substances in electronic smoking devices.

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with law. The sign shall also indicate violators are subject to a fine.

A student who violates the provisions of this Policy shall be 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.

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall make every reasonable effort to discourage students from developing the habit of smoking.

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

STUDENT LOCKERS

All lockers are the property of the school and as such, the school reserves the right to open, inspect, or restrict these lockers at any time. (N.J.S.A. 18A:36-19.2)

The school assumes no responsibility for items left in lockers and advises that valuables (e.g. money, jewelry) should never be left in a locker. For security, students should never give their combination to anyone else, should not share lockers with other students, and should not keep dangerous or illegal items in lockers.

Students should not bring large sums of money or other valuable articles to school. Every year money and valuables are reported stolen from hall lockers and gym lockers, or from being left out unattended, **especially in the gym locker rooms**. Many incidents involve unlocked lockers left open by students. It is rare that the money and valuables are recovered. Therefore, anyone who must carry large sums of money or valuable items to school should bring the items to the Main Office to be locked in the school safe until school is dismissed. Students should always have a lock for their gym lockers, and have all their belongings secured, including their clothes. Students should **never** share their lockers, or locker combinations with other students.

The locker is for student belongings and should never be shared with another student. It should be kept clean and neat, and should be emptied out by the last day of school in June.

Students who are leaving the district will not be signed out until lockers have been emptied. Anything left in a locker after a student signs out of school, or after school ends in June, will be discarded.

VANDALISM

Students who commit acts of vandalism on school property to another student's or staff member's property, or to school property will be held responsible for the cost of repairs and/or replacement of the property. In addition, the Middlesex High School Administration may impose additional disciplinary consequences, which may include filing a formal

complaint against the student(s) with the Middlesex Police Department.

VIOLENCE

All acts of violence will be dealt with according to school policy and state law. Disciplinary consequences for acts of violence against another student or staff member may include suspension, expulsion, and criminal charges as for the student who commits the act.

All threats to kill, harm, etc. another student or staff member will be taken seriously. These types of statements should not be made in a joking, kidding or off-handed manner. All threats will be taken seriously and fully investigated. However, students who make such statements may be suspended from school until a complete investigation has been completed to ensure the safety of all parties involved in the incident.

WEAPONS

The Board of Education prohibits the possession; use or exchange of any weapon in any school building, on school grounds, at any school sponsored event, and on school sanctioned transportation.

Any student who possesses, uses or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which may include long-term suspension and/or expulsion. In addition, the proper law enforcement officials will be notified of the incident and appropriate charges will be filed.