

## **BELL SCHEDULES**

### **MONDAY – THURSDAY**

	8:45-8:52	Homeroom	
	8:52-8:54	Passing	
	8:54-10:22	Block 1	
	10:22-10:26	Passing	
Lunch - Grades 11 & 12	10:24-10:54	10:26-11:54	Block 2 - Grades 9 & 10
Passing	10:54-10:58	11:54-11:56	Passing
Electives (Academy/MC)	10:58-12:26	11:56-12:26	Lunch - Grades 9 & 10
	12:26-12:30	Passing	
	12:30-1:58	Block 3	
	1:58-2:02	Passing	
	2:02-3:30	Block 4	

### **HALF-DAY/EARLY DISMISSAL (BLOCK)**

	8:45-8:52	Homeroom	
	8:52-8:54	Passing	
	8:54-9:54	Block 1	
	9:54-9:56	Passing	
	9:56-10:56	Block 2	
Lunch - Grades 11 & 12	10:56-11:26	10:56-10:58	Passing
Passing	11:26-11:28	10:58-11:58	Block 3
Block 3	11:28-12:28	11:58-12:28	Lunch - grades 9 & 10
	12:30-1:30	Block 4	

## FRIDAY

	8:45-8:52	Homeroom	
	8:52-8:54	Passing	
	8:54-9:36	Period 1	
	9:36-9:40	Passing	
	9:40-10:22	Period 2	
	10:22-10:26	Passing	
Lunch – Grades 11 & 12	10:24-10:54	10:26-11:08	Period 3N
Passing	10:54-10:58	11:08-11:12	Passing
Period 3P	10:58-11:40	11:12-11:54	Period 4N
Passing	11:40-11:44	11:54-11:56	Passing
Period 4P	11:44-12:26	11:56-12:26	Lunch – Grades 9 & 10
	12:26-12:30	Passing	
	12:30-1:12	Period 5	
	1:12-1:16	Passing	
	1:16-1:58	Period 6	
	1:58-2:02	Passing	
	2:02-2:44	Period 7	
	2:44-2:48	Passing	
	2:48-3:30	Period 8	

Note – these schedules, as well as that for a delayed opening, can be found on the school website – [www.mcmsnj.net/edison](http://www.mcmsnj.net/edison)



**Edison Academy Magnet School**

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Dear Students and Parents/Guardians,

Welcome to the 2022-23 school year! Last year we began to see a return to most of our normal programming, events and classroom activities with some small exceptions. Our fall semester may still not be 100% “normal,” but our learning community will continue to thrive and grow.

I would like to welcome all of our students who are returning to the newly named Edison Academy Magnet School, but would like to extend a warm welcome our new class of 2026. There are great things to come in your futures here at the Academy, we are excited to see all the amazing things you will do.

Students, it is important for you to read this handbook and share its contents with your parents. This handbook is designed to let you know our expectations as school leaders and to familiarize you with our policies and procedures. Please also review the programs, activities and schedules within this handbook, as it is our hope that you will take advantage of everything this incredible learning community has to offer.

Successful people take pride in their education, recognize their self-worth, and know when the support of others is necessary for them to reach their full potential. Please feel free to ask for the help of teachers, administrators, support staff, and most importantly, fellow students - all are here to assist you in achieving success.

The policies and expectations described herein are reasonable and necessary for maintaining student and staff safety in an atmosphere that allows each individual student to develop into a functioning adult. Please read all items carefully as students are responsible for knowing the contents of this handbook. Together we can continue to move our school forward as we learn and grow as a learning community.

Regards,

John P. Jeffries, Principal

Middlesex County Academy for Science, Mathematics and Engineering Technologies

[jeffriesj@mcmsnj.net](mailto:jeffriesj@mcmsnj.net)

## Table of Contents

I.	Chain of Command.....	3
II.	Attendance.....	3
	a. Cumulative Absences.....	4
	b. Excused Absences.....	4
	c. Religious Observances.....	5
	d. Procedures for College Visitation.....	5
	e. Make-up Work.....	5
	f. Cutting.....	6
	g. Administrative Procedures.....	6
	h. Appeals Process.....	6
	i. Waiver.....	6
	j. Late Arrival to Class.....	7
	k. Late Arrival and Early Dismissal from School.....	7
	l. Tardy to School – Unexcused.....	7
III.	Discipline.....	8
	a. Student Code of Conduct.....	8
	b. Disciplinary Procedures.....	8
	c. Sexual Harassment.....	9
	d. Harassment, Intimidation, Bullying or Cyber-Bullying.....	9
	e. Drug/Alcohol Policy.....	9
	f. Smoking/Vaping.....	10
IV.	Student Health Services.....	11
	a. School Nurse.....	11
	b. Medical Transportation.....	11
	c. Medications.....	11
	d. Hepatitis.....	11
	e. Scoliosis Screening.....	11
	f. Emergency Cards.....	11
	g. Physical Examinations.....	12
	h. Physical Education Medical Excuse Procedure.....	12
	i. Accidents and Insurance.....	12
V.	Academics and Guidance.....	12
	a. Graduation Requirements.....	12
	b. Transcripts and Course Weighting.....	14
	c. Advanced Placement Exams.....	14
VI.	General Information.....	15
	a. Fire Drill / Security Drills Procedure.....	15
	b. Transportation.....	15
	c. Conduct on a Bus or Van.....	15
	d. Dress Code.....	16
	e. Parking of Cars.....	16
	f. Media Center / Library / Computer Labs.....	16
	g. Lunch.....	17
	h. Commons Area.....	17
	i. Lockers.....	17
	j. School Clubs & Organizations.....	18

k. Interscholastic Sports.....	18
l. After School Pickup.....	18
m. Legal Custody/Permission to Sign Students Out of School....	19
n. End of School Day Dismissal.....	19
o. Parental/Guardian Responsibilities.....	19
p. Lost and Found.....	19
q. Working Papers.....	19
r. Safety.....	20
s. Affirmative Action Grievance Procedure.....	20
t. Statement of Non-Discrimination.....	20

