



EDGAR MIDDLE SCHOOL

**49 Brunswick Avenue
Metuchen, NJ 08840
(732) 321-8770**

"Learning in a Caring Community"

STUDENT/PARENT HANDBOOK 2023-2024

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WELCOME TO EDGAR MIDDLE SCHOOL

TO THE STUDENT:

The staff at Edgar Middle School welcomes you! We are excited about the school year and look forward to providing you with interesting, engaging, and challenging opportunities. We encourage you to set high standards for yourself. Be assured that the staff at EMS is prepared to help you reach your goals. As middle level students, we encourage you to be active learners and active participants in all aspects of school life. We are committed to your academic, social, and emotional growth and development. We want the years you spend with us to be the best they can be. The following pages in this handbook explain what you will need to know to make these years a success. Take time to go over these pages with your parents. The opportunity to work with you in a partnership that includes your teachers and parents will help prepare you for the future. Your success is very important to us.

BELL SCHEDULE

Regular Day Bell Schedule

HR	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
7:53 -7:59	8:02-8:48	8:51-9:37	9:40-10:26	10:29-11:15 Lunch 5	11:18-12:04 Lunch 8	12:07-12:53 Lunch 6	12:56-1:42 Lunch 7	1:45-2:31

Early Dismissal Bell Schedule

HR	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
7:53-7:59	8:02-8:31	8:34-9:03	9:06-9:35	9:38-10:07 Lunch 5	10:10-10:39 Lunch 8	10:42-11:11 Lunch 6	11:14-11:43 Lunch 7	11:46-12:15

Delayed Opening Bell Schedule

HR	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
9:23-9:27	9:30 - 10:05	10:08-10:43	10:46-11:21	11:24-11:59 Lunch 5	12:02-12:37 Lunch 8	12:40 - 1:15 Lunch 6	1:18 -1:53 Lunch 7	1:56 - 2:31

Advisory/WIN Wednesday Bell Schedule

HR	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Advisory
7:53 -7:59	8:03-8:43	8:47-9:27	9:31-10:11	10:15-10:55 Lunch 5	10:59 -11:39 Lunch 8	11:43 -12:23 Lunch 6	12:27-1:07 Lunch 7	1:11- 1:51	1:56-2:31

2023-2024 School Calendar

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

27/0S Days

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

18T/18S Days

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22T/21S Days

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

15T/15S Days

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16T/16S Days

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

21T/21S Days

Moss Conferences- no early dismissals

Nov 28, 29, 30

PM conferences - 11/28

Afternoon conferences - 11/29, 11/30

March 12, 13, 14

PM conferences - 03/12

Afternoon conferences - 03/13, 03/14

Dec 1 and March 15 - Early Dismissal

Nov 29, 30

Afternoon and PM conferences - 11/29

Afternoon conferences - 11/30

March 13, 14

Afternoon conferences - 03/13

Afternoon and PM conferences - 03/14

Dec 1 and March 15 - Early Dismissal

Nov 29, 30

Afternoon conferences - 11/29

Afternoon and PM conferences - 11/30

March 13, 14

Afternoon and PM conferences - 03/13

Afternoon conferences - 03/14

METUCHEN PUBLIC SCHOOLS
181 INSTRUCTIONAL DAYS
185 STAFF DAYS
MHS GRADUATION: JUNE 20

Aug 28, 29 and Sept 1 New Teacher Orientation

Aug 30 and 31 Inservice teachers

Sept 4 Labor Day

Sept 5 First Day of School

Sept 25 Yom Kippur

Oct 9 Students off, Inservice teachers

Nov 8-10 Fall Recess

Nov 22 Early Dismissal Day

Nov 23-24 Thanksgiving Recess

Dec 22 Early Dismissal Day

Dec 23 - Jan 1 Winter Recess

Jan 15 Martin Luther King Jr. Day

Feb 19 Presidents Day

Mar 29 Early Dismissal Day

Apr 1-5 Spring Recess

Apr 22 Early Dismissal Day

May 24 Students off, Inservice teachers

May 27 Memorial Day

June 17 Last day of School

June 20 MHS Graduation

June 21 12-mo staff off Juneteenth

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

20T/20S Days

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21T/21S Days

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

17T/17S Days

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22T/21S Days

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

11T/11S Days

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Edgar Conferences- early dismissals

