

Middletown Township Public Schools



High School

**Parent/Student Handbook
2017-2018**

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Middletown Township Public Schools
834 Leonardville Rd., 2nd Fl., Leonardo NJ 07737

High School North
63 Tindall Road
Middletown, NJ 07748



High School South
900 Nut Swamp Road
Middletown, NJ 07748



District Belief and Mission Statements

DISTRICT MISSION STATEMENT

The Middletown Township Public School District, in partnership with our resourceful and historically rich community, provides students with a rigorous and relevant education, rooted in the New Jersey and Common Core State Standards, motivating them to recognize and develop their full potential as responsible citizens, contributing to an ever-evolving global society.

BELIEF STATEMENT

We believe we must function as a united community to...

1. Meet every student's unique and individual needs, in a safe and nurturing educational environment.
2. Prepare students for innovative opportunities in a rapidly evolving global society, in which technology is integral.
3. Inspire, engage, and challenge students and staff to make the commitment to become lifelong learners, both within and beyond the classroom walls.
4. Provide all students equitable opportunities for personal development by maintaining progressive resources.
5. Support the success of our children, who are our future.

Chain of Command

How to Effectively Communicate with School Officials

Parents are often discouraged when they attempt to communicate with central office administrators and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the “Chain of Command”, or where to begin the communication sequence regarding their child’s problem.

Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate would be by email

(*Email format:* last_name;first_initial@middletownk12.org). A phone call would be the next preferable way to communicate.

On Matters Involving Instruction (High Schools)

1. Classroom Teacher

2. Guidance Counselor or Case Manager

3. School Administrator/ Subject Area Oversight:

- | | | |
|--|----------------------|---------------------------|
| • Business | Mr. Chris Reginio | (732) 706-6061, ext. 8712 |
| • English Language Arts | Ms. Lucinda VanGlahn | (732) 706-6061, ext. 7747 |
| • Family/Consumer Science | Mr. Steven Graziano | (732) 706-6061, ext. 1370 |
| • Digital Media Arts | Ms. Natalie Franzi | (732) 706-6061, ext. 1020 |
| • Fine & Performing Arts | Mr. Steven Graziano | (732) 706-6061, ext. 1370 |
| • Mathematics | Mr. John Kerrigan | (732) 706-6061, ext. 1231 |
| • Physical Education & Health | Ms. Devyn Orozco | (732) 706-6111, ext. 2164 |
| • Science | Ms. Devyn Orozco | (732) 706-6061, ext. 2164 |
| • Social Studies | Mr. Chris Reginio | (732) 706-6061, ext. 8712 |
| • Technology/Computer Science | Ms. Natalie Franzi | (732) 706-6061, ext. 1020 |
| • World Language | Mr. Chris Reginio | (732) 706-6061, ext. 8712 |
| • Staff Development & Special Projects | Ms. Jessica Shaw | (732) 671-3850, ext. 1020 |
| • Innovation, Design & Communication | Mr. Dan Alston | (732) 671-3850, ext. 2709 |

4. Principal

- | | | |
|---------------------|-------------------------|---------------------------|
| • High School South | Mr. Matthew Kirkpatrick | (732) 706-6111, ext. 2155 |
|---------------------|-------------------------|---------------------------|

- High School North Mrs. Patricia Vari-Cartier (732) 706-6061, ext. 1206
- Visions Mrs. Victa McKenzie (732) 706-6061, ext. 1207

5. Office of Student Services

- Supervisor of Child Study Team Ms. Jamie Koransky (732) 671-3850, ext. 1035
- Supervisor of Special Class Programs & Related Services Ms. Sharon Thomas (732) 671-3850, ext. 1035
- Supervisor of Instruction, Special Education Ms. Daniel Schroeck (732) 671-3850, ext. 1034
- District Director of Special Education Mr. Robert Dunn (732) 671-3850, ext. 1038

6. District Directors of Curriculum & Instruction

- Student Programs Mrs. Marjorie Caruso (732) 671-3850, ext. 1046
- Principal Support Mrs. Charlene O'Hagan (732) 706-6061, ext. 1027

7. Assistant Superintendent of Human Resources & Curriculum

Ms. Kimberly Pickus (732) 671-3850, ext. 1027

On Matters Involving Building Operations & Student Development

1. Assistant Principal

2. Principal

3. Director of High School Operations Ms. Lindsay Fox (732) 706-6111, ext. 2117

4. Director of Athletics Mr. Richard Carroll (Athletics Only) (732) 706-6061, ext. 1071

5. District Director of Student Support Services Mr. Patrick Rinella (732) 671-3850, ext. 1030

6. Asst. Superintendent for Student Activities/Services Mrs. Mary Ellen Walker (732) 671-3850, ext. 1026

On Matters Involving Facilities or Buildings & Grounds
(building maintenance / custodial / grounds)

1. Principal

2. Supervisor for District Facilities Mr. John Parsells (732) 706-6061, ext. 1373

3. Business Administrator / Board Secretary	Mrs. Amy Gallagher	(732) 671-3850, ext. 1015
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On Matters Involving Transportation

1. Transportation Coordinator	Mrs. Barbara Vining	(732) 671-3850, ext. 1007
2. Business Administrator / Board Secretary	Mrs. Amy Gallagher	(732) 671-3850, ext. 1015

On Matters Involving Security

1. Security Supervisor	Mr. John Maguire	(732) 671-3850, ext. 1097
2. District Director of Student Support Services	Mr. Patrick Rinella	(732) 671-3850, ext. 1030
3. Asst. Superintendent for Student Activities/Services	Mrs. Mary Ellen Walker	(732) 671-3850, ext. 1026

Final Contact--Only after you have spoken to the administrators listed above

1. Superintendent of Schools	William O. George III, Ed. D.	(732) 671-3850, ext. 1002
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Secondary School Administrators

School / Main Number	Principal	Ext.	Assistant Principals	Ext.
High School South (732) 706-6111	Mr. Matthew Kirkpatrick Kirkpatrickm@middletownk12.org Secretary: Robyn Tarallo	2155	Mr. James Homiak homiakj@middletownk12.org	2119
			Mr. James Rasmussen Rasmussenj@middletownk12.org	2218
			Ms. Tara Nicholas Nicholast@middletownk12.org	2121
High School North (732) 706-6061	Dr. Patricia Vari-Cartier cartierp@middletownk12.org Secretary: Mary Ann Scala Mrs. Victa McKenzie (Visions/ESS) mckenziev@middletownk12.org	1206	Mr. James Falco FalcoJ@middletownk12.org	1341
		1207	Mr. Anthony Mormile mormilea@middletownk12.org	1210
Bayshore Middle School (732) 291-1380	Mr. Michael Scarano scaranom@middletownk12.org Secretary: Melissa Settembrino	2706	Mr. Kevin Cullen cullenk@middletownk12.org	2700