### **CHAIN OF COMMAND**

Parents are often discouraged when they attempt to communicate with administrators and are sometimes directed back to teachers in order to resolve an issue their child may be experiencing in class. To prevent that frustration, parents should be aware of our “Chain of Command”, which is the preferred communication sequence regarding the issue. Many questions are best answered by communicating directly with the teacher in charge of the class or program. Each situation should first be addressed at the level the issue at hand, with appeals moving on to the next level in the chain of command. Communication by email is preferred (Email format: last name, first [initial@mcmsnj.net](mailto:initial@mcmsnj.net)), but a phone call or in-person meeting may also be applicable depending on the issue or concern.

#### **Chain of Command**

1. Classroom Teacher/Club Advisor
2. Guidance Counselor
3. Assistant Principal
4. Principal
5. Assistant Superintendent
6. Superintendent

### **ATTENDANCE**

The frequent absence of students from class/career major learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curricular requirements. In order for the Board of Education to fulfill its responsibility for providing a thorough and efficient education, the district provides a minimum of 180 days in the school calendar. The cooperation of parents/guardians and students is required to maintain our high level of school attendance.

**Students are required to proceed to their homeroom at the 8:40am warning bell and must be present by 8:45am.** The homeroom teacher will take daily attendance using the Genesis SIS (Student Information System). The information entered by the homeroom teacher is the student’s official attendance record so accuracy is crucial. **Student attendance will also be taken in every class period or block.**

NJ State Law requires that we document all days where a student is absent from school. Parents/Guardians are required to notify the Main Office before school regarding an absence, either by

- a) Emailing Ms. Silva ([silvad@mcmsnj.net](mailto:silvad@mcmsnj.net)), or
- b) Calling the Main Office Staff at (732) 452 2600 x2305

Notification of a student being absent by a parent or guardian does not constitute an excused absence.

If the Main Office is not notified by a parent or guardian stating the student is going to be absent, the parent or guardian will receive an email and/or call from our automated messaging system.

If absences are excessive (excused or unexcused) an attendance review will be completed by administration. Failure to successfully complete the attendance requirements of either academic or career major classes may result in a No Credit for that class and/or dismissal from the school.

**Please be reminded that family vacations are considered unexcused absences in Genesis and should be planned so they do not interfere with school attendance.**

**Cumulative Absences**

**18 absences in a Full Year course**

**9 absences in a Semester course**

A student who exceeds these class period absences and has a passing grade, will NOT receive credit for that course. A designation of no credit (NC) will be reflected on their report card. A student who exceeds the class period absence totals and fails the course will receive an F.

All other absences, with or without signed notes, and class cuts are cumulative and count toward the 18 absences for a full year course and/or 9 absences for a semester course.

Although a parent note validates that an absence is not truancy, it is still considered an absence.

Students arriving more than half way through a period or block will be marked absent for that class by the teacher of record.

**Excused Absences**

In compliance with the attendance laws of the State of New Jersey as set forth in N.J.S.A. 18A:38:25-26, the Board of Education considers the following as cause for an excused absence:

1. Personal illness (verification from a licensed physician or dentist will be required for absences due to illness)
2. Required court appearance/attendance (documentation required)
3. Death in the family
4. In-School Suspension
5. Out-of-School Suspension

6. School-sponsored Activity (Field Trip, Athletic Trip, Mentoring, etc.)
7. School/District Assigned Home Instruction
8. College Visitation (3 days Maximum)
9. Administrative Approval
10. Religious Observances

### **Religious Observances**

In accordance with state statute 18A:36-14-16, any student absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence. Students who miss a test or examination because of absence on a religious holiday must be given the right to take an alternate test or examination. To be entitled to the privileges set forth above, the student must present a written excuse signed by a parent or person standing in place of a parent. Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence. Please use this link to find a list of absences excused for religious observances. <https://www.nj.gov/education/holidays.shtml>

### **Procedures for College Visitations**

Required college visitations that are verified and approved in advance by administration will be recorded as excused. Students are allowed up to three days of visitation per school year. The administration recommends that students make every attempt to visit colleges on the weekend and/or over the summer. Prior to the visitation, documentation in the form of a letter or email (containing college/university letterhead) which includes the date of and reason for visitation must be submitted to the Guidance Secretary.

### **Make-up Work**

Students are encouraged to contact their teachers in advance of a planned absence to receive any work that they may need to make-up.

Teachers will use the guidelines below when absences are **excused**.