Nov 29, 30

Afternoon conferences - 11/29

Afternoon and PM conferences - 11/30

March 13, 14

Afternoon and PM conferences - 03/13

Afternoon conferences - 03/14

Dec 1 and March 15 - Early Dismissal

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Afternoon conferences - 11/29

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Afternoon and PM conferences - 03/13

Afternoon conferences - 03/14

Dec 1 and March 15 - Early Dismissal

Nov 29, 30

Afternoon conferences - 11/29

Afternoon and PM conferences - 11/30

March 13, 14

Afternoon and PM conferences - 03/13

Afternoon conferences - 03/14

School Closed

Early Dismissal

New Teacher Orientation

Inservice

First & Last Day of School

Parent Teacher Conferences

Make-Up Snow Day

Board Approved 7/18/23

Edgar Middle School Marking Period Dates				
	Marking Period Begins	Mid-Marking Period	Marking Period Ends	Report Cards Released
Marking Period 1	9/5/2023	10/6/2023	11/15/2023	11/20/2023
Marking Period 2	11/16/2023	12/19/2023	1/30/2024	2/5/2024
Marking Period 3	1/31/2024	3/4/2024	4/11/2024	4/16/2024
Marking Period 4	4/12/2024	5/13/2024	6/17/2024	6/17/24

GENERAL INFORMATION

Attendance

As per Policy #5200, the Board of Education requires that the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

At Edgar Middle School, regular and punctual attendance is considered an indicator of College and Career Readiness and is a strong contributing factor to a student's success in school. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. No single factor may interfere with a student's progress more quickly than frequent absences or tardiness.

Please note the NJDOE only recognizes the following reasons as excused absences:

1. Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.
- i. The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;
2. Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
3. Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
4. Take Our Children to Work Day;
5. College visit(s), up to three days per school year for students in grades 11 and 12; and
6. Closure of a busing school district that prevents a student from having transportation to the receiving school.

Please refer to the [BOE Policy #5200](#) and [BOE Regulations #5200](#) posted on the district website for more information.

Absence from School:

Two steps should be followed if you are absent:

1. If possible, a parent or guardian should call the main office before **7:55 a.m.** to inform us that you will be absent. The number is **732-321-8770 option 1**.
2. When you return, you must bring a note from a parent or guardian explaining the absence.

A student is considered **tardy** if he/she is not in his/her homeroom seat when the bell rings at **7:53**. Students who are late to class or school three or more times in a marking cycle will be subject to disciplinary consequences.

Notification letters will be sent home when students accrue excessive absences from school.

Homework: Homework is available on your Google Classrooms. Using the To-Do feature in Google Classroom will allow you to see all assignments that are due for your classes.

Grades Online: Parents can access student grades online through the Parent Module of the Genesis System. Users must register through the School Counseling Office to participate in this online communication system.

SCHOOL PROCEDURES

Arrival/Dismissal: Students will report to their assigned area by the designated door. At dismissal, bus students should report to their pick-up area/bus without delay. Other students should begin their trip home. No students should engage in games or loiter near or around the building. All students must leave the building and/or school grounds immediately after dismissal, unless they are participating in a supervised activity/program.

Assemblies: We provide a variety of programs for your enjoyment. During assembly programs, we expect you to give your undivided attention to the speaker, performer, or film. We are proud of the compliments visitors have paid our students for their excellent behavior. Rarely do we find it necessary to ask a student to leave the room during an assembly program.

Attendance: Students must attend school on all legal days unless a valid excuse is given in writing. You are also expected to attend all assigned classes. Any unexcused absence will be grounds for disciplinary action.

