



EDGAR MIDDLE SCHOOL

**49 Brunswick Avenue
Metuchen, NJ 08840
(732) 321-8770**

"Learning in a Caring Community"

STUDENT/PARENT HANDBOOK 2025-2026

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School Web Address: www.metuchenschools.org/ems

WELCOME TO EDGAR MIDDLE SCHOOL

TO THE STUDENT:

The staff at Edgar Middle School welcomes you! We are excited about the school year and look forward to providing you with interesting, engaging, and challenging opportunities. We encourage you to set high standards for yourself. Be assured that the staff at EMS is prepared to help you reach your goals. As middle-level students, we encourage you to be active learners and active participants in all aspects of school life. We are committed to your academic, social, and emotional growth and development. We want the years you spend with us to be the best they can be. The following pages in this handbook explain what you need to know to make these years successful. Take time to go over these pages with your parents. The opportunity to work with you in a partnership that includes your teachers and parents will help prepare you for the future. Your success is very important to us.

BELL SCHEDULE

Regular Day Bell Schedule

HR	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
7:53 -7:59	8:02-8:48	8:51-9:37	9:40-10:26	10:29-11:15 Lunch 5	11:18-12:04 Lunch 8	12:07-12:53 Lunch 6	12:56-1:42 Lunch 7	1:45-2:31

Early Dismissal Bell Schedule

HR	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
7:53-7:59	8:02-8:31	8:34-9:03	9:06-9:35	9:38-10:07 Lunch 5	10:10-10:39 Lunch 8	10:42-11:11 Lunch 6	11:14-11:43 Lunch 7	11:46-12:15

Delayed Opening Bell Schedule

HR	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
9:23-9:27	9:30 - 10:05	10:08-10:43	10:46-11:21	11:24-11:59 Lunch 5	12:02-12:37 Lunch 8	12:40 - 1:15 Lunch 6	1:18 -1:53 Lunch 7	1:56 - 2:31

PM Advisory/WIN Wednesday Bell Schedule

HR	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Advisory
7:53 -7:59	8:03-8:43	8:47-9:27	9:31-10:11	10:15-10:55 Lunch 5	10:59 -11:39 Lunch 8	11:43 -12:23 Lunch 6	12:27-1:07 Lunch 7	1:11- 1:51	1:56-2:31

AM Advisory/WIN Wednesday Bell Schedule

HR	Advisory	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
7:53-7:59	8:03-8:38	8:42-9:22	9:26-10:06	10:10-10:50	10:54-11:34 Lunch 5	11:38 -12:18 Lunch 8	12:22 -1:02 Lunch 6	1:06-1:46 Lunch 7	1:50- 2:31

2025-2026 School Calendar

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	27/05 Days					

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	20T/20S Days			

20T/20S Days						
October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	13T/13S Days					

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	17T/17S Days		

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
20T/19S Days						

Moss Conferences- early dismissals

Dec 3, 4

PM conferences - 12/04

Afternoon conferences - 12/03, 12/04

Dec 5 - Early Dismissal. No Conferences

March 18, 19

PM conferences - 03/18

Afternoon conferences - 03/18, 03/19

March 20 - Early Dismissal. No Conferences

METUCHEN PUBLIC SCHOOLS
181 INSTRUCTIONAL DAYS
186 STAFF DAYS
MHS GRADUATION: JUNE 24

Aug 25, 26, 29 New Teacher Orientation

Aug 27, 28 Inservice teachers

Sept 1 Labor Day

Sept 2 First Day of School

Sept 23 Rosh Hashanah

Oct 2 Yom Kippur

Oct 13 Inservice teachers

Nov 3-7 Fall Recess

Nov 26 Early Dismissal Day

Nov 27-28 Thanksgiving Recess

Dec 23 Early Dismissal Day

Dec 24- Jan 1 Winter Recess

Jan 16 Inservice teachers

Jan 19 MLK Jr Day

Feb 16 Presidents Day

March 30- April 3 Spring Recess

May 22 Inservice teachers

May 25 Memorial Day

June 18 Last Day of School

June 19 Juneteenth

June 24 MHS Graduation Day

MAKE-UP SNOW DAYS

Make-up snow days will be added to end of school year, if needed.

The last 3 days of school will be early dismissal days for students.