Consecutive Absences	Make-up Deadline
1	+1 day
2	+2 days
3	+3 days
4 + days	Arrangements made with teacher/guidance counselor

**Students with unexcused absences will not receive additional days to make up any assignments. Students should be prepared to take assessments the day they return. Assignment due dates will not be adjusted due to an unexcused absence.**

## **Leaving School/Cutting Class**

**Students are not to leave school grounds after arrival at school (except when permission is granted). This includes before school, during the lunch periods or after school.**

Cutting is defined as deliberately missing an assigned class and/or any other school program or function. Students found to have cut a class are subject to disciplinary action. Students will be denied the opportunity to make-up any assignments for those blocks/periods.

## **Administrative Procedures: Cumulative Absences**

1. Every absence will result in an automated phone call and/or call from the attendance office.
2. 1 - 4 days absent - The homeroom teacher will discuss absences with the student;
3. 5 days absent - A letter from the attendance office;
4. 10 days absent – A letter from the guidance counselor to the parent/guardian;
5. 15 days absent - A letter from the building administrator or designee to the parent/guardian that may require their presence at a conference.
6. 18 days absent - The student is referred to the Attendance Review Committee (ARC) by a building administrator. The ARC will meet and submit a recommendation to a building administrator. A parents/guardian is required to attend this meeting. A building administrator will review the case and a formal letter will be sent to the parent/guardian stating:
  - A. The student has received an attendance waiver; or
  - B. The student may not receive credit for a course or courses and may be transferred back to the sending district.

## **Appeals Process**

An appeal due to excessive absences and the potential loss of credit must be made by the parent/guardian to the building administrator or designee within five school days after receiving notification regarding the student's attendance status. The appeal should be in writing and directed to the building administrator or designee. Parents/guardians can appeal the building administrator's decision to the Superintendent. The written appeal should be submitted within fifteen calendar days.

## **Waiver**

A waiver of attendance requirements may be granted for good cause by the building administrator upon recommendation of an Attendance Review Committee (ARC), appointed by him/her, and consisting of representative staff, including guidance counselor, a teacher and school nurse, if appropriate. In recommending the granting of a waiver of this attendance requirement, the ARC shall consider the nature and causes of all absences rather than only those in excess of the 18 days. Documentation of the nature and causes of all absences shall be the responsibility of the student and parent/guardian.



## **Late Arrival to Class**

Lateness to class is defined as unexcused if the student enters the classroom after the bell without a signed pass. Students are required to be in their designated class before the late bell rings. Teachers will develop a policy to address excessive lateness to class that may include Teacher Detention or Disciplinary Referral.

## **Late Arrival and Early Dismissal from School**

The Academy recognizes that from time-to-time compelling circumstances will require that a student be late to school or dismissed before the end of the school day. Students who arrive late to school are required to bring a note from one of the excused absence categories for the late to be excused.

Students who need to leave school early must submit a signed parent/guardian note with a phone number to the Main Office in the morning of the absence. For an emergency, the building administrator may grant permission based on telephone contact with the parent/guardian for a student to leave early. **All** students must have their parent's/guardian's permission to leave early. **Students who are 18 years or older may sign themselves out of school with parent/guardian approval.**

**Students who participate in an organized sport in their home district will be excused early from school on the day of matches and/or competitions only. Students will not receive an excused absence for practices. Students must share a copy of their competition schedule with the Guidance Secretary at the start of their season.**

State law requires a minimum of four hours of attendance to be considered present for the day. A student absent from school for the entire day will not be allowed to participate in extracurricular activities (including Prom), field trips, and/or school sponsored athletic practices/competitions.

## **Tardy to School - Unexcused**

A student arriving tardy to school after 8:45am must report directly to the Main Office to sign-in and obtain a pass to class. All students who arrive late on a bus will be excused. Students arriving more than half way through a period or block will be marked absent for that class period. Please note the following consequences:

1 <sup>st</sup> -5 <sup>th</sup> Occurrence:	Warning
6 <sup>th</sup> & 7 <sup>th</sup> Occurrence:	Lunch Detention, Parent Contact
8 <sup>th</sup> & 9 <sup>th</sup> Occurrence:	After School Detention(s), Parent Contact
10 <sup>th</sup> & 11 <sup>th</sup> Occurrence:	After School Detentions, 1 Month Suspension Extracurricular Suspension, Parent Contact
12 <sup>th</sup> + Occurrence:	1 day In-School Suspension, Parent Meeting

## **DISCIPLINE**

At the Edison Academy Magnet School, we believe school discipline should nurture all aspects of student growth. These rules are created to protect persons and property, and to protect the rights of all students to participate in an effective educational program. Each student is responsible for his or her behavior at school. Please note that negative incidents within a student's disciplinary record may preclude them from privileges, leadership positions and induction into honor societies.

### **Student Code of Conduct**

In order to provide a proper educational atmosphere at the Middlesex County Academy, there are certain expectations regarding student conduct. Every student should be considerate of the rights and privileges of fellow students and our staff members. It is necessary to invoke appropriate disciplinary action(s) for the following offenses:

1. Disruption / Inappropriate Behavior
2. Destruction or Vandalism of school property
3. Offensive Language
4. Verbal Confrontation
5. Assault (Physical or Sexual Assault)
6. Fighting
7. Insubordination or Disrespect
8. Possession and/or Use of Illegal Articles
  - a. Lighter(s)
  - b. Vape Equipment
  - c. Cigarette, Cigars, and/or Chewing Tobacco
  - d. Illegal Drugs
  - e. Alcohol
  - f. Fireworks
  - g. Concealed Weapons
9. Theft
10. Smoking/Vaping on school grounds
11. Academic Dishonesty

The Edison Academy Magnet School believes that there are varying degrees of involvement with disciplinary violations. Please be reminded that these codes are not all inclusive, and some infractions may be decided on a case-by-case basis according to the seriousness of the behavior(s). Some of the infractions listed above may result in police contact and/or involvement.