Thompson Middle School (732) 671-2212	Mr. Brian Currie currieb@middletownk12.org Secretary: Christine Weimer	8700	Dr. Steven Trudell trudells@middletownk12.org	8701
Thorne Middle School (732) 787-1220	Mr. Thomas Olausen olausent@middletownk12.org Secretary: Darlene Freshnock	7700	Mr. Robert Generelli generellir@middletownk2.org	7702

Middletown Township Public School District 2017 -2018 School Year Calendar

2017		
Friday	September 1, 2017	First Day for Teachers / Staff Preparation Day / Early Dismissal for District
Monday	September 4, 2017	District Closed – Labor Day
Tuesday	September 5, 2017	Full Professional Development Day for Teachers
Wednesday	September 6, 2017	Staff Preparation Day
Thursday	September 7, 2017	First Day of School for Students, Early Dismissal Professional Development Day– <i>Early Dismissal Students</i>
Friday	September 8, 2017	Early Dismissal Professional Development Day– <i>Early Dismissal Students</i>
Thursday	September 21, 2017	District Closed for Students and Ten Month Employees (first day of Rosh Hashanah)
Wednesday	September 27, 2017	Early Dismissal Professional Development Day– <i>Early Dismissal Students</i>
Monday	October 9, 2017	Full Professional Day for Staff - <i>District Closed for Students</i>
Wednesday	October 25, 2017	Early Dismissal Professional Development Day– <i>Early Dismissal Students</i>
Monday - Friday	November 6-10, 2017	District Closed – Fall Recess / Election Day / NJEA Convention
Wednesday	November 22, 2017	Early Dismissal for District
Thursday-Friday	November 23-24, 2017	District Closed - Thanksgiving Recess
Monday-Friday	November 27-30, 2017 and December 1, 2017	Elementary Conferences – Early Dismissal for Elementary Schools Only (Evening Conferences on Tuesday, 11/28 & Thursday, 11/30)
Friday	December 22, 2017	Early Dismissal for District for Winter Recess 12/25/17 through 1/1/18
Monday - Monday	December 25, 2017- January 1, 2018	Winter Recess
2018		
Tuesday	January 2, 2018	Schools Re-open
Wednesday	January 10, 2018	Early Dismissal Professional Development Day– <i>Early Dismissal Students</i>
Monday	January 15, 2018	District Closed – Martin Luther King’s Birthday
Wednesday	February 14, 2018	Early Dismissal PD Day – <i>Early Dismissal Students</i>
Monday	February 19, 2018	District Closed – President’s Day
Wednesday	March 14, 2018	Early Dismissal PD Day – <i>Early Dismissal Students</i>
Friday-Friday	March 30 – April 6, 2018	District Closed for Spring Recess (3/30/18 – 4/6/18)
Monday	April 9, 2018	District Re-opens
Wednesday	May 23, 2018	Early Dismissal Professional Development Day– <i>Early Dismissal Students</i>
Monday	May 28, 2018	District Closed – Memorial Day
Tuesday	June 5, 2018	Schools Closed for Students <i>Primary Elections</i> ; Full Day Prof. Development
Friday - Wednesday	June 15 & 18-20, 2018	<i>Early Dismissal Students</i>
Wednesday	June 20, 2018	Last Day for Students
Thursday	June 21, 2018	Staff Preparation Day
Friday	June 22, 2018	Last Day for Teachers / Staff Preparation Day

Secondary Marking Periods: Quarterlies will occur inside the marking period					
Marking Period	Marking Period Start Date	Marking Period End Date	Number of Days	Grades Due @ End of Day	Report Cards Published
1	9.7.17	11.3.17	40	11.15.17	11.17.17
2	11.13.17	1.24.18	44	1.29.18	1.31.18
3	1.25.18	3.29.18	45	4.11.18	4.13.18
4*	4.9.18	6.20.18	51	6.25.18	6.27.18

* PARCC testing and make-ups, AP exams, NJBCT and NJASK science grade 8 will be administered during this marking period.

Elementary Trimesters					
Marking Period	Marking Period Start Date	Marking Period End Date	Number of Days	Grades Due @ End of Day	Report Cards Published
1	9.7.17	12.12.17	60	12.18.17	12.20.17
2	12.13.17	3.16.18	60	3.21.18	3.23.18
3	3.19.18	6.20.18	60	6.25.18	6.27.18

IMPORTANT: Total Student Days: 180 / Total Teacher Days: 187; Please Note: There are no emergency days included in the calendar. If any emergency closing days are needed, they will be added to the end of the year, beginning with 6/21/18 through 6/29/18, in order. Staff members should not make plans for these days, as they may be required to meet state requirements.

The in-school work year for 10-month professional staff will not exceed 187 days under any circumstances. If staff should absent themselves from scheduled days for state holidays, they will make up the day(s) as assigned by Administration at the end of the school year.

2017-2018
MIDDLETOWN TOWNSHIP BOARD OF EDUCATION
SCHOOL TIMES—REGULAR/DELAYED/EARLY DISMISSAL
FOR INCLEMENT WEATHER & PLANNED EARLY DISMISSALS

STUDENT TIMES				
	Regular School Hours	Delayed Opening	Inclement Weather Early Dismissals	Planned Early Dismissals
High Schools				
Student Time	7:36 – 2:13	9:00* – 2:13	7:36 – 12:05	7:36 – 12:05
Middle Schools				
Student Time	8:10 – 2:37	9:40* – 2:37	8:10 – 12:35	8:10 – 12:35
Elementary Schools				
Student Time	8:55 – 3:00	10:25* – 3:00	8:55 – 1:30	8:55 – 1:30
H.S. Vision Program / Bridges				
HS North Student Time:	7:36-1:19	9:00-1:19	7:36-12:05	7:36-12:05
Thorne Alt. Ed Program	8:15-2:25	9:45-2:25	8:15-12:15	8:15-12:15
Pre-School Programs				
Half Day Program AM	8:45-11:15	10:45-12:15	8:45-10:15	8:45-10:15
Half Day Program PM	12:15-2:45	1:15-2:45	11:45-1:15	11:45-1:15
Self-Contained Program	8:45-1:45	10:30-1:45	8:45-11:45	8:45-11:45

* Buses will pickup students 90 minutes later than the regular schedule.

