



**High Bridge Middle School**  
**Student Handbook/Code of Conduct**  
**2025-2026**

HIGH BRIDGE BOARD OF EDUCATION

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Melissa Volturo— Middle School Nurse

## **Affirmative Action**

The High Bridge School District provides education to all students regardless of race, color, national origin, sex or handicap as required by Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; and section 504 of the Rehabilitation Act of 1973 as amended.

It is the policy of the High Bridge School District, not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status in its education programs or activities and employment policies as is required by Title IX of the Educational Amendments of 1972 and NJAC 6.4.-1.1

## **District Mission and Vision Statements**

The High Bridge Public School District, in partnership with parents and the community, strives to assist all students at every grade level to meet or exceed the New Jersey Core Curriculum Content Standards (NJCCCS), is dedicated to providing a strong educational foundation that inspires students to become life long learners and responsible, productive citizens. Our collective goals are to prepare our children to function as tomorrow's leaders in a demanding and rapidly changing world. Our school's foundation is provided through an environment which values diversity, builds self-esteem, actively engages and energizes all students, and fosters the students' natural motivation to learn.

As a dynamic school district, we believe that all students arrive at our school with strong and varied abilities. Our Board of Education continues to provide, with the support from the community, the appropriate and essential educational programs and services that are necessary for students with different learning abilities to achieve and succeed.

### **Mission Statement**

The High Bridge School District in partnership with parents and the community is dedicated to providing a strong educational foundation that inspires all students to become life long learners and responsible, productive citizens and establishes a platform for students to participate in, and serve the community.

### **Vision Statement**

Create an environment that fosters a love of learning and critical thinking.

# School Code of Conduct—New page

An integral part of every student's education, both at school and at home, is learning to be a responsible individual and a productive citizen. Appropriate behavior is essential for maintaining a safe environment that is conducive to learning. Students are expected to consistently exemplify a model of behavioral excellence.

We regularly discuss with our students the importance of making good choices and being positive learners. Every student is capable of making responsible decisions, and our staff is dedicated to supporting them in this endeavor. This commitment applies to all aspects of school life, including after-school activities, assemblies, lunch in the cafeteria, classroom behavior, emergency drills, field trips, transitions in the hallways, recess, and conduct on school transportation.

To achieve this goal, students, parents, teachers, counselors, and administrators must work collaboratively. The High Bridge Middle School Code of Conduct, outlined below, serves as a framework to guide students toward this objective. Consequences for violating school rules are clearly communicated to students, ensuring they understand their standing in the disciplinary process at all times. This system is designed to be fair and to hold students accountable for their actions. Discipline in the classroom is primarily the teacher's responsibility. However, after various disciplinary measures have been tried, a student may be referred to the Administration. The most effective behavior management occurs through interaction between the teacher and the student. Most issues can be resolved within the classroom setting. Students are encouraged to report any problems they encounter with the supervising teacher, whether during recess, in the hallway, or in the classroom.

Parents and guardians are partners with the school and will be informed of any issues that require attention if necessary. They may schedule conferences with teachers to discuss concerns by calling the school office or emailing their child's teacher or grade-level team. Parents are also encouraged to share any circumstances that may impact their child's behavior or overall academic performance.

Our expectations for classroom success are that students will:

- 1. Come to class appropriately dressed.**
- 2. Be seated and quiet when the bell rings.**
- 3. Come to class prepared (pencils, books, Chromebook, appropriate clothes for gym, etc.)**
- 4. Take an active roll in class participation**
- 5. Refrain from disrupting the class**
- 6. Follow all school rules and regulations at all times**

Consequences for infractions include written warnings, restorative practices, lunch detentions, after-school detention, in-school suspension, out of school suspension, and/or expulsions.

All students have the right to an education that is not affected or interrupted and free of distractions. All disciplinary action taken by the school is intended to benefit the student through behavior modification.

The consistency of action is of utmost importance for all concerned. Parental/guardian support of school disciplinary actions is also a vital part of the program as it aids in reinforcing consequences and improving student behavior.

**NOTE The Administration reserves the right to assign penalties for offenses not listed or to adjust a particular penalty when the severity of the offense warrants. Additionally, a counseling component will be included if necessary with all general discipline procedures.**

## High Bridge Public School District Pathway to Resolution / Chain of Command

This document is designed to offer you the most effective path to resolving issues you may encounter with your child's education. Please follow these important steps in our staff hierarchy to ensure your concern is handled properly and efficiently.

### **On matters involving instruction at your child's school:**

1. Classroom Teacher
2. Case Manager if your child has an IEP (Individualized Education Program)
3. Principal
4. Superintendent

### **On matters involving student discipline at your child's school:**

1. Classroom Teacher
2. Case Manager if your child has an IEP (Individualized Education Program)
3. Principal
4. Superintendent

### **On matters involving student social, emotional, behavioral concerns:**

1. Guidance Counselor
2. Case Manager if your child has an IEP (Individualized Education Program)
3. Principal
4. Superintendent

