

Published By
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Middletown Township Public Schools

59 Tindall Road
Middletown, NJ 07748

Middle School Parent/Student Handbook 2009-2010

Bayshore

834 Leonardville Road
Leonardo, 07737
291-1380

Thompson

Middletown-Lincroft Road
Middletown, 07748
671-2212

Thorne

70 Murphy Road
Port Monmouth, 07758
787-1220

**MIDDLETOWN TOWNSHIP BOARD OF EDUCATION
EQUAL OPPORTUNITY POLICIES**

The Middletown Board of Education affirms its responsibility to ensure all students in the public schools of this township equal opportunity regardless of race, color, creed, religion, sex, ancestry, national origin or social or economic status. Lack of English language skills will not be a deterrent to admission to any program. No otherwise qualified handicapped individual shall, solely by reason of their handicap, be denied the benefits of or subjected to discrimination in any activity.

The school system's Affirmative Action Plans or School/Classroom Practices are on file in the Superintendent's office.

AFFIRMATIVE ACTION GRIEVANCE PROCEDURE

The Board of Education has established a procedure for staff, students or parents/guardians on a student's behalf, to follow in filing a complaint dealing with alleged violation misinterpretation on inequitable application of the policies and practices of the school district relative to the provisions of Federal and State anti-discrimination legislation. Details of the grievances are included in the school district's manual, as per Board of Education policy. The Building Principal or designee serves as the first step of the grievance procedure.

The District Affirmative Action Grievance Officer is:

Mr. David Healy
Middletown Township Board of Education
59 Tindall Road
Middletown, NJ 07748
(732) 671-3850

**Telephone Directory for the
Middletown Township Middle Schools**

	Thompson	Thorne	Bayshore
Main Number	(732) 671-2212	(732) 787-1220	(732) 291-1380
Office	Ext. 8701	Ext. 7702	Ext. 2700
Guidance	Ext. 8709	Ext. 7705	Ext. 2616
Nurse	Ext. 8703	Ext. 7709	Ext. 2707
Administration	Ext. 8701	Ext. 7700	Ext. 2706
Student Assistant Counselor	Ext. 8774	Ext. 7721	Ext. 2737

REQUIRED SIGNATURES:

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my access to services, and appropriate legal action. I also agree to report any misuse of the information system to the building administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above. All the rules of conduct are described in the District's Policy.

Student Signature _____ Date _____

PARENT OR GUARDIAN

Students under the age of 18 must also have the signature of a parent or guardian who has read this contract.

As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for Middletown Township Public School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. I also agree to report any misuse of the information system to the building administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. I accept full responsibility for supervision, if and when my child's use is not in a school setting. I hereby give my permission to allow access to electronic information services for my child and certify that the information contained on this form is correct.

Parent or Guardian Name (please print)

Signature _____ Date _____

TABLE OF CONTENTS

	<u>PAGE</u>
Absences	1
Academic Assistance	12
After School Activities	6
Alternate School Program	10
Asthma	17
Bathrooms	6
Before Homeroom	3
Bicycles/Skateboards	4
Bus Discipline	28
Child Study Team	11
Class Attendance	2
Delayed Openings	19
Student Code of Conduct Policy	13
Dismissal	6
Drug and Alcohol Use	20
During Homeroom	3
Early Dismissal	2
Electronic Surveillance and Recording Policy	20
Emergency Closings	19
Emergency Information	17
Equal Opportunity Policies	29
Fire Drill Procedures	17
Fund Raising	26
Student Code of Conduct	8
Guidance Services	11
Harassment, Intimidation, Hazing or Bullying	9
High Honor Roll and Honor Roll	12
Home Instruction	18
Homeroom	3

	<u>PAGE</u>
Homework	7
Illness	18
Inclement Weather	19
Injury	18
Internet Access	20
Lateness	2
Lockers	6
Lost and Found	5
Lunchtime	5
Medication Policy	17
Passing From Class to Class	3
Physical Education Excuse	18
Promotion-Retention	12
Report Cards and Progress Reports	12
Riding School Buses	26
School Insurance	17
School Sports	7
Screenings	18
Strep Throat, Conjunctivitis	18
Student Assistant Program	11
Student Belongings	4
Student Dress	3
Student Passes	3
Study Buddy-Homework Requests	7
Telephones	6
Textbooks and Backpacks	5
Trips	19
Truancy	2
Use of Crutches	17
Visitors	2

A pupil may be excluded from the bus for disciplinary reasons by the principal and his parents shall provide for his transportation to and from school during the period of such exclusion.

First Offense. The principal will send a letter to the student’s parents informing them of the problem, and the procedure if a second or third offense occurs during the school year. Detention will be assigned (1-4 days).

Second Offense. The student will be excluded from the bus for five school days. Parents shall transport to and from school during that period. Unexcused absences during this period will be considered truancy.

Third Offense. The student will be excluded from the bus for thirty days. Parents shall transport to and from school during that period. Further infractions will be subject to an additional thirty days suspension of bus privileges.

Should the conduct of a pupil before boarding, or after leaving the bus, endanger the lives or morals of other people, the principal may remove the student from bus permanently. This should be done only in extreme cases to protect the safety of other persons. Offenses that would be considered extreme might be:

- Throwing foreign objects at the driver, in the bus, or out of a bus.
- Threatening a driver.
- Deliberately riding another bus, while on bus exclusion.
- Burning seats or paper, cutting seats.
- Exiting via the emergency door.

