

HERITAGE MIDDLE SCHOOL STUDENT HANDBOOK

2024 - 2025



**20 Foxcroft Drive
Livingston, New Jersey 07039
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Website:

www.livingston.org/heritage



This agenda belongs to:

NAME:

GRADE/ TEAM:

HOMEROOM TEACHER:



DAILY ROTATION CALENDAR

2024-2025

SEPTEMBER

	2	A ³	B ⁴	C ⁵	A ⁶
B ⁹	C ¹⁰	A ¹¹	B ¹²	C ¹³	
A ¹⁶	B ¹⁷	C ¹⁸	A ¹⁹	B ²⁰	
C ²³	A ²⁴	B ²⁵	C ²⁶	A ²⁷	
B ³⁰					

OCTOBER

	C ¹	A ²	3	4	
B ⁷	C ⁸	A ⁹	B ¹⁰	C ¹¹	
14	A ¹⁵	B ¹⁶	C ¹⁷	A ¹⁸	
B ²¹	C ²²	A ²³	B ²⁴	C ²⁵	
A ²⁸	B ²⁹	C ³⁰	A ³¹		

NOVEMBER

					1
B ⁴	C ⁵	A ⁶	7	8	
B ¹¹	C ¹²	A ¹³	B ¹⁴	C ¹⁵	
A ¹⁸	B ¹⁹	C ²⁰	A ²¹	B ²²	
C ²⁵	A ²⁶	B ²⁷	28	29	

DECEMBER

C ²	A ³	B ⁴	C ⁵	A ⁶	
B ⁹	C ¹⁰	A ¹¹	B ¹²	C ¹³	
A ¹⁶	B ¹⁷	C ¹⁸	A ¹⁹	B ²⁰	
23	24	25	26	27	
30	31				

JANUARY

		1	C ²	A ³	
B ⁶	C ⁷	A ⁸	B ⁹	C ¹⁰	
A ¹³	B ¹⁴	C ¹⁵	A ¹⁶	B ¹⁷	
20	C ²¹	A ²²	B ²³	C ²⁴	
A ²⁷	B ²⁸	29	C ³⁰	A ³¹	

FEBRUARY

B ³	C ⁴	A ⁵	B ⁶	C ⁷	
A ¹⁰	B ¹¹	C ¹²	A ¹³	B ¹⁴	
17	18	19	A ²⁰	B ²¹	
C ²⁴	A ²⁵	B ²⁶	C ²⁷	A ²⁸	

MARCH

B ³	C ⁴	A ⁵	B ⁶	C ⁷	
A ¹⁰	B ¹¹	C ¹²	A ¹³	B ¹⁴	
C ¹⁷	A ¹⁸	B ¹⁹	C ²⁰	A ²¹	
B ²⁴	C ²⁵	A ²⁶	B ²⁷	C ²⁸	
31					

APRIL

	A ¹	B ²	C ³	A ⁴	
B ⁷	C ⁸	A ⁹	B ¹⁰	C ¹¹	
14	15	16	17	18	
A ²¹	B ²²	C ²³	A ²⁴	B ²⁵	
C ²⁸	A ²⁹	B ³⁰			

MAY

			C ¹	A ²	
B ⁵	C ⁶	A ⁷	B ⁸	C ⁹	
A ¹²	B ¹³	C ¹⁴	A ¹⁵	B ¹⁶	
C ¹⁹	A ²⁰	B ²¹	C ²²	A ²³	
26	B ²⁷	C ²⁸	A ²⁹	B ³⁰	

JUNE

C ²	A ³	B ⁴	C ⁵	A ⁶	
B ⁹	C ¹⁰	A ¹¹	B ¹²	C ¹³	
A ¹⁶	B ¹⁷	C ¹⁸	A ¹⁹	B ²⁰	
B ²³	C ²⁴	25	26	27	

	7th Grade	8th Grade
	Hom base 8:20 - 8:28	
1	8:31 - 9:13 Core 1	8:31 - 9:13 Core 1 Cycle PE
2	9:16 - 9:58 Core 2	9:16 - 9:58 Core 1 Cycle PE
3	10:01 - 10:43 Core 3	10:01 - 10:43 Core 1 Cycle PE
4	10:46 - 11:26 Lunch	10:46 - 11:26 Lunch
5	11:29 - 12:11 Core 4	11:29 - 12:11 Core 2
6	12:14 - 12:54 Enrichment ext	12:14 - 12:54 Lunch
7	12:57 - 1:39 Core 5 Cycle PE	12:57 - 1:39 Core 3
8	1:42 - 2:24 Core 5 Cycle PE	1:42 - 2:24 Core 4
9	2:27 - 3:09 Core 5 Cycle PE	2:27 - 3:09 Core 5

