

HILLSBOROUGH MIDDLE SCHOOL
260 TRIANGLE ROAD
HILLSBOROUGH, NJ 08844

STUDENT/PARENT
HANDBOOK

2020-21



Nationally recognized Blue Ribbon School of Excellence
Awarded 1996

WELCOME TO HILLSBOROUGH MIDDLE SCHOOL

Welcome to the Hillsborough Middle School! We hope this year will be one in which your child will take an active role in his/her education. We also hope the time your child spends here will be rewarding and enjoyable.

The Middle School is a great place to learn and grow. We have a dedicated staff that is truly concerned about children. We provide an excellent academic program which involves each child as an active participant, and we offer a wide variety of extracurricular activities that need your input and support.

The Hillsborough Middle School is your school. We are a school that takes pride in our program, our staff, and our students. We hope you learn to share this pride and take the opportunity to become involved in all we have to offer. It will be a most memorable experience.

Share in the adventure of learning and have a great year.

Joseph Trybulski, Ed.D.
Principal

*Will you teach me how to sail,
through space upon a comet's tail?*

*Will you teach me how to fly,
to sail the skies on wings untried?*

*Will you teach me how to soar,
to see things never seen before?*

*But most importantly of all,
will you teach me how to fall?*

Will you teach me how to cry, to release feelings deep inside?

Will you teach me how to laugh and travel off the beaten path?

Will you teach me how to dream, to face the future sight-unseen?

*Will you teach me how to be
the only thing I can be...*

ME!

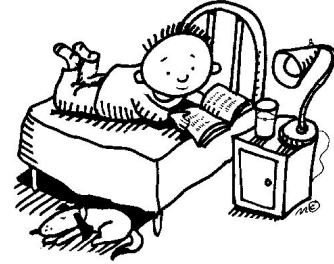


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[Hillsborough Board of Education](#)

HILLSBOROUGH MIDDLE SCHOOL CONTACT

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 John Ciccarone, Vice-Principal
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Social Media: <https://www.facebook.com/HillsboroughMiddleSchool>
https://www.instagram.com/hillsborough_middle_school



HILLSBOROUGH TOWNSHIP PUBLIC SCHOOLS

MISSION STATEMENT

Children are the messengers we send to a time we will never see and to a future we cannot adequately describe. Thus, it is the mission of Hillsborough Township Public Schools that all students achieve the New Jersey Core Curriculum Content Standards by providing an education adapted to the times, to the capacity, and to the condition of each child so that all children may maximize their potential and become contributing members of society.

PHILOSOPHY

Hillsborough Township Public Schools are responsible for the education of all children in the district. In order to fulfill this responsibility, our actions and conduct reflect the following basic beliefs and values:

We believe that education is...

- The means by which society perpetuates its culture, morals, and aesthetics.
- A birthright which empowers children to become socially conscious and self-reflective adults capable of achieving their optimal quality of life.
- The process and product of interconnected learning experiences.
- An active partnership which includes students, family, school faculty and administration, members of the Board of Education, local businesses, civic organizations, and the community-at-large.
- A life-long pursuit of understandings which allow an individual to achieve personal satisfaction and become a valuable contributor to society.

We value...

- The uniqueness of every individual.
- An educational program which maximizes the potential for human greatness.
- An educational climate in which all people of different races, genders, nationalities, religions, lifestyles, backgrounds, and capacities are welcomed.
- Each student's right and responsibility to be an active participant in his or her education.
- The relationship among teachers, students, and parents as co-creators of the learning process.
- Evolving research, theory, and collaboration as fundamental to our professional practices and direction.

POLICIES OF THE HILLSBOROUGH BOARD OF EDUCATION



*“The best teacher helps me to more than answer the questions.
The best teacher encourages me to question the answers.”*

ACADEMIC INFORMATION



PROGRAM OF STUDIES

<u>Subject</u>	<u>Marking Periods</u>
Literacy (Reading & Writing)	4
Social Studies	4
Math	4
Science	4
Physical Education/ Health	4
World Language *	4
Industrial Technology	1
Family & Consumer Science	1
Art	1
Music	1

*All 7th and 8th grade students will study a world language (Chinese, French, German, Italian, or Spanish) of their choice for two years unless they are involved in a resource center or other support class.

TEAMS

At Hillsborough Middle School student life is centered around interdisciplinary teams of teachers for literacy, math, science, and social studies. A special education teacher serves each team as a learning specialist supporting students in their academic work both in and out of class. The team structure is central to a middle school design providing common planning time for your child's teachers that improves communication and collaboration among the core academic subjects and serves as a time when core teachers are available for parent conferencing throughout the year. Students will eat lunch as a team and will generally attend many of their off-team classes (world language, physical education, and related arts) with students from their team.

HOMEROOM

Upon arrival at school in the morning, students may go to their lockers and then report to their homeroom. Homeroom begins promptly at 8:30 AM. See the "Tardiness" section of this handbook for consequences of being late to school/homeroom. The salute to the flag and daily attendance are conducted at this time. Announcements also occur during homeroom informing students of school and community news, as well as upcoming events.

PLEDGE OF ALLEGIANCE

Public schools are required by New Jersey Law to conduct the Pledge of Allegiance on a daily basis and for all present to show respect for the flag of the United States of America. If a student wishes to conscientiously abstain from the pledge, he or she must remain silent and refrain from other activities while the pledge is recited.

BELL SCHEDULE

Buses Arrive	8:20
Homeroom	8:30 - 8:39
Period 1	8:42 - 9:22
Period 2	9:25 - 10:05
Period 3	10:08 - 10:48
Period 4	10:51 - 11:31
Period 5	11:34 - 12:14
Period 6	12:17 - 12:57
Period 7	1:00 - 1:40
Period 8	1:43 - 2:23
Period 9	2:26 - 3:06
Buses Depart	3:15

NOTE: Lunch periods are 4, 5, and 6. During a two-hour delay schedule the Middle School hours will be 10:30 – 3:06 p.m. A one item lunch will be served on these days. Also NO LUNCH will be served on designated half-days such as parent-teacher conferences and designated end of the year half days when school dismisses at 12:30 p.m.

HALF DAY BELL SCHEDULE

Homeroom	8:30 - 8:36
Period 1	8:39 - 9:02
Period 2	9:05 - 9:28
Period 3	9:31 - 9:54
Period 4	9:57 - 10:20
Period 5	10:23 - 10:46
Period 6	10:49 - 11:12
Period 7	11:15 - 11:38
Period 8	11:41 - 12:04
Period 9	12:07 - 12:30

DELAYED OPENING & EMERGENCY SCHOOL CLOSING

In the event of severe weather or other emergency conditions, special announcements will be immediately posted on Channel 27 (the local cable access channel for the Board of Education) and on the district website: www.htps.us. Messages will also be sent via the district's School Messenger system. When schools are closed for emergencies, all student activities scheduled for morning, afternoon and evening will be cancelled unless otherwise announced.

DELAYED OPENING TIMES AND INFORMATION

Middle School hours during a delayed opening: 10:30 a.m. - 3:06 p.m. When a delayed opening is called, school begins two hours later than usual, and buses will pick up students approximately two hours after their normal pick up time. Students are to be at their assigned bus stops two hours later than normal. A one item lunch will be served on these days. Please note that during delayed openings the middle school bus routes are the second to last ones to run. As a result there may be additional delays due to the weather. All decisions for delayed openings are made by the Superintendent of Schools, not the transportation office or the school. Please refer to local news stations, Channel 27, or the district website for closing information. Do not call the school.

TWO HOUR DELAY SCHEDULE

TIME	DELAY SCHEDULE - A	DELAY SCHEDULE - B
10:30 - 10:39	HR	HR
10:42 - 11:23	4	4
11:26 - 12:07	5	5
12:10 - 12:51	6	6
12:54 - 1:35	7	1
1:38 - 2:19	8	2
2:22 - 3:06	9	3

GRADING SYSTEM

<u>Grade</u>	<u>Numerical Value</u>	<u>Interpretation</u>
A+	97 – 100	Outstanding. The pupil consistently demonstrates outstanding comprehension of the subject.
A	93 – 96	
A-	90 – 92	
B+	87 – 89	Good. The pupil has acquired a comprehensive knowledge of the subject and demonstrates marked ability to interpret it.
B	83 – 86	
B-	80 - 82	
C+	77 – 79	Satisfactory. The pupil shows acceptable understanding and proficiency in the content of the subject.
C	73 – 76	
C-	70 – 72	
D	65 – 69	Minimal Proficiency. The pupil lacks understanding in some important areas of the subject.
F	64 or below	Non-Proficient. The pupil has failed to demonstrate a level of proficiency in the subject in accordance with state and local standards.

A grade of “incomplete” (I) will be given if any work or examinations have not been completed before the close of the marking period. All “incomplete” grades must be made up within the following marking period or the grade is automatically recorded as an “F.”

Honor Roll

Students earning grades of 80 or higher in all courses (with no incomplete grades) will have achieved the honor roll for that marking period. Students earning grades of 90 or higher in all courses (with no incomplete grades) will have achieved the high honor roll for that marking period.

Report Cards

Report cards are generated at the end of each quarter – approximately every nine weeks – in November, February, April, and June. All grades on report cards are letter grades. Students and parents may view grade reports online via the [GENESIS parent portal](https://parents.htps.us) (<https://parents.htps.us>) utilizing a confidential login and password. Parents may contact the HMS Guidance Office for assistance in accessing the GENESIS student information system or to request a print copy of the grade report.

HOMEWORK

Good homework is an extension of a class period, providing practice and reinforcement of skills. Homework is assigned on an as needed basis, not as a matter of routine. Assignments take into account the nature of the class activity, the grade level and the ability of the student. Out-of-class work is assigned to reinforce and extend classroom instruction, to open new avenues of thought, and to help develop self-discipline and skills in working independently.

General standards of acceptability...

- 1. All assignments are to be in class on the day they are due. All assignments are to be fully completed.**
- 2. All assignments are to be neat and legible.**

In addition, each academic team establishes specific standards with regard to format, procedures, and acceptability.

Generally, students might expect an average of 60-90 minutes of work per night. There will be times when many more minutes of homework a night are required than the average. This is especially true for the higher level courses in mathematics and reading. Certain research projects will also require additional time for work at home. Students will need to manage extracurricular schedules to ensure the priority of school projects.

It is the responsibility of each student to keep track of his/her daily and long range homework assignments. We encourage each student to develop positive routines to keep track and manage all of their assignments. Students who need extra assistance in this area may contact their counselor to help them develop a specific system of keeping track of their homework assignments. Each teacher will will maintain a Course Page in Genesis for the posting of assignments and resources for class. At home, parents are encouraged to ensure that students have a dedicated work space with proper lighting, comfortable seating and necessary supplies to support productivity completing school assignments.

Planning a trip during school time?

If it is necessary for a family to vacation or travel during the regular school year, please notify and gain permission from the building principal prior to informing the attendance officer. It will be the student's responsibility to pursue any makeup work and/or tests upon return to school. It is not possible for teachers to

provide assignments in advance nor re-create learning experiences for students who are absent for extended periods due to family travel during the school year. Students may track assignment postings on line during their absence. Be sure to review the HMS attendance policy (pages 18-20), as vacations will count as part of your child's cumulative absences from school.

MAKE-UP OF MISSED WORK

Students who are absent from school are entitled to make up any assignments or work which were assigned during the absence. Typically, students will be given one day for each day absent to complete assignments. In extenuating circumstances, the student and the teacher are to agree upon a reasonable time for make-up work. The following are guidelines to abide by:

- If an agreement cannot be easily reached, the precise deadlines for making-up this work can be arranged between the parent, teacher, and the student's guidance counselor.
- If present on the day prior to a test, the student is expected to take the test on the first day of his/her return to school.
- All incomplete work is to be completed within two weeks of the close of the marking period; Loss of credit for incomplete or missing assignments will factor negatively in the final marking period grade.
- Students are not entitled to make-up opportunities as a result of cutting class or truancy.

Extra Help

If a student is having difficulty in any subject, it is that student's responsibility to seek extra help and make arrangements with his/her classroom teacher to meet after school hours or during lunch/study support sessions. School counselors are here to assist students and parents as well. Students receiving extra help prior to the start of the regular school day must arrange for transportation to school and have a pass if meeting with a teacher prior to 7:45 am..