Bicycles: Please take care when riding your bicycle to and from school. When you arrive at school, you should take your bicycle to the bicycle rack and lock it to the rack. We routinely patrol the area, but the school cannot be responsible for damages to or the loss of bicycles. Students should stay away from the bicycle area except immediately before and just after school. Any student tampering with bicycles may be sent home pending a parent conference. Students are required to wear helmets.

Bus Students: Appropriate behavior on school buses is considered to be of the utmost importance and students are expected to strictly adhere to the procedures and rules. Respect towards the driver and the complete cooperation from all students is deemed necessary for the safety of all. **Any infractions will likely lead to the loss of bus privileges for a period of time.** Foremost in our minds is the safety of each passenger.

While riding the bus:

1. Except for ordinary conversation, students should observe quiet conduct on the bus.
2. Students should stay in their seats while the bus is in motion.
3. Students should not throw waste paper on the floor of the bus.
4. Students should not have food or drinks on the bus.
5. **No part of the body** should be extended through the bus window.
6. Students must be quiet while the bus is stopped for any railroad crossings.
7. Students should not leave the bus from the emergency door or tamper with the handle unless an emergency exists.
8. The students should be aware that **the driver is in full charge of the bus.**

Cafeteria: We expect that students will eat with the same good manners they use at home. If a student is asked to leave the cafeteria for poor behavior, it may be necessary to meet with his/her parent/guardian before he/she is permitted to return.

Students will go outside for recess as long as the temperature is above 32 degrees and the weather and field/playground conditions permit safe play. Fifth grade students will have recess daily. Students in grades 6-8 will participate recess or study hall. During study hall, students must work independently on class assignments.

Candy and Gum Students are not permitted to eat in classrooms without permission. The only exception to this rule applies to 5th and 7th graders. They are permitted to have a “dry” snack during Period 7 and 3 each day due to the time of their lunch period. All snacks must be “peanut and nut free”. A signed document must be completed in Genesis. Students whose parents signed the document will have this user flag next to their name in Genesis.

The chewing of gum is prohibited anywhere on school grounds. Teachers are responsible for enforcement of these rules in their classrooms. The consequence for repeated chewing gum is teacher or central detention depending on the number of times a student is found chewing gum.

Cell Phones/Wireless Ear Buds: Cell phones and bluetooth/ wireless earbuds are not permitted to be seen or used in school during school hours beginning at 7:40 and ending at 2:31 pm. This includes telephone use, text messaging, and video/camera use. Cell phones are to be turned off during school hours and kept in lockers. Consequences for cell phone/wireless earbud use will be as follows:

- 1st Offense - Device brought to office, warning in Genesis Conduct page
- 2nd Offense - Device brought to office, Central Detention, student must drop off phone in office every day for three days
- 3rd Offense - Device brought to office, Central Detention, student must drop off phone in office every day for 5 days
- 4th Offense - Device brought to office, TWO Central Detentions assigned, student must drop off phone in office for remainder of cycle.

Central Detention: One consequence for inappropriate behavior is Central Detention. The Principal, Assistant Principal or their designee may assign a student to Central Detention after reviewing the matter with the student and teacher. Central Detention students should report to the assigned room at dismissal for 30 minutes. Students are given an opportunity to use the telephone in order to make any necessary arrangements and they have the option of delaying detention until the next day.

Additionally, students must realize that if they are assigned to Central Detention on several occasions, other possibly more severe consequences may be forthcoming. These include: 1) A conference with the Principal or Assistant Principal and parents/guardians. 2) In-school detention; 3) Out of school suspension; or 4) Loss of privileges, or other appropriate steps. Students should know that loss of privileges may include exclusion from school trips, dances, assemblies, after-school activities, and other school events.

For further information pertaining to the Code of Conduct, please review district policy **5600-PUPIL Discipline/Code of Conduct.**

Co-Curricular, Sports and Club Activities: We urge all of our students to participate in school activities, sports, and available clubs. There are numerous club activities available for students in grades 5-8. A list of activities, dates and times will be available on the school website within the first weeks of the school year. **Eligibility:** Students may be excluded from sports, co-curricular activities, social events and other activities due to academic deficiencies. Failing 2 or more courses in a cycle will put a student on academic probation. Students on academic probation are not permitted to participate in any co-curricular, club, or sports activity.

