

## ADMINISTRATORS

Aaron Eyler.....Principal  
Richard Abrahamsen ... Assistant Principal (A-L)\*  
Mona Tobia ..... Assistant Principal (M-Z)\*

\*Students are assigned an Assistant Principal according to the first letter of their last name.

## SCHOOL TELEPHONE NUMBERS

Main Office .....(732) 705-5400

## COUNSELORS

Mr. McKurth (6<sup>th</sup> Grade) ..... (732)705-5439  
Ms. Feen (7<sup>th</sup> Grade)..... (732)705-5436  
Ms. Notaro (8<sup>th</sup> Grade) ..... (732)705-5576

## CENTRAL OFFICE ADMINISTRATION

Joseph G. Majka, J.D.  
Superintendent

Brian Walsh  
Director of Personnel

Alex Ferreria  
Business Administrator/Board Secretary

Karen Jones, Ed.D  
Asst. Superintendent of Curriculum and Instruction

John Bombardier  
Director of Instruction and Evaluation

Nelyda Perez  
Director of Special Services

Wayne Spells  
Director of Special Programs

Celestine Zitarosa  
Director of Humanities and Language Arts/Literacy

## MATAWAN ABERDEEN REGIONAL SCHOOL DISTRICT BOARD OF EDUCATION

Anissa Esposito .....President  
John P. Delaney, Ed.D ..... Vice President  
Kenneth Aitken.....Member  
Weymouth Brittingham.....Member  
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Kathleen Gentile.....Member  
Tara Martinez.....Member  
Joelle Nappi.....Member  
Africa Nelson. ....Member

## PTSO

Ms. Heather Piazza & Ms. Jennifer Tesi  
Co-Presidents

## WEBSITE

[www.marsd.org](http://www.marsd.org)

**GENERAL INFORMATION E-MAIL**  
MAMSINFO@MARSD.ORG

## **DISTRICT OVERVIEW**

The Matawan-Aberdeen Regional School District is situated in the Bayshore area of Monmouth County, the land bordering Raritan and Sandy Hook Bays.

While enjoying the benefits of a suburban environment, residents have the advantage of an excellent transportation system. Buses and trains run to major cities and shore areas. The New Jersey Garden State Parkway and Highways #34 and #35 pass through both communities, and the New Jersey Turnpike is also nearby.

The district is comprised of seven schools, with programs ranging from pre-school to grade 12. In addition to providing a sound academic curriculum taught by highly qualified instructors, the Matawan-Aberdeen Regional School District offers programs such as Vocational Education, Gifted and Talented, Preschool and English as a Second Language. We also have a comprehensive Special Education Program with four full Child Study Teams and Speech Correction Services. Our high school offers a broad academic elective program, including advanced placement courses and academies that specialize in visual arts, global humanities, dance, vocal, theatre, business, and STEM.

The Matawan-Aberdeen Regional School District combines a healthy learning atmosphere with innovative teaching techniques, modern, well-equipped facilities and highly qualified, dedicated personnel. The district is committed to the belief that our children are our future.

### **PHILOSOPHY OF EDUCATION**

The Board of Education is committed to providing a system of education that will prepare children, regardless of socio-economic status, to function politically, economically and socially by valuing their individuality, recognizing their needs, equipping them with useful skills and wholesome attitudes and instilling in them an appreciation of their contribution to society.

To achieve this, the Board shall strive for a balance between the imperatives of individual freedom and the requirements of a commitment to society, between the need of the students to function competently according to their own ability and their need for self-fulfillment and growth toward their own ideal.

The Board believes that each individual should be accepted into our educational program as he is, and

that he be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral changes that will effect continuing satisfactory adjustments to life.

Required in achieving our goals for this school system is a high caliber, well-prepared staff of adequate size and wide-ranging abilities. It is also recognized that students and staff can only reach their full potential when there are adequate educational supplies, equipment, school buildings and grounds. It is the intent of the board to provide the materials and facilities that needs dictate and means permit.

Free public education for all is a cornerstone in perpetuating the basic ideals and values of American democratic society which emphasizes the worth and dignity of all individuals. To accomplish its purpose, our school system must foster a high level of ethical and moral beliefs as guidelines for influencing the actions of students, staff and community.

Education is the guidance of the child through learning processes so he/she becomes personally effective in a dynamic society. As each child grows, there is constant (though not uniform) mental, physical, social and emotional development.

### **MISSION STATEMENT**

We are committed to meeting or exceeding the New Jersey Student Learning Standards at all grade levels in all areas and providing a safe and supportive environment where all students are inspired, empowered, and encouraged to maximize their unique potential.

### **VISION STATEMENT**

Students will become life-long learners, critical thinkers, and creative problem solvers who achieve success as valuable and contributing members of society.

## **EXPECTATIONS**

Research has shown that schools achieve best when expectations of achievement are highest. In order that each partner in the school community knows what is expected of him/her, and what he/she may expect of others, our faculty has developed a list of expectations. It is our intention that these statements guide us in the upcoming school year.