TEACHER TIMES				
	Regular School Hours	Delayed Opening	Inclement Weather Early Dismissals	Planned Early Dismissals
High Schools				
Teacher Time	7:20 -2:15	8:40** – 2:15	7:20 – 12:07	7:20 – 12:07
Middle Schools				
Teacher Time	8:00 – 2:45	9:20** – 2:45	8:00 – 12:43	8:00 – 12:43
Elementary Schools				
Teacher Time	8:30 – 3:15	10:10** – 3:15	8:30 – 1:45	8:30 – 1:45
H.S. Vision Program				
Teacher Time	7:20-2:15	8:40-2:15	7:20-12:07	7:20-12:07

** The teachers' workday will begin 20 minutes before the delayed opening starting time for students.

Transportation—Delayed Opening/Emergency Closing

1. The bus stop schedule on delayed opening days will be delayed 1½ hours from the regularly scheduled pick-up time (Example: If regular pick-up time is 6:45 a.m., delayed opening pick-up time will be 8:15 a.m.).
2. All morning vocational schools will be cancelled. All afternoon vocational schools will proceed as usual unless otherwise announced.
3. In the event of a delayed opening and vocational schools are closed, afternoon vocational schools students will remain at their home school.
4. In the event of an emergency school closing after the students have already arrived at school, please note that the students who do not use bus transportation will only be released to their parents or legal guardians or those persons who are listed as an emergency contact.

NORTH TELEPHONE DIRECTORY

Principal	Phone <u>706-6061</u> ext.1206
Main Office	ext.1200
Assistant Principals	ext.1200
Guidance Office	ext.1211/1212
Child Study Team	ext.1215
Student Assistant Counselor	ext.1301
Bus Transportation	ext.1006
Nurse	ext.1217
Library	ext.1236

SOUTH TELEPHONE DIRECTORY

Principal	Phone <u>706-6111</u> ext.2155
Main Office	ext.2111
Assistant Principals	ext.2117
Guidance Office	ext.2121
Child Study Team	ext.2160
Student Assistant Counselor	ext.2114
Bus Transportation	ext.1006
Nurse	ext.2139
Library	ext.2146

Attendance

[Policy 5200](#) [Regulation](#)

The Board of Education has an obligation to require that the students of this district be present in school (NJSA 18A:38-25) to receive an education. This policy is for the benefit of students, their parents, and community at large.

Student participation in all regularly scheduled classroom learning activities in each area of study is essential in order for each student to receive the maximum benefits of a thorough educational program. The entire process of education requires regular continuity of instruction, classroom participation, learning experiences, and study. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Therefore, we cannot condone, excuse, or encourage any absence by students. Students who miss class for any reason must complete assignments missed because of their absence. Students who demonstrate excessive/consecutive absenteeism will be referred to the district truancy officer. The Board, however, recognizes that the schools are run for the benefit of the pupils and every effort shall be made, therefore, to identify the habitual truant, investigate the cause(s) of the behavior, and consider modification of his/her educational program to meet the particular needs and interests of the student.

Attendance Procedure

1. Students accumulating more than ten (10) absences in a full-year course, more than five (5) absences in a one semester course or more than (3) in a quarter course shall face a loss of credit situation.
2. The following absences will not accumulate toward the student's absentee record:
 - a. School sponsored activities
 - b. Religious holidays as defined by New Jersey State Department of Education
 - c. Suspension/administrative removal from class/school.
3. Parents will be notified in writing if a student is in danger of losing credit due to excessive absenteeism.

Approaching “No Credit” Status Due To Excessive Absence

Parents/guardians will be notified in writing (certified letter) before a student has been placed in a "no credit" status.

Summer Credit Restoration Program

High School students who have exceeded 10 unexcused absences in a full year course, 5 unexcused absences in a semester course, or 3 unexcused absences in a quarterly course shall be placed in No Credit (NC) status. Students in NC status may be eligible to participate in the Summer Credit Restoration Program.

Credit restoration is for students who passed the course, but have exceeded the number of absences permissible under our Attendance Policy thus being issued no credit (NC) in the course. Students, with more than 26 unexcused absences in a full year course, 13 unexcused absences in a semester course, 7 unexcused absences in a quarterly course, are not eligible to participate in the credit restoration program.

Summer Credit Restoration will be offered during the summer recess. There will be no opportunity for students to restore lost credit during the school year. NC (no credit) will be indicated on the transcript for that course until the credits are recovered through the program. **Seniors in NC (no credit) status in a course required for graduation are not permitted to participate in the commencement ceremony.** However, seniors who successfully complete the Credit Restoration program and meet the district’s graduation requirements at the end of the program, will be issued a diploma in August.

ATTENDANCE TIER INTERVENTION PROCEDURES

Quarterly Course		Semester Course		Full Year Course	
2nd Absence	Parent Contact, Attendance Personnel meets with student.	2nd Absence	Parent Contact, Attendance Personnel meets with student.	3rd Absence	Parent Contact, Attendance Personnel meets with student
3rd Absence	Parent Contact, Attendance Personnel meets with student ARC (Parent) Meeting	3rd Absence	Parent Contact, Mandatory Focus Group	6th Absence	Parent Contact, Mandatory Focus Group

4th Absence (Loss of Credit)	Parent Contact, Attendance Personnel meets with student Summer Credit Recovery 1 lunch detention for each absence in violation of the attendance policy	4th Absence	Parent Contact, Attendance Personnel meets with student ARC (Parent) Meeting	8th Absence	Parent Contact, Attendance Personnel meets with student ARC (Parent) Meeting
		6th Absence (Loss of Credit)	Parent Contact, Attendance Personnel meets with student Summer Credit Recovery 1 lunch detention for each absence in violation of the attendance policy	11th Absence (Loss of Credit)	Parent Contact, Attendance Personnel meets with student Summer Credit Recovery, Parking Privileges Suspended (Remainder of School Year) 1 lunch detention for each absence in violation of the attendance policy

*** Please note that missing more than 15 minutes of class equals an absence.**

For a full year course, 12 lates equals an absence and every 3 subsequent lates equals an absence. For a semester course 6 lates equals an absence and every 3 subsequent lates equals an absence. For a quarterly course 3 lates equals an absence and every 3 subsequent lates equals an absence. These are part of the total record for loss of credit.