POLICIES

MIDDLETOWN TOWNSHIP SCHOOL DISTRICT SCHOOL CALENDAR 2009/2010

- h. Smoking is forbidden on all buses, at all times.
 - i. Safety requires that students do not lean their heads out of windows or extend their hands out of windows.
 - j. Students must not change seats or try to get on/off the bus while it is moving.
 - k. Students may not leave the bus without the driver's consent except at their assigned bus stop or at school.
 - l. Courtesy and respect must be shown fellow passengers, persons along the route and the bus driver. Profanity on the bus will not be tolerated.
 - m. The bus driver will report any damage or vandalism on the bus to the school principal.
 - n. Walk on the left side of the road, facing traffic, when walking to and from the bus stop.
6. Pupils who must cross the road after alighting from the bus should pass in front of the bus and not behind it. The driver should see that the way is clear before the child is permitted to cross the street.
 7. Should any pupil persist in violating any of these regulations, it shall be the duty of the driver to notify the principal. After a warning has been given to the pupil, the principal shall deny the disobedient pupil the privilege of riding the bus until permission to ride again is given in accordance with the Board of Education policy. (Written notice of the action of the principal shall be furnished to the parent.)
 8. Any complaint of drivers, pupils, or parents, not specified in the above regulations, shall be reported promptly to the principal.
 9. Should the conduct of a pupil on the bus endanger the lives or morals of other people, and the offending pupil fails to cease such conduct when requested by the bus driver to do so, with permission of the principal, the offender may be removed from the bus. This will be done only in extreme cases and as a last resort to protect the safety of other pupils.
 10. Students should carry their bus pass with them at all times.

Tuesday	September 1, 2009	First Day for Teachers/In-service Day
Wednesday	September 2, 2009	Teacher In-service Day
Thursday	September 3, 2009	First day & Early Dismissal for Students
Friday	September 4, 2009	Early Dismissal for Students
Monday	September 7, 2009	Schools Closed-Labor Day-Schools Closed
Monday	September 28, 2009	Schools Closed-Yom Kippur-Schools Closed
Monday	October 19, 2009	Schools Closed-Professional Day for Staff
Monday-Friday	November 2 –6, 2009	Schools Closed-Fall Recess
Wednesday	November 11, 2009	Schools Closed-Veterans Day
Wednesday	November 25, 2009	Early Dismissal-Thanksgiving Day Recess
Thursday	November 26, 2009	Schools Closed-Thanksgiving Day
Friday	November 27, 2009	Schools Closed-Thanksgiving Day Recess
Wednesday	December 23, 2009	Early Dismissal-Winter Recess Begins
Monday	January 4, 2010	Schools Reopen
Monday	January 18, 2010	Schools Closed-Martin Luther King Jr. Birthday
Monday	February 8, 2010	Schools Closed-Professional Day for Staff
Monday	February 15, 2010	Schools Closed-Presidents' Day
Friday	March 26, 2010	Schools Close at End of Day-Spring Recess
Tuesday	April 6, 2010	Schools Reopen
Monday	May 31, 2010	Schools Closed-Memorial Day
Wednesday	June 23, 2010	Last Day for Students
Thursday	June 24, 2010	Last Day for Teachers

Marking Periods, Conferences, Exams

M.P. 1	Elementary	Sept. 3 – Nov. 10	(41 days)
	Secondary	Sept. 3 – Nov. 13	(43 days)
M.P. 2	Elementary	Nov. 12 – Jan. 27	(45 days)
	Secondary	Nov. 16 – Jan. 27	(43 days)
Mid-Term Exams		Jan. 28 & 29 Feb. 1 & 2 (4 days, H.S. only)	
Elementary Evening Conf.		Nov. 19	
Elementary Conferences		Nov 20, 23, 24	
M.P. 3	Elementary	Jan. 28 – Apr. 13	(46 days)
	Secondary	Feb. 3 – Apr. 16	(45 days)
M.P. 4	Elementary	Apr. 14 – June 16	(45 days)
	Secondary	Apr. 19 – June 17	(43 days)
Final Exams		June 18, 21, 22, 23 (4 days, H.S. only)	
Sr. Exams		June 17, 18, 21, 22	

Secondary Progress Reports		Elementary Grades		Secondary Reports	
Due	Issued	Due	Issued	Due	Issued
10/8/09	10/13/09	11/16/09	Conference week	11/18/09	11/24/09
12/17/09	12/22/09	2/2/10	2/5/10	2/10/10	2/16/10
3/12/10	3/18/10	4/19/10	4/22/10	4/21/10	4/27/10
5/21/10	5/27/10	6/22/10	6/25/10	6/24/10	6/30/10

NOTE: Two (2) emergency days are included. Additional emergency closing days will be rescheduled by the Board of Education to reach a minimum of one hundred eighty (180) days for students. Any changes to the school calendar(s) will be at the discretion of the Board of Education. The list of religious holidays will be forwarded when received from the State Department of Education.

Should staff absent themselves from scheduled day(s) for State holiday(s), they will make up the day(s) as assigned by the Administration, during the winter or spring breaks.

DISTRICT VISION STATEMENT

The vision of the Middletown Township Public School District is to provide an education that nurtures and challenges all students to maximize their individual potential to become responsible, productive, and enthusiastic lifelong learners in the global multicultural society of the 21st century.

DISTRICT MISSION STATEMENT

The mission of the Middletown Township Public School District is to provide an education that successfully meets the needs of our student population and effectively prepares each child for the future. The School District will encourage and foster an atmosphere which values excellence and mutual respect. Classrooms will be places where outstanding teachers strive to instill a lifelong passion for learning. Quality facilities and technological advancements will be priorities as we strive to provide a safe and secure environment for our students and staff. All partners will be committed to developing a highly respected school district that has a shared sense of purpose, effective communication, trust, goodwill, fiscal responsibility, and pride. Success will result from a sense of ownership by all partners in the education process—students, parents, staff, and all community members.

Fulfilling this vision and mission ensures that all our children possess the academic and technological competencies, integrity, self-confidence, and personal responsibility needed for success in their future education, their careers and their lives.

MIDDLE SCHOOL MISSION STATEMENT

The middle school community is committed to providing a positive learning environment which recognizes the individual differences and diverse learning styles of our students. We encourage joint responsibility among students, parents and staff. We support learning experiences which open young minds to new ideas and generate curiosity and exploration. Our mission is to assure that all students have the opportunity to learn and grow to their full potential.