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	Hom base 8:20 - 8:28	
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Heritage Middle School



Daily Schedule

	Per.	Rm #	Teacher	Class
	HR			
	1			
	2			
A	3			
	4			
	5			
	6			
	7			
	8			
	9			



Daily Schedule

	Per.	Rm #	Teacher	Class
	HR			
	2			
	3			
B	1			
	4			
	5			
	6			
	8			
	9			
	7			



Daily Schedule

	Per.	Rm #	Teacher	Class
	HR			
	3			
	1			
C	2			
	4			
	5			
	6			
	9			
	7			
	8			



ATTENDANCE POLICY

Absences, Late Arrivals and Early Dismissals

Students are expected to attend school every day that school is in session. Absences and tardies impact the education of both the missing student as well as all other students in the class. When teachers are required to remediate for absent students, it diminishes learning time for the rest of the class. Livingston Public Schools places a high emphasis on student attendance to ensure that all children meet state mandated criteria and to hold the expectation that every student will attend every day to assure maximum progress. **Board of Education Attendance Regulation #5200 states: A student must be in attendance a minimum of 90% of the school year in order to receive credit.** As such, a student absent more than **18 days of school** shall be subject to penalties up to and including retention. (BOE Policy #5200)

Participation in co-curricular activities is a privilege. A student must attend classes regularly in order to be eligible to participate in these activities. **A student must be in school for at least 4 hours and 30 minutes in order to participate in extracurricular and evening activities.** All student absences, with the exception of those resulting from field trips, school activities, court appearances, administrative prerogative or exclusion and religious observances as defined by the state will be applied against the attendance requirements set forth by the Board of Education. Any questions or special circumstances regarding this should be directed to Mr. Kelly or Mr. Espinoza for review and approval.



Attendance Chart for School Absences

UNDOCUMENTED	DOCUMENTED	ADMINISTRATIVELY EXCUSED (NONCHARGEABLE)
<p>The following items will be marked as undocumented, and therefore count toward the retention threshold of 19 absences.</p> <ul style="list-style-type: none"> -No note provided -Note not approved by administration -No note from doctor for 3+ consecutive days for illness -Truancy 	<p>The following items will be marked as Unexcused Verified and will count toward the retention threshold of 19 absences.</p> <ul style="list-style-type: none"> Illness for 1-2 days as documented by parent Illness for 3+ consecutive days as documented by a physician Family Illness Written parental permission as approved by the administration 	<p>The following items must be documented and will be listed on the attendance record for the student, but do not count against attendance:</p> <ul style="list-style-type: none"> -Administrative exclusion or prerogative -Suspension -Court Appearance -Religious observance as documented by the parent and approved by State Guidelines -Death in the immediate family -Educational opportunities as approved by the administration -School-sponsored field trips -School-provided Home Instruction
<p>Consequences for Undocumented Absences:</p> <p><u>1-4 undocumented absences:</u> Administration will contact the parent to develop an action plan.</p> <p><u>5-9 undocumented absences:</u> Administration will contact the parent to review/revise the action plan.</p> <p><u>10+ undocumented absences:</u> The cumulative absences will</p>	<p>Consequences for Documented Absences:</p> <p>90% requirement for attendance, a student absent more than eighteen (18) days of school, regardless of whether the days are considered excused absences or unexcused absences, shall be subject to sanctions up to and including retention.</p>	<p>Consequences for Excused (Non-Chargeable) Absences:</p> <p>There are no consequences for Non-Chargeable Absences. The administration, however, reserves the right to deny field trips and extraordinary opportunity requests if the student does not have an exemplary attendance record.</p>



be considered truancy and referred to the court system.		
CONSEQUENCES FOR TOTAL ABSENCES: After 10 total chargeable absences, the parent will speak with the building administration regarding the frequency of absences. After 12 total chargeable absences, the parent will be requested to meet with building administration to develop an attendance plan/contract.		The absences listed in this column are not applied toward the attendance requirements for either class or daily attendance as stated in the Code of Conduct.

Makeup Opportunities after an Absence

When a student is absent, it is the student’s responsibility to obtain make-up assignments, complete them, and submit them to teachers in a timely manner in the interest of maintaining pace with the class. **Students who miss 1-2 days should submit make-up work within two days upon their return to school, or as arranged with the teacher. Any student who is absent for 3 or more days should submit make-up work within one week upon his/her return to school. If a student is absent for three or more days due to an extended illness, parents may request make-up work.**

Procedure for Requesting Homework

A student must be absent at least three consecutive days in order to request missed homework assignments. Parents should call the school counseling office at 973-535-8000 ext. 8095 to make such requests. For absences of fewer than three days, students are advised to visit the teacher webpage for daily homework assignments.

