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# CENTRAL MIDDLE SCHOOL

HOME OF THE COUGARS

1620 Route 46  
Parsippany, NJ 07054  
(973) 263-7125



## PARENT/STUDENT HANDBOOK 2017-2018

Parsippany-Troy Hills Board of Education  
[www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us)

Mr. Mark Gray  
Principal

Mr. Evan Totka  
Assistant Principal

Mr. Joseph Flanagan  
Assistant Principal

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**CENTRAL MIDDLE SCHOOL**  
*“HOME OF THE COUGARS”*

Dear Parents/Guardian and Students:

Welcome to the 2017-2018 school year! The Parent/Student Manual is an invaluable tool that provides you, as parents, an excellent tool for communication with the teachers and school.

As a Central Middle School student, we hope that you grow socially, physically, independently and most importantly academically in order to achieve all of your individual goals. We are here to support you in the process as resources to help you have a successful year. The faculty and staff are committed to help you do well and encourage continual contact throughout the year.

It is important to us that you are caring towards others to keep CMS a place that everyone feels accepted and comfortable. We expect you to show high levels of responsibility towards your school work and your own actions.

I ask that you please read through this information carefully with your child. We are requiring your child's and your signature on the acknowledgment form that will be sent home with your child. Kindly return the sheet by the 2nd friday of the school year. Students will be required to hand it in to their homeroom teachers.

To the Students of CMS:

On behalf of the faculty and staff, we would like to welcome you to Central Middle School for the coming year. We are looking forward to assisting you in fulfilling your educational goals. Central has a history of fine academic and extracurricular accomplishments. We expect you to meet the goals which have been set, to carry on the tradition, and to make this a better place. You can benefit from everything Central Middle School has to offer by being actively involved in your classes and the programs offered. If you encounter difficulties, seek out any of our staff members, and we will do the best to help you. We are here to make your years in school as successful, yet educationally challenging, as possible. We welcome the opportunity to help you as you proceed through your middle school career.

Respectfully,

Mark Gray  
Principal

# GENERAL INFORMATION

## **ACADEMIC INTEGRITY (CHEATING)**

Cheating is a dishonest act which permits a student to gain an unfair advantage over other students. This includes, but is not limited to, inappropriate copying, plagiarism, inappropriate collaboration, and theft. The following guidelines have been established to deal with cheating.

- Student(s) involved will be able to receive up to a maximum grade of one-half credit for the activity. The student(s) must complete the assignment to receive half credit.
- Parents/Guardians, guidance counselor and administration will be notified by the teacher. The administration may employ additional disciplinary action.

## **AGENDA**

The homework assignment planner will be issued to all students through the generosity of the PTSA. Students are required to use it daily. The agenda/homework planner serves as a hall pass and is also needed to check out books from the media center. If lost, a new planner must be purchased for \$5.00 in the main office.

## **ACTIVITY CARDS**

Student Activity Cards will be on sale in the lunchroom during the first two weeks of school. Students are not required to buy a Student Activity Card. If you have any questions, please contact Miss Abruzzese, Student Activities Coordinator at 973-263-7125.

The cost of a 2017-2018 Student Activity Card is \$10.00. Student Activity Card holders will receive the following discounts and benefits:

- Discounted tickets to dances and student activity sponsored field trips
- Free admission to high school events
- Discounts and special offers for cooperating local businesses.

## **AFFIRMATIVE ACTION GRIEVANCE PROCEDURES**

Students: The Board of Education guarantees to all persons properly enrolled in the schools of Parsippany-Troy Hills equal access to the educational program of the school district. No pupil shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any educational program or activity of this district on the basis of race, color, creed, religion, sex, ancestry, national origin, affectional or sexual orientation, gender, gender identity or expression, marital status, disability, age, or any other category or characteristic protected by state or federal anti-discrimination laws.

Any student who feels that he or she has been subjected to unlawful discrimination is encouraged to report it as set forth in Board of Education Policy #555. If the appellant is a disabled person, the alleged complaint will be forwarded to the Section 504 Affirmative Action Officer, who is responsible for practices involving disabled persons. **The section 504 Affirmative Action officers for Central Middle School are: Mr. Mark Gray, Principal and Mr. Joseph Flanagan, Assistant Principal.**

## **ANNOUNCEMENTS**

Announcements are made over the public address system during homeroom and/or at the start of period nine, as needed. Students are expected to listen to the announcements quietly.

## **ARRIVAL**

Student supervision is not available until 7:30am. Students are not permitted to be dropped off before this time.

## ATHLETICS

Central Middle School competes on an interscholastic level with neighboring schools. Tryouts are held for all sports. Participants are selected on the basis of the coaches established criteria. Volunteers will be selected by the coaches for scorekeeping and managing. Tryouts will be announced to all students and parents providing specific time, location and medical needs. Parents/Guardians are not allowed to view tryouts, but are encouraged to attend games. Students must be willing to give many hours of after-school time for practice and games. Students selected for the team must sign a **CODE of CONDUCT** with their parents. Below is a list of the athletic teams available. **Physical forms are available on Central Middle School's website or in the Health Office. The physical form along with other documentation must be completed and signed by the school doctor before your child can try out for any athletic team.**

FALL	WINTER	SPRING
Cheerleading	Cheerleading	Boys Baseball
Boys & Girls Cross Country	Boys & Girls Basketball	Girls Softball
Girls Field Hockey	Wrestling	
Boys & Girls Soccer		

**ATHLETIC PHILOSOPHY:** Our Philosophy of Athletics is to develop the skills and positive attitudes necessary for our student athletes to successfully participate at the middle and high school level. Sportsmanship is stressed at all times, and our main emphasis is centered on playing the game effectively, respecting opponents, and learning to be a gracious winner and loser. We strive to include as many student athletes as possible in each contest as the situation dictates and as our coaches deem appropriate.

**EXTRA-CURRICULAR CODE OF CONDUCT:** This code of conduct governs participants in all extracurricular activities that are part of any program sponsored by the Parsippany-Troy Hills Board of Education.

1. **Academics:** Coaches and Advisors monitor the progress of their students. Extra academic help for students will take precedence over participation in practices, games and/or activities.
2. **Discipline:** All students are expected to display respectful behavior at all times. A student that receives consequences for a poor decision is responsible for notifying the coach/advisor the same day. The student must fulfill his/her responsibility concerning the consequence before reporting to the meeting, performance, competition, practice or game. A student cannot practice or participate in a game or activity while serving an out of school suspension. Additional disciplinary action may be taken at the discretion of the coach/advisor.
3. **Attendance at School:** A student cannot practice or participate in a game or extracurricular activity if he/she is absent from school. A student is considered absent from school if he/she signs in to school after 11:36 or sign out before 11:59. In cases of extenuating circumstances, permission must be granted by building administration, and the coach/advisor must be notified in advance. **\*\*All students must adhere to the attendance policy later in this handbook\*\*.**
4. **Substance Abuse:** A student cannot practice or participate in a game or activity who is involved in the sale, consumption or distribution of illegal drugs or alcohol, and will not be permitted to participate for the period of suspension s=mandated by school district policy governing substance abuse. A student may be reinstated to participate in extracurricular activities, including athletics, by the building principal, only after demonstrating participation in a substance avoidance counseling program. Unscheduled substance testing, developed in conjunction with the Student Assistant Counselor, parent or administrator may form a part of such a program if parents/guardians and school official agree that it is necessary. A second violation of the Substance Abuse Policy within the academic year, or the failure of the student to abide by the conditions of a previously established substance avoidance plan will result in disqualification from participating in extracurricular or athletic activities for the remainder of the school year.

