

**SRMS Student Handbook
2026-2027**

Southern Regional Middle School

*75 Cedar Bridge Road
Manahawkin, NJ 08050
(609) 597-9481*

“Committed to Excellence”



DIRECTORY

Athletics	(609) 597-9481 Ext. 4262
Attendance	(609) 597-9481 Ext. 4214
Child Study Team	(609) 597-9481 Ext. 4262
Guidance	(609) 597-9481 Ext. 4202
Main Office	(609) 597-9481 Ext. 4214 (609) 597-9481 Ext. 4215 (609) 597-9481 Ext. 4216
School Nurse	(609) 597-9481 Ext. 4265

SCHOOL CLOSINGS AND DELAYED OPENINGS

If school is closed or there is a delayed opening because of weather or other emergencies, information will be broadcast via the following:

Southern Regional website www.srsd.net

Text alert from Global Connect (if option is selected in Parent Portal)

Email to parent email address on file in Genesis

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NOTE: The handbook is subject to change.

Revised Aug. 26, 2026

PROMOTION REQUIREMENTS

The following guidelines constitute the promotion requirements for students from grades 7 to 8 and 8 to 9.

1. **Students must pass six of seven courses to be promoted** from 7th to 8th grade and 8th to 9th grade respectively (this includes courses passed in summer school).
2. If a student fails the equivalent of two full year courses, he/she must pass one full year course in summer school, although it is recommended that students enroll in both courses.
3. If a student fails the equivalent of three or more full year courses, the student must earn enough summer school credits to pass 6 of 7 courses for the year.
4. The school reserves the right to require courses to be repeated.
5. The principal reserves the final decision in cases of extenuating circumstances.

NOTES:

1. All courses are considered “major courses” for promotion requirements.
2. Academic support is offered in Homework Habitat, which generally runs three days a week from 2:20 until 3:00 p.m. The schedule is posted in the Student Dashboard at srsd.net or may be obtained in the main office.
3. Students and parents/guardians are responsible for all costs incurred for summer school remediation.

The following is the Southern Regional Middle School grading policy:

92 – 100 = A

70 – 73 = D

83 – 91 = B

69 and below = F

74 – 82 = C

STUDENT RECOGNITION PROGRAMS

- Student of the Quarter
- Student of the Month
- Academic Honor Roll
- Academic Awards Night
- P.R.O.P.E.L. Awards
- Activity Day Picnic

NATIONAL JUNIOR HONOR SOCIETY MEMBERSHIP REQUIREMENTS

- In order to be eligible to apply for membership in NJHS, a student must have a 7th grade GPA of 94% or better. In September/October of the 8th grade year, all students who met the minimum 7th grade GPA requirement are invited to the informational meeting regarding application for membership. At this meeting, the NJHS advisors review the entire application process and notify students of the due date.
- The applications completed and returned on time are scored by a faculty committee using a rubric. The scoring categories are as follows: school activities, outside activities, leadership positions, community service, awards, writing sample, and staff survey. The scoring rubric and community service guidelines may be viewed on the SRMS page at srsd.net.
- In October, students who earn membership are notified, and the NJHS Induction Ceremony is completed. From November to March, NJHS members participate in several activities and fundraisers. Fundraising money goes to support NJHS scholarships, charitable causes, and school events. In order to receive recognition at Academic Awards Night, members are required to accumulate an additional 15 hours of community service by April.

CO-CURRICULAR ACTIVITIES AND INTERSCHOLASTIC SPORTS

Southern Regional Middle School offers a variety of co-curricular activities and encourages all students to become involved in one or more. Check the website or Club Corner (near the cafeteria entrance) for the most current list and calendar of meetings. Students can check with each activity’s advisor or coach, a guidance counselor, teacher, or administrator for information. **Students must have a signed permission slip in order to participate in co-curricular activities. Students must be present during the school day (present by 10:10 am or not leave prior to 11:50 am) in order to participate in co-curricular activities.** A student in all-day detention may not attend extracurricular activities that day. Any student involved in co-curricular activities who is suspended out-of-school is barred from further participation; however, the student may apply with the assistant principal for a reinstatement hearing to rejoin extracurricular activities.

Southern Regional Middle School offers a variety of interscholastic sports for the fall, winter, and spring seasons. Check the website for the most current list and calendar of meetings.

ATHLETIC ELIGIBILITY GUIDELINES

- Middle School students are eligible for a period of two years from the day they enter the 7th grade. Additionally, the league requires that participants must not have reached the age of 15 prior to September 1st.
- A student who has not been retained as a 7th or 8th grader is eligible for the fall and winter seasons (first semester). In order to be eligible for the spring season (second semester), a student must have passed the equivalent of 6 full year courses the first semester.
- If a student is retained, he/she is not eligible for the fall and winter seasons (first semester) but may participate in the spring season (second semester) if he/she passes the equivalent of 6 full year courses in the first semester. Students who are retained and spend 3 or more years as a middle school student (grades 7 & 8) are eligible for two years only.
- Any student involved in interscholastic athletics who is suspended from school also forfeits his/her athletic eligibility for that season (or longer, depending on the infraction). However, he/she may request in writing a reinstatement hearing with the Athletic Director or his/her designee. The student's assistant principal will outline the process.
- A student who does not participate in physical education class for the day may not participate in his/her after-school sport that day.
- A student must be present by 10:10 am or not leave prior to 11:50 am to be eligible to participate in a special event, sport, or other extracurricular activity that day. Additionally, they must be present for at least **four** hours.