FUND RAISING

The Middletown Township Board of Education recognizes the value of fund raising to help defray the cost of certain student activities. The District does not wish to limit fund raising, but there are guidelines. To insure student safety the following procedures apply to **ALL** fund raising activities in the schools:

- **No fund raiser will be approved that requires any door-to-door solicitation by students.**
- **No fund raiser will be approved that offers individual incentives or rewards for students.**

As Per Board of Education Policy

RIDING SCHOOL BUSES

The right of all pupils to ride in the conveyance is conditional on their good behavior and observance of the following rules and regulations. Any pupil who violates any of these will be reported to the school principal.

1. The driver is in full charge of the bus and the pupils. Pupils shall obey the driver cheerfully and promptly.
2. Pupils shall obey and respect the orders of monitors or patrols on duty (if applicable).
3. Pupils shall be on time; the bus cannot wait for those who are not on time.
4. Pupils shall occupy the space designated for them by the driver.
5. Pupils shall observe the following:
 - a. Stand on the sidewalk or side of the road, out of the roadway, while waiting for the bus.
 - b. Clean footwear before entering the bus.
 - c. Spitting on the bus is against health and safety rules. Such conduct will be reported to the school principal.
 - d. Papers or other rubbish should not be thrown on the bus floor.
 - e. No one should damage or deface the bus in any way.
 - f. Students should not start for school when ill, or when any member of the family has a contagious disease.
 - g. Students should avoid any unnecessary conversation with the driver of the bus.

7. *Vandalism and Harassment*

Vandalism is defined as any malicious attempt to harm or destroy computer hardware and data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral. Harassment is defined as the persistent annoyance of another user, or the interference in another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

8. *Procedures for Use*

Student users must always get permission from their instructors before using the network or accessing any specific file or application. FOLLOW CLASSROOM INSTRUCTIONS. Student users must sign-in legibly on the appropriate log or register in the classroom each time they use the network. All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resources for other non-academic activities when other users require the system for academic purposes. In addition, users shall not waste nor take supplies, such as paper, printer ribbons, and diskettes, which are provided by the District. All users agree to talk softly and work in ways that will not disturb other users.

9. *Encounter of Controversial Material*

Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data, and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material. Any decision by the Middletown Township School District to restrict access to Internet material shall not be deemed to impose any duty on the Middletown Township School District to regulate the content of material on the Internet.

10. *Internet Messaging, E-Mails.... Received at home*

The school is not equipped to handle cruel or threatening messages sent to a student's computer at home. These situations should be referred to the police department and/or the Internet provider, for example: AOL-America On Line or Comcast, etc.

ATTENDANCE

ABSENCES

Students shall be in school attending class 180 days per year. Students shall be allowed a maximum of 16 absences per year. Absences will be excused for:

- Extended illness accompanied by a doctor's note (over 3 days)
- Observance of designated religious holidays
- Suspension from school
- Necessity of appearing in court
- Death in Family

It is the responsibility of the student to confer with all teachers following an absence to complete any work that has been missed. The teacher will provide work when a student is ill for (3) three or more consecutive days.

A student must complete four hours of instructional time to be credited with being present on that day.

Parents shall call between 7:30 am and 9:00 am to report a student's absence. Upon returning to school, students must bring a note signed by their parent, giving the date and reason for the absence. This note is to be given to the child's homeroom teacher who will forward it to the main office. When a student is absent and no notification to the school has occurred or the student is out for an extended period of time, the main office will routinely call home.

When attendance becomes a problem, the school will begin the following actions:

- A warning letter will be sent home after the 4th and 8th absence.
- A warning letter will be sent home after the 12th absence, the attendance officer will be notified.
- A referral to the Intervention & Referral Services Committee (I&RS), and legal action may be taken after 16 absences.

Removing a student from school for vacations and other non-emergency activity is NOT a legal absence. The parent must accept the responsibility of having their child make-up all missed work. Coursework will be provided when a student is ill for (3) three consecutive days.

Any student who is absent from school may not participate in any after school activity. This includes athletics and social functions.

TRUANCY

A student will be considered truant when that child has deliberately missed school. Students who are truant (miss school for one day) shall be referred to the attendance officer and an Alternate School Program may be assigned.

LATENESS

Students who arrive after 8:10 am shall be considered late. When a student arrives after homeroom begins, but before the first period bell, the student should report to homeroom with a note from home explaining the reason for being late. When a student arrives after homeroom, the student should report directly to the office with a note from home. Students who are late shall be treated as follows:

1-3 lates	Verbal warning
4-6 lates	One office detention
7-8 lates	Two office detentions
9-11 lates	Alternate School Program
12-15 lates	Alternate School Program and Parent Conference
16+ lates	Suspension/Referral to Intervention and Referral Services Committee

CLASS ATTENDANCE

There is ample time for students to pass directly from one class to the next. It is the student’s responsibility to be on time for classes and to come prepared with assignments and materials.

EARLY DISMISSAL

Students who need to leave school early should bring written permission from a parent/guardian stating the reason. This note should be given to the main office upon arriving at school.

VISITORS

Upon entering the building, all visitors MUST report to the main office to sign in and obtain a visitor’s badge. Students are NOT permitted to bring a friend or relative to school. NO EXCEPTIONS. Students will be released to persons listed on a students’ emergency card unless prior written arrangements have been made with the office.

f OTHER CONSIDERATIONS:

- Do be brief. Few people will bother to read a long message.
- Do minimize spelling errors and make sure your message is easy to understand and read.
- Do use accurate and descriptive titles for your articles. Tell people what it is about before they read it.
- Do get the most appropriate audience for your message, not the widest.
- Do remember that humor and satire is very often misinterpreted.
- Do remember that if you post to multiple groups, specify all groups in a single message.
- Do cite references for any facts you present.
- Do forgive the spelling and grammar errors of others.
- Do keep signatures brief.
- Do remember that network users are human beings.
- Don’t “attack” correspondents; persuade them with facts.
- Do post only to groups you know.