5. **Commitment to the School Team/Activities:** Students selected for a team or activity bear the responsibility of commitment. Students must attend all events for their activity unless excused by the coach, advisor, or prohibited by another action. All participants are expected to practice with their team, or they may lose their privilege of playing in games.
6. **Conduct:** It is expected that all participants demonstrate proper conduct at all times. Any display of unacceptable behavior toward fellow team members, opposing team members, coaches, officials or advisors may result in suspension from the activity and/or other disciplinary action as deemed necessary by the administration.
7. **School Property:** All school issued equipment and materials remain the property of the school unless otherwise stated. It is the responsibility of the student to have his/her equipment, such as practice uniforms and/or game uniforms, maintained and returned as directed by the coach/advisor. Lost uniforms and/or equipment will be charged to the Parents/Guardians at the "replacement cost" value.
8. **Medical Examination for Athletics or Activities:** All student athletes must have a completed Physical, Athletic Emergency Card, Health Questionnaire and an Athletic Permission Slip before participating. Any participant who is medically excused by a nurse, doctor, or trainer, cannot participate in team practices or games until cleared. Furthermore, any student who is medically excused from participation in physical education cannot participate in the team practice, game or activity.
9. **Spectator Code of Behavior.** Spectators are welcome at athletic events and are encouraged to show school spirit. There are guidelines for all spectators to follow.  
A good spectator.....
  - Accepts the decisions of the officials
  - Encourages and supports all players, coaches or other spectators
  - Acts in a respectful and appropriate manner and cooperates with the chaperones,
  - Refrains from unsportsmanlike actions, bringing noisemakers, food/drinks into the gymnasium and wandering in the hallways.

**Anyone violating the above guidelines may be subject to removal from the event.**

## ATTENDANCE

Excessive tardiness or absence from school or class may result in disciplinary action. An extreme number or absences can be deemed as truancy for which the Division of Children and Family Services and/or the local judicial court may be asked to intervene.

- ★ **Absence from school:** Regular attendance at school is required by state law. When a student is absent, parents/guardians are expected to call the Child Safe Line at [973-263-7125 ext. 1](tel:973-263-7125), each day the student is absent. A message can be left 24 hours a day.

**Parents/Guardians should understand that any extended absence is likely to result in missed tests or assignments. Parents/Guardians should communicate with the teacher and guidance counselor. Completion of all missed assignments and tests is the responsibility of the students. Absences (truancy) may result in loss of academic credit for all work missed.**

**After the fifth absence of the year, parent(s)/guardian(s) will be notified by letter. After the tenth absence of the year, parent(s)/guardian(s) will be notified by letter. After the fifteenth absence of the year, a meeting will be held between the parent(s)/guardian(s), student and assistant principal, nurse, counselor and CST (if necessary) to review absences and establish a plan for the rest of the year.**

### **PTSD BOE Regulation #5200, Section E**

**An unexcused absence of ten consecutive days or more shall result in the child being dropped from the register. The child must be re-enrolled when returning to the school. It is expected that if a child is withdrawn from school for an extended visit, the child will be enrolled in a school during this period.**

- ★ **Non-Participation due to absence:** Students may not participate or be a spectator at any co-curricular, athletic or social event, if absent on the day of an activity. In the case of an emergency, participation is subject to the discretion of the building administration. The decision for participation in any such event must be made by the end of the school day and not at the event in question. Students who are absent from school are not permitted on school ground unless accompanied by a parent/guardian. Students found on school grounds may be deemed truant.
- ★ **Early Dismissal:** Parent/Guardian or designees must sign out the student in the main office. Students are not permitted to be picked up after 2:30pm unless it is an emergency. Designees must be listed in the student's contacts in Genesis and must be 18 years of age or older. A written excuse signed by the parent/guardian or designee must be given to the main office before first period if another adult not listed on the contacts in Genesis has permission to pick up your child. Please include in the note; date and time of pick up, reason, and person designated to sign the student out. If a student returns to the school on the same day, the parent/guardian must sign the student back into school at the main office.
- ★ **Tardiness/Lateness:** Punctuality to school is an essential requirement. Tardiness to school is disruptive to the educational process and must be avoided. A student that is tardy to school must sign in immediately upon their arrival at the front desk and will receive a tardy pass to class. Students who have not signed in will be considered truant. "Tardiness to school" is defined as not being in homeroom/period 1 by 8:00AM.

**5th Tardy** - Parent Notification

**10th Tardy** - Parent Notification and 1 Day after school detention

**10 or more Tardies** - Parent Meeting, 3 days after school detention, Attendance Contract, loss of extracurricular activities and attendance on field trips, at the discretion of the Administration

## **BACKPACKS**

Oversized backpacks are not allowed during the school day. They should be used for coming to and from school. Due to safety issues in the hallway, we suggest students use string bags, tote bags, or small backpacks. It is strongly recommended that students not carry all of their books all day. Time is permitted between periods to stop at lockers.

A backpack must fit into the student's assigned locker. The school assumes no responsibility for a lost or stolen backpack or its contents. Illegal or dangerous materials are not permitted in backpacks. The school reserves the right to search a backpack, string bag, tote bag, or locker if there is reasonable suspicion.

## **BALLOONS/DECORATING LOCKERS**

Due to medical concerns, balloons or decorating lockers is not permitted in school. Central Middle School is a **LATEX SENSITIVE BUILDING.**

## **BATHROOM USE:**

Students are permitted to use the nearest bathroom with permission from the teacher or staff member, and during their assigned lunch period when issued a pass. They may also use the bathroom in the locker rooms during assigned physical education classes.

## **BICYCLES/SKATEBOARDS**

Bicycles/Skateboards are permitted as long as helmets are worn at all times. Students must enter school grounds on the Vail Road sidewalk and walk the bike when approaching the staff parking lot. Bikes need to be locked in the bike rack immediately after students arrive. When leaving school, bikes must be walked past the staff parking lot. Students riding bikes must give way to walkers. Bicycles are not permitted in any other location on school grounds. Skateboards cannot be used on school property. If a student rides a skateboard to school, it must be carried on school property and small enough to fit in their hall locker.

Roller blades and motorized vehicles are not permitted on school property. If they are brought to school, they will be confiscated and only returned to the parent/guardian.

## **BULLYING**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment.

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

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

"Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

This Policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct away from school grounds, and the district's code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18-A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

**Expected Behavior:** The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the code of pupil conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupil's, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

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

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

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

General guidelines for pupil conduct will be developed by the Superintendent, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules and guidelines.