FOR STUDENTS IN VIOLATION OF THE ATTENDANCE POLICY:

THOSE WHO EXCEED 10 ABSENCES IN A FULL YEAR COURSE, 5 IN A SEMESTER COURSE, OR 2 IN A QUARTERLY COURSE.

CREDIT RESTORATION is for students who passed the course, however have exceeded the number of absences permissible under our attendance policy thus being issued no credit (NC) in the course. NC will be present on the transcript for that course, until the time is recovered.

The blocks indicated in the chart below are specific to each course.

<u>Absences</u>	<u>Course</u>	<u>Required Summer Attendance</u>
11 – 14 blocks	Full Year	1 Day
15-18 blocks	Full Year	2 Days
19-22 blocks	Full Year	3 Days
23+	Full Year	4 Days
6 – 9 blocks	Semester	1 Day

10 - 13 blocks	Semester	2 Days
14 or more blocks	Semester	3 Days
3 blocks	Quarterly	1 Day
4 blocks	Quarterly	2 Days
5 or more blocks	Quarterly	3 Days

The hours for the summer program are (8:30 a.m. -12:30 p.m.). Students are required to sign in, bring summer reading materials and complete any assigned materials.

Absence from School

When a student is absent from school, a parent/guardian must call on that day before 8:30 a.m. and clearly state the student's name and grade.

To report an absence at HS North call: 732-706-6061

To report an absence at HS South call: 732-706-6111

Students who miss consecutive days are allowed one day per absence to make up missed work for each day they were absent. For example, a student who returns to school after missing two consecutive school days will be allowed the next two consecutive school days to make up missed assignments/tests.

Early Dismissal

Students requiring early dismissal for legitimate reasons must bring a signed parental note on the day of dismissal to the main office **before school starts**. Once the student receives a pass from the secretary, it is now their responsibility to come to the main office for dismissal at the predetermined time.

A parent/guardian/designee listed on emergency contact list will be required to show proper identification before personally signing the student out of school. **Absences resulting from early dismissal count towards cumulative absences.**

Absences And Student Activities

Any student absent from school may **not** participate in any afterschool activity (including practices) on that day. Students must be present in school for **four hours of instructional time** in order to participate in any athletic or co-curricular activity.

Truancy

1. **Truancy is defined as deliberately missing school without the prior permission of a parent or guardian.**
2. Students found truant from school are subject to disciplinary action as set forth in the Code of Conduct.
3. A cut will be recorded for each class missed due to truancy. A total of 3 cuts in a course will result in loss of credit in the course.
4. Appeals of loss of credit due to truancy/cuts will be heard by the building principal or designee. Parent/guardian must attend appeal conferences which must be requested within five (5) school days following notification of loss of credit.

Cutting Policy

1. Cutting is defined as deliberately missing an assigned class and/or any other school assignment.
2. Students found to have cut a class are subject to disciplinary action as set forth in the Code of Conduct.
3. **A total of three (3) cuts (full year course) and two (2) cuts (half- year/quarterly course) will result in loss of credit.**

Lateness To School

1. Lateness at any time after 7:36 a.m. will be considered unexcused unless the student has a valid and verifiable reason for being late.
2. All students who arrive after 7:36 a.m. must sign-in. At that time, students will be given a pass that will admit them into class.

Lateness To Class

1. Students should be in class and seated when the bell rings. Any student who does not follow this procedure will be marked late.
2. Tardy students will not be allowed to bring food/beverage into class.
3. **More than fifteen (15) minutes late to class without permission of the teacher or an administrator will be recorded as a cumulative absence and may be treated as a cut. (See Cut Policy)**
4. A cumulative absence is recorded in a class where the student has arrived late and misses more than fifteen minutes of the class.
5. The following administrative disciplinary action will be taken for students who continue to be late to class:

Attendance Tiered Interventions - Tardiness

3rd Tardy	Parent Contact, 1 lunch detention	6th Tardy	Parent Contact, 2 lunch detentions	9th Tardy	Parent Contact, 1 week of lunch detention or 2 community service
<p>* Please note that missing more than 15 minutes of class equals an absence. For a full year course, 12 lates equals an absence and every 3 subsequent lates equals an absence. For a semester course 6 lates equals an absence and every 3 subsequent lates equals an absence. For a quarterly course 3 lates equals an absence and every 3 subsequent lates equals an absence. These are part of the total record for loss of credit.</p>					

Discipline

Middletown Township Public Schools are committed to a safe and secure environment for all students and staff. Therefore, all acts of violence or threats 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.

All students are expected to follow the rules and regulations of the high school during the regular school day and during school approved trips or activities. Only then will they be able to meet our school goals and objectives. The high school Code of Conduct is based on a progressive series of consequences. **When a student is suspended from school he/she is NOT eligible to participate in any school activities.**

The Code of Conduct Table in this handbook represents the most common infractions of school regulations and guidelines for determining penalties. **These penalties may vary because of the frequency and/or the intensity of the infraction.** The detention and community service programs are designed to keep students in an educational setting while recognizing the need to offer appropriate disciplinary measures. If a student does not comply with

detention or community service requirements, the student may be subject to an out of school suspension (OSS). Child Study Team or SAC notification will be made where appropriate. Severe discipline infractions may result in police notification, an administrative expulsion hearing, or alternate placement. Student behavior and conduct is subject to local, state, and federal statutes. **All discipline matters will be handled on an individual basis and administrative discretion may be used in the final adjudication of any and all disciplinary consequence(s).**

The student's parent/guardian will be notified for each major infraction. **Students are responsible for the completion of all work assigned or missed during a suspension.**

Safety, Threats And Violence

As required by State regulations and the Board's Zero Tolerance Policy, all such threats will be reported to the local police. Additionally, all threats will be investigated by school personnel, including but not limited to, two administrators, two members of the CST, SAC and Guidance, and any faculty or other staff member that may be involved. Where appropriate, the student will be referred for a psychiatric evaluation at the parent's expense. The student will be excluded from attending classes and other school activities until cleared by the evaluation and/or other disciplinary action is taken. A Parental Return Conference will be required. If available the evaluating psychiatrist will be asked to attend the conference.