Entering the Building before School

For safety reasons, we ask that students try to arrive before 8:10 AM in order to be prepared for homeroom which begins at 8:20 AM. School is open with coverage at 7:30



AM for students participating in morning activities. Students may enter school early for breakfast, intramurals, for use of the Media Center, to receive extra help with written permission from a teacher or to attend a disciplinary obligation. Students in 7th grade will report to the auditorium; students in 8th grade will report to the cafeteria upon entering the building.

Staying After School for Activities and Events

The school day ends at 3:09 PM. Students may not stay after school unless they are participating in a supervised co-curricular activity, athletic program, getting extra help from a teacher, serving an extended detention or waiting in a supervised area. Students not participating in any after school activities are expected to be picked up, take a bus or leave the school grounds upon dismissal. Students attending after school athletic events are expected to stay in the gym or athletic fields during the event. Late buses are available Tuesday, Wednesday and Thursday when school is in session and leave Heritage at 4:00 PM. Only students who are approved bus riders and involved in an approved activity are allowed to ride the late bus.

Cell Phones/Communication Devices/Phone Usage

The phone in the School Counseling Office may only be used during non-instructional time; before or after school and for school-related purposes only. To use the phone in the counseling office, students must present a pass from a staff member to any office personnel. **At all times, the use of cell phones is prohibited: they are to be kept in a student's hall locker and remain powered off.**

Students may not text or call parents to pick them up early from school. Please see Early Dismissals for more information. If a cell phone is seen or rings during the school day, it will be confiscated from the student and brought to the main office where it will be held until the end of the school day. If there is a pattern established by a student with the use of their cell phone, a parent will be asked to pick the phone up in the office. In addition, violations of these expectations may result in a disciplinary action by the administration.



Camera-equipped cellular phones or similar devices may not be used by students as cameras during the school day within the school building, on school grounds, on school buses, in locker rooms or bathrooms. This expectation also applies to the use of cameras that are on district-provided electronic devices. **The transmitting, storing or sharing of inappropriate photographs on cellular phones or other wireless communication devices may constitute criminal behavior which will be reported to the proper authorities.** (BOE Policy #5516)

Dress Code

The Livingston Public Schools recognize that each student's mode of dress and grooming is a reflection of that student's personal style and individual preferences. The Livingston Public Schools will impose its judgment on students and parents/ legal guardians only when a student's dress and grooming are a distraction to other students' ability to learn through violence or drug-related references, inappropriately exposing their bodies, or affecting the educational program of the school. Students should be able to dress with current fashion trends, but in a respectful and school-appropriate manner. These standards extend to all gender identities.

The following dress code expectations apply to all students at Heritage Middle School:

- Clothing that is distracting or sexually revealing is not to be worn to school.
- Clothing that could cause damage to any student or school property is not to be worn.
- Slogans, patches, and emblems that are obscene or suggestive, depict drugs/alcohol, or promote gangs or violence are not permitted in school or at any school-sponsored activity.
- Hats, hoods and any headwear that are not for the purpose of religious observance may not be worn during the school day unless a student receives administrative permission to do so.



- AirPods and headphones are not permitted to be worn unless academically necessary, with permission of a teacher.
- Proper and safe footwear are required at all times. Students are discouraged from wearing flip-flops to school.
- A change of clothing must be worn in the gym and/or on the athletic field at the middle school level. Clothing worn while actively participating in physical education class is not to be worn in the classroom in schools where lockers are available.
- Should students report to school in clothing which does not conform to the Dress Code, school staff will review the circumstances and determine the measures to be taken to properly address the violation.

These measures may include:

- A request made to change into appropriate school attire made by school administration.
- Parent/legal guardian being contacted to bring a change of clothes to school.
- School may provide a change of clothes. (T-shirts/Shorts)
- Parent/legal guardian student conference.
- Detention for repeated violations.

Hall Passes

Hall passes, signed by a teacher or staff member, are necessary in the following instances:

- Entering the building before the entry bell unless going to the cafeteria for early breakfast, extracurricular clubs, intramurals or to use the Media Center.
- Going to a locker, the lavatory, media center, or another classroom during the school day. (Students must also use the class sign out sheet both when leaving and returning to class.)
- An appointment in the main office, assistant principal's office, non-emergent nurse visits, or school counseling office.
- **FOR ALL OCCASIONS**, students must notify their teacher **before** going to the area for which they have a pass. Students who do not follow this rule are subject to disciplinary action.



Leaving Messages and Items for Students

Classroom disruptions interfere with teaching and learning therefore, the office staff will not interrupt a class to deliver messages or belongings to students unless it is an absolute emergency. Parents should drop off any messages or items for students in the main office. Students can pick these items up during their lunch period. There are two crates in the front office, one for the 7th grade and one for the 8th grade. Students know to come during their lunch to retrieve their belongings. We urge all parents to keep drop-offs to a minimum.

