

# David Brearley Middle School

## Student Handbook 2022-2023

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## **Welcome**

The Faculty and Staff would like to welcome you back to the start of a new year here at David Brearley Middle School. An extremely important aspect of learning is the environment in which our students' education takes place. Each member of our Brearley community is constantly aware that the conditions we feel are conducive to learning are upheld throughout the building. Mutual respect for each others' rights, safety, welfare, and simple human dignity are at the core of establishing and maintaining a positive educational community.

Throughout this handbook we provide students and parents or legal guardians information regarding our expectations of our students and the services that our educational community provides for them in order to enhance their learning experience positively.

We encourage all of our parents and legal guardians to review this handbook with your child(ren). If you have any questions, please feel free to call any of the administrative staff or teaching faculty at (908) 931-9696.

We look forward to providing a very successful and effective learning experience to all of our educational community.

## **A Brief History**

David Brearley—patriot, soldier, and jurist—was a New Jersey signer of the Constitution of the United States, born on June 11, 1745. David Brearley Regional High School opened in the fall of 1966 as the fourth and final high school in the Union County Regional High School District # 1, serving the students from Kenilworth and eventually Garwood. The pride of Kenilworth, Brearley became known for its enthusiastic and closely-knit faculty and student body, its academic and artistic achievements and athletic superiority.

After nearly 27 years as a vibrant educational entity, David Brearley was selected by the Union County Regional Board of Education to close because of declining enrollments and escalating district-wide costs. On June 30, 1993, the doors slammed shut on the newest, air-conditioned facility in the regional district. The distraught staff and students were disbursed among the remaining three regional schools, and the town of Kenilworth was both saddened and frustrated.

However, Kenilworth was determined to do battle for its school. Led by former Brearley graduates, The Committee of Concerned Parents waged a campaign entitled “Save Our School.” Endless fundraisers and hours of planning began as this stalwart group held countless meetings and drove to legislative offices in Trenton to convince the state of New Jersey to allow for a vote to de-regionalize. Their tireless efforts were rewarded, and on May 14, 1996, four of the six communities in the regional district voted to disband, and each community housing a high school was finally awarded local control as of July 1, 1997.

With the generous assistance of our neighbor, Schering-Plough, the community of Kenilworth has proudly re-opened its doors to the “new” David Brearley Middle/High School and looks forward to academic excellence, technological advances, an artistic renaissance and athletic achievements as the new millennium approaches.

## **Alma Mater**

To thee our Alma Mater, 'Tis honor that we pay,  
For those who chance to enter You guide and lead the way. Beneath your flying banner Together we will  
strive

To hold high standards always And keep our hopes alive.  
So proudly you stand Brearley Held high in our esteem  
You're here for those who need you To help us build our dreams.  
Though years will pass by quickly Still in our hearts we'll hold  
True spirit never failing For Navy Blue and Gold.

*Lyrics by Jackie Landau and Music by Lynn Blecker*

## **Beliefs**

We believe...

Each child is a unique individual with distinct potential and ability.

Children learn best in a safe and nurturing environment.

A strong commitment by students, parents, teachers, administrators and board members makes education a shared responsibility.

All students deserve the technological and supplemental resources for a wide variety of opportunities to develop and stimulate their emotional, physical, social and intellectual growth.

The curriculum evolves and adapts to meet the challenges of a changing society, illustrating that learning is a lifelong process.

Strong moral character and respect for multicultural and individual differences are critical components of education.

Students must be accountable for a defined set of state and local standards.

Students are capable of participating in the process of setting educational goals and making informed decisions.

## **Vision**

We will be an outstanding school district in which all students exhibit high standards of achievement and critical thinking skills, and are socially responsible, contributing members of their community.

## **Mission**

The Kenilworth Public Schools, the center of a small supportive community, is dedicated to creating adaptable lifelong learners who are capable of making critical and informed decisions as responsible citizens. Together, we set high expectations for student achievement according to individual goals as well as external standards. Our curriculum, instructional program, services and resources evolve and adapt to an ever-changing world.

## **MISSION OF DAVID BREARLEY MIDDLE SCHOOL**

The mission of David Brearley Middle School, a school within a school, is to educate and prepare 7th and 8th grade students for the transition period between elementary and high school by setting clear expectations, enabling our students to succeed academically, grow socially and build individual responsibility

**Board of Education**

Dr. Michelle Panichi, President

Gregg F. David, Vice President

Robert Beiner

Paulette Drogon

Ryan Haberthur

Mark Jankiewicz

Anthony Laudati

Alison Tears

Nancy Zimmerman

**Administration**

Kyle Arlington, **Superintendent**

Vincent A. Gonnella, **Board Secretary and Business Administrator**

Samantha Heimple, **Director of Curriculum, Instruction, and Innovation**

Brian Luciani, **Director of Special Projects**

Jeremy Davies, **Principal**

Madelyn Witchel, **Assistant Principal**

Dawn Cuccolo, **Director of Student Personnel Services**

Scott Miller, **Supervisor of Physical Education**

Justin Connolly, **Supervisor of Buildings and Grounds**

Joant Rodriguez, **Supervisor of Technology**

## School Schedules

On a regular school day, David Brearley Middle school operates a drop & rotate schedule. The school building will be open at 7:05 AM and close at 3:08 PM. School is in session from 8:00 AM to 2:43 PM.