### **On matters involving IEP (Individualized Education Program) and Special Education services:**

1. Case Manager
2. Director of Special Services
3. Principal
4. Superintendent

### **On matters involving facilities or buildings and grounds:**

1. Principal
2. Superintendent

### **On matters involving athletics or extra-curricular:**

1. Coach/Advisor
2. Athletic Director (Middle School)
3. Principal
4. Superintendent

### **On matters involving Parent Portal access:**

1. Main Office Secretary
2. Teacher
3. Principal
4. Superintendent

Principal	Hobaugh, Gregory	<a href="mailto:hobaughg@hbschools.org">hobaughg@hbschools.org</a>
MS Secretary	Conroy, Coleen	<a href="mailto:conroyc@hbschools.org">conroyc@hbschools.org</a>
Guidance	White, Alisa	<a href="mailto:whitea@hbschools.org">whitea@hbschools.org</a>
Art	Kouriatis, Elizabeth	<a href="mailto:kouriatis@hbschools.org">kouriatis@hbschools.org</a>
Band/Instrumental Music	Thompson, Jeffrey	<a href="mailto:thompsonj@hbschools.org">thompsonj@hbschools.org</a>
English/Language Arts	Harding, Christina	<a href="mailto:hardingc@hbschools.org">hardingc@hbschools.org</a>
English/Language Arts	Weber, Danielle	<a href="mailto:weberd@hbschools.org">weberd@hbschools.org</a>
ELA/Special Education	Fader, Spencer	<a href="mailto:faders@hbschools.org">faders@hbschools.org</a>
Mathematics	Betz, Melissa	<a href="mailto:betzm@hbschools.org">betzm@hbschools.org</a>
Mathematics/Special Education	Miller, Kathryn	<a href="mailto:millerk@hbschools.org">millerk@hbschools.org</a>
Mathematics/Special Education	LaGreca, Judy	<a href="mailto:lagrecaj@hbschools.org">lagrecaj@hbschools.org</a>
Music/Technology	Bursztyn, Courtney	<a href="mailto:bursztync@hbschools.org">bursztync@hbschools.org</a>
Nurse	Volturo, Melissa	<a href="mailto:volturom@hbschools.org">volturom@hbschools.org</a>
Physical Education/Health	Weiland, Kristin	<a href="mailto:weilandk@hbschools.org">weilandk@hbschools.org</a>
Science	Tolomeo, Jerry	<a href="mailto:tolomeoj@hbschools.org">tolomeoj@hbschools.org</a>
Science	Turner, Kayla	<a href="mailto:turnerk@hbschools.org">turnerk@hbschools.org</a>
Social Studies	Doerwang, Michael	<a href="mailto:doerwangm@hbschools.org">doerwangm@hbschools.org</a>
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Spanish	Guardigli, Rob	<a href="mailto:guardigli@hbschools.org">guardigli@hbschools.org</a>
Special Education	Brown, Jana	<a href="mailto:brownj@hbschools.org">brownj@hbschools.org</a>
Special Education	Johnston, Heidi	<a href="mailto:johnstonh@hbschools.org">johnstonh@hbschools.org</a>
Special Education	Locorotondo, Nicole	<a href="mailto:locorotondon@hbschools.org">locorotondon@hbschools.org</a>
Special Education	Mendicino, Katrina	<a href="mailto:mendicinok@hbschools.org">mendicinok@hbschools.org</a>
Special Education	Miller, Amy	<a href="mailto:millera@hbschools.org">millera@hbschools.org</a>
Special Education	Przewozny, Carol	<a href="mailto:przewoznyc@hbschools.org">przewoznyc@hbschools.org</a>
School Psychologist	Hoffman, Marie	<a href="mailto:hoffmanm@hbschools.org">hoffmanm@hbschools.org</a>
Speech Therapist	Kroll, Kristina	<a href="mailto:krollk@hbschools.org">krollk@hbschools.org</a>
LCSW	Wert, Erin	<a href="mailto:werte@hbschools.org">werte@hbschools.org</a>

Custodial Staff	Katzenberger, Carl Baranek, Justin
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**2025-2026**  
**Trimester Dates**

<b>1st Trimester</b>	8/29/25-12/2/25
<b>2nd Trimester</b>	12/3/25-3/10/26
<b>3rd Trimester</b>	3/11/26-6/17/26

**2025-26 BELL SCHEDULE– Full Day**

<b>Students Enter</b>	<b>8:20</b>
<b>Lockers/Homeroom</b>	<b>8:208:29</b>
<b>Morning Meeting</b>	<b>8:29-8:49</b>
<b>Period 1</b>	<b>8:49-9:21</b>
<b>Period 2</b>	<b>9:21-9:53</b>
<b>Period 3</b>	<b>9:13-10:25</b>
<b>Period 4</b>	<b>10:25-10:57</b>
<b>Period 5</b>	<b>10:57-11:29</b>
<b>Period 6</b>	<b>11:29-12:01</b>
<b>Lunch/Activity 1</b>	<b>12:03-12:33</b>
<b>Lunch/Activity 2</b>	<b>12:35-1:05</b>
<b>Period 7</b>	<b>1:07-1:39</b>
<b>Period 8</b>	<b>1:39-2:11</b>
<b>Period 9</b>	<b>2:11-2:43</b>
<b>Period 10</b>	<b>2:43-3:15</b>

## 2025 - 26 Early Dismissal Bell Schedule

<b>Entry/Lockers</b>	<b>8:20-8:30</b>
<b>Homeroom</b>	<b>8:30 – 8:40</b>
<b>Morning Meeting</b>	<b>CANCELED</b>
<b>Period 1</b>	<b>8:40 - 9:03</b>
<b>Period 2</b>	<b>9:03 - 9:26</b>
<b>Period 3</b>	<b>9:26 - 9:49</b>
<b>Period 4</b>	<b>9:49 - 10:12</b>
<b>Period 5</b>	<b>10:12 - 10:35</b>
<b>Period 6</b>	<b>10:35 - 10:58</b>
<b>Period 7</b>	<b>10:58 - 11:21</b>
<b>Period 8</b>	<b>11:21 - 11:44</b>
<b>Period 9</b>	<b>11:44 - 12:07</b>
<b>Period 10</b>	<b>12:07 - 12:30</b>