Damages: Students will be held responsible for damages to and/or the loss of any school property. Fines will be levied for damaged or lost textbooks. This policy extends to student locks, lockers, school equipment, and property. We should take pride in our school and its resources and plan to use them wisely. Any students found to have committed any infractions in this area, will be subject to fines, detention, suspension, loss of privileges and/or may be required to make restitution.

Dress: All students are encouraged to dress in a way that is in good taste and is appropriate for school. Dress must be clean and neat. It may not be a disruptive influence, present a threat to safety or health, or violate the law. Shirts and shorts must cover all private areas when sitting, standing, and bending. Also, students are prohibited from wearing bare midriffs, hats, or from wearing clothing in an inappropriate manner, or with inappropriate lettering. Please refer to **Dress Code Regulation 5511** on the school website for more specific detail.

Early Dismissal: If you must leave school early, please bring a note from a parent/guardian explaining the reason for the requested dismissal. Present the note in the main office during homeroom. Students must be picked up at the office by a parent or an adult listed in Genesis. Parents must sign the student out in the Main Office.

End of the Day: There are activities after school on most days. Students not involved in those supervised activities should plan to leave the building at dismissal time. If you wish to wait for a friend, please do so outside, near the proper exit. Please do not wait outside the friend's classroom or in the hallway.

Field Trips: Trips are arranged in conjunction with some courses. For students to participate, written permission from a parent or guardian is necessary. While on a field trip, remember to act in an appropriate manner, one which will bring credit to you and our school.

Gifts: School policy discourages gifts to teachers from students. If students wish to exchange among themselves, it should not be done in school.

Hallways and Stairways: Students should always stay to the right. Please be aware of behavior that provides for courtesy and safety on the stairways.

Lateness to Class: In order to avoid being late to class, you should move quickly to your next class. If you are late, the teacher may ask you to obtain a pass. Passing time is three minutes between class periods.

Leave the Building: During the school day students are not allowed to leave the building without permission from the principal or assistant principal.

Lockers: You will be assigned a locker. You may go to your locker before homeroom, before and after school, and at other designated times and/or with the permission of your teacher. School lockers, including physical education lockers are the **property of the Board of Education** and may be opened by the principal and assistant principal from time to time. Dangerous or illegal substances should not be brought to school or placed in school lockers. Valuables should not be kept in lockers. If you find it necessary to bring valuables and/or money to school, please bring it to the office for safekeeping.

Lost and Found: If you are missing something, report it to the assistant principal. Also, there is a lost and found container for articles that have been found around the school. Remember to check it for your missing items. The lost and found container will be cleaned out periodically and items will be donated.

Money in School: Students should carry only the sum of money that will actually be needed. Larger sums of money should never be brought to school. The school assumes no responsibility for the loss of money. If a student feels more comfortable, the office will hold your money until the end of the day.

Non-essential items: Students are not to bring the following to school: radios, iPods, pagers, any type of "toy", including dice, cards for gambling or any form of tobacco, alcohol or illegal substances, fireworks, matches, lighters, sharp or pointed instruments, including knives, or any object or substance which might be deemed dangerous, disruptive or inappropriate by the school. Any items deemed extremely dangerous to the safety of others, may lead to a student being suspended.

Plagiarism: Plagiarism is a practice that is **NOT** acceptable. Students must not submit someone else's words, ideas, papers and reports as their own. Students must credit the author or source, including the internet, according to the format provided by your teacher. Students will be held accountable for any infractions. Additionally, Artificial Intelligence must not be used to write any assignment unless expressly allowed by the teacher.

Reporting to School: School doors open at **7:45** for students. **Students should not arrive earlier.** Students should enter through the Lobby Entrance (grades 5 & 6) or the Zone Entrance (grades 7 & 8). Once in the building students should go directly to the assigned grade level area. Once dismissed from there, students will go to their lockers before going to their homeroom.