### Daily Middle School Schedule

<b>MS 7</b>	<b>MS 8</b>
<b>COMMON ACTIVITY</b>	
<b>MS-1: 8:00 - 8:55</b>	
<b>MS-2: 8:58 - 9:53</b>	
<b>MS-3: 9:56 - 10:51</b>	
<b>MS-4: 10:54-11:49</b>	
<b>MS-5A: 11:52-12:32</b>	<b>MS-5B: 11:52-12:19</b>
	<b>MS-6B: 12:22-1:02</b>
<b>MS-6A: 12:35-1:02</b>	
<b>MS-7: 1:05-1:45</b>	
<b>MS-8: 1:48-2:43</b>	
<b>COMMON ACTIVITY</b>	

## Delayed Opening Middle School Schedule

MS 7	MS 8
<b>COMMON ACTIVITY</b>	
<b>MS-1:</b> 10:00 - 10:31	
<b>MS-2:</b> 10:34 - 11:05	
<b>MS-3:</b> 11:08 - 11:39	
<b>MS-4:</b> 11:42 - 12:37	
<b>MS-5A:</b> 12:40-1:07	<b>MS-5B:</b> 12:40-1:07
<b>MS-6A:</b> 1:10-1:37	<b>MS-6B:</b> 1:10-1:37
<b>MS-7:</b> 1:40-2:10	
<b>MS-8:</b> 2:13-2:43	
<b>COMMON ACTIVITY</b>	

## Early Dismissal Middle School Schedule

MS 7	MS 8
<b>COMMON ACTIVITY</b>	
<b>MS-1:</b> 8:00 - 8:38	
<b>MS-2:</b> 8:41-9:18	
<b>MS-3:</b> 9:21-9:59	
<b>MS-4:</b> 10:02-10:32	
<b>MS-5A:</b> 10:35-11:00	<b>MS-6B:</b> 10:35-11:00
<b>MS-7:</b> -11:03-11:27	
<b>MS-8:</b> 11:30-12:00	
<b>COMMON ACTIVITY</b>	

## **School Closure/Delay**

There are times when weather conditions or emergencies cause the schools to close to ensure the safety of our students. The following is an overview of our district's procedures.

### **School Closure**

When school is canceled for the day because of inclement weather or emergency conditions, the following will occur:

All emergency messages will be:

1. Posted on our website: [www.kenilworthschools.com](http://www.kenilworthschools.com)
2. Sent via Twitter @KenilworthSuper
3. A School Messenger phone message will be sent
4. Posted on our district's Facebook page
5. Pushed out via the School Messenger App (Download from App Store)
6. Sent via email (through GENESIS parent portal) using School Messenger
  - a. School Messenger will be used as soon as possible.

### **Delayed Opening**

When the forecast indicates improving weather conditions, a delayed opening may be in effect. The delayed opening will be announced on the previously listed media and messaging system.

David Brearley Middle School Time: Students report by 9:30 AM.

## **School Messenger Alert System**

Kenilworth School District has contracted School Messenger to provide general notifications as well as emergency information to the faculty and parents of our students. Emergency announcements such as delayed openings or school closings due to inclement weather will be provided exclusively through this system. Parents and faculty are encouraged to ensure that information such as phone number and email are up to date and remain current through the Genesis Parent Portal.

# Attendance

## Absence

**If any student is going to be absent, a parent needs to call the secretary of attendance at (908) 931-9696 x 300 before 8 a.m.**

**The maximum number of absences permitted for a full year class is eighteen (18) absences.** This policy (KSD Reg. 5200 p. 6), established by the Board of Education, is intended to provide for normal illness. When a pupil returns to school, he/she should bring in a note from a doctor containing the name of the student involved, all dates of absence and an acceptable explanation of why the student was not in school. The Board considers the following as cause for **excused** absence: school sponsored activities, severe illness for which a doctor's note has been submitted, required court attendance, death in the family, and religious observance.

Documentation must be presented to the Attendance Secretary when a student returns to school. Any disabling illness or recovery from an accident requires that a doctor's note be submitted to the Attendance Secretary (a copy of which will be given to the school nurse) **within FIVE school days of the pupil's return to school. After five days, the note will not be considered and the absences will not be excused.** All absences will be counted and considered unexcused unless otherwise stated above. It is the student's and parent's responsibility to keep a record of all absences for a disabling illness. The attendance office suggests that you refer to Genesis parent portal for a list of days that the student has been absent.

For extenuating circumstances and further detail, please see the [Kenilworth BOE Attendance Policy](#).

## Building Entry

Students will not be permitted to enter the building through the main door before 8 AM, with the exception of being accompanied by a parent. Students must use the student entrance found at the rear of the building. Unauthorized entry or the assistance in facilitating an unauthorized entry to the building by students may result in disciplinary consequences.

## Ineligibility to Participate in Activities if Absent

When a student is absent from school, he or she will be ineligible to participate or be a spectator at any practice, rehearsal, contest, trip, game or performance given on that particular day unless granted permission by the Principal. If a student is suspended out of school, the same rule applies and the student is further not permitted to be on school grounds or attend any school function until the period of suspension is over. Students must be in school at least four hours to be deemed "present" and attend activities.

## Late to Class

Students are to arrive to all classes on time. Loitering in the hallway is prohibited. Students who arrive late to class without a valid pass are subject to consequences.

## Make-Up Work

Make-up work is required from the student whenever there is an absence. When there are extended absences from school due to illness or suspension, it is the student's responsibility to obtain assignments from teachers. The district allows two days to make up assignments for every day of absence. If there is an extended absence due to a death in the family, hospitalization, etc. after the end of the marking period the student may have a 10 day extension to allow for the completion of assignments.

## **Pupil Passes**

In general, pupils are not excused from class for any reason except for an emergency. However, when an emergency occurs, the pupil will be issued a hall pass with a specific time and destination. Violators of hall pass restrictions are subject to disciplinary action. Students who need to conduct business in an area other than their classroom must first report to their classroom and receive a pass from their instructor in order to visit the nurse, guidance department, athletic department or main office. No passes to class will be provided by these departments to students who have “dropped in” without bringing a pass with them.

## **Signing Out**

Students who are to be signed out by their parents for doctor’s visits must submit by the morning of the appointment a parent letter requesting a dismissal. They will be called down to the main office after the parent has arrived at the main office. This is to ensure that the student will not experience excessive wait-time in the main office, as opposed to attending class, waiting for the parent to arrive. In the past, too many students have missed an entire class waiting unnecessarily in the main office for the parent’s arrival.