### **Disciplinary Procedures**

The referral of a student to the building administrator through the Genesis SIS will be used after teachers have exhausted all other appropriate preventive and corrective measures. Parents will be contacted for discipline referrals where disciplinary actions are assigned.

When a student is suspended out of school, the parent/guardian must contact administration to schedule a readmit conference prior to the student's return. A student is not permitted to participate in any school activities during the suspension period and cannot be on school grounds. A parent or guardian is required to attend any scheduled readmit conferences.

## **Sexual Harassment**

It is the policy of the Middlesex County Magnet Schools (MCMS) to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any student or staff member to harass another staff member or student through conduct or communications of a sexual nature. Any person who alleges sexual harassment by any staff member or student in the school district must report it directly to his or her immediate supervisor, building principal or district affirmative action officer. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.

We encourage students to report any incident of sexual harassment that they are aware of as soon as possible. Your reporting will be handled discreetly.

## **Harassment, Intimidation, Bullying or Cyber-Bullying**

The MCMS Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards.

Harassment, Intimidation, and Bullying Definition "Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, or a mental, physical or sensory disability or by any other distinguishing characteristic; and that
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils; or
5. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil. "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or through a social media platform.

## **Drug/Alcohol Policy**

It is the responsibility of the school to safeguard the health, character, citizenship, and personality development of the students in its schools. The MCMS Board of Education recognizes that the misuse of drugs, alcohol, or steroids threatens the positive development of that student and the welfare of the entire school community, and is committed to the prevention of drug, alcohol, and steroid abuse and the rehabilitation of identified abusers.

The MCMS Board of Education recognizes the danger and harmful effects associated with the use and/or abuse of alcohol and drugs by students. The district policy addresses the problems regarding use and/or abuse and provides guidelines for school personnel. It provides for the evaluation, intervention and referral to treatment of students whose use of alcohol and other drugs has affected their school performance or who possess or consume alcohol or other drugs in school or at school functions. The MCMS Board of Education prohibits the use, possession and/or distribution of any drug, alcohol, or steroids on school premises, and at any event away from the school provided by the Board. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Students suspected of being under the influence of drugs, alcohol or steroids will be identified, evaluated, and reported in accordance with the law.

Police can enter school if they have a warrant for arrest or search students if a crime is committed on school property. The principal or his designee may inspect lockers or any other storage facilities provided for use by students.

### **Smoking/Vaping**

The MCMS Board of Education believes that the right of persons to smoke must be balanced against the right of those who do not smoke to breathe air untainted by tobacco smoke or vapor. Additionally, the MCMS Board of Education recognizes that the use of tobacco in any form presents a health hazard that can have serious implications for both the smoker and the nonsmoker and that smoking habits developed by the young may have lifelong consequences. In order to protect students, employees and citizens who choose not to smoke from an environment noxious to them and potentially damaging to their health, the MCMS Board of Education prohibits smoking/vaping within the school district as follows:

1. At all times within the boundaries of the school property during the school day, this shall be defined as 7:00 A.M. to 6:00 P.M.
2. At all times on school buses
3. At any school sponsored activity

Students: In Compliance with **P.L. 1989 C.96** of New Jersey, a district policy to prohibit smoking including e-cigarettes has been approved by the MCMS Board of Education. In the spirit of the law and for the benefit of all, the following rules will apply:

<b><u>First offense:</u></b>	3 Lunch Detentions <u>Parent/Guardian contact, Refer to SAC</u>
<b><u>Second offense:</u></b>	<u>1 day In-School Suspension</u> <u>Parent/Guardian contact, Refer to SAC</u>
<b><u>Third offense:</u></b>	<u>1 day Out-of-School Suspension</u> <u>Parent/Guardian meeting, Refer to SAC</u>

## **STUDENT HEALTH SERVICES**

### **School Nurse**

The school nurse is available for any student who feels ill or is injured during the school day. If possible, a student should report to his/her classroom or career major and then be sent or escorted to the Nurse's Office.

### **Medical Transportation**

It is the responsibility of the parent/guardian to provide transportation and further care of the student if they become ill or injured on school property. In the event of a medical issue requiring hospitalization, an ambulance may be called. Students may not be sent home without parent/guardian approval and no student may drive when excused for medical reasons unless parental consent has been given.

### **Medications**

Medication for students in need will be given during the school day (prescription or over the counter) if a note is sent in from a parent/guardian and/or doctor if applicable. All medication must be in a properly labeled prescription container with dosage information and brought to the Nurse's Office upon arrival at school. Under no circumstances will any other medication be allowed to be taken in school. Students who are prescribed self-administered medication for asthma are strongly urged to keep a backup inhaler in the Nurse's Office for emergency. Individuals requiring an Epi-pen may carry one. The doctor and the parent must complete specific forms through the Nurse's Office for self-administered medication.

### **Hepatitis**

The State of New Jersey requires the immunization of all high school students against Hepatitis B as a condition for enrollment for the school year. Students who do not comply with the state regulation will not be able to obtain working papers or participate in sports programs. Those who have not received the necessary doses will be excluded from school.