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

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

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. 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.

### **Consequences and Appropriate Remedial Actions**

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

### **Reporting Procedure**

Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this Policy to the Principal or designee on the same day when the individual witness or received reliable information regarding any such incident. Pupils, parents and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.



A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

### **Investigation**

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The school Anti-Bullying Specialist shall conduct the investigation. The Principal may appoint additional personnel to assist with the investigation. The investigation shall be completed by the Anti-Bullying Specialist and the written finding submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the investigation be received after the end of the ten day period, the school Anti-bullying Specialist or the Principal shall amend the original report to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

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

### **Response to an Incident of Harassment, Intimidation, or Bullying**

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial action for pupils who commit an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, mailings, focus groups, adoption of research-based bullying prevention program models, training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil and staff member behavior and the consequences of such actions, and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying including, but not limited to, school counseling services and environmental modifications.

### **Reprisal or Retaliation Prohibited**

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for a volunteer will range from admonishment to dismissal from the volunteer position.

### Consequences for False Accusation

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying may range from positive behavioral interventions to (and including) suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and set forth in N.J.A.C. 6A:16-7.2.

Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, which may include a report to appropriate law enforcement officials.

### Policy Publication

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all applicable acts of harassment, intimidation, or bullying that occur on school property, at school-sponsored functions, or on a school bus. The Superintendent shall ensure notice of this Policy appears in any publication of the school district that sets forth the comprehensive rules, procedures, and standards for schools within the district, and in any pupil handbook that includes the Pupil Code of Conduct. This notice shall also indicate the district's Harassment, Intimidation, and Bullying Policy is available on the district's website.

### Harassment, Intimidation, and Bullying Prevention Programs

Pursuant to N.J.S.A. 18A:37-17(5)(c) and N.J.A.C. 6A:16-7.9(d)1.i, information regarding the district's Harassment, Intimidation, and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required to annually review the extent and characteristics of harassment, intimidation, and bullying behavior in the schools of the district and implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, the school district is required to annually review the training needs of district staff for the effective implementation of the Harassment, Intimidation, and Bullying Policy, procedures, programs, and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the Code of Pupil Conduct, pursuant to N.J.A.C. 6A:16-7.1(a)e, as determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with pupils.

Pursuant to N.J.S.A. 18A:37-15.1, this Policy shall be transmitted to the Executive County Superintendent of Schools.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A 18A:37-13 through N.J.S.A 18A:37-18.

N.J.S.A. 18A:37-13 through 18A:37-19  
N.J.A.C. 6A:16-7.9 et seq

Date Adopted: 19 June 2003  
Date Revised: 19 July 2007  
Date Revised: 22 October 2009

Note: to view Policy 5512 Harassment, Intimidation, and Bullying in its entirety - please refer to the District Website.

## **BUS TRANSPORTATION**

Students are assigned to a bus for the entire school year. **Students are not permitted to ride any bus other than the one assigned by the transportation department and may only get on and off at the assigned bus stop.** Students are dropped off and picked up at the rear entrance of the building. Students may not walk between or around the buses to enter the parking lot.

### Late Bus

Late buses are provided for those students receiving help from a teacher or participation in an after school activity. Buses are not provided to students who are not eligible based on the criteria set forth from the Parsippany-Troy Hills Board of Education, or for spectators after athletic contests or after school dances. Students must have a signed late pass from a teacher in addition to the regular pass to board the 4:00pm bus. **\*\*There is not late bus available for 6th Graders after dances\*\*\*.**

### Bus Rules

Riding a bus requires important behavioral expectations and responsibilities. Appropriate behavior on the school bus and at the bus stop is very important. The bus riding privilege may be removed in cases of misconduct. If a pupil's conduct is unsatisfactory, the bus driver will give notice to the school. Listed below are bus rules that apply to any school related trip or activity.

- Students must follow directions and cooperate with the bus driver at all times.
- Voices must be kept low.
- Students must remain seated at all times with seatbelts fastened.
- Bus passes must be kept in the student's possession and shown to the bus driver for entrance on the bus.
- Food or drink is not permitted on the bus.
- Hands and arms must remain inside the bus.
- No object may be thrown in or out of the bus, or held outside of the window.
- Students are expected to use appropriate language at all times.

Students who do not exhibit proper behavior on the bus may be suspended from the bus and/or school. Permanent seating may be assigned at the discretion of the bus driver or administration. Students and their parents/guardians are responsible to pay damages caused to a bus through mischief or vandalism.

### **CAFETERIA**

The cafeteria provides a complete lunch every day. Students may purchase items or the daily special in cash or with the "Pay for it" account. Please refer to the food service tab on the district website for menu and "pay for it" information.

### Lunchroom Procedures

Every student must follow school rules in the cafeteria. Students will have 46 minutes to eat lunch. The following rules apply in the cafeteria:

- Students scheduled for lunch must report to the cafeteria and not spend time in the hallways or lavatories.
- Students may either purchase lunch or bring lunch from home.
- Food lines will be single file to maintain order.
- Throwing food/drinks or objects is prohibited and will warrant disciplinary actions.
- Students must get a pass from the teacher to leave the cafeteria.
- Students are responsible for disposing trash and keeping the table and surrounding area clean before being dismissed for recess.
- No student is permitted to leave the cafeteria with food or drink unless authorized to do so.
- Bottle water is permitted throughout the school.
- No bulk items or sharing of food.

Permanent seats may be assigned at the discretion of the lunch supervisors or administrators.

### **CELL PHONES/ELECTRONIC DEVICES**

Cell Phones are not allowed to be used during the school day (8:00AM - 2:46PM). They must be turned off or put on silent until after the last bell. The cell phone will be confiscated and turned into the administration if it is out/on during the school day. A phone call will be made home and a parent may have to come to the school to pick up the phone. If a student needs to call home, they must come to the main office to use the student phone. **(Students must see the nurse if they are not feeling well, they may not call from the main office phone).** They may only use their cell phone in the main office if permitted by office staff/administrator. All other electronic devices are prohibited during school hours, they include mp3 players, ipods, gameboys, walkie-talkies, and any other electronic device deemed inappropriate by the Parsippany-Troy Hills Board of Education.

## **CLASS INTERRUPTION**

If a student calls home for books, homework, gym clothes, lunch, etc., it is the responsibility of that student to pick up the item(s) at the office. **The office will not interrupt classes to call students.**

## **CLUBS AND ACTIVITIES**

A program of extracurricular clubs and activities facilitated by faculty advisors is provided for students. Students are encouraged to join at least one extracurricular club or activity. The types of clubs vary from year to year, depending on student interest and faculty availability. Established clubs and activities are Builders Club, Ski Club, Newspaper Club, and Yearbook. If you have any questions about extracurricular clubs and activities, please contact or see the guidance counselor. Club sign-ups will be held during lunch periods in September. Students must have a permission slip signed by their parent/guardian to attend an afterschool club.