5. *Services*

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system, or your errors or omissions. Use of any information obtained via the information system is at your own risk. The District specifically disclaims any responsibility for the accuracy of information obtained through its services.

6. *Security*

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the building administrator at once. Never demonstrate the problem to other users. Any user identified as a security risk will be denied access to the information system.

POLICIES

- c. Use of commercial activities is generally not acceptable.
- d. Use of product advertisement or political lobbying is also prohibited.

I am aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws and that I can be prosecuted for violating those laws.

3. *Privileges*

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who uses information services will participate in an orientation and/or training course pertaining to proper behavior and use of the network. The building administrator and technology coordinator (operating under the aegis of the school board and the District office) will decide what is appropriate use and their decisions are final. These persons may terminate information service access at any time when deemed necessary. The administration, staff, or faculty of the District may request that the technology coordinator deny, revoke, or suspend specific user access.

4. *Network Etiquette and Privacy*

You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- a. **BE POLITE.** Never send, or encourage others to send, abusive messages.
- b. **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of our school and District on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c. **PRIVACY.** Do not reveal your home address or personal phone number or the addresses and phone numbers of students or colleagues.
- d. **ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of illegal activities must be reported to the authorities.
- e. **DISRUPTIONS.** Do not use the network in any way that would disrupt use of the network by others.

GENERAL DAILY PROCEDURES

BEFORE HOMEROOM

Students should not arrive on school property until after 7:45 am. (There is no supervision until 7:45 am.) Students may not enter the building until directed by the staff unless the student is under the supervision of a teacher. While on school grounds, students are expected to conduct themselves appropriately and to cooperate with all staff members. Upon entering the building, students should make a locker stop, then report directly to homeroom. Teachers and administrators are responsible for seeing that students in the hallways, stairways and bathrooms are orderly and quiet.

HOMEROOM

After entering the building and making a locker stop, students are to report to their assigned homeroom. If students arrive late to school, but before the end of homeroom, the students should go immediately to homeroom. Otherwise, they should report to the main office.

DURING HOMEROOM

During homeroom, attendance is recorded, and the Pledge of Allegiance is recited. Announcements of the day are presented over the intercom or by the homeroom teacher or by a student representative. These announcements may describe important events, changes in programs or special notices. It is important to listen carefully. Preparation for the day occurs. Students should check to be certain that they have all the necessary assignments, books, and materials for their classes.

PASSING FROM CLASS TO CLASS

When passing from one class to the next, students should remember to not disrupt other students or classes. The following behavior is expected:

- Walk in an orderly manner through the halls and on the stairs. **DO NOT RUN.**
- Talk quietly while passing from class to class, as other classes are in session at these times.
- If it is necessary to wait outside a classroom for a class in progress to be dismissed, please wait quietly.

STUDENT PASSES

Whenever individual students are sent out from a classroom for any purpose, they must have written permission from their teacher in the form of a hall pass.

STUDENT DRESS

Clothing should be modest and not distract nor disrupt the educational process. The following dress is unacceptable in school or on school trips; short shorts, cut-offs, sagging pants, pants below the belt line, half shirts, tank tops, spaghetti straps, bare midriff, transparent or extremely tight clothing, muscle shirts OR any

shirt that displays an inappropriate saying or graphic, clothing that reveals undergarments, and flip flops; studded belts/collars, chains, or any item that may be used as a weapon. Platform shoes, and other items that may be considered a safety threat are prohibited.

Hats are not to be worn in school. If a hat is confiscated and turned into the main office, it will only be returned to the student's parent.

Outerwear is not to be worn during the school day. Coats are to be kept in the student's locker until dismissal.

Clothing which advertises alcohol or drugs, or which is offensive to ordinary tastes, obscene or immoral, or promotes a counter culture inconsistent with public education is prohibited.

No Jewelry or visible body piercings are allowed to be worn during Physical Education classes.

STUDENT BELONGINGS

Items, which could be either distracting or dangerous to others, are not permitted in the school and will be confiscated. Possession of some items may result in suspension. Do not bring the following items to school:

- Radios, cassettes, CD players, video games, camcorders, beepers, white-out, yo-yo's, chains, sunglasses
- Water guns (use of a water gun is a suspendable offense)
- Fireworks/stink bombs (possession of fireworks will result in suspension)

The district discourages students from wearing or carrying expensive or valued items. The school is not responsible for lost or stolen items.

Cell phones may not be used or carried during the school day.

Parents should hold their children responsible for bringing all necessary items to school; lunch, books, signature required items, eye-glasses, homework, projects, athletic equipment, etc.

Classes will not be interrupted to locate the students who fail to do so. Students are allowed to check to see if a parent has dropped off belongings during their free time (in-between classes/lunch).

POSSESSION OF WEAPONS WILL RESULT IN POLICE NOTIFICATION AND SUSPENSION.

BICYCLES/SKATEBOARDS

Students who ride bicycles to school must wear helmets; IT'S THE LAW. The school provides a bike rack and the student should bring a lock and chain. The

available to students and teachers in our District who qualify as a result of participation in an orientation and/or training course. The District strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning in our District. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information services may be denied and you may be subject to disciplinary action.

Terms and Conditions of Contract

1. *Personal Responsibility*

As a representative of this school, I will accept personal responsibility for reporting any misuse of electronic information services to the building administrator. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below. All the rules of conduct described in the District Policy apply when you are on the electronic information services.

2. *Acceptable Use*

The use of the District's account must be in support of education and research and with the education goals and objectives of the District (these may be found in the District's Policy). I am personally responsible for this provision at all times when using the electronic information services:

- a. Use of other organization's networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

PLEASE READ THE FOLLOWING POLICIES CAREFULLY

The following pages contain important policies that parents/guardians and students must read and sign-off on the back of the child's emergency card. Parents/Guardians signatures will be kept on file.

