



Schuyler Colfax Middle School

1500 Hamburg Tpke.
WAYNE NEW JERSEY 07470
Main - (973) 633-3130
DISTRICT: <https://www.wayneschools.com/>

Mrs. Heather Weinstein, Principal

Mr. Chris Mucha, Assistant Principal

Extensions:

<u>Main Office</u>	<u>1</u>
<u>Guidance</u>	<u>2</u>
<u>Nurse</u>	<u>3</u>
<u>Absentee Line</u>	<u>4</u>
<u>CST</u>	<u>5</u>
<u>Kitchen</u>	<u>6</u>
<u>Band Room</u>	<u>7</u>
<u>Security Office</u>	<u>8</u>

PRINCIPAL'S MESSAGE

To our Schuyler Students,

Every year our Schuyler staff looks forward to welcoming you into our building with excitement and anticipation of the upcoming school year. Helping you grow academically as well as socially and emotionally into incredible young adults is a very special and rewarding journey and continues to be our greatest priority. The commitment you make to yourself and your school will set the tone for how you experience Schuyler. Our Schuyler family is at its best when working together to provide an environment of strength and support. Our standards are set very high as are our expectations of you. Your ability is limitless and we remain committed to helping you achieve your greatest potential. Our goals remain the same; to cultivate an inclusive environment where all of our students can achieve their greatest academic potential and thrive in an atmosphere of acceptance.

As always Schuyler Remember to Respect Yourself, Others, and Schuyler.

Mrs. Weinstein

POLICY / PROCEDURE

SCHOOL SAFETY

School safety procedures are in place to maintain safety and order in emergency situations. A series of security drills consistent with New Jersey Law will be conducted throughout the year.

ATTENDANCE POLICY

In accordance with Wayne Board of Education Policy, all students are expected to attend school on a regular basis. Parents are requested to contact the attendance line at ext. 70 before 7:45 AM if a student is ill or will be absent. When students are absent due to religious observance, a note should be presented to the homeroom teacher in advance of the anticipated absence. [Wayne Attendance Policy](#), [Regulation](#)

TRUANCY

A student is truant when he/she is absent from school without an acceptable reason or when he/she boards a school bus, arrives on school grounds and then leaves without the permission of the Principal. Students will be subject to disciplinary action upon their return to school.

TARDINESS

ALL STUDENTS MUST BE IN HOMEROOM NO LATER THAN 8:00 AM. Tardiness to school and classes is disruptive. Students who are tardy to school must report to the Security Office at Door 13. Students who are tardy to school on a consistent basis are subject to disciplinary action in accordance with school policy.

VISITORS

Visitors must report directly to the Security Office. Articles to be delivered to students during school hours are to be left in the foyer at the Security Office Door 13. Office staff will check for items labeled with the student's name and will ensure that all students get their items in a timely way throughout the day. All visitors must sign in and wear a visitor's badge/lanyard when authorized to be present in the building. It is expected that an appointment will be in place prior to all visits to our school.

DISMISSAL PROCEDURE

Unless you are staying for an after school activity, all students are expected to leave school at 2:45pm. If you are staying for an activity, you are to remain in your assigned room until your program has concluded. At that time, you are to exit the building avoiding loitering in the hallways or on school grounds.

DISMISSAL DURING THE SCHOOL DAY

All students are expected to remain in school for the entire school day. If a student must leave the building, he/she must sign out from the main office with a parent or adult authorized by the parent via a note or listed on the emergency card (identification will be required). Advanced notification is expected (except for emergencies) and the latest time for student pick up is 2:30pm.

STUDENT LOCKERS

Students will be assigned a locker at the beginning of each school year in which to keep books, lunches, and personal belongings. School lockers remain the property of the district even when used by students. Lockers are subject to administrative searches in the interests of safety, sanitation, order and discipline, and search by law enforcement officials on presentation of a proper warrant. Lockers will be assigned annually. **Students are responsible for providing a combination lock to secure their assigned locker.**

CARE OF SCHOOL PROPERTY

The Board of Education supplies textbooks (online or hard copy) and a reasonable quantity of supplies to each pupil. Students are expected to exercise care in handling the textbooks and other school materials. Marking, tearing or in any way destroying school property is not only inexcusable, but is also subject to a fine for those responsible.

