



BRIDGEWATER-RARITAN MIDDLE SCHOOL

2025-2026 Student Handbook

128 Merriwood Road
Bridgewater, NJ 08807

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NAME _____

ADDRESS _____

CITY/TOWN _____ STATE _____

ZIP CODE _____ PHONE _____

Bridgewater-Raritan Regional School District

2025-2026 School Calendar

| | | | | | | | | | | | | | | | | | |
|--|----------------|---------------|---------------|---------------|---------------|---------------|----|---------------|---------------|---------------|---------------|---------------|---------------|--------------|---|---|---|
| 4 Independence Day | July 2025 | | | | | | | January 2026 | | | | | | | 1 New Year's Day 2 Schools Closed 5 Schools Reopen 19 District Closed - MLK | | |
| | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | | |
| | | | | 1 | 2 | 3 | 4 | 5 | | | | 1 | 2 | 3 | | | |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | |
| | 27 | 28 | 29 | 30 | 31 | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | |
| 28 Staff Reports-In Service | August 2025 | | | | | | | February 2026 | | | | | | | 16 No School-President's Day 17 No School-Lunar New Year Staff In-Service (Homework Free Weekend) | | |
| | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | | |
| | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | |
| | 31 | | | | | | | | | | | | | | | | |
| 1 Labor Day 2 First Day of School for All Students 23 Schools Closed - Rosh Hashanah | September 2025 | | | | | | | March 2026 | | | | | | | 20 No School - Eid al Fitr 30-31 No School - Spring Recess | | |
| | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | | |
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | |
| | 28 | 29 | 30 | | | | | 29 | 30 | 31 | | | | | | | |
| 2 Schools Closed - Yom Kippur 20 Schools Closed -Diwali - Staff In-Service | October 2025 | | | | | | | April 2026 | | | | | | | 1-3 No School - Spring Recess | | |
| | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | | |
| | | | | | 1 | 2 | 3 | 4 | | | | 1 | 2 | 3 | | 4 | |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | |
| | 26 | 27 | 28 | 29 | 30 | 31 | | 26 | 27 | 28 | 29 | 30 | | | | | |
| 6-7 District Closed - NJEA Convention 20-25 *Conference Days-Primary Schools Only-4 Hour Session Days 26 4 Hour Session Day-ALL Schools 27-28 No School-Thanksgiving Break | November 2025 | | | | | | | May 2026 | | | | | | | 25 No School - Memorial Day | | |
| | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | | |
| | | | | | | | 1 | | | | | | 1 | 2 | | | |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | |
| | 16 | 17 | 18 | 19 | *20 | *21 | 22 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | |
| | 23 | *24 | *25 | 26 | 27 | 28 | 29 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | |
| | 30 | | | | | | | 31 | | | | | | | | | |
| 23 4 Hour Session Day-ALL Schools 24-31 Winter Recess - No School | December 2025 | | | | | | | June 2026 | | | | | | | 17 4 Hour Session-ALL Schools Middle School Graduation 18 4 Hour Session-ALL Schools High School Graduation Last Day of School 19 Juneteenth | | |
| | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | | |
| | | | 1 | 2 | 3 | 4 | 5 | 6 | | | 1 | 2 | 3 | 4 | | 5 | 6 |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | |
| | 28 | 29 | 30 | 31 | | | | 28 | 29 | 30 | | | | | | | |

19/19

18/19

19/19

19/19

20/20

14/14

17/17

14/14

Total School Days: 183
Total Staff Days: 186

The Superintendent can recommend to open school due to excessive inclement weather on the following days:

- Friday, January 2
- Tuesday, February 17*
- Friday, March 20

*In-Service Day will be moved to June 18

Legend:

| | |
|--|-------------------------------------|
| | Closed |
| | Closed-Inservice- All Staff Reports |
| | 4 Hour Session Day |
| | 4 Hour Session Day-Primary Only |

The Superintendent will close school on the following days if snow days are not used:

- Monday, April 6
- Tuesday, May 26

STUDENT HANDBOOK 2025-2026 INTRODUCTION

The Bridgewater-Raritan Middle School Student Handbook is provided annually to students and parents as a resource and guide for students' expectations. The district reserves the right to make changes or revisions as necessary and will communicate them. The district also reserves the right for administrator discretion.

At times this handbook will reference Bridgewater Raritan Board of Education policy and regulations. In the event that the policy number referenced in the handbook is not accurate, please visit the school website under the tab handbook update to access the new policy numbers and any additional information that was not available when our hard copy handbook was printed. We encourage parents to visit the website regularly to ensure they have the most current information during the school year. It is the responsibility of all students to read this handbook carefully with their parents and discuss it thoroughly at home and in school.

It should also be understood that while this agenda comprises a written guideline, there are other expectations and rules implemented in our school which may not be included in this handbook and made at the discretion of the Administration to ensure a safe and orderly environment. Parents/guardians shall be notified annually in the student handbook that photographs of pupils may be taken for news and media purposes. Parents/guardians may request in writing that their child(ren) not be included in any photograph taken for school district and/or outside publication.

Best wishes,

| | |
|----------------|-------------------------------|
| Megan Corliss | Principal |
| Conor Scott | 7th Grade Assistant Principal |
| Michael Godown | 8th Grade Assistant Principal |

ABSENCE ASSIGNMENTS and MAKE-UP PROCEDURES

The student is responsible for all classes and homework assignments as well as tests missed because of absence. In order to make up assignments, the students should:

- Request missing assignments and arrange for extra help as needed. Use teachers' Google Classrooms to check assignments.
- Arrange to make up tests.
- Absence from class due to school related activities still requires the student to make up missed assignments and tests.

ATHLETIC PROGRAMS - (*Dates subject to change*)

Fall Travel Sports: 9/8/25-10/31/25

Cross Country
Field Hockey
Soccer Boys/Girls
Volleyball Girls

Fall Clubs:

| | |
|-----------------------|-------------------|
| Basketball Boys/Girls | M-F 10/13 - 10/24 |
| Bicycling | Wed 9/17 - 11/18 |
| Flag Football | M-F 9/15 - 9/26 |
| Golf | M-F 9/15 - 9/26 |
| Soccer Boys/Girls | M-F 9/29 - 10/10 |
| Ultimate PE Games #1 | M-F 10/20 - 10/31 |
| Yoga | Wed 10/8 - 12/17 |

Winter Travel Sports: 11/10/25-2/13/26

Basketball Boys/Girls Varsity
Basketball Boys/Girls JV
Cheerleading
Wrestling

Volleyball Boys M-F **1/5/26-3/13/26**

Winter Clubs:

| | |
|---------------|----------------|
| Dance | Tu/Th |
| Floor Hockey | M-F 2/2 - 2/13 |
| Ski/Snowboard | Fri 1/9- 1/30 |
| Table Tennis | M-F 2/18 -2/27 |
| Volleyball #1 | M-F 3/2 - 3/13 |

Spring Travel Sports: 3/16/26-5/22/26

Baseball
Lacrosse Boys/Girls
Softball
Track

Spring Clubs:

| | |
|----------------------|-----------------|
| Badminton | M-F 4/27 - 5/8 |
| Ultimate PE Games #2 | M-F 3/23 - 4/10 |
| Ultimate PE Games #3 | M-F 5/11 - 5/22 |
| Volleyball #2 | M-F 4/13 - 4/24 |

Note: **TRAVEL SPORTS** require a valid physical form and registration through FormReLeaf.com. Physical forms can be found on the school website. **CLUB SPORTS** require a permission slip which can be found on the school website.