## **CLOSING OF SCHOOL**

If School is closed or if there is a delayed opening, announcements are made on the district's **School Messenger** system, and posted on the district **website**. In addition, information will be posted on radio station WNNJ (103.7 FM) and TV Stations: News 12 NJ, Channel 4 NBC, and Channel 7 ABC. In case of a delayed opening, schools will open 90 minutes later than their usual start time. Please do not call the BOE, School, or Parsippany Police Department.

## **COMPUTERS**

**Responsible Use of Technology:** Technology resources at CMS are shared by the entire student body. To insure that all technology networks, hardware, and software are available for educational pursuits, students are expected to demonstrate responsible use of technology.

1. To demonstrate respect for our nation's copyright laws and author ownership, students may not make copies of district-licensed software.
2. To demonstrate respect for others' rights to privacy, students may not open electronic files belonging to others.
3. To demonstrate respect for property, students may not tamper with or change electronic files or software programs. Students may not enter any parts of the operating system software.

Failure to comply will result in one or more of the following: detention with notification to academic team, conference with guidance counselor, parent contact, disciplinary referral, payment for damages, and loss of credit for assignment.

Students and their parents must agree to the district Acceptable Use Policy (AUP) for grades 6-8 when entering sixth grade (or upon transferring into the district) in order to have access to school computers. Review and agreement is in the Genesis Parent Portal.

## **DANCES**

Student Council sponsors dances for students in grades 6, and 7/8. Tickets are not sold at the door. All tickets are sold at lunchtime. Themes, decorations, refreshments, and hours vary. For all dances and other events there are rules for social behavior and dress. Students from other schools are not permitted to attend Central Middle School dances. Student must be picked up promptly at the conclusion of the dance. If you have any questions about dances or other Student Council events, please contact Miss Abruzzese, Student Activities Coordinator.

## **DANGEROUS OBJECTS**

Objects that can be considered a danger to students or disruptive to the education of others, such as pocket knives, laser pens, shock devices, pins, pointed or sharp tools, or any other item that might be used to injure oneself or another student, are strictly forbidden on school grounds. Students who possess or use such objects will have them removed and receive disciplinary action. The objects may be returned to parents or the Juvenile Bureau of the Police Department.

Any student carrying a knife or any other classified “weapon” will be suspended immediately. This includes any “look-alike” weapons. Proper authorities will be notified, and District Policy will be enforced. Fireworks, “snaps”, smoke bombs or stink bomb vials of any kind are not permitted on school grounds. The possession and/or use of these items shall result in immediate suspension.

## **DISCIPLINE**

Central students are expected to follow the specific rules of this student handbook as well as the more general rules of safety, of common sense and of courtesy and respect for teachers, administrators, staff and fellow students. Students who fail to follow rules will be given consequences as part of their total learning experience. These consequences depend on factors such as the seriousness of the offense and whether it is a student’s first offense or one of many. These consequences can include but are not limited to the following: teacher detention, office detention, loss of privilege, suspension in school, or suspension out of school.

## **DRESS CODE**

Students at Central Middle School are expected to dress at all times in a manner which reflects well on themselves, their parents, their school, and their community. Clothing which is clean and neat, not bizarre or immodest, is acceptable for school. Central students should feel proud of the way they look.

- Flip flops, high heels, pumps, backless toeless shoes and open sandals are prohibited.
- Hats, sunglasses, headbands, bandanas, and skull caps are prohibited and will be confiscated. Bandanas/scarfs may be worn for religious reasons. Headbands may be worn in physical education classes only, with teacher permission.
- Graphics and apparel that suggest obscene or offensive messages are prohibited.
- Rolling the waistline to shorten clothing is prohibited.
- All pants/shorts must be worn above the hips so undergarments are not visible.
- Jeans with large rips or large holes are prohibited.
- Applying makeup during school is prohibited.
- Outdoor coats may not be worn in the school without permission from the teacher or administrator.
- Sleeveless tops or dresses are permitted if they cover the entire shoulder and are not ripped.
- Undergarment straps should not be visible.
- Spaghetti straps and strapless tops are not permitted.
- Shorts and skirts must be at least mid to lower thigh length.
- Leggings and stockings must be covered with an appropriate length skirt/short/top.
- See-through tops/bare midriff tops/halters/net shirts.
- Clothing with any reference to drugs, tobacco, alcohol or anti-racial, religious slurs are prohibited.
- Obscene dress during school or at school functions is prohibited
- Costumes/masks/clothing that disguises one’s identity is not allowed to school or school functions.

Students who do not follow this code must contact their parents/guardians to bring in acceptable clothing. If this is not possible, they may change into their gym uniform if an administrator directs them to do so. Otherwise the student may be placed in In-School Suspension for the school day.

For health and safety considerations, special clothing requirements must be met in physical education, home economics, wood and metal shops. For example, jewelry is not permitted to be worn during physical education classes. Teachers of these subjects explain the clothing requirements to students during the first week of school. The school is not responsible for lost or stolen items removed for safety considerations.

## **ELEVATOR PRIVILEGES**

If a student is injured, elevator use may be granted upon receipt of a written note from a parent and doctor. An elevator key must be picked up and returned to the nurse’s office daily, however, the student is responsible for a lost key and will be assessed a fine of \$5.00. Elevator privileges may be suspended at the discretion of the administration.



## **HEALTH EDUCATION/FAMILY LIFE SUMMARY**

The Parsippany-Troy Hills School District is committed to preparing our students for the 21st Century through a progressive, sequential and comprehensive school health curriculum. Our comprehensive school health curriculum offers age-appropriate and culturally sensitive curricula, helping students develop the knowledge, attitudes, skills and behaviors to adopt a health-enhancing lifestyle.

The curriculum is student-centered, focusing on how one grows and develops from conception to death. Also covered are affirmative action issues from sexual harassment to physical abuse to date rape. Topics relating to family life and human sexuality are age-appropriate and reviewed by the Teaching & Learning Committee of the Board of Education.

The health curriculum is in compliance with the New Jersey Department of Education's mandates. The following is a brief synopsis of the Health Education Family Life content for the middle school. You may review the curriculum guides at any building. If further clarification is needed, please call the building principal or Supervisor of Health and Physical education.

In addition, a complete course of study may be accessed on the district website, [www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us)

Please notify the school in writing if you wish your child to be excused from any or part of the **Family Life Program**. If your child is excused, he/she will be given an alternative health project to complete as a substitute for the Family Life unit. We will assume that you approve of your child's participation in the Family Life curriculum if the administration does not hear from you.

**Grade 6:** Adolescent skills - nutrition - disease prevention - social, emotional, and intellectual changes during various life stages - development of health goals - effects of alcohol, tobacco and other drugs - effects of the use of inhalants - decision-making skills - resistance skills - conflict management - legal consequences of drug abuse and misuse - medicine and drug use (dependency and treatment resources) - **adolescence and puberty education - HIV/AIDS prevention - fire prevention.**

**Grade 7:** Adolescent skills - stress management - peer pressure/decision-making/resistance skills - relationships (dating, marriage, aspects of love, divorce) - communication skills - reproductive system - endocrine system - puberty and adolescence - STIs - teen sexuality - effects of alcohol, tobacco, and other drugs - taking medicines (symptoms of dependency, treatment resources, addiction) - HIV/AIDS prevention - first aid.