TEXTBOOKS/CHROMEBOOKS

All textbooks and Chromebooks are the property of the Hillsborough Township Board of Education and are loaned to students for use during the school year. Students are expected to provide reasonable care and protection for all books and equipment on loan. With regard to Chromebooks, while some components are covered under the manufacturer's warranty, that warranty does not cover damage to the device due to mishandling, loss or theft. Insurance may be purchased on the device through the school district. Details on the Chromebook protection plan will be made available to students and parents at the start of the school year and must be purchased by the date designated for coverage to be in effect for that academic term. At the close of the school year, all textbooks, Chromebooks and any ancillary materials on loan must be returned in proper condition.

FINES

If a book/device is lost or damaged at any point in the year, the relevant cost of repair or replacement will be assessed and applied to the student account. Such fines should be cleared as soon as possible. Outstanding fines will result in restricted access to online resources via the Genesis parent/student portal and/or potential referral to a collection agency if not resolved in a timely manner.

LIBRARY MEDIA CENTER & TECH HUB



Library Media Center Staff

Ms. Hilda Williams, Librarian

Ms. Mary Ellen Wilson, Computer Resource Teacher

Ms. Carla Giachero, Computer Resource Teacher

LMC HOURS: 7:45 a.m. - 3:15 p.m.

One of the finest features of the Hillsborough Middle School is our excellent Library Media Center stocked with over 19,000 titles, and other non-print materials including databases and reference & fiction ebooks. You are encouraged to use the LMC for reading, research, or other use of the wide variety of materials.

Visiting the Library/Media Center (LMC)

Students may visit the LMC during their lunch/study period or during team periods with permission from their teacher. While in the LMC with a teacher or on a pass, you are responsible for the posted LMC expectations. The librarian will discipline any infraction of the posted expectations.

Circulation of Library Materials

Students may borrow fiction, and-fiction books, and most non-fiction books for four weeks. Reference books and magazines may be borrowed overnight. Students are limited to five borrowed items in their possession at any one time, unless the librarian gives prior permission. Materials should be returned on time and in the same condition as when borrowed. Any damage to materials found upon their return will result in a fine placed against the student.

Overdue LMC Materials

Overdue notices will be emailed to students who keep materials past the due date. Overdue materials result in the student's loss of borrowing privileges. A letter is sent to the parent(s) or guardian if a book is overdue for over a month. All books and materials must be returned or replacement cost paid for in order for a student to continue their access to Genesis to view his/her grades.

Lost LMC Materials

Students are responsible for the replacement cost of any lost LMC materials. A student's access to Genesis to view his/her grades will be withheld until lost materials are found or the replacement cost is paid.

COMPUTER AND INTERNET USAGE

Access to Hillsborough Township Public Schools Network facilities is a privilege not a right; therefore, students will be permitted to use these resources upon submission of the Acceptable Use Policy agreement form signed by the student and parent or guardian of minors at grades 3, 5, 7, and 9, and upon entry to the school district. The signed Acceptable Use Policy form will be kept on file as a legal binding document. The smooth operation of the computing environment relies upon the responsible use of the network and requires adherence to ethical and legal use of this resource. Failure to comply with the agreement for acceptable use may result in the

student's loss of access to network resources as well as other disciplinary and legal actions. Some examples of unacceptable use include, but are not limited to:

- Unauthorized access to restricted files, directories or information.
- Attempts to gain access to restricted files, directories or information.
- Deliberate attempts to crash or obstruct another's use of a system or network.
- Intentional activities around the computer that result in damage to computers, software, or information.
- Installation or copying of any unauthorized software on any district computer.
- Sending, receiving, displaying, or printing offensive or inappropriate text, pictures, audio, or video.
- Transmitting or posting any material in violation of local, state, or federal law including copyrighted material, and threatening or obscene materials.
- Using another's account and/or password.
- Sharing of one's account and/or password.
- Commercial or illegal use of the HTPS Network.
- Accessing materials which the administration considers inappropriate.
- Attempting to bypass system filters and monitors to gain access to content normally not allowed.
- Revealing a personal address, phone number, photo, or other personal material to anyone unless supervised by appropriate school personnel.

The best rule of thumb is to limit the use of technology in school to your topic of research and refrain from searching personal interests or social media.

GENERAL INFORMATION



ARRIVAL/EARLY MORNING SUPERVISION

Students typically arrive at 8:20 a.m. However, HMS offers early morning supervision from 7:45 a.m. until 8:20 a.m.. Some school activities and extra help sessions may also run prior to the start of the school day. Early morning supervision is held in our main cafeteria and, through our food services, breakfast items are available for purchase at this time. Any student having an appointment with a teacher or wishing to work in the media center, must have a signed pass. Students arriving between 7:45 and 8:20 without a pass will be required to enter the main building and proceed directly to the Main Cafeteria where they will be supervised until 8:20 a.m. Students without passes will not be permitted to enter the building prior to 7:45 a.m., regardless of weather/temperature conditions as there is no supervision available before that time.

PARKING LOT ACCESS - Student Drop-off & Pick-up

In the interest of safety for our staff and students, vehicular traffic is restricted in the driveway around the perimeter of the school when buses are loading and unloading students. There is a designated drop-off/ pick-up zone in the main lot to be used when buses are present between the hours of 8:05 – 8:30 a.m. and 2:50 – 3:15 p.m., however, space is limited. If the drop off area is full, vehicles must move into the lot and park. DO NOT stop vehicles in the driveway, entryway or drive lanes. DO NOT block incoming traffic at ANY TIME. During the restriction times (8:05-8:30 am and 2:50-3:15 pm), vehicles for drop-off or pick-up should follow the

directions of HMS personnel directing traffic, move quickly through the drop-off zone or parking lot spaces and exit slowly out along Cardinal Lane to Farm Road. Left turns out of the lot onto Triangle Road are prohibited during morning and afternoon rush hours. The use of Cardinal Lane to Farm Road is a much safer route. Parents are encouraged to use the school transportation system on a regular basis. When necessary to drive your child to/from school, please make every effort to drop-off prior to 8:00 am or pick-up after 3:15 pm to avoid traffic congestion and school buses.

EARLY DISMISSAL

- **No student may leave grounds early without being signed out via the main office** Please be aware that the safety and well being of our students is our main concern. Therefore, we sincerely ask that parents and students, when signing out early, abide by the following:
- Parents, send a signed note specifying the early dismissal time. Please do not call the office unless the early dismissal is the result of an unforeseen emergency.
- Students are to bring this note to the office during homeroom where they will be given a pass to hand to the classroom teacher at the appropriate early dismissal time. This minimizes class disruptions and facilitates a prompt dismissal.
- Students: Present your early dismissal pass to your teacher (preferably at the beginning of class) and meet your parent at the main office ready for dismissal.
- Parents: Please do NOT send anyone without written permission to pick up your child. In emergency cases where someone else will be picking up your child, it is best to provide a note explaining the circumstance and a telephone number at which you can be quickly reached for verification. Individuals that may be called upon to pick up your child should be included on your emergency form.
- Be cognizant of our dismissal time in order to avoid conflict with bus traffic.

E-MAIL

Students in grades 5-12 will be issued a Hillsborough email account for educational communications within district and to enable access to Hillsborough's Google Apps, document management, and digital resources. All Hillsborough email communications via any student or staff [https.us](https://us.hillsboroughschools.org) account may be monitored and reviewed by school administration and are to be used in accordance with the HTPS acceptable use policy at all times.

LOCKERS

Each student will be issued a hall locker for books, coats, etc. Students may personalize the interior of their lockers with removable, school-appropriate items; however, it is their responsibility to keep it neat and clean inside and out. No permanent decorations, items that will leave a sticky residue or lasting mark, or inappropriate posts are permitted. Decorations to the exterior of lockers are not permitted. Defacing any school locker will result in an administrative action and the compulsory consequence will include a fine for repairs. Periodically, the school may require a locker clean out in which all students must participate.

During physical education class students will be expected to change clothes. Lockers are available for temporary use by each student during the class period when students are in the gym. Students must provide their own padlocks for use in securing personal belongings in the locker room during the PE periods and then remove the locks and their belongings at the end of the period. Students are requested not to bring large sums

of money, expensive items such as jewelry or electronics, credit cards, etc. to school. The school can assume no responsibility in case of loss or theft.

Students, please remember that your hall locker combination should not be shared with anyone - even your best friend. We also suggest that you do not “pre-set” your combination- everyone knows this trick. Take the extra few seconds to make sure your locker is properly locked so that your items are secured. It is the student’s responsibility to report to their homeroom teacher any mechanical problems with their locker which might make it vulnerable to theft. These lockers are the property of the Board of Education and are issued to the student on a loan basis. School authorities will fulfill their responsibility to search lockers as needed to ensure the wellbeing of our school.

All lockers are to be emptied and cleaned out for summer vacation. It is the student’s responsibility to bring all of his/her items home. Any articles that are left behind will be collected by the custodial staff and donated to a charity or discarded.

STUDENT SCHEDULES

All students, regardless of general or special educational needs, are placed according to their designated program of studies and/or IEP that includes appropriate course levels and related services. Every effort is made to balance class sizes across all courses while meeting the program needs of all students. The school does not accept requests for or against specific teams or teachers nor with regard to the order of courses during the day. No such requests will be accepted nor given consideration in student scheduling.

TELEPHONE USE

During class, if a student needs to place a call, he or she must report to the main office or guidance office with a signed pass from a teacher. Once in the office, the student may receive permission to use an office phone or his/her cell phone to place the appropriate calls. If a student is ill, he or she must report to the school nurse in the health office prior to placing any calls home.

In the event of an **emergency**, parents/guardians may contact a student by calling the main office at 908-431-6600. Incoming calls for students are screened for practical and security reasons. Please understand that we interrupt classroom activities as little as possible.

While personal cell phones provide a valuable communication link between parents and children outside of the school day, they are often a source of distraction during school activities and increasing research suggests that excessive connection to social media, electronic gaming and online communications can be detrimental to healthy adolescent development. Therefore, cell phones are to be turned off and kept stored in the student’s locker or otherwise secure and out of sight during the school day between 8:30 a.m. - 3:06 p.m.. Cell phones or other personal smart devices that can be used for texting, calling, video/audio recording, gaming or internet access are prohibited from use during the school day unless otherwise directed by a teacher or school official for specific purposes under their supervision. (*See also Electronic Devices/Cell Phones p. 37.*)

DROPPING OFF ITEMS FOR STUDENT PICK UP

Once in a while, a student may forget an item at home which you may want to drop off at school. While the

office has reserved counter space for such items, the student is responsible for checking the office for the item between classes. Regardless of whether or not the student called home for something to be brought in, the item is his or her responsibility. This includes lunch money, as well as co-curricular or sporting equipment. Students will not be called from class.

GRIEVANCE PROCEDURES

The Board of Education wishes to resolve student/staff/school problems within the school structure. Such resolutions benefit all parties and serve as a positive growing experience.

The normal contact channel for a student to present his/her grievance is: Teacher, Guidance Counselor, the Vice-Principal, the Principal.

Any student may appeal the decision made at the school level to the Superintendent, and may appeal the decision made by the Superintendent, to the Board of Education. Actions of the Board of Education may be appealed to the Commissioner of Education which then may in turn be appealed to the State Board of Education. Decisions of the State board may be appealed to the Appellate Division of the Superior Court of New Jersey.

IDENTIFICATION CARDS

Students will be issued ID cards within the first month of school. They are expected to have these cards with them each day that they come to school. The student ID card will serve as the library card for borrowing materials. The ID cards will also be utilized for the prepayment (debit card) services for purchasing lunch in our cafeteria. Students should also have ID cards when attending any school activity and to gain admission to all school dances. Replacement of lost or stolen ID cards will cost \$5.00. Students should report to the Guidance Office to obtain a new or replacement ID card.

LOST AND FOUND

Lost items found in the school or on the bus should be turned in at the school office where a lost and found service is maintained. Students who have lost items should check in our two Lost and Found locations, the Main Office and the Guidance Office, before school, after school, or during lunch periods. Periodically the lost and found is cleaned out and unclaimed items are donated to charity or discarded. Parents are welcome to check our lost and found at any time. Placing your child's name on his/her items will be helpful in returning lost items.