Metuchen High School Conferences

November 24 (MHS ONLY Early Dismissal - Afternoon and Evening Conferences)

November 25 (MHS ONLY Early Dismissal - no conferences)

Campbell Conferences- early dismissals

Dec 3, 4

PM conferences - 12/03

Afternoon conferences - 12/03, 12/04

Dec 5 - Early Dismissal. No Conferences

March 18, 19

PM conferences - 03/19

Afternoon conferences - 03/18, 03/19

March 20 - Early Dismissal. No Conferences

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

19T/19S Days

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	20T/20S Days			

20T/20S Days

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	19T/19S Days	

19T/19S Days

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	20T/19S Days					

20T/19S Days

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	14T/14S Days			

14T/14S Days

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Edgar Conferences- early dismissals

Dec 3, 4

PM conferences - 12/04

Afternoon conferences - 12/03, 12/04

Dec 5 - Early Dismissal. No Conferences

March 18, 19

PM conferences - 03/18

Afternoon conferences - 03/18, 03/19

March 20 - Early Dismissal. No Conferences

 School Closed

 Early Dismissal

 New Teacher Orientation

 Inservice

 First & Last Day of School



Parent Teacher Conferences

Make-Up Snow Day

Board Approved 6/10/25

Edgar Middle School Marking Period Dates				
	Marking Period Begins	Mid-Marking Period	Marking Period Ends	Report Cards Released
Marking Period 1	9/2/2025	10/3/2025	11/14/2025	11/21/2025
Marking Period 2	11/17/2025	12/19/2025	2/2/2026	2/6/2026
Marking Period 3	2/3/2026	3/6/2026	4/14/2026	4/20/2026
Marking Period 4	4/15/2026	5/14/2026	6/18/2025	6/18/26

GENERAL INFORMATION

Attendance

As per Policy #5200, the Board of Education requires that the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

At Edgar Middle School, regular and punctual attendance is considered an indicator of College and Career Readiness and strongly contributes to a student's success in school. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. No single factor may interfere with a student's progress more quickly than frequent absences or tardiness.

Please note the NJDOE only recognizes the following reasons as excused absences:

1. Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.
- i. The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
2. Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
3. Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
4. Take Our Children to Work Day.
5. College visit(s), up to three days per school year for students in grades 11 and 12; and
6. Closure of a busing school district that prevents a student from having transportation to the receiving school.

Please refer to the [BOE Policy #5200](#) and [BOE Regulations #5200](#) posted on the district website for more information.

Absence from School:

Two steps should be followed if you are absent:

1. If possible, a parent or guardian should call the main office before **7:55 a.m.** to inform us that you will be absent. The number is **732-321-8770 option 1**.
2. When you return, you must bring a note from a parent or guardian explaining the absence.

A student is considered **tardy** if he/she is not in his/her homeroom seat when the bell rings at **7:53**. Students who are late to class or school three or more times in a marking cycle will be subject to disciplinary consequences.

Notification letters will be sent home when students accrue excessive absences from school.

Homework: Homework is available on your Google Classrooms. Using the To-Do feature in Google Classroom will allow you to see all assignments that are due for your classes.

Grades Online: Parents can access student grades online through the Parent Module of the Genesis System. Users must register through the School Counseling Office to participate in this online communication system.

SCHOOL PROCEDURES

Arrival/Dismissal: Students will report to their assigned area by the designated door. At dismissal, bus students should report to their pick-up area/bus without delay. Other students should begin their trip home. No students should engage in games or loiter near or around the building. All students must leave the building and/or school grounds immediately after dismissal, unless they are participating in a supervised activity/program.

Assemblies: We provide a variety of programs for your enjoyment. During assembly programs, we expect you to give your undivided attention to the speaker, performer, or film. We are proud of the compliments visitors have paid our students for their excellent behavior. Rarely do we find it necessary to ask a student to leave the room during an assembly program.

Attendance: Students must attend school on all legal days unless a valid excuse is given in writing. You are also expected to attend all assigned classes. Any unexcused absence from a class during the school day will be grounds for disciplinary action.

Bicycles: Please take care when riding your bicycle to and from school. When you arrive at school, you should take your bicycle to the bicycle rack and lock it to the rack. We routinely patrol the area, but the school cannot be responsible for damages to or the loss of bicycles. Students should stay away from the bicycle area except immediately before and just after school. Any student tampering with bicycles may be sent home pending a parent conference. Students are required to wear helmets.