HEALTH SERVICES

MEDICATION GUIDELINES

Students may not carry medication of any kind (unless a self-carry form for an inhaler or epi-pen is on file with the nurse). All medication, both prescription and over-the-counter, may only be administered by the school nurse. All medication must be brought to the nurse's office by the parent/guardian, and students must go to the nurse's office to take their medication. All medication must be in the original container with the student's name, dosage, and frequency of the medication clearly labeled. In addition, a written order or note from the prescribing physician and a note from the parent/guardian must be submitted with the medication.

SCREENINGS

For any 7th or 8th grade students who do not have a sports physical for the year, the school nurse will perform height, weight, and blood pressure screenings.

Eighth grade students who do not have a sports physical will also receive vision screenings; seventh grade students who do not have a sports physical will also receive hearing and scoliosis screenings.

The nurse may send a referral home and ask that the child be seen by their family physician to determine if he/she requires any further treatment and/or follow-up. Any parent/guardian wishing for a child to be excluded from a screening should contact the school nurse. *This procedure is in compliance with state-mandated directives.*

If a problem is suspected, a parent/guardian, counselor, teacher, or student may request a hearing or vision screening at any time. If you have any questions about the screenings in place, please contact the school nurse.

IMMUNIZATIONS

When a child reaches middle school, it is often time to receive a diphtheria/tetanus booster and meningitis vaccine. Should a child receive a notice stating the need for immunizations to be updated, parents should be prompt in making plans to have this completed. Physician documentation is required and will be made a permanent part of each student's health record. Also, state law requires the three dose Hepatitis B vaccine for all students. All appropriate documentation should be up to date in the student's health file. If you have any questions about immunizations, please contact the school nurse.

SPECIAL HEALTH NEEDS

If there is a special circumstance that requires the nurse's attention (such as a student on crutches who requires a buddy or a special hall pass), please speak to the nurse or drop off your note in person prior to homeroom.

STUDENT ASSISTANCE INFORMATION

GUIDANCE SERVICES

Each child is assigned a guidance counselor. Guidance services include assistance with educational, vocational, and personal/social concerns; counselors focus on the development of a growth mindset. Requests for appointments to meet with a guidance counselor are made in homeroom via an appointment slip. Parents may schedule conferences with the guidance counselor and/or teachers by calling the Guidance Office at 597-9481 x4202.

PROJECT CHILD FIND / SPECIAL SERVICES

A parent/guardian of a SRSD student who suspects that his/her child has an educational disability can call the Southern Regional Child Study Team or Ocean County Supervisor of Child Study Teams as follows: Southern Regional High School District at 609-597-9481, x4339 or Ocean County Supervisor of Child Study Teams at 732-929-2079. Teachers, administrators, and guidance counselors may also refer students to the Child Study Team. Referrals may be made for a number of reasons such as learning difficulties, social/emotional challenges, or family concerns. The Child Study Team consists of a school psychologist, a learning disabilities teacher consultant, a school social worker, and a speech therapist.

CRISIS ASSISTANCE

At times, we ALL experience events in our lives that hurt us or cause us to do poorly in school. Often, we feel that the problem is too personal to share. If you have a crisis, there are resources to assist. The following list of resources is available for students. Please keep your child's guidance counselor informed so they can support the efforts being addressed outside of school.

Suicide/Depression Services		
Local Police	911	Call for emergency assistance.
PESS: Psychiatric Emergency Screening Services	732-886-4474 866-904-4474	Call for emergency assistance if you believe your son/daughter is at risk for self-harm.
National Suicide Prevention Lifeline	800-273-8255 Or dial 988	The Lifeline provides 24/7 free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.
CONTACT of Ocean & Monmouth Counties	732-240-6100 609-693-5834	CONTACT of Ocean & Monmouth Counties, provides trained telephone listeners who respond to human needs 24 hours every day. This organization offers free confidential crisis intervention, information on available resources, and referral to community services.
Counseling Services		
Perform Care New Jersey	877-652-7624	Perform Care provides free services for children, youth, and young adults who are experiencing emotional and behavioral challenges, are impacted by substance use treatment needs, or have an intellectual/developmental disability.
Ocean Mental Health Services	732-575-1111 877-621-0445	The Ocean Mental Health Services provides a continuum of behavioral health, substance abuse, and integrated healthcare services.
St. Francis Counseling Services	609-494-1554	St. Francis Counseling Service provides individuals, couples and families with affordable, professional psychotherapy services addressing a wide range of issues.
Youth Services		
Harbor House	732-929-0660	Harbor House assists homeless, runaway, abused, neglected and abandoned youth, ages 10-21.
National Runaway Safeline	800-RUNAWAY	The National Runaway Safeline provides free and anonymous 24-hour support for runaway children.
NJ Division of Child Protection & Permanency	877-NJABUSE	Child Protection and Permanency, CP&P (formerly the Division of Youth and Family Services, DYFS), is New Jersey's child protection and child welfare agency within the Department of Children and Families. The Child Abuse Hotline receives all reports of child abuse and neglect 24-hours a day, 7-days a week.