THEFT

Students are responsible for all personal items at all times. Students are encouraged to place all personal items in a secure and locked location especially during Physical Education class. If unable to do so, students should speak to their teacher or vice-principal regarding other options for safekeeping of their belongings. Students are requested not to bring large sums of money, expensive items such as jewelry, electronics, handbags, credit cards, or other personal items which are subject to theft to school. The school can assume no responsibility in case of loss or theft. If it is absolutely necessary to bring money or an item of value to school, the student may request it to be secured in the main office.

SCHOOL SECURITY

The Middle School has a security system that includes a camera monitoring system at all entrances as well as within the school. As necessary, the system is reviewed to provide information regarding safety and security. Any video obtained from the system is the property of Hillsborough Township Public Schools and will only be released to outside parties as legally necessary. All exterior doors are locked during regular school hours, 8:30 a.m. – 3:06 p.m., and visitors must signal the office to be admitted.

DISCUSSIONS WITH/ QUESTIONING OF STUDENTS BY SCHOOL OFFICIALS

From time to time, any student may be called down to the office during the school day for a variety of reasons. Being called to your Vice-Principal's or Principal's office does not necessarily mean that you are "in trouble". Our school administrators are dedicated to all aspects of student life which include discussing options or ideas, resolving conflicts, and investigating incidents which may affect the positive, safe climate of our school. The well being of all students and staff is our utmost priority. Students who are called to the office are expected to report immediately and directly. They are expected to engage in discussion openly and honestly. Students are always encouraged to share these encounters, as well as all school experiences, open and honestly with their parents. If the occasion warrants, the student's parent will be contacted by the school administration as well.

QUESTIONING OF STUDENTS BY LAW ENFORCEMENT OFFICIALS

The Board of Education accepts the responsibility for students in the Hillsborough Township schools during regular school hours. For this reason, no member of a law enforcement agency will be permitted to interview a student on school premises without the authorization of the building principal or his designee. The interview must be authorized by the student's parent or guardian. Whenever the principal or designee has determined that any law enforcement agency has a legitimate purpose for interviewing one of our students, the parents shall be contacted and offered the opportunity to be present during the interview. The student's parents or guardians may authorize the principal or his designee to be present at the interview in their place to protect the student's interest. In all cases the parents/guardians will be informed of the reasons for the questioning, their legal rights, and the procedural aspects which will be followed. No student shall be released to the police without proper warrant.

A School Resource Officer (SRO) is a member of the Hillsborough Police Department, not an employee of the Board of Education. At times, the assigned SRO, who is usually housed at the high school, will be at our school or on our school property. Students may initiate contact with the SRO without parental permission. We encourage our students to become familiar with our SRO, and to see him or her as another adult resource who can help them through these growing years. However, any initiation of contact for investigative purposes by the SRO will fall under the above guidelines and require parental notification.

VISITORS

All visitors must report to the school office upon entering the building. All visitors must have permission from the office to visit any part of our building. All visitors must wear the proper visitor pass while in the building. Students are not permitted to bring visitors to school. Individual requests from interested parents are welcomed; however, such requests to visit must be cleared through the principal's office at least one day in advance.

PHOTOGRAPHING STUDENTS

Photographs for such purposes as new media coverage of school activities, other than those open to the public, must be cleared by the building principal who will follow proper procedural channels with the district superintendent. Parents/guardians must sign consent that their child's photograph be taken or used for school district and/or outside publication.

WORKING PAPERS

Working papers may be obtained through the guidance office at HMS. However, Hillsborough High School is the location of our approved issuing officer. It is necessary to have parental/ guardian permission, proof of age (your birth certificate, baptismal papers, passport, etc.), a physical by your doctor, and demonstrate that you have promise of employment (employer's signature) in order to complete your working papers. Prior to filing your papers at HHS, the HMS Principal must sign your completed form. If you need further information regarding working papers, please contact our guidance department.

LUNCH/STUDY

Students receive a 20 minute lunch period followed by, or preceded by, 20 minutes of study hall in their homerooms. During the study portion, students have an opportunity to visit lockers, meet with teachers or guidance counselors, and prepare for their afternoon classes.

Our food services are provided by Sodexo Education. Monthly menus are posted on our website. Students may pay for lunch in cash. However, all students are provided with a point-of-service (POS) electronic debit account for purchasing lunches that is activated with the use of their student ID cards. Deposits into the POS account (cash or check w/ student's name on it) can be given to the cashier during lunch or delivered to the main office during homeroom/before school. Deposits delivered to the office should be in a sealed envelope labeled clearly as LUNCH-POS along with the student's name. Make checks payable to Hillsborough Board of Education. Students and parents are expected to keep track of the available funds and replenish the account regularly. The account balance does appear to the cashier at the time of each purchase, and the cashiers will do their best to remind students anytime the account is approaching the last \$2-3.

Parents are strongly advised to place a minimum of \$5.00 in each child's account for emergencies when your child forgets to bring cash. It is expected that every student will either use the POS system regularly or have emergency funds on the account. If you choose not to use the system, please understand that the office does not lend funds to students who forget lunch money. Parents may also sign up for a [Mealtime Online](#) account that will enable you to view account balances as well as information regarding student purchases. For more information visit our website and look under the "services" tab for the link to "food services."

Daily Lunch - \$3.00 * Value Meal - \$2.65 * Chef Specialty Entrees - \$4.00 * A la Carte - \$3.00 * Sides - \$1

SCHOOL-HOME COMMUNICATION

<https://hms.htps.us>

Important notices regarding school events will be posted to the HMS website as well as communicated via email and morning announcements (which are also posted on our website) throughout the year. In addition, the Genesis Parent/Student Portal will provide vital links to classroom resources, assignments, and tracking of academic progress over the course of each marking period. It is important for students and parents to periodically check in with each other with regard to upcoming events and communications sent home from school, posted to our website, or sent via email in addition to discussing activities that occur in school on a regular basis.

Although a time for parent conferences is designated in November, we encourage you to contact your child's teachers or guidance counselor at any time you have a concern or question about your child's progress at school. **We strongly encourage you to make a list of all your teachers' names and email addresses, and keep it handy. We welcome both parents and students to contact us at any time.** A parent conference with individual teachers or team can be arranged at any time during the school year. Your child's guidance counselor will be happy to assist you in arranging a conference with teachers or any of our resource personnel at school.

HMS embraces the use of technology and continues our efforts in "going green" by reducing the amount of paper copies used. When appropriate, school-home communications, especially those on a large scale, will be accomplished electronically via School Messenger, e-mail or our school website.

GENESIS TEACHER GRADEBOOK & STUDENT INFORMATION SYSTEM

Hillsborough Public Schools uses the [GENESIS student information system](https://parents.htps.us/genesis) that includes a secure online parent portal accessible at parents.htps.us/genesis. With the use of individualized log-ins and passwords, students and parents can review their student demographic data, attendance records, current schedules, course pages and grades for all assignments, as well as update important contact information. For assistance in accessing your child's student information online, contact the HMS Guidance Office.

SCHOOL MESSENGER SYSTEM

Hillsborough schools use the School Messenger system to provide direct communications to parents' or guardian's' home phone, work phone, cell phone, and email address. The system is used for distribution of special announcements, reminders to share general information relevant to the school community as well as to provide vital updates in the event of school closings or other emergencies. The Instant Alert system is integrated with out Genesis Student Information System which means the systems will automatically update based on your child's current enrollment for each school. It is important, however, for families to maintain accurate and current contact information by directly accessing the Genesis Parent Portal to review/update this information whenever there is a change in your phone numbers or email address. You are able to add secondary numbers and email addresses to provide the schools with multiple ways to reach you.

THE HOME AND SCHOOL ASSOCIATION

Two very important groups that support and enhance our program are our Home and School Association and our District Life Skills Committee. Both groups offer valuable programs and services to our building. We hope you will take an active part in or support these two essential groups. The HMS Home & School Association Board meets on a monthly basis and conducts general public meetings every other month. Information about the HMS- HSA and their schedule of events for this school year is available on their website which is accessible from the Hillsborough Middle School homepage.

ATTENDANCE ([*Board of Education Policy 5200 - Attendance*](#))

GENERAL PROCEDURES

In order to get the best out of the fine programs at the Middle School it is vital that students attend school consistently and with minimal disruptions. Naturally, there will be occasions when a student cannot attend school due to illness, family emergency, or religious observances. Parents must report student absences or lateness to school prior to the start of the school day by calling the absentee line (908) 431-6600 option 2 for HMS. Please notify us as far in advance as possible if you anticipate the need for an extended period of absence (two or more days). Our attendance office will notify parents via the Instant Alert System (Please see School-Home section of this handbook) of any student absent without reason, and the student will be considered truant until proper notification from the parent/guardian regarding the absence is received. When a student returns to school following an absence, the student should provide a note, signed by a parent/ guardian or doctor's note, explaining the reason and confirming the dates of the absence.

We hope that all of our students can benefit from the entire school year in good health. Should absences be necessary it is important to properly notify the school as student attendance is carefully monitored by our attendance office with the assistance of the Health Office and Vice-Principal's Office. Parents will receive warning letters if there are too many cumulative or consecutive absences over the course of the school year. We will ask for a conference with the student and the parents/guardians should such excessive absenteeism occur. The school may request documentation, including doctor's notes, to confirm absences due to illness. Finally, the school will ask the courts to help, when necessary, to ensure that all students report to school consistently according to the statutes of the state of New Jersey (N.J.S.A. 18A:38-25) and the policies of the Hillsborough Board of Education (BOE policy 5200).

EXCUSED ABSENCES

An absence will be categorized as excused (not truant) for the following reasons:

- Illness (a doctor's note may be required depending on the cumulative number of absences)
- Funeral/Death in the family or other family emergency
- Religious observances pursuant to N.J.S.A. 18A:36-14 through 16.
- Court obligations
- Take Your Child to Work Day or other field educational experiences that are pre-approved by the principal.

- Approved home instruction
- Exemptions as per Individualized Education Plans or other school-approved

CUMULATIVE ABSENCES

A cumulative total of absences, which includes both excused and unexcused, is calculated in order to evaluate each student's attendance.

Upon the 9th cumulative absence from school, a warning letter from the Principal or Principal's designee will be sent to the parent/guardian expressing our concern and reiterating the HMS attendance policy. Dependant upon the time of the school year and the observed pattern of absences, the student may be referred to the Attendance Committee for evaluation and recommendations.

Upon the eighteenth (18th) cumulative absence from school (10% of the academic year) the following actions shall be taken:

- A letter from the principal or principal's designee shall be sent to the parent/guardian mandating a parental conference in conjunction with the school counselor to develop an action plan to address patterns of excessive absences and to ensure pupil return to consistent/regular school attendance.
- The student shall be referred to the Attendance Committee for evaluation and recommendations that may include assistance of outside agencies or the courts. Upon such referrals, the Attendance Committee will assess the student's academic, behavioral, and health needs and may consider the assistance of a school-based or a community-based social and health agency or an alternate educational program.
- The school shall contact DCPD if child abuse or neglect is suspected.
- The school may make a referral to court programs as designated by the NJ Administrative Office of the Courts and/or compel attendance at school in accordance with the statutory and administrative means available, including proceeding to court as per N.J.A.S. 18A:38-25, 18A:38-26, and 18A:38-31.

UNEXCUSED ABSENCES

When absences are unexcused, the school shall make a reasonable attempt to notify the student's parents as soon as possible and investigate the cause of the unexcused absences. Where unexcused absences are deemed an act of truancy on the part of the student, additional consequences will follow as outlined in the Handbook under "Truancy and Tardiness." If necessary, the school will work with parents/guardians to develop an action plan designed to address patterns of unexcused absences and to assist in returning the student to regular attendance at school. Where parental neglect is suspected, a referral to the Division of Youth and Family Services will be made and the school will cooperate fully with law enforcement and other state agencies as appropriate.