Lockers (Hallway and Gym)

Lockers are considered the property of the Livingston Board of Education and its schools. The school administration has the right to inspect any locker when reasonable grounds for a search exist. Parents or guardians should discourage their children from bringing expensive or fragile objects to school. **School personnel and the school district are not responsible for any damages, theft, or loss of personal possessions and property.** Each student is assigned a hall locker and lock. The student will be charged \$5.00 for a lost lock. Only school-issued locks are permitted on lockers. Students must learn their lock combination and not share it with anyone. Lockers are to be closed quietly and kept locked at all times. Lockers cannot be shared between students.

Anyone using a locker other than their own may lose locker privileges. Students are held responsible for any damage to their lockers by being assessed repair or replacement costs. Students are to keep their lockers clean and neat. Items may not be pasted or taped to the lockers. Anyone tampering with another person's locker will be subject to disciplinary action which may include police involvement.

Lost and Found

Items lost in the locker room or gym areas will be kept in the lost and found bins in the gym offices. Please see the physical



education teachers for lost items. All other misplaced items are kept in the cafeteria, except items of value, which are kept in the main office. At various intervals during the school year, the general lost and found is cleaned out. Found items should be taken to the office as soon as possible.

Lunches

Menus with prices are posted in the cafeteria and are published on the school website. For the occasional forgotten lunch or lunch money, the office will issue a lunch pass for which free soup/crackers may be obtained.

Celebrations (parties) are not permitted. Food and refreshments may not be delivered to the cafeteria during lunch periods. Pomptonian is the district's food management company. They can be reached at **ext. 8051 or ext. 8889.**

Heritage Middle School follows the Livingston School District's nutrition policies to ensure that our food selections are healthy. We also enforce the district's policy on Anaphylaxis to Food and Other Substances (#5331) to ensure the safety of all children. We encourage healthy and safe choices for all students. With allergies throughout the school, it is best for students NOT to share their food items with other students. Students should also be cautious about sharing lotions, creams, cleansers or sprays with other students. Young people may not know what reaction they may have to any of these substances.

Textbooks and School Equipment

Students may use a backpack or drawstring bag to carry their belongings during the school day. Books, equipment and materials that are assigned or loaned to students are expected to be cared for in a responsible manner. Textbooks must be covered and returned after use with a minimum of wear. Fines will be levied up to the replacement cost of any damaged or lost textbook or materials and school report cards may be withheld pending payment. Many of our textbooks have online access. Any requests for additional texts for home use should be made in writing to either Assistant Principal, through the teachers, school counselors or through CST members.



Transportation

Bicycles

Students are permitted to ride their bikes to school and may store them with a self-supplied lock using the school's bike racks. Local ordinance requires students to wear helmets when riding bikes.

Bus Passes

Only students with bus passes may ride the bus. These passes must be carried and shown when requested. Lost or destroyed passes (up to 3) will be replaced upon receipt of a note from home and \$1.00. Bus students may get a temporary pass from the office (maximum of one per month). Students who lend or borrow bus passes will have their permission to ride the bus suspended. **Students may only ride on the buses to which they have been assigned. Parents may not give their student a note that they are allowed to go home with a friend on another bus.**

Bus Rules

The Livingston School District has established the following rules to safeguard students and to allow buses to operate efficiently. All students must abide by the following rules:

1. Report to their assigned bus stop several minutes before the scheduled arrival time.
2. Drivers have been instructed to accept and drop off students only at assigned stops.
3. Observe the property rights of all neighbors walking to or from the bus stop.
4. Wait on the sidewalk or the edge of the lane, a safe distance from the bus, until it comes to a full stop.
5. Students who must cross the roadway to reach their destination shall cross in front of the stopped bus after the driver verifies that warning lamps are operating and indicates that conditions are safe to cross.
6. Board the bus without pushing or crowding and be seated quickly in their assigned seats.
7. Remain seated while the bus is moving and keep their books, lunches, book bags, instruments, and hands in their seat area.



8. Students assigned to buses equipped with seatbelts are required by law to fasten them. Failure to do so can result in immediate loss of bus privileges.
9. Keep arms, hands, and other parts of their body inside the bus. Throwing any objects out of the school bus windows will be grounds for immediate suspension of bus privileges.
10. Fighting, profanity, threats, weapons, laser pointers, drugs and smoking are strictly forbidden on the bus.
11. Talk should be in conversational tones and should not become boisterous, loud or obscene/offensive.
12. No food, snacks, or chewing gum is allowed on the bus.
13. Deposit trash and waste paper in the waste container at the front of the bus. Keep your bus clean!
14. Avoid large key chains or dangling objects to allow for unimpeded boarding and departing.
15. Do not tamper with any parts of the bus or bus equipment. If any seats are damaged, the cost of repair may be charged to the student assigned to that seat.
16. Remain quietly seated and await instructions from the driver in the event of an emergency. Students may be instructed to leave the bus and wait at a safe distance. Students are to fully participate in bus evacuation drills.
17. Cooperate with the driver and behave in a respectful manner at all times.