DRESS POLICY

Schuyler Colfax students are expected to dress in a manner that is appropriate for school. We require parent assistance in ensuring that your child adheres to the following guidelines to avoid any disciplinary action: [Wayne Dress Code](#)

All attire should be neat, clean and be appropriate for a school environment.

No pupil may wear clothing which reveals his or her back, midriff, upper thigh or cleavage; no pupil may wear clothing which exposes any underwear, or which is "see through" (i.e. through which underwear or bare skin is visible); no pupil may wear clothing which promotes any illegal behavior, such as the use of alcohol or drugs, in either text or illustration, inappropriate language or which denigrates any racial ethnic, or religious group in text or illustration.

Flip-flops and "slides" are not allowed as they are not safe to be worn in school

No hats, bandanas or other types of decorative head covering is permitted.

No clothing may be worn that allies with or promotes gang activity.

Any student that comes to school in inappropriate dress according to the above-cited guidelines will be asked to change their clothing. If the student does not have something appropriate available in school, parents will be contacted to provide them. Students who continually violate our dress code will be subject to disciplinary action which may include being marked absent from class /school. These absences will be considered as part of the district attendance policy and may lead to the loss of credit for a course/school year.

1:1 Chromebook (Laptop) Program

Each Wayne Middle School Student will be issued a Chromebook and charger. Students are expected to treat this district owned device with respect and care. The district will monitor use of every Chromebook at all times, including before and after school hours and off school grounds. To clarify, **Chromebook use will be monitored when the student is using it at home.** Inappropriate use will result in disciplinary action. It is expected that parents/guardians will help monitor their students' Chromebook use outside of school hours. [Wayne Acceptable Use Policy](#)

All students are expected to arrive at school every day with their Chromebook charged, ready for the school day. It should be treated as a text book that would be brought to school and class every day.

Parents/guardians will be expected to read and "sign-off" on the 1:1 Program via *Community Pass* AND attend a mandatory information session before their student will be issued their Chromebook.

PHYSICAL EDUCATION

All students are expected to be prepared for and participate in class every day. Students may wear shorts and a T-shirt, sweat suit (sweat shirts/pants) and sneakers that are appropriate and safe for physical activity. Students are NOT permitted to wear cut-off shorts, cut-off T-shirts, yoga pants or any clothing with obscene or offensive writing. In addition, students are NOT permitted to wear the clothing that they wore to school while engaged in their Physical Education class. Schuyler Colfax P.E. shirts are available for purchase from the Health & Physical Education Department. Payments can be made via Credit Card on Community Pass. Lockers and combination locks will be assigned to each student in the appropriate locker room for them to utilize during their Physical Education class. Any lock NOT returned at the end of the school year will result in a \$5.00 fine.

Students who are recovering from an illness and/or are medically excused from participating in Physical Education class who have been treated by a doctor are to present a doctor's note indicating the length of time requested for non-participation in class. This note is to be given to the school nurse prior to the Physical Education period on the day the student returns to school. (Students who are not under a doctor's care can present a parent note but will only be honored for three days.)

Note: New piercings do not constitute an excuse for missing/not participating in physical education class. Since jewelry is NOT permitted, students should plan to schedule ear piercing in early summer or during the marking period in which they are scheduled for health to allow ample time for the hole to heal. This will ensure that students can safely remove earrings.

HEALTH SERVICES

To assist children in developing good health habits, it is necessary that both home and school work cooperatively. Students are screened by the school nurse for vision and hearing, scoliosis, height, weight, and blood pressure. Parents will be notified if there is any problem that might require further medical attention. An annual examination is recommended by the family doctor and dentist. Eighth graders are required to see the family doctor. The school physician will perform the exam if requested by the parent. Students who require medication during school hours must bring the original labeled container to the nurse with the completed paperwork for the nurse to administer the medication. These forms may be found on the Wayne website under Departments & People then Health Services.

If a student becomes ill in school, he/she must report to the nurse who will decide what should be done. Students must not leave the building because of illness without authorization. Students must report to their teachers for a pass before going to the nurse. When a child will be late or will not be attending school, the parent must notify the school before 8:00 a.m. by calling the attendance line (973-633-3130 ext.). Parents should advise the nurse at the beginning of the school year of any physical disabilities or health problems which might affect school activities.