## 2025-2026 2-Hour Delayed Opening

<b>Entry/Lockers</b>	<b>10:20 - 10:30</b>
<b>Homeroom</b>	<b>10:30 - 10:39</b>
<b>Morning Meeting</b>	<b>Canceled</b>
<b>Period 1</b>	<b>10:39 - 11:02</b>
<b>Period 2</b>	<b>11:02 - 11:25</b>
<b>Period 3</b>	<b>11:25 - 11:48</b>
<b>Period 4</b>	<b>11:48 - 12:11</b>
<b>Period 5</b>	<b>12:11- 12:34</b>
<b>Lunch 1/Activity 1</b>	<b>12:34 - 12:57</b>
<b>Lunch 2/Activity 2</b>	<b>12:57 - 1:20</b>
<b>Period 6</b>	<b>1:20 - 1:43</b>
<b>Period 7</b>	<b>1:43 - 2:06</b>
<b>Period 8</b>	<b>2:06 - 2:29</b>
<b>Period 9</b>	<b>2:29 - 2:52</b>
<b>Period 10</b>	<b>2:52 - 3:15</b>

# GRADING

## District Policy/Regulation 2624

The purpose of the scholastic awards is to identify and recognize students for meritorious work during each of the trimesters. The High Bridge Middle School has a two-tiered honor roll system.

The distinction of **High Honors** is for students who attain the following grades (or any combination thereof): **A+, A, A-**

The distinction of **Honors** is for students who attain the following grades (or any combination thereof): **A+, A, A- B+, B, B-**

Each teacher is responsible for the determination of the grade that a pupil receives for participation in the teacher's course of study. **Questions or concerns regarding grading must first be directed to the teacher.**

## Honor Roll

**For students with an average of A's and B's each marking period, certificates will be awarded to the students and their names submitted to the local newspaper for publication. The members of the school community feel strongly that students should be recognized and valued for academic excellence.**

## GRADING CRITERIA

A+ 97 - 100	B+ - 87 - 89	C+ 77 - 79	D+ 67 - 69
A 93 - 96	B 83 - 86	C 73 - 76	D 63 - 66
A- 90 - 92	B- 80 - 82	C- 70 - 72	D- 60 - 62
P Pass	F Fail	INC Incomplete	Below 60 = F

## New- Homeroom Grading

**Homeroom - is now a graded class. Students will receive a pass/fail grade for each trimester. An instance of 10 Tardies in a trimester will result in a failing grade. A failing grade will result in the student not making honor roll.**

## Homework Guidelines

The faculty of the High Bridge Middle School believes in the educational validity of work assigned to students for completion outside the classroom as a reinforcement and extension of the instructional program of the school. **Parents/guardians are encouraged to check the Genesis Parent Portal often. Any questions please contact your child's teacher.**

The key to an effective homework strategy is **QUALITY OVER QUANTITY**. Homework should be a cooperative effort among parents, students and teachers. Parents can help students by providing an atmosphere conducive to study, showing concern for the importance of homework and reviewing written assignments for quality and neatness.

## **School Visitors**

All visitors must enter the building by the main entrance and once admitted report immediately to the school's main office to sign-in and obtain a visitor's badge. The badge must be worn while visitors are in the building. Visitors must sign out prior to leaving the building. Visitors must exit the building by the front doors.

**Parents dropping off items will be met at the front door.**

## **Change of Address and Contact Information**

The Genesis Parent Portal is available throughout the school year. Parents and guardians are encouraged to update their emergency contact information as needed.

Please note that, with the exception of students participating in the school choice program, all students must attend school in the district where they reside.

**Failure to notify the office of an address change may result in parents or guardians being required to pay tuition fees.**

## **Chromebooks**

Chromebooks (with a case, a charger, and headphones) will be distributed to students.

The Chromebook that each student is issued is the property of HBSD and is made available as a tool for learning. The Chromebook is provided for the sole use of the student to whom it is assigned. Students are prohibited from tampering with other student's Chromebook. Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the technology department for an evaluation.

### **Damage and Loss**

The student and/or the student's parent/guardian shall be responsible for compensating HBSD for any theft, loss, intentional damage, or damage caused by neglect. If the device is lost or stolen, submit a Damage and Loss Form. Parents are required to report the loss/theft to the local police department. In the event of accidental damage, a Damage and Loss Form must also be completed and the device returned to the main office. A loaner Chromebook will be issued for the student's use, if available, until the repairs can be completed..

**Parents have the option of paying a one time \$25.00 fee to cover the initial cost of repair due to carelessness or neglect. Subsequent damages may require parents to pay for additional repairs or overall replacement.**

## **Student Internet Acceptable Use Agreement**

As the parent or guardian of this student, I have read and agree to the High Bridge Board of Education's Internet Acceptable Use Policy #2361. (Click the link below to review the policy) I understand that Internet access is designed for educational purposes, and my student is expected to use the resources according to the specified guidelines. I understand that the High Bridge School District cannot be responsible for the content of material accessed in violation of school district rules, policies, and procedures. I release the Board, Individually and collectively, its agents and employees, arising from my child's use of the District's Internet system.

# Attendance Policy

## DISTRICT POLICY/REGULATION 5200 - ATTENDANCE

### Attendance

Regular attendance and punctuality are important for students from the first day of school. Pupils who do not enter their homeroom class at the required time in the morning are considered late or tardy. A student will be recorded as late or tardy when he/she arrives in their Homeroom class after 8:29a.m. Homeroom/Morning Meeting is from 8:20-8:49 a.m.

If a student is in school for less than four (4) hours during any day, he/she is recorded as absent for the full day.

### Absences

On the day a student returns to school after an absence, a note is required stating the reason for the absence. A doctor's note is required after extended or frequent absences for illness. All absences should be reported to the main office as well as the nurse to ensure accurate attendance record keeping. Report your student using one of the three methods below:

### Reporting Absences

1. Call the Main Office (908) 638-4101
2. Email both [conroyc@hbschools.org](mailto:conroyc@hbschools.org) and [volturom@hbschools.org](mailto:volturom@hbschools.org)
3. via Genesis Parent Portal (instructions listed below):
  - a. Sign in to the Genesis Parent Portal.
  - b. Click the Notify Attendance Office link (on the Summary tab under This Week).
  - c. Select Absent from the Student, which will be a dropdown box.
  - d. Click the checkbox next to your absent child(ren).
  - e. Type a brief reason for the absence.
  - f. Click the Submit to Office button.