If a disciplinary problem should occur on a bus in the afternoon and the problem is such that, in the judgment of the driver, it is unsafe to proceed, the driver may return to school to seek immediate administrative assistance. Bus drivers are instructed to report any infractions to the school principal/ designee. Should a student be reported to the administration for violation of the aforementioned rules, disciplinary action will be taken that may include the loss of bus privileges or other consequences appropriate to the situation.

Vending Machines

Vending machines are for student use when remaining after school for activities and events. **Students may not use vending machines during the school day except when being used in the cafeteria during lunch.** Students MAY NOT carry or eat food in the halls or classrooms.



II. ACADEMIC DEPARTMENTS AND PROGRAMS OF STUDY

Academic Integrity

At Heritage Middle School it is understood that genuine academic and personal achievements presuppose academic and personal integrity. No matter how much pressure there is to achieve academic and personal achievements, one must never betray oneself or others by giving into that pressure and compromising one's integrity by cheating, plagiarizing or stealing. Students may never misrepresent the truth in order to obtain special privileges or grades.

Defining Cheating, Plagiarism, Forgery and Unauthorized Use of Technology

- Cheating, plagiarism, forgery and unauthorized computer use is strictly prohibited.
- Cheating includes, but is not limited to; the non-authorized use of books, notes, crib sheets, copying from other students, inappropriate use of electronic devices to store or retrieve information, exchanging information in any form, and obtaining copies of examinations illegally.
- Plagiarism is defined as stealing or use without acknowledgement of the ideas, words, formulas, textual materials, on-line services, computer programs, etc. of another person as one's own.

Consequences for Cheating, Plagiarism, Forgery and Unauthorized Use of Technology:

- Student may receive a zero in that assignment/assessment
- A written assignment researching the consequences of cheating may be assigned.
- Other consequences can be given depending upon the situation.



Enrichment

At Heritage Middle School, enrichment periods have been created to accommodate specific programs in Music, Art, Family Consumer Science, Business Applications and Technology and to extend and encourage student growth in literacy. Students who do not participate in a course during the Enrichment Period are expected to read for the majority of the period and will be permitted some portion of the period to complete independent work. Research on adolescent literacy emphasizes that students significantly increase their literacy and comprehension skills when they are simply engaged in reading. Students are expected to come into an enrichment period with an outside book, not a textbook. Students with a pass may use this period to get additional help from teachers. Enrichment may also be used for research in the Media Center. Special education teachers use the Enrichment period to give additional support to students on an as-needed basis.

For 2024–2025, the Enrichment periods are:

8th grade enrichment is 4th period

7th grade enrichment is 6th period

Enriched Classes

Enrichment periods have been created to accommodate specific programs in Music, Art, Family Consumer Science, Business Applications, and Technology. Due to overwhelming interest in these courses, a lottery system is implemented to determine enrollment. Thus, students are asked to carefully consider whether they would like to participate in these programs. If a student no longer wishes to participate in an enriched class, the procedures below must be followed in order to drop the course:

- The request to drop a course should only occur after much thought and consultation have taken place.
- The change must be requested by a parent using the online schedule change form. On this form, the reason for requesting the change must be stated.
- Approval of all schedule changes is at administrative discretion.



- All schedule change requests must be received by **November 11, 2024**. No schedule changes will be made after this date.

Grades and Progress Reports

Report cards will be available through the PARENT PORTAL on the dates indicated in the chart below. Middle school students receive traditional letter grades for all core curriculum, cycle, elective and health/physical education courses. **Grades for all assessments will be available on line through the PARENT PORTAL. Students and their parents can access and monitor their academic progress throughout the year.**

GRADING SYSTEM

A	93-100	I	Incomplete
A-	90-92.99	N	No Grade
B+	87-89.99	N/C	No Credit
B	83-86.99	P	Passing
B-	80-82.99	S	Satisfactory
C+	77-79.99	U	Unsatisfactory
C	73-76.99	WP	Withdrawn Passing
C-	70-72.99	WF	Withdrawn Failing
D+	67-69.99	X	Medical Excuse
D	63-66.99	Z	Exempt
D-	60-62.99		
F	59 and below		



The grading system includes pluses and minuses to more accurately report a student's achievement (Note: the highest grade attainable is an "A").