Student spectators may not remain after school to attend a later athletic event. Students may not be in the building after dismissal unsupervised. Students must arrange for transportation back to school and then home after the event.

1. A student must attend school for a minimum of 4 hours in order to participate in an activity/dance/contest/concert/practice/athletic event that day. An exception may be made if the student has a medical or other approved appointment, in which case the student must present to the principal a signed statement from the doctor or other authority regarding the absence.
2. The eligibility of a student with an excused absence on the last school day before an event scheduled on a non-school day is left to the discretion of the faculty coach or advisor.
3. A student who has been injured and has had medical treatment by a physician may not participate in a sport until a physician grants permission.

Proper Notice

All students must be provided written and verbal notice of all group rules and regulations prior to the start of any co-curricular activity.

Violation of Rules

Before any suspension provided for under these rules shall take effect, the student shall be verbally advised by the coach or advisor of the alleged violation and the student will have an opportunity to explain or justify the action. If after such a conference the coach or advisor is satisfied that a suspension from the team or group is justified, the student and parents/guardians shall be notified. The coach or advisor must document in the notification the situation leading to the suspension as well as the suspension itself. The student may appeal such a suspension to the assistant principal.

A coach or advisor may set additional reasonable discipline and attendance requirements at the beginning of the season and should file a copy with the athletic director and/or principal.

Students are expected to be present at all practices. Students may be excused from practice by notifying a coach of any conflicting appointments or emergencies. Students must have a ride home by 3:50pm..

ATTENDANCE

Board of Education policy states that students are required to be in school every day school is in session, except in cases of illness, death in the family, and excused religious holidays. **For attendance reporting, please see [the Absence Reporting tab on our website](#) or call 908-231-8661 ext 677101.**

Students are required to make up all work missed due to an absence, however, it is their responsibility to seek the work. Use the teacher's Google Classroom to check assignments.

School attendance shall be a factor in the determination of a student's promotion or retention. Only extenuating circumstances should permit the promotion of a student who has been in attendance fewer than 155 days during the school year. To try to prevent excessive absences and delays in academic progress, guidance counselors contact parents/guardians when students accumulate 4, 10 and 15 excused/unexcused absences. At that time, the school administration mails a letter of notification and a copy of the attendance policy to parents/guardians alerting them of noncompliance with the attendance requirements. Please discuss any extenuating circumstances with your child's counselor at that time and work with your child to improve attendance.

Students must attend school for a minimum of 4 hours on the day of an event in order to participate in co-curricular activities such as athletics, drama, instrumental/choral concerts, contests, etc. Students may not participate in any school-related activity on the day on which they are absent from school. The eligibility of a student with an approved absence on the last day of school before an event scheduled on a non-school day is left to the discretion of the coach or advisor.

Tardy

When a student is late to school, they must report to the main office to sign in where a late pass will be issued. REPEATED TARDINESS WILL ALSO RESULT IN AFTER SCHOOL DETENTION. (See **BRMS Chart of Student Discipline on the BRMS school website**)

Arrival

Students arriving early to school must remain outside the building until 8:00 am.

Early Dismissal

If a student is to leave school before the regular dismissal time, please follow the procedures listed below:

- The parent should report the early dismissal on the Power School Absentee Portal.
- In the event of an emergency appointment, please call the main office early in the day so we may notify your child.
- Students will report to the main office at the time of their dismissal.
- Students will only be dismissed to a parent/guardian, unless otherwise indicated in the note.

Dismissal

Parents/adults are cautioned that they may not take students other than their own from the Middle School without written consent of the other student's parent/guardian.

BACKPACKS

Students may use backpacks to carry their books and personal belongings to and from school. During the school day, backpacks and shoulder bags are to be locked in the student's locker.

BUS REGULATIONS

Students

The bus represents an integral part of the school system and, as such, the same standards of conduct that apply to a classroom apply to the school bus.

Students are to ride to and from school on the buses assigned, and get on and off the bus at the designated bus stops. Any changes in bus assignment must be approved by the Director of Transportation.

All students transported on school district provided vehicles must be considerate of the safety and wellbeing of their fellow passengers. Misconduct on a school bus can detract the driver's attention from his/her primary responsibility of safely transporting all students on that vehicle.

For the safety of all riders, students are required to conduct themselves as indicated below:

- Show respect for the driver at all times.
- Board/exit bus at officially designated stop.
- Remain seated and wear a seatbelt while the bus is in motion.
- Talk in a reasonable tone of voice. No calling out to passers-by. No profane or abusive language.
- No eating or drinking on the bus.
- Keep the bus clean.
- Remain in your seat. No extension of any part of the body out of a window. No jumping over seats and no throwing of objects.
- There is NO SMOKING/VAPING on school buses.

- As per Board Policy, students can only ride the bus to which they are assigned. Any temporary change in bus assignment must be requested in writing by the parent or guardian and approved by the building principal or designee and the Transportation Department. Such temporary changes should only be granted for extreme circumstances.

Parents

Parents of children who are transported at public expense are asked to cooperate by seeing that the following rules are observed.

- Ensure that their children arrive at the bus stop on time in the morning.
- Educate their children as to proper methods of going to or coming from the bus stop. Safety is imperative.
- Accept joint responsibility with the school authorities for proper conduct of the children at all times.
- In the event that there is a loss of bus privileges, parents must provide transportation to and from school for the student and cooperate with the school authorities in helping their child understand the seriousness of the action which resulted in loss of the bus privilege. If a parent cannot provide transportation, the student will be considered truant for the time when the bus privilege is denied.
- Students assigned to buses are not permitted to walk home.
- Riding e-bikes or bicycles to school is not permitted.

CAFETERIA

The following procedures have been established to make the lunch period a relaxed but orderly time. Students should follow the procedures listed below:

- Walk quietly when entering and exiting the cafeteria. and enter your team's assigned cafeteria.
- Remain seated at your lunch table when eating.
- Throw out all of your trash when you are done.
- If you are leaving the cafeteria to see a teacher, please get a pass from your teacher prior to lunch.
- In order to leave the cafeteria (bathroom, nurse, etc.), please obtain a pass from a cafeteria assistant.
- Phones and Chromebooks should be turned off and put away.