**Grade 8:** Personal Wellness - influences affecting wellness - life skills for communication - adolescence - conflict management - chemical health - short and long term effects of alcohol, tobacco, and other drugs - legal issues - social interactions (peer pressure, resistance skills, coping skills) - treatment facilities - disease prevention (hepatitis, STIs, HIV, AIDS) - reproductive systems - conception - pregnancy and childbirth - contraception - abstinence - sexual orientation.

## **HEALTH SERVICES**

The school nurse assists students with illness, injury and all related health matters. The nurse's office is the only location students report for illness or injury. Under no circumstance should a student who feels ill call or text a parent/guardian from their cell phone or office phone. Any student leaving the building due to illness, must see the nurse. The nurse will contact parents/guardians and describe the situation as needed.

Students are to obtain a pass from the teacher to visit the nurse. Unless it is an emergency, students who do not present a pass will be sent back to class. A student should report any accident to the nurse immediately so that a detailed examination and accident report can be recorded. Students should not attend school ill.

## HEALTH RECORDS

Health records of students are compiled in accordance with state regulations. Students must comply with all health regulations. This includes required immunizations, physical examinations, or other mandated tests. Throughout the year, individual students may see their own private physician for physicals. It is very important to receive the records of both the physical and any immunizations. These documents will be kept in a secured file in Central Middle School's Health Office.

Nurses at CMS at Ext. 2202

Mrs. Barbara Bailey

Mrs. Debbie Molloy

## PHYSICAL FORMS

Physical forms are available to download online at [www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us) (click on student health form under Athletics). Physical forms are also available in the health office. All completed forms must be returned to the school nurse immediately.

### Helpful Emergency Numbers

Aids Hotline	800-624-2377	Drug Abuse Hotline	800-225-0196
ALACALL Alcoholism Help	800-322-5525	Morristown Memorial Help line	973-540-0100
Alcohol & Drug Referral	800-252-6465	Narcotics Anonymous	800-992-0401
Battered Women	973-267-7520	NJ Self-Help Clearinghouse	800-367-6274
Child Abuse Reports	800-792-8610	Runaway Hotline	800-999-9999

## HOMEWORK REQUEST

Students should have the telephone numbers and email address of at least two classmates in each class. These classmates should be contacted to obtain homework assignments missed as a result of absences of fewer than three (3) days. When the student is absent for three (3) or more days, the parent/guardian may contact the guidance office at 973-263-7125 ext 2205 to request class work missed. The class work may be picked up at the end of the school day.

## LOCKERS

Lockers are assigned at the beginning of the school year. Students are permitted to have only one locker. Students may not use empty lockers or change lockers without the approval of the Assistant Principal. Personal locks are not permitted on lockers and will be removed. Student receive a lock at the end of 5th grade. If lost, a replacement lock must be purchased for \$5.00 from the Assistant Principal.

All backpacks must be placed in the locker. Carrying large backpacks around school is strongly discouraged. The school administration reserves the right to conduct inspection of all lockers. The school will not assume responsibility for any items missing from lockers.

## LOCKER REGULATIONS

- Lockers should be locked at all time to avoid theft.
- Students should not give the locker combination to other students.
- Students may never enter any locker other than their own.
- Food or drink being consumed at lunch is the only time food may be in a locker. No food or drink may be taken from the cafeteria and placed in the locker. No food should be left overnight in lockers
- Lockers should be organized and clean at all times.
- If a locker needs repair, the student should inform the main office.



## **LOCKER IN PHYSICAL EDUCATION**

Physical Education lockers are assigned to students by the physical education teachers. Students must purchase a lock for \$5.00. While preparing for physical education, students should lock up all other clothing and items before leaving the locker room. Students should not leave clothing or other personal possessions on the locker room benches. The school is not responsible for lost or stolen items. Students are not permitted in the locker rooms at any time unless scheduled for physical education or accompanied by a teacher.

## **LOST AND FOUND**

All articles found in the building or on school grounds should be turned into the lost and found container located in the cafeteria. Lost articles will be held for thirty days and then given to charity. Found eyeglasses and jewelry will be in the main office.

## **MEDIA CENTER**

Central Middle School has an extensive collection of books and technological resources in the Media Center for students to utilize. The Media Center is open from 8:00AM - 2:45PM daily. Occasionally, meetings or activities during the school day will close the media center for research and study. A special pass must be obtained from the teacher to use the media center during the school day. Lunch passes are only given out on a day to day basis by either the Media Specialist or Media Secretary.

Books and videos are checked out through the Media Secretary. Books may be taken out for a period of three weeks and renewed as needed. Students should check with the Media Secretary or Media Specialist before using the printers in the Media Center.

## **PRIVACY/PERSONAL INFORMATION**

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors ("eligible students") certain rights regarding the school district's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. **Consents to federally funded surveys concerning "protected information".**  
If the US Department of Education funds a survey in whole or part, a student's parents or eligible student must consent in writing before the student may provide information relating to the following:
  - A. Political affiliations.
  - B. Mental or psychological problems of the student or student's family.
  - C. Sexual behavior or attitudes.
  - D. Illegal, antisocial, self-incriminating, or demeaning behavior.
  - E. Critical appraisals of student's family members.
  - F. Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers.
  - G. Religious practices, affiliations, or beliefs of the student or student's parents.
  - H. Income other than that required by law to determine program eligibility.A Survey that contains any of these points is called a "protected information survey".
2. **Opt out of certain surveys and exams.** Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
  - A. Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others.
  - B. Any protected information survey, regardless of funding.
  - C. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

3. **Inspect certain material.** Parents and eligible students have the right to inspect the following, upon request, before the district administers use them.
  - A. Protected information surveys of students, including any instructional materials used in connection with the survey.
  - B. Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
  - C. Instructional material used as part of the education curriculum.
4. **Received notification of district policy.** The school district has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collections, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school district will directly notify parents and eligible students, such as through US Mail or email, of this policy at least annually at the start of each school year and after any substantive changes are made.
5. **Report violations.** Parents and eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.

## PROMOTION REQUIREMENTS

In order to be promoted to the next grade level, students must meet certain requirements. Promotion is based on the final average of academic achievement grades (see next section) on the report card. An average of “D” or above is considered passing. A final average of “F” in any academic subject counts as one failure. Special area subjects also affect promotions.

The total number of combined failures may result in the following penalties:

One failure	Student is not required to attend summer school.
Two failures	Student must attend summer school for one academic subject and pass.
Three failures	Student must attend summer school for two academic subjects and pass.
Four failures	Student will be retained

Eighth grade students who fail to meet these promotion requirements are not included in the Moving-Up Ceremony and other End-of-Year activities.

## REPORT CARDS, GRADES, & CONFERENCES

The school year is divided into four marking periods. Halfway through each marking period students receive progress reports to inform them and their parents of strengths and weaknesses in each subject. At the end of each marking period students receive report cards, which inform them and their parents of achievement in school and daily attendance. Progress reports and report cards are posted in the Genesis Parent Portal.