For up to four (4) cumulative unexcused absences, the school shall:

- Make a reasonable attempt to notify the student's parents prior to the start of the following day;
- Investigate the cause of the unexcused absence;
- Develop an action plan to address patterns of unexcused absences and to ensure student return to consistent/regular school attendance in conjunction with the parent, school counselor, and vice-principal/principal;
- Refer student to the Attendance/Intervention & Referral Services Committee for evaluation and recommendations that may include assistance of outside agencies or the courts;

- Contact DCPD if abuse or neglect is suspected and cooperate with law enforcement agencies as appropriate.

For between five (5) and nine (9) cumulative unexcused absences, the school shall:

- Make a reasonable attempt to notify the student's parents prior to the start of the following day;
- Investigate the cause of the unexcused absence;
- Evaluate the appropriateness of the action plan, revise the plan if needed, and establish outcomes based upon student needs and necessary interventions in coordination with the Attendance/Intervention & Referral Services Committee and outside agencies as appropriate.

Upon the tenth (10th) cumulative unexcused absence, the school shall:

- Make a mandatory referral to the court program as required by the New Jersey Administrative Office of the Courts;
- Make a reasonable effort to notify the parents/guardians in writing of the mandatory referral;
- Continue to consult with the parents/guardians and any involved agencies to support the student's return to regular attendance and cooperate with law enforcement and other agencies as appropriate;
- Compel attendance at school in accordance with the statutory and administrative means available, including proceeding to court.

CLASS ATTENDANCE

It is the student's responsibility to be at the right class on time. (See GUIDELINES FOR BEHAVIOR for further information regarding cutting classes.)

- Excessive absences from individual class periods will warrant administrative intervention and referral to our Attendance/I&RS Committee. 15 minutes missing from any class due to tardiness, late to school or early dismissal will be considered an absence from that class.(See GUIDELINES FOR BEHAVIOR for further information regarding cutting classes. See ATTENDANCE and STUDENT SERVICES for information regarding our Attendance/I&RS Committee)
- Students in the hall during class time need a pass. (See GUIDELINES FOR BEHAVIOR for further information regarding Misuse of Pass Privilege.)

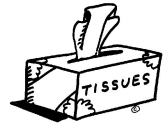
LATE TO SCHOOL/HOMEROOM

All students arriving late to school (after 8:30a.m.) must sign in at the main office.

- A parent should accompany students late to school whenever possible.
- It is highly recommended that a student who is late to school present a note for their file as to the reason for her/his tardiness.
- Only a note from a physician's office verifying a doctor's appointment will be considered excused.
- All other lates will be documented as unexcused and will accrue administrative disciplinary action (For more information regarding Late to School, see Guidelines for Behavior section.)

Late Arrival or Early Dismissal - For more information regarding Late Arrival or Early Dismissal, please refer to the GENERAL INFORMATION section.

HEALTH SERVICES



ILLNESS OR ACCIDENTS IN SCHOOL

If a student is injured or becomes ill during the school day, he/she should ask the teacher for a pass to the health office. He or she must see the nurse when he or she feels ill. If the nurse decides that a student should go home, proper arrangements will be made to release the student to an authorized adult. Students should not call parents without advising the nurse. All calls are to be made from the nurse's office when a student is ill.

MEDICATION

School board policy prohibits students from taking any medication on their own. This policy applies to over-the-counter as well as prescription medication. NOTE: Cough drops, eye drops, nasal sprays, and ointments are considered medication.

In order for medication to be dispensed at school, the following must be completed:

- Medication in its original labeled container **MUST BE** delivered by the parent/guardian to the school nurse.
- Appropriate permission forms **MUST BE** signed by both the parent/guardian and physician prior to any medication being dispensed.
- Students are responsible for reporting to the Health Office at the specified time to receive the medication.
- Students wishing to carry their own inhalers during school or on field trips must file appropriate forms at the health office. Kindly call the Middle School Health Office for further instructions if necessary.

EXCUSE FROM PHYSICAL EDUCATION

In most cases if students are well enough to be in school, they are well enough to participate in physical education classes. We realize there may be an occasion when a student needs to be temporarily excused from physical education. If that is the case, keep in mind the following:

Short Term Medical Excuse

- Temporary exclusion is defined as **ANY** three days per marking period. Requests beyond this must be made by a physician (see Long Term Medical Excuse below).
- The school nurse may request a physician's note to indicate resumption of physical education activities.
- All requests must be dated and include a brief description of the disability.
- Students are to give the note to the nurse during homeroom, and not to the physical education teacher. The nurse will in turn provide a note to the physical education teacher regarding the exclusion.

Long Term Medical Excuse

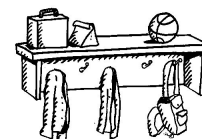
Students requesting extended physical education excuses (more than three days) are required to present a certificate from a physician stating:

- Diagnosis
- Duration of exclusion (Examples: One week, six months, school year) from physical education. It shall be the parent's responsibility to obtain said certificate.

INSURANCE

The school board has purchased student accident medical insurance for all of its students for injuries incurred during the school day and interscholastic sports. This policy is a secondary form of coverage to parents' primary insurance coverage. Claim forms are available through the health office.

STUDENT SERVICES



VICE PRINCIPALS for STUDENT LIFE

Mr. John Ciccarone, Vice Principal for 8th Grade
Mrs. Debra Porowski, Vice Principal for 7th Grade

Your vice principals are a vital resource for you at Hillsborough Middle School. We are dedicated to all of student life and will gladly assist in making your middle school years as happy and successful as possible. While we always welcome parental contact, we encourage students to drop in our offices anytime with ideas, thoughts, concerns or questions. HMS is your school and your community. Join in, have a voice, and share in our HMS pride.

GUIDANCE

Counselors

Ms. Aime Casagrande (Teams 8B, 8D, 8E)
Ms. Sara Hunkeler (Teams 7B, 8A, 7/8C)
Ms. Megan Pierfy (Teams 7A, 7D, 7E)

All students in the Hillsborough Middle School are provided with the services of a guidance counselor. The counselors assist in a variety of areas including orientation, placement and scheduling, testing, reporting student progress, and personal counseling dealing with issues such as: self concept, academic problems, adjustment difficulties, attendance, and peer and adult conflicts. The counselors work closely with the academic teams as consultants. They assist in the delivery of a coordinated student-oriented program.

Students wishing to meet with their counselor should make an appointment and obtain a pass. Parents may contact the guidance office at (908) 431-6600 option 2 for HMS. In addition, students should recognize that the teaching staff, the administrative staff, and the school nurses are also available to assist with concerns and difficulties. Students and parents should not hesitate to seek the assistance of any adult in the school. We are here to help.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program aims to identify and help troubled students develop healthy coping skills, make positive lifestyle choices, and avoid substance abuse problems. Services are also provided for students whose lives have been affected by someone else's use of alcohol or other drugs. The program offers support groups and educational programs, information and referral services, and individual sessions. Participation in the program is confidential.

INTERVENTION & REFERRAL SERVICES (I&RS)

The Intervention & Referral Services (I&RS) Committee is designed to assist students who are experiencing learning, social, behavioral or health issues that are interfering or may potentially interfere with the student's educational progress. The I&RS Committee is an interdisciplinary team which meets weekly throughout the school year. The goal of the committee is to develop strategies and/or interventions to facilitate a more successful academic experience for the student. The Attendance Committee, a subcommittee of I&RS, handles matters of excessive tardiness and absenteeism, as well as truancy. Teachers, counselors, or administrators may refer students to the I&RS Committee. Parents can also access these services by contacting their child's guidance counselor in order to discuss their concerns, or by writing a letter to the committee directly. The I&RS Committee will also assess eligibility for educational program accommodations under Section 504 of the Rehabilitation Act of 1973.

SPECIAL EDUCATION/CHILD STUDY TEAM

Special education services are provided for those students who are determined eligible for classification under the Individuals with Disabilities Education Act (IDEA). Services include, but are not limited to, self-contained classes, resource center classes, in-class resource support, and in-class assistance provided by instructional aides. Specialized programs are available for students who require a more therapeutic environment, as well as for students with multiple disabilities. Appropriate programs and services are reviewed annually during the IEP meeting facilitated by a Child Study Team Case Manager. The Child Study Team (CST) staff includes: psychologist, social worker, and a learning consultant. CST services are available for evaluative purposes to determine if a student is eligible for special education and related services through a referral process.



STUDENT ACTIVITIES

Clubs and related social activities are an integral part of the HMS community. Through such activities, students have the opportunity to explore and develop their special interests and their knowledge in certain areas beyond the classroom. As the needs and interests of the student body demand, the number and variety of clubs and activities may change from year to year. To form something new, students must secure a faculty advisor, administrative approval, and enough interested students.

GENERAL GUIDELINES

Students must be present in school in order to participate in any after school or evening activity. Any student who wishes to participate in a co-curricular activity (i.e., dances, clubs, athletics, intramurals, drama, etc.) must be in attendance for a minimum of four hours on the day of the activity. Students who are suspended from school may not participate in any festivity or activity during the period of school suspension.

It is essential that parents and students understand that participation in all of our evening and extracurricular activities require parental permission. Thus, students are expected to remain at the event for its entire scheduled time unless accompanied by a parent or other authorized escort. Only currently registered Hillsborough Middle School students are allowed to attend these functions. Student attire should be appropriate to the event and must reasonably follow the guidelines of the Hillsborough Middle School Dress Code. Students are expected to maintain all guidelines for conduct and character as they would be expected to throughout the school day.

ACTIVITY PARTICIPATION FEE

There is an annual \$40.00 fee to participate in any of the middle school sports/clubs/activities. Once the activity fee is paid, the student may participate in as many sports/clubs/activities as he/she chooses, schedule permitting, during the respective school year. Families who qualify for free or reduced lunch may be eligible for a waiver of the activity fee.

Student activity fees for clubs/activities are due at the first formal/organizational meeting of the first club/activity the student joins during the academic year - exclusive of any initial interest or informational meeting where students may attend simply to learn about the club prior to joining.

Student activity fees for interscholastic sports, selective performance groups, or competitive academic teams are due at the time of the final determination of the team/squad, after tryouts or auditions, and prior to the first practice/rehearsal.

Payment of fees shall be in the form of a check made payable to the *Hillsborough Township Board of Education* and provided with the Activity Fee Registration Form to the athletic coach or activity advisor. Refunds will not be made for any reason once the team roster has been determined. Refunds will not be made to students who:

- Drop out of a sport/activity before the season has ended.
- Are suspended from a sport/activity because of a rule violation.
- Become academically ineligible.
- Are injured and unable to compete or perform.
- Move out of the district.

CLUBS

Our middle school has a wide variety of extracurricular activities in which we encourage students to participate. Some clubs are open to all students. Others have requirements such as tryouts, auditions, teacher recommendation, or other prerequisites for admission or participation at certain levels.

Information on these and all activities will be posted on our website. Be sure to listen to morning announcements daily in order to hear the most current club happenings. A sample of our clubs include:

Academic Clubs:

Battle of the Books, Debate Team, Robotics, Science Olympiad, Math League

General Clubs (vary from year to year):

Advanced Art Club, Computer Game Club, Home Economics Club, Model Club, Environmental Club, Garden Club, etc.

Performance Clubs:

Drama, Jazz Band, Musical Theater Troupe, Regional Band, Chorale, Shakespeare Society

Publication Clubs:

Newspaper, Yearbook, Student Literary Magazine

Service Clubs:

Future Teachers of America,

PRIDE (Peers Respecting Individual Differences Everyday) promoting anti-bullying

HMS-AWARE promoting anti-smoking/drug education

Student Council - HMS student government

TOPS (Together Our Peers Succeed) promoting school spirit and community service

Sports/Game Intramural Clubs: Basketball Club, Golf Club, Hockey, Rock Climbing, Ski Club, Table Tennis

DANCES

Unless otherwise published, Middle School dances are held in the main cafeteria from 7:00 – 9:00 p.m. Drop off and pick-up via the main entrances only. Please be on time.

- Any student not picked up by 9:15pm will not be allowed to participate in the next scheduled dance for their grade level.
- The school dress code is still in effect during school dances. Please refer to the “Dress Code” section.
- Tickets for many events be purchased in advance by the student who intends to use the ticket. Tickets are not transferable and generally not sold at the door.
- Students must remain inside dances from beginning to end. No one is allowed to leave the school grounds for any reason.
- All students must present his/her I.D. card upon entrance.

