

CEDAR DRIVE

Middle School

Growing Stronger, Reaching Higher

2026-2027



Home of the Colts

73 Cedar Drive
Colts Neck, New Jersey 07722

Main Office (732) – 946 – 0055, ext. 4500

Fax (732) 462-4108

<https://cdms.coltsneckschools.org/>

Colin Rigby, Ed.D.Principal

Jeremy MercerAssistant Principal

This book belongs to: _____

SCHOOL PROCEDURES

SCHOOL MASCOT AND COLORS

The colt is the mascot of Cedar Drive Middle School. The colt symbolizes strength, courage, and enthusiasm. The school colors are blue and yellow representing intelligence, dignity, and pride.

ATTENDANCE PROCEDURES

New Jersey law requires that every child between the ages of six and sixteen attends school regularly. Students are expected to have regular attendance and be on time for school. Missing classes due to lateness or absence is not consistent with a successful school experience. Regular attendance in school is of utmost importance.

While we realize that situations may arise where an extended absence is required, we encourage our families to schedule vacations at times when school is not in session.

Parents of students who will be absent from school should call the school office at **732-946-0055, ext. 4502** by 7:30 a.m. to report their child's absence. Students absent from school will **NOT** be permitted to participate in after school activities on the day of the absence, ***except by prior authorization from the Principal or Assistant Principal.***

LATENESS TO SCHOOL AND CLASS

Students arriving at school after the start of homeroom (7:50 a.m.) will be considered late to school. Parents will be notified by a teacher, guidance counselor, or administrator when students are excessively late to class or school.

EARLY DISMISSAL/RELEASE REQUESTS

Parents must provide a **written request** to sign a student out before the end of the school day. The note must include: student name, date/time of departure, reason for leaving, name of person picking up student, parent/guardian signature, and daytime telephone number. Parents will need to report to the office to sign students out,

and back into school if the student will return before the end of the school day.

SCHOOL CLOSING

In the event that inclement weather forces the cancellation of school, the decision to cancel will be made as early as possible. You should receive a message from the *School Messenger System* on your home telephone and/or cell phone. You can also check the district website for information.

COUNSELING

Our school counselor, Mrs. Hums, plays an important part in the lives of our students and is available to help students on an individual as well as group basis. She assists students and parents as they adjust to all facets of middle school.

TECHNOLOGY

School computers and supporting technology are to be used **exclusively for school assignments**. It is the responsibility of the students to protect their usernames and passwords. Students who do not abide by this policy risk losing their privileges on the school devices.

CODE OF CONDUCT

In an effort to work together and collectively promote a safe and supportive learning community, please review the following guidelines:

SCHOOL COMMUNITY EXPECTATIONS

1. Appropriate, respectful, and courteous behavior and language are expected at all times to all school community members.
2. Students are expected to respect the property and space of others.
3. Students should use peaceful and reasonable means to resolve disputes.
4. Students are expected to get to class and other designated areas on time.
5. All members of the school community are expected to act as positive role models.

Other Behavior Guidelines

1. Students are expected to remain on school grounds and in designated areas.

2. Students should exercise good judgment in their selection of appropriate school clothing and follow the dress code.
3. All personal cell phones and other electronic devices not distributed by the Colts Neck School District must be **turned off and placed in lockers during regular school hours** unless authorized by a Cedar Drive staff member. Students in possession of these items during the school day will be referred to an administrator. The item will be confiscated, and a parent/guardian will need to contact the school to retrieve this item.
4. Hats and coats may not be worn in the building. Book bags and backpacks should remain in lockers.

- Conflict Resolution
- Restitution
- Behavior Plans
- In-School Suspension
- Out of School Suspension - Out of school suspension will be used for serious violations of school rules and accumulations of several minor offenses. Students suspended from school are permitted the opportunity to make up assignments or tests. A reasonable amount of time for make-up work will be provided. Students suspended from school may not participate in or attend school activities, nor may they be on school property during the time of suspension.

High Intensity Issues

- Physical Force
- Biased/Hate Crimes
- Sexual Harassment
- Intimidation/Harassment/Threats
- Weapons (and possession)
- Drugs/Alcohol/Tobacco Products (and possession)
- Chemical/Explosive Devices
- Lighters and Matches (and possession)

When students exhibit unacceptable behavior or when they make poor decisions, it becomes necessary for them to accept responsibility for their actions. In some situations, the classroom teacher/team will address the unacceptable behavior; however, more serious situations may require the attention of an administrator.

Administrative consequences may take many forms. Both the student and circumstances will be considered when determining the most effective and appropriate course of action. Administrators will use their professional judgment in each situation and will make every effort to treat each student fairly and consistently.

Types of Remediation/Consequences

- Administrative Warning
- Detention (a.m./p.m., lunch)

DUE PROCESS

In all areas of discipline, students are afforded the rights of due process. Students must be informed of the behavior for which they are being punished and be advised of the rule that has been abused.