Bus Students: Appropriate behavior on school buses is considered to be of the utmost importance and students are expected to strictly adhere to the procedures and rules. Respect towards the driver and the complete cooperation from all students is deemed necessary for the safety of all. **Any infractions will likely lead to the loss of bus privileges for a period of time.** Foremost in our minds is the safety of each passenger.

While riding the bus:

1. Except for ordinary conversation, students should observe quiet conduct on the bus.
2. Students should stay in their seats while the bus is in motion.
3. Students should not throw waste paper on the floor of the bus.
4. Students should not have food or drinks on the bus.
5. **No part of the body** should be extended through the bus window.
6. Students must be quiet while the bus is stopped for any railroad crossings.
7. Students should not leave the bus from the emergency door or tamper with the handle unless an emergency exists.
8. Students are expected to demonstrate courteous and respectful behavior to each other and the bus driver.
9. The students should be aware that **the driver is in full charge of the bus.**

Cafeteria: We expect that students will eat with the same good manners they use at home. If a student is asked to leave the cafeteria for poor behavior, it may be necessary to meet with his/her parent/guardian before he/she is permitted to return.

Students will go outside for recess as long as the temperature is above 32 degrees and the weather and field/playground conditions permit safe play. Fifth grade students will have recess daily. Students in grades 6-8 will participate recess or study hall. During study hall, students must work independently on class assignments.

Candy and Gum Students are not permitted to eat in classrooms without permission. The only exception to this rule applies to 5th and 7th graders. They are permitted to have a “dry” snack during periods 7 and 3 each day due to the time of their lunch period. All snacks must be “peanut and nut-free”. A signed document must be completed in Genesis. Students whose parents signed the document will have a user flag next to their name in Genesis.

The chewing of gum is prohibited anywhere on school grounds. Teachers are responsible for the enforcement of these rules in their classrooms. The consequence of repeated chewing gum is teacher or central detention depending on the number of times a student is found chewing gum.

Cell Phones/Wireless Ear Buds: Cell phones and Bluetooth/ wireless earbuds are not permitted to be seen or used in school during school hours beginning at 7:50 and ending at 2:31 pm. This includes telephone use, text messaging, and video/camera use. Cell phones are to be turned off during school hours and kept in lockers. Consequences for cell phone/wireless earbud use will be as follows:

- 1st Offense - Device brought to office, warning in Genesis Conduct page
- 2nd Offense - Device brought to office, Central Detention, student must drop off phone in office every day for three days
- 3rd Offense - Device brought to office, Central Detention, student must drop off phone in office every day for 5 days
- 4th Offense - Device brought to office, TWO Central Detentions assigned, student must drop off phone in office for remainder of cycle.

Central Detention: One consequence for inappropriate behavior is Central Detention. The Principal, Assistant Principal or their designee may assign a student to Central Detention after reviewing the matter with the student and teacher. Central Detention students should report to the assigned room at dismissal for 30 minutes. Students are given an opportunity to use the telephone in order to make any necessary arrangements, and they have the option of delaying detention until the next day.

Additionally, students must realize that if they are assigned to Central Detention on several occasions, other possibly more severe consequences may be forthcoming. These include: 1) A conference with the Principal or Assistant Principal and parents/guardians. 2) Extended in-school detention; 3) Out of school suspension; or 4) Loss of privileges, or other appropriate steps. Students should know that loss of privileges may include exclusion from school trips, dances, assemblies, after-school activities, and other school events.

For further information pertaining to the Code of Conduct, please review district policy **5600-PUPIL Discipline/Code of Conduct.**

Co-Curricular, Sports and Club Activities: We urge all of our students to participate in school activities, sports, and available clubs. There are numerous club activities available for students in grades 5-8. A list of activities, dates and times will be available on the school website within the first weeks of the school year. **Eligibility:** Students may be excluded from sports, co-curricular activities, social events and other activities due to academic deficiencies. Failing 2 or more courses in a cycle will put a student on academic probation. Students on academic probation are not permitted to participate in any co-curricular, club, or sports activity.