### **Scoliosis Screening**

In accordance with New Jersey State Law, yearly screenings are provided to all students. If for any reason the parent or guardian prefers to have this screening done privately, they must notify the Nurse's Office in advance.

### **Emergency Cards**

In order to conform with the wishes of parents/guardians, a new emergency form must be filled out/updated annually for each student on the Genesis Parent Portal for use in emergency situations. Forms must be completed prior to the start of school each year. Anytime there is a change of address, phone number or other information including your private doctor's or dentist's office numbers, the emergency form must be filled out/updated on the Genesis Parent Portal and the Nurse's Office should be notified.

### **Physical Examinations**

All 9<sup>th</sup> and 11<sup>th</sup> grade students, as well as any newly enrolled students to the Edison Academy Magnet School are required to have a physical examination. If, for any reason, the parent or guardian wishes that their student has the examination done by the family physician, the parent must sign and check the appropriate box on the

emergency card. A school medical form will be provided by the School Nurse and is to be returned by the noted due date. Sports physicals are provided by the school doctor for all students with a completed permission form from their parent/guardian to the Nurse's Office. A sports physical is only good for 365 days.

### **Physical Education Medical Excuse Procedure**

If, for any reason, a student cannot participate in the full Physical Education program, a note must be brought from home. If this disability extends for more than five (5) school days, a doctor's note must be submitted indicating the length of time the student is to be excused. The note should be brought to the Nurse's Office for recording purposes.

Students with medical excuses for Physical Education are not permitted to participate in Physical Education activities and must remain in the Media Center during that class. Students will follow the district policy on Physical Education Medical Excuses.

All medical excuses from full Physical Education participation must be in writing and should include a duration of nonparticipation. Students are only excused for the specified duration and are expected to participate thereafter.

### **Accidents and Insurance**

The school is responsible only for immediate first aid. If an accident occurs at school, the family's insurance coverage is to be applied first. The district accident insurance policy is to be used after family coverage is applied. In the case of an accident, no matter how minor, the student should report that accident to the teacher, school nurse or administration immediately. In the case of severe accidents or acute illness, emergency care will be given, and the parents will be notified. Supplemental insurance coverage is available for parental purchase. It is highly recommended to enroll in this plan.

## **ACADEMICS & GUIDANCE**

The Guidance Counselor and Guidance Secretary provide a very important service to the total school population. Students should consult with these professionals on all matters pertaining to school schedules, choice of career major, social or emotional problems, and/or to discuss future educational plans.

Students and/or their parents/guardians may make an appointment with our Guidance Counselor through email to review student records and/or discuss concerns. Students receiving passes to meet with the Guidance Counselor should report at the assigned time or notify the counselor or secretary of an alternate time.

### **Graduation Requirements**

The following credits must be earned before students are awarded diplomas. Students must pass their career major to advance to the next grade level and remain in the school. Any other failures may be repeated only in an approved summer program.

<b>English</b>	<b>4 years / 20 credits</b>
<b>Mathematics</b>	<b>4 years / 20 credits</b>
<b>Physical Education</b>	<b>4 years / 12 credits</b>
<b>Health</b>	<b>4 years / 4 credits</b>
<b>Engineering</b>	<b>4 years / 40 credits</b>
<b>Science</b>	<b>4 years / 20 credits</b>
<b>Social Studies</b>	<b>3 years / 15 credits</b>
<b>Spanish</b>	<b>2 years / 10 credits</b>
<b>Electives</b>	<b>3 years / 15 credits</b>
<b>Fine Arts</b>	<b>5 credits</b>

## Transcripts and Course Weighting

Transcripts can be obtained through an online Transcript Request Form. Please allow up to 1 school day to process. Keep in mind **Official Transcripts** are those sent directly from one institution to another and must be signed and stamped.

Course Weighting is as follows:

### **General Academics**

A+	A	A-	B+	B	B-	C+	C	C-	D	F
4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.0	0

### **College Prep/Career Major**

A+	A	A-	B+	B	B-	C+	C	C-	D	F
4.55	4.25	3.95	3.55	3.25	2.95	2.55	2.25	1.95	1.25	0

### **Honors/College Electives**

A+	A	A-	B+	B	B-	C+	C	C-	D	F
4.8	4.5	4.2	3.8	3.5	3.2	2.8	2.5	2.2	1.5	0

### **Advanced Placement/Advanced Mathematics**

A+	A	A-	B+	B	B-	C+	C	C-	D	F
5.3	5.0	4.7	4.3	4.0	3.7	3.3	3.0	2.7	2.0	0

## Advanced Placement Exams

Taking the Advanced Placement (AP) exams is an important part of all AP courses. It is recommended that all students enrolled in an AP course at the Edison Academy



Magnet School take the corresponding AP exam in the spring. Scoring well on an AP exam can earn college credit for the course, saving a significant amount on tuition. AP exam scores of 3 or higher may be result in the awarding of credit by Middlesex College for students seeking an Associate Degree.

Students desiring to take an AP Exam for a course offered by the school but not taught at the AP level (i.e. World History) are required to obtain teacher approval before registering. Students desiring to take an AP Exam for a course not offered at the school (i.e. Microeconomics) are required to obtain administrative approval before registering.