SCHOOL COUNSELING

Heritage Middle School's Counseling Program includes individual and group activities designed to help students benefit from the opportunities and experiences offered in and outside school. Our primary purpose is to help students help themselves. The homebase advisor, team teachers and the school counselors can provide a network of support to guide students through their middle years at Heritage. School counselors remain with their students from the time they enter Heritage until they complete middle school and transition into LHS. School counselors meet every week with the teams of their students to ensure that students' needs are being met and information that the teachers may need to know is disseminated.

The School Counseling Department assists students in working through problems, issues and concerns that center around school, career information, educational planning, and interpersonal relationships. During personal conferences, the counselor assists students in identifying their strengths and weak points by discussing the student's performance in school, self-management and organization skills, and overall adjustment to middle school. The process involves guiding students through problem solving and solution finding.

Students may make an appointment with their counselor by coming to the counseling office either before morning homebase or immediately after school. Parents may arrange a conference with a counselor by contacting the School Counseling Secretary, Mrs. Lisa Appello, during school hours at **535-8000, Ext. 8095.**

HOMEWORK/ ACADEMIC SUPPORT

Homework plays a vital role in developing good work habits and reinforcing learning. Completing homework regularly



and assuming ownership of one's own learning are a part of a student's responsibility. Students are expected to use this agenda/ student planner for recording assignments and planning long-range tests and projects. Parents can support their child's development of responsibility and self-management skills by checking their child's agenda often. All assignments, assessments and projects are posted on individual teacher websites through the Heritage homepage. We encourage parents to check this frequently, but direct your child to check and download any information they need from their teacher's website.

Students who observe religious holidays that preclude studying and/or doing homework should request deferments from their teacher(s). Heritage Middle School follows the NJDOE list of Religious Holidays. The necessary considerations to accommodate the needs of these students will be available to them. (BOE Policy # 8810)

Guidelines regarding the extent to which homework will be included in calculating a student's marking period grade appropriate to the grade, course and level will be disseminated by each teacher at the beginning of the course. Homework may account for up to, but no more than, 15% of a student's marking period grade in any course. Homework must be submitted on time in order to be eligible for full credit. Requiring a student to get his/her parent's signature on an assessment does not count as a homework grade.

Homework grades will be posted on a weekly basis by the close of business on the Tuesday following the week being reflected in the grade book, if not earlier.

As responsible learners, it is important for students to seek support and help from teachers if they are having difficulty in any subject. Teachers are available during the Enrichment period, after school from 3:09-3:35 PM, or in the morning before school as agreed upon between the student and teacher for clarification and support. Students need to secure a pass to meet teachers in the morning before school. School counselors can also be of help to students who are having difficulty with their work. They



also host study skill groups to assist students with organization and management of homework.

Library/Media Center

The Library Media Center (LMC) is open to all students for research, reading, quiet study and book exchange. Students have 24/7 remote access to a variety of electronic research databases from the HMS Library homepage at www.hmslibrary.info. The research databases are listed under the 'Electronic Databases' tab. The general log-in is: **"heritagems"** and the general password is: **"eagles"**. There are some exceptions; please see or e-mail our Media Specialist, Mrs. Susan Tannler for more information.

Additionally, students are welcome in the LMC before school (M-F from 7:45 AM) and during their lunch period. Check the daily bulletin and listen to the morning announcements for changes to the schedule.

Students must have a pass to enter and use the library. Materials circulate for two weeks and fines are charged for overdue books (\$0.05/day).

Additional information about the LMC, its electronic resources, the library calendar, research tools and helpful links can be found on the library homepage at: www.hmslibrary.info.

Student Health Services

Nurse: (973) 535-8000, ext. 8145
Health Forms available at
www.livingston.org/heritage

A registered school nurse is on duty to administer first aid, conduct health screenings, administer medications and provide assistance to students who are ill and to provide information to assist students in maintaining wellness or in managing chronic and short term illnesses. Students who need to visit the nurse must have a pass from the classroom teacher. If a student requires medication during the school



day, the nurse must have on file written permission from the parent and the physician. A student is only permitted to self-administer medication for asthma or potentially life-threatening illnesses and permission for self-administration must be provided.

IV. DISCIPLINE POLICIES AND PROCEDURES

STATEMENT AND PHILOSOPHY **“Students Taking Responsibility”**

Every student is entitled to a quality education within an environment that promotes respect, courtesy, responsibility and pride. School discipline should protect and nurture the physical, social, mental, and emotional growth of its youth. As each student progresses through the middle school years, greater levels of self-control and commitment to the school community are expected. Discipline policies and procedures serve to direct behavior and yet encourage personal effort extended toward self-direction. The following democratic principles and goals guide the administration of the middle school discipline policies and procedures at all levels and in all cases:

- All students have dignity and worth.
- All students have the capacity to learn cooperation and respect for self and others.
- All students should understand the policies that affect them, and be provided opportunities for individual growth and change while considering the welfare of the school community.
- Parents perform a participatory role with that of the school and its staff in preparing young adolescents for productive and fulfilling lives.