## **Tardy**

It is each student’s responsibility to be on time to school and in their Block 1 class by 8:00 AM. Please note that there is no homeroom. Students arriving after 8:00 AM must report directly to the main office to sign in and receive a pass to class. Students will receive a central detention after three tardies to school per marking period. Every tardy thereafter will result in an additional CD. To ensure prompt attendance, students are encouraged to arrive at school by 7:45 AM.

# Health Services

## Administration of Medication

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any student. At the same time, the Board recognizes that a student's attendance may be contingent upon the timely administration of medication duly prescribed by a physician. The Board will permit the dispensation of medication in school only when the student's health and continuing attendance in school so requires and when the medication is administered in accordance with this policy. For more information regarding administration of medication, [Click here](#).

## Elevator Use

An elevator is available to students in the school who have had surgery, are on crutches, etc. and who have received special permission from an Administrator to use the elevator. A note from a doctor and a parent or guardian is required. Elevator keys will be issued by and returned to the Assistant Principal. If an elevator key is lost, **the cost to the student is \$20.00** to cover the cost of replacing the key. One student may assist an injured student on the elevator. Allowing more than one student assistant on the elevator is considered open defiance and will result in a loss of elevator privileges.

## Home Instruction

Instructional services can be provided to a student when they are confined to the home or another out-of-school setting due to a temporary or chronic health condition or has a need for treatment which precludes participation in their usual education setting. In order for services to be provided the parent must complete the home instruction request form and the student must be determined by the school physician to need confinement at their residence or other suitable out-of-school setting and the projected need for confinement is for ten consecutive school days or fifteen cumulative school days or more during the school year. For more information regarding home instruction, see KBOE Policy.

## Food & Other Substance Allergies

The Board recognizes students may have severe allergic reactions to certain foods and other substances. It is very important the parent(s)/legal guardian(s) of students with these severe allergies to food and other substances inform the Principal and the school nurse in the event the student may have a reaction while in school. The Principal and school nurse will notify school staff that interact with the pupil. For more information regarding food and other substance allergies, [Click here](#).

## Physical Education Excuses

All students are required by law to participate in physical education. Any student who is excused from participating must dress unless he/she has a note from the parent stating otherwise or is excused from the gym by the nurse or teacher. Students excused from gym class for one day or less must have a written note from a parent. Those excused for two or more days must have a written note from a doctor. Students with chronic medical problems must have a doctor's note renewed each year. Students who have missed participation in physical education too frequently may be required to attend make-up classes in order to receive credit.

If a student has a medical excuse from participating in Physical Education, he/she will be assigned an alternative assessment which must be completed in a timely manner in order to receive credit for the course.

# **Counseling Services**

The goal of the counseling staff is to assist students in developing their potential and attaining success both academically and personally. The counselors provide support and guidance for their students from the time they enter middle school through graduation by providing them with maximum information for their decision-making and by facilitating their progress over the years. In addition to individual sessions, the counselors work with students in groups to present developmental programs so that all students are prepared for high school. Counselors are also a resource to other staff and to parents, and often work with other staff, outside agencies and a variety of programs to provide additional opportunities and supports for students. To see their counselor, students may fill out a request for an appointment form before or after school, during lunch, or with a pass out of class in the case of an emergency. Counselors will send passes to a student's first block indicating his/her appointment time.

## **Crisis Team**

Crisis Team is a student assistance service. The Team is composed of the School Social Worker, Learning Consultant, School Psychologist, School Counselors, Nurse, and the Administrators. Students are referred to the Crisis Team by faculty, staff, and the administration. A student may be referred to the Crisis Team for assistance with issues outside of academic instruction.

## **Peer Mediation**

The Peer Mediation Program is used as a positive approach for settling disputes between students. It is a voluntary and cooperative process in which two parties having a conflict communicate with each other and look for agreement. Mediation empowers students to communicate more effectively, to develop empathy and the skills of listening, oral expression, and critical thinking, and to address problems of hostility and aggression in a peaceful manner. A select group of students have been trained to act as Peer Mediators to facilitate the process. All mediation sessions take place in the Mediation Room in the presence of an adult advisor. Students may be referred to mediation by faculty, administrators or parents; any student can request mediation. All parties should agree voluntarily to the process and agree to confidentiality. Disputants determine their own solutions and an agreement is signed.

## **Student Assistance Program**

The Student Assistance Program offers a wide array of support services for students and their parents/guardians. A trained counselor is available to provide *confidential* help such as assessment, short term individual and group counseling and information for students experiencing issues interfering in their lives. Issues addressed can include, but are not limited to: peer relationships, anger, teen stress, body image, substance abuse, depression, suicidal thoughts and other various concerns. Students, parents/guardians and staff can make referrals to the program.

## **Student Suicide Prevention and School Clearance**

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among students. A student under severe stress cannot benefit fully from the educational program and may pose a threat to him or herself or others.

The Board directs all school district staff members to be alert to a student who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the Building Principal or designee, who shall notify the student's parent and other professional staff members in accordance with administrative regulations. To learn more about subsequent procedures, speak to your school counselor or [Click here](#).

# Safety

## Visitors

The Board of Education welcomes and encourages parents/guardians to be active in the education of their children. However, in order for the educational program to continue undisturbed and to prevent the intrusion of disruptive persons into the schools, the Board directs the enforcement of rules governing school visits.

Visitors are required to register their presence in the school. All visitors must present an appropriate ID to enter the building. If ID is not presented, they will not be allowed into the building. Also, all visitors must call in advance to make an appointment to meet with any staff member. If any visitor has not set an appointment with an administrator, guidance counselor, student or any other staff member, they will be asked to call and make an appointment to return at that time.