Substance Abuse Services		
Ocean County Health Department	732-341-9700 ext. 7536	The Alcohol and Drug Unit at the Ocean County Health Department contracts with Substance Abuse agencies in the local community to provide services to Ocean County residents. The Alcohol and Drug Unit provides services on a continuum of care ranging from detoxification and inpatient to outpatient services.
Preferred Behavioral Health Department	732-367-4700	Preferred Center for Children and Families is an outpatient mental health program providing Ocean county youths age 4-18 and their caregivers with the assistance, support and education to manage depression, anxiety, domestic issues, behavior and other disorders.
NJ Connect For Recovery	855-652-3737	The NJ Connect for Recovery Call Line provides support for those concerned with their own opiate use and, those who are experiencing distress related to the opiate use of a friend or family member.

STUDENT ATTENDANCE

PHILOSOPHY

It is the policy of this Board of Education to require that the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of this State. The educational programs offered are predicated upon the presence of pupils and require continuity of instruction and classroom participation. The regular contact of pupils with one another and their participation in a well-planned instructional activity under the tutelage of a teacher are vital for them to master course proficiencies.

STUDENT ABSENCES AND CHRONIC ABSENTEEISM

New Jersey Statute Title 18A:38-25 requires that school-age children attend school regularly. Children under 16 who are chronically absent are therefore truant. The State of New Jersey limits absences for the 180-day school year to 17 days; this includes illness, vacation, and other documented absences.

New Jersey defines **chronic absenteeism** as missing ten percent or more of the school days for which the child was enrolled. Students with chronic absences may jeopardize their ability to obtain the course credits necessary to advance to the next grade level and may be excluded from participation in extracurricular activities, field trips, assemblies, and/or other special events.

Attendance will be audited 8 times per year and letters will be mailed home notifying parents/guardians of students whose attendance meets the definition of chronically absent/truant (absent 10% or more of the days in session).

If the attendance pattern does not improve, students who are chronically absent will be addressed by the assistant principal and disciplinary consequences assigned and an attendance contract created. The Southern Regional School District may file truancy paperwork with the Stafford Township Municipal Court.

NOTE: An absence for one of the five (5) State recognized excused absences listed below shall not be counted as a day in attendance:

1. Religious observance
2. College visit (11th & 12th grade only, limit 3)
3. "Take Our Children to Work Day"
4. Participation in observance of Veterans Day or district board of election membership activities
5. Closure of a busing district that prevents a student from having transportation to the receiving school

All other absences which are not one of the five State recognized excused absences listed above (days not counted as a day in attendance), shall be considered "Unexcused Absences" regardless of the reason or documentation.

LATES TO SCHOOL

If a student is late to school, detentions will be assigned on the fifth, tenth, fifteenth, and all subsequent lates. Students who have accumulated excessive lates or absences may be prohibited from participation in school activities, extracurriculars, trips, etc.

LATES TO CLASS

Teachers will address students who are late to class. Repeated lateness to class may result in teacher detentions, parent/guardian contact, or a discipline referral.

EARLY DISMISSAL

For an early dismissal, the parent/guardian must provide photo identification to sign the student out of school. No student may be signed out by anyone except a parent/guardian without prior administrative approval (which requires written parental/guardian permission, verified by phone). If the parent/guardian specifically designates another adult to sign out the student, that person must provide photo identification.

Note: The emergency contact list provides the school with an alternate contact in case of emergency when the parent/guardian cannot be reached; an emergency contact is not otherwise permitted to pick up a student without parent/guardian confirmation.

Early dismissals and late arrivals may be recorded as “not enough hours” if the student is not present in school for at least four (4) hours; this counts as an absence. **A student must be present by 10:10 am or not leave prior to 11:50 am in order to participate in an after-school activity.**

REPORTING ABSENCES

The Board shall require from the parent/guardian of each student who has been absent from school for any reason a written statement of the cause for such absence. The Board may report to the appropriate authorities infractions of the law regarding the attendance of students below the age of sixteen (16).

Parents/guardians should report absences to the Attendance Office through the Genesis Parent Portal. Submit medical or legal documentation within 48 hours of the absence.

EXTENDED ILLNESS

Students absent from school due to illness should obtain the work missed by contacting their teachers directly via e-mail and checking Google Classroom. In the case of an extended absence, the guidance counselor should also be notified.

MAKE-UP WORK

It is the responsibility of the student to communicate with each teacher and schedule time to make up the work following an absence. If the work is not made up, the grade will be recorded as a zero (0). Generally, students have an equal number of days to make up work as they were absent from class, unless other arrangements are made with the teacher.

HOME INSTRUCTION

Home instruction may be provided for a student whose illness will prevent them from attending school for more than ten consecutive days. The parent must obtain a letter from a doctor diagnosing the student's illness and indicating the anticipated length of absence and the ability to undertake home instruction. Home instruction letters must be submitted to the guidance counselor for processing and approval. Home instruction does not begin until the eleventh (11) consecutive absence from school. Details about requirements will be provided by the guidance counselor.