The goals of Heritage Middle School’s student discipline process are:

- To maintain a positive, safe learning environment for all students while providing support for those students who interfere with this process.
- To provide support and intervention structures for students who, for various reasons, demonstrate behaviors in conflict with the school community’s



expectation that all students be courteous, respectful, and responsible.

- To utilize support and intervention structures designed to work *with* students and teachers in developing a caring community where mutual problem solving and interdependence are emphasized and modeled.

Heritage Middle School Student Expectations

LANCER³

Jr. Lancers are...

Respectful- *of myself, others, and my environment*

- I will not make inappropriate or negative comments about others since words can be hurtful.
- I will respect my classroom by caring for materials and furniture as if it were my own.
- I will respect our school environment by picking up trash that I drop.
- I will turn in lost items I find to the main office for the rightful owner to claim.
- I will respect my teachers and classmates by following the classroom rules.
- I will respect all staff members by following their directions.
- I will thoughtfully choose appropriate words so as not to offend or make others uncomfortable.
- I will always be an upstander for others.
- I will be accepting of others.
- I will help maintain the safety of our school and will not bring anything to school that can cause harm to others.
- I will have a positive attitude about my education and will not disrupt the learning of others.
- I will wear school appropriate attire.

Responsible- *for my actions*

- My device will be used responsibly and for school work unless otherwise permitted by an adult.
- I will be ready to learn when the school day begins and my phone and airpods will be put away until the end of the day.
- I will be on time for each of my classes.



- I will be prepared with the materials needed for each class.
- I will follow the class procedures for entering and exiting the classroom.
- I will be responsible for completing my own assignments with integrity.
- I will advocate for myself and ask for extra help when needed.
- I will maintain appropriate behavior at all times and will keep my hands and feet to myself.
- If I witness a wrongful incident I will confidentially report it to a trusted adult.

Reflective- *about experiences, which allows me to be the best version of myself*

- I will take ownership of the mistakes I make.
- If I hurt another person, I will be accountable and will listen and learn from them.
- I will practice resilience in the face of adversity.
- I commit to self improvement.
- I will celebrate and reflect on my successes and also learn from my mistakes.
- I will use good communication and be willing to compromise to resolve conflicts
- I will strive to reach my educational goals.
- When faced with an issue, I will consider possible solutions to make good decisions.
- I will be mindful to find the positive moments throughout my day.

DISCIPLINE PROCESS AND PROCEDURES

The expectation is that the classroom teacher will address minor disciplinary infractions. If there is a negative behavioral pattern evidenced by a student, the teacher should discuss that within the team setting and take advice from the team leader and other members of the team to best address the situation. If an issue needs further attention or the pattern continues, the assistant principal can get involved in resolving the issue. Serious discipline matters could require the intervention of the principal.

School counselors frequently can convey insight and direction to teachers or Team Leaders concerning student's behavior or



attitudes. Please inform them of any situation that may impact on your child's academic progress or behavior. Their input is invaluable in helping develop the most appropriate response especially with serious behavioral patterns. Teachers, school counselors and the administration will make every effort to ensure that behavior and attitude issues are addressed promptly and effectively. Our goal is to ensure that every child has the support and strategies that are necessary to be an independent, responsible learner.

Classroom/Central Detentions

If a student is assigned an after school teacher detention, a one day notice is given so that students can make transportation arrangements. It is the student's responsibility to make the teacher aware of any special problems. For frequent lack of homework completion/academic issues or excessive misbehavior, an AM central detention or PM central detention may be assigned by the school administration. Students who are assigned AM central detentions are to report at 7:45 AM on the day or days assigned. Students who are late to detention will not be given credit for that day's detention. Students assigned a PM central detention report directly to the detention room from 3:09-4:00 PM. Teachers can assign personal detentions for missing homework assignments. Academic detentions from the administration may be given if homework remains a chronic problem (i.e., 3 or more missing assignments).

Saturday Detentions

Students who do not report to an assigned detention may be assigned additional detentions. Continued failure to report to assigned detentions can result in further disciplinary action, including Saturday detention. Saturday detentions may be assigned to students who have been assigned multiple academic or behavioral detentions. Students who are assigned Saturday detentions will be provided reporting information prior to the detention.

Suspensions

IN-SCHOOL

In-School Suspension is served during the school day. The student will report to the reflection room. ISS is a consequence given in order to allow students to continue to have access to counseling services during the suspension or from situations that require removal from a classroom setting but does not



require removal from our school. School work will be delivered to the student by their classroom teachers throughout the day.