Parents may come to school at any time during the school year to have a conference with their child’s teachers regarding his/her progress at Central. There are Parent-Teacher Conferences each November, in addition your child’s academic team is able to schedule a conference at any time in the school year should they or you feel the need to do so.

Students are given two grades, one for academic achievement and one for individual development.

**Academic Achievement Grade.** This grade measures the pupil’s level of mastery of the course proficiencies. This grade will use the symbols A, A-, B+, B, B-, C+, C, C-, D+, D, and F. The grade will denote:

- A=Mastery of proficiencies
  - B=Significant progress toward mastery
  - C=Adequate progress toward mastery
  - D=Little progress toward mastery
  - F=No progress toward mastery
- (The plus and minus signs will be used to denote graduations from the basic symbol)

For teachers using the numerical scale of 0-100, the following guidelines shall be used in relation to letter grades:

A	94-100	B-	80-82	D+	66-69
A-	90-93	C+	77-79	D	60-65
B+	87-89	C	73-76	F	0-59
B	83-86	C-	70-72	P	Pass

For teachers using standards-based grading, the following guidelines shall be used in relation to letter grades:

A	Exceeds Standards - learner demonstrates a full/in-depth understanding of the concept/skills and can consistently apply them in a variety of ways, including explaining to others. Work could serve as a model/example for others.
B	Meets Standards - learner demonstrates an understanding of the concepts/skills and can frequently apply them.
C	Approaches Standards - learner demonstrates very little understanding of the concepts/skills and can usually apply them.
D	Rarely Meets Standards - learner demonstrates very little understanding of the concepts/skills and can minimally apply them.
F	Does Not Meet Standards - learner demonstrates no understanding of the concepts/skills and cannot apply them.

Middle school elective courses will use the following grades:

Pass (P-ES)	Exceeds Standards (letter grade equivalent A: 90-100) Learner demonstrates a full/in-depth understanding of the concepts/skill and can consistently apply them in a variety of ways, including explaining to others. Work could serve as a model/example for others.
Pass (P-MS)	Meets Standards (letter grade equivalents B, C, D: 60-89) Learner demonstrates an understanding of some of the concepts/skills and can usually apply them.
Fail	Not Meeting Standards (letter grade equivalent F) Learner demonstrates little or no understanding of the concepts/skills and can minimally apply them.

At the middle school, the final academic achievement grade will be obtained by averaging the four marking periods for a full year course. For a semester course an average of both marking periods will be used, and for quarter courses the final grade will be obtained using the marking period grade.

The NG (no grade) designation in the grade column may remain as a final grade only with approval of the Principal. Incomplete work for an INC (incomplete) grade should be made up within ten school days, or the grade will be automatically changed to an F. Exceptions to this policy must be instituted by the teacher and approved by the Principal.

The values to be used to determine final grades will be:

A	4.000	B-	2.6667	D+	1.3333
A-	3.6667	C+	2.3333	D	1.0000
B+	3.3333	C	2.0000	F	0.0000
B	3.0000	C-	1.6667		

A minimum final grade of "D" must be obtained in academic achievement to receive credit for the course.

Individual Development Grade. This grade measures the individual pupil against his or her own potential to achieve academically, socially, and behaviorally. It is a measurement in any particular area of how the pupil is progressing toward this capacity, and is never used as a comparison to other pupils in the computation of class rank. The individual development indicators are:

3 = Consistently

2 = Frequently

1 = Rarely

These indicators measure the degree to which the student demonstrates the following factors: Effort, Positive Attitude, Interest, Work Habits, Appropriate Behavior, and Self-Direction.

## **RESPECT OF PEOPLE & PROPERTY**

It is the responsibility of all students to show respect for themselves and others, while doing their share in caring for school property including both building and grounds. Students who destroy or vandalize school property or lose school books are responsible for damages. Each student's parents will be notified and will be required to make payment for the repair or purchase price of the destroyed or lost property. Consequence could include retention of records, or preclusion from year end activities.

### **Student Conduct:**

- Treat students and adults with respect at all times.
- Repeated violations of school rules will result in disciplinary action and may result in the loss to participate in or attend extra-curricular activities.
- Excessive display of affection is inappropriate behavior within the school.
- Electronic devices seen or heard during school will be confiscated.
- Students are not permitted in the hallways after the 4 minute passing time without a pass.
- Students excused to leave school early must be dismissed from the office after a parent/guardian signs them out.
- No food or drink may leave the cafeteria except for bottled water which is permitted throughout the school day.
- Chewing gum is prohibited anywhere on school property or school buses.
- Students tardy to school must sign in at the tardy desk and obtain a pass before going to their locker or class.
- Students must use trash containers to help keep the school clean.
- Students may not sit on tables.
- Pupils are not permitted to leave school grounds.
- Card playing or any form of gambling is prohibited on school grounds.
- Profanity is prohibited.

## **SEXUAL HARASSMENT**

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

Board of Education Policy #555 prohibits all forms of harassment, intimidation, and bullying of its students, and set forth a procedure for reporting and addressing alleged violations of the policy.

Harassment of staff members by students is equally abhorrent. In such cases, the aggrieved staff member should employ the procedure outline listed under "affirmative Action" as a guideline or refer to the Board of Education Policy on Affirmative Action.

## **SMOKING POLICY**

Students are not permitted to carry cigarettes, tobacco, lighter, matches, or any smoking implements on school property at any time. Smoking is prohibited on school property at all times, on field trips, and at all other school sponsored activities. Smoking is defined as having a lit cigarette, exhaling smoke, chewing tobacco, or being in possession of tobacco products. Students violating this rule will be immediately suspended and will not return to class until a parent conference is held with administration and the SAC.

## **STUDENT COUNCIL**

Student Council works with the administration, teachers, and students to plan activities. In September, each homeroom democratically elects a representative to the Student Council General Assembly. It is expected that each student will give serious thought to electing the best possible candidate. There are also a limited number of at-large seats, which any student may sign up for through the advisor. The General Assembly meets at least twice monthly to discuss and vote on a variety of issues. Any student may attend and speak at a meeting of the General Assembly, but only its members may cast a vote.

Each June, an election is held in grades 6 and 7, in which the Student Council Executive Board is elected for the following year. The criteria and the procedures for the election are announced before the election campaign by the Student Council advisors. Students interested must be available for regular meetings and special committee meetings.

If you have any questions regarding Student Council or would like to become involved, contact the coordinator, Miss Abruzzese.

## **SUBSTANCE ABUSE**

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

### **Reporting, Notification, and Examination procedures N.J.A.C. 6:29-6.5 Students under the Influence**

If a staff member has reason to believe that a student is under the influence of alcohol or other drugs on school property or at a school function, the staff member shall immediately report the incident to the principal or his/her designee and the school nurse. In instances where the school nurse or principal are not in attendance, the staff member in charge of the school function shall be immediately notified.

The student will be escorted to the nurse's office. The nurse will examine the student and as soon as possible following the incident, record his/her findings.