Harassment, Intimidation, Hazing Or Bullying Policy

The Middletown Township Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils 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. This policy is established according to provisions set forth by the New Jersey Department of Education.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that has all three of the following bullets:

- Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
- By any other distinguishing characteristic; and that
- Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
- In addition,
 - A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - Has the effect of insulting or demeaning any pupil or group of pupils;
 - Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

- Walk away from acts of harassment, intimidation, and bullying when they see them;
- Constructively attempt to stop acts of harassment, intimidation, or bullying;
- Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
- Report acts of harassment, intimidation, and bullying to the designated school staff member.

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

This Policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

- The alleged harassment, Intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils and either
- A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
- The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

The Board prohibits any person from falsely accusing another **as a means of retaliation** or as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion.

The full Harassment, Intimidation, and Bullying Policy and Regulation may be found on our school Website.

Academic Dishonesty: (i.e. plagiarism, cheating)

Plagiarism

Plagiarism is defined as the use of information from another source without attribution. Plagiarism may take many forms:

- Copying directly from another source without using quotation marks.
- **Paraphrasing source material without citing work.**
- Submitting someone else's work as your own.

Information that is common knowledge need not be cited. For example, Bill Clinton was elected to his first term as President in 1992. However, the author of information that is not common knowledge must be acknowledged.

The penalty for academic dishonesty is:

1st Offense: 2 days of community service, zero for the assignment, teacher contacts parent, possible ineligibility to join ANY Honor Society, possible removal from current Honor Society, possible exclusion from scholarship consideration.

2nd Offense: 3 days of community service, zero on the assignment, teacher contacts parent, parent meeting with guidance counselor and teacher.

3rd Offense: Up to 3 days out of school suspension or ASP, loss of credit for the course and privileges revoked.

As always, your teacher or the librarian in your building will provide any additional assistance you may need in the production of your paper.

Electronic Surveillance And Recording Policy

Both Middletown HS North and HS South have been equipped with electronic surveillance and recording equipment. Any students committing an infraction of the Code of Conduct as observed on these electronic devices will be subject to punishment as prescribed in the code of conduct.

High School Code Of Conduct

All discipline matters will be handled on an individual basis and administrative discretion will be used in the final adjudication of the discipline.

The afterschool Community Service Program OR Lunch Detention may be assigned in lieu of other disciplinary actions at the discretion of school administration.

Due Process: Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

Principal's Detention (45 minutes): Students assigned Principal's detention will report to a designated classroom after school. These students may be escorted to the designated classroom if necessary. Failure to report to the assigned Principal's detention will result in the issuance of lunch detentions or community service.

Lunch Detention (52 minutes): Students assigned to a lunch detention will report to a designated classroom during blocks 3 and 4. These students may bring their lunch from home or may be escorted to the cafeteria by a security guard to purchase school lunch to be eaten in the room. Failure to report to the assigned lunch detention will result in additional lunch detentions/community service.

Community Service (1 hour 30 minutes): Students assigned community service will serve an extended detention where they will be required to participate in activities designed to improve school culture. Late students may not be granted access and may be assigned additional detentions. Failure to report to the assigned community service will result in issuance of additional community service/suspension.

Alternate School Program: The Alternate School Program (ASP) is held in a self-contained classroom with a full time certified staff member. Students are assigned to ASP when an administrator determines a student has had a

disciplinary infraction. During this time, the student is expected to complete all regular class work assigned by their classroom teacher. Uncooperative students will be referred to an assistant principal for appropriate action.

****Continued noncompliance of any identified infraction may be considered as continued and willful disobedience***

Type of Behavior	1st Offense	2nd Offense	3rd Offense
Academic Dishonesty: (Plagiarism/Cheating on assessments/assignments ,inappropriate use of electronic device during assessments, tests, assignment, or any other conduct of this nature)	2 days community service, zero on assignment, teacher contacts parent, possible ineligibility to join any Honor Society, possible removal from current Honor Society, possible exclusion from scholarship consideration.	3 days community service, zero on assignment, teacher contacts parent, parent meeting with counselor and teacher.	Up to 3 days ASP, loss of credit in course and privileges revoked
Assault- Sexual or otherwise	Up to 9 days suspension, SAC, police notification if appropriate, possible risk assessment	Up to 9 days suspension, SAC, police notification if appropriate, risk assessment	Up to 9 days suspension, SAC, police notification if appropriate, risk assessment, recommendation for expulsion
Assaulting/ Threatening School Personnel	Up to 9 days suspension, SAC, police notification, Possible recommendation for expulsion	Up to 9 days suspension, SAC, police notification, automatic recommendation for expulsion	Up to 9 days suspension, SAC, police notification, automatic recommendation for expulsion
Class/building disruption	2 days detention	4 days detention	6 days detention
Computer use violation	1 day detention	2 days detention	3 days detention
Continued and willful disobedience/open defiance of authority	Up to 2 days suspension	Up to 3 days suspension, referral to SAC	Up to 4 days suspension, referral to SAC, possible risk assessment by mental health professional
Cutting class	2 days community service, teacher parental notification, zero in classes for day's work	4 days community service, parental notification, zero in classes for day's work, loss of credit in semester course	1 day ASP, loss of credit, parental notification.
Disobedience	1 day detention	Up to 2 days detention	Up to 4 days detention
Dress code violation	1 day detention, parent notification, immediate change of attire	1 days community service, parent notification, immediate change of attire	2 days community service, parent notification, immediate change of attire