OUT-OF SCHOOL

Out-of School Suspension is recognized as the most severe form of disciplinary action with the exception of expulsion. A student should only be removed from the instructional program when the student has materially and substantially interfered with the maintenance of good order, or removal is necessary to protect the physical safety or emotional well-being of students and/or staff.

The assistant principal will contact the student's teachers in order to collect work that the student will miss during their suspension. The work will be available to be picked-up in the counseling office by a parent/guardian.

During the period of OSS, a student shall not be on or near the school campus or attend co-curricular school activities. A student who chooses to ignore this portion of the consequence will be subject to further disciplinary action including but not limited to arrest for criminal trespass.

The re-admittance conference must be held in order for the student to return to classes. This conference will be held with the student, parent/guardian, counselor, assistant principal and principal. This conference will be set-up at the time of the suspension.

RESTITUTION

Students may be required to make restitution to the school district or to individuals. Such restitution may include, but not limited to financial reimbursement, apologies, or school service. For further information about fines, refer to BOE Policy #5513.

POLICE IN SCHOOL

Police may enter the school if asked by school officials, if they suspect a crime has been committed or have a warrant for search or arrest. If a student is questioned by the police, school officials must see that all questioning takes place privately, in the presence of the principal or his/her designee. If the officer



has a juvenile complaint or warrant, the principal shall request that the questioning be delayed, if possible, until the parents/guardians can be present. If the officer refuses, the principal must attempt to have the parents informed immediately, and shall remain with the pupil during questioning. (BOE POLICY # 5145.11)

DISCIPLINARY APPEALS PROCESS

It is best at this age for students to make an attempt to resolve detention and disciplinary issues themselves. If there are additional concerns, parents may contact a school administrator. The following is the appropriate sequence of contact to make an appeal:

1. The teacher/staff member who originally assigned the penalty, consequence or action.
2. The student's Assistant Principal.
3. The Principal
4. Superintendent of Schools
5. The Board of Education

Please refer to the District Code of Conduct for the appeals procedure for suspension.

BULLYING/ HARASSMENT OF STUDENTS

Each school is committed to creating an environment in which students are free from bullying. Students are strongly encouraged to report incidents to the school administration. The school administrator will take appropriate steps to respond quickly and decisively to student reports of bullying.

Students may use the Complaint of Bullying Form to report incidents of bullying. Copies of the Bullying Complaint Form are located in the school counseling department and main office. All teachers also have copies of this form.

Cyber-bullying

Cyber-bullying is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:



1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

“School district owned, operated, or supervised technologies” is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

Sexual Discrimination and Harassment of Students

The Board of Education prohibits acts of sexual harassment and discrimination. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment and discrimination, 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 environment; and, since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment and discrimination.

All incidents of sexual harassment or discrimination should be reported to the principal immediately.

HARASSMENT, INTIMIDATION AND BULLYING

New regulations that enhance existing laws for the prevention of harassment, intimidation and bullying are in place for the 2023 - 2024 school year. Please note that any revisions made to NJ



Statute or LBOE Policy will supersede information contained herein.

The legal definition and the major changes in the law are listed below. A parent-and student-friendly question and answer section can be found below.

Legal definition - “Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus or off school grounds as provided for in section 16 of P.L 2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in a reasonable fear of physical or emotional harm to his person or damage to his property;
- has the effect of insulting or demeaning any student or group of students; or
- creates a hostile educational environment for the student by interfering with a student’s education d) or by severely or pervasively causing physical or emotional harm to the student.

Changes made to meet the requirements of the new regulations:

- ❖ A District Anti-Bullying Coordinator has been designated.
- ❖ Each school will have an Anti-Bullying Specialist and School Safety Team.
- ❖ Bullying incidents that occur off school grounds will be investigated if they disrupt or



interfere with the orderly operation of the school.

- ❖ Any adult or student who witnesses an incidence of harassment, intimidation or bullying must report the incident to the Principal that same day.
- ❖ The Principal must inform the parents of all students involved in an incident of harassment, intimidation or bullying. Information should include the nature of the incident, what evidence was found, if consequences were imposed, and if services were provided to address the incident.
- ❖ Parents have the right to appeal any decision made regarding an incident of harassment, intimidation and bullying to the Principal, the Superintendent and the Board of Education in that order.
- ❖ The State will assess how effective Livingston Public School has implemented a system to prevent harassment, intimidation and bullying and the results will be posted on the district website.

**ALL SCHOOLS WILL HAVE A CULTURE
WHERE BULLYING IS NOT TOLERATED**

Note: The use of the word “bullying” will refer to all acts of harassment, intimidation and bullying.

Bullying will not be tolerated in any school, on school buses, during any school activities, on the way to or from school or at any other time that affects the operation of the school. To make this possible, the district has developed a system for reporting and responding to instances of harassment, intimidation and bullying.