VACATION/OTHER EXTENDED ABSENCES

If a student will be absent due to vacation or other extended absences, the parent/guardian must submit a letter stating the dates when the student will be absent from school, and the student must pick up a Vacation/Other Extended Absence Request Form from the Attendance Officer. **The student is responsible for communicating with each teacher to obtain all classwork and homework. Upon returning to school, the student should meet with each teacher to ascertain if all work has been completed.** ***A student must be present in school in order to participate in an after-school activity.*

NOTE: **All vacation/other extended absence days COUNT AS UNEXCUSED ABSENCES for attendance policy purposes. A student may not exceed 17 days absent, including vacation/other extended absence days.**

If a parent/guardian plans a family vacation or other travel that will cause the student to be absent for more than 8 school days, they are encouraged to contact an assistant principal to make arrangements to avoid a truancy designation. Vacation days and other extended absences are recorded as “unexcused absences” and count towards the 17 day limit.

PASSES

SRMS utilizes a digital hall pass record-keeping system. Students must be checked in/out of the system by the teacher. Students will be given a hall pass from the teacher if they must leave during class time. The teacher will record time out of class using the digital hall pass system. To prevent excessive/unnecessary time out of class, teachers will be able to view the student's hall pass usage throughout the day.

WATER BOTTLES/SNACKS and PURCHASING LUNCH or BREAKFAST

- Only water is permitted outside the cafeteria. Snacks/food or other drinks may not be consumed outside the cafeteria without specific permission from the classroom teacher.
- Students must enter their ID number to make purchases in the cafeteria.
- Families may prepay for lunch; the prepay form can be found at srsd.net.
- Lunch may be charged, but the charge must be paid within three school days. **Email reminders are sent periodically to parents/guardians whose students have unpaid cafeteria charges. Parents/Guardians may limit charging or snack purchases in advance by notifying the assistant principal.**
- Students must report directly to the cafeteria at 7:36 am in order to participate in breakfast. To minimize the time out of homeroom, specific times are announced for arrival and departure.

STUDENT VALUABLES

- We recommend students not bring large sums of money or valuables to school. Such items should be brought to the Main Office for safekeeping. Please use checks for obligations/payments whenever possible.
- **Valuables should never be left unlocked.**

LOCKERS

- **Lockers are the property of the school district and are subject to examination at any time.**
- **Lockers must be kept clean and in order at all times.**
- Treat lockers with care; promptly report locker problems to the Main Office.
- Each student is assigned a hall locker for the storage of educational materials and garments and a gym locker for use during physical education class. Do not leave shoes, clothing, electronics, or other valuables unlocked.
- **Locker combinations are private; combinations should not be shared with anyone.** Students should keep lockers locked at all times.

N.J.S.A. 18A:36-19.2 provides that lockers or other storage facilities may be searched on reasonable grounds and periodically inspected, provided that students are informed, in writing, at the beginning of the school year that such inspections may occur, so as not to create an expectation of privacy.

HALLWAY COURTESY

- Stay to the right and walk at all times.
- Move to your destination efficiently and be on time.
- Avoid horseplay (even with friends) or other safety hazards. Do not participate in pushing, tripping, etc.; it will result in disciplinary action.
- Do not stand in groups or impede the flow of traffic.
- Have a hall pass if out of class.

DANCES

1. Only SRMS students are permitted to attend dances.
2. Dances run from 6:30 p.m. until 8:30 p.m. with the exception of the fall outdoor dance which runs from 6:00-8:00 p.m.
3. Students must arrive no later than 30 minutes after the start time.
4. All students must have the **current school ID** in their possession to be admitted to any Middle School dance. If you need to purchase a replacement ID, see the Greeter during homeroom.
5. Once students arrive on school property, they are to report to the dance area and remain there until the conclusion of the dance. No students will be permitted to leave before the dance ends unless approved by an administrator.
6. Supervision is not provided prior to the start of the dance or after 8:45 p.m. **If a student is not picked up by 8:45 p.m., the student will not be allowed to attend the next dance/night event.**
7. All other school rules are in effect during the dance, including the dress code.
8. **Students must be present during the school day to attend dances or other after-school activities.**

PHYSICAL EDUCATION

MEDICAL EXCUSES

1. Occasions may arise where students require a medical excuse from participation in physical education activities. Medical excuses (three days or more) must be documented by a doctor's note presented to the school nurse.
2. A procedure is in place that will allow the student to care for his/her medical problem while still meeting the mandated physical education requirement. For long term medical (doctor) notes of three days or more, or when otherwise deemed necessary by the nurse, the student will be removed from the gym to complete physical education-related written work in a classroom. The written work completed during this time will be part of the student's final grade for the marking period.
3. In addition to the documented medical excuse, each marking period, students are allowed one parent/guardian note and one nurse's note to excuse them from P.E. participation for one day.
4. Failure to participate in physical education (beyond those days documented by the appropriate doctor's, nurse's, or parent/guardian note) will result in loss of credit for the day(s).

ATTIRE/JEWELRY

1. Students do not have to change for P.E. if their school clothing is appropriate for physical education (t-shirts/sweatshirts, gym shorts/athletic pants, and sneakers). However, gym lockers are provided, and students have the opportunity to change for P.E. Attire must meet the school dress code.
2. Jewelry such as bracelets, rings, watches, or necklaces cannot be worn during P.E.
3. Students who fail to meet dress requirements may not participate and will lose credit for the day.

DRESS CODE GUIDELINES

It is the responsibility of the student, with parental assistance, to come to school properly dressed. Every student should be clean and fully dressed. Attire should not be injurious to health and welfare or disruptive to the educational process. The dress guidelines, as enumerated below, are in effect at all school functions including plays, concerts, dances, trips, and co-curricular programs. The administration reserves the right to change the dress code standards at any time based on the ever-changing fashion climate.