If a student is ill and will be absent for an extended period of time (at least 10 consecutive school days) arrangements can be made through the school nurse for the student to receive home instruction. Notify the school nurse of any extended illness.

GUIDANCE SERVICES

Upon entry into 6th grade, a Guidance Counselor will be assigned to the entire grade and will remain with the students throughout the 3 years at Schuyler Colfax. The name of the counselor assigned to each student appears on their schedule. In addition to individual and group counseling services, students may seek advice about scheduling, career information, extracurricular activities, and academic programs. Parents may call the guidance office at any time to discuss a child's progress or to make an appointment concerning their child.

Karen Gorman kgorman@wayneschools.com

Laura Kuhn lkuhn@wayneschools.com

Karen Vivino kvivino@wayneschools.com

DISCIPLINARY ACTION

Administrative discipline shall follow any of the behavioral problems listed below:
[Wayne Expectations of Student Conduct](#), [Wayne Student Discipline, Code of Conduct](#)

Profanity, willful disobedience and insubordination toward staff members will not be tolerated.

Abusive, profane, bias, or threatening language/actions will not be tolerated.

- **The above two items include student's on-line behavior and social media use. Inappropriate pictures, profanity, bias or threatening language posted to all internet platforms (i.e. Instagram, Snap Chat, Facebook, etc.) including email during AND outside of school hours, on and off school property will be addressed relative to disciplinary action and potential HIB investigations.**

Fighting, physical confrontations or harassment of any form on the part of the students will not be tolerated. In addition, inciting, aiding or abetting a fight will result in disciplinary action being taken.

The possession or use of tobacco, alcohol, drugs, or weapons is strictly forbidden. Students involved in these activities will be subject to actions as specified by Board Policy and the law.

Cutting class, an assigned study hall or a detention will lead to disciplinary action on the part of the Administration.

Disruptive behavior on the part of a student is not acceptable.

Graffiti and/or vandalism to any area of the school, school grounds or school property will result in strict disciplinary action taken, restitution for damages sought and police notification/report/charges if and when the situation warrants.

Intimidation, extortion, or bullying of another student will not be tolerated.

Leaving school property without authorization will result in disciplinary action being taken.

Not signing into school upon a late arrival will meet with consequences.

Pulling a fire alarm will result in a multiple day Out-of-School suspension and a report filed with the police.

Tardiness to both school and class will result in consequences ranging from detention to an Out-of-School suspension – depending upon the number of occurrences per marking period.

Theft or possession of stolen property will result in an Out-of-School suspension, restitution and police referral.

Skateboards: For the safety of all involved, skateboards are NOT PERMITTED in school or on school grounds during the course of the school day.

STUDENTS MAY BE ASSIGNED DETENTION, SUSPENSION OR LOSS OF RECREATION PRIVILEGES. ATTENDANCE AT DANCES, CLASS TRIPS AND OTHER SCHOOL FUNCTIONS MAY ALSO BE PROHIBITED.

Schuyler Colfax ACADEMICS

ACADEMIC HONOR CODE

The Academic Honor Code represents our school mission to promote responsible, independent thinkers who respect the value of academic integrity.

All academic assignments are to be the sole work of the individual student unless specified by the teacher. Copying any material is a direct violation of the Academic Honor Code. This includes homework, tests, lab reports, quizzes, projects, etc. Taking someone else's words or ideas and presenting them as your own is plagiarism. This includes any undocumented copying of material from books, the Internet, Cliff Notes, and speeches. Plagiarism is a direct violation of the Academic Honor Code.

Multiple submissions by students, without the consent of the instructor, is a violation of the Academic Honor Code. A student may not submit work that has previously been submitted for credit in another course. Sharing answers is also a violation of the Academic Honor Code.

Any violation of the Honor Code will result in a zero (0) for all parties with no opportunity to make up the assignment.

GRADING SYSTEM

The evaluation of student achievement is an important function of the teacher. The accepted grading system is as follows:

- A (90-100)**
- B (80-89)**
- C (70-79)**
- D (60-69)**
- F (59 or below)**
- I – Incomplete**
- E - Excused**

An incomplete is given only in those cases where illness, emergency, or by pre-arrangement, the student has not been able to complete the work of the course during the marking period. Incomplete work must be made up within two weeks of receipt of the report card. Make-up work is the responsibility of the student.