Students are responsible to check the balance in their cafeteria accounts. Students who borrow money must repay as soon as possible. Students who do not repay in a timely manner may not be permitted to continue borrowing. Checks can be made payable to Bridgewater Raritan BOE or payment can be made online at www.MySchoolBucks.com

CARE OF SCHOOL PROPERTY

Students are responsible for the care of all books, supplies, and furniture supplied by the school. Students who purposefully disfigure property, break windows, or cause other damage to school property or equipment are required to pay for the damage done or to replace the item.

CELL PHONES

Pupils are not permitted to use cellular telephones while school is in session. Phones and smartwatches must be turned off and kept in their locker while the pupil is in the school building and may only be turned on after school has concluded for the day and the pupil is outside the school building. Students may contact their parents at any time in the main office or their counselor's office.

CHEATING/PLAGIARISM

Cheating and/or plagiarism is a dishonest act that affects the student who is dishonest and the other students in the class. Sharing of answers with another student on tests, quizzes, independent classwork, or homework assignments is considered cheating. Students who are caught cheating, contributing to cheating, or engaging in plagiarism will be given a “0” grade on the exam, quiz, paper, lab, etc.

CLASS TRIPS

School trips taken throughout the year play a vital role in the well-rounded education of our students. Trips are planned for all grade levels. There will be guidelines established for all trips to ensure the most beneficial experience for all of the students. The guidelines will include appropriate dress expectations. Students who have disciplinary or academic problems may be denied the privilege of going on any school trip, including the eighth grade class trip.

Drivers providing transportation for students after trips should pick up students in the gravel parking lot across from the track.

CO-CURRICULAR ACTIVITIES

The Bridgewater-Raritan Middle School encourages students to participate in after school and evening activities. The school cannot assume responsibility for care or supervision after designated activity ending times or late bus departures. The following guidelines have been established to ensure that children are safe and cared for at the end of activities.

1. Students must have a ride home at the end of an activity.
2. When appropriate before the end of evening activities, students will be reminded of the ending time and the need to call home if necessary.

When parents/guardians are not present at the end of an activity, school staff will attempt to call the parents after 15 minutes. If staff cannot contact a parent, the person in charge will call the police. Two staff members will remain with the child until the parent or police arrive.

COMPUTERS/USE OF TECHNOLOGY

The Bridgewater-Raritan Regional School District believes that technology is a tool to provide students with 21st century learning opportunities. The benefits of a technology-infused classroom include the ability for teachers to deliver personalized learning to students, increase students’ 21st Century skills, and empower students in the learning process.

The use of district devices and networks must support and be consistent with educational objectives. Students are expected to follow the policies outlined by the district, including but not limited to the Acceptable Use Policy 2361, Electronic Communication and Recording Devices Policy 5516, the Chromebook Handbook and the Responsible Use Agreement.

Inappropriate use as outlined in the District’s Policy 2361 may result in denial of the student’s use of the computers and computer networks and other disciplinary consequences as outlined in the chart of student discipline. Violations of policy are unethical and may constitute a criminal offense. At the beginning of each school year, parents/guardians must sign the acknowledgement in PowerSchool, agreeing that they accept responsibility for their child’s use of computers and computer networks in school and out of school.

DISTRICT ISSUED DEVICE

District devices, equipment, and accessories provided to students are the property of the Bridgewater-Raritan Regional School District and must be returned upon request of the Principal, Administration, Board, or Technology Department. Students are responsible to report any damage, loss, or theft of the device to the Technology Department and the Bridgewater-Raritan Regional School District Administration. Parents/Guardians who do not pay the technology insurance will be responsible for the cost of damage to the district device.

STAR INITIATIVE

PARENT INFORMATION: All parents and students must read and acknowledge:

[Acceptable Use Policy](#)

[Electronic Communication and Recording Devices Policy](#)

DEVICE CARE:

The Chromebooks are the property of Bridgewater-Raritan Regional School District and all users need to follow district policies when using their devices. The student is responsible for shutting down and charging the device at the end of each day. Chromebooks that are not working correctly must be reported to the teacher immediately.

GENERAL PRECAUTIONS:

Keep food and drink away from Chromebook at all times.

Chromebook must remain free of any writing, drawing, stickers, labels, and magnets.

Chromebook must never be left in an unlocked locker or unsupervised area.

Chromebook should be closed when carrying from class to class.

Students may provide their own carrying case if desired.

SCREEN CARE:

The Chromebook screens can be damaged if subjected to rough treatment or excessive pressure.

Do not lean on the top of the Chromebook when it is closed.

Do not “bump” the Chromebook against lockers, walls, floors, etc.

Do not stack any books, heavy materials, etc. on top of the Chromebook when carrying it or placing it in your locker.

CHROMEBOOK SOFTWARE AND SETTINGS

Chromebooks will be operating on the latest version of Google’s Chrome Operating System (OS) and will be automatically updated when shutdown and restarted. It is expected that Chromebooks are shut down at the end of each day and restarted each morning. Students should not adjust or change the district settings on the Chromebook without teacher approval. Screensaver or backgrounds may not be changed.

Sound must be muted at all times. Students should have their own personal earbuds. Students may provide their own mouse if desired.

GOOGLE APPS FOR EDUCATION: Students will only use their district Google account on their Chromebooks, not personal email accounts. Students will have access to their Google Drive from home on any device that has internet access. This will allow them to have access to content anytime, anywhere.

Google Drive: A collaborative suite for students and teachers to create, edit, and share documents, spreadsheets, presentations, and files. Students cannot share outside of the Bridgewater-Raritan school district.

District email: All students will have an email address linked to their BRRSD account. Students have the ability to communicate only with BRRSD district staff and students. They cannot send or receive email outside the BRRSD domain.

District password: The district will assign each student a password that is a series of letters and numbers. Passwords are unique and are not to be reset. Students should not share their passwords with anyone except a parent or guardian. Students should never use another student's username or password.

OTHER TECHNOLOGY TOOLS: The following technology tools may be used for educational purposes only, at the discretion of the teacher:

YouTube: Students have access to YouTube with high restrictions on search results and content. The YouTube restricted mode is similar to how Google searches are filtered in the district. Content will be blocked based on whether the video is flagged as inappropriate by Google.

Recording Devices: Some devices have cameras built into them. Webcams are to be used for educational purposes only, as directed by the teacher.

DIGITAL CITIZENSHIP: In collaboration with parents, computer teachers and classroom teachers, students will be taught to be safe, responsible and ethical users of technology.

Copyright: Students are expected to follow all copyright laws and cite all materials, resources, and images using the format specified by the teacher.

Etiquette: Online communication should be used only for educational purposes.

CONFISCATED ITEMS

Parents/Guardians may claim confiscated items during the school day. Students may reclaim confiscated articles on the last day of school.

COUNSELING DEPARTMENT

The Counseling Department is here to assist students and their parents. Counselors work with students to support them emotionally, socially, and academically. Counselors are available to assist and support students navigate decisions regarding their educational path as well as serving as a resource to help students who may be struggling socially or emotionally.