MUSIC

Band & Orchestra

Students with an interest in playing a musical instrument have the opportunity to participate in an instrumental lesson/band program under the direction of the instrumental music teachers. Sign-ups and schedules for the various band and string programs will be announced early in September. The band and orchestra perform two concerts each year.

Chorus

Students interested in participating in a choral program, under the direction of our music staff, will have the opportunity to do so. Sign-ups and schedules will be announced early in the school year. The chorus performs two concerts each year

SPORTS

Our interscholastic sports program continues to grow. Students can select from the following sports: **Basketball, Wrestling, Soccer, Field Hockey, Cross Country, Softball and Lacrosse** to represent HMS in interscholastic competition against neighboring middle schools. Information on tryouts and physicals will be available during the year and via the school website under “Athletics.” Candidates for all sports must receive a medical examination prior to the first practice session. This examination shall be conducted within 365 days prior to the first practice session. State policy requires that the physical exams be conducted by the student’s family physician. If the student does not have a family physician, the district will provide the examination. All forms required for this medical exam can be obtained via the school website. All students participating in our athletic program must adhere to the rules and regulations stipulated in the Middle School Athletic Contract signed by the student and his/her parent or guardian. For specific information regarding sports, please contact the Assistant Athletic Director.

STUDENT GOVERNMENT

HMS Student Council

The Hillsborough Middle School Student Council is the official representative body for the students in our middle school. The council is governed by a constitution and a set of by-laws. The council is comprised of officers elected by the student body, general council members, and an executive board appointed by the elected officers and approved by the Council. The Student Council has three main purposes:

- **To be the official representative organization for the student body and promote leadership development and democratic principles**
- **To act as a service organization for the school and community**
- **To coordinate and run social activities for the student body**

The Student Council plans and conducts a variety of school and community activities. The quality and number of yearly activities are dependent on the commitment of the students elected.

Student Council members must have the time to commit to service of the school since the activities of the council take place before and after school. The council also serves as a liaison between students, faculty, and administration.

EMERGENCY MANAGEMENT

Hillsborough Middle School has a comprehensive emergency response plan based on the county-wide [Standard Response Protocol](#) that is reviewed and updated annually in consultation with local emergency response officials and school personnel. Our school maintains a Crisis Management Team that meets regularly throughout the year to discuss current issues with regard to school security and emergency response procedures. These meetings help to maintain our level of preparedness to respond effectively in the event of any crisis impacting the school community. In addition, school personnel have been specially trained alongside Hillsborough Township emergency response personnel to form a Community Emergency Response Team following the guidelines of the U.S. Department of Homeland Security.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS Move away from sight Maintain silence Prepare to Evade or Defend	STAFF Lock interior doors Turn out the lights Move away from sight Do not open the door Maintain silence Prepare to evade or defend
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LOCKOUT! SECURE THE PERIMETER.

STUDENTS Return inside Business as usual	STAFF Bring everyone indoors Lock perimeter doors Increase situational awareness Business as usual Take attendance
---	--

EVACUATE! (To the announced location.)

STUDENTS Bring your phone Leave your stuff behind Follow instructions	STAFF Lead evacuation to location Take attendance Notify if missing, extra or injured students
---	--

SHELTER! (For a hazard using a shelter strategy.)

STUDENTS Hazard Tornado Blizzard Earthquake Tsunami	Safety Strategy Evacuate to shelter area Seal the room Drop, cover and hold Get to high ground	STAFF Lead safety strategy Take attendance
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In the event of an emergency, please DO NOT call the school. Such calls overload our communication system and distract school personnel from attending to the needs of the students and the school. The school will provide information as soon as possible via the school website, Instant Alert system, and to the students directly with regard to the nature of the emergency, our response, and any changes to the school day or schedule if needed. In the event of an early dismissal due to inclement weather or other school emergency, it is important that all students have an up-to-date emergency contact and a plan if parents are not home during the day.

FIRE DRILLS/SCHOOL EVACUATIONS/LOCKDOWN

By law, all NJ public schools must conduct one fire drill and one security drill each month. During a fire drill, evacuation drill, or when instructed by school administration, the building must be vacated as quickly as possible when the fire bell rings. Students must follow the directions of all teachers and must exit the building in an orderly manner. Students should walk as quickly as possible to the emergency exit established for their room. Talking and running during a fire drill are prohibited.

Lock down drills are designed to practice appropriate procedures when the safest action is to take shelter within the classroom. Each classroom will have a designated lockdown location which each teacher will choose and articulate to their students early in the school year.

During emergency and evacuation drills, students need to remain with their assigned teacher. If a student is in transit during the time of the drill, he/she must report immediately to the nearest teacher. Following the drill, the student must report, without delay, back to the assigned teacher/classroom. Failure to do so will be considered a class cut and will result in appropriate consequences. Any misbehavior during emergency or evacuation drills may result in administrative action and disciplinary consequences.

GUIDELINES FOR BEHAVIOR



STUDENT CONDUCT

*“When I’m bad I know I’m wrong. I can’t admit it in front of the class.
I want you to love me when I’m most unlovable.”*

Every school needs a focus on establishing the appropriate learning atmosphere. To this end, the Hillsborough Middle School, with the cooperation of its parents, its staff and its students have established a code of expectations and consequences pertinent to the essential requirements for a safe, productive, and responsive middle school educational forum. See also [BOE Policy 5600 Student Discipline/Code of Conduct](#).

We expect all members of the Hillsborough Middle School community to behave in a manner which helps us provide the appropriate atmosphere for learning. Recognizing that this is a time of life when personal independence and self-expression is being sought, and when much social etiquette and conflict resolution strategies still need to be learned, ***the administration and staff hold firmly to the belief that students share equally in the responsibility to ensure a learning environment in which everyone can be successful.*** To this end, the Middle School community supports high standards of civility, dress, grooming and social interaction. Therefore, the following guidelines highlight some of the critical expectations for student conduct. This high standard of conduct and character is expected to be maintained throughout the school day, with all peers and staff members, in the building and on field trips, as well as before and after school athletics and school sponsored activities.

SOCIAL INTERACTIONS

An appropriate educational environment relies on an atmosphere of ***civility, harmony and respect.***

1. Students are expected to interact with each other in a positive and respectful manner whether in person or through the use of electronic communications and social media both in and out of school. Should the need arise, students are expected to resolve conflicts without physical or verbal aggression using all avenues of the mediation process available to them. See also Bullying, Harassment and Intimidation section as well as Board of Education [Policy 5512 on Harassment, Intimidation, Bullying, and Hazing](#) and [Policy 3362 Sexual Harassment of District Employees](#).

Guidelines - Restrictions include but are not limited to the following:

- No verbally or physically aggressive behavior promoted, threatened or enacted. This includes use of foul, abusive, derogatory, and/ or demeaning language including racial, ethnic or familial slurs.
- No harassment promoted, suggested, threatened or enacted. Harassment includes bullying, name calling, incitement, and/or intimidation. Actions of a verbal, written, physical or sexual nature are included in this restriction. See also [BOE Policy 3362](#).
- No mutually combative or assaultive behavior of a verbal, written or physical nature.
- No gambling, unauthorized selling of any item, collecting money from students by coercion or panhandling money at the lunch line.

- No possession of or use of cigarettes, lighters, matches, vaping devices/products, e-cigarettes, and/or tobacco in any form or any tobacco-use paraphernalia.
- No possession, demonstration, display or use of a weapon or imitation weapon.
- No possession, distribution or use of any illegal substance, drug or alcohol, of any substance which is used to alter the natural state of mind or of any substance which imitates an illegal substance, drug or alcohol.

Consequences: *Of all school expectations, these are the most crucial to maintaining a safe school. Therefore, actions which disrupt the harmony and sense of security of the Hillsborough Middle School will incur the most severe reactions from the administration.* As appropriate to the situation, consequences could be administered as a Saturday detention to suspension from school for up to 10 days. Parents will be notified. In cases deemed so necessary, the administration will seek formal expulsion from the school through petition to the Board of Education. In all cases involving weapons, drugs, alcohol or terroristic threats, the administration will involve the Hillsborough Township Police Department.

2. Students are expected to express friendship and/or sympathy without displays of sexually intimate nature.

Guidelines - Restrictions include but are not limited to the following:

- No kissing, hugging, hand-holding or other demonstrations of a romantic nature.

Consequences: As appropriate to the situation, a reminder and temporary exclusion from the educational environment, Saturday detention or suspension will be imposed.

3. Students are expected to demonstrate respect for the school staff and the school facility and for the community at large.

Guidelines - Restrictions include but are not limited to the following:

- No disrespect to any school employee including all teachers, paraprofessionals, substitute teachers, cafeteria workers, custodial crew or administration.
- No insubordination, including refusal to identify themselves or their designation, to any staff member by a student is permitted.
- No disrespect for neighboring property or persons.
- No vandalism to, graffiti to, or theft of school or personal property.
- No misrepresentation of a parent's or teacher's signature, or alteration, on any note, pass, or document.

Consequences: These expectations are fundamental to an atmosphere of mutual respect and trust. Appropriate to the incident, consequences for ignoring these restrictions will range from restitution, to school/community service, detention, Saturday detention or suspension. Parents will be notified as needed.

BULLYING, HARASSMENT AND INTIMIDATION

HMS Anti-Bullying Specialist

Anna Mahler, Student Assistance Counselor. (908) 431-6600 ext. 2296. Email amahler@https.us
https://www.https.us/services/guidance/anti-_bullying

Hillsborough Middle School has always taken seriously the issue of student misconduct and specifically harassment, intimidation, and bullying. As a school community we will continue to address these issues in both a proactive and responsive manner so that we can provide a safe and civil learning environment of all students.

As of September 1, 2011 a new district policy is in effect that addresses and supports the goals of the new HIB (Harassment, Intimidation & Bullying) law. It is important for all members of our school community to be aware of and adhere to this new policy. A copy of this policy ([BOE policy 5512](#)) is included in the addendum to this handbook.

It is important to understand that the new legal definition is slightly different than the one we are accustomed to, the classical definition, and this often leads to some confusion. Both definitions of bullying, “legal” and “classical”, include behavior that is hurtful whether carried out by means of any gesture, written or verbal communication physical or social action, or electronic transmission. The legal HIB Law is a Civil Rights Law, designed to protect the civil rights of people who could be targeted due to specific characteristics as outlined in the law. Here are some indicators, or guidelines, which help to distinguish classical bullying from the legal HIB:

Indicators (not criteria) of classical bullying

- Intent to harm
- Repetition/duration
- Imbalance of power
- Usually unprovoked

Indicators of Legal HIB must also include:

- Motivated by an actual or perceived characteristic, such as, race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, mental or physical or sensory disability, or by any other distinguishing characteristic.
- Takes place on school property, any school-sponsored function, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that a reasonable person should know, under the circumstances that the act(s) will:
 1. have the effect of physically or emotionally harming a student, damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm, or damage to property.
 2. has the effect of insulting or demeaning any student or group of students or creates a hostile educational environment for that student.
 3. Interferes with the student’s education or severely or pervasively causes physical or emotional harm to the student.
- Includes single incidents as well as a series of incidents.

Note: An act which does not fit the characteristics of classical bullying might still fall under the HIB law, and an act which does not fit the criteria required by the HIB Law might still be considered bullying and be subject to disciplinary action.

The HIB Law requires that any suspected violation of the policy be reported immediately to the school administration and/or the anti-bullying specialist for investigation that follows a timeline and procedural plan as outlined by law and available on the HTPS website at https://www.htps.us/services/guidance/anti-_bullying

However, all forms of bullying, intimidation or harassment regardless of whether it falls under the HIB Law or the classical definition, has always been taken seriously by the staff at HMS and will be investigated and handled as swiftly as possible. All incidents of bullying, intimidation or harassment, regardless of whether it falls under the HIB Law or the classical definition, are subject to the same continuum of disciplinary responses as well as educational opportunities, and will be handled as a violation of the Hillsborough Middle School code of conduct.

DRUGS, ALCOHOL, and VAPING PRODUCTS & PARAPHERNALIA

Although there is no place for drugs and alcohol in a school setting, it is clearly understood that some students struggle with addiction. In addition to educational programs provided by the district, the middle school offers assistance to any student seeking help without fear of punishment. Students who would like to take advantage of this assistance should contact the middle school's Student Assistance Counselor (SAC) for support.