Damages: Students will be held responsible for damages to and/or the loss of any school property. Fines will be levied for damaged or lost textbooks. This policy extends to student locks, lockers, school equipment, and property. We should take pride in our school and its resources and plan to use them wisely. Any students found to have committed any infractions in this area, will be subject to fines, detention, suspension, loss of privileges and/or may be required to make restitution.

Dress: All students are encouraged to dress in a way that is in good taste and is appropriate for school. Dress must be clean and neat. It may not be a disruptive influence, present a threat to safety or health, or violate the law. Shirts and shorts must cover all private areas when sitting, standing, and bending. Also, students are prohibited from wearing bare midriffs, hats, or from wearing clothing in an inappropriate manner, or with inappropriate lettering. Please refer to **Dress Code Regulation 5511** on the school website for more specific detail.

Early Dismissal: If you must leave school early, please bring a note from a parent/guardian explaining the reason for the requested dismissal. Present the note in the main office during homeroom. Students must be picked up at the office by a parent or an adult listed in Genesis. Parents must sign the student out in the Main Office.

End of the Day: There are activities after school on most days. Students not involved in those supervised activities should plan to leave the building at dismissal time. If you wish to wait for a friend, please do so outside, near the proper exit. Please do not wait outside the friend's classroom or in the hallway. Students should not be in the building with adult supervision.

Field Trips: Trips are arranged in conjunction with some courses. For students to participate, written permission from a parent or guardian is necessary. While on a field trip, remember to act in an appropriate manner, one which will bring credit to you and our school.

Gifts: School policy discourages gifts to teachers from students. If students wish to exchange among themselves, it should not be done in school.

Hallways and Stairways: Students should always stay to the right. Please be aware of behavior that provides for courtesy and safety on the stairways.

Lateness to Class: In order to avoid being late to class, you should move quickly to your next class. If you are late, the teacher may ask you to obtain a pass from the staff member you were with. Passing time is three minutes between class periods.

Leave the Building: During the school day students are not allowed to leave the building without permission from the Principal or Assistant Principal.

Lockers: You will be assigned a locker. You may go to your locker before homeroom, before and after school, and at other designated times and/or with the permission of your teacher. School lockers, including physical education lockers are the **property of the Board of Education** and may be opened by the principal and assistant principal from time to time. Dangerous or illegal substances should not be brought to school or placed in school lockers. Valuables should not be kept in lockers. If you find it necessary to bring valuables and/or money to school, please bring it to the office for safekeeping.

Lost and Found: If you are missing something, report it to the Assistant Principal. There is a lost and found for articles that have been found around the school. Remember to check it for your missing items. The lost and found (located in the cafeteria) will be cleaned out every two weeks and items will be donated.

Money in School: Students should carry only the sum of money that will actually be needed. Larger sums of money should never be brought to school. The school assumes no responsibility for the loss of money. If a student feels more comfortable, the office will hold your money until the end of the day.

Non-essential items: Students are not to bring the following to school: radios, portable speakers, any type of “toy”, including dice, cards for gambling or any form of tobacco, alcohol or illegal substances, fireworks, matches, lighters, sharp or pointed instruments, including knives, or any object or substance which might be deemed dangerous, disruptive or inappropriate by the school. Any items deemed extremely dangerous to the safety of others, may lead to a student being suspended.

Plagiarism: Plagiarism is a practice that is **NOT** acceptable. Students must not submit someone else’s words, ideas, papers and reports as their own. Students must credit the author or source, including the Internet or Artificial Intelligence if AI use is allowed by the teacher, according to the format provided by your teacher. Students will be held accountable for any infractions. Additionally, Artificial Intelligence must not be used to write any assignment unless allowed by the teacher.

Reporting to School: School doors open at **7:45** for students. **Students should not arrive earlier.** Students should enter through the Lobby Entrance (grades 5 & 6) or the Zone Entrance (grades 7 & 8). Once in the building students should go directly to the assigned grade level area. Once dismissed from there, students will go to their lockers before going to their homeroom.

Required Course Completion: Students are expected to satisfactorily complete all courses at the end of each school year. If a student fails two courses they will be retained in their present grade level unless they attend summer school. If a student fails three or more courses, they will be retained in their present grade level and are not eligible for summer school.