## Emergency Procedures

### Fire Drill Procedures

#### Instructions for Fire Drills

- Fire drills will be held during the school year and will not be announced. Please be aware of building exit routes in the event of a fire.
- Upon hearing the alarm, please close all windows, lights, and doors as you exit the classroom.
- Attendance will be taken once you have reached a safe place away from the building.
- Students are to remain quiet and stay with their class.
- The use of electronic devices during a safety drill is prohibited.
- You may re-enter once the principal has given the safety signal.

### Lockdown Drill Procedures

During a crisis in or around a school building it may become necessary to secure or “lockdown” the building. The purpose of the lockdown of a building is to ensure the safety of students and school employees by avoiding direct contact/confrontation with an individual(s) or situation that might present a danger.

- Lockdown alert is sounded. PA announcement by principal or other faculty: “This is a lockdown.”
- Close windows and doors and turn off lights. Doors are to be locked.
- Stay away from windows. Find a “safe place” in the room. Try not to be visible from the door or window.
- Get to the floor.
- Wait QUIETLY for directions. It is important that staff and students wait for directions before leaving the room. In some cases, there may be a partial evacuation where some classes may remain in the “lockdown.”
- Listen carefully to the directions for exiting. Unlike a fire drill, there is no set evacuation route. Staff and students will need to listen for the safe route to exit.
- Students in the hallways during a drill will report to the nearest classroom.
- Students in the restroom should remain there.
- Teachers will check attendance once the evacuation (if needed) is complete.

All staff and students are to take this drill seriously. It is imperative that everyone listens carefully as they exit—in a real life situation there may be a need to change direction or a need to immediately drop to the floor. Not listening carefully could mean the difference between life and death.

If a fire alarm goes off once the lockdown has been in effect, the lockdown supersedes the fire alarm. Students and staff must remain in lockdown mode.

## Shelter in Place Drill Procedures

Due to a number of issues that may arise, the building may need to enter a “shelter in place”. The purpose of the shelter in place is to ensure the safety of students and school employees keeping all students and staff in their classrooms.

- Shelter in Place alert is sounded. PA announcement by principal or other faculty: “This is a shelter in place.”
- Close windows and doors. Doors are to be locked.
- Stay away from windows.
- Instruction may continue.
- Students and staff will remain where they are until the completion of the drill.

## Procedures for Responding to Dangerous Threats

The district has specific procedures of dealing with dangerous threats. If you feel a dangerous threat has been made, you do not need to assess the severity or level of threat; your responsibility is to notify the building administrator immediately.

## Evacuation Drill Procedures

Twice a year, David Brearley Middle School students will participate in an evacuation drill. This procedure is in place in the event that the building in its entirety would need to be evacuated. Students are escorted to an undisclosed location where the faculty will account for all of the students. Once the building is cleared for their return, students will be escorted back to Brearley and report to the class of the teacher they left with and wait for further instructions.

# **Student Expectations**

## **Cheating and Plagiarism Policies**

Any incidence of copying, translation using a translator, cheating, plagiarism or act of dishonesty is considered a serious infraction of conduct. The student's parent or guardian will be contacted. Learning requires that students assume full and personal responsibility for their work. Unless otherwise directed, all assignments must be independently completed. Any student identified as having or using unauthorized aid, falsifying or providing false information and/or copying others' work will receive a grade of "o" for that assignment. In addition, the student may face additional sanction(s), which include out-of-school suspension and/or a hearing before the principal. (KSD Reg. 5600)

Students found to have cheated on any school exams, term papers, research assignments or class projects will face loss of credit for the assignment, out-of-school suspensions and/or loss of credit for the course. This applies to any student involved in the sale/distribution of term papers, exam papers, and research material and/or test questions. Additionally, students engaged in providing services for payment in homework preparation, test taking, and completion of composition assignments are also subject to loss credit for the assignment and/or the course and suspension. If more than 15% of a work is found to be without proper citations, the work will be considered plagiarized.

The MLA format for writing a term paper will be taught in the MS/HS. It is realized that writing a term paper is a learning experience. If plagiarism is apparent when a term paper is submitted, the student will receive discipline in accordance with our Student Code of Conduct.

## **Computer Use: Acceptable Use Policy**

The Board of Education recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources but reserves the right to limit in school use to materials appropriate to educational purposes. (KSD Pol. 2361 p.1)

The Board also recognizes that telecommunications will allow pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action. (KSD Pol. 2361 p.1)

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use. (KSD Pol. 2361 p.1)

For further information on Acceptable Use Policy 2361, [Click here](#).

## **Dress Code Regulations**

Students are expected to dress in a manner that is appropriate for the occasion. Clothing must be in compliance with health and safety standards and must not distract from the learning process. Therefore, clothing acceptable for school and considered to be in good taste is clothing which is clean, neat, not torn, and worn properly. The following guidelines shall be in effect:

1. Any type of non-religious head covering (hats, hooded sweatshirts, doo-rags), gloves (with or without fingers) or mittens, insulated vests, and any jackets or raincoats that serve as outerwear are not to be worn within the building at any time during the school day. Upon arrival to school, students will place these items into their lockers. Failure to cooperate with a staff member's request to remove such items will result in disciplinary action.
2. All pants or shorts worn to school must be secured at the waist level. Shirts and pants must meet. Shorts and skirts must come to mid-thigh in order to be allowed in school.
3. Skates (including "Healies"), skateboards, bicycles, and hovercrafts are not permitted on school premises.
4. Clothing that is inappropriate for school includes but is not limited to cut off t-shirts, pajamas, onesies, tube tops, halter-tops, midriffs, strapless sundresses, off the shoulder shirts, see-through/lace and exposed undergarments.
5. Appropriate footwear must be worn. For safety, cleats, flip flops, slippers, bare feet, thongs and shoes that pose a safety hazard will not be permitted. Open back shoes are deemed unsafe and are not allowed. All shoes and sneakers with laces must be tied securely. Sandals that have proper support and are secured on the ankle are permitted. Any shoe deemed unsafe by the administration will not be permitted.
6. Students are expected to have a suitable change of clothing for physical education and science classes when appropriate.
7. Unless authorized by a physician with a note given to the school nurse, sunglasses are not to be worn during the school day
8. Apparel which advertises any drug and/or alcohol product, tobacco, birth control items, sexual connotations (implied or stated), obscene or any other inappropriate language, or weapons will not be permitted.
9. Outdoor jackets or coats are not acceptable except when entering or leaving the building.
10. Students who are removed from classes and/or sent home to change will have their parent(s) and/or legal guardian(s) contacted and will be subject to disciplinary action. Any classes missed to change clothes will count as a chargeable absence.
11. Student's appearance and personal hygiene is the primary responsibility of each individual student and his/her parents. Students are expected to maintain a respectful appearance that is appropriate and not disruptive or detrimental to the educational process.
12. Administrative discretion will be used to determine what clothing is not conducive to a safe, learning environment.