DRUG AND ALCOHOL USE

Any student who sells, gives, possesses, uses or is under the influence of illicit drugs, narcotics or alcohol in, or on school property while attending school-related activities, including buses, shall be suspended from school and reported to the appropriate law enforcement agencies for possible legal action. The administration reserves the right to order a blood or urine test and medical examination by a physician of any student suspected to be under the influence of drugs or alcohol as provided for in 18A: 40-4 1&2.

ELECTRONIC SURVEILLANCE AND RECORDING POLICY

Bayshore Middle School, Thompson Middle School and Thorne Middle School have been equipped with electronic surveillance and recording equipment. Any student committing an infraction of the discipline code as observed on these electronic devices will be subject to punishment as prescribed in the discipline code.

INTERNET ACCESS

The school district may provide Internet access for students during school hours. The purpose of the district-provided-Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the education objectives, as per Middletown Township Board of Education Policy .

Please review the District User Contract (Electronic Information Resource Contract) outlined below and discuss it with your child. Upon signing the emergency card stating that you have reviewed this handbook, your signature will act as verification that the conditions set forth in this contract are acceptable to you and your child. When signed by you, it becomes a legally binding contract. Your signature will be required prior to the granting of access privileges to your student.

**Middletown Township Public Schools
Electronic Information Resource User Contract**

We are pleased to announce that electronic information services are now

school cannot be responsible for bicycles. Skateboards are not permitted at any time and will be confiscated.

LOST AND FOUND

Notify a teacher immediately of any lost items and report the loss to the main office where a general Lost and Found area is maintained.

LUNCHTIME

Lunch is served in the cafeteria. When students report to the cafeteria for the first time, they will be instructed by the teachers on duty as to where to sit and the proper procedures to follow.

When buying lunch, students will need to stand in an orderly line and talk quietly. Students should know what items they wish to purchase and should have their money ready. This will help the line move more rapidly.

- A monthly menu of lunches is posted on the district website
- Parents/guardians may elect to send a check for any amount that will be credited to your child's personal lunch account. Money will be deducted as purchases are made—please instruct your child to spend responsibly. Check should be made out to "MTBOE Cafeteria Account".
- Our district, in cooperation with the Federal Government, offers a free and reduced lunch program. Please complete the application provided in the summer mailing and return it to your child's home-room teacher. Any problems, call the Assistant Principal to check for eligibility.

A few important rules to remember while in the cafeteria:

- Students must be seated at a table while eating lunch. There should be no standing or walking about while eating.
- No loud talking or shouting. Students are expected to behave as if they are in a public restaurant or dining room.
- Tables are to be cleaned before students can be dismissed.
- Students are expected to follow all instructions given by the teachers in charge.
- Students are not to carry food or drink outside the cafeteria.

TEXTBOOKS AND BACKPACKS

Students are responsible for all assigned textbooks. In order to insure the condition of the books, permanently assigned textbooks are to be covered. Teachers will periodically check books for covers. Students should put general information such as name, class and room number on the inside cover in ink. Students will be held financially accountable for textbooks assigned to them. Fines will be as-

GENERAL DAILY PROCEDURES

sessed for lost and damaged books.

- Backpacks and book bags are not to be carried during the school day. These items are used to transport textbooks and notebooks to and from school.

TELEPHONES

The office phone is to be used for school business or in case of an emergency. Parents should not call the school with messages for students except in an *emergency*.

LOCKERS

All lockers are the property of the school, and as such, the school reserves the right to open, inspect or restrict the use of lockers at any time. Lockers are assigned each September in the vicinity of the student's homeroom. The lockers should be kept locked at all times. Students are cautioned against telling their combinations to each other, or they cannot expect their property to be safe. Each student is responsible for keeping the locker clean both inside and outside. Students are cautioned not to keep money or valuables in their locker. They should turn in such items to the office for safekeeping.

Students will also have a lock for use in the physical education area. The physical education department will provide details regarding this lock.

BATHROOMS

The bathrooms are open for student use during the entire school day. Students are responsible for keeping them neat and orderly. Bathrooms are not social gathering places. There is to be no smoking at any time on school grounds and specifically not in the bathrooms. Students will be suspended for this abuse of the bathrooms. During the school day, all students must have a pass to use the bathroom.

DISMISSAL

When school is dismissed, many students must board buses and leave the school within a 10 minute period, following the directions of the supervising teachers. If there is a questions as to which bus to ride, students should ask for assistance.

Students should walk quickly to the buses. Students must remain on the sidewalk until the buses have come to a full stop. This is a potentially dangerous and difficult procedure and requires the cooperation of each person.

AFTER SCHOOL ACTIVITIES

Students may stay after school to receive extra help, use the library, or participate in extracurricular activities. *Transportation home for after-school activities is the responsibility of the student and parents. There are no late buses.*

INCLEMENT WEATHER/SCHOOL CLOSINGS/ DELAYED OPENINGS

TRIPS

In most cases, a nurse does not go on school trips. Since the nurse is the only person who can administer medication, special arrangements must be made at least three weeks before the trip if your child must have medication available. Clearance from a doctor is needed for any school trip if your child is excused from physical education classes for illness or injury.

INCLEMENT WEATHER

The decision to close school or delay opening due to weather or other conditions is made by approximately 5:30 am. This information is announced on local radio stations, by individual school chain-call lists, as well as on the Board of Education recorded message (671-3850).

The following radio stations will broadcast this information:

WOR	710 AM
WJLK	1310 AM
WADB	94.3 FM
WKXW	101.5 FM

WKXW is simulcast on Comcast Channel 8 from 5:30 am to 10:00 am. School closings and delayed openings will be posted on the District's web page (<http://www.middlestownk12.org>) after a decision has been made. Announcement of cancellation of non-school-hour programs and athletic programs, due to inclement weather or other reasons, is announced over radio station WJLK once the decision is made by the proper authority.