Endangering the safety of self or others	4 days detention	2 days community service	Up to 4 days suspension, referral to SAC, possible risk assessment by mental health professional
Extortion/Shakedown	Up to 3 days suspension, police notification if appropriate, referral to SAC	Up to 4 days suspension, police notification if appropriate, referral to SAC	Up to 9 days suspension, police notification if appropriate, referral to SAC
Failure to identify oneself upon request, and/or prevarication/present ID	1 day community service	2 days community service	1 day ASP
Failure to report to Administrative detention	1 additional detention of the same type for each day missed	1 additional detention of the same type for each day missed, 2 days community service	1 day suspension, 1 additional detention of the same type for each day missed
Failure to report to teacher detention	1 day detention, in addition to missed teacher detention(s)	2 days detention, in addition to missed teacher detention(s)	4 days detention, in addition to missed teacher detention(s)
False alarms	Up to 9 days suspension, police notification. Recommendation for expulsion if appropriate, possible risk assessment by mental health professional	Up to 9 days suspension, police notification. Recommendation for expulsion if appropriate, possible risk assessment by mental health professional	Up to 9 days suspension, police notification. Recommendation for expulsion if appropriate, possible risk assessment by mental health professional
Fighting	Up to 3 days suspension with up to 6 days community service, or Saturday detention, SAC, police notification if appropriate	Up to 4 days suspension with up to 4 days community service, or Saturday detention, SAC, police notification if appropriate	Up to 9 days suspension, SAC, police notification if appropriate, possible risk assessment by mental health professional
Gambling, card or dice playing	2 days detention, confiscate item, police/parent notification if necessary	6 days detention, confiscate item, police/parent notification if necessary	3 days ASP, confiscate item, police/parent notification if necessary
Harassment/Intimidation/ Bullying/Bias/ Cyberbullying	Follow District policy on HIB investigation	Follow District policy on HIB investigation	Follow District policy on HIB investigation
Grossly Inappropriate Behavior	Up to 3 days suspension, possible risk assessment by mental health professional	4 days suspension, possible risk assessment by mental health professional	Up to 9 days suspension, possible risk assessment by mental health professional
Inappropriate behavior	Up to 2 days suspension	Up to 3 days suspension	Up to 4 days suspension
Inappropriate public display of affection	1 day detention	2 days detention	4 days detention

Inappropriate use of computers, hacking, tampering with BOE property	Up to 2 days suspension, possible termination of computer privileges, police notification if appropriate	Up to 3 days suspension, possible termination of computer privileges, police notification if appropriate	Up to 4 days suspension, possible termination of computer privileges, police notification if appropriate
Inappropriate use of social media	2 days community service	3 days community service	Up to 2 days suspension
Inciting a riot, e.g. food fight	Up to 9 days suspension, police notification	Up to 9 days suspension, police notification, risk assessment, possible recommendation for expulsion	Up to 9 days suspension, police notification, risk assessment, recommendation for expulsion
Insubordination	2 days Lunch detention	2 days community service	4 days community service
Lateness to class	Please see "lateness to class" chart on page 15.	Please see "lateness to class" chart on page 15.	Please see "lateness to class" chart on page 15.
Leaving building but not grounds during instructional time, may be deemed as truancy/cut	2 days detention	4 days detention	6 days detention
Leaving school grounds without permission	2 days community service, parking privileges revoked, police notification if appropriate	3 days community service, police notification if appropriate	Up to 3 days ASP, police notification if appropriate
Littering/ failure to clean area or place refuse in cans	1 day detention	2 days detention	4 days detention
Misconduct on bus or at bus stop	Removal from bus for 1 day plus appropriate disciplinary action, parent notification	Removal from bus for 5 days plus appropriate disciplinary action, parent notification	Removal from bus for 10 days plus appropriate disciplinary action, parent notification
Out of class without permission	See truancy and/or insubordination	See truancy and/or insubordination	See truancy and/or insubordination
Parking violations	2 days detention; car may be towed (at owner's expense), parent notification.	1 days community service; car may be towed (at owner's expense) parking privileges revoked or permanently withheld, parent notification	2 days community service; car will be towed (at owner's expense) parking privileges revoked or permanently withheld, parent notification
Participation in a secret society prohibited by law that violates the rights of others or disrupts the educational environment	3 days suspension, SAC, police notification if appropriate, risk assessment by mental health professional if necessary	4 days suspension, SAC, police notification if appropriate, risk assessment by mental health professional if necessary	Up to 9 days suspension, SAC, police notification, risk assessment by mental health professional if necessary

Possession food/bev: students bringing food/drink to the building when late or, students returning to the building with food/drink without permission to leave or students ordering food to the building.	Verbal warning, confiscation of material	2 days detention, confiscation of material	4 days detention, confiscation of material
Possession of firearms/ weapons/ exploding devices	Zero Tolerance Act: Expulsion-consistent with state law, police notification	Zero Tolerance Act: Expulsion-consistent with state law, police notification	Zero Tolerance Act: Expulsion-consistent with state law, police notification
Possession of tobacco products or e-cigarettes on school grounds	2 days community service, confiscation of product/device; if appropriate, issue summons, fine and court costs	3 days community service, confiscation of product/device; if appropriate, issue summons, fine and court costs	Up to 3 days suspension, confiscation of product/device; if appropriate, issue summons, fine and court cost
Possession of, or wearing hats, do-rags, bandanas during regular school hours	Verbal warning, confiscation of material	1 day detention, confiscation of material	4 days detention, confiscation of material
Profane, obscene or, inappropriate, language/gestures directed at staff member	Up to 2 days suspension	Up to 3 days suspension, referral to SAC	Up to 4 days suspension, referral to SAC, Possible risk assessment by mental health professional
Pushing/shoving another student, inappropriate physical contact	2 days detention, parent notification, police notification if appropriate	1 days community service, parent notification, police notification if appropriate	Upt to 3 days suspension, parent notification, police notification if appropriate
Reckless behavior on bus or at bus stop that endangers safety of self or others	Removal from bus for 10 days, parent conference, 4 days detention	Removal from bus for 30 days, parent conference, 2 days community service / suspension	Seek termination of bus privileges, parent conference, disciplinary action, Up to 4 days suspension, referral to SAC, possible risk assessment by mental health professional