The school strongly believes that all activities during the school day, from 8:20 a.m. to 3:15 p.m., are important. Therefore, medical or dental appointments are encouraged after school hours. The office and homeroom teacher should be informed in advance. The school does NOT approve of students being signed out before dismissal at 3:15 p.m. because of valuable loss of instructional time.

## Excessive Absence from School

It is important that students attend school on a regular basis. The educational program offered by the district is predicated upon daily pupil attendance. Therefore, an **unexcused absence of Ten (10) or more days will result in a letter informing parents of this and requesting support for improved attendance.**

If the absenteeism rate continues, the administration and parents will have a conference to discuss this matter. Further absences may result in municipal court involvement as per the laws of this state.

For more information regarding Tardiness and Attendance, please see district policies [5240](#) and [5200](#).

**Tiers of support for absenteeism to discuss strategies to improve attendance.**

Days Absent	Action Taken
10-14	Letter sent home from Administration
15-19	2nd letter sent; a meeting with Administration
20+	Student may be retained unless extenuating circumstances exist (see Board Policy #5113)

1. Parent meeting with Teacher
2. Parent meeting with Guidance Counselor
3. Parent meeting with Principal

**\*\* Parents and students have the opportunity to appeal any dates in question**

## Excused Absences

- A. Religious Holiday
- B. Take your child to work Day

On the day when a student returns to school after an absence, he/she is required to bring a note signed by a parent/guardian stating the reason for the absence or tardiness and specific dates of absence or tardiness. Extended (three days or more) chronic absences for illnesses require a written note from a doctor. **All other absences are concerned unexcused by the State of New Jersey.**

## Absence from School for the Observance of Religious Holidays

A student who desires his/her school record to show an excused absence for a religious holiday should, prior to the holiday, bring a note from home indicating that he/she will not be attending school due to the observance of the holiday.

## Truancy

The board will report to appropriate authorities infractions of the law regarding the attendance.

## **Tardy/Late**

Five unexcused tardies during a trimester will result in a lunch detention with each additional tardy receiving a lunch detention.

A student who receives 10 tardies in a trimester will result in a failing grade for that trimester.

### **Co-Curricular Programs**

Eligibility for participation in ANY co-curricular programs, students MUST be in school for 4 hours on the day of the activity or event. Any student that is absent for any reason or sent home sick from school cannot participate in an activity until they return to school.

Per District Policy [2430](#) - Participation in Co-Curricular Activities.

### **Dismissal for Illness During the School Day**

No student will be permitted to leave school due to illness unless the school nurse has taken necessary steps to contact the parents/guardians and arranged for transportation. Students who are ill or have health-related problems are to seek assistance from the nurse.

### **Vacations**

Parents should make every effort to **AVOID PLANNING VACATIONS DURING THE SCHOOL YEAR**. If a family trip is taken during the regular school year, the parent/guardian must contact the main office and complete a Vacation Absence Form **at least 5 days prior to the trip in order to assist the student prepare for the extended absence.**

#### **The student will be responsible to:**

- See their teachers to determine make-up work and schedule missed tests
- Hand in any long-term projects due during their vacation prior to leaving.
- Complete the work within the amount of school days they were absent.
- Check Google classroom for assignments.

**Family travel is considered an unexcused absence (N.J.S.A. 18A:36-14 et seq.; 18A:38-25 et seq.).**

# Health Program - School Health Services

Mrs. Melissa Volturo R.N., B.S., C.S.N., is our school nurse. She can be contacted at 638-4101, x 7205. The school nurse is available to counsel students in matters of health during non-academic time. When a student wishes to see the nurse he/she must notify the classroom teacher who will give the student a pass to see the nurse.

**ACCIDENTS** In case of an accident at school, only first aid is administered at the school. The school nurse will alert the parent/guardian as to the care needed, but no diagnosis will be given nor treatment prescribed; treatment is the responsibility of the parents. Students should report all accidents to the supervising teacher at the time of the incident. The supervising teacher will refer the student to the school nurse as necessary. However if there is no teacher immediately available the accident must be reported to the nurse or to the general office. **Please do not ask the nurse** to check an injury which occurred outside of school.

**MEDICATIONS** The purpose of giving medication in school is so that the student may remain in school. Students who need prescription medication at school, the medication must be:

- FDA approved, no herbals remedies will be administered.
- Prescribed by a physician and FDA approved..
- Accompanied by written orders signed by a physician, dentist, D.O., A.P.N. or P.A. Medication orders available on the nurse's web page.
- Parent's/guardian's must complete and sign their portion of the medication order giving their permission for the nurse to administer
- Properly labeled with the pharmacy label to include: begin and end date, student's name, doctor's name, name of medication, date prescribed, dosage, and route of administration.
- Registered with the school nurse (Policy # 5330).
- Handed directly to the nurse. The main office staff will not accept any medication.

**Medication not in compliance with school policy will not be given.**

**OVER-THE-COUNTER MEDICATIONS** that are on hand in the school health office. On the Health Update Form **that is filled out annually by the parent**, there is a section that allows the parent to give permission for ibuprofen (Advil\*), acetaminophen (Tylenol\*), and antacid (Tums\*) to be given to the student as deemed necessary by the school nurse when the parents sign their permission. These medications are allowed to be given at the school due to a written order from the school physician. **ANY OTHER OTC MEDICATION requires a note from the student's** physician, and must follow a similar process as if the medication was a prescription medication.