This year each AP exam costs are \$97.00 with an additional \$40 Late Registration fee. A cancellation fee of \$40 will apply if students cancel their exam(s). AP registration will begin **October 15 and end on November 15**. All payments will be made through "My School Bucks". Registration is not complete until students successfully join AP Classroom on College Board for the exam they plan to take. For additional information, please visit <https://apcentral.collegeboard.org/>

## **GENERAL INFORMATION**

### **Fire Drill / Security Drills Procedures**

Fire Drills / Security Drills are an important function of every school. When the fire bell sounds, everyone must leave the building through the nearest exit. All staff/students must proceed in an orderly manner to the designated location. No talking, pushing or running is permitted. All doors must be closed and lights turned out, before you leave the room. Returning to the building is designated by the all-clear signal given by an administrator. In the case of an emergency drill, specific instructions will be provided by your instructors as to where students will go and the classroom procedures students are to follow during specific security drills.

### **Transportation**

1. Busing to and from school is provided by your local (home) school district.
2. Any issues with transportation (location of bus stop, lateness, etc.) should be directed to the bus company (carrier) or the person(s) responsible in your local school district.
3. Students are responsible for informing bus drivers when they are staying after school and/or will not be taking the bus home.
4. Parent(s)/Guardian(s) must pick up students from school by 4:30pm in the event that they stay for afterschool club meetings. Students staying after for sports will have a designated pick-up time.
5. Parent(s)/Guardian(s) of students permitted to utilize public transportation (NJ Transit) to and/or from the campus must contact administration in writing. This will be denoted in Genesis.

### **Conduct on a Bus or Van**

Your local districts provide transportation to and from our school. Students riding buses are under school jurisdiction from the time they get on the bus in the morning until the time they get off the bus at home at the end of the day, and as such are subject to all school rules and policies.

## Dress Code

**Because no dress code can be all-inclusive, the administration reserves the right to make the final decision on all attire.** Students must wear clothing that is safe and not disruptive to the learning environment. Students have a responsibility to attire themselves in a manner that is conducive to an instructional and professional environment.

Clothing and shoes must be suitable for all scheduled classroom activities including physical education, science and engineering labs, and other activities where unique hazards exist. Specialized courses may require specific attire, such as physical education uniforms or safety gear.

Hats, caps, and all other types of head coverings are not to be worn inside school classrooms. Religious and medical exceptions may be granted by the administration.

Clothing and/or accessories must not display/advertise that which could be considered by some to be lewd, offensive or insensitive. This includes but is not limited to: references to drugs or alcohol; discriminatory/inflammatory/prejudicial statements about race, ethnicity or gender; violence or gang affiliation; sex or sexual orientation, or religion and/or disability.

Clothing should cover chests and torsos. Skirts, shorts and pants should sit at the waist and be an appropriate length. All attire should conceal undergarments.

Sunglasses shall not be worn anywhere inside the school building. No student is permitted to wear dark glasses unless doctor approved for medical reasons. Prescription sunglasses or heavily tinted glasses will be considered as dark glasses.

**In instances where attire is deemed inappropriate, students will be directed to the Main Office of the Edison Academy Magnet School to meet with administration. Students may be asked to make an adjustment or to change. If this is not feasible, parents will be contacted and asked to bring appropriate clothing to school and/or to escort their child home to change clothes.**

When other alternatives are not feasible, students may be held in the office until an adjustment or parent contact is made.

## Parking of Cars

High school students may park their vehicles on college property in areas designated for student parking (white lines). **Parents/students must complete and sign a Student Parking Registration Form (available in Main Office) to inform the school in writing when students have permission to drive themselves to/from school.** The standard rules of proper use of an automobile will apply at all times. Students who endanger others by improper use of their vehicles may have this permission suspended or may be referred to campus police.

## Media Center / Library / Maker Space

The Media Center will be open from 8:30 A.M. to 3:30 P.M. Most of the books in the Media Center circulate for a period of two (2) weeks. Students may renew a book if there has not been a reserve placed on it. If a book is not on the shelf, it may be reserved, and an attempt will be made to honor the request as soon as possible.

It is essential that all materials be returned on time for the benefit of everyone who uses the Media Center. Students will be issued an overdue notice if the material has not been returned on time. Any lost or damaged materials must be replaced at the expense of the borrower.

**When printing in the Media Center, prior approval must be attained from the Media Specialist or teacher prior to sending a print job. Students who abuse this privilege will be barred from future printing in the Media Center.**

Both the student and a parent/guardian must sign the MCMS District's Network and Internet Agreement before the student may use any of the computers in the school.

### **Lunch**

Students have a 30-minute lunch period in the Commons or outdoors when weather permits. Lunch is not available for sale on a daily basis; therefore, students need to bring in their own lunch on most days. Lunch is sold by student clubs as fundraisers 1-2 times a week.

Seniors and Juniors are permitted to go to College Center, Bookstore or Starbucks on the Middlesex College campus for lunch. This privilege may be revoked if a student fails to properly sign-out or returns late repeatedly from lunch.

**Students are not permitted to drive or walk to any other location to purchase lunch or otherwise. Students who do not follow this policy will be restricted from this privilege.**

### **Commons Area**

Students are expected to:

1. Use microwave ovens with care.
2. Use good table manners.
3. Put chairs back in place around tables and take all belongings.
4. Deposit trash into designated containers.
5. Keep the table areas clean of debris or personal items upon completion.