- Hats, hoods, coats, sunglasses, bandanas, etc. are not to be worn inside.
- Shorts and skirts should fall at the fingers when arms are at sides.
- Midriffs may not be exposed. When standing, sitting, bending, or raising arms, the shirt should still overlap the waistband in the front and back.
- Appropriate footwear is required at all times.
- Pajamas and slippers are not to be worn to school.
- Some examples of clothing not appropriate for school are halter tops, tube tops, strapless tops, bare midriff tops, spaghetti strap tops, tank tops, and mesh/see through or revealing items of clothing. Exposed undergarments and inappropriately short or tight clothing is not permitted.
- Any clothing which, by slogan or illustration, promotes weapons/violence or the use of drugs, tobacco, or alcohol, or makes sexual references/innuendo is not permitted.
- The wearing of a wallet chain, belt chain, or any similar chain is not permitted.
- There are special activities in school, such as physical education, band, science, skills for life, labs, shops, etc., where special dress is required.

If a student does not dress in accordance with the above policy, the student will be given an opportunity to comply. A student who is out of dress code may not be allowed to participate in co-curricular or class activities.

AFTER SCHOOL EVENTS AND PROCEDURES

Students are not permitted to stay after school to attend events as spectators or walk to the high school; chaperones are not provided. Students who wish to attend after school events as spectators must go home and return to school with their parent/guardian or other adult chaperone. Attendance is a privilege and appropriate behavior is expected.

After school, students must be on their correct bus or in the middle school with a teacher or coach. Any deviation must be requested via a parent/guardian note and confirmed as approved with a pass from the Main Office. Students may not stay for an athletic event, ride a different bus, ride with a friend, or walk from school (to the high school, Wawa, a friend's house, etc.) without advance administrative approval. Failure to follow this procedure will result in disciplinary action.

BUS RULES

A majority of the students at Southern Regional are dependent upon bus transportation to get to and from school. This means that for everyone's safety and comfort, a few reasonable and necessary regulations must be stated and enforced. **Note that buses are equipped with surveillance cameras.**

1. Be on time at the designated bus stop. (It is suggested students arrive seven minutes early.)
2. Wait for the bus to come to a complete stop and for the door to open before attempting to board.
3. Sit in the assigned seat. Remain seated while the bus is in motion.
4. Do not participate in horseplay.
5. Keep hands and head inside the bus at all times. Do not throw anything inside the bus or out of the window.
6. Be courteous to other pupils and the driver. Use appropriate language and a quiet voice. Do not spit.
7. Use seatbelts where provided.
8. Remember that all school rules are in effect while on the bus. Follow all driver instructions.
9. Ride your assigned bus, including the assigned activity bus, unless a written note has been received and verified by the Main Office. Alternate bus passes are for emergency use only, not for social use.
10. Acknowledge the driver as the person of authority on the bus. Students who are uncooperative or misbehaving will be reported by the driver to administration for disciplinary action.
11. **Bus passes to ride a bus other than the regularly assigned bus cannot be utilized for the 2:12pm departure and are NOT issued on half days.**
12. If referred to administration, a student is subject to disciplinary action, including seat change/assigned seat, administrative, extended, or all-day detention and/or out-of-school suspension, restitution for damages, or suspension from the bus. **In the case of a bus suspension, parents or guardians are responsible for providing transportation to and from school.** (NJ Statute 18A:25-2)

ACTIVITY BUS RULES AND PROCEDURES

1. Activity busses are a privilege available for students staying for extra-help, make-up work, detention, or other school-sponsored activity; all regular bus rules are in effect.
2. A "late bus pass" is needed to board an activity bus. Students must have a pass from their teacher, advisor, or coach in order to ride an activity bus. Groups that meet daily, such as athletics, will receive a special pass. Faculty supervisors for all other meetings will issue a bus pass at the end of the activity period.
3. **Students who leave school property (or are on school property without supervision) and then attempt to board an activity bus or any bus at the high school are subject to disciplinary action.**
4. **Students must ride their assigned late bus home. Students who ride a different bus, go the high school or other location, or walk from school without administrative approval are subject to disciplinary action.**

COMPUTER USE and CHROMEBOOK GUIDELINES

Each student is issued a school Chromebook. Responsibilities for care and use are outlined in the SRSD Technology Guidelines in the Parent Portal and at srsd.net. Students are to treat the computers with care and use them only for educational purposes. Additionally, stickers or other decorations are not to be affixed. Any misuse of the computers may lead to disciplinary action, fines, or revocation of computer privileges. These guidelines remain in effect for the student's entire school career at Southern Regional.

Damage to or loss of the Chromebook and/or charger will incur a fine for the repair or replacement cost and is the responsibility of the student and parent/guardian.

The Securly monitoring system is utilized during school hours. Securly also provides options for parents/guardians to receive monitoring notices outside of school hours; sign-up information is provided annually, or you may request it from your child's guidance counselor at any time.