Required Course Completion: Students are expected to satisfactorily complete all courses at the end of each school year. If a student fails two courses they will be retained in their present grade level unless they attend summer school. If a student fails three or more courses, they will be retained in their present grade level and are not eligible for summer school.

School Emergencies and Drills: If an alarm sounds, students should follow their teacher's instructions to exit the building. The biggest danger in an emergency is the panic which can result from confusion and poor communication. Students must be quiet and orderly, in order to reduce panic and avoid injury.

Skateboards/Roller Blades/Scooters: Skateboards, roller blades, scooters, in-line skates and other similar items should not be used on school property. Heelys are not permitted in school.

Smoking/Vaping: Students are **not permitted** to smoke/vape in school, on school grounds, or when coming to and from school. A student smoking or holding a cigarette (lit or unlit) or vaping will be sent home until a conference can be arranged with a parent or guardian. NJ law includes electronic cigarettes as a tobacco-related product.

Substitutes: When your regular teacher is absent, you will have a substitute. Since substitutes will be following a lesson prepared by your teacher, we expect complete cooperation from every student. Any inappropriate behavior will be reported to the office and subject to consequences.

Student Insurance: All students receive accident insurance information forms at the beginning of the year. This insurance may be purchased at a minimal fee and insures students for accidents that may occur during the school day on school grounds.

Textbooks: When textbooks are distributed, you should examine them carefully to make sure that they are in good condition. If damaged, please make your teacher aware of this condition. You are responsible for returning textbooks assigned to you. If a textbook is lost, stolen, or damaged beyond normal use, you must pay for it before receiving another. Fines will be assessed for textbook damages at the end of each year. Students with outstanding fines may not receive report cards, schedules, etc., until they've met their obligations.

Threatening Behavior is not permitted. Any threats should be reported immediately. Threats include doing harm to yourself or others. Such behavior will lead to exclusion from school or suspension, police notification, a psychiatric evaluation, and other procedures outlined in school policy.

Transfers: If you are moving from town, please notify the office at least one week in advance so that all materials can be prepared for your new school.

Truancy: If a student is found to be truant from school, he/she will receive a zero in all courses missed for the length of the truancy. All class work must be made up by the student. Also, a report will be filed with the district truant officer for appropriate action.

Vacation Policy: We discourage students from missing school during the year due to family vacations. If this is unavoidable, parents should notify the office and their child's teachers well in advance. Assigned work cannot duplicate the classroom experience. Nevertheless, students will be judged/graded and responsible for the assigned material. **The student has the responsibility** to see the teacher, to get the necessary assignments and complete them within a reasonable timeframe. Please be advised days missed from school are unexcused absences.

HEALTH SERVICES

The middle school has a nurse available for emergency injuries and illness. In addition, the nurse performs the following tasks:

1. Admits students who were absent because of illness.
2. Confers with pupils and/or their parents regarding health problems.
3. Renders first aid to injured or ill students.
4. Keeps accurate records of student health.

5. Completes height, weight, vision, hearing, blood pressure, and scoliosis screenings on students in various grade levels.

In the event a student feels ill during the school day, the student should ask the teacher for permission to leave class to go to the nurse. The nurse will contact a parent or guardian, if the need arises.

The nurse is **not** permitted to:

1. Issue over-the-counter or prescription medicine.

In the event that it is necessary for a student to receive medication while in school, the school must have a doctor's certificate. The certificate should contain:

Name of Child

Diagnosis

Medication (name, dosage, time and duration) the medication should be brought to school by an adult in the original container with a written request from a parent or guardian to administer the medication.

2. Change dressings applied by a physician.
3. Diagnose illness and prescribe treatment.
4. Treat injuries sustained outside the school day.

Physical Education Excuses: The following regulations and procedures are to be used if a student is to be excused from participation in Physical Education for medical reasons either for one day or a period of days. **(Temporary Excuse)** May not exceed two consecutive days per request.

1. A note signed by a parent or guardian must be presented at the time of the request.
2. The specific reason for the request must be included in the note.