## Self-Administration of Medication

A student is only permitted to self administer medication for asthma or other potentially life-threatening illnesses as defined by the Department of Education, New Jersey Statutes Annotated and New Jersey Administrative Code N.J.S.A. 18A:40-12.3. **Permission for self administration** of medication must comply with the conditions set forth in Policy 5330. Mrs. Volturo should be contacted for regulations and self-administration forms. Examples: asthma, severe allergy requiring an Epi Pen, or diabetes with school physician permission.

## Immunization Requirements

Kindergarten, new first grade and transfer students are required to have the following immunizations as mandated by the New Jersey Department of Health and Senior Services. **A physician's statement showing the specific dates (i.e., month, day and year) of each vaccine must be provided.**

**DTaP (Diphtheria, tetanus, acellular pertussis):** A minimum of 4 doses of DTaP vaccine; provided one dose is given on or after the fourth birthday.

**Tdap (Tetanus, Diphtheria, acellular pertussis):** One dose for students born entering sixth grade.

**Polio (Polio Vaccine):** A minimum of 3 doses of polio vaccine is required; provided at least one dose is given on or after the fourth birthday.

**Measles:** 2 doses of a measles containing vaccine, preferably MMR, given after the first birthday.

**Rubella and Mumps:** One dose of live mumps-containing vaccine. One dose of live Rubella containing vaccine.

**Varicella (Chicken Pox):** For children born on or after January 1, 1998 one dose of varicella vaccine given on or after the first birthday or proof of disease immunity. Children that have documented laboratory evidence of previous varicella disease, a physician statement or a parent statement of previous varicella disease do not need to receive the varicella vaccine.

**Hib (Haemophilus influenza type B):** Pre-school students, ages 12 to 59 months, 1 dose.

**Hepatitis B:** 3 doses of hepatitis B vaccine.

**Failure to have a student properly immunized may result in exclusion from school.**



# PHYSICAL EDUCATION

## Excuses

Physical Education is an important and required part of the total educational program. State law requires all students to take physical education. An excuse from physical education is generally based on a medically confirmed need to restrict physical activity. Those students who are excused from physical education with a medical excuse may be assigned to an alternate location and will be excluded from recess and extra curricular activities including sports.

Upon returning to school following absences related to illnesses, students are expected and should be prepared to resume the total school program including physical education. **A doctor's note is required for PE excuses and/or accommodations stating: reason that the accommodation is requested, start and end date, doctor's signature and office stamp.**

Notes for physical education excuses or modifications must be handed in during home room.

**An AED (Automated External Defibrillator) is located in the gym.** HBSD nurses maintain the AEDs as well as an emergency response plan available on request.

## General School/Classroom Rules

Throughout the school year, we emphasize responsible personal behavior. All students are expected to act in a respectful and courteous manner on a consistent basis whenever they are attending our school, and/or participating in a school-related activity, or under supervision of the school. Each teacher has specific classroom rules/expectations specific to his/her classes posted in their classroom. These rules/expectations are reviewed with students throughout the year.

**Students are expected to conduct themselves according to Board of Education Policy #5600, Pupil Discipline.**

## New- Discipline point system

High Bridge Middle School has implemented a behavior point system to manage student conduct. In this system, different disciplinary actions correspond to a specific number of points assessed to a student's record:

- **Warning –0 Points**
- **Lunch Detention-1/2 Point**
- **Central Detention- 1 Point.**
- **Suspension– 3—10 points depending on the severity**

Accumulating ten points within a trimester will disqualify a student from participating in school functions for the remainder of that trimester. However, students are also afforded the opportunity to mitigate their point totals through positive conduct, allowing them to remove half of the points they've accumulated.

## Cell Phone Use

**Student cell phones must remain in their locker and turned off during the school day.**

Students who need to contact their parents may ask to go to the main office and use the courtesy phone. If a student uses their cell phone during the school day they will be sent to the main office where the phone will stay until 3:15. **The 1st offense, the student will receive a warning, subsequent instances a parent/guardian will be required to retrieve the phone after 3:15 and they may receive a detention.**

## Hallways/Stairwell

Students should be in the halls only at the beginning and close of school and while moving quickly from one class to another unless with teacher permission.

Students will:

1. Students are not to run, yell or shove others in the halls or stairwells.
2. Go directly to classes between periods and not wait for each other and/or loiter in the hallways.
3. Always maintain safe behavior while moving throughout the building.

## Restrooms

1. Students may not use the bathroom during the change of classes.
2. Student need teacher permission to visit the restroom.
3. Proper restroom etiquette is expected.

## Lunch Conduct

1. Students will enter the cafeteria in an orderly manner and follow the directions of the staff
2. Weather permitting students will be permitted to eat outside followed by a brief time for outdoor activity.
3. Students are expected to keep the tables and floor clean. Good table manners are expected at all times.
4. If students need to leave the cafeteria, permission must be given by the teacher on duty.

## Special Events

### Guidelines for Attending School Dances/Kids Night Out

- **Student who have 10 or more discipline points may not attend.**
- Students must be in attendance on the day of the event or have express advanced permission from administration.
- Students must register upon entering the activity.
- Students attending are expected to adhere to the dress code and all school rules.
- Displays of affection is not permitted.
- Students will not be admitted to an event later than one-half hour after it has begun.
- Once at the event, students are not to leave until the end unless written permission is given to the chaperone and parents are to come to the door and pick the student up.
- Students attempting to leave the event without permission **will not be** readmitted to the event and their parents will be contacted.
- Students are responsible for arranging in advance to be picked up promptly at the conclusion of the event.
- Students misbehaving will be asked to leave. Parents will be notified and a referral to the principal will follow.