The principal or designee shall notify the parent that arrangements must be made for an immediate medical examination of the pupil for the purpose of diagnosing whether or not the pupil is under the influence of alcohol or other drugs. The medical examination, including a standard drug and alcohol screening, shall be performed by:

- The physician or medical group that has been selected and approved by the Board for this purpose. This examination shall be performed at the Board's expense. The pupil shall be accompanied by a member of the school staff designated by the principal or his/her designee and by the pupil's parent, if available; or
- A physician selected by the parent. This examination, and any follow-up examination that may be required in order for the physician to provide the certification required shall be performed at the parent's expense. In this case, the parent shall provide the name and telephone number of the physician selected by the parent to the principal or designee. The principal or designee shall then arrange for the immediate examination of the pupil by the physician and inform the physician that he/she must provide a written report of the examination, including the results of the drug screen to the principal within 24 hours of the examination. If the physician selected by the parent is not immediately available, the pupil shall be examined by the physician or group approved by the Board. If neither physician is available, the pupil shall be taken to the Emergency Room of the nearest hospital for examination accompanied by a member of the school staff designated by the principal or designee and the pupil's parent, if available.

- A written report of the physical examination, including the results of the drug and alcohol screen, shall be furnished to the parent, principal and chief school administrator within 24 hours. If the written report cannot be furnished within 24 hours, a verbal report will be initially acceptable with a written report to follow within ten working days. The pupil shall be allowed to return to school until such time as a positive diagnosis of alcohol or other drug use is received.
- If there is a positive diagnosis from the medical examination indicating that the pupil is under the influence of alcoholic or other drugs, the pupil shall be returned to the care of a parent or guardian as soon as possible. In addition, the student shall be referred to and interviewed by the substance awareness coordinator or another appropriately trained teaching staff member for the purpose of determining the extent of the student's involvement with substances and possible need for treatment. In order to make this determination, the coordinator or other teaching staff member shall conduct a reasonable investigation that may include interviews with the student's parents and teachers. The coordinator or other teaching staff member shall also refer the pupil to experts in the field of substance abuse, whose primary focus is drug and alcohol assessment, as may be necessary and appropriate. If it is determined that the student's health and well-being is compromised, the coordinator or other teaching staff member shall refer the student to an appropriate treatment program which has been approved by the Commissioner of Health.
- In the event of a positive diagnosis of alcohol or other drug use, attendance at school shall not resume until a follow-up written report has been submitted to the parent or guardian of the pupil and to the principal and chief school administrator from the physician who examined the pupil to diagnose alcohol or other drug use, in which said physician certifies that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school. While the student is at home because of the medical examination or after his or her return to school, the school may require additional evaluation for the purpose of determining the extent of the pupil's alcohol or other drug use and its effect on his or her school performance.
- When a student returns to school following a positive diagnosis, the parent will accompany the student to a conference with the building administrator, nurse and the Substance Awareness Coordinator.

#### **Parent Refusal to Comply**

Refusal or failure by the parents/guardians to comply with provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 et seq.) laws. If parents/guardians refuse to comply with the recommended treatment program the untreated student will be considered to be a threat to the safety and welfare of himself or herself and others and will be referred to administration for consideration for admission into an alternative program.

#### **Students Requiring Immediate Medical Attention**

In case of unconsciousness or incoherence which may have been induced by alcohol or other drug, the school nurse shall render aid immediately while emergency medical assistance is summoned and the principal is notified. Parents/Guardians shall be notified immediately. The parents/guardians shall be informed that their child is ill, that the illness could be drug related, and that the student must be taken immediately for a medical evaluation.

The student must be taken for an immediate medical examination, via ambulance, with or without the parent's' permission. The obligation placed upon administrators to arrange for an emergency diagnosis is a statutory obligation which cannot be overridden by an uncooperative parent. The student shall be escorted by a member of the school staff designated by the principal.

#### **Students Suspected of Using Alcohol or other Drugs.**

If a staff member notices that a student exhibits any signs of drug use, the staff person shall speak to the substance awareness coordinator or school nurse immediately who must notify the principal or designee immediately. All pertinent staff shall be asked for input about the student's behavior and performance.

**Students Suspected of Using Anabolic Steroids.**

Whenever school personnel have reason to believe that a pupil has used or may be using anabolic steroids, they must report the matter immediately to the substance awareness coordinator and school nurse who must notify the principal or designee immediately. All pertinent staff shall be asked for input about the student's behavior and performance.

The principal shall notify the parent/guardian and Superintendent and shall arrange for an examination by the physician or medical group that has been selected and approved by the Board for this purpose or by a physician selected by the parent or guardian. If the pupil is examined by the physician selected by the Board, the examination shall be at Board expense. If the pupil is examined by a physician selected by the parent or guardian, the examination shall be at the expense of the parent or guardian. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil has been using anabolic steroids.

A written report shall be furnished by the person who examined the pupil to the parent, Principal and Superintendent of Schools. If it is determined that the pupil has been using anabolic steroids, the pupil shall be interviewed by a substance awareness coordinator or another appropriately trained teaching staff member for the purpose of determining the extent of the pupil's involvement with the substances and possible need for treatment. In order to make this determination, the coordinator or other teaching staff member may conduct an investigation which may include interviews with the pupil's teachers and parents. The coordinator may also consult with such experts in the field of substance abuse as may be necessary and appropriate. If it is determined that the pupil's involvement with the use of these substances represents a danger to the pupil's health and well-being; the coordinator or other teaching staff member shall refer the pupil to an appropriate treatment program (18A:40A-12b).

**Voluntary Request for Assistance.**

All students voluntarily seeking assistance for drug/alcohol problems will be referred to the Substance Awareness Coordinator. Students who are examined at parent's request will be considered as a voluntary request for assistance. The confidentiality of students or staff seeking voluntary assistance will be maintained. The substance awareness coordinator will evaluate the nature of the students' problem and make appropriate recommendations.

**Field Trip/Extra-Curricular Activities.**

If any student is suspected of being under the influence of alcohol or other drug on the way to and from, or during a field trip or other school-sponsored activity, the chaperone shall arrange for an immediate transfer of the student by ambulance or other appropriate means of transportation to the nearest Emergency Room for a medical examination, including drug and alcohol screening. If possible, a chaperone will accompany the student to the emergency room. If it is not possible for a chaperone to ride with the student, then the local police shall be called in order to accompany the student to the Emergency Room and explain the purpose of the examination to the Emergency Room personnel.

The parent/guardian of the student will be called to assume custody of any student suspected of using, being under the influence, possessing, or inducing others to use alcohol or other drugs.

If the parents/guardians are unable or refuse to take custody of the student, or the parents/guardians cannot be reached, then the custody of the student may be turned over to the local police. The incident shall be reported to the principal as soon as possible at which time the principal will take appropriate action in accordance with Referral Procedures for Students suspected to be using drugs.

**Reporting to Law Enforcement Agencies.**

The principal shall notify the Superintendent immediately of all reports received from staff members where the staff member had reason to believe a student or other staff member has possessed or in any way has been involved in the distribution of drugs on or near school property. If the report involves a controlled dangerous substance including anabolic steroids or drug paraphernalia, the Superintendent shall notify the appropriate law enforcement agency designated by the county prosecutor to receive such information. (N.J.A.C. 6:29-10.4)

All drugs or paraphernalia will be held by the principal until such time as it can be turned over to the appropriate law enforcement agency.