(Long Term Excuse) An Excuse for more than two days.

1. A certificate from a physician is required for an excuse beyond two days.

COMMUNICATION

Parents/guardians are important members of the home/school team. You are the first and most important teacher your child will ever have. It is a tremendous responsibility for all of us, but as a team working together, we will be successful. We need your input. If there are any suggestions as to how the school could be made better, please share those ideas.

Listed below are the regularly scheduled school communications, but we encourage you to call the school office anytime a question or concern should arise. Also, you may leave a message in the office for your child's **teachers and/or school counselor** and expect a prompt reply. Links to teacher email addresses are available on the school website.

Parent-Teacher Organization Parents are invited to be members of the Parent-Teacher-Organization (PTO). Meetings are held on alternate months. We encourage you to attend as many meetings as possible. Call the office for dates and times. Follow the [Edgar PTO Facebook page](#)

Principal's Newsletter: The Bulldog Briefs will be sent electronically. This newsletter provides information about school events and activities.

Monthly Test/Project Calendars: Each month, a grade level calendar is available that lists tentative test/quiz dates and major assignments and projects for the month. These calendars are available on the school website and are updated throughout the month.

Parent-Teacher Conferences: Parent-Teacher Conferences are scheduled twice a year. These conferences are scheduled using an on-line scheduling system. If a parent wishes to have a conference with a teacher at another time, it may be arranged with the teacher or school counselor.

Report Cards: Report cards will be available on-line at the end of each marking period through the Genesis Parent Module.

Interim Reports: Interim Reports are posted in the middle of each marking period for any student earning a D, F, or is showing a downward trend.

Honor Roll: Students will achieve **Honor Roll** status, if they receive all A's (high honor roll) or all A's and B's (honor roll). In order to achieve High Honor Roll status, a student must earn the highest grade possible. This includes "O" (outstanding) for courses which are graded O, S, U.

STUDENT SUPPORT SERVICES

Counseling Services: The school counselors are available to consult and assist students with their school related and/or personal concerns. Students can request to meet with the counselor in a variety of ways – including: in-person, through the office, by submitting an Appointment Request via the school website, by speaking to a teacher or parent/guardian. Parents/guardians may contact the School Counseling Office with any concerns related to their child. Our Student Assistance Counselor provides non-academic counseling services to students. For students who have higher counseling needs, we have a partnership with Rutgers University Behavioral Center which includes a full-time mental health clinician. Referrals to the SAC and Rutgers clinician are made through the school counselors or CST Case Managers.

Special Services: Edgar Middle School is serviced by a Child Study Team consisting of a Learning Consultant, Social Worker, two Psychologist, Speech Therapist and School Nurse. These specialists are available to assist both students and parents with any concerns that might impact on a child's school progress. The members of the Child Study Team may be reached by calling 732-321-8770 option 4.

Project Child Find: This is a program sponsored by Metuchen Public Schools that seeks to locate resident children 3 to 21 years old, who might have physical, neurological, speech/language or medical needs or developmental delays of varying degrees of severity. If you know of a child who resides in Metuchen, and is in need of services, and is not currently receiving services, please call the Office of Special Services at Moss School, 732-321-8700 ext. 1006 to determine potential eligibility.

THE ZONE

The Zone is a comprehensive after-school program at Edgar School that allows our students the opportunity to foster self-development and increase self-esteem by exploring their interests and talents, develop academic skills, engage in recreational play, expand their support network of peers & adults, and increase their ability to interact in positive, meaningful and productive relationships in a supervised and safe environment. The Zone sponsors activities five days a week from 2:31, when the school day ends, until 6:00 p.m. when they can be transported home via bus or picked up by family members. The program offers three activities, a snack, assistance with homework and transportation home each day. Information on The Zone can be obtained by calling the Zone Office at (732) 321-5085 or visit the website: <https://www.emsthezone.com>.