HARASSMENT, INTIMIDATION, AND BULLYING POLICY STATEMENT

Pursuant to Board Policy #5500 and #5512 students are required to follow the following general rules of conduct:

- Conform to reasonable standards of socially acceptable behavior;
- Respect the person, property, and rights of others;
- Preserve the degree of order necessary to the educational program in which they are engaged; and
- Respect constitutes authority and responds to those who hold that authority.

DEFINITION:

“Harassment, intimidation or bullying” means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus that:

- a. Is motivated (1) by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or (2) by any other distinguishing characteristic, and
- b. (1) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or (2) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

"Bullying" also means any repeated and intentional, aggressive physical, verbal or psychological act(s) that involves an imbalance of power of one student over another (not necessarily based on physical size), which occurs on school property, at any school-sponsored activity or on a school bus, including such actions as insulting, abusing verbally or physically, threatening, intimidating, humiliating or harassing, and that a reasonable person should know, under the circumstances, will have the effect of harming another student or damaging another student's property or has the effect of insulting or demeaning another student or group of students in such a way as to cause a substantial interference with, the orderly operation of the school. Situations which occur off school grounds or via technology which cause interference or disruption of the orderly operation of school will also be investigated and handled accordingly by school personnel.

SCHOOL PROPERTY TEXTBOOKS

Students are responsible for the care of all school items they use. This includes textbooks, library materials, science and physical education equipment, art and technology supplies. All obligations for lost or damaged property must be paid before the end of the school year.

LOCKERS

Students are assigned hall lockers, and they are responsible for bringing their own locks. Students are expected to have a lock on their lockers at all times and are responsible for replacing damaged or missing locks.

PERSONAL ITEMS

Students are asked to be extremely careful about bringing valuable items to school. Personal items should not be left unattended. School is not responsible for lost or stolen articles.

HOMEWORK

To keep track of homework, Cedar Drive students are encouraged to keep up with daily assignments in this agenda book.

SPORTS

We encourage all students to "extend their school day" and get involved with activities that foster deeper connections to the Cedar Drive community.

Sixth, seventh, and eighth grade students may participate in Interscholastic and Intramural sports and clubs.

Interscholastic Sports

Fall

Soccer: Boys/Girls

Cross Country: Co-ed

Winter

Basketball: Boys/Girls

Cheerleading: Co-ed

Wrestling: Co-ed

Spring

Baseball: Boys

Softball: Girls

Tennis: Co-ed

Spring Track: Co-ed

Requirements include parental permission and a comprehensive physical examination during the current school year prior to the first practice.

Forms can be obtained in the nurse's office and on the school website.

HEALTH SERVICES

The nurse is available for treatment of injuries or illness and for discussion of any health concerns. Students who become ill in class are excused and sent with a classmate to the nurse's office.

Medicines

All medicines must be administered by the nurse and stored in the health office. A medication form is available in the nurse's office, which must be signed by a physician with specific directions for administering the medication.

The medicine must be in a container labeled by the pharmacist. The patient's name, instructions, name of the medicine, and name of the physician are required for both prescription and non-prescription medicines.

Students **MAY NOT** carry medication with them in school unless it is their EMERGENCY medication [Epi-Pen or Asthma inhaler] with an Allergy Action Plan or Asthma Action Plan on file in the Health Office.

LUNCHROOM

Lunch is a time to relax and enjoy the company of friends. Students should exercise courtesy in going through the lunch lines. When students finish eating, they should clean the tables of all trash. At all times, students should treat each other, the staff, and supervisors with respect. We encourage all members of our school community to utilize the recycling cans located throughout the cafeteria.

LEAVING CLASSROOMS

Students need permission to leave their classrooms. Before leaving to go to the restroom, another classroom, the cafeteria, nurse, etc., students must follow teacher protocols.

PREPAREDNESS

- After school plans and transportation arrangements should be finalized prior to leaving for school in the morning.
- Students should also come to school prepared for the day. Classes will not be interrupted to deliver items that were forgotten or left at home.
- ***Please note that the use of a cell phone is not permitted in school without prior authorization from a Cedar Drive staff member.***

CEDAR DRIVE MIDDLE SCHOOL DRESS CODE

Appropriate choice of clothing and good grooming is expected. Clothing that disrupts or inhibits education or endangers the safety of the individual or the safety of others is not permitted. In an effort to ensure the best possible learning environment for our students, please review some general guidelines about appropriate and acceptable school clothing.

- All students are expected to dress appropriately for school. Student apparel should not distract or disrupt the learning environment.
- Cut-off t-shirts, tank, tube and halter-tops, including "spaghetti" straps and low cut shirts are not permitted. Sleeveless shirts are permitted as long as they extend to the shoulder and the straps are thick enough so that undergarments are not visible.
- Shirts should cover the torso at all times.
- Pants/shorts should be worn at the waist so that undergarments are not exposed
- Dresses, skirts, and shorts are permitted as long as the length is reasonable – reasonable is defined as mid-thigh length.

Please note that we will notify parents if a change of clothes is necessary. We appreciate your help and support in an effort to maintain a school environment where students are given every opportunity to learn.