SRSD TECHNOLOGY GUIDELINES

These guidelines outline the expectations for the responsible and ethical use of technology resources provided by the Southern Regional School District, including network access, internet services, software, and school-issued devices (Chromebooks). By using the district's technology resources, all students agree to abide by the terms and conditions set forth in the guidelines. The full SRSD Technology Guidelines document is available at SRSD.net. General guidelines, digital citizenship, appropriate use of AI, Chromebook use and care, safety and security, internet filtering and monitoring, and consequences of violation are explicitly addressed. Misuse of equipment, services, or internet access are grounds for disciplinary action.

SRSD GENERATIVE AI GUIDELINES (ARTIFICIAL INTELLIGENCE)

Artificial Intelligence (AI) is part of our online world. Teachers will give direction as to when and what type of AI may be used for an assignment. Use outside of these parameters will be considered cheating or plagiarism and a zero or other grade deduction and/or disciplinary consequences will be assigned. Below is an excerpt from the Guidelines for Acceptable Use of Generative AI approved by the SRSD Board:

Prohibited Uses of Generative AI:

Teachers will communicate expectations on the use of AI tools in the classroom, syllabus, or assignment instructions so students know if, when, and how AI tools can be used. Using AI in any of the following ways is a violation of board policy and may result in academic and/or disciplinary consequences outlined in the student handbook.

Academic Dishonesty

- Using AI to generate entire assignments.
- Presenting AI-generated content as original work without proper citation.

Inappropriate or Harmful Content

- Generating offensive, discriminatory, or otherwise inappropriate content.
- Misusing AI to create or spread misinformation, bullying, or defamatory materials.

Violation of Privacy

- Inputting personal, sensitive, or confidential information about themselves or others into AI tools.

The full Southern Regional “Guidelines for Acceptable Use of Generative AI” is available at SRSD.net.

CELL PHONES AND OTHER INTERNET-ENABLED DEVICES

- N.J.S.A. 18A:36-40b requires schools to limit student use of internet-enabled devices during school hours.
- Cell phones (including ear buds/headphones), and other internet-enabled devices (smart watches, Meta/smart glasses, tablets, etc.) must be left at home or kept powered off and stowed away during the school day (in a pocket or bag or in a locker, or in a holding area designated by a teacher).
- Having internet-enabled devices visible or in use without explicit permission from a staff member will result in disciplinary action.
 - First offense – device will be confiscated for a half-day and an administrative warning given
 - Second offense – device will be confiscated for a full day and the parent/guardian called
 - Third offense – device will be confiscated for the remainder of the day, and the student will have to drop if off in the Main Office from 7:36am-2:12pm for 5 days, plus Administrative Detention and the parent/guardian called
 - Fourth offense – device will be confiscated for the remainder of the day, and the student will have to drop it off in the Main Office from 7:36am-2:12pm for 10 days, plus two Administrative Detentions and the parent/guardian called
 - Additional offenses – student will have personalized device plan developed by the Principal or designee which may include, but is not limited to, an extended period of dropping off the device to the Main Office for the school day or a prohibition on personal devices, along with loss of eligibility for extra curriculars, trips, or other special events; and Extended Detention(s) or All Day Detention(s)

NOTE: Specific types of device misuse that are other code of conduct violations (such as taking/sharing/posting unauthorized photos, viewing/sharing/posting inappropriate content, etc.) may warrant additional discipline.

- Using a cell phone, smart glasses, or other technology to take/send/post (or publish in any way) inappropriate or unauthorized photos, videos, texts, or posts during or from school or a school function, or on the bus, or from a school device is grounds for further disciplinary action.

STUDENT EXPECTATIONS

In order to achieve success, everyone must be working toward the same goal. To help maintain focus on our goals of academic achievement and personal growth for all, students should follow these guidelines:

GENERAL ACADEMICS

- Prepare for success. Implement a study/organizational time at home. Maintain regular sleep and exercise patterns.
- Keep Chromebook charged and in good working order. Come prepared for class with all necessary materials.
- Complete all assignments promptly and to the best of your ability. Use AI ethically, not in a manner that supplants or misrepresents your learning; follow parameters set by the teacher.
- Utilize your teacher’s Extra Help days or Homework Habitat if having difficulty in a subject area.

CODE OF CONDUCT

The 3 Rs - Respect yourself - Respect others - and Respect your school - sum up the conduct expectations for students at Southern Regional Middle School. All of the specific rules in the Code of Conduct Disciplinary Guide below flow from these three values.

Philosophy: Students at the middle school level are expected to develop a measure of self-discipline and control which reflects their increasing maturity and sense of responsibility. Southern Regional's code of conduct disciplinary guide is designed to create an educational atmosphere conducive to teaching and learning; provide a strong accounting procedure of student attendance; maintain a safe, pleasant environment; and deter and process discipline cases. Bullying or threats of violence towards others will be immediately addressed. **Actions taken may include disciplinary measures, mediation, notification to law enforcement, removal from school pending a mental health assessment, and/or any other interventions and safety precautions deemed necessary for the safety of students and staff.**

CODE OF CONDUCT DISCIPLINARY GUIDE

Offenses that will merit the principal or assistant principal to assign the student administrative detention, lunch detention, pre/homeroom detention, extended detention, personal device restrictions, assigned seating in cafeteria/bus/assemblies, community service, all-day detention, bus suspension, out-of-school suspension, other disciplinary consequences, and/or appropriate legal action shall include, but not be limited to, the following:

1. Having cell phones (including ear buds and headphones) and other internet connected devices visible or in use
2. Cutting class or detention (absent or excessively late without teacher or administrative authorization)
3. Leaving the school building or being in the parking area without permission during the school day
4. Loitering/unauthorized occupancy (on school grounds without supervision)
5. Use of profanity/obscene language (written or oral) or inappropriate gestures
6. Insubordination to staff/defiance of authority
7. Leaving school grounds and/or returning to school grounds without administrative approval
8. Hazardous/unauthorized operation of bikes or skateboards on school grounds (helmet required)
9. Operation of e-bike on campus by anyone under 15 years old (as per N.J.S.A. 39:1-1)
10. Vandalism (payment of labor, repair, and replacement will be charged to offender or parent/guardian)
11. Damage to Chromebook, charger, or other school device (restitution may be required)
12. Fighting or assault; inciting or promoting violent behavior
13. Unsportsmanlike conduct or other inappropriate behavior at a school function
14. Forgery or alteration of school passes, papers, permission slips, records, etc.
15. Misuse of Artificial Intelligence (AI) and all forms of cheating
16. Possession/use of devices designed to disrupt other technology
17. Theft (restitution may be required)
18. Extortion or intimidation of others/verbal or physical harassment of others
19. Overt/public displays of affection
20. Chronic absenteeism/truancy
21. Possession/use/sale of any form of alcohol/drugs/tobacco (including e-cigarettes/vapes/etc. and/or lighters) on school grounds, on a bus, on a school trip, or at an off-site school function - These items will be confiscated. **NOTES: Possession, sale, or use of one of these substances or related paraphernalia will result in suspension and substance screenings may be required. Police will be notified as appropriate. Any sale or intent to distribute drugs/alcohol/any other substance that may, in any way, be capable of altering behavior will be cause for a hearing before the Board of Education for expulsion.** See "Use of Drugs, Alcohol or Tobacco/E-Cigarettes" on page 13.
22. Possession and/or use and/or distribution of prescription/non-prescription drugs (See #21 above.)
23. Physical abuse directed to staff members of Southern Regional High School District - **NOTE:** Such action will be cause for criminal charges and for a hearing before the Board of Education for expulsion from school.
24. Possession, custody, or use of a weapon, explosives, fireworks, or any item that is illegal, unlawful, and/or considered to be dangerous. (Police will be notified, and it may be cause for a hearing before the Board of Education for expulsion.)
25. Pulling fire alarm (police will be notified)
26. Misuse of any electronic devices, such as cell phones, smart glasses, etc. **NOTE:** These items will be confiscated. Improperly obtained video, pictures, etc. will be deleted. Misuse of a cell phone or other device to tape, photograph, or record others and/or posting, forwarding, or sharing improperly obtained audio or video material from school, school functions, buses, etc. is subject to disciplinary action. In some cases, confiscated items may be held for parent pick up.
27. All forms of bullying
28. Verbal abuse, name calling, slurs, making threats, instigating, etc.
29. Racial, religious, ethnic, or sexual harassment (disciplinary action may include reports to the police, Prosecutor's Office, and/or Affirmative Action Officer)
30. Threatening statements, texts, posts, etc. (police notification and psychiatric clearance to return to school may be required)

31. Failure to follow school procedures or comply with staff directions
32. Any other inappropriate or unsafe behavior

DISCIPLINARY GUIDE NOTES:

1. If a student is assigned Extended Detention, All Day Detention or Out of School Suspension (OSS), he/she may not participate in or attend extra-curricular activities or after school events; students assigned OSS may not be on school grounds without permission from an administrator.
2. A student who is suspended 1-2 times will have a readmit conference with the assistant principal. A student suspended for a third time must have the readmit conference with the principal and his/her parent. A student suspended for a fourth time will be required to have a readmit conference with the superintendent.
3. For certain special events (Competition Day, grade-wide and team trips, Activity Day Picnic, etc.) there is an announced window of time during which a student will lose the privilege of attending the event if he/she is suspended or has multiple or other specified disciplinary issues.
4. **N.J.S.A 39:1-1 does not permit e-bike use for anyone under 15.** If a student is at least 15, he/she must have an e-bike license or a valid driver's license. E-bikes (including low-speed e-bikes) must be registered with the NJ Motor Vehicle Commission. Motorized bicycles must have insurance coverage. <https://www.nj.gov/mvc/vehicletopics/ebike.htm>
5. Food delivery through Uber Eats, Door Dash, Grub Hub, etc. is prohibited. Third-party transportation services such as Uber or Lyft are prohibited. In line with our safety protocols, visitors who do not have a student attending nor have business contracted through the school district are limited. Only an authorized parent/guardian or emergency contact may pick a student up from school. Courtesy busing is provided for all students.
6. **After school, students must be on their correct bus or in the middle school with a teacher or coach. Any deviation must be requested via a parent/guardian note and confirmed as approved with a pass from the Main Office.** Students may not stay for an athletic event, ride a different bus, ride with a friend, or walk from school (to the high school, Wawa, a friend's house, etc.) without advance administrative approval. Failure to follow this procedure will result in disciplinary action. (See After School Events and Procedures.)

DETENTION GUIDELINES

- Arrive on time to an assigned detention.
- Spend detention in study, doing homework, reading, or some other gainful purpose.
- Bring all academic materials with you.
- Maintain appropriate classroom conduct. Use of cell phones, ear buds, etc. is not permitted.