MAKE-UP OF SCHOOL WORK

Students who are absent, for any reason, will be required to make up work missed in each class. It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon return to school. Failure to obtain make-up work is no excuse for not doing work missed.

The teacher should arrange make-up opportunities for students who have missed tests or important assignments because of excused absences. Students are responsible for class assignments as follows:

Days Absent	Make-Up Deadline
1-3 days	5 days
4-6 days	10 days
7+ days	By arrangement with teacher

EXTENDED ABSENCE

Homework assignments missed due to an absence of 3 or more days can be requested through the guidance office. Please allow 24 hours to process these requests. Teachers are not required to provide work ahead of a family vacation that takes place during school days.

SUMMER SCHOOL

Delineation of Summer School Attendance Requirements:

Students who fail one or two full-year academic courses will need to attend a fee based summer school program in order to satisfy the requirements as established in the middle school promotion policy.

Failure of any three full-year academic courses requires a contact with the parent/guardian by the counselor or building Principal. Since a child may only take up to two summer school courses, the final decision regarding promotion shall rest with the Principal.

Subject to administrative review, summer school will not be recommended for students who fail four full-year courses. Students will be retained.

Failure on the part of the student to attend the summer school program will result in grade level retention.

SUMMER SCHOOL COURSE FAILURE

A student who fails one or two subjects during the regular academic year and also fails any subject in the summer school program will be evaluated for promotion or retention by the building principal.

PROMOTION POLICY

Promotion from grade to grade is the decision of the building principal, providing the following criteria have been met:

The pupil has satisfied the Wayne Township Attendance Policy.

The student has successfully completed all full year academic subjects by the end of the conjoining summer school session.

TRANSPORTATION

Prior to the opening of school, students will receive notification of their bus assignments. Under no circumstances will this be changed except by contacting the Transportation Office at 973-633-3134. Bus assignments are necessary in order to prevent crowding of buses beyond a safe capacity. Students **cannot** ride a bus to which they are not assigned. In such cases, other transportation arrangements must be made. Pupils who ride bicycles to school are required to walk them while on school grounds. Bicycle racks are provided. Helmets must be worn in accordance with State Law. In the event of a need for special transportation resulting from injury and other medical reasons, contact the nurse who will make necessary arrangements.

BUS CONDUCT RULES

New Jersey law requires that buses are provided for those whose distance from school makes this service essential, but does not relieve parents/guardians from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a child boards a bus, he/she becomes the responsibility of the school district. It is recommended that parents counsel their children on proper bus behavior.

The school bus is an extension of the classroom and the Board will require children to conduct themselves on the bus in a manner consistent with established standards of behavior. When a child does not conduct himself/herself properly on a bus, the problems are to be brought to the attention of the administration.

A student who becomes a serious disciplinary problem on the school bus will be subject to disciplinary action consistent with Pupil Discipline/Code of Conduct, BOE Regulation 5600.

CELL PHONES

Board policy allows for students to bring cellphones to school, however, cell phones must be turned off and stored away in their lockers throughout the day. They are not allowed to use cell phones for calls, texting or internet use during the day anywhere in the school building. This includes calls to and from a parent/guardian. **Parents, please DO NOT call your child on their cell phone during the school day.** You should call the main office and ask to speak to your child if it is absolutely necessary.

Violation of the policy results in the confiscation of the phone which must be picked up by a parent. Repeated offenses will result in disciplinary measures for the student. This policy applies to the school day as well as all school sponsored functions and trips.

CLUBS AND ACTIVITIES

Clubs and Activities at SCMS are formed and organized in conjunction with the interests and talents of the teachers serving as advisors. Extra-curricular opportunities for students are listed on the Schuyler Colfax website.

LOST & FOUND

Students who find lost articles are asked to take them to the Auditorium (lunch boxes, sweatshirts, coats, etc.) or the Main Office (cell phones, electronics, earbuds, eye glasses) where they can be claimed by the owner. When an item is lost, the student should check the lost and found.