To request an appointment with your counselor, please ask your teacher for a pass to the counseling office. Other appointments may be made by:

1. request of your counselor
2. request of your parents
3. request of your teachers
4. request of your principal
5. request of your assistant principal

Confidentiality is an important factor in the student-counselor relationship. Confidentiality ends when a staff member believes that the student with whom they are speaking is in danger of hurting themselves or another person. Parents/guardians are invited to contact the guidance counselors to make arrangements for conferences as needed.

DANCES/REC NIGHTS

School dances are normally held on Friday evenings. No guests from other schools are allowed. Once a student arrives at the dance/rec night, they should remain until the scheduled dismissal time unless they have a note from parents with permission to leave.

Students should be picked up promptly at the end of the dance. When parents/guardians are not present at the end of an activity, school staff will attempt to call the parents after 15 minutes. If staff cannot contact a

parent, the person in charge will call the police. Two staff members will remain with the child until the parent or police arrive.

Dances/rec nights are considered privileges. To attend school functions, all financial and behavioral obligations must be met. This includes detentions, in-school suspensions and all out of school suspensions.

The following general rules apply to dances:

1. The dress guidelines will be approved by the sponsor and the administration.
2. Clothes should be clean, neat, in good taste and within the guidelines of the particular dance.
3. Students must make arrangements for transportation home.
4. To attend a dance/rec night students must attend school for a minimum of 4 hours the day of the event.
5. Students in violation of behavioral expectations while in attendance at any school activity will not be permitted to participate in one or more future activities.

DISCIPLINE POLICY

Our goal at Bridgewater Raritan Middle is to create a safe and supportive environment for students to learn. As part of this mission, there may be times when a student receives a disciplinary consequence. The goal of any disciplinary action is for students to reflect on their actions and to make more positive choices. When a student receives a disciplinary consequence, they will also be counseled regarding positive decision-making. The administration reserves the right to issue warning and/or counseling interventions in lieu of or in addition to formal disciplinary actions.

Teachers may assign detention to students from 2:35 p.m. to 3:30 p.m. Students receive one day's notice of the detention. Office Detention is only assigned by the principal or assistant principals. Office Detention ends at 3:30 p.m.

The administration reserves the right to take disciplinary action in the form of lunch detention, after-school detention, in-school suspension (ISS), or out-of-school suspension (OSS) for the following disciplinary infractions, including but not limited to:

- insubordination
- disrespect
- physical altercations
- disruptive behavior
- obscene gestures
- inappropriate language
- leaving school grounds without permission
- gambling
- selling or trading items
- possession, distributing, using tobacco or vaping products, lighters or matches
- bullying or harassment
- possession of weapons or any conduct of such nature as to constitute continuing danger to the physical well-being of others.

Students assigned to out-of-school suspension (OSS) may not participate in any extracurricular activities of the school, including but not limited to all sports, instrumental/choral events, and social events on the day(s) of the OSS and/or weekend days that the OSS encompasses. Additionally, students are not permitted on BOE properties on the day(s) of OSS. Students assigned to in-school suspension (ISS) will be assigned seats. Cell phones are prohibited. Students are to arrive on time with all learning materials and prepared to do school work.

In all cases parents will be notified of these infractions. Any student guilty of flagrant or repeated violations may warrant an out-of-school suspension.

Please Note: Board approved **BRMS Chart of Student Discipline** is available on the district website for your reference. Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

APPEALS PROCESS FOR DISCIPLINARY MATTERS

- Assigned discipline consisting of detentions may be appealed to the principal. Parents or students must send written correspondence to the building principal or assistant principal requesting an appeal of a disciplinary consequence. Building administration will schedule and conduct a conference with the student and parent.
- Assigned discipline consisting of in-school and out-of school suspension of 10 days or less may be appealed first to the principal. If the case is not resolved, the Assistant Superintendent/Superintendent shall review the facts of any case appealed to the district level and will schedule a conference with the parent and student.
- Long term suspensions, more than 10 days may be appealed first to the superintendent and then to the Board of Education.

DRESS CODE

Bridgewater-Raritan School District's student dress code supports equitable educational access. To ensure effective and equitable enforcement of this dress code, the dress code shall be enforced in a manner that does not reinforce or increase the marginalization of any group based on race, sex, gender identity, gender expression, ethnicity, religion, cultural observance, household income or body type/size. The dress code shall be enforced on all district campuses and at school-sponsored activities.

The dress code works to ensure:

- All students should be able to dress comfortably for school and engage in the educational environment.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Our student dress code is designed to accomplish several goals:
- Maintain a safe learning environment.
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs, or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, vulgar, or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others and/or draws attention to an illegal substance.

- Require students to wear clothing or accessories that promote accepted safety standards, including, but not limited to: goggles, lab aprons, sneakers, etc. as required for specific courses.
- Promote student participation and engagement in class.

Students May Not Wear

- Violent language or images, including gang-related attire and weapons.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Language or images that create a hostile or intimidating environment or have been used historically to oppress any protected class or consistently marginalized group.
- Any clothing that reveals visible undergarments (Sheer tops or bottoms), an exception is bra shoulder straps.
- Accessories that could be considered dangerous or could be used as a weapon.
- Shorts with a bottom edge that does not meet their leg. Shorts should have an inseam and cover the buttocks completely.
- Shirts that do not meet the tops of pants/bottoms.
- Shirts that do not cover the back (backless shirts).
- Underwear cannot be worn as outerwear.
- Slippers may not be worn as shoes.
- Hats and hoods may not be worn in school. (This excludes head coverings worn for religious purposes.)

ELECTRONIC DEVICES

Students are not permitted to use cellular telephones, other personal communication devices, or personal electronic entertainment devices while school is in session. Such devices must be turned off and kept in their locker during the school day, and may only be turned on after school has concluded for the day and the student is outside the school building. The school assumes no liability or responsibility for student electronic devices.

ELECTRONIC SURVEILLANCE CAMERAS

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds. The content produced by the surveillance system under certain circumstances may be considered a student record and if so it will be subject to the Board of Education policy and regulations regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding.

The Board of Education shall post signage in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used.

EXTRA HELP

If a student is having difficulty in any subject, it is that student's responsibility to seek help on the specified and posted days in each classroom. Students should arrange time with their teachers when they will be staying after school for help.

FINES

In order to teach the students responsibility for property, fines are assessed for lost books, lost locks, or damage to books or other school property. A reasonable amount based on the value and age of the book must be paid before the student leaves school. Overdue library books or unpaid book fines result in the withholding of yearbooks and/or schedule for the following year.

FIRE DRILLS/SECURITY DRILLS

Fire drills are considered essential as a matter of training to meet emergencies. New Jersey Law requires one fire drill and one security drill be conducted each month in all schools. Students must follow the directions of the teachers. All students must exit the building in a quiet and orderly manner.

FLAG SALUTE

New Jersey law requires you to show respect for the flag of the United States of America. If you are conscientiously opposed to the pledge or salute, you may abstain from these ceremonies, but you are required to stand respectfully.