### **THE PARENT/GUARDIAN**

Parents/Guardians are expected to:

- be supportive of the school and its teachers
- monitor their child's progress through reports, conferences, telephone calls and the Agenda Book
- monitor their child's attendance carefully
- be sure that their child gets to school on time
- provide an adequate breakfast for their child each day
- support proper school behavior and attitudes
- participate in school programs such as Back-to-School Night, Open House, Orientations and PTSO meetings
- support and encourage extra-curricular activities
- keep lines of communication open

### **THE TEACHER**

Teachers are expected to:

- be concerned and report on the progress of each child via Agenda Book, progress reports and report cards
- communicate with parents frequently, both in writing and by telephone several times or more
- enforce school policies fairly and evenly
- encourage each student to do his/her best academically and follow up with them
- be on time for all assignments
- meet all deadlines promptly and thoroughly
- be prepared to teach full lessons each day
- teach the lessons needed for success in life
- complete all non-teaching assignments
- handle student discipline productively

## **THE SCHOOL ADMINISTRATION**

The school administration is expected to:

- aid and support the classroom teacher
- provide for teacher and student input re: school policies and procedures
- notify parents of student progress and problems
- provide open lines of communication to all
- maintain appropriate school climate for effective teaching
- inform the community of school progress
- attend extra-curricular activities

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## **ACADEMICS**

### **REQUIRED COURSES**

At all grade levels students will be scheduled into the following subjects: Language Arts/Literacy, Mathematics, Physical Education/Health, Science and Social Studies.

### **ELECTIVES**

All students will take one marking period each of the following: general music, art, media & technology, and World Language.

Students may elect to take a second marking period of World Language and forego one of their electives.

Matawan-Aberdeen Middle School offers Spanish, French, and Italian as choices for World Language courses.

Some students will be scheduled for an academic support class during their elective period to receive additional time and support to promote learning of basic essential skills.

### **HEALTH & PHYSICAL EDUCATION**

Family Life education is taught as part of the physical education unit. Emphasis is placed on human growth and development. A curriculum outline of the Family Living portion of the health course will be sent home prior to the start of health instruction along with an exclusionary letter should you wish to have your son/daughter not participate in all or parts of this course.

Physical Education is required for all students. A student may be excused upon notification from a physician indicating the reason and length of time that the student should be excluded. Such students are required to complete Physical Education learning packets provided by the teacher. A parent's note will excuse a student for **one day only**.

### **ENGLISH AS A SECOND LANGUAGE (ESL)**

The ESL Program is an intensive English language program designed for children whose native language is not English. These children may have some knowledge of English (limited proficiency) or they may not be able to communicate at all in English and, therefore, they are unable to participate satisfactorily in an American classroom.

If a student has difficulty in communicating or understanding the English language, because English is a second language for that student, he/she is screened by the ESL teacher. Placement in the

program is based upon the screening results. Students in this program spend a minimum of one period daily with the ESL teacher in an intensified program. The remainder of the day is spent in a regular classroom. There is a special curriculum for the ESL Program to help the student integrate into the main stream as quickly and successfully as possible. For more information about the ESL Program, contact your child's counselor.

### **PROMOTION/RETENTION POLICY**

The minimum passing grade in our school is 65%. Students who fail two of the four major subjects will not be promoted to the next grade. If a student fails two or three major subjects, he/she must attend summer school and successfully complete two subjects. If a student fails four subjects, he/she must attend summer school and successfully complete two subjects before being considered for a transfer to the next grade.

Regular attendance is a requirement. Students who consistently are absent and are in violation of the District Attendance Policy from school may be considered for retention.

### **GRADING SYSTEM**

A numerical grading system is used. In unique circumstances, one of the following letter codes may appear:

- M- Medical Excuse
- WP- Withdraw Passing
- WF- Withdraw Failing
- \*I- Incomplete
- NCA- No Credit Based Upon Attendance

\*Work must be completed within two weeks of notification of incomplete grade or grade becomes a failure.

#### **High Honor Roll**

93% or higher average; no grade below 90%

#### **Honor Roll**

80% or higher average; no grade below 85%

#### **Merit Roll**

85% or higher average; no grade below 80%

At the conclusion of the 1<sup>st</sup> quarter, a student cannot receive a recorded grade below 50% and a grade below 40% in the second quarter of a full year course. Additionally, a student cannot be awarded a grade below 50% in a quarterly course.

Report cards are issued four times during the school year. It is the parent and student's responsibility to obtain their report card from Realtime.

### **HOMEWORK**

Homework assignments will be given for academic subjects that average out to approximately six hours per week or about fifteen minutes per academic subject daily. Homework may also be assigned in other subjects. (Board of Ed. Policy #6154)

### **MAKE-UP WORK AFTER ABSENCES**

Any student absent from class for excused or unexcused reasons is expected to make up all missed work. **It is the responsibility of the student to see his/her teachers to obtain missed work and assistance, if needed, to make up the missed work.**

Students will be provided one day to make up work for each day they are absent.

## ATTENDANCE

### **ABSENCES AND EXCUSES**

The Board acknowledges the importance of regular attendance in an effective instructional program. To this end it will observe and enforce the laws requiring the attendance of all children between the ages of six and sixteen.