<p>Selling, or distributing drugs/alcohol/drug paraphernalia in school or during school activities</p>	<p>Up to 9 days suspension, parent/police notification, automatic recommendation for expulsion; parent must meet with Student Assistance Counselor within 48 hours and follow treatment recommendation, failure to follow treatment recommendation will result in automatic expulsion proceedings. Division of Child Protection and Permanency may be notified. Exclusion from certain activities and privileges as outlined in Board Policy.</p>	<p>9 days suspension, parent/police notification, automatic recommendation for expulsion; parent must meet with Student Assistance Counselor within 48 hours and follow treatment recommendation, failure to follow treatment recommendation will result in automatic expulsion proceedings. Division of Child Protection and Permanency may be notified. Exclusion from certain activities and privileges as outlined in Board Policy.</p>	<p>9 days suspension, parent/police notification, automatic recommendation for expulsion; parent must meet with Student Assistance Counselor within 48 hours and follow treatment recommendation, failure to follow treatment recommendation will result in automatic expulsion proceedings. Division of Child Protection and Permanency may be notified. Exclusion from certain activities and privileges as outlined in Board Policy.</p>
<p>Sexual harassment</p>	<p>Up to 3 days suspension, SAC, police notification, risk assessment by mental health professional if necessary</p>	<p>Up to 6 days suspension, SAC, police notification, risk assessment by mental health professional if necessary</p>	<p>Up to 9 days suspension, SAC, police notification, risk assessment by mental health professional if necessary</p>
<p>Smoking tobacco or e-cigarette device on interior or exterior of school</p>	<p>Up to 2 days ASP, confiscation of product/device; issue summons, fine and court costs.</p>	<p>Up to 3 days ASP, confiscation of product/device; issue summons, fine and court costs.</p>	<p>Up to 4 days ASP, confiscation of product/device; issue summons, fine and court costs.</p>
<p>Stalking</p>	<p>Up to 3 days suspension, risk assessment by mental health professional if necessary, SAC, police notification if necessary</p>	<p>Up to 4 days suspension, risk assessment by mental health professional if necessary, SAC, police notification if necessary</p>	<p>Up to 9 days suspension, risk assessment by mental health professional if necessary, SAC, police notification if necessary</p>
<p>Starting or causing a fire</p>	<p>9 days suspension, police and Fire Prevention Bureau notification, automatic recommendation for expulsion</p>	<p>9 days suspension, police and Fire Prevention Bureau notification, automatic recommendation for expulsion</p>	<p>9 days suspension, police and Fire Prevention Bureau notification, automatic recommendation for expulsion</p>
<p>Stealing/theft or maliciously causing/attempting to cause damage to school or personal property</p>	<p>Up to 3 days suspension, monetary restitution, police notification if appropriate</p>	<p>Up to 4 days suspension, monetary restitution, police notification if appropriate, possible risk assessment by mental health professional</p>	<p>Up to 9 days suspension, monetary restitution, police notification if appropriate, possible risk assessment by mental health professional</p>
<p>Substance Use/Possession -Currently or prior to discovery, being under the influence of, possession of drugs/alcohol/drug paraphernalia in school or during school activities—Refer to Board Policy</p>	<p>Up to 3 days suspension, parent notification, police notification if appropriate, parent must meet with Student Assistance Counselor within 48 hours and follow treatment recommendation, failure to follow treatment recommendation may result in expulsion proceedings. Division of Child Protection and Permanency may be notified.</p>	<p>Up to 4 days suspension, parent/police notification if appropriate, parent/ guardian must meet with Student Assistance Counselor within 48 hours and follow treatment recommendation, failure to follow treatment recommendation may result in expulsion proceedings. Division of</p>	<p>Up to 9 days suspension, parent/police notification if appropriate, parent must meet with Student Assistance Counselor within 48 hours and follow treatment recommendation, failure to follow treatment recommendation will result in expulsion proceedings. Division of Child Protection and Permanency may be notified.</p>

	Exclusion from certain activities and privileges as outlined in Board Policy.	Child Protection and Permanency may be notified. Exclusion from certain activities and privileges as outlined in Board Policy.	Exclusion from certain activities and privileges as outlined in Board Policy.
Terroristic threats	Up to 9 Days suspension, risk assessment by mental health professional, possible recommendation for expulsion, SAC, police notification	9 Days suspension, risk assessment by mental health professional, automatic recommendation for expulsion, SAC, police notification	9 Days suspension, risk assessment by mental health professional, automatic recommendation for expulsion, SAC, police notification
Trespassing/ unauthorized interschool visitation	2 days ASP, police notification if appropriate	3 days ASP, police notification if appropriate	4 days suspension, police notification if appropriate
Unauthorized filming, recording or taping of any person(s) or events on school property without prior written permission	1 day community service, possible police notification	2 days community service, possible police notification	Up to 3 days suspension, possible police notification
Unauthorized use of cell phone or music listening device	2 days detention- Administrative discretion to confiscate item	2 days community service, Administrative discretion to confiscate item with parental retrieval	4 days community service, Administrative discretion to confiscate item with parental retrieval
Cutting Advisory Period	1 Lunch Detention	2 Lunch Detentions	3 Lunch Detentions
Use of false or forged notes/passes/signature, forging grades/notes/signatures/parking permits	Up to 2 days ASP, police notification if appropriate	Up to 4 days suspension, police notification if appropriate	Up to 9 days suspension, police notification if appropriate
Use of profanity or obscene language/gestures	1 community service	3 community services	Up to 2 days suspension
Willfully endangering the safety of self or others	Up to 3 days suspension	Up to 4 days suspension, possible recommendation for expulsion	Up to 9 days suspension, recommendation for expulsion
Written or verbal threats	4 days detention, police notification if appropriate	Up to 2 days suspension, police notification if appropriate	Up to 4 days suspension, police notification if appropriate

Notes:

All behavior resulting in violations of Federal, state, and local laws will result in police notification as appropriate depending on the individual case.

Students discovered to be engaging in unethical behavior (i.e. lying, spreading rumors, etc.) may be issued disciplinary consequences.

A suspended student may not be on school property or attend any school-sponsored events for the duration of the suspension.

Multiple or egregious violations of the code of conduct may result in loss of privileges, such as parking, class trips, prom, and participation in the graduation ceremony.

Students who engage in structured focus groups/counseling/mediation programs may receive modified disciplinary consequences at administrative discretion.

Building administration has the ability to exercise discretion relative to the Code of Conduct in order to support and maintain a safe and orderly school environment. Alternate School Program may be considered in lieu of out of school suspension by administrative discretion.

Based upon the frequency of infractions, the district's tiered intervention protocol will be utilized to address and improve the frequency and patterns of inappropriate student behavior.