**Attendance at the events is a privilege. Therefore, students who fail to demonstrate a positive school attitude during the school day and/or the event will have the privilege revoked.**

## Field Trips and Student Activities

A student may take part in a field trip, co-curricular program or after school activity only if the student has a permission slip signed by his/her parent/guardian, and any fee for the trip **returned by the specified due date.**

The established school rules of conduct apply to all school sponsored activities. A field trip is an optional activity that is planned to enhance or expand the educational programs at High Bridge Middle School.

**The school reserves the right to exclude a student from a field trip if attendance.**

**A student who has received 10 or more discipline points for the trimester will not be allowed to attend the field trip or special activity.**

## Personal Appearance/Dress Code

Students should dress in a way that is neat, modest and appropriate for a learning environment.

- Footwear must be worn at all times.
- Footwear must have backs.

### **Items that are not permitted:**

- Tops that expose undergarments, midriffs or that are see through.
- \*Hats, bandanas, or visors.
- Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, tobacco or gang affiliations, slogans which contain offensive or obscene symbols or signs, slogans depicting violence or degrading any race, color, creed, religion, sex, ancestry, national origin, social or economic status, or sexual orientation or drug related messages
- \*Sunglasses/non-prescription sunglasses glazed and tinted glasses are not to be worn in school except as prescribed by the pupil's doctor.

\* Hats, bandanas, visors and sunglasses may be allowed on certain field trip and spirit days.

## **Eligibility for Participation in Athletic Programs, Co-Curricular Programs**

- **A student who has received 10 or more discipline points for the trimester will not be allowed to participate in sports or co-curricular activities for that trimester.**
- **Students who participate in an Athletic Program, Co-Curricular Program MUST be in school for 4 hours on the day of the activity or event.**
- Parents must complete the necessary permission form, NJDOE Physical form and Health Update by that seasons due date. **Participation after the due date must be approved by the School Nurse and Athletic Director.**
- Students must have a valid Sports Physical on file in the Health office or submit one before the seasons due date. If the physical is greater that 60 days old a parent completed Health Update form is required.
- Student and parent compliance with all components found in Board Regulation 2431.4 Concussion Testing and Return to Play must be completed and on file in the school nurse's office.

### **Teacher or Central Detention**

- If a student has a detention on the day of game, club meeting or the play, the student cannot participate in the activity that day.
- If a student has a suspension, in or out of school, they may not participate in the activity until the suspension is over and they are cleared by the principal to return to the activity.
- Any student that is constantly misbehaving in class and is reported by the teacher may be suspended or removed from the activity.

### **Absent from school**

- Any student that is absent or sent home sick from school cannot participate in any activity until they return to school.
- Some exceptions may apply

### **In season for Sports or Clubs**

- **Students whose grade drops below a C– in any class the student must work with their teacher to get extra help in order to continue in their activity or may my assigned an academic detention.**
- **If at the end of a trimester a student that receives an F on their report card will be ineligible (removed) from their activity and given 3 weeks to bring their grades up in the classes they are failing.**
- If there are going to be cuts on a team or the play, it will be up to the coach or advisor whether the student will giving a chance to tryout after the 3 week time period.

Coaches and Advisors may set rules for their activities that the student must follow in addition to the one listed.

## Anticipated Co-Curricular Programs

<b>Activity</b>	<b>Meets</b>	<b>Grade Level</b>
Art Club	Spring	5-8
Drama Club	January– March	5-8
Environmental Club	Fall & Spring	5-8
Homework Club	All Year	5-8
HBMS Broadcast	All Year	8
Jazz Band	All Year	5-8
Show Choir	All Year	5-8
Student Leadership	All Year	5-8
Trep\$	Fall or Spring	5-8
Unified Club	Fall/Spring	5-8

## Athletic Programs

<b>Sport</b>	<b>Grade Level</b>
Volleyball (girls) – Fall	5-8
Cross Country (co-ed) – Fall	5-8
Cheerleading– Winter	5-8
Basketball (girls/boys) – Winter	5-8
Baseball –Spring (boys)	5-8
Softball – Spring (girls)	5-8

## **School Materials/Property**

Textbooks and other school instructional materials are provided to students for the use during the school year. Students are held responsible for the condition and proper use of all items provided by the school

## **Liability and Care of Property**

It is expected that students will take pride in their school and that they will treat it accordingly. Students should realize that the school building, grounds and other facilities, are provided for their education. Destruction of school property will not be tolerated and monetary reparation will be enforced for damages incurred.

## **Insurance**

Accident insurance is available on a school-time or twenty-four hour basis and may be purchased by parents/guardians through forms sent from the school. Parents/guardians and students should be aware that the school does not insure individual musical instruments, and many insurance companies have some degree of coverage for musical instruments under the standard homeowner policies. (It is suggested that parents/guardians contact their agent for more specifics.)

## **Bike Riders**

Students must wear the appropriate safety equipment and walk their bikes on school grounds. All bikes must be parked and locked in the bike rack area. No skateboards or motorized vehicle (such as mopeds) are permitted on school grounds at any time. The school is not responsible for any damages to the bikes or the theft of any bikes and or related materials such as helmets.

## **Walkers – Morning/Afternoon Procedures**

Students who walk along Washington, Mill Street and Main Street are to use the "Columbia Trail" as the walkway to school. Students coming down Fairview should use the side walk in front of the Elementary School and proceed onto Church Street to Thomas Street.

Students should be reminded to cross at the crosswalks and where a crossing guard is posted whenever possible.

# **Assaults of Board of Education Members or Employees**

(N.J.S.A. 18A:37-21)

Any pupil who commits an assault not involving a firearm, or other weapon upon a teacher, administrator, board member or other employee of a district board of education must be immediately suspended from school consistent with procedural due process.

## **Drugs/Alcohol**

The Board of Education prohibits the use, possession, and/or distribution of any drugs and the possession and consumption of any alcoholic beverages in a school building, on school grounds, on school transportation or at any school sponsored function.