Students are prohibited from possessing, consuming, using or distributing prohibited substances in any form while at school; at co-curricular and extra-curricular programs; on Board property; during school hours when off Board property; at school-related functions on or off Board property; and in transit to and from school. Students are further prohibited from smoking cigarettes or using tobacco/vaping products in any form on Board property and at school-related functions. ([BOE policy 5530 - Substance Abuse](#))

If a student is found in possession of or suspected of being under the influence of substances under the conditions described above, that student will be identified, evaluated and reported in accordance with the law. A student who uses, possesses, or distributes substances, alcohol, tobacco, or anabolic steroids while on school property or while attending a school-sponsored activity will be subject to discipline.

"Substances" are defined as alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, counterfeit controlled substances, any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes.

REPORTING STUDENTS SUSPECTED OF BEING UNDER THE INFLUENCE

It is the primary goal of the Hillsborough Middle School staff and administration to provide at all times for the safety and well-being of the students in the school's charge. Therefore, whenever it appears to any staff member that a student is under the influence of a substance, the matter shall be reported immediately to the principal or vice principal and the nurse.

Medical Examination and Screening:

- The student will be taken to the nurse's office for assessment and care by the nurse and principal/vice principal. The principal/vice principal may also conduct a search of the student's person and/or belongings if there is reasonable suspicion that the student is concealing any substances or paraphernalia.
- The student's parent/guardian will be contacted to arrange for an immediate medical examination of the student by a physician licensed to practice medicine or osteopathy for the purpose of providing appropriate health care and determining whether or not the student is under the influence of a substance. The medical examination shall include a blood or urine screening for the presence of substances by a licensed testing facility.
- The parent/guardian may choose to have the screening and examination conducted by a physician of his/her own choice or at an approved site. When a physician of choice is selected, the cost of the examination and screening becomes the responsibility of the parent/guardian.
- If the parent/guardian cannot be reached immediately, or if the physician selected by the parent/guardian is not immediately available, the student will be transported by local emergency services to the nearest hospital for examination.
- If the student is medically compromised, the local emergency staff will be contacted to transport the student to the emergency room for appropriate treatment in the company of two staff members (at least one will be of the same sex as the student). The staff members will be sent only if the parent/guardian is unavailable to accompany the student, and the student will be remanded to the care of the parent/guardian as soon as possible.
- The examination and the blood or urine screening are to take place within two (2) hours of initial parent/guardian contact or within two (2) hours of the referral if a parent/guardian is unavailable. Failure to adhere to this specified time frame will be considered a violation of the substance abuse policy.

Written Report of Examination and Screening Results:

- A written report of the blood or urine screening shall be furnished to the parent/guardian, the principal, and the superintendent by the examining physician within twenty-four (24) hours of the initial referral.
- A blood or urine screening that is reported as adulterated will be considered a violation of the substance abuse policy and is subject to appropriate disciplinary consequences.
- If a written report of the medical examination is not submitted within twenty-four (24) hours of the initial referral, the pupil shall be allowed to return to school, providing the physician has cleared the student to do so, until a positive diagnosis of substance use is received. If the medical examination is performed by a physician chosen by the parent/guardian, verification of the occurrence of the medical examination within the required twenty-four (24) hour time period since the referral will be required. The verification must include the signature, printed name, address, and phone number of the examining physician and the physician's indication that the examination has occurred, the time and date of the screening and examination, that the required written report is pending, and the date by which it will be provided.

Failure to Comply:

- Refusal or failure of a parent/guardian to comply with the above listed requirements as set forth in N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be deemed a violation of the Compulsory Education and/or Child Neglect laws and will therefore result in a referral to the Division of Child Protection and Permanency of the NJ Department of Children & Families and will be considered a violation of the substance abuse policy.

Positive Results:

- If the blood or urine screening results are positive for substances and the physician states that the student's usage interferes with his/her physical or mental ability to perform in school, the student shall be returned to the care of the parent/guardian as soon as possible, and a meeting will be held with the principal or his/her designee. School attendance will not resume until a written report has been submitted by the physician to the parent/guardian, principal, and superintendent indicating that the student's substance usage no longer interferes with his/her physical or mental ability to perform in school.

Consequences for the first offense of the substance use policy:

- Five (5) days of in-school suspension.
- Meeting with the Student Assistance Counselor (SAC) for evaluation, including possible required professional evaluation at the parent/guardian's expense, and five (5) counseling sessions with the SAC.
- A thirty (30) calendar day suspension from participation in or attendance at school activities pending completion of the five (5) counseling sessions with the SAC.
- Police notification without identifying the student unless required to do so by law and/or Board policy.
- Meeting with the SAC, guidance counselor, vice principal, and CST case manager, if appropriate, to discuss substance abuse programs and services, including possible referral to a treatment program.

Consequences for the second offense of the substance use policy:

The student shall be subject to all consequences for a first offense, with the following changes:

- Ten (10) day in-school suspension.
- School attendance will not resume until a written report has been provided to the school administration by the child's physician or therapist affirming participation in a treatment plan and indicating that the student's substance usage no longer interferes with his/her physical or mental ability to perform in school.

For possession of an illegal substance:

- The police will be notified and will determine whether the substances and/or paraphernalia constitute "possession" or "distribution" in accordance with law.
- Students found to be in possession will face the same consequences as outlined above for first and second offenses, respectively.
- Students found to be involved in distribution or intent to distribute will be subject to the same consequences as outlined above for first and second offenses, except for serving a ten (10) day suspension out of school, and may be compelled to attend a hearing before the Board of Education to determine the necessity of any further disciplinary action, including long term suspension or change of placement.

SMOKING

Students in possession of tobacco products, including electronic smoking devices or their cartridges/oils/waxes/components, and/or smoking/vaping while on school grounds will be subject to the following:

- In-school suspension including mandatory consultation with the HMS Student Assistance Counselor.
- A complaint may be filed with the municipal court. Violators are subject to fines of not less than \$250 for a first offense, \$500 for a second offense, and \$1000 for each subsequent offense [N.J.S.A. 26:3D-62(b)].
- As contents of an electronic smoking device cannot be determined through casual observation or easily tested to determine if the contents are tobacco or controlled dangerous substances, students in possession of electronic smoking devices/components will be considered in possession of drug paraphernalia, and as

per our policy, a parent/guardian may be required to take the student for an immediate drug screen and physician's clearance. A positive screen or verified possession of drugs/alcohol will result in five (5) days of in-school suspension for a first offense (ten (10) days for each subsequent offense), five (5) mandatory drug counseling sessions with the HMS Student Assistance Counselor and ineligibility for all school activities for a minimum of 30 days pending completion of the required counseling sessions. Should a student test positive for a controlled dangerous substance or be in possession of verified drugs/paraphernalia, the suspension for that offense will replace the lesser suspension for a smoking violation, although a municipal complaint may still be filed with the potential for escalation to criminal charges as a drug offense.

Parents and guardians need to be aware that many electronic smoking devices are small and look like other things (such as a USB flash drive or pen), and some can be manipulated to expel drugs instead of tobacco products. Some devices expel a great deal of vapor while others release hardly any vapor at all, making them that much harder to detect.

If you believe that your child or anyone in your family is in need of assistance to quit smoking, there are many resources available only a click or call away, including those from the [National Cancer Institute](#), the [American Lung Association](#), and, locally, [NJ Quitline](#). If you have concerns about your child and possible drug or alcohol use, our Student Assistance Counselor, Mrs. Anna Mahler, is available to provide confidential assistance and referral information at amahler@https.us or 431-6600 ext. 2296. Additional resources are also available through the [National Institute on Drug Abuse](#), the [NJ Department of Health: Division of Mental Health and Addiction Services](#) and the [Partnership for Drug Free NJ](#).

COURTESY IN OUR HALLWAYS

Our hallways can become quite crowded during our three minute passing time. Students are expected to move quickly but safely through the hallway and to facilitate the flow of movement as best as possible. Kind and courteous behavior is expected at all times as you share your hallways with both peers and staff members. Be considerate of others in the hallways and in classrooms by:

- Not blocking traffic by standing in groups or stopping in the middle of the corridor.
- Observing guidelines of "Digital Citizenship" and "Electronics Etiquette" as outlined in earlier sections.
- Staying to your right, remaining focused and keeping a moving pace.
- Passing through the hallway quietly.
- Placing trash in the appropriate garbage or recycling containers.
- Using appropriate language and refraining from public displays of affection such as hugging, kissing or holding hands.

MISUSE OF PASS PRIVILEGE

During class time, students are expected to remain in class in order to gain the full benefit of the educational experience. It is understood that a student may periodically need to leave class in order to use the lavatory, visit the nurse's office, report to the office or guidance, etc. Prior to leaving or returning to the classroom, the student must first be issued a pass from the appropriate staff member. Students are expected to report directly to the designation intended by the pass. Failure to do so in a prompt manner will result in a disciplinary action. Altering or forging a pass in any manner will also result in a disciplinary action.

FAILURE TO REPORT TO THE DETENTION ROOM OR MAIN OFFICE

Students who are directed to report to DR (Detention Room) or to the office by a staff member are expected to do so promptly. Those students who fail to do so will be considered insubordinate and will be issued a Saturday detention.

LATENESS/TARDINESS

Late to School - Students are expected to arrive to school on time daily. Students who arrive to school after 8:30 a.m. are late to school and must report directly to the main office. Only a note from a physician's office verifying a doctor's appointment will be considered excused. All other incidents of lateness will accrue the following:

Consequences per marking period:

- 1st-4th lates = warning note given after the 4th late
- 5th late = lunch detention
- 6th late = Saturday detention and parent notification
- 7th late and beyond = Administrative disciplinary plan

Failure to promptly sign in when late to school or homeroom will result in an administrative consequence ranging from a lunch/Saturday detention to suspension.

Late to Class - Students are expected to report to all classes assigned to them, including homeroom. The definition of being late is not being seated, in the assigned place, at the ringing of the starting bell for that period.

Students who are late to class will receive specific consequences as assigned by their respective teachers for the 2nd or 3rd offense (1st offense is a warning) in a marking period. Repeated offenses will be referred to the vice principal for additional consequences.

Consequences per marking period:

- 2nd-3rd lates = Teacher assigned consequence & parental notification
- 4th late = Referral to administration for lunch detention.
- 5th late = Saturday detention and parent conference

*Repetitive lates will result in further disciplinary action including the Yellow Pass Program.

CUTTING SCHOOL/CUTTING CLASS/TRUANCY

Cutting School - A student who fails to report to school without parental permission or reports to the school property (bus stops and busses included) and then leaves school property without parental knowledge during any scheduled event is considered *truant*. Parents will be notified and expected to account for their child's whereabouts.

Consequence: Minimum 3 hour Saturday detention for any period of truancy. Parent will be notified.

Cutting Class - A student who does not report to any scheduled assignment is considered **truant from that class**. Students who need to go to guidance, the nurse, chorus, band or other extra-curricular activities must report to their regularly scheduled teacher first. Students who do not follow this procedure will be considered truant from class.

Consequence: Minimum 3 hour Saturday detention for any period of truancy. Parent will be notified.

Leaving Class - Permission to leave a class is at the discretion of the teacher. Once permission has been obtained, students are to sign-out and take the appropriate pass with them. Incidental absences from the academic environment should be kept to a minimum and should be for a good cause. Excessive occurrences will result in severe restrictions of travel privileges through the **Yellow Pass Program**. Should a student leave a class without the teacher's permission, the student may be considered **truant and/or insubordinate**.

ELECTRONIC DEVICES / CELL PHONES

Personal gaming systems are not permitted for use during the school day. Cell phones should be turned off and stored in the student's assigned locker or otherwise kept secure and out of sight during school hours (8:30 a.m. - 3:06 p.m.). Concerns are limited to usage. A student merely having a phone on his/her person will not be considered a discipline concern unless it is being used without explicit permission from a school staff member, used in a manner in violation of student code of conduct, or otherwise a distraction to themselves or others.