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session. In accordance with statute, the Board shall require from the child who has been absent from school, a written statement of the reason for such absence. The Board reserves the right to verify such statements and to investigate the cause of each repeated, unexplained absence or tardiness. (Board of Ed. Policy #5200)

The Board considers the following factors to constitute an acceptable basis for absence:

1. Illness (Doctor's Note)
2. Required court appearance (Documentation Req'd)
3. Death in the family
4. Religious holidays (Per State BOE Calendar)
5. Up to two days per marking period with a note from a parent/guardian

Absences or missing any part of a day from school for vacations, work, auto repair, hairdresser appointments, babysitting, most job/school interviews and similar reasons are, in virtually all instances, not acceptable excuses for missing school.

On the day of a student's absence, the parent/guardian should notify the school prior to 8:00 a.m.

In addition, a student must be present in school for at least four hours to be marked "present". Anything less than four hours will constitute an "absence".

Upon return to school, students are required to bring to the main office proper documentation. **An absence that would be considered as excused with proper documentation shall be considered as unexcused if written documentation is not provided within 3 school days after the student's return to school.**

### **TARDINESS TO SCHOOL/CLASS**

Students arriving late must enter through the front entrance. The parent/guardian is required to send proper documentation when their child is late. Students receive a warning for their initial two tardies. Three or more lates in a marking period will

result in disciplinary action. Excessive tardiness may result in a notification to the truancy officer.

### **EARLY ARRIVAL/EARLY DISMISSAL**

Students are not permitted in the school before 7:55am. If it is necessary for a student to leave school early, the student should report to the office during advisory to present a note from the parent requesting the early release. **If a pupil is in school for less than four hours on any given day, then that day is counted as a full absence.** If anyone other than the parent/guardian is picking up the child, the name of the individual and a phone number must be included in Realtime. Parents will be called to verify this information before the child can be released. Legitimate reasons for early release include illness or verified appointments (doctor, dentist, court).

### **TRUANCY/EXCESSIVE ABSENCES**

The Truancy Intervention Specialist identifies those students who are truant, tardy or excessively absent and attempts to remediate the underlying cause of the problem. Referrals to this specialist are usually made through school administrators.

If a student acquires 10 unexcused absences, a referral will be made to the truancy officer, which may result in further action.

### **HOME INSTRUCTION**

Home instruction is available to pupils who cannot attend school for health reasons for more than two weeks. Please call Student Personnel Services or the building administration to inquire about specifics at (732) 705-5515. (Board of Ed. Policy #5136)

## **MECHANICS**

### **PARENT CONCERNS**

When a parent has a concern regarding a staff member's action, he/she should follow the chain-of-command listed below in order to remedy the situation as soon as possible.

#### **Chain-of-Command**

Contact the staff member, where the concern should be addressed and remedied at this level. If the situation persists, contact:

1. Staff member and/or the Academic Team
2. Child's Guidance Counselor
3. Child's Assistant Principal
4. Principal
5. Central Office Administrator
6. Superintendent
7. Board of Education

All other concerns should be brought to the attention of the principal. If after following the chain-of-command the parent feels the problem has not been satisfactorily resolved, he/she may formalize the complaint by stating the concern in writing. The staff member has the right to attach an addendum to the written communication of the parent.

### **INTERVENTION AND REFERRAL SERVICES**

Each school within the Matawan-Aberdeen Regional School District shall have at least one Intervention and Referral Services (I&RS) Committee. The I&RS Committee assists teachers with strategies for educating non-handicapped pupils with learning and/or behavior problems in regular education.

For more information, please contact your child's grade-level counselor.

### **SECTION 504**

The Matawan-Aberdeen Regional School District does not discriminate in admission or access to, or employment in, its programs and activities on the basis of handicap in violation of Section 504 and its implementing regulations.

Questions regarding Section 504 eligibility and/or plan implementation should be directed to your child's counselor

### **CHILD STUDY TEAM**

The Child Study Team evaluates students evidencing learning and/or behavioral difficulties that are interfering with learning. If the student is

found to be educationally handicapped, the team decides on an appropriate educational program and placement. For more information about the special education program, contact your child's counselor.

### **PARENT-TEACHER CONFERENCES**

Parent conferences are scheduled for students twice a year. All parents are encouraged to attend parent-teacher conferences regardless of the student's grades or ability levels. Parents and teachers are encouraged to bring sample work, tests or any other information to share at the conference.

Conference Dates for 2016-2017:

December 6, 2016- Evening

December 7, 2016- Afternoon

December 13, 2016- Evening

December 14, 2016- Afternoon

Parents are requested to arrange appointments with school personnel. They may also request a private conference with a particular teacher rather than meet with all of the student's teachers at the same time. However, it is the parents' responsibility to notify the teacher regarding this request.

To schedule a conference, please contact the teacher and/or your child's counselor.

### **UPDATING STUDENT CONTACT INFORMATION**

Current addresses and phone numbers are most helpful to the school administration and are of particular importance to the student and staff in times of emergency.

Parents/Guardians are asked to update their contact information in Realtime or call the MAMS office at (732)705-5515 to report any changes in address or phone number.

### **STUDENT RECORDS**

A cumulative record of each pupil is kept containing report cards, test scores, discipline, etc. Parents may examine these records and should call the principal in order to make such arrangements.