COMPREHENSIVE BULLYING PREVENTION PLAN

COMPONENTS:

Policy/Procedures

1. According to Metuchen Board of Education Policy, the definition of Bullying/Harassment is any gesture written, verbal, or physical act that takes place on school grounds, and school sponsored function, or on a school bus that:
 - A. Is motivated 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 any other distinguishing characteristic and
 - B. A reasonable person should know, under the circumstances, that the act will have an effect of harming a pupil or damaging a pupils property, or placing a pupil in reasonable

- ## Prescribed Responses for bullies

- ## Prescribed Responses for victims

- ## Proactive Prevention/Early Intervention

- 11

3. Required articulation meetings with all bus students at the start of the school year to address behavioral and safety expectations when riding buses.
4. Mandatory Grade level meetings at the start of every school year to discuss specific school rules and expectations concerning bullying.
5. On-going collaboration with the School Counseling Department to provide students with a vehicle for reporting bullying in an anonymous manner.
6. Staff bullying workshops will be conducted during the school year. These may include programs by the Middlesex County Prosecutors Office and the New Jersey Bar Association. All staff will receive training annually.
7. Student assemblies and education programs will be scheduled each school year and reinforced through classroom lessons.
8. Each school will appoint a staff member as the Anti-bullying Specialist. At EMS, the Assistant Principal, is designated as the Anti-Bullying Specialist. The District Supervisor of Guidance & School Counseling is designated as the District's Anti-Bullying Coordinator.

Monitor, Re-teach, Evaluate, Revise

1. Monitor the implementation progress of your school's comprehensive bullying prevention plan components
2. Re-teach and reinforce staff and student anti-bullying knowledge and skills yearly
3. Regularly evaluate group behavior – surveys, student input, etc.
4. Revise plan as needed each year.

District Policy

5600- PUPIL DISCIPLINE/CODE OF CONDUCT (M)

Section: Students

Date Created: December,

2009 Date Edited:

January, 2014

The Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

The development, annual review, and update of this Policy shall involve parent, pupil, and community involvement which represents, where possible, the composition of the schools and community and shall be based on locally determined and accepted core ethical values.

The Board will review this Policy and Regulation after considering the findings of the annual reports of pupil conduct, including suspensions and expulsions, pursuant to N.J.A.C. 6A:16-7.1(a)5 and 6, and the incidences reported under the Electronic Violence and Vandalism Reporting System, in accordance with N.J.A.C. 6A:16-5.3.

The Superintendent shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting pursuant to N.J.A.C. 6A:16-7.1(a)5. The Superintendent shall submit a report annually to the New Jersey Department of Education on pupil conduct, including all pupil

suspensions and expulsions, and the implementation of the Pupil Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e).

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Education Improvement Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

The Building Principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Consequences and appropriate remedial action for a pupil who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying.

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's pupil discipline/code of conduct pursuant to N.J.A.C. 6A:16-7.1.

Remedial measures for one or more acts of harassment, intimidation, or bullying 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.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved.

Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.

Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

Any pupil to be disciplined shall be provided the due process procedures for pupils and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6.

When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32(e)10.iv., and N.J.A.C. 6A:16-7.10.

Regulation 5600 shall include a description of pupil responsibilities that include expectations for academic achievement and behavior, a description of behaviors that will result in suspension or expulsion pursuant to N.J.S.A. 37-2, and a description of pupil rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

Comprehensive behavioral supports that promote positive pupil development and the pupil's abilities to fulfill the behavioral expectations established by the Board will include: positive reinforcement for good conduct and academic success including the programs as outlined in Policy 5440; supportive interventions and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the pupils and the pupil's histories of problem behaviors and performance; and for pupils with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a pupil and the pupil's family, as appropriate, and a list of legal resources available to serve the community.

Pupil discipline and code of conduct in the district will be applied without regard to 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, pursuant to N.J.S.A. 10:5.

The Pupil Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s). School staff shall be trained annually on the Pupil Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of pupil conduct in violation of the district's Policy and Regulation. Information on this Policy and Regulation shall be incorporated into the orientation program for new employees.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;
18A:37-1 et seq.; 18A:37-13.1 et seq.
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: 8 December 2009
Revised: 14 January 2014