## **Electronic Devices**

In the Middle School, cell phones **are only permitted in the cafeteria. Special permission can be granted by staff for appropriate, if any, use.** Students are expected to place cell phones in cubbies at the beginning of the period. For a first offense, a student will receive a warning. Second offense, the phone will be sent down to the main office until the end of the school day and parents will be notified. Further misuse will result in disciplinary action. Insubordination or failure to cooperate with a staff member's request will result in disciplinary action. (KSD Pol. 5516)

## **Fines**

Students will not receive diplomas or transcripts nor will they be allowed to attend school dances or go on class trips until all school obligations are satisfied. This includes, but is not limited to, library fines, locker fines, vandalism restitution, sports equipment, checks that have been returned for insufficient funds, stopped payments of checks and lost or damaged textbooks. Class fundraising monies must also be settled prior to the last day of school. Eighth graders who owe class monies will not be allowed to participate in end-of-year class activities until those monies have been satisfied with the class advisors. Eighth graders who have unpaid fines may participate in the graduation ceremony but will not receive their diploma until

those monies have been duly paid and acknowledged. (KSD Reg. 5513 p. 4)

Students are responsible for taking care not to lose or misplace a textbook or expose a textbook to conditions or circumstances likely to destroy, damage, or degrade it. All textbooks that will be taken home by students must be protected with an appropriate cover to be supplied by the student. Students should not use pens, pencils, or other implements to mark a place in a textbook, use a textbook to file bulky papers and notes, write in textbooks or soil textbooks beyond normal use. Fines will be assessed as follows for any lost textbook or textbook damaged beyond normal wear. (KSD Reg. 5513)

## **Harassment, Intimidation, & Bullying**

The 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, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment.

Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. For more specific information, see our [Policy on Harassment, Intimidation, and Bullying](#).

## **Identification Cards**

A photo identification card is issued yearly to all students and should be carried by students at all times during the school day and at all school activities. Students must present their ID card to any staff member at any time. For more specific information, [Click here](#).

## **Independent Publications**

The Board of Education respects the right of pupils to express themselves in written word or picture, or video image or computer generated illustrations, and to distribute printed materials as part of that expression; at the same time, the Board recognizes that the exercise of that right is limited by the rights of other members of the school community. For more specific information, [Click here](#).

## **Lockers**

A locker is assigned to each student for his/her personal use during his/her years in middle school. Each locker is the personal responsibility of the student to whom it has been assigned. A fine will be assessed at the end of the school year for damage beyond ordinary use. Do not reveal the combination of your locker to anyone. Each locker has been reset so that no one else knows the combination. If an unauthorized person opens a locker, it will be because you gave the combination out. A charge of \$5.00 will be made for resetting your combination during the school year if this becomes necessary. All lockers are the property of the Kenilworth School District. Lockers will be subject to periodic inspection, for any reason and at any time, to insure the health and safety of the school and to determine their condition. Reasonable suspicion that a student has broken school rules or a law will result in a search of the student's locker. Use of lockers for the storage of contraband, drugs, alcohol, weapons and/or any other illegal paraphernalia will result in immediate suspension from school and will be reported to the police. For more information on locker search and seizure, [Click here](#).

## **Opening Exercises**

The Board of Education requires that the pledge of allegiance to the flag of the United States be conducted

during each day's opening exercises in each school classroom in accordance with law. A student who has conscientious objections that interfere with his/her full participation in the salute to the flag and the pledge of allegiance shall be exempted from the exercise but shall be required to maintain a respectful attitude throughout the ceremony. The parent(s) or legal guardian(s) of any student refuses to salute the flag shall be so informed by the Building Principal and any such parent(s) or legal guardian(s) or the adult student, shall be required to furnish a written statement of the student's conscientious objection. (KSD Pol. 882o)

## **Security Cameras**

Students and parents/guardians should be aware that the School District has surveillance cameras monitoring various school building areas including the parking lots, hallways, and cafeteria. Camera recordings are reviewed by school officials for discipline and safety purposes, and may be provided to police or used in school disciplinary proceedings. Students should understand that their actions while in these areas will be recorded – and that they should have no expectation of privacy in these areas.

## **Smoking**

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by young people may have harmful, lifelong consequences. We are committed to maintaining a smoke-free environment on school grounds, at events sponsored by the Board in any way, and on any transportation vehicle supplied by the district. School administration and staff will strictly enforce this, and in the event that there is a violation of this policy, the pupil will be assigned appropriate discipline in accordance with the school's code of conduct. For more specific information, [Click here](#).

## **Substance Abuse**

Whenever it appears to any teaching staff member, school nurse or other educational personnel that a pupil may be under the influence of alcohol or other drugs, he/she shall report the matter as soon as possible to the school SAC and school administrator. Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Students who violate the substance abuse rules will be disciplined in accordance with the Student Code of Conduct/Chart of Discipline. For more detailed information, [Click here](#).

## **Vandalism**

The Board of Education believes that all school district property should be respected by all persons who use or have access to school district property should respect such property and take pride in the institutions of this community and the schools of this district. For specific Board policy, [Click here](#).