NOTE: After all-day or extended detention, students may not participate in extracurricular activities that day.

HARASSMENT, INTIMIDATION, BULLYING STATEMENT (HIB)

The Board of Education recognizes that a student's right to freedom from discrimination includes the opportunity to learn in an environment untainted by harassment, intimidation, or bullying. Harassment, intimidation, or bullying (HIB) means any gesture, any written, verbal, or physical act, or any electronic communication whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated whether by any actual or perceived characteristic, such as: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, mental, physical, or sensory disability, or any other distinguishing characteristic.

A child who feels they have been harassed, intimidated, or bullied **should not remain silent.** The incident should be reported to the principal or their designee who will inform the school's Anti-Bullying Coordinator who will begin an investigation into the action. The confidentiality and privacy of the individuals reporting or accusing harassment, intimidation, or bullying will be respected to the extent reasonably possible. Concerns may be reported to an assistant principal (x4215), the Building HIB Specialist, Mr. Jack Burke (x4202) or the District HIB Specialist, Mr. Bob Schoka (x4262).

STUDENT GRIEVANCE PROCEDURE

Recognizing that all students are entitled to due process and that mitigating factors may be involved, any student has the prerogative of requesting an appeal of assignment of suspension, expulsion, or other penalties applied under these guidelines:

1. Any student who desires to have his/her case or behavior re-evaluated may, within five (5) school days of notification of the consequence, request that the building principal review his/her case.
2. Pursuant to any unfavorable decision by the building principal, the student may request, in writing, within five (5) school days, a hearing before the Superintendent of Schools (or his/her designee).
3. Pursuant to any unfavorable decision of the Superintendent of Schools, the student may request, in writing, within five (5) school days, a hearing before the Southern Regional Board of Education.
4. For suspension greater than ten 10 days - Pursuant to an unfavorable decision by the Southern Regional Board of Education, the student may appeal this decision to the New Jersey Commissioner of Education within the next ten (10) days.

CONTROLLED DANGEROUS SUBSTANCES

1. Dangerous substances are not permitted in school; there are serious penalties for use, possession, or distribution of alcohol, tobacco, and other drugs or any related paraphernalia.
2. Any student in need of help regarding substance use may request assistance from a school counselor or administrator.

USE OF DRUGS, ALCOHOL, OR TOBACCO/E-CIGARETTES

It is the goal of SRMS to create a caring atmosphere and quality learning environment for each student. Since the misuse of drugs, alcohol, and tobacco/e-cigarettes by any one student may create an impediment to learning, as well as endanger the safety and well-being of other students and faculty, the Southern Regional School District works in cooperation with local police and the Ocean County Prosecutor's Office to prevent drug activity at school. This cooperation may include, but is not limited to, random searches using trained dogs.

The school system has a responsibility to provide channels for help and assistance to students whose health may be in jeopardy. In addition to the disciplinary measures previously stated for the use/possession/sale of drugs/alcohol and tobacco/e-cigarettes, students are subject to urine testing. In order to help provide a safe and drug-free environment for Southern students, the Board of Education has established procedures for urine testing. The following procedures are in place:

1. Any student **suspected** of being under the influence of drugs and/or alcohol or suffering from the effects of previous use of drugs or alcohol **will** be referred to the principal and seen by the nurse.
2. The principal and/or her designee may require a student to submit to a witnessed (chain of custody) urine test by a medical provider. (No testing will be random. There must be a basis for suspicion.) Students will be released to parents for completion of testing either through a district contracted provider or the parent/guardian's physician (at their expense). Samples will be analyzed and written results will be provided within a timely fashion.
3. Students with positive results may also have continued testing and/or further disciplinary actions depending upon the student's individual circumstances; a school counselor will also follow up with the student.

It should also be known that any student dealing or using drugs in a Drug-Free School Zone is subject to **\$500.00 fine, 100 hours of community service, and revocation of driving privileges. Minors under the age of 17 who are convicted will have licenses withheld for six (6) months beyond their 17th birthday.**

DEALING

In cases of suspected drug/alcohol dealing, an investigation shall be conducted by the principal (in conjunction with the local police if appropriate) with the objective in mind of permanent removal of any student dealing drugs or alcohol; such removal will be in accordance with all current statutes and codes. *The Board of Education and Administration will take the necessary steps to ensure that Southern Regional remains free of harmful substances. This may include, for reasonable cause, the search of students, their belongings, and/or their lockers by school officials and/or the use of police dogs to determine presence of drugs and/or specific tests or examinations which might reveal the presence of drugs/alcohol.*

ZERO TOLERANCE FOR GUNS ACT

(Chapters 127 & 128 of the Public Laws of 1995)

These two statutes support specific goals of the Safe Schools Initiative. Pupils who possess firearms or who commit assaults with a weapon other than a firearm must be immediately removed from the regular education program and provided with an alternative program, pending a district Board of Education hearing.

STUDENT RECORDS

Pupil records are available to parents/guardians, adult pupils, and certain other persons in accordance with the procedures of this district and laws of this state. Student records are maintained in the following locations:

1. Guidance Office – cumulative record of academic progress
2. Main Office – daily attendance and disciplinary records
3. Health Services Office – health history and physical examinations
4. Child Study Team Office – IEP and testing records, if applicable

COMPLIANCES

This institution complies with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Inquiries regarding compliance may be directed to the building principal.