Any student who sells, possesses, gives, uses or is under the influence of illegal drugs, narcotics, or alcohol shall be (1) subject to appropriate disciplinary action and (2) reported to the appropriate law enforcement agencies for possible legal action. (**Reference Board of Education Policy #5530**)

## **Smoking**

The Board of Education prohibits smoking of any substance that contains tobacco and includes the use of smokeless tobacco or vapes in a school building, on school grounds, on school transportation or at any school sponsored function.

Any student who uses or is in possession of tobacco or tobacco products including smokeless tobacco or vapes is subject to disciplinary action which may include a fine. (**Reference Board of Education Policy #5533**)

## **Weapons**

The Board of Education prohibits the possession, use, or exchange of any weapon in any school buildings, on school grounds, at any school sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty, as required on school grounds or at school sanctioned events as authorized by school personnel.

Any pupil who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which may include expulsion. Any pupil or school employee who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline. Any person who possesses an unauthorized weapon on school premises or school transportation or at a school sponsored event shall be reported to the appropriate **law enforcement agency**. (**Reference Board of Education Policy #8467**)

N.J.S.A. 18A: 37-14 through 18 N.J.A.C. 6A: 16-7.1 (a) 4 and (c) 7 N.J.A.C. 6A: 16

## **Grievance Procedure**

A procedure has been established for students or parents on a student's behalf to follow in filing a complaint dealing with an alleged violation, misrepresentation or inequitable applications of the policies and practices of the school district relative to provisions of Federal and State anti-discrimination procedures. Details associated with a student grievance procedure may be found in the Board of Education's Policy Manual.

## **Child Abuse**

The Board of Education is concerned with the physical and mental safety and well-being of the children of this district and, toward ensuring these ends, will cooperate with state government in the early identification and report of cases of child abuse, abandonment, cruelty and neglect, in accordance with law N.J.S.A. 6:3-5. Any student with a concern in this area should seek counsel with any staff member so that help may be provided as needed. (Reference Board of Education Policy #8462)

Students and/or parents needing information about the High Bridge Board of Education Affirmative Action plans for School/Classroom Practices should contact the Middle School Principal/Affirmative Action Officer at 638-4101.

## **Harassment/Intimidation/Bullying (HIB)**

The Board of Education believes that harassing, intimidating and bullying activities of any type are inconsistent to the educational process. All such behaviors at any time on school premises, at any school sponsored function or on any school bus are prohibited. The school's Anti-Bullying Specialist will investigate all complaints related to activities associated with harassment, intimidation and bullying.

Any student who is found to participate in any activities involving harassment, intimidation or bullying will be subject to corrective action to end the behavior which may include but not be limited to counseling, warning, disciplinary action, and/or referral to law enforcement. Reference Board of Education Policy #5512 on the district website [www.hbschools.org](http://www.hbschools.org)

Any incident that is perceived as threatening or disruptive to the school environment, consequences or action will be taken.



Students with disabilities are expected to conduct themselves in the same manner as their non-disabled peers. All students are accountable to the same student code of conduct. However, when disciplining a student with a disability, it must be determined that:

1. The student’s behavior is not primarily caused by his/her disability.
2. The principal will contact the CST case manager and the student’s parent/guardians.

## **HATE CRIMES AND BIAS-RELATED ACTS (Board of Education Policy 8465)**

The Board of Education is committed to providing a safe and healthy environment for all children in the school district. Hate crimes and bias-related acts involving pupils can lead to further violence and retaliation. Hate crimes and bias-related acts by their nature are confrontational, inflame tensions, and promote social hostility and will not be tolerated by the school district. The school district employees will work closely with local law enforcement and the county prosecutor’s office to report or eliminate the commission of hate crimes and bias-related acts.

### **Guidelines for Common Infractions and Potential Consequences See Factors for Determining Consequences and Remedial Measures**

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### **HIB Investigation Consequences will Supersede the Code of Conduct**

<b>Infraction</b>	<b>Consequence—Dependent on severity</b>
<b>Acts of hate on the basis of a persons race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.</b>	<ul style="list-style-type: none"> <li>• 1-5 Day suspension</li> <li>• Exclusion from co-curricular events</li> <li>• Police notification</li> <li>• Referral to the School Counselor</li> </ul>
<b>Filming students without permission and posting on a social media platform</b>	<ul style="list-style-type: none"> <li>• Depending on the severity– After school detention or suspension</li> </ul>
<b>Acts of racial or social intolerance</b>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Suspension</li> <li>• Police notification</li> </ul>

<b>Infraction</b>	<b>Consequence—Dependent on severity</b>
<b>Failure to follow general school rules.</b>	<ul style="list-style-type: none"> <li>• First offense –Warning</li> <li>• Second offense-Lunch detention –Parent called by teacher</li> <li>• Third offense-Double lunch detention—Parent called by teacher</li> <li>• Fourth offense –Office referral, parent contacted by teacher</li> </ul>
<b>Disrespectful behavior towards a student or towards a faculty/staff member.</b>	<ul style="list-style-type: none"> <li>• After school/office detention 1 – 3 days</li> <li>• Student counseling</li> <li>• Suspension 1 – 2 days</li> <li>• Conference with student, parent/guardian and principal</li> </ul>
<b>Profane language directed toward a staff member.</b>	<ul style="list-style-type: none"> <li>• Depending on severity–suspension 1-4 days</li> <li>• Conference with student, parent/guardian, teacher and principal.</li> </ul>
<b>Possession of obscene/ indecent material or paraphernalia.</b>	<ul style="list-style-type: none"> <li>• Suspension – 1-2 days</li> <li>• Conference with student, parent/guardian, teacher and principal.</li> </ul>
<b>Cheating, plagiarism and/or forgery</b>	<ul style="list-style-type: none"> <li>• Student will receive a reduced grade on the assignment</li> <li>• 1-3 days after school/office detention</li> <li>• Parent/guardian notification</li> </ul>
<b>Fighting and/or serious physical danger to others. Threats to students or staff.</b>	<ul style="list-style-type: none"> <li>• Depending on severity–suspension 1-5 days</li> <li>• Conference with student, parent/guardian and administration (teacher, if applicable)</li> </ul>
<b>Smoking on school property</b>	<ul style="list-style-type: none"> <li>• Suspension – up to 3 days</li> <li>• Conference with student, parent/guardian and administration</li> <li>• May result in a fine-no smoking in a public building</li> </ul>
<b>False accusations and reporting</b>	<ul style="list-style-type: none"> <li>• After school/office detention 1-3</li> <li>• Student counseling</li> <li>• In school suspension 1-2</li> <li>• Conference with parent/guardian and administration</li> </ul>