GRIEVANCE PROCEDURE

The Board wishes to resolve student-staff-Board problems within the school structure. The normal channel for presentation of student requests or grievances is:

- Teacher
- Guidance Counselor
- Assistant Principal
- Principal

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

Appeals Process for Disciplinary Matters

1. Assigned discipline consisting of detentions may be appealed to the principal. Parents or students must send written correspondence to the building principal or assistant principal requesting an appeal of a disciplinary consequence. Building administration will schedule and conduct a conference with the student and parent.
2. Assigned discipline consisting of in-school and out-of school suspension of 10 days or less, may be appealed first to the principal. If the case is not resolved, the Assistant Superintendent/Superintendent shall review the facts of any case appealed to the district level and will schedule a conference with the parent and student.
3. Long term suspensions, more than 10 days may be appealed first to the superintendent, and then to the Board of Education

Actions of the Board may be appealed to the Commissioner of Education. Decisions of the Commissioner may be appealed to the State Board of Education. Decisions of the State Board may be appealed to the Appellate Division of the Superior Court of New Jersey.

HARASSMENT, INTIMIDATION, AND BULLYING

Introduction (see NJAC 6A:16-7.6 and Board Policy #5310):

The Board prohibits acts of harassment, intimidation, or bullying of a student on school property, at any school-sponsored function, on school buses and, as appropriate, in other instances away from school grounds. Active or passive support for acts of harassment, intimidation, and bullying is also prohibited.

Definition (see NJ Public Law 2010, Chapter 122):

Harassment, Intimidation or Bullying means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably

perceived as being motivated either by an 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 characteristics that takes place on school property, at any school-sponsored function, on a school bus or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

1. A reasonable person should know, under the circumstances 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 person or damage to his property;
2. Has the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in or interference with, the orderly operation of the school; or
3. Creates a hostile educational environment for the students; or
4. Infringes on the rights of the student at school by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Expected Behavior (see Board Policy #5310):

The district prohibits active or passive support for acts of harassment, intimidation or bullying. Students are encouraged to support other students who walk away from these acts when they see them, constructively attempt to stop them, and report acts to the building principal or designee. Each building principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship, and academic success.

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a 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. The Board believes that standards for student behavior must be based on parent/guardian, student, and community involvement producing an environment that encourages students to grow in self-discipline.

Students are encouraged to report incidents they consider harassment at the earliest stage. Such incidents will be reported to the proper civil authorities. Students violating the harassment guidelines may face severe school consequences which may include suspension and police involvement.

Please see Board Policy 5310: Prohibiting Harassment, Intimidation and Bullying, for full text.

Harassment, Intimidation and Bullying Q&A

Where can an HIB occur?

- Online; information posted on social media can be reported to the school and result in the initiation of an HIB case
- On school property; if an incident occurs on school grounds it may result in the initiation of an HIB case
- Off school property; although you are not on school property, if an incident of potential harassment, intimidation, or bullying is reported to the school, it may be investigated as an HIB case
- During the summer; if an incident occurs during the summer and is reported to the school district, it may be investigated as an HIB case

What are some examples of harassment, intimidation, or bullying?

- Examples include, but are not limited to:
 - Name calling
 - Physically threatening another student(s)
 - Making derogatory comments about a student(s) looks
 - Telling racial or ethnic jokes
 - Taking or posting photos of another student(s) on social media without their permission

- Texting or calling a student with harassing comments

Who can report a case of harassment, intimidation, or bullying?

- A parent/guardian in the district or school
- A student in the district or school
- Any school employee including administrators, teachers, and counselors

Can there be consequences if you're involved in an HIB case?

- Yes, if you are found to be playing a part in a harassment, intimidation, and bullying case of another student or group of students, there can be severe consequences based on the district's code of conduct and could potentially involve suspension or the police
- If you are reporting an HIB case on behalf of someone(s) else that you feel may be the victim of harassment, intimidation, or bullying, you would not face any consequences and we encourage you to be an upstander to your fellow peers

HEALTH SERVICES

It is the goal of the Health Office to provide services which will aid each student in achieving their optimum health potential, thereby enabling them to benefit from the educational program. Student physical forms can be found on the school website.

Illness – If you become ill at school, obtain a pass from your teacher and report to the Health Office. Parents will be notified if you must go home. Students are not allowed to use their cell phones to call parents to come pick them up. All illness dismissals must be done through the Nurse's Office.

Absence – If you are absent, please have your parents notify the Attendance Line at 908-231-8661 ext 677101 or use the [Absence Reporting tab](#) on our website.

Accidents – All accidents, no matter how minor, are to be reported immediately to the supervising teacher who will give only emergency treatment. The supervising teacher will then send the student with the proper referral note to the nurse who will administer first aid and notify parents if additional treatment is needed. If the nurse is not in the Health Office, the student will report to the main office.

Gym Excuses – The school nurse issues one-day gym excuses that are warranted by temporary disability or other circumstances. A student may also be excused by the school nurse upon written request from his/her parents, but for no longer than three days. Longer excuses are permitted only on a doctor's authorization. Excuses from a doctor must be filed with the school nurse as a part of the student's permanent health record. The nurse will then notify the physical education teacher.

No student is permitted to resume gym after a serious illness, or after an injury requiring medical care without a doctor's permission. This includes surgery, stitches and fractures. The doctor's note must be filed with the school nurse who will notify the physical education teacher.

A student who is injured during a physical education class must report the incident to both the physical education teacher and the school nurse. All doctor's notes are to be brought to the nurse's office.

Medication – All medications whether prescribed or over the counter shall be administered by the school nurse or the parent/guardian. If you must have medication during the school day, special forms are available to be completed by both parent and physician. This includes over the counter medication. Return the completed forms with the medication in the original pharmacy container to the school nurse.

Screening Procedures – 7th grade students are screened for hearing and 8th grade students are screened for vision per state guidelines. Parents will be notified if follow-up care is needed. All students are screened bi-annually for scoliosis. Parents are notified if follow-up care is needed.

HOMEWORK

Approximate times for homework are Grades 7 and 8 - 15 minutes per class per day per district regulation 2330.

HONOR ROLL

Students will be eligible for the Honor Roll each marking period if they meet the following criteria:

High Honor Roll -All grades are an A: A+, A,A-

Honor Roll – All grades are a B- or higher

LIBRARY MEDIA CENTER

The Library Media Center is open from 8:10-2:35, Mon-Fri. Students may visit during homeroom, from any class with a pass from their teacher, or during lunch. A limited number of students are admitted per lunch period; daily lunch passes are available from the librarian or cafeteria aides. If a class is scheduled, the library may be closed during lunch (a sign will be posted on the door) but students may still enter to return/check out a book.

Students may check out up to 4 print books and 2 e-books for a period of three weeks, and renew them in person or online. Student accounts are accessed at brrsd.follettdestiny.com (choose Middle School, log in with Google, click MyInfo). Most e-books are accessed at brrsd.mackinvia.com.