## **Weapons**

The Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty. For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled (or disassembled) into a weapon, explosive devices, and imitation firearms. For the purposes of this policy "firearm" means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.

Any student or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the Building Principal. The Building Principal shall conduct an appropriate search in accordance with Policy 5770 and confiscate any weapon discovered in the course of the search. If appropriate and feasible, the Building Principal will contact law enforcement officers to conduct the search. If another school employee confirms the presence of a weapon under circumstances that place persons at serious risk, they may confiscate the weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Any student who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which may include expulsion. Any student who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline. Any person who possesses a weapon on a school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

Any student who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education.

Students convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the student.

Any student who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 & 128 of 1995, The Zero Tolerance for Guns Act) (KSD Pol. 8467)

## **Code of Conduct**

The Board of Education believes that students should commit themselves to learning and to the development of their unique potential. Students should know that their attitudes and actions affect both their own and their classmates' learning. Students should accept responsibility for helping to create a positive school environment. With the help of our school's faculty and their parent(s) or legal guardian(s), all students shall contribute to the effectiveness of the school and the value of their education.

The Board expects all students in this school district to:

- Prepare themselves mentally and physically for the process of learning
- Respect the person, property, and intellectual and creative products of others
- Take responsibility for their own behavior
- Use time and other resources responsibly
- Share responsibilities when working with others
- Meet the requirements for each course of study
- Monitor their own progress toward the school objectives
- Communicate with their parent(s) or legal guardian(s) and appropriate school staff members. (KSD Pol. 5500)

## Student Code of Conduct (Infraction Codes)

	<b>Infraction</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>1</b>	Cell Phone Violation  <b><i>Cell phones are only allowed during lunch. During the day, they must stay inside student's lockers</i></b>	Warning	Confiscate cell phone - held until end of school day  Parent contact	Confiscate cell phone - held until end of school day  Parent contact  Silent Lunch(es)
<b>2</b>	Cheating/Plagiarism/Forgery	Student conference with teacher and counselor  Potential Ability to redo the assignment for partial credit	Loss of Credit for the assignment	
<b>3</b>	Chronic Lateness to Class	Meeting with counselor	1 Silent Lunch	3 Silent Lunches
<b>4</b>	Cut Silent Lunch	Reschedule	2 Silent Lunches	3 Silent Lunches
<b>5</b>	Cut Teacher Detention	Silent Lunch		
<b>6</b>	Cutting Class <b><i>15 or more minutes late to class or leaving class 10 minutes early</i></b>	1 Silent Lunch	1 CD	1 ISS
<b>7</b>	Disruptive/Inappropriate Behavior	1 Silent Lunch	3 Silent Lunches	5 Silent Lunches
<b>8</b>	Failure to follow security drill procedures	Meeting with the assistant principal/principal	Counselor project	2 Silent Lunches
<b>9</b>	Insubordination	1 Silent Lunch	3 Silent Lunches	5 Silent Lunches
<b>10</b>	Leaving class without permission	Counselor Meeting	1 Silent Lunch	1 ISS
<b>11</b>	Leaving school building or school grounds without permission	Counselor project & Meeting with SRO	1 ISS	3 ISS
<b>12</b>	Obscenity/Profanity	Meeting with the principal & assistant principal	Counselor project	5 Silent Lunches

	<b>Infraction</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>13</b>	Obscenity/Profanity Towards a Teacher	Restorative circle with teacher, parent, and student. Student cannot return to class until the restorative circle occurs.	5 Silent Lunches	1 ISS
<b>14</b>	Possession of tobacco products or any related paraphernalia	Parent-student meeting with counselor, assistant principal, and SRO	Ongoing counselor sessions and counselor project	Mandatory participation in a counseling group
<b>15</b>	Possession or distribution of controlled/dangerous substances	Ongoing counseling 1 ISS Counseling project	Ongoing counseling 2 ISSs Family counseling session	Ongoing counseling 3 ISSs Family counseling session with the SAT <b>(Substance Abuse Team - Principal, MS counselor, SAC, SRO, Director of Student Personnel Services)</b>
<b>16</b>	Smoking (or having an edible) in school or on school grounds	Ongoing counseling 1-3 ISS Counseling project	Ongoing counseling 2-4 ISSs Family counseling session	Ongoing counseling 3-5 ISSs Family counseling session with the SAT <b>(Substance Abuse Team - Principal, MS counselor, SAC, SRO, Director of Student Personnel Services)</b>
<b>17</b>	Assault; Bullying Behavior; Fighting; Indecent Exposure; Terroristic Threat: Conduct Physically Dangerous to Self or Others; Harassment; Intimidation; Racial or Religious Slurs; Theft: Vandalism; Unauthorized Taping/Recording; Violation of the Acceptable Use Policy; Possession, Threat, or Use of a Weapon	Severity of circumstances will determine consequences		

If a student fails to comply with handing over any item or device, it is viewed as open defiance and disciplinary action will be assigned as described above.

While every effort is made to be fair, firm and consistent, the Assistant Principal or Principal may modify or alter the recommended outcomes for infractions of school rules, depending on extenuating circumstances. In each case, parents, teachers and the student(s) will be offered an explanation. (KSD Pol. 5600)

For all discipline appeals, please refer to [Grievance Procedures](#).

## **Discipline**

Student discipline, or the orderly conduct or pattern of behavior, is an important aspect of student growth and development. As students mature, their ability to maintain self-discipline within the school and community should increase. However, many students do not develop sufficient self-discipline until past adolescence. The middle school years may require imposed adult disciplinary assistance in order to permit adequate behavior control for learning. The application of disciplinary assistance, when needed, may serve to reinforce positive behavior if it results in greater awareness, understanding, or learning about appropriate behavior. Appropriate behavior enables students to focus upon interaction with others and instruction within the classroom instead of highlighting poor behavior.

The purpose of disciplinary assistance is to channel student energy toward appropriate behavior. This is accomplished in a variety of ways, including counseling of students, assistance to the parents/guardians and finally, discipline imposed by the school. Our goal is to assist students to positively change behavior.