### **STUDENT TRANSFERS**

A transfer form must be completed by the parent. This form may be obtained from the main office when a child is moving out of the district during the school year. (Board of Ed. Policy #5119)



## **VISITORS**

In order not to disrupt the school program and to help insure a safe environment for the pupils and staff, all parents and other visitors are required to report directly to the school's front office to state their business, sign in and receive a visitor's pass. Trespassers may be prosecuted.

For more information, please review Board of Education Policy #9150.

## **TELEPHONE CALLS**

Students may be granted permission to make calls in the main office. Unless a dire emergency occurs at home, incoming calls and/or messages to students will not be conveyed by the office.

## **SECURITY DRILLS**

By law we are required to conduct a minimum of one fire drill per month and one security drill. A map indicating the nearest exit is posted in each classroom. Teachers will review procedures with each class periodically.

## **IDENTIFICATION BADGES**

Students will be issued a school ID and a lanyard during the first week of school. **Any damaged or lost ID will be replaced for a fee of \$3.00.**

## **SEARCHES- LOCKER, DESK, PERSONAL**

Student lockers and desks belong to the Board of Education and may be searched at any time by the building administration. The district respects everyone's right to privacy, but the district has a greater responsibility to guarantee the safety and well-being of all students. No child will be searched without reasonable suspicion. (Board of Ed. Policy #5145.12)

## **LOCKERS**

Students may be assigned a hall and gym locker. We expect lockers to be kept neat and clean. It is strongly suggested that combinations be kept confidential and that lockers are properly secured after use.

Book bags and back packs must remain in lockers during the school day.

School lockers remain the property of the District even when used by pupils. Periodic, unannounced, locker inspections are made during the year. (Board of Ed. Policy #5145.12)

## **CARE OF SCHOOL PROPERTY**

Students are responsible for lockers and any books or materials on loan to them during the school year. Fines will be imposed for loss and/or damage to school property.

## **LOST AND FOUND**

Valuables will be held in the main office; clothing items and books are placed in the cafeteria. Check the appropriate area if you have lost anything. It is the student's responsibility to make appropriate reports if items cannot be found.

The "Lost & Found" will be cleaned out the days before Winter Break, Spring Break, and the last day of the year with unclaimed items being donated to a local charity.

## **PASSES**

Students may not be out of their assigned class unless they have the proper pass. Failure to provide an authorized pass could result in disciplinary action.

## **PERSONAL ELECTRONIC DEVICE POLICY**

Students are only permitted to use personal electronic devices (cell phones, tablets, earbuds/headphones, etc.) during school hours **in the cafeteria and in the classroom at teacher discretion.**

All classrooms have a flip sign that designates whether or not personal electronic device use is permitted. If the device is not permitted, it must be powered off and out of sight.

If a student is using a personal electronic device that violates any of the above: the device will be confiscated, a referral will be submitted, and disciplinary action will be administered in accordance with the Matawan-Aberdeen Middle School Code of Conduct.

The Matawan-Aberdeen Regional School District and Matawan-Aberdeen Middle School assumes no responsibility for lost or stolen items.

## **STOLEN ARTICLES**

Students are responsible for personal belongings. Students are cautioned not to bring valuables or large sums of money to school. The school is not responsible for lost or stolen belongings

## **WORKING PAPERS**

Students desiring information concerning eligibility for work may check with the main office to obtain working papers.

## **MEDIA CENTER**

Orientation for in-coming students is conducted early in the school year through language arts classes. The library is available to students on an individual basis during school hours and after school until 4:00 p.m. Fines for overdue books are \$.05 per book per day and \$.10 per day for overnight reference books.

## **DRESS AND GROOMING**

Students must aim for a neat and clean appearance. Dress which presents a hazard to the health/safety of one's self or others, interferes with school work, creates disorder or disrupts the educational process is inappropriate.

Examples of dress code violations include, but are not limited to, the following: holes in inappropriate places, slogans that can be considered obscene, derogatory, inflammatory or biased, hats, headbands, bandanas, or any form of head covering (except in the case of religious observance), footwear that is considered unsafe (flip-flops, slippers, beach shoes, or barefoot sandals), halter, midriff, spaghetti straps, tank, tube tops, mesh shirts, short skirts or shorts, pajama pants, coats, see-through clothing, and any other tight-fitting clothing which is inappropriate.

**Pants must be worn no lower than waist level.** Jewelry is prohibited during physical education. Jewelry worn for health notification purposes or required for religious observance requirements are exempt from this section. Students who are in violation of the dress code will be given an opportunity to notify parents to arrange for change of dress. (Board of Ed. Policy #5511)

## **SCHOOL INSURANCE**

Parents/guardians may wish to call 1-800-350-8005 or contact [www.bollingerinsurance.com](http://www.bollingerinsurance.com) to purchase insurance for their children. The program is voluntary and this information is provided for the convenience of parents.

For more information, please contact Ms. Nestor, School Nurse, at (732) 705-5507.

## **SCHOOL LUNCH PROGRAM**

Hot or cold lunches are available in our cafeteria. Lunches may also be brought from home. You may pre-purchase lunches/snacks by sending a check payable to MARS Food Service with your child for the cafeteria cashier. Your child will be reminded when his/her account is almost depleted.

It is important that parents know that a substantial amount of our school district's state aid, under the Comprehensive Education Improvement Finance Act, will be based upon the number of free lunches and free milk provided by our school district. Therefore, it is extremely important that all parents, regardless of income, fill out the Free and Reduced Lunch application form and return it to the school as soon as possible. Parents can be assured that all the information included on the form will be strictly **confidential**.