School Emergencies and Drills: If an alarm sounds, students should follow their teacher’s instructions to exit the building. The biggest danger in an emergency is the panic which can result from confusion and poor communication. Students must be quiet and orderly, in order to reduce panic and avoid injury.

Skateboards/Roller Blades/Scooters: Skateboards, roller blades, scooters, in-line skates and other similar items should not be used on school property. Heelys are not permitted in school.

Smoking/Vaping: Students are **not permitted** to smoke/vape in school, on school grounds, or when coming to and from school. A student smoking or holding a cigarette (lit or unlit) or vaping will be sent home until a conference can be arranged with a parent or guardian. NJ law includes electronic cigarettes as a tobacco-related product.

Substitutes: When your regular teacher is absent, you will have a substitute. Since substitutes will be following a lesson prepared by your teacher, we expect complete cooperation from every student. Any inappropriate behavior will be reported to the office and subject to consequences.

Student Insurance: All students receive accident insurance information forms at the beginning of the year. This insurance may be purchased at a minimal fee and insures students for accidents that may occur during the school day on school grounds.

Textbooks: When textbooks are distributed, you should examine them carefully to make sure that they are in good condition. If damaged, please make your teacher aware of this condition. You are responsible for returning textbooks assigned to you. If a textbook is lost, stolen, or damaged beyond normal use, you must pay for it before receiving another. Fines will be assessed for textbook damages at the end of each year. Students with outstanding fines may not receive report cards, schedules, etc., until they've met their obligations.

Threatening Behavior is not permitted. Any threats should be reported immediately. Threats include doing harm to yourself or others. Such behavior will lead to exclusion from school or suspension, police notification, a psychiatric evaluation, and other procedures outlined in school policy.

Transfers: If you are moving from town, please notify the office at least one week in advance so that all materials can be prepared for your new school.

Truancy: If a student is found to be truant from school, he/she will receive a zero in all courses missed for the length of the truancy. All class work must be made up by the student. A report will be filed with the district truant officer for appropriate action.

Vacation Policy: We discourage students from missing school during the year due to family vacations. If this is unavoidable, parents should notify the office and their child's teachers well in advance. Assigned work cannot duplicate the classroom experience. Nevertheless, students will be judged/graded and responsible for the assigned material. **The student has the responsibility** to see the teacher, to get the necessary assignments and complete them within a reasonable timeframe. Please be advised days missed from school are unexcused absences.

HEALTH SERVICES

The middle school has a nurse available for emergency injuries and illness. In addition, the nurse performs the following tasks:

1. Admits students who were absent because of illness.
2. Confers with pupils and/or their parents regarding health problems.
3. Renders first aid to injured or ill students.
4. Keeps accurate records of student health.
5. Completes height, weight, vision, hearing, blood pressure, and scoliosis screenings on students in various grade levels.

In the event a student feels ill during the school day, the student should ask the teacher for permission to leave class to go to the nurse. The nurse will contact a parent or guardian, if the need arises.

The nurse is **not** permitted to:

1. Issue over-the-counter or prescription medicine.

In the event that it is necessary for a student to receive medication while in school, the school must have a doctor's certificate. The certificate should contain:

Name of Child

Diagnosis

Medication (name, dosage, time and duration) the medication should be brought to school by an adult in the original container with a written request from a parent or guardian to administer the medication.

2. Change dressings applied by a physician.
3. Diagnose illness and prescribe treatment.
4. Treat injuries sustained outside the school day.

Physical Education Excuses: The following regulations and procedures are to be used if a student is to be excused from participation in Physical Education for medical reasons either for one day or a period of days. **(Temporary Excuse)** May not exceed two consecutive days per request.

1. A note signed by a parent or guardian must be presented at the time of the request.
2. The specific reason for the request must be included in the note.

(Long Term Excuse) An Excuse for more than two days.

1. A certificate from a physician is required for an excuse beyond two days.

COMMUNICATION

Parents/guardians are important members of the home/school team. You are the first and most important teacher your child will ever have. It is a tremendous responsibility for all of us, but as a team working together, we will be successful. We need your input. If there are any suggestions as to how the school could be made better, please share those ideas.

Listed below are the regularly scheduled school communications, but we encourage you to call the school office anytime a question or concern should arise. Also, you may leave a message in the office for your child's **teachers and/or school counselor** and expect a prompt reply. Links to teacher email addresses are available on the school website.