Infraction	Consequence—Dependent on severity
<b>Tardy— Per Trimester</b> <b>Entering the building after 8:29</b>	<ul style="list-style-type: none"> <li>• <b>5 Instances—Lunch detention</b></li> <li>• <b>6-11 Instances— After school detention</b></li> <li>• 12 Instances— Mandatory ISS</li> </ul>
<b>Cutting class or leaving the school building without permission</b>	<ul style="list-style-type: none"> <li>• Cutting class: <ul style="list-style-type: none"> <li>- Up to Three days of after school/office detention</li> <li>- Make up the class after school with the teacher</li> </ul> </li> <li>• Leaving the building: <ul style="list-style-type: none"> <li>- Suspension –1-3 day</li> <li>- Conference with student, parent/ guardian and administration</li> </ul> </li> <li>• Assignment designed by the administrator regarding dealing with stress and making appropriate choices.</li> </ul>
<b>Severe willful defiance/ disobedience/ insubordination toward a staff member</b>	<ul style="list-style-type: none"> <li>• Depending on severity—suspension 1-5 days</li> <li>• Conference with student, parent/guardian, teacher and administration.</li> <li>• Referral to the Guidance Counselor.</li> </ul>
<b>Severely endangering the safety of others (IE: throwing objects)</b>	<ul style="list-style-type: none"> <li>• Depending on severity—suspension 1-5 days</li> <li>• Conference with student, parent/guardian, teacher and administration.</li> <li>• Referral to the Guidance Counselor..</li> </ul>
<b>Utilizing electronic devices during the school day.</b>	<ul style="list-style-type: none"> <li>• Confiscation of object by administration</li> <li>• Review of policy and warning</li> <li>• Parent/guardian notification</li> <li>• After school/office detention 1 – 2 days</li> <li>• Object released to parent</li> </ul>
<b>Severe violation of bus rules while being transported to and from school, athletic events or field trips.</b>	<ul style="list-style-type: none"> <li>• 1-3 Day suspension</li> <li>• Possible police notification</li> <li>• Possible fine for parents</li> </ul>

Infraction	Consequence—Dependent on severity
Falsifying alarm	<ul style="list-style-type: none"> <li>• 1-3 Day suspension</li> <li>• Possible police notification</li> <li>• Possible fine for parents</li> </ul>
Stealing	<ul style="list-style-type: none"> <li>• 1-3 day Suspension, possible Police contact</li> </ul>
Phone use in school	<p><b>1st Offense-</b> Warning –phone sent to the main office</p> <p><b>2nd Offense-</b> Phone sent to the main office, parent must pick up the phone at the end of the day</p> <p><b>3rd Offense-</b> Phone sent to the main office, parent must pick up the phone at the end of the day and the student will serve an afterschool detention</p> <p><b>4th Offense-</b> Phone sent to the main office, parent must pick up the phone at the end of the day and the student will serve a suspension</p>
Inappropriate use of technology	<p>Revoked use of technology privileges</p> <p><b>1st Offense-</b> 1-3 day Lunch Detention</p> <p><b>2nd Offense-</b> 1-3 day Detention</p> <p><b>3rd Offense-</b> 1-3 day Suspension</p> <p>Possible police notification</p>
Intentional or Neglectful Chromebook Damage	<ul style="list-style-type: none"> <li>• Parent/guardian paying for repairs or replacement and</li> <li>• Lunch Detention</li> <li>• Detention</li> </ul>
Weapons/exploding devices	<ul style="list-style-type: none"> <li>• 1-5 day Suspension</li> <li>• Possible police notification</li> </ul>
Chewing gum	<p><b>1st Offense-</b> Warning</p> <p><b>2nd Offense-</b> Lunch detention</p> <p><b>3rd Offense-</b> Detention</p>
Inappropriate physical contact	<p>Depending on Severity</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Lunch detention</li> <li>• Detention</li> <li>• Referral to guidance</li> <li>• Suspension</li> </ul>

Extortion/gambling	<ul style="list-style-type: none"> <li>• 1-2 Suspension</li> <li>• Possible police notification</li> <li>• Possible referral to Superintendent and Board of Education</li> </ul>
Creating or designing inappropriate or offensive drawings/pictures or designs	<p><b>1st Offense</b>-Lunch Detention</p> <p><b>2nd Offense</b>-Detention</p> <p><b>3rd Offense</b>-Suspension</p> <p>Loss of Technology Privileges</p>
Threats of Violence	<ul style="list-style-type: none"> <li>• Referral to the Threat Assessment Team</li> <li>• Detention</li> <li>• Suspension</li> <li>• Psychological Clearance</li> </ul>
Vandalism	<ul style="list-style-type: none"> <li>• 1-3 day Detention</li> <li>• 1-3 day Suspension</li> <li>• Possible fine</li> <li>• Possible police notification</li> </ul>