## **STUDENT WELLNESS**

### **HEALTH MATTERS AND NURSE'S OFFICE**

Parents should note the following and feel free to consult with the nurse assigned to their child's health, safety or well-being.

Student emergency cards must be completed and returned. It is imperative that emergency telephone numbers be updated yearly. Local people should be listed who are authorized to take a child home from school when parents are not available.

Scoliosis screenings to identify students with curvature of the spine are completed on all students in grades four through twelve in the spring by the school nurses. If parents wish to have the Scoliosis screening done by a private physician, at parents' expense, the school nurse should be notified in writing and a physician's report of the results should be in the nurse's office by February 1. Other screenings conducted by the nurse are vision, hearing, blood pressure, height, and weight.

### **IMMUNIZATION REQUIREMENTS**

It is mandated by state law that every student has the following immunizations: complete DPT series, complete polio series, measles, mumps, Hepatitis-B and rubella. All new students from out-of-state must present a record of Mantoux testing within one year of entry into the district. All new students from other New Jersey districts must have evidence of a TB test after the age of five. Students not complying with the law are excluded from school.

### **MEDICATION**

It is recognized that certain pupils are able to attend school because of the effective use of medication in the treatment of chronic disabilities or illnesses. Parents must bring medication to the school nurse in the original container, along with a note from the parent and physician.

Under specified conditions students who suffer from asthma or other life threatening illnesses may be permitted to carry prescribed medication on their person in order to self-administer their own medication (N.J.S.A. 18A:40-12.3) provided:

1. The principal is provided with a doctor's note that the student suffers from asthma or another potentially life threatening illness.
2. Written authorization that the student is capable of and has been properly instructed on how to administer the medication.
3. The parents sign a release form.

4. The permission, which is effective only for the school year granted, is renewed each year.

### **ABUSE AND NEGLECT**

The law requires all persons to report suspected incidents of child abuse or neglect. The school is vigilant about this, and you are urged to comply with the law, as failure to do so is a punishable offense. Reports should be made to the Division of Child Protection and Permanency at 1-877-652-2873 or 1-877-NJABUSE. (Board of Ed. Policy #5141.4)

### **AFFIRMATIVE ACTION**

The Matawan-Aberdeen Regional School District offers all students and staff equally educational and employment opportunities regardless of race, color, creed, religion, gender, ancestry, national origin, marital or socioeconomic status, or sexual orientation, age or disability. Inquiries regarding compliance may be directed to the Affirmative Action Officer, One Crest Way, Aberdeen, NJ 07747, (732) 705-4004.

### **HARASSMENT, INTIMIDATION, AND CYBER-BULLYING (HIB)**

The Board of Education believes that a safe and civil environment is necessary for students to learn. Harassment, intimidation, or bullying is conduct that disrupts both the student's ability to learn and the school's ability to educate its students in a safe environment. Any incidents of harassment, intimidation, or bullying are to be reported to school's anti bullying specialist and will be investigated and responded to in accordance with Board of Education policy. (Board of Ed. Policy #5131.1)

Parents are advised to contact their child's counselor who will then support them through the investigative process.

The anti-bullying specialist for Matawan-Aberdeen Middle School is Mr. Daryl McKurth.

### **SEXUAL HARASSMENT**

It is the policy of the Matawan-Aberdeen Regional School District to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the Matawan-Aberdeen Regional School District staff to harass another staff member or student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass staff members and/or other students through conduct or communications of a

sexual nature. In the event there is a concern, please contact a building administrator. (Board of Ed. Policy #5145.4)

### **DRUG AND ALCOHOL EDUCATION**

A comprehensive substance abuse intervention, prevention and treatment referral program has been established in all schools.

The Student Assistance Program offers a variety of services to students in the district. Following the recently enacted state law, drug and alcohol services are being offered district-wide. These include:

- Group and Individual Counseling
- Drug and Alcohol Education
- Aftercare services for recovering students
- Referrals to outside treatment centers

The Substance Awareness Coordinator oversees the implementation of the curriculum district-wide, monitors the progress of students referred to the program and provides drug and alcohol in-service training to school personnel. The coordinator can be reached at (732) 705-5332.

The Student Assistance Counselor, Ms. Notaro, provides evaluation and counseling services to identified students through individual and group counseling. She can be reached at (732) 705-5576.

### **DRUG AND ALCOHOL ABUSE**

The Board of Education Policy is thorough regarding drug and/or alcohol use and is in accordance with the New Jersey State Law. Persons indulging in the use, sale, and distribution of drugs and/or alcohol will be dealt with in accordance with Board of Education policy. (Board of Ed. Policy #5131.6.1)

### **SMOKING**

Smoking and/or possession of tobacco products/paraphernalia and/or matches/lighters is prohibited at any time on school property, buses and on school grounds. (Board of Ed. Policy #5131.6)

### **TEEN HELPLINE**

**2<sup>nd</sup> floor** is a place for students to call any day from 9 a.m. until 12 midnight. It's free and it's safe. Students can talk about whatever is on their mind. The helpline is anonymous. Please call 1-888-222-2228 or go to **[www.2ndfloor.org](http://www.2ndfloor.org)**.