***Food or drink is not to be taken outside of the Commons area.***

### **Lockers**

1. School lockers are the property of the MCMS Board of Education even when they are used by students. Lockers are subject to administrative search in the interest of school safety, sanitation, discipline, and enforcement of school regulations, and to search by law enforcement officials on presentation of a proper warrant.

2. Students are responsible for safeguarding their combination. Students are encouraged not to bring valuables or large quantities of money to school. The school is not responsible for lost or stolen items.

3. School equipment, lockers, supplies and textbooks are the property of the MCMS Board of Education.

4. Students should immediately notify the Main Office regarding locker problems. All school lockers MUST be cleaned out by the last day of school.

5. **Students must obtain and use a combination lock for use during their Physical Education class. Lock may be available from PE teachers.**

### **School Clubs & Organizations**

School clubs and organizations can be formed by interested groups of students provided there is a faculty member who is willing to serve as an advisor. Information about forming clubs may be obtained from the Principal's Office. At the present time the following clubs are planned for inclusion at the Middlesex County Academy:

Academic Team	Newsletter (Eagle Eye)
Class Councils (9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> Grades)	Organized Sports
Computer Science Club	Safety Ambassadors Program
Cultural Diversity Club	Science League
Debate Club (Junior State of America)	Science Olympiad
FBLA (Future Business Leaders of America)	Spanish Honor Society
Interact	Student Council
Math League/Math Game Club	TSA (Technology Student Association)
NHS (National Honor Society)	Yearbook

### **Interscholastic Sports**

The interscholastic sports program includes varsity/junior varsity soccer in the fall and varsity/junior varsity boy's tennis in the spring. Students are encouraged to try out for these teams provided they meet the physical, academic and attendance requirements.

### **After School Pickup**

Parents/guardians are responsible for picking up their children promptly at the conclusion of all club meetings and extracurricular events (usually 4:30pm). **Students who are not picked up on time will be given a warning. After the third such occurrence or after a total of 60 minutes of late pickup (e.g. 30 minutes late twice) in one school year, the student will be ineligible to participate in all extracurricular activities for a period of two months. After the sixth occurrence or 120 minutes of late pickup, the student will be ineligible for all extracurricular activities for the remainder of the school year.**

## **Legal Custody/Permission to Sign Students Out of School**

A record in the Genesis SIS shall be kept indicating the legal custodian of each student. The legal custodian shall be responsible for informing the school in writing of any change of the student's custodian and **providing names of other individuals (including non-custodial parents, adult siblings, car-pools, etc.) who are permitted to take temporary custody/sign the student out of school.** Verbal notification may be accepted in emergency situations. The building administrator may take such steps as are deemed necessary to ensure that the student is released only to proper custody.

## **End of School Day Dismissal**

Students are expected to promptly depart the school building at dismissal time. Students will only be released to school buses or to individuals designated in writing, as previously described. The school does not provide after-school staff supervision for students wishing to remain in the building. No student is permitted to remain after school without supervision by a certificated school district employee. **Parents wishing to have their children leave the Edison Academy Magnet School afterschool (such as to attend college classes, etc.) must give written authorization in advance to administration that details the parent's instructions and releases the school from student supervision responsibility.**

## **Parental/Guardian Responsibilities**

The MCMS Board of Education believes that the ultimate responsibility for a student's behavior rests with the student. Students are to respect constituted authority, which includes obedience to school rules, regulations and procedures.

The MCMS Board anticipates that parents/guardians will be concerned and cooperative in dealing with any behavior/attendance problems that may arise and expects that this cooperation will be made apparent to the child.

Therefore, one of the most significant objectives of discipline must be to develop within the individual student the desire to exercise his/her rights judiciously. To realize this objective, the school reserves the right to hold parental conferences, guidance conferences, or conferences with the court and the right to request schedule changes or psychological examinations and/or treatment.

## **Lost and Found**

The main office and the gondola in the back of the building are the areas designated for lost and found articles. Anyone who finds a lost or misplaced article should take the items there. Students looking for lost possessions should check those areas as soon as they notice the item missing. If lost and found articles are not claimed within a reasonable amount of time they will be discarded or donated.

## **Working Papers**

Working papers (form NJ A300) are required by the State of New Jersey for all students under the age of 18 years to work. Requests for working papers can be made to the Guidance Office. Students are required to fill out sections A, B, and C before submitting working papers for school/principal approval.

## **Safety**

The rules of safety will be constantly emphasized in our school. Industry places a premium on safe workers. Many lives are lost and many workers suffer countless injuries when the rules of safety are ignored or flaunted. You will receive individual instruction in each career major class/ science laboratory regarding detailed safety rules and regulations. All 11<sup>th</sup> grade students will receive OSHA certification prior to attending the Senior Mentorship Program.

## **Affirmative Action Grievance Procedure**

The purpose of the following grievance procedure is to provide students, parents and employees with a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, age, English proficiency, and sexual preference, marital or veteran status.

The Middlesex County Magnet Schools have designated the following individuals to coordinate and compliance efforts and investigate complaints of discrimination: Affirmative Action Officer, Mr. Jeffrey Bicsko, 504 Compliance Officer, Mr. Francis Cap (732) 257-3300.