Students are responsible for returning items on time. Email overdue notices are sent as a courtesy reminder to students and parents. There is no fine for overdue items. Lost or damaged books must be paid for via cash or check made out to BRMS. Students with long-term outstanding overdues and/or fines might be blocked from checking out additional materials until the matter is resolved. If there are extenuating circumstances, please discuss with the librarian.

LOCKERS

Students should not consider lockers as private property. The school reserves the right to inspect or search lockers at any time, and teachers do inspect lockers at various intervals throughout the year. Students should maintain an orderly locker and remove material that is not current. Pictures, slogans, or other items may not be posted inside or outside lockers.

A locker is assigned to each student. The locker is for a student's personal use during the school year. It is the student's responsibility to report to the homeroom teacher any mechanical problems regarding this locker which would make the locker vulnerable to theft. The school is not responsible for stolen or lost articles or books.

Students should not give their locker combination to any other student or allow others to use their locker. While students are permitted to go to their lockers between classes, this privilege will not be accepted as an excuse for being late to class.

Students are requested not to bring large sums of money or expensive items of jewelry, credit cards, personal electronic devices, etc. to school. The school can assume no responsibility in case of loss or theft. Such items are not required for a normal day's activity in school. Additionally, students should keep all phones, blankets, and sunglasses in their lockers.

Students must supply their own lock for the locker used during gym. Nothing is to be left in the gym locker after class. These lockers are used by different students each period and also outside community groups. All personal items, clothing, purses, wallets must be locked during gym class.

All lockers are emptied and cleaned during the summer vacation. It is the student's responsibility to take home all articles of value. Those articles collected by the custodial staff during the summer are given to nonprofit organizations or discarded.

LOST AND FOUND

Clothing articles, jewelry, keys, eyeglasses and books may be recovered in the Main Office. Students who find items should take them to the main office. During the last week of each month, clothing articles are exhibited outside Cafeteria A for students to claim. If not claimed within that time period, the clothing is donated to charity.

PHOTOGRAPHING STUDENTS

Photographs for such purposes as news media coverage of school activities, except for events open to the public, must be authorized in advance by the superintendent or principal in accordance with Policy and Rule 1110, News Media Relations and Policy 1112, News Releases. Parents/guardians shall be notified annually in the student handbook that photographs of pupils may be taken for news and media purposes. Parents/guardians may request in writing that their child(ren) not be included in any photograph taken for school district and/or outside publication.

PHYSICAL EDUCATION

All students have five classes of physical education and/or health class each week. In order to participate fully in the physical education program, the students must be properly clothed. All valuables should be locked in the lockers provided. The students must provide their own locks.

PROGRESS REPORTS

Progress reports are posted on the parent portal halfway through each marking period.

PROMOTION

In order to graduate or move on to the next grade, each student must demonstrate satisfactory academic performance and meet attendance expectations. Any student who fails more than one course will be considered for retention. The cycle segments are considered one course. School attendance shall be a factor in the determination of a student's promotion or retention. Only extenuating circumstances should permit the promotion of a student who has been in attendance fewer than 155 days during the school year. The final decision on promotion/retention is decided by the Principal. Participation in the graduation ceremony is made by the Principal.

PUPIL RECORDS

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records. Records are defined by FERPA. It also provides parents/legal guardians with the following rights: To request and inspect their child's records; To request to amend the record if they believe it to be inaccurate; To disallow any disclosure of directory information; To file a complaint with the U.S. Department of Education regarding the district's failure to comply with FERPA.

Parents, legal guardians, and adult students have a right to access pupil records. To learn about the procedure to inspect pupil records please refer to BRRSD Board of Education Pupil Records Policy #8330 or contact the school principal. Health and Special Education records are maintained separately from the student academic record file.

REPORT CARDS

Progress in school is vitally important to students, parents, and teachers. The report card used is designed to help students and parents understand the student's progress so that the school and home can work together in improving that progress.

Report cards are posted on a quarterly basis through PowerSchool. Students and parents are asked to review the grades carefully. Teachers and parents are encouraged to schedule conferences whenever clarification of the evaluation is needed. The viewing of grades on PowerSchool requires a password and can be found through the school website on the PowerSchool Parent Portal.

Grade Percentages

| RANGE | GRADE |
|----------|-------|
| 97 - 100 | A+ |
| 92 - 96 | A |
| 90 - 91 | A- |
| 87 - 89 | B+ |
| 82 - 86 | B |
| 80 - 81 | B- |
| 77 - 79 | C+ |
| 72 - 76 | C |
| 70 - 71 | C- |
| 68 - 69 | D+ |
| 66 - 67 | D |
| 65 | D- |
| Below 65 | U |

Report cards are posted according to the following schedule:

Middle School Marking Periods

M.P. 1 – 9/2/25 - 11/10/25

M.P. 2 – 11/11/25 - 1/29/26

M.P. 3 – 1/30/26 - 4/14/26

M.P. 4 – 4/15/26 - 6/18/26

Report cards will be posted seven to ten days after the close of each marking period. It is the responsibility of the student to make the necessary arrangements for make-up work.

SCHOOL CLOSING

If school is to be closed or delayed in opening because of bad weather or an emergency, the announcement will be posted on the district website. In addition, alert calls, texts, and emails will go out to those registered. School begins at 10:10 a.m. on a delayed opening.

SMART WATCHES

Pupils are not permitted to use smart watches or cellphones while school is in session. Phones and smartwatches must be turned off and kept in their locker while the pupil is in the school building and may only be turned on after school has concluded for the day and the pupil is outside the school building. Students may contact their parents at any time in the main office or their counselor's office.

SMOKING/VAPING

The following procedures are in effect in all schools in the district:

The Board of Education is committed to maintaining a smoke-free environment on school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board of Education. The school administration and all school staff members shall strictly enforce this smoking prohibition and will work together to ensure pupils do not smoke in violation of Board Policy 5533 and the law. In the event the Principal or designee determines a pupil has violated Policy 5533, the pupil will be assigned appropriate discipline in accordance with the school's pupil discipline/code of conduct.

Students are not permitted to smoke on school grounds, in school buildings or on school buses. If a student is caught smoking, a complaint will be filed with the Public Health Department which will result in a summons to appear before the Bridgewater Township Municipal Court Judge. If the student is found guilty by the Court, the student must pay the assessed fine. Consequences will be assigned in accordance with the student code of conduct.

STUDENT COUNCIL

The BRMS Student Council motto is to lead, serve, and inspire. Participation in student government should foster an appreciation of the privileges, as well as the responsibilities of good citizenship. To further this goal, a student council has been established and through it the students may gather input from the student body, generate creative suggestions, and serve the best interests of the school community. The student council executive board consists of four elected officers who will assume office at the start of grade 8, and advisor appointed members-at-large who will work with the officers upon promotion to grade 8. Furthermore, two homeroom representatives will be elected in every homeroom for both grades. A constitution and by-laws will be appended, specifying the officers, qualifications, and rules governing the BRMS Student Council.