DELAYED OPENINGS/EMERGENCY CLOSINGS

Middle Schools will start at **9:40 am** and end at the regular school time. There is always bus transportation for the students who would regularly be transported to and from school. Students may not ride another bus. **THERE ARE NO EXCEPTIONS.** Please know that when a delayed opening occurs, students should report to their assigned bus stop 90 minutes from the regularly scheduled pickup time. (If the regular pickup time is 7:30 am, delayed opening pickup time will be 9:00 am.)

In the event of a decision to close schools early due to inclement weather, students will be dismissed at approximately 12:30. Transportation will only be provided to those students who normally ride our buses. All parents and guardians should arrange for a personal emergency family plan with their children beforehand. Parents and guardians should anticipate announcements on the above radio stations should the weather warrant this decision.

GENERAL HEALTH SERVICES INFORMATION

crutches while attending school. This note also implies that the student has been taught how to use the crutches.

PHYSICAL EDUCATION EXCUSE

If a student needs to be excused from physical education for longer than one day, a written doctor's note must be filed in the Health Office.

STREP THROAT

Any student diagnosed by a doctor as having Strep throat must have a doctor's note stating that he/she may return to school, as per Board policy.

CONJUNCTIVITIS

Any student diagnosed with conjunctivitis will be excluded from school until all symptoms are clear or a certificate is received from a doctor.

HOME INSTRUCTION

Serious illness and injuries requiring more than two weeks absence qualify a child for home instruction. Home instruction must be requested in writing from a doctor stating:

1. The cause of absence
2. The length of time your child will be expected out of school
3. The recommendation that your child be placed on home instruction

ILLNESS

Students who become ill during the day and feel the need to go home must report to the nurse. If students report to the nurse complaining of not feeling well, their temperature will be taken. If they have a fever of 100°, they are immediately excluded from school. Otherwise, students may rest for 15-30 minutes and then they will be encouraged to report to their classes.

INJURY

If a student is injured while in school, first aid will be given. Minor injuries will be treated in school. If it is apparent that a child needs medical care, a parent will be called. It is important that every child's emergency card is updated regularly so that children can receive prompt care. In the event of a serious injury and the parent is unavailable, a staff member will accompany the student to an emergency facility for treatment.

SCREENINGS

The following is a schedule for school screenings:

Vision, Height, Weight and Scoliosis	Grades 6-7-8
Hearing	Grades 6 and 8
School Physical	Grade 7

GENERAL DAILY PROCEDURES

Students must be supervised at all times. No one is permitted in the building unsupervised after school.

Students who are absent from school on any given day may not participate in, or attend after school activities or athletic events on that day.

Students may not bring guests to dances. Students who are waiting for transportation more than 15 minutes after a dance or athletic event will not be permitted to attend the next dance or athletic event.

SCHOOL SPORTS

A permission slip is required for each school sport. Students trying out for sports must have an athletic physical exam before try-outs begin. A special form is required to be completed by the child's physician.

The 7th grade-required-school-physical does not fill the requirements for the sports physical, which is more comprehensive. (The sports physical may be used to fill the 7th grade required school physical.)

HOMEWORK

Homework is defined as an extension of in-class work completed outside of class and not under the direct supervision of the teacher. Homework is a valuable learning tool when it meets clearly understood purposes. Homework is a valuable asset to students in that it:

- Reinforces skills and concepts learned in class.
- Develops planning and organization skills.
- Promotes student interaction with other students, family members and community.
- Provides the opportunity to apply concepts learned to real-life situations.
-

The Board of Education policy specifically states that 1 to 1½ hours of meaningful homework should be assigned per day. This translates into approximately 15-20 minutes per subject area.

STUDY BUDDY-HOMEWORK REQUESTS

Students are to select a "Study Buddy" for each class and exchange phone numbers. When a student is absent, it is his/her responsibility to contact the "Study Buddy" and get the homework whenever possible.

STUDENT CODE OF CONDUCT

Parent requests may be made ONLY for THREE consecutive days of absence. Arrangements to pick up homework should be made through the guidance office. Please call the guidance office before coming in to pick up assignments to be sure homework has been sent..

STUDENT CODE OF CONDUCT

Decisions of building principals relating to issues contained in this handbook shall be final. Appeals of such decisions shall be made to the building principal for re-consideration.

Middletown Township Schools are committed to a safe and secure environment for all students and staff. Therefore, all acts of violence, will not be tolerated. **Students will be disciplined to the fullest extent, which will include exclusion from school, police notification, and a possible recommendation for expulsion.**

The middle schools have established the same set of rules for everyone, which, if followed, should allow every child to meet with success.

- **BE PRESENT AND ON TIME**
- **BRING LEARNING MATERIALS**
- **RESPECT OTHER PEOPLE AND THEIR PROPERTY**
- **BE PREPARED TO PARTICIPATE**

THE STUDENT BEGINS EACH DAY WITH A CLEAN SLATE IN EVERY CLASSROOM.

When a student doesn't cooperate, interrupts the learning in the classroom or jeopardizes the safety of others, the following steps are recommended:

- First time a student breaks a class rule—**Warning**
- Second time a student breaks a class rule—**A teacher detention will be scheduled**
- Third time a student breaks a class rule—**Parent phone call and assigned detention.**
- Any further violation, in one class period—**Referral to the school administration**

The following behaviors are strictly prohibited and may result in suspension from school (up to nine days as per Board of Education policy):

- Malicious damage
- Causing fires/false alarms

GENERAL HEALTH SERVICES INFORMATION

Middle schools are staffed by full-time registered nurses. Questions concerning school physicals or other health concerns should be addressed to the nurse. The Health Office should also be notified of any student injuries or illnesses which may require special assistance or provisions during the school day. Some basic Health Office policies are as follows:

EMERGENCY INFORMATION

During the spring of the year you will receive information from your child's school to update emergency information. Please keep information current during the school year by sending changes in writing to the main office.

FIRE DRILL PROCEDURES

Students must move quickly and quietly to evacuate the building in an orderly fashion.