A variety of school personnel, including teachers, the counselor, the Assistant Principal and/or Principal will attempt to assist each student referred because of behavioral difficulties. They shall counsel toward the development of mature modes of behavior.

## **Detention**

### **Central Detention**

Assignment to Central Detention takes precedence over other detention, sports and club meetings. Students who work after school or must take the bus home are expected to make arrangements with family or employers to change work hours and arrange transportation in order to serve detention as assigned. Any student who is absent from an assigned Central Detention because of absence from school is expected to serve that detention on the next day.

Otherwise, students will be given 24-hour notice for both teacher detention and Central Detention so parents can make the necessary accommodations for transportation.

1. Students must report on time and remain for the entire session. CD begins promptly at 2:50 PM and ends at 3:50 PM
2. Students are to bring school work with them to keep busy for the entire session.
3. Silence is to be maintained during the entire session. Talking, sleeping and eating are prohibited. No electronic devices such as cell phones, iPods, etc. will be permitted. No headphones/earbuds may be worn.

### **Teacher Detention**

When teacher detention is assigned, the pupil is required to report to the teacher at the time and place designated. Arrangements with the teacher concerning other obligations are the responsibility of the pupil. Such arrangements must be made at the teacher's convenience and satisfaction. 24-hour notice will be given to the student.

## **In School Suspension (ISS)**

In the event of a student violating the student Code of Conduct, he/she may be assigned one day of ISS for the subsequent school day. ISS will be served the day following the assignment of it. If a student is absent the day of an assigned ISS, they will serve ISS the next day they are in school.

On the day of an assigned ISS:

1. The student must be on time and report to the main office by 8am.
2. The student will spend the entire day in ISS, receiving work from their classes to complete.
3. Students will remain in their assigned seat and work throughout the day.
4. Students may bring a recreational reading book to read only when all work is completed for the day.
5. Students may not use this time to sleep or have their head down on the desk.
6. Any and all electronic devices are not to be brought or used in the ISS room.
7. Students will be escorted to the cafeteria to pick up lunch if needed, but will eat in the ISS room.
8. Students may earn additional days in ISS or further consequences for inappropriate behavior or their inability to follow these prescribed rules.
9. In extreme instances of misbehavior during ISS, a student may be sent home and will repeat that day's ISS on the next consecutive school day.

# **Academics**

## **Genesis/Parent Portal**

Parents have access to their child's current academic performance via an electronic grade book included as a component of the Parent Portal. Parents are encouraged to access their child's grades on a regular basis. If a parent has a question regarding information posted in his/her child's grade book, he/she should *first* discuss the issue with his/her child. If further clarification is needed, the parent should contact his/her child's teacher *directly* via a phone call or an email.

### **Report Cards**

Report cards are posted via Parent Portal four times per year at the end of each marking period. Students receive numeric grades for all academic, cycle, elective and health/physical education courses. Teachers report both grades for achievement and comments on the report card.

## **National Junior Honor Society**

Students are selected for membership in the National Junior Honor Society on the basis of the following criteria:

1. Must make the honor or high honor roll for the previous semester
2. All grades 87% or higher

In addition to meeting the scholastic criteria each student will be evaluated by the faculty in the four following categories: Character, Leadership, Citizenship, and Scholarship.

Active members must maintain all grades 87% or higher, the standards of behavior by which they were selected, and meet any other obligations determined by the chapter by which they were selected and meet the other obligations as determined by the chapter (i.e., meeting attendance, community services, peer tutoring, bulletin boards, spring project, etc.). If members fall below the standards they will be placed on probation. Failure to make corrective actions will result in revocation of membership and its privileges.

## **Pupil Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are: To request and inspect their child's records; To request to amend the record if they believe it to be inaccurate; To disallow any disclosure of directory information; To file a complaint with the U.S. Department of Education regarding district's failure to comply with FERPA. For more specific information, [Click here](#).

## **Student Talent and Recognition (STAR) Program**

In 2002, the STAR Program was started at Brearley by teachers and administration to recognize and celebrate both academic achievement and improvement. Annually, an assembly is held to recognize students who have shown both improvement and high achievement in specific subject areas.

## **Summer School**

David Brearley Middle School students may be required to attend summer school. Students are offered summer school in the subject areas of Language Arts, Mathematics, Social Studies, and Science. It is the responsibility of the student and their parent to cover the cost of those courses necessary for the student to remain on track for graduation.

# Brearley “Hot Spots”

## Cafeteria

Lunch is served during blocks MS-L1/MS-L2, in the cafeteria. A quiet seating area has been established in the hallway atrium just outside the cafeteria. This seating area is for students who may wish to study or do classwork during their lunch period. The cafeteria, the atrium area, and alternate lunchroom are the only places in which food and/or beverages may be consumed. During the school day, eating is not permitted elsewhere in the building unless approved in advance by administration. Students must clean their tables completely. Failure to clean tables may result in action that may include special table assignments or disciplinary action. Garbage and recycling are to be placed in the appropriate receptacles provided. Courtesy and good manners must always be observed. Students may not leave the cafeteria for any reason unless they go to the lavatory or an approved meeting established prior to that period. Students are not to have outside food delivered or dropped off to the school.

David Brearley Middle School uses a *point of sale (POS)* system in the cafeteria. This technology allows Maschio’s Food Services, Inc. and the administration to provide debit accounts for purchases, and increases the speed of food service to our students so they have more time to enjoy their lunch period. This system allows for parents to pay in advance for meals and/or a la carte items. Students are identified in the system by their Personal Identification Numbers (PIN); therefore, these numbers should be kept confidential by the student. Parents are urged to place money into their child’s account on a weekly, monthly, or annual basis; the amount of this deposit is as per the parent’s determination. Students will receive periodic Low Balance Letters as a reminder to replenish the account. Money not spent by the end of the school year will be available for the student’s use the following year. Student account verification reports can be requested by calling the Food Service Office at (908) 931-9696 ext 321. Forms for deposits to student accounts are available on the school’s website.