## **TRANSPORTATION**

### **BUS REGULATIONS**

The following regulations apply to students riding the school buses:

1. The bus driver represents an extension of the authority of the school and is in complete charge of the bus.
2. Each student may be required to have an assigned seat.
3. Students are to ride only their assigned bus. Permission to ride another bus, in an emergency situation, must be obtained in advance through written request from parents to the building principal, subject to approval by the transportation coordinator.
4. Students are to remain quietly seated (with seat belts fastened) at all times on the bus. Heads, hands and belongings of all kinds are to remain inside the windows.
5. Walkers are not permitted to ride a bus.
6. Students will not change their bus stop, either going to or from school, without permission from the transportation coordinator.
7. Bus students may ride bicycles or walk to school only with the written permission of their parents.
8. In accordance with state regulations, students may have their bus privilege suspended by the principal for improper behavior.

**A pupil may be excluded from the bus for disciplinary reasons by the Principal, and his parents shall provide for his transportation to and from school during the period of such exclusion. (NJ Statutes: Title 18A:25-2)**

9. A student will lose bus privileges for five days for receiving **three bus conduct reports**.
10. The following behavior is not permitted:
  - a. Destruction of property
  - b. Dangerous horseplay
  - c. Eating/drinking/littering
  - d. Rude, discourteous behavior
  - e. Unacceptable language

The Board of Education provides transportation for all middle school students residing over two miles from the school.

The right to ride the district's school buses carries with it responsibilities for the comfort and safety of all students. The following safety rules are considered absolutely necessary to the welfare of all:

1. Wait **QUIETLY** on the sidewalk and off the street for the bus to come. Don't disturb private property or the people living near the bus stop.

- Line up in a single line to enter the bus. Show your pass and take your seat quickly and quietly.
2. Always cross **IN FRONT** of the bus while boarding. Make sure you can see the driver's eyes and watch for his/her hand signal to cross the street.
3. Sit properly in the seat assigned to you and wear a seatbelt if the bus is equipped with them.
4. Never, at any time, throw an object in the bus, out of the bus or into the bus. **NEVER PICK UP PAPERS YOU DROP NEAR A SCHOOL BUS**. When you lean down, the driver cannot see you. It is very important that every student have a book bag of some sort in which to carry papers.

Transportation may be available if a sufficient number of students desire such services. There is a nominal cost for students residing less than the authorized mileage from their respective schools. Information regarding private transportation may be obtained from the school office or by contacting the Transportation Office at 732-705-4018.

Please note: Any student who misses the P. M. bus must report to the office immediately to notify parent/guardian

### **VIDEOTAPING OF STUDENTS ON SCHOOL BUSES**

Given the problems of misbehavior by some students on school buses that transport students to and from home, the Board has identified methods to deter misconduct and verify the students' actions. In order to benefit the students, all school buses owned by the district may have videotape equipment installed to monitor student behavior. The videotape of such bus rides and student behavior may be used as evidence against students in disciplinary hearings.

## EXTRA-CURRICULAR / PTSO

The Matawan-Aberdeen Regional School District has established equitable standards for student participation in inter-scholastic athletics, co-curricular and extra-curricular activities. These requirements exceed state mandates and are intended to reinforce good citizenship and positive academic attitudes. To participate in activities, students must adhere to the district's discipline/academic requirements.

We encourage all pupils to become involved in our extra-curricular programs. Postings in the building and announcements are methods of advising students of when activities are beginning.

For the most up-to-date listing of clubs and activities, please visit our website.

Note: Students who are absent during a school day may not participate in extra-curricular activities on that day.

## **EXTRA-CURRICULAR ACTIVITIES - INTERSCHOLASTIC/INTRAMURAL ATHLETICS**

Extra-curricular activities are those which are sponsored or approved by the Board of Education. They are generally conducted wholly or partly outside the regular school day and are available to all qualified students on a voluntary basis. Parents are responsible for picking up their children from a school activity on time.

The academic/discipline eligibility requirements established by the Board of Education and Article V, Section 4, NJSIAA bylaws, which include athletic and non-athletic activities, are as follows:

### ACADEMIC REQUIREMENTS

A student will not be allowed to participate in any extra-curricular activities if he/she is failing **two or more subjects** at the conclusion of any marking period and/or has a **failing average in two or more subjects at the end of any marking period**. Reinstatement in these activities will be granted provided that the student is passing subjects as indicated by the interim reports or end of marking period report.

### DISCIPLINE REQUIREMENTS

A student will not be allowed to participate in any school activities while on loss of privileges as per the discipline policy. All advisors/coaches are responsible for checking participants' eligibility status at the beginning of the activity.

## **FIELD TRIPS**

Field trips are planned periodically to provide our students with enrichment activities. Parents are required to sign a permission slip for their child to attend the trip. **Students who demonstrate inappropriate behavior during the school year or who are academically ineligible may be excluded from field trips.** Usually, field trip eligibility will be determined four weeks prior to the trip; however, less notice may be necessary due to student behavior. **Fees for all trips are non-refundable.**

## **PTSO**

Our Parent, Teacher, Student Organization (PTSO) meets monthly from October-May. All members of the MAMS family are encouraged to become involved in this organization.