STUDENT RESPONSIBILITIES

Students are reminded that their behavior throughout the entire school year may determine their privilege to participate in extracurricular activities and school sponsored activities and trips. Students receiving in-school suspensions or an out-of-school suspension place their privilege of participating in extracurricular activities and school sponsored trips in serious jeopardy. This decision rests solely with the administration of the school.

Students have the following responsibilities:

1. to accept responsibility for their own actions
2. to respect the rights of others, including the right to secure an education in an environment that is orderly and safe
3. to attend school on a regular basis
4. to be punctual
5. to dress appropriately and maintain habits of personal cleanliness
6. to respect school property
7. to recognize that during the school day the school staff assumes the role of a surrogate parent in matters of behavior and discipline
8. to make an earnest effort to do their best work
9. to display respect for themselves, other students, and staff members
10. to obey school rules and regulations
11. all students and their parents/guardians are required to sign-off on the Board of Education's weapons awareness agreement before they may attend classes.

SUBSTANCE ABUSE

District students are entitled to attend school free from the hazards and disruptive influence of dangerous substances.

"Substance" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A.

2C:35-2, any chemical or chemical compound which 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 at N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined in accordance with the Student Code of Conduct/Chart of Discipline.

More detailed information can be found in Board of Education Policy 5346, 5346R, 5530, 5530R, and 5533. In addition, the dangers of substance abuse and effective decision making skills for leading a drug-free life are addressed in the health program.

A Student Assistance Counselor (SAC) is a person who has been trained to help people with an array of personal and interpersonal issues. This counselor is specifically trained to handle all phases of substance abuse problems and related concerns.

TEXTBOOKS

Textbooks are issued to all students. At the end of the school year, or upon transfer, all books checked out in the student's name are returned to the teachers. School grades or official school records are not released or forwarded until full clearance is given for lost or damaged books.

TRANSFERS

When a student leaves our school district, they shall bring written notification from the parents to the main guidance office at least two days in advance.

All books and athletic equipment must be returned and all fines paid before final clearance. In addition, students must complete a School Withdrawal Form and secure their teachers' signature to indicate all requirements have been completed.

Parents may have student records forwarded to a student's new school by completion of the "Parent Authorization for Release of Pupil Records" form.

VIOLENCE IN SCHOOL

Physical Assaults/Verbal Assaults/Threats: Verbal assaults, threats or physical assaults by a student on any school employee shall result in immediate suspension pending a hearing by the Board of Education.

Student Fights: Students involved in a fight or an assault on another student will face severe consequences which may include out of school suspension. Students are never permitted to put their hands or other parts on another person.

VISITORS

No unauthorized individuals are permitted in the building during the school day. All visitors must report to the main office to sign in and receive a visitor's pass. They should report back to the office to sign out of the building.

WORKING PAPERS

Working papers may be found on the BRMS website School Counseling tab. To obtain working papers, it is necessary to present your birth certificate and demonstrate that you have a promise of employment. Any other information concerning working papers can be obtained through the Guidance Office.

Regular Bell Schedule

| | Grade 8 | | | Grade 7 |
|----------------------|--------------|--|--------------------|--------------|
| 8:10 - 8:18 | Homeroom | | 8:10 - 8:18 | Homeroom |
| 8:21 - 9:01 | 1 | | 8:21 - 9:01 | 1 |
| 9:04 - 9:44 | 2 | | 9:04 - 9:44 | 2 |
| 9:47 - 10:27 | 3 | | 9:47 - 10:27 | 3 |
| 10:30 - 11:10 | 4 | | 10:30 - 11:10 | 4 |
| 11:13 - 11:43 | Lunch | | 11:13 - 11:53 | 5 |
| 11:46- 12:26 | 5 | | 11:56-12:26 | Lunch |
| 12:29 - 1:09 | 6 | | 12:29 - 1:09 | 6 |
| 1:12 - 1:52 | 7 | | 1:12 - 1:52 | 7 |
| 1:55 - 2:35 | 8 | | 1:55 - 2:35 | 8 |

4 Hour Session with Lunch

| | Grade 8 | | | Grade 7 |
|--------------------|--------------|--|--------------------|--------------|
| 8:10 - 8:12 | Homeroom | | 8:10 - 8:12 | Homeroom |
| 8:13 - 8:42 | 1 | | 8:13 - 8:42 | 1 |
| 8:43 - 9:12 | 2 | | 8:43 - 9:12 | 2 |
| 9:13 - 9:42 | 3 | | 9:13 - 9:42 | 3 |
| 9:43 - 10:12 | 4 | | 9:43 - 10:12 | 4 |
| 10:13-10:35 | Lunch | | 10:13-10:42 | 5 |
| 10:36- 11:05 | 5 | | 10:43-11:05 | Lunch |
| 11:06 - 11:35 | 6 | | 11:06 - 11:35 | 6 |
| 11:36 - 12:05 | 7 | | 11:36 - 12:05 | 7 |
| 12:06-12:35 | 8 | | 12:06-12:35 | 8 |

2 Hr Delayed Opening

| | Grade 8 | | | Grade 7 |
|---------------|----------|--|---------------|----------|
| 10:10-10:15 | Homeroom | | 10:10-10:15 | Homeroom |
| 10:17-10:44 | 1 | | 10:17-10:44 | 1 |
| 10:46 - 11:13 | 2 | | 10:46 - 11:13 | 2 |
| 11:15 - 11:42 | 3 | | 11:15 - 11:42 | 3 |
| 11:44 - 12:11 | 4 | | 11:44 - 12:11 | 4 |
| 12:13-12:39 | Lunch | | 12:13 - 12:40 | 5 |
| 12:41- 1:08 | 5 | | 12:42 - 1:08 | Lunch |
| 1:10 - 1:37 | 6 | | 1:10 - 1:37 | 6 |
| 1:39 - 2:06 | 7 | | 1:39 - 2:06 | 7 |
| 2:08 - 2:35 | 8 | | 2:08 - 2:35 | 8 |

MLA9 Guidelines for a Works Cited page

For more information please review the MLA Handbook or <https://style.mla.org/works-cited/citations-by-format/>.

Use my.noodletools.com for MLA9, Chicago, or APA; use school account.

Source sheets and demos are available in the library and on the library website.

Format – Double space. Center the words Works Cited at the top (do not underline, italicize or use quotations). Indent all but the first lines of citations.

What order do I put them in? – Alphabetical order by author's last name. If no author, use what comes next (e.g., title of source). In alphabetizing, numbers should be treated as though spelled out, and words like The, A, or An, do not count.

Where do I find the year of publication (copyright date)? – On the back of the title page, after the copyright symbol ©; use most recent year. For websites, look beneath the title and author, or at the bottom of the page (look for the ©).

TIPS:

- NO city of publication is included, unless it's a different country, or newspaper title does not include the city.
- Date accessed is optional.
- DO NOT use n.p., n.d. or other placeholders.
- For videos in in-text citations, state the time in the text.
- If you use Cite This For Me chrome add-on, you MUST update to MLA9.
- Many databases export directly to NoodleTools; login to your account, first.