If, in the principal's judgment, there is a reason to believe that a student possesses drugs or drug paraphernalia in violation of school policy, a warrantless search may be made by the principal or his/her designee.

The principal shall not disclose the identification of any student who voluntarily turned over a controlled dangerous substance or drug paraphernalia possessed by such student for personal use and not intended for distribution, provided such student agrees to participate in an appropriate treatment or counseling program. The turning over of a controlled substance or drug paraphernalia by a student in response to questioning initiated by a principal or staff member shall not constitute a voluntary turning over of controlled substance or drug paraphernalia.

#### **Supportive Procedures.**

Prevention, intervention and support services are provided to students in grades K-12 through a network of school support personnel. These include, but are not limited to, the Student Assistance Counselor, school nurse, guidance counselor, school psychologist, school social worker, and learning disabilities teacher consultant.

Programs made available to students include support groups for recovering students, children of alcoholics support, concerned persons, survival skills, social skills, and dysfunctional families. Groups are formed as the need arises. Individual counseling is provided by support staff on a short-term basis.

#### **Disciplinary Procedures.**

Being under the influence of alcohol or other drugs, possession, use, or inducing others to use alcohol or other drugs:

**1st Offense** - Suspended for five (5) days out of school. This includes suspension from all extracurricular activities and athletics until the completion of a mandatory drug and alcohol evaluation.

**2nd Offense** - Suspended for ten (10) days out of school. This includes suspension from all extracurricular activities and athletics for the remainder of the school year.

**3rd Offense** - Suspended for ten (10) days with a mandatory meeting with the Superintendent of Schools. This includes suspension from all extracurricular activities and athletics for the remainder of the school year.

**Distribution - 1st Offense** - Suspended for ten (10) days with a mandatory meeting with the Superintendent of Schools. This includes suspension from all extracurricular activities and athletics for the remainder of the school year. Appropriate law enforcement agency will be notified.

#### **Legal Liability of School and Medical Personnel.**

School personnel are held safe-harmless when reporting chemical abuse incidents under:

**N.J.S.A. 2A:62A-4.** Reports by educational personnel on dependency upon or illegal use of controlled dangerous substance or use of intoxicating vapor releasing chemical: immunity from liability. Any teacher, guidance counselor, psychologist, registered nurse, or other educational or non-educational personnel employed by or in any of the public or private schools of this State who in good faith reports a person to the principal or his designee or to the medical inspector or school physician or school nurse in an attempt to help such person cure his dependency upon illegal use of controlled dangerous substances as defined in P.L. 970, Chapter 226, Section 2 (C:24-21-2), or such chemical or chemical compound as defined in P.L. 1965, Chapter 41, Action 1 (C:2A:17025.9), shall not be liable in civil damages as a result of making any such report. L. 1971, C. 414.2, Sec. 2.



**N.J.S.A. 18A: 40A-13.** Immunity for educational and medical personnel, officers, or agents because of actions taken by virtue of act. No action of any kind in any court of competent jurisdiction shall lie against any teaching staff member, including a substance awareness coordinator, any school nurse, or other educational personnel, medical inspector, examining physician or any officer, agent or any employee of the Board of Education or personnel of the Emergency Room of a hospital because of any action taken by virtue of the provisions of this act, provided the skill and care given is that ordinarily required and exercised by other such teaching staff members, nurses, educational personnel, medical inspectors, physicians or other officers, agents or any employees of the Board of Education or Emergency Room personnel. L. 1987, c 387, & 6, eff. January 13, 1988.

**Civil Immunity N.J.S.A. 18A:40A-13, -14I; N.J.A.C. 6:29-6-6:3(C).** No civil action of any kind shall lie against any employee, officer, or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18-1 Est. Seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers, and agents of the Board.

Any employee who in good faith reports a pupil to the principal, the principal's designee, the school medical inspector, or the school nurse in an attempt to help such pupil cure his or her abuse of substances shall not be liable in civil damages as a result of making such report. Nothing in this section is intended to preclude the protection provided in Section 2 of P.L. 1971, C. 414 (C. 2A:62A-4) or otherwise provided by law. L. 1987, C. 387, & 7, eff. January 13, 1988.

## **TELEPHONE**

Students are permitted to use the phone in the main office for emergency reasons only. Only emergency messages from parents/guardians are passed to the student immediately. (Students are never permitted to use cell phones during school for any reason.)

**Students may not use the office telephones for random calls to parents.**

## **TEXTBOOKS**

Students receive textbooks at the beginning of each school year for some of their classes. Students are responsible for proper care and use of them and other assigned materials, including sheet music and workbooks. It is the student's responsibility to neatly cover textbooks. Each student must write his/her name on the bookplate inside the front cover as directed by the teacher. A lost or damaged book is subject to a fine equal to the value of the book. If the book is found, the money will be refunded. Students are responsible for their assigned books at all times.

## **TIME SCHEDULE**

### Arrival/Departure

Students may not be dropped off earlier than 7:30am.

Full day of school begins at 8:00AM and ends at 2:46PM.

Delayed opening- school begins at 9:30AM. Half Day dismissal is at 12:46PM (NOTE NEW TIME)

Parents may drop off and pick up students from either the Vail Road or Route 46 entrance. There is absolutely no K-Turns in any driveway!

## **VENDING MACHINES**

The Snapple vending machine can only be used during lunch. The water vending machine may be used before/after school or during lunch to purchase water. Drinking water is permitted any time throughout the day.

## **VISTORS**

Student visitors are not permitted during the school day. All other visitors must enter and exit through the front doors off the Route 46 entrance. Visitors are required to show a photo I.D., sign in and wear a name tag. Upon leaving the building, all visitors must sign out. Only the front doors are open during the school day.

## **WEAPON**

“Weapon” means anything readily capable of lethal use or of inflicting bodily injury. The term includes, but is not limited to, (1) firearms, even though not loaded or lacking a clip or other component to render them immediately operable; (2) components which can be readily assembled into a weapon; and (3) gravity knives, daggers, dirks, stilettos, and other dangerous knives, billies, blackjacks, bludgeons, metal imbedded in wood; and any other weapon or device which projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.

## **WEBSITES**

All parents are encouraged to regularly check the following websites, which contain important information about our district, school, and the many programs within it:

Parsippany-Troy Hills School District      [www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us)

Central Middle School                              [cms.pthsd.k12.nj.us](http://cms.pthsd.k12.nj.us)

## **WITHDRAWAL FROM SCHOOL**

When a student is withdrawing from school, the parents/guardians must contact the guidance office to obtain a clearance form. All books and equipment belonging to the school must be returned to each teacher, all debts paid, locker cleaned out, and a final signature from the principal must be completed. The new address, city or town, and name of the new school, if possible, should be given to the guidance office before the move is made. Official transcripts cannot be sent without the above listed procedures completed.