For more information, please e-mail [mamsinfo@marsd.org](mailto:mamsinfo@marsd.org) or visit the PTSO channel of our website.

## DISCIPLINE

### **CODE-OF-CONDUCT**

All members of the MAMS community are responsible for being informed of, and adhering to, the "Matawan-Aberdeen Middle School Code of Conduct".

This document is available for viewing and downloading on the MAMS website under "Our School".

Questions regarding the Code of Conduct should be directed to your child's Assistant Principal.

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT**  
**ADOPTED 2016**  
**BOARD OF EDUCATION MEETINGS SCHEDULE**

In accordance with the Open Public Meetings Act, Chapter 231, PL 1975, the Matawan-Aberdeen Regional School District Board of Education at its Regular Action Meeting on December 14, 2015 adopted the following schedule of Regular Monthly **ACTION MEETINGS** to be held on the **FOURTH MONDAY** of each month unless otherwise indicated as listed below. Meetings will commence at 7:00 pm at the District locations listed below unless otherwise designated. Action will be taken. Committee of the Whole Meetings (COW) will be held on the second Monday of each month unless otherwise indicated as listed below. Meetings will commence at 7:00 pm at the Administration Building and **action may be taken.**

**REGULAR ACTION/COMMITTEE OF THE WHOLE MEETINGS**

<b>MEETING DATE</b>	<b>LOCATION</b>	<b>ADDRESS</b>
MONDAY, January 11, 2016	COW Administration Building	1 Crest Way, Aberdeen, NJ
MONDAY, January 25, 2016	Cliffwood Elementary School	422 Cliffwood Ave, Cliffwood, NJ
MONDAY, February 8, 2016	COW Administration Building	1 Crest Way, Aberdeen, NJ
MONDAY, February 22, 2016	Strathmore Elementary School	282 Church St, Aberdeen, NJ
MONDAY, March 14, 2016	COW Administration Building	1 Crest Way, Aberdeen, NJ
MONDAY, March 21, 2016	Cambridge Park School	1 Crest Way, Aberdeen, NJ
MONDAY, April 11, 2016	COW Administration Building	1 Crest Way, Aberdeen, NJ
MONDAY, April 25, 2016	Administration Building	1 Crest Way, Aberdeen, NJ
MONDAY, May 9, 2016	COW Administration Building	1 Crest Way, Aberdeen, NJ
MONDAY, May 23, 2016	Administration Building	1 Crest Way, Aberdeen, NJ
MONDAY, June 13, 2016	COW Administration Building	1 Crest Way, Aberdeen, NJ
MONDAY, June 27, 2016	Administration Building	1 Crest Way, Aberdeen, NJ
MONDAY, July 25, 2016	Administration Building	1 Crest Way, Aberdeen, NJ
MONDAY, August 22, 2016	Administration Building	1 Crest Way, Aberdeen, NJ
MONDAY, September 12, 2016	COW Administration Building	1 Crest Way, Aberdeen, NJ
MONDAY, September 26, 2016	Matawan-Aberdeen Regional High School	450 Atlantic Ave, Aberdeen, NJ
TUESDAY, October 11, 2016	COW Administration Building	1 Crest Way, Aberdeen, NJ
MONDAY, October 24, 2016	Matawan-Aberdeen Middle School	469 Matawan Ave., Cliffwood, NJ
MONDAY, November 14, 2016	COW Administration Building	1 Crest Way, Aberdeen, NJ
MONDAY, November 28, 2016	Ravine Drive Elementary School	170 Ravine Dr., Matawan, NJ
MONDAY, December 19, 2016	Lloyd Road Elementary School	401 Lloyd Rd., Aberdeen, NJ
WEDNESDAY, January 4, 2017	Organization Meeting Administration Building	1 Crest Way, Aberdeen, NJ