ONE standard format applies to ALL sources.

You MUST include the core elements common to all sources, if available, in the order shown below. Leave out anything that is unavailable.

Punctuation is as seen below: all commas except after author, title of source, and at the end.

The "container" is the place you find the information (e.g., book, website, database, encyclopedia, etc.). *If there is more than one container* (e.g. an article from a magazine you found in a database), simply add on a second set of the same elements after the first. Think of it like an address the way you learned when you were little: your house is the source, in a series of containers: town, state, country, planet, universe.

1. Author.

- List multiple authors in the same order you find them on the title page.
- Reverse only the *first* author's first/last names; the rest in normal order.
- If three or more authors, use only the first author's name, and add *et al.*
- Put spaces between initials in a name.
- Usernames/Screen-names are okay to use if that's all there is.
- **If no author**, use organization or editor's name (add editor after name). If author/organization/publisher/sponsor/website is the same, put it under publisher, for a book, site name for internet sources. Do NOT repeat multiple times.

2. "Title of source."

- *Only used for a source that is part of a larger work*, e.g.: title of a newspaper, magazine article, encyclopedia entry, webpage or section, blogpost, video, essay/story/poem from an anthology (each chapter has a separate author), Tweet in its entirety, song on an album, etc.
- Put in quotation marks.
- Capitalize first letter, plus all words in title except articles (the, a, an), prepositions (of, for, to) and conjunctions (and, but).

3. Title of container,

- Italicize the whole title (*for a source that's self-contained*).
- E.g. title of book, magazine, whole website, database, anthology, encyclopedia, TV series, Netflix, Youtube, etc.
- Preferable to use exact database name (e.g. MAS Ultra, American History Online, Gale Research in Context), but you *may* use publisher/provider (EBSCOhost, Facts on File, ProQuest, etc..) if you can't find the specific name.

4. Other contributors,

- Include if important. E.g. Translated by, Edited by, Produced by, Adapted by, Performed by, etc. Do NOT abbreviate.

5. Version,

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- URL is highly recommended but can be omitted or shortened IF your teacher gives you permission. Omit http:// or https://. No brackets. This goes last.

EXAMPLES

Book

Namioka, Lensey. *Mismatch*. Delacorte, 2006.

Rabkin, Eric S., Martin H. Greenberg, and Joseph D. Olander, Editors. *Explorations in Utopian and Dystopian Fiction*. Southern Illinois UP, 1983.

Article/essay/short story/poem in an Anthology or Collection (e.g., a book on debate topics with a different author for each chapter)

Campbell, John. "The Right to Bear Arms." *Gun Control: Opposing Viewpoints*, Edited by James Scully, Greenhaven, 2006, pp. 28-33.

Magazine Article (Print)

Stone, Brad. "Hi-Tech's New Day." *Newsweek*, 11 Apr 2005, pp. 60-64.

Newspaper Article (Print). Do NOT include city if it is in the title of the paper. Only include edition and section if it is given.

Fisher, Robin Gaby. "After the Fire." *The Star-Ledger*, late ed., sec. 11, 9 Sep 2000, p. 1.

Entry from a Multi-volume Encyclopedia *Put the WHOLE title of encyclopedia. Author is usually listed at the end of the entry. If no author given, use editor and put Edited by before name. If no author or editor, start with article title.

Lesko, Leonard H. "Pyramids." *The World Book Encyclopedia*, 3rd Ed., vol. 15, World Book, 2001, pp. 916-919.

Document from a Web Site

Summers, Robert S. "George Washington." *Presidents of the United States*, Drexel College of Information Science and Technology, 21 May 2016, www.potus.com/gwashington.html.

Publication from an Online Database – Most items in a database have been previously published elsewhere. You must cite the original source it came from as the first “container”, then add database information as the second “container”. If it was written directly for a database, use database name as the first “container”. *Use Name of Database (e.g. *MAS Ultra*, *American History Online*), or, if not known, use name of publisher (e.g. *EBSCOHost*, *Facts on File*). Add the URL up to .com.

Coile, Caroline D. “The Basenji.” *Dog World*, vol. 89, no. 10, Oct 2004, pp. 22-28, *MAS Ultra School Edition*, ISSN 0012-4893, search.ebscohost.com.

Image from a Web Site *You should use COPYRIGHT-FREE images under a creative commons license. Google is NOT the name of the website; go to the actual page! If you refer to an image in a print source (e.g. book or magazine), put that information following the image citation as the ‘container’ instead of website.

Zimpenfish. *Books Behind the Bed*. 29 Aug 2006, *Flickr*, 15 Apr 2011, www.flickr.com/photos/zimpenfish/228553888.

Digital Music *Use COPYRIGHT-FREE music under a creative commons license. The person whose name is listed first depends on why you’re citing the music. If you’re citing lyrics, put the songwriter first. If you’re critiquing a performance, put the performer first. If you’re citing the music, put the composer first. Additional names of the others responsible go after the title of the recording or album, but you must specify their role (e.g. Performer., Composed by, Produced by, etc.). If you use a song from your iTunes, omit the database/website/date accessed, but you MUST look up the production information. BE CAREFUL of finding lyrics and other information on the internet – MANY sites are inaccurate.

Elofsson, Jörgen and John Reid. “A Moment Like This.” *Thankful*, Performed by Kelly Clarkson, RCA, 2002, 25 Apr. 2012.

Hawkes, Peter. *Auntie’s Lullaby*. Freeplaymusic, BMI, *Freeplaymusic*, 18 Apr. 2011, www.freeplaymusic.com/volumedetail.aspx?volume=1822.

Digital Video *From the web, you should use COPYRIGHT-FREE videos under a creative commons license. If it’s important to what you’re citing, you can add Performed by information after the Director. If you view it on a database, website, or a service like Netflix, add that as the “container”. With your teacher’s permission, you may shorten the URL of a database to end at the .com.

From a database:
Winston Churchill, from The WPA Film Library Speeches Collection. Films Media Group, 1990, *Classroom Video On Demand*, cvod.infobase.com.

From a DVD:
Earth: The Biography. BBC Worldwide, 2008.

From a website:
A Quick Guide to Plagiarism. Cape Fear Community College Sea Devil TV, 25 Aug. 2009, *YouTube*, www.youtube.com/watch?v=VnTPv9PtOoo.

Tweet.

@WSJ. “Generation X went from the most successful in terms of homeownership rates in 2004 to the least successful by 2015.” *Twitter*, 8 Apr. 2016, 4:30 p.m., twitter.com/WSJ/status/718532887830753280.

Text within an App. *Cite the creator of the experience as the author, the pop-up text as the article, the app as the container and add the word app, the corporation/sponsor as the publisher, then give the accessed date.

“American Bison.” American Museum of Natural History, *Google Expeditions* app, Google. Accessed 22 Feb. 2018.