MEDICATION POLICY

If it is necessary that a student receive medication, during school hours, including over the counter drugs, the following procedures must be complied with:

- The nurse must receive the doctor's instructions in writing, including the diagnosis, name of the medication, dosage and time interval.
- The nurse must receive a note from the student's parent/guardian requesting that the school nurse administer the medication prescribed by the doctor.
- The nurse must receive the medication in the original prescription container.

SCHOOL INSURANCE

The district has provided accident insurance for all children during the school day. Parents may elect to purchase additional accident insurance that covers students 24/7 for a nominal charge.

The school advises that all parents have medical insurance for their children. The State of New Jersey offers affordable health care called NJ Family Care. They can be reached at 1-800-701-0710.

Students are prohibited from moving pianos, VCR's and other equipment that may cause injury.

ASTHMA

As per new laws, students diagnosed with asthma may carry their inhaler and self-administer, if in addition to the above criteria, the doctor's note states, "The child may carry inhaler at all times, and self-administer." This note will also allow a child to take the inhaler on trips without the additional paperwork needed.

USE OF CRUTCHES

A doctor's note is required which specifically indicates that a student is to use

STUDENT CODE OF CONDUCT POLICY

Verbal Sexual Harassment/(Sexual Harassment Report filed by victim)	Student conference Notify parent. Discipline at the discretion of the administration	1-3 days OSS Notify parent. Notify police.	3-5 days OSS Notify parent. Notify police.
Verbal/written Harassment Intimidation Bullying	Student Conference Notify Parent	1-3 Days ASP Parent Conference	3-5 Days OSS Parent Conference
Inappropriate expressions/actions, bias comments and/or physical contact	ASP or 1-3 days OSS Notify parent	1-3 days OSS Notify parent	1-5 days OSS Notify parent
Transportation Offenses	Please see page 27 for discipline procedures		
Category of Offense	Disruption of the Educational Process		
Type of Behavior	1st Offense	2nd Offense	3rd Offense
Activated cell phones/use of video/music devices/ taking pictures/videos without a teacher/staff members permission or telecommunication instruments during the school day	ASP Notify parent Confiscate property; return to parent Discipline at the discretion of the administrator	2 days ASP Notify parent Confiscate property; return to parent Discipline at the discretion of the administrator	3 days OSS Notify parent Confiscate property; return to parent Discipline at the discretion of the administrator
Cheating—exams, tests, plagiarism or other conduct of this nature	ASP Zero on work. Notify parent	ASP Zero on work. Notify parent	1-3 days OSS Zero on work. Parent conference
Forgery of notes, grades and/or signature	ASP Notify parent	ASP Notify parent	1-3 days OSS Parent conference
Stealing/Theft/Gambling and selling non-related school items	ASP Monetary restitution. Notify parent	1-3 days OSS Monetary restitution. Notify parent	3-9 days OSS Monetary restitution. Notify police. Parent conference
Use of profanity or obscene language/gestures	ASP Notify parent	1 day OSS Notify parent	1-3 days OSS Notify parent
Possession of non-school related paraphernalia including but not limited to; all electronic devices	Warning to student Notify parent Confiscate property; to be returned at end of day. Discipline at the discretion of the administrator	ASP Notify parent Confiscate property; return to parent Discipline at the discretion of the administrator	2 days ASP Notify parent Confiscate property; return to parent Discipline at the discretion of the administrator
Inappropriate public display of affection	Pupil warning	Detention	ASP Notify parent

STUDENT CODE OF CONDUCT

- Fighting/assaults
- Possession of a dangerous weapon
- Possession or use of alcohol, drugs, tobacco
- Profanity directed at staff
- Gambling or wagering of any type
- Selling of items or transfer of money between students

Depending upon the severity of the offense and/or the frequency the police may be notified.

For offenses which require more than four days of Out Of School Suspension (OSS), students may be assigned additional days of community service. The after school Community Service Program may be assigned in lieu of other disciplinary actions at the discretion of school administration.

HARASSMENT, INTIMIDATION, HAZING OR BULLYING

The Middletown Township Board of Education prohibits any forms of harassment, intimidation, hazing or bullying among and between students. A safe and civil environment is necessary for students to learn and achieve high academic standards; harassment, intimidation, hazing 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 environment; and since students learn by example, school administrators, faculty, staff and volunteers should be conscious of demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. This policy is established according to provisions set forth by the New Jersey Department of Education complying with N.J.S.A. 18A:37-19.

The statute and district define harassment, intimidation, or bullying in the following manner. Harassment, intimidation, or bullying means any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus or at a school bus stop and that::

- A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to

STUDENT CODE OF CONDUCT POLICY

Type of Behavior	1st Offense	2nd Offense	3rd Offense
Endangering the safety of others Inappropriate behavior during a fire drill	ASP or possible 1-4 days OSS Notify parent.	ASP or possible 1-4 days OSS Notify parent, parent conference	1-4 days OSS Notify parent, parent conference
Unauthorized inter-school visitation/trespassing	Notify home school of truancy/trespassing. Notify police if appropriate.		
Willfully endangering the safety of others	3-4 days OSS Notify parent, parent conference	3-4 days OSS Notify parent, parent conference	3-4 days OSS Notify parent, parent conference
Intentionally throwing food or other objects to create a disruption and/or unsafe environment in any area of the school building	1 day OSS	3 days OSS	3-5 days OSS
Category of Offense	Endangering Staff		
Type of Behavior	1st Offense	2nd Offense	3rd Offense
Assaulting school personnel. As defined in Code of Criminal Justice 2 C 12-1 (Automatic recommendation for expulsion)	9 days OSS Notify police. Parent conference. Recommendation for expulsion	Recommendation for expulsion	Recommendation for expulsion
Malicious damage to school personnel's property	9 days OSS Monetary restitution. Notify police		
Threatening school personnel	3-9 days OSS Notify parent. Notify police	3-9 days OSS Parent conference. Notify police	
Category of Offense	Endangering Students		
Type of Behavior	1st Offense	2nd Offense	3rd Offense
Fighting, Peer Assault	3 days OSS Notify parent	3-5 days OSS Parent conference	5-9 days OSS Parent conference. Notify police.