During the school day, all students in grades 5-12 will be issued a Chromebook with wifi capability for use throughout the day in school as well as after school and at home. The school-issued Chromebook and its contents remain the property of the Hillsborough Township Schools at all times. No data stored on the device is personal or private and students have no reasonable expectation of privacy in such data. The device may be confiscated or reclaimed by school officials at any time. (See also HTPS Personal Computing Device Usage Policy.)

Students are expected to manage the use of all school-issued devices as well as any personal electronic devices responsibly, for educational purposes only, and at the direction and discretion of the supervising staff members in accordance with the student code of conduct and the acceptable use policy of HTPS at all times. Misuse of such equipment in any manner that is disruptive or distracting to the learning environment may result in immediate confiscation of the device and referral to the administration for disciplinary action that may include suspension of this privilege or other consequences in keeping with the school's code of conduct.

Teachers reserve the right to permit the use of devices under their supervision as well as prohibit the use of any devices in the classroom or to temporarily confiscate a device during class time. Failure to surrender a device upon request of a staff member is considered an act of insubordination and will result in Saturday detention, although stronger consequences may be assigned depending upon the nature of the incident itself. Repeat offenses will result in additional disciplinary consequences.

DIGITAL CITIZENSHIP

The use of personal electronic devices, including cell phones, smart watches, laptop computers, tablets, e-book

readers, etc. can provide unique and important access to educational resources beyond the school day. Use of any device to intentionally cause emotional harm, to discredit another person, or to harass, intimidate, or bully someone is strictly prohibited. Strict consequences will be imposed for hurtful behavior in accordance with the school's code of conduct and the law on harassment, intimidation, and bullying. Students are also reminded that electronic devices cannot be used to transmit or store inappropriate images (nudity, etc.) of minors and that doing so may constitute possession or distribution of child pornography, an illegal act with harsh penalties and lifelong repercussions. In addition, audio or video recording or taking pictures without the knowledge and permission of all involved is prohibited and potentially illegal.

Students are encouraged to take extra care in securing these valuable items in locked lockers to proactively avoid an opportunity to have the devices stolen or damaged. While every effort is made to keep the building free from theft, items such as these are often lost or stolen. If students wish to have these items with them for use after school hours, please be aware that they do so at their own risk. Hillsborough Middle School will not be held responsible for any items that are lost, stolen, or damaged.

CHROMEBOOK ETIQUETTE

The Do's

- Charge your Chromebook every night.
- Keep the Chromebook in a protective case when not in use.
- Keep Chromebooks closed when walking in the hallways.
- Open Chromebooks only when instructed to do so.

The Don'ts

- Do not touch another student's Chromebook.
- Do not visit off-task sites during instruction time.
- Do not play games or chat during instruction
- No food or drinks near the Chromebook.

*All Chromebooks are the property of Hillsborough Township Public Schools. Please treat with care. Maintain in a protective case. Students who interfere or tamper with another student's Chromebook will be held liable for any damages to the device.

Consequences for Chromebook Violations: Examples of off-task behavior: chatting, gaming, touching another student's Chromebook with ill intent, and not having Chromebook charged and ready for class:

1st offense: warning

2nd offense: team-issued LD

3rd offense: administrative-issued lunch detention

4th offense: SAT detention & whitelist for semester

5th offense: parent conference/possible Chromebook restrictions

PICTURES/VIDEOS/CAMERAS

The use of cameras, video, or audio recording in the school is restricted solely to sanctioned instructional

activities or pre-approved extra-curricular activity (e.g. yearbook, newspaper) as directed by a staff member. While there are appropriate times that digital images or video/audio recordings may be authorized, at no time is it permissible to take a picture or make a recording of any individual (student, staff member, or visitor) on school premises without the express consent of the individual. Such action is a violation of the student code of conduct and strictly prohibited.

So expectations are clear, under no circumstances should students be taking pictures or videos while in school or on the bus (this includes Snapchat and other similar apps on phones that take pictures or videos). The only exceptions to this is if a teacher permits it as part of a school assignment or project, or if you have been given authorization by a teacher to take pictures for the school yearbook, end-of-the-year slideshow, or Newspaper Club. Any violators of this policy will be sent to their respective Vice Principal for discipline.

POSTERS AND SIGNS

All posters and signs in the building must be approved by the building principal prior to posting. Club advisors will first approve all posters and signs followed by the principal's approval. Within twenty-four hours after the activity, all posters and signs must be removed by the sponsoring group. Posting unapproved or inappropriate signs or materials is subject to disciplinary action. Defacing or making unapproved additions to posters or signs is subject to disciplinary action.

STUDENT DRESS CODE

Good taste in the choice of clothing and proper grooming set the tone for a good middle school. Although it is not in the province of the school to dictate styles, it is our responsibility to strive for a positive learning atmosphere. It is critical that both home and school cooperate in the matter of school attire. Strong data suggests that students who are dressed in clothing appropriate to the learning environment do better in school. Students may wear clothing, hairstyles, and personal decorations which suit their individual sense of style and taste. However, clothing, accessories and/or decorations, which interfere with the order and harmony of the school or distract from the educational program will not be allowed. Students are expected to dress modestly and their attire chosen to reflect civility as well as the positive learning climate of our school. The school administration reserves the right to make the final decisions regarding appropriate dress in school. In an effort to assist students and their parents, the school has established the following dress code. All students are expected to abide by the following requirements when dressing for school:

Inappropriate Content for Clothing and Accessories

- Obscenities or vulgarities in word or picture.
- Drug or alcohol references.
- Harassing or biased words or pictures related to race, religion, gender, national origin, sexual orientation, or economic status.
- Anything that would cause or suggest harm to any students or damage to school property (long wallet chains, protruding studs, etc.)

Appropriateness of Attire

- Undergarments should not be visible (boxer shorts, bras, panties, etc.).
- Midriffs (abdomens or lower backs) should not be visible.
- Cleavage should not be visible.
- Tube tops, halter tops, and single-strap tops are not permitted.
- Spaghetti strap tops can only be worn with another shirt over them.
- Shirts that are sheer and/or expose the torso (without another shirt worn under them) are not to be worn.
- Extremely short tops, shorts, or skirts are not allowed.
- Extremely tight/form-fitting articles of clothing are not to be worn.
- Articles of clothing with tears or slits that expose skin not normally visible under the other guidelines of this dress code are also not allowed.
- Boys must wear shirts with sleeves.

Additional Requirements

- Footwear must be worn at all times.
- Students may not wear hats or any other head gear in the building.
- Students pants, shorts, and skirts are expected to be at a reasonable length, not rolled, sagged, or cut off to expose additional skin or undergarments.
- Any apparel or items including masks and sunglasses that interfere with the clear identification of a student may not be worn.

Students who are in violation of this dress code will be discreetly referred to the appropriate vice principal as soon as possible and given an opportunity to change into more appropriate dress. If a student does not have a change of clothing, he or she will be asked to call home to request a change of clothing be brought to the building. The student will not be allowed to return to classes until this procedure is completed. On the second referral of the same student, the student will receive an administrative consequence, and parent/guardian will be notified. Attire that does not necessarily follow the dress code, but is worn for religious purposes and could not cause physical harm to others, is acceptable.

TEST, EXAMS and ASSESSMENTS

By no means is it acceptable to deprive the ability of another classmate to demonstrate his/her proficiency in any academic area during school. Often these assessments have implications beyond the classroom and may be used to determine final grades and future placement. During the middle school years, many students develop a deeper understanding of these implications and increase their own desire to achieve. These students deserve the right to a school/classroom atmosphere that is conducive to their success. Any student who disrupts a test or exam, regardless if it is a classroom, district or state assessment, will serve appropriate consequences which, at the very least, will be a Saturday detention.

CHEATING / PLAGIARISM

Cheating takes various forms, including copying from another student, plagiarizing, using cheat sheets or other unauthorized sources, allowing others to copy, or using online research papers or language translation services. Any intentional form of cheating will result in a grade of zero (0) for the test or assignment for which it occurred. The consequences for plagiarism will depend on the extent of the plagiarized material used in the assignment. Consequences are at the discretion of the teacher. In cases where the extent of plagiarism will

result in the complete loss of credit on a major assignment or assessment, the teacher will notify the parent or guardian as well as the student's guidance counselor and/or vice-principal.

ENERGY DRINKS

In recent years, we have noticed middle school students looking to consume highly-caffeinated beverages often referred to as "energy" drinks. Beverages such as Red Bull, Monster, Venom and others which contain large doses of caffeine (more than 50/mg per serving), sugar and/or other legal stimulants like ephedrine, guarana, and ginseng are not permitted on school grounds.

Although individual responses to caffeine vary, caffeine is a stimulant, and these drinks should be treated carefully due to the seriousness of their adverse side effects, particularly for youngsters. The levels of caffeine found in these drinks can boost the heart rate and blood pressure (sometimes to the point of palpitations), dehydrate the body, and, like other stimulants, lead to nervousness, irritability, and insomnia. None of these effects are good for youngsters. They can interfere with learning and the educational climate of the school.

Drinks such as these highly-caffeinated beverages will be taken from students if brought on school property and not returned.

LOITERING

While we like our students to feel at home at HMS, we need to emphasize the importance of maintaining this facility as a harmonious place for learning. Students are expected to maintain appropriate behavior at all times while in or on school property. Students who are on school property or grounds while school is not in session, including before or after school hours and weekends, are expected to be engaged in approved school activities such as sports (as a player or spectator), clubs, extra help, etc. Students not occupied as such may be considered loitering.

BUS CONDUCT

The use of school transportation is a privilege. The safe transfer of students on Board of Education provided buses, including field trips, athletic events, as well as to and from school, is the responsibility of the Hillsborough Middle School administration. Therefore, to ensure the safety of student riders, bus drivers, and the general public on roads and highways, the cooperation of all students is essential.

Guidelines - Restrictions include, but are not limited to the following:

- No disregard for lawful entrance and exit procedures at assigned bus stops. No disregard for assigned seating procedures.
- No disregard for correct vehicular riding procedures. No disregard for internal and external public safety.
- No disregard for driver's authority to determine the safe bus condition.

Specifically:

Student Conduct on School Vehicles

A. While waiting for or meeting the bus:

1. Do not stand or play on the roadway while waiting for the bus.

2. Do not run alongside of the bus when it is in motion.
3. Walk on the sidewalk when possible.
4. Be careful in approaching the bus stop.
5. Be on time for the bus. This keeps the bus on schedule.
6. Buses will pick up and discharge students at the school's regular bus stops. Do not ask the driver to make special stops (except for urgent reasons).

B. When riding the bus:

1. Go to your assigned seat without disturbing other students.
2. Remain seated while the bus is moving.
3. Do not change assigned places without permission of the bus driver and only when bus is standing still.
4. Keep arms, heads, etc., inside the bus at all times.
5. Unnecessary talking, loud noise, and confusion can divert the attention of the driver and may result in an accident. Talk in a reasonable tone and avoid use of profanity or inappropriate or abusive language. No calling out to passers-by.
6. Do not mark or deface the bus.
7. Do not tamper with emergency doors.
8. Treat bus equipment as you would the possessions for your own home.
9. Substances or articles that would make the bus atmosphere unpleasant or unsafe such as shaving cream, water guns, water balloons, stink bombs, gunpowder caps, etc. are prohibited.
10. Help keep the bus clean and sanitary.
11. Obey the driver's directions promptly.
12. Do not open any bus window without permission of the driver.
13. Fighting or scuffling on the bus is a safety hazard to all children and will not be tolerated.
14. Be courteous to each other. Everyone is working for safety.

C. When leaving the bus:

1. Stay seated until the bus has come to a full stop.
2. Leave the bus in an orderly manner.
3. Cross the road in front of the bus, after making sure the road is clear, and on the signal of the driver.

D. The driver is in charge of the bus:

1. The driver may assign specific seats to the students.
2. The driver should report any unmanageable student to the building principal to which the student is being transported.
3. Unseemly conduct such as smoking, drugs, profanity, fighting, etc. will be reported to the principal.

Consequences: We cannot overemphasize the importance of safe bus conduct. Therefore, the consequence for ignoring the rights of others to indicated by the situation and determined by the administration: situation: parent/student conference, seat reassignment, or suspension/loss of transportation privileges.