Patrick DeGeorge  
Assistant Superintendent for Business/Board Secretary

Adopted: December 14, 2015

## MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT 2016 - 2017 SCHOOL CALENDAR

SEPTEMBER 2016							September: 1, 2 - Staff In-Service Day 5 - Labor Day 6 - First Day for Students  <b>Total Days for Students: 19</b>	FEBRUARY 2017							February: 17 - 20 - Presidents' Weekend  <b>Total Days for Students: 18</b>
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
						3					1	2	3	4	
4	<del>5</del>	6	7	8	<del>9</del>	10	5	6	7	8	9	10	11		
11	12	13	14	15	16	17	12	13	14	15	16	<del>17</del>	18		
18	19	20	21	22	23	24	19	<del>20</del>	21	22	23	24	25		
25	26	27	28	29	30		26	27	28						
OCTOBER 2016							October: 3, 4 - Rosh Hashanah 10 - Staff In-Service/Columbus Day Observance 12 - Yom Kippur  <b>Total Days for Students: 17</b>	MARCH 2017							March: 2 - Half Day Pre-K for Conferences 7 - Half Day K-3 for Conferences 8 - Half Day Pre-K-3 for Conferences 10 - Staff In-Service Day  <b>Total Days for Students: 22</b>
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
						1					1	2	3	4	
2	<del>3</del>	<del>4</del>	5	6	7	8	5	6	7	8	9	<del>10</del>	11		
9	<del>10</del>	11	<del>12</del>	13	14	15	12	13	14	15	16	17	18		
16	17	18	19	20	21	22	19	20	21	22	23	24	25		
23	24	25	26	27	28	29	26	27	28	29	30	31			
30	31														
NOVEMBER 2016							November: 10, 11 - NJEA Convention 16 - Half Day Students - Pre-K-8 17 - Half Day Pre-K for Conferences 21 - Half Day K-3 for Conferences 22 - Half Day Pre-K-3 for Conferences 23 - Half Day Students/Staff 24, 25 - Thanksgiving <b>Total Days for Students: 18</b>	APRIL 2017							April: 10 - 17 Spring Break  <b>Total Days for Students: 14</b>
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
		1	2	3	4	5							1		
6	7	8	9	<del>10</del>	<del>11</del>	12	2	3	4	5	6	7	8		
13	14	15	16	17	18	19	9	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	15		
20	21	22	23	24	25	26	16	<del>17</del>	18	19	20	21	22		
27	28	29	30				23	24	25	26	27	28	29		
							30								
DECEMBER 2016							December: 6, 7, 13, 14 - Half Day HS/MS for Conferences 23 - Half Day Students/Staff 26 - 30 - Winter Recess  <b>Total Days for Students: 17</b>	MAY 2017							May: 26 - 29 - Memorial Day Weekend  <b>Total Days for Students: 21</b>
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
				1	2	3		1	2	3	4	5	6		
4	5	6	7	8	9	10	7	8	9	10	11	12	13		
11	12	13	14	15	16	17	14	15	16	17	18	19	20		
18	19	20	21	22	23	24	21	22	23	24	25	<del>26</del>	27		
25	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	31	28	<del>29</del>	30	31					
JANUARY 2017							January: 2 - New Year's Day Observed/ Winter Recess 16 - Martin Luther King Day 18, 19, 24, 25 - Half Day LR for Conferences 31 - Half Day Students - Pre-K-8 <b>Total Days for Students: 20</b>	JUNE 2017							June: 9 - Half Day HS Students & Staff only 16 - 22-Half Days - HS Students only for Finals* 22, 23 - Half Day Students & Staff* 23 - Tentative Last Day of School* 23 - HS/MS Graduation <b>Total Days for Students: 17</b>
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
												1	2	3	
1	<del>2</del>	3	4	5	6	7	4	5	6	7	8	9	10		
8	9	10	11	12	13	14	11	12	13	14	15	16	17		
15	<del>16</del>	17	18	19	20	21	18	19	20	21	22	23	24		
22	23	24	25	26	27	28	25	26	27	28	29	30			
29	30	31													

**KEY:** = No School for Students Only  
 = No School for Students & Staff  
 = 1/2 Day Students & Staff  
 = 1/2 Day Students Only

**Marking Periods**  
 1: Sept 6 - Nov 15 (45 days)  
 2: Nov 16 - Jan 30 (45 days)  
 3: Jan 31 - Apr 6 (45 days)  
 4: Apr 7 - June 23 (49 days\*)

Total days for teaching staff: 187\*  
 Total days for students: 183\*

PARENT CONFERENCE DATES (FOUR HOUR SESSIONS)		
11/17/16	Pre-K	Evening Conferences - CP
11/21/16	K-3	Evening CL, RD, ST
11/22/16	Pre-K-3	Afternoon CL, RD, ST, CP
12/06/16	HS	Afternoon Conferences - Grades 9-12
12/06/16	MS	Evening Conferences - Grades 6-8
12/07/16	HS	Evening Conferences - Grades 9-12
12/07/16	MS	Afternoon Conferences - Grades 6-8
12/13/16	HS	Afternoon Conferences - Grades 9-12
12/13/16	MS	Evening Conferences - Grades 6-8
12/14/16	HS	Evening Conferences - Grades 9-12
12/14/16	MS	Afternoon Conferences - Grades 6-8
01/18/17	LR	Afternoon Conferences - Grades 4-5
01/19/17	LR	Evening Conferences - Grades 4-5
01/24/17	LR	Afternoon Conferences - Grades 4-5
01/25/17	LR	Evening Conferences - Grades 4-5
03/02/17	Pre-K	Evening Conferences - CP
03/07/17	K-3	Evening CL, RD, ST
03/08/17	Pre-K-3	Afternoon CL, RD, ST, CP

**\*Note:** Three extra days have been built into the calendar for emergencies, weather closings, etc. For each of these days not used, the last day of school for students and teachers will be reduced by one day, beginning June 23, in reverse order. If **additional** emergency closing days need to be made up, they will be deducted from subsequent days scheduled as days closed and/or added as half-days beginning June 23. Please note that May 26 will be used as a snow day once the 3 others have been exhausted. If a 5th day is needed, April 17 will be used as a snow day. Should additional days be needed, they will be added to the calendar through June 30.

Matawan-Aberdeen Regional School District staff must make vacation and personal plans with the understanding that if a revised schedule is implemented due to emergencies, etc., the Board will not grant personal leave, with or without pay, for these days. Requests for any other leaves of absence (i.e., sick leave or family illness) on these days may require a physician's verification.

= Marking Period  
 = Parent Conferences  
 = Dates of proposed Board of Education meetings