GENERAL ACADEMIC INFORMATION

GUIDANCE SERVICES

Each student is assigned a guidance counselor whose role is to aid in making important decisions regarding his/her education. Counselors also serve as student advocates, assisting students with social or academic problems they might encounter. Students remain with the same counselor for their three years in middle school. Students may request an appointment with their counselors by signing a sheet posted in the guidance office. If at any time a student feels his/her rights have been denied, the student should speak to a counselor or teacher. These professionals will be glad to discuss the concerns.

Parents are encouraged to communicate freely with the guidance counselors on a regular basis. If a parent wishes to speak with a grade level counselor or any teaching staff member, please call the guidance secretary to arrange an appointment. Department coordinators and guidance counselors will be happy to address any curriculum concerns. In the unlikely event a problem arises between your child and any staff member, please know that the procedure is:

- Speak with the staff member first
- If you feel it is necessary to discuss it further, please call guidance

CHILD STUDY TEAM

The Child Study Team is responsible for evaluating children to determine if they have educational handicaps. The Child Study Team is composed of a school psychologist, a social worker, and a learning disabilities teacher consultant. The team members write individual education programs for children who receive special services, provide consultations to parents and staff, and act as community liaisons. The Child Study Team members work closely with guidance counselors and teachers to implement programs for students who receive special services. The team may also provide consultations for non-classified students. Phone numbers for the Child Study Team offices are: Bayshore (732) 291-5287, Thompson (732) 671-2212, Thorne (732) 787-1220.

STUDENT ASSISTANCE PROGRAM

Throughout the school year, the Student Assistance Program staff will implement a variety of support groups and short-term intervention services, focused on self-esteem building, decision making, and improving peer relationships. These *confidential* services are provided to students who voluntarily wish to participate. Confidentiality is crucial in providing a trusting atmosphere where students can grow.

Student Assistance Counselors (SAC) perform their duties with regard to substance problems under federal confidentiality laws, which protect the privacy of students who enter the program for help.

GENERAL ACADEMIC INFORMATION

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued four times a year. Academic progress reports are issued at the middle of each marking period. Both are to be signed by the parent/guardian and returned to the homeroom teacher.

HIGH HONOR ROLL AND HONOR ROLL

After report cards are issued each marking period, students may qualify for academic honors. To arrive at these honors, the number of quality points are totaled. Each letter grade is equivalent to quality points as indicated below:

A+	100-95	=	9 quality points	C+	79-75	=	5 quality points
A	94-90	=	8 quality points	C	74-70	=	4 quality points
B+	89-85	=	7 quality points	D	69-65	=	2 quality points
B	84-80	=	6 quality points	F	64 or below	=	0 quality points

Qualifications for High Honor Roll are as follows:

- Nothing lower than a B for the High Honor Roll and 54 quality points for a 7 subject student; 62 quality points for an 8 subject student.

Middle School Academic Honor Cards are awarded to students who qualify and will be presented at assemblies to middle school students following each marking period.

Qualifications for Honor Roll are as follows:

- Nothing lower than a B for Honor Roll and 42 quality points for a 7 subject student; 48 quality points for an 8 subject student.

PROMOTION-RETENTION

Any student who fails 2 or more full year subjects for the entire school year may be subject to retention. The activity arts cycle shall each be considered a full year. Students who fail any subject shall be referred to the "Student Review Committee." The committee will recommend appropriate action to the building principal.

ACADEMIC ASSISTANCE

Students who fall below the state-mandated minimum level of proficiency on the standardized testing will be placed in an academic assistance setting for reading, writing and/or math.

STUDENT CODE OF CONDUCT POLICY

This table represents the most common infractions of school regulations and guidelines for determining penalties. Penalties may vary because of the frequency and/or intensity of the infraction. All Student Code of Conduct matters will be handled on an individual basis and administrative discretion will be used in the final adjudication of discipline.

*****Please note that Community Service can be used in lieu of ASP/suspension at the discretion of the administrator*****

Category of Offense	Endangering the School Community		
	1st Offense	2nd Offense	3rd Offense
Written Threats/ Terroristic Threats	Exclusion from school until psychiatric clearance. Consultation with police. (complete District Threat Assessment)	Exclusion from school until psychiatric clearance. Consultation with police. Recommendation for expulsion.	Exclusion from school until psychiatric clearance. Consultation with police. Recommendation for expulsion.
Aggressive Intent with a dangerous weapon or possession of firearms/dangerous and offensive weapons	Zero Tolerance Act 3-9 days OSS. Notify parent. Confiscate weapon. Notify police. Discipline at the discretion of administrator. Recommendation for expulsion consistent with state law.	Recommendation for expulsion consistent with state law.	Recommendation for expulsion consistent with state law.
Being under the influence, possession, distribution, use or sale of alcohol/drugs in school or during school activities. Refer to board policy	1-5 days OSS. Notify police. Notify parent. Possession/distribution 9 days OSS. Parent/guardian MUST meet with Student Assistance counselor within 48 hours and follow treatment recommendation. Failure to do so will result in 9 days OSS and the Division of Youth and Family Services being notified.	Refer to board policy	
Starting or causing a fire(s)	9 days OSS Notify police and Fire Prevention Bureau. Notify Child Study Team. Notify parent.	9 days OSS Notify police and Fire Prevention Bureau	9 days OSS Notify police and Fire Prevention Bureau
False Alarms	9 days OSS Notify parent.	9 days OSS Notify parent.	9 days OSS Notify parent.
Smoking/Possession of tobacco products on school property	3 days OSS Notify parent. Issue summons.	3 days OSS Notify parent. Issue summons.	5 days OSS Notify parent. Notify police. Parent conference. Issue summons.