Parent-Teacher Organization Parents are invited to be members of the Parent-Teacher-Organization (PTO). Meetings are held on alternate months. We encourage you to attend as many meetings as possible. Call the office for dates and times. Follow the [Edgar PTO Instagram page](#).

Principal's Newsletter: The Bulldog Briefs will be sent electronically. This newsletter provides information about school events and activities.

Monthly Test/Project Calendars: Each month, a grade level calendar is available that lists tentative test/quiz dates and major assignments and projects for the month. These calendars are available on the school website and are updated throughout the month.

Parent-Teacher Conferences: Parent-Teacher Conferences are scheduled twice a year. These conferences are scheduled using an on-line scheduling on Genesis. If a parent wishes to have a conference with a teacher at another time, it may be arranged with the teacher or school counselor.

Report Cards: Report cards will be available on-line at the end of each marking period through the Genesis Parent Module.

Interim Reports: Interim Reports are posted in the middle of each marking period for any student earning a D, F, or is showing a downward trend.

Honor Roll: Students will achieve **Honor Roll** status, if they receive all A's (high honor roll) or all A's and B's (honor roll). In order to achieve High Honor Roll status, a student must earn the highest grade possible. This includes "O" (outstanding) for courses which are graded O, S, U.

STUDENT SUPPORT SERVICES

Counseling Services: The school counselors are available to consult and assist students with their school related and/or personal concerns. Students can request to meet with the counselor in a variety of ways – including: in-person, through the office, by submitting an Appointment Request Clever, by speaking to a teacher or parent/guardian. Parents/guardians may contact the School Counseling Office with any concerns related to their child. Our Student Assistance Counselor provides non-academic counseling services to students. For students who have higher counseling needs, we have a partnership with Rutgers University Behavioral Center which includes a full-time mental health clinician. Referrals to the SAC and Rutgers clinician are made through the school counselors or CST Case Managers.

Special Services: Edgar Middle School is serviced by a Child Study Team consisting of a Learning Consultant, Social Worker, two Psychologists, Speech Therapist and School Nurse. These specialists are available to assist both students and parents with any concerns that might impact on a child's school progress. The members of the Child Study Team may be reached by calling 732-321-8770 option 4.

Project Child Find: This is a program sponsored by Metuchen Public Schools that seeks to locate resident children 3 to 21 years old, who might have physical, neurological, speech/language or medical needs or developmental delays of varying degrees of severity. If you know of a child who resides in Metuchen, and is in need of services, and is not currently receiving services, please call the Office of Special Services at the Board of Education, 732-321-8700 ext. 1006 to determine potential eligibility.

EDGAR MIDDLE SCHOOL



**Built on respect.
Designed for success.**

WHAT IS BULLYING?

Step by step

01. Behavior

Any action or communication—whether it's a gesture, spoken or written words, physical actions, or online messages based on a real or perceived characteristic (such as race, gender, disability, or any other trait).

02. Frequency

Once or repeatedly

03. Location

At school, during school events, on a school bus, or even outside of school if it impacts the school environment.

04. At least 1 Level of Impact

- Hurts a student physically or emotionally, damages their property, or makes them fear harm.
- Insults or demeans a student or group of students.
- Creates a hostile school environment by interfering with a student's ability to learn or causing serious emotional or physical harm.

05. Conflict vs Bullying

Conflicts

- Disagreement or argument
- Friendship breakup or change of friend group
- Breach of Trust
- Rumors or sharing secrets
- Gossip
- Fights

Bullying

- Mocking someone's appearance
- Spreading hurtful messages online
- Offensive name-calling related to someone's physical condition
- Making derogatory comments about someone's cultural background

06. Reporting

Conflicts

- Request a meeting with your counselor
- Email Mrs. Azevedo or Mrs. Evans

Bullying

- Request a meeting with your counselor
- Email Mrs. Azevedo or Mrs. Evans
- [Metuchen Public Schools HIB Anonymous Reporting Form](#)

- Send an email to:

emsseesomethingsaysomething@metuchenschools.org

Include the 5Ws...
Who?
What?
When?
Where?
Why?