Students on free or reduced lunch programs will also have accounts just like every other student and will use their PIN number as well to obtain food.

## The Enrichment and STEM Labs

The Enrichment and STEM Labs are an important part of the educational program at David Brearley. The mission is to provide students with resources and skills to become effective and thoughtful users of information and technology. Resources include: a collection of books and periodicals for study and pleasure; electronic resources, such as databases and eBooks; audiovisual and computer equipment; and a licensed library media specialist who instructs students and assists faculty in the selection and use of informational sources, and the use of accounts and equipment.

Students will be expected to sign and adhere to an “[acceptable use](#)” policy for computer and Internet use throughout the school, and school accounts used at home. Any student who uses facilities and materials inappropriately may be denied access to this space and its resources.

Students and staff may borrow materials by signing them out at the circulation desk. Library materials are a shared resource, and should use these materials carefully. Fines will be charged for late, damaged or lost materials.

The Enrichment Lab will be open on school days from 7:35 AM to 3:45 PM, other than Mondays and Fridays, when it opens at 8 a.m. and closes at dismissal.

## **Locker Rooms**

Each student will be provided with a locker and a lock. It is the student's responsibility to secure all valuables and/or personal items during Physical Education classes. The teacher will not collect any items from students for safe keeping. In the event that a student loses their lock or damages the locker, it will be the student's financial responsibility to replace or repair.

## **Lost and Found**

The lost and found is located in the main office. All items found should be taken to the secretary and placed in the appropriate area. Items will be retained for a period of one month, after which time they will be placed in the trash. Items such as jewelry, wallets, etc. will not be placed in the general lost and found area, but kept by a secretary.

# Extracurriculars

## Activities and Athletics

Extracurricular activities are sponsored or approved by the Board but are not offered for credit toward graduation. These activities are generally conducted outside the regular school day. Students may voluntarily elect to participate in these activities that include band, clubs, dramatic, or musical presentations, and athletics.

In order to participate in extracurricular activities students must be in good disciplinary and academic standing. Bad disciplinary standing will result in the student not being able to participate in an activity. Students who serve two or more suspensions during one term may be found ineligible to participate in activities in the next term. (KSD Pol. 2430 p. 1-2)

For specific information regarding extracurricular activity offerings, [Click here](#).

## Field Trips

Subject teachers or activity sponsors supervise field trips to places of interest for educational purposes. Other responsible adults sometimes assist in the supervision of such trips. Appropriate behavior and dress are required of all students and all school rules regarding smoking, drugs, and alcohol apply. Any student going on a school-sponsored trip must have the written permission of a parent before leaving on the trip. The teacher in charge will provide permission forms two week before the trip. A final list must be given to staff at least one week in advance. No student will be permitted to leave the group early or remain when the group returns. No student is required to participate in a field trip, and those who do not participate will not be penalized, but are expected to attend school as usual. (KSD Pol. 5850)

Taking an approved field trip is a privilege, not a right. A student who has any or a combination of attendance, academic, or discipline problems may be denied permission to attend a field trip by school staff or administration. Students are responsible for all work missed, and all missed classwork must be completed in a timely fashion; generally, the time away from class. A student who violates rules or disregards the authority of supervisors on a field trip significantly endangers the safety of other students and may be summarily dismissed from the trip. The teacher in charge will make arrangements for the dismissed student's transportation to home or school as appropriate. The cost of this transportation will be the parent(s) or legal guardian(s) of the student. The Board reserves the right to take further disciplinary measures in accordance with KSD Pol. 5600. (KSD Pol. 2340)

## Fundraising

The Board of Education recognizes the value of having students participate in fundraising activities in order to help defray the cost of certain non-curricular field trips or other worthwhile programs or activities, or in support of a Board approved charitable cause. Fundraising includes the solicitation and collection of money by students for any purpose and shall include the collection of money in exchange for tickets, papers or any other goods or services. The Superintendent must approve all fundraising after recommendation by the Principal. **No students may sell anything on school property for their own financial benefit.** The Board of Education shall review and act on all proposals for fund-raising activities by pupils outside of school property. All money shall be deposited and accounted for in accordance with Board policy and New Jersey School Law.

## **Social Events**

The Board of Education recognizes the value of social events that will enhance and enrich the school experience for the students of this district. Social events at Brearley include celebrations, or dances organized for the participation of students, the graduating class, students who share particular interests in an activity or students who are enrolled in a particular subject area. These events may be indirectly related to the curriculum.

Social events are not part of the curriculum; therefore, participation in them is not a right and may be denied to any student without the due process of notice and an opportunity to be heard. A student who demonstrates disregard for school rules may summarily be denied participation in social events. Students who participate in social events are subject to district rules for student conduct and must submit to the authority of assigned chaperones. Infractions of the rules will be subject to discipline in the same manner as are infractions of the rules during the regular school day. A student who possesses or consumes alcohol or drugs in the course of a social event will be deemed to have placed all other participating students at risk and shall be immediately dismissed from the event. Any such student will be returned home by appropriate and safe means of transportation in the company of a chaperone, the student's parent(s) or legal guardian(s). Any expenses incurred by the dismissal will be the responsibility of the student and/or the student's parent(s) or legal guardian(s).

Persons not enrolled in the district may participate in social events as guests of students provided the Principal has approved the participation of the guest in advance. Guests are subject to the same rules of conduct as the student enrolled in the district and may be removed from the social event for persistent or flagrant disregard of those rules. (KSD Pol. 5850)

## **Working Papers**

Every young person under the age of 18 must have working papers in order to work. These forms are available on the [school website](#) and in the main office. The pupil must first secure a promise of employment in writing from a prospective employer, and pass a physical examination by a doctor. After these credentials are presented to the Principal, along with the student's birth certificate, he/she may be issued the working papers.