It is important to note that, should it be necessary to suspend a student's transportation privileges due to misconduct, responsibility for providing transportation to the school in accordance with New Jersey state statutes regarding school attendance rests solely with the parents/guardians. (N.J.S.A. 18A:25-2)

MAJOR VIOLATIONS TO AVOID

The following are strictly prohibited in or around Hillsborough Middle School. These acts constitute major violations of the code of student conduct, and/or the laws of New Jersey, that would result in suspension from school and potential police involvement.

1. Drug and/or alcohol use or abuse. Possession of substances and/or paraphernalia.
2. Threats of violence.
3. Smoking in or on school property or possession of any form of tobacco.
4. Insubordination:
 - Open defiance of the authority of any teacher or school employee
 - Continual and willful disobedience
5. Fighting.
6. Verbal assault. This includes, but is not limited to, comments of a racial, sexual, and/or ethnic nature.
7. Physical assault or any conduct constituting danger to the physical well-being of another, including having in one's possession the means by which to endanger someone else's well-being.
8. Leaving school grounds without authorization.
9. Taking, or attempting to take, personal property or money by means of force or fear.
10. Willfully causing, or attempting to cause, damage to school property.
11. Use of obscene and/or profane gestures or language.
12. Sexual Harassment, bullying or hazing
13. False alarms or false accusations
14. Theft, vandalism, or defacing school property
15. Continued offences of the same nature, regardless of the severity of the individual action or the weight of the resulting consequence, will require extra consideration and harsher consequences.

Please read the Board policy regarding drugs, alcohol, and sexual harassment in the back of this handbook. There are very serious consequences for students who choose to be involved with any controlled substance.

SELF DEFENSE

Self Defense - an action to prevent injury to oneself. When a defensive action causes excessive harm to the offender, or is known to be the result of instigation by the claimant or instigation by observers with the knowledge of the claimant, such defensive actions will be considered return aggression. Return aggression will incur the same consequence as mutually combative behavior or assault.

THE LAST DAYS OF SCHOOL/YEARBOOKS

The last days of school, which are often half days, contain culminating team/school activities and assemblies. Yearbooks are distributed and opportunity for signing them is granted at this time. During these days students and teachers alike reflect on the year and share stories and memories. Some students greet the last day joyously, while others shed some tears as they say good-bye to friends and teachers. While the anticipation for summer break intensifies, it is important that we maintain a safe, positive atmosphere.

To that end:

- Naturally, all expectations for conduct continue through the last day of school.

- Defacing another student's yearbook, including writing anything of an inappropriate nature (sexual content, referencing drugs or alcohol or violence, etc.) will require the offender to be fined the cost of the victim's yearbook.
- Items that may cause unsafe, dangerous, disrespectful, hostile or offensive conditions including but not limited to water guns/balloons, stink bombs, shaving cream, gunpowder caps, etc. are not permitted anywhere in school, on school grounds, or on the bus. Such items will be confiscated and the student in possession will be suspended.

Important note: Any discipline action accrued during the last days of school that cannot be completed during the remaining days of school, including suspensions and Saturday detentions, will be either satisfied during summer break or carried over to the following school year. This includes consequences for both school and bus infractions. Consequences not served by August 15th for eighth graders promoted to ninth grade, will satisfy them at the high school.

DISCIPLINARY ACTIONS

It is our expectation that students are in their classes actively participating and learning. Making the appropriate choices in daily behavior will help students achieve that goal. Our approach to student discipline is first to teach appropriate actions, understanding of consequences for actions, and to develop the self-discipline and character to make the right choices. When missteps occur, our approach to corrective actions includes opportunities for students to make amends for inappropriate conduct and to receive support to help avoid future missteps.

LUNCH DETENTION

Administrative or teacher issued lunch detentions begin promptly at the beginning of the assigned lunch period. Students must arrive on time and remain until dismissed by the teacher at the end of the period. Students must serve the detention on the day it is assigned. Failure to arrive on time to the assigned detention will result in, at the very least, parent notification and a subsequent make-up detention. During lunch detentions, students are not permitted to communicate with other students, sleep, or use any electronic devices including Chromebooks.

TEACHER ISSUED DETENTIONS

A teacher-issued A.M. or P.M. detention occurs prior to the start of the school day or at the end of the school day respectively, and is served with the classroom teacher. Lunch detentions are served by the student during his/her lunch period and typically monitored by a designated Team teacher. Teachers will inform parents/guardians as to the reason a.m or p.m. detention and when/where the consequence will be served. Transportation for such a detention must be provided by the parent.

Failure to report to teacher detention may result in an administrative action such as detention and a subsequent teacher assigned detention.

SATURDAY DETENTION

Saturday detentions are generally held weekly from 9 a.m. until 12 noon. Students must serve on the Saturday they are assigned, arrive on time and bring sufficient school work or reading materials to occupy their time.

Students are not permitted to talk with each other, eat, drink, listen to music, sleep, or use any electronic devices. Failure to attend a Saturday detention will result in suspension from school and a subsequent Saturday detention. In the event of an extenuating circumstance that prevents a student from serving the assigned detention, parents must notify the school administration as soon as possible. Cancellations due to inclement weather will be posted on the school website.

DETENTION ROOM

Students who, because of inappropriate classroom behavior, impede the progress of class, as determined by the teacher, are to be considered disruptive. There is no excuse for depriving classmates of an appropriate education or for creating a hostile classroom environment. Therefore, these students will be sent to a supervised, in-school class period of detention. Students sent to the Detention Room (DR) must report directly to the Guidance Office. The teacher will inform the main office of the student's expected arrival to the DR. The teacher will follow-up with a subsequent disciplinary action and/or a request for a conference with parents as appropriate. In the case of repeated offenses, administrative disciplinary action will be taken that will include parental contact and consequences according to the following guidelines:

- 2nd offense within the marking period = Administrative action which may include Saturday detention or Administrative lunch detention.
- 3rd - 4th offense = Saturday detention
- 5th offense or more = Saturday detention or suspension. An individual behavior contract as well as parent conference may be required.

SUSPENSION

Students on suspension are not permitted to participate in any social or extracurricular activities sponsored by the school. Students are responsible for completing any course work, including assessments, assigned during the period of suspension. There are two types of suspensions, in-school and out-of-school, as described below:

IN-SCHOOL SUSPENSION (ISS)

This supervised partial or all-day exclusion from the educational environment is used when the situation warrants. When this consequence is necessary, the parent will be notified as immediately as possible. Students on in-school suspension are required to be in school on time and report directly to the guidance office. Students on in-school suspension must leave school grounds promptly at the bell regardless whether they usually take a bus or walk from school. Students must bring textbooks and assignments with them to in-school, as locker passes will not be provided. Students will be given work from their teachers, and supplementary learning materials if needed, that must be completed daily during the suspension. Students may also be given any quizzes or tests in ISS that they would have taken in their classroom during the term of the suspension. Students will not be granted extra time beyond his/her usual classroom experience to make-up work or complete tests or quizzes given to him/her in ISS. Guidance counselors will contact each student during his/her time in ISS to discuss the infraction and suggest alternative solutions and actions. Lavatory breaks will be provided once in the morning, once at lunch, and once in the afternoon.

Students must bring a bag lunch to ISS. Cafeteria lunches will only be available to students in the free/reduced lunch program, in which case lunch choices will be limited. Students are not permitted to snack or drink for the

remainder of the ISS period and must eat their lunch at the designated time.

Students are expected to be on their best behavior and follow both the usual school rules as well as the specific rules outlined by the teacher in the ISS room. Students in ISS are to refrain from communication with each other, and are not allowed to sleep/nap during this time. Refusal to cooperate with the ISS program will necessitate the consideration of immediate parent contact so the student can be picked up from school, as well as subsequent and make-up suspension days.

OUT OF SCHOOL SUSPENSION (OSS)

Out of school suspension is a parent-supervised exclusion from school. At all times parents are notified when this consequence is necessary. Administrative/parent/student conference is required before reinstatement to school occurs.

YELLOW PASS PROGRAM

This program involves an administrative/teacher supervised restriction of daily travel privileges. Students on this program are issued one yellow printed pass for the week. The pass guarantees two voluntary incidental absences from classes each day. The pass must be signed each time it is used and must be returned to the appropriate homeroom teacher at the end of the week. A new pass will not be issued if the previous one has not been surrendered. Students remain in the program until the administration and classroom teachers feel the travel restrictions may be lifted. Should a student lose the yellow pass during the week, he/she will not be issued a new one until the following Monday. Thus, until that time, the student will not be permitted to leave any classes unless there is an extreme emergency and, in such a case, must be escorted by an administrator. An administrative consequence will be issued if the student repeatedly loses his/her pass or demonstrates a pattern of tardiness to class.

POSITIVE BEHAVIOR INTERVENTION PROGRAM

The purpose of this program is to provide an educational experience for students who have violated the anti-bullying policy. The goal of the program is to teach alternative behavior strategies to reduce the incidence of bullying. The program consists of a series of four lessons which will be conducted with an HMS Guidance Counselor or Student Assistance Counselor during the student's lunch/study period.

TRANSPORTATION



Every effort is made to ensure that your child has a safe bus ride to and from school. Busing arrangements are made through our district transportation office. If you have any questions or concerns about your child's transportation arrangement you may call the transportation office at central administration.

Transportation Office - 431-6600

Please note that the Middle School bus routes are the second to last ones to run. As a result there may be additional delays which cannot be avoided. Bus drivers focus their attention on safety first!

All decisions for delayed openings and emergency closings are made by the Superintendent of Schools, not the transportation office or the school. Please refer to local news stations, Channel 27, or the district website for closing information and do not call transportation.

BUS PASS INFORMATION

Students may only ride the bus to which they are assigned. Students are not permitted to change buses. Bus drivers are not permitted to allow unauthorized students on the bus. Any change in assigned transportation vehicle or method must be authorized in advance by the district Transportation Office (431-6600) – NOT THE SCHOOL. If there is an emergency need for a student to ride a bus other than his/her assigned bus, parents must first contact the Transportation Office at 431-6600 to obtain approval.

LATE BUS INFORMATION

No late buses will be provided this year. Students staying after school for extra help or participation in a club activity must be transported home by their parents/guardians.

NJ HIGH SCHOOL GRADUATION REQUIREMENTS

One important facet of Hillsborough Township Public School’s educational mission is to prepare students for a successful transition to high school and ultimately, successful graduation from high school. For your reference, the following chart describes the projected high school graduation requirements:

NJ State Minimum* Graduation Requirements by Content Area

LANGUAGE ARTS LITERACY	20 credits aligned to grade 9-12 standards
MATH	15 credits including Algebra I and geometry or the content equivalent* and a third year of math that builds on the concepts and skills of algebra and geometry and prepares students for college and 21st century careers
SCIENCE	15 credits including at least five credits in laboratory biology/life science or the content equivalent**; an additional laboratory/inquiry-based science course including chemistry, environmental science, or physics; and a third laboratory/inquiry-based science course
SOCIAL STUDIES	15 credits including satisfaction of N.J.S.A. 18A:35-1 and 2; five credits in world history; and the integration of civics, economics, geography and global content in all course offerings
FINANCIAL, ECONOMIC, BUSINESS, AND ENTREPRENEURIAL LITERACY	2.5 credits
HEALTH, SAFETY, AND PHYSICAL EDUCATION	3 ¼ credits in health, safety, and physical education during each year of enrollment, distributed as 150 minutes per week, as required by N.J.S.A. 18A:35-5, 7 and 8
VISUAL AND PERFORMING ARTS	5 credits
WORLD LANGUAGES	5 credits or student demonstration of proficiency
TECHNOLOGICAL LITERACY	Consistent with the Core Curriculum Content Standards, integrated throughout the curriculum
21st CENTURY LIFE AND CAREERS, OR CAREER-TECHNICAL EDUCATION	5 credits
TOTAL CREDITS (State Minimum)	120 credits***
<p>* School districts may establish course and/or credit requirements which exceed the State minimums.</p> <p>** “Content equivalent” means courses or activities that include the same or equivalent knowledge and skills as those found in traditionally titled courses which are required for high school graduation and which are aligned with the Core Curriculum Content Standards. This content must be taught by certified teachers, may be integrated in one or more courses, may be titled differently, or may present material in an interdisciplinary or spiral format.</p> <p>*** The 120 credit total is greater than the sum of the individual requirements above, to allow for student electives.</p>	