Annual Notification of Board Policies

In addition to the procedures set forth in this handbook, we encourage you to review our Board Policies, which outline our district's rules, expectations and regulations. A link to an electronic version of our Board Policies and Regulations can be found [here](#):

Metuchen Board of Education Policies and Regulations

Annually, we ask that you specifically review the following policies:

Policy #5331 – Management of Life-Threatening Allergies in School

Summary The Board of Education's Policy 5331 addresses the management of students at risk for anaphylaxis, a severe allergic reaction, by requiring individualized healthcare plans and emergency procedures. Staff will be trained in these protocols, and preventive measures will be implemented to reduce allergen exposure. Incidents involving severe allergic reactions must be reported and managed according to strict guidelines.

Policy #5600 Pupil Discipline/Code of Conduct

Summary The Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Policy #7441- Electronic Surveillance in School Buildings and on School Grounds

Summary The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, and community members. The content produced by the surveillance system under certain circumstances may be considered a student record and if so, it will be subject to the Board of Education policy and regulation regarding confidential student records.

Policy #5512 – Harassment, Intimidation, or Bullying

Summary The Board of Education enforces a strict policy against harassment, intimidation, and bullying to ensure a safe and productive learning environment. This policy covers various forms of harassment, including physical, verbal, and electronic, and applies to incidents occurring on school property, at school functions, and beyond. It outlines procedures for reporting, investigating, and addressing such behaviors, including potential consequences and remedial actions for both students and staff.

Policy #8601 – Pupil Supervision After Dismissal

Summary This policy aims to enhance safety for younger students by ensuring proper supervision after school dismissal. The policy mandates that schools develop and implement detailed dismissal plans, provide information to parents, and ensure supervision of students according to the requirements outlined in this policy and law.

Policy #3362 – Sexual Harassment (Teaching Staff)

Policy #4352 – Sexual Harassment (Support Staff)

Policy #5751 – Sexual Harassment (Students)

Summary The Board of Education mandates a harassment-free environment within the Metuchen Public Schools, explicitly prohibiting any form of sexual harassment among staff and students. Sexual harassment, including unwelcome advances and inappropriate conduct, is strictly forbidden and will result in disciplinary action if substantiated. Procedures for reporting, investigating, and addressing complaints are established to ensure fairness and confidentiality, and educational programs will be implemented to prevent and address harassment.

Policy #5519 – Dating Violence at School

Summary The Board of Education requires a zero-tolerance approach to dating violence in schools, mandating that all incidents, whether verbal, physical, sexual, or emotional, be reported and addressed according to the pupil code of conduct. School staff must promptly report and document such incidents, and the Board will implement educational programs and provide resources to address and prevent dating violence.

Policy #3283- Electronic Communications Between Teaching Staff Members and Students

Policy #4283 - Electronic Communications Between Support Staff Members and Students

Summary The Board of Education's policy provides strict guidelines to staff on proper electronic communications with students. This policy defines what constitutes "improper electronic communications" and mandates reporting of any such communications to the Principal.

Policy #2360- Use of Technology

Summary The Board of Education emphasizes the importance of integrating technology into both the instructional and administrative processes of schools. The district is required to maintain a comprehensive technology plan, including acquisition, maintenance, and

training, while ensuring all technology adheres to specified standards and laws. Additionally, the plan covers aspects such as computer and software management, internal and external communications, facilities planning, and security procedures to support effective and secure technology use across the district.

Policy #5611- Removal of Students for Firearm Offenses

Summary The Board of Education enforces strict policies for firearm offenses on school grounds, mandating that students convicted or adjudicated delinquent for such offenses are removed from general education and placed in alternative programs, with specific procedures for students with disabilities.

Policy #5612- Assaults on District Board of Education Members or Employees

Summary Students who commit an assault on school personnel or Board members, excluding those involving weapons, will be immediately removed from school and face due process procedures. The Principal must oversee the student's removal, notify the Superintendent, inform the student's parents of their rights, and report to law enforcement as needed.

Policy #5530 - Substance Abuse

Summary: The Board of Education is dedicated to preventing and addressing substance abuse within schools, implementing comprehensive intervention, prevention, and treatment programs while ensuring student safety and community welfare. Policies include strict discipline for substance abuse violations, mandatory medical examinations, and confidentiality protections, with additional training for staff and outreach programs for parents.