1. Students should discuss the problem with their teachers. Employees should discuss the problem with their immediate supervisor. Most grievances can be settled at this level.
2. Students who have problems which cannot, or are not, resolved at the teacher level may discuss the problem with the guidance counselor or assistant principal.
3. If necessary, the employee or student with or without his/her parents/guardians present may discuss his/her problem with the building administrator. If the grievance is not resolved as a result of the conference, the employee, student or parent/guardian can submit the grievance to the building administrator in writing in 10 school days. The building administrator will respond in writing within five school days.
4. If the grievance is not resolved, the employee, student or parent/guardian can submit the grievance to the Chief School Administrator in writing within 10 school days. The Chief School Administrator will respond in writing within five school days.
5. If the grievance is not resolved, the employee, student or parent/guardian can submit the grievance to the MCMS Board of Education in writing within 10 school days. The Board of Education will respond in writing within thirty days. If necessary, the Board of Education will schedule a hearing in accordance with due process.

## **Statement of Non-Discrimination**

State and federal statutes and regulations prohibit school districts from discriminatory practices in employment, educational and vocational education opportunities against any person by reason of race, color, creed, religion, sex, ancestry, national origin, age, English proficiency, sexual preference, marital status or veteran status. Further, state and federal protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy related disabilities, actual or potential parenthood, or family status and other applicable laws. Further information regarding these policies can be obtained from the 504 Compliance Officer, Mr. Francis Cap and/or the Affirmative Action Officer, Mr. Jeff Bicsko (Phone 732-257-3300).

MIDDLESEX COUNTY VOCATIONAL & TECHNICAL HIGH SCHOOLS  
Last Day of School for Students – June 23, 2023

School Calendar  
2022- 2023

September 2022 18 Days						
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	

February 2023 19 Days						
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			

July 2022  
4 Independence Day (Observed)

August 2022  
25 Administrative Staff Meeting  
29 Administrative Staff Meeting  
30 New Teacher Orientation  
31 New Teacher Orientation

September 2022 (18)  
1 School Faculty Meetings  
2 Staff Development  
5 Labor Day-Schools/Offices Closed  
6 **First Day of School**  
26 Fall Recess – Schools/Offices Closed  
28 Parent's Night-Schools Closed at 1:30 p.m.

October 2022 19 Days						
S	M	T	W	T	F	S
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					

March 2023 22 Days						
S	M	T	W	T	F	S
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	

October 2022 (19)  
5 Fall Recess – Schools/Offices Closed  
10 Staff Development-Schools Closed/Students Only

November 2022 (15)  
7 Columbus/Indigenous People's Day (Observed) Schools/Offices Closed  
8 Election Day-Schools/Offices Closed  
9 Veterans Day (Observed) Schools/Offices Closed  
10 NJEA Convention-Schools/Offices Closed  
11 NJEA Convention-Schools/Offices Closed

November 2022 15 Days						
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			

April 2023 14 Days						
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						

Thanksgiving Recess  
23 Schools Close at 1:30 p.m.  
24 Thanksgiving Day-Schools/Offices Closed  
25 Schools/Offices Closed

December 2022 (17)  
Winter Recess – December 23 (1:30 p.m.) – December 30  
23 Schools Close at 1:30 p.m.  
26 Schools/Offices Closed  
27 Schools Closed/Offices Open  
28 Schools Closed/Offices Open  
29 Schools Closed/Offices Open  
30 Schools/Offices Closed

December 2022 17 Days						
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

May 2023 22 Days						
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			

January 2023 (20)  
2 New Year's (Observed) Schools/Offices Closed  
3 Schools Reopen  
16 Martin Luther King Day-Schools/Offices Closed

February 2023 (19)  
17 Staff Development-Schools Close at 1:30 p.m.  
20 President's Recess-Schools/Offices Closed

March 2023 (22)  
8 Open House – EB, PA, PISC Schools Close at 1:30 p.m.  
17 Staff Development-Schools Closed/Students Only

January 2023 20 Days						
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				

June 2023 16 Days						
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	

April 2023 (14)  
Spring Recess – April 7 – April 14  
7 Schools/Offices Closed  
10 Schools/Offices Closed  
11 Schools Closed/Offices Open  
12 Schools Closed/Offices Open  
13 Schools Closed/Offices Open  
14 Schools Closed/Offices Open  
17 Schools Reopen

May 2023 (22)  
3 Parent Info. Session-Edison/Woodbridge Close at 1:30 p.m.  
29 Memorial Day-Schools/Offices Closed

June 2023 (15)  
19 Juneteenth-Schools/Offices Closed  
23 **Last Day of School and Graduation**  
1:30 p.m. Dismissal for Students and Teachers

Total Pupil Days: 182

THIS CALENDAR ALLOWS FOR TWO (2) EMERGENCY CLOSING DAYS. IF SCHOOLS ARE CLOSED FOR MORE THAN TWO (2) DAYS FOR ANY REASON, ADDITIONAL INSTRUCTIONAL DAYS WILL BE ADDED IN THE FOLLOWING ORDER: JUNE 23-30. IF MORE THAN 6 ADDITIONAL DAYS ARE REQUIRED, DAYS WILL BE ADDED DURING SPRING BREAK BEGINNING WITH APRIL 14TH AND MOVING BACKWARD.



= SCHOOLS CLOSED



= EARLY DISMISSAL FOR STUDENTS

NOTE: Students schedule last 5 days of school:  
1:30 p.m. dismissal

BOARD APPROVED: April 13, 2022