Tiers Based on Frequency/Progressive Pattern of Behavior

Tier I (1-3 Infractions)

- Administrative Conference
- Parent Notification
- Code of Conduct

Tier II (4-6 Infractions)

- Administrative Conference
- Parent Conference
- Code of Conduct
- Focus Group
- Referral to Support Services
- Student Improvement Plan
- Possible Referral to I&RS

Tier III (7+ Infractions)

- Code of Conduct
- Mandatory Parent Conference
- Automatic Referral to I&RS
- Consideration for Alternative Placement

Student Assistance Program

Student Assistance Programs are designed to identify, refer, and provide services for students. The Student Assistance Program recognizes that students are impacted by life stressors which affect their ability to be successful in school. These stressors sometimes produce difficulties such as academic failure, peer and behavior problems, emotional distress, apathy, self-destructive behavior, and other high-risk behaviors. The Student Assistance Program staff recognizes that parents struggle to raise successful children in a world where outside

influences such as the media, peer pressure, access to drugs, alcohol and nicotine, and strong societal attitudes are hard to fight against.

Throughout the school year, the Student Assistance Program staff will be implementing 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 perform their duties with regard to substance abuse problems under federal confidentiality laws which protect the privacy of students who enter a program for help.

Drug And Alcohol Use Policies Random Drug Testing Policy

The District employs a Random Drug Testing Policy to ensure the safety of our students, serve as a deterrent to drug/alcohol use, and provide an avenue for rehabilitation of students testing positive for these substances. Students participating in co-curricular activities or sports, and students who possess permits to park on campus are subject to the policy. The Middletown Township Public School District focuses on rehabilitation when dealing with alcohol and substance abuse issues. Students and their parents will meet with the Student Assistance Coordinator to develop a treatment plan, and students will be removed from co-curricular activities, sports, and parking privileges as set forth in Board Policy.

Reason to Suspect Drug/Alcohol Use/Possession Policy

The administration reserves the right to order a blood or urine test and a 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. 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. In addition, students and their parents will meet with the Student Assistance Coordinator to develop a treatment plan, and students will be removed from Co-curricular activities and sports for 30 days. Student drivers will lose parking privileges for the remainder of the school year.

Dress Code

The student dress code is intended to provide standards of dress that are desirable and to discourage dress that is undesirable.

Students are expected to groom and dress themselves in an appropriate manner. Students must be dressed in designated clothing and protective equipment for physical education classes, science laboratories, and foods courses.

The following are considered to be inappropriate and constitute a disruption to the educational process:

1. Any dress or appearance which is vulgar, lewd, obscene, indecent, profane or exposes to sight the private parts of the body, e.g.,
 - o See-through garments (fishnet, sheer, etc.)
 - o Revealing plunging necklines or waistlines (front or back)
 - o Tank tops or undershirts worn as outer garments
 - o Halter tops, spaghetti straps, strapless garments or bare backs
 - o All tops must possess sleeves which cover both shoulders

2. Any dress or appearance, which constitutes a threat or danger to the health and safety of students, e.g.,
 - o Heavy jewelry or jewelry with spikes
 - o Cleats, chains, pins or certain types of rings

- o Flip flops, open toed shoes or sandals in science labs, PE classes or foods courses
- 3. Any dress or appearance which encourages or advocates the use of illegal drugs, alcohol or tobacco.
- 4. Any dress or appearance which advocates or encourages illegal or violent activities, guns, knives, etc.
- 5. Any dress or appearance which advocates discrimination or denigrates others based upon race, color, creed, religion, national origin, gender, sexual orientation or disability.
- 6. Students must wear pants at the waistline, not exposing undergarments.
- 7. Hats, bandanas, etc. are not to be worn or carried during the school day. They must be in lockers prior to first period.
- 8. Sunglasses are not to be worn in the building.
- 9. Outerwear cannot be worn during school hours. Administration discretion can waive this rule based on extenuating circumstances.
- 10. Gang colors or gang related clothing or items which could be considered offensive to certain groups of people.
- 11. Top garments should meet bottom garments at top of pants/shorts or skirt line i.e., **no exposed midriiffs.**
- 12. Length of skirts or shorts, when standing, must be at least as long as your extended fingertips. **No cut-off shorts that expose pockets.**

Violation of the rules listed above will result in the student's parent/guardian being required to provide appropriate attire, and other action may be taken as deemed appropriate by the administration. See page 11 for discipline on violation of student dress code.

Student Identification

In an effort to maintain a safe environment, students are required to have their student ID on them at all times when on school grounds. Failure to do so will result in disciplinary action.

Requirements For High School Graduation

The New Jersey State Board of Education graduation requirements from high school are as follows:

1. A student graduating in 2017, 2018, 2019 must successfully pass **ONE** the approved NJDOE assessments in each column (see table below). Students who fail to meet the cut off scores for Math and/or ELA for any of the approved assessments will be given a remedial program to meet the requirements of one of the identified NJDOE approved tests.

English Language Arts	Mathematics
Passing score on a PARCC ELA Grade 9 or,	Passing score on PARCC Algebra I or,
Passing score on a PARCC ELA Grade 10 or,	Passing score on PARCC Geometry or,
Passing score on a PARCC ELA Grade 11 or,	Passing score on PARCC Algebra II or,
SAT Reading > or,	SAT Math or,
ACT Reading or ACT PLAN Reading or,	ACT or ACT PLAN Math or,
Accuplacer Write Placer/Accuplacer ESL or,	Accuplacer Elementary Algebra or,
PSAT/NMQST Reading or,	PSAT/NMQST Math or,
ACT Aspire Reading or	ACT Aspire Math or

ASVAB-AFQT Composite or,	ASVAB-AFQT Composite or,
Meet the Criteria of the NJDOE Portfolio Appeal	Meet the Criteria of the NJDOE Portfolio Appeal

Proposed changes for the Class of 2020 would permit students to demonstrate graduation proficiency through the same alternative means as those in the classes of 2017 through 2019, provided that students in the Class of 2020 take all end-of-course PARCC assessments for which they are eligible as of the effective date of the proposed amendments.

2. Students must pass the following required courses in grades nine through twelve:
 - a. Four years of English
 - b. Three years of Mathematics
 - c. Three years of Social Studies—World History, United States History I, and United States History II are required
 - d. Three Years of Science
 - e. Four years of Physical Education and Health & Safety
 - f. One year of Career Ed., Consumer, Family, & Life Skills, or Vo-Tech
 - g. One year of Fine, Visual, or Performing Arts
 - h. One year of World Language
 - i. One half year of Economics, Financial, Business or Entrepreneurial Literacy
3. Seniors must earn 140 credits. Each full-year course successfully completed is worth five credits toward graduation.
4. The Middletown Board of Education requires that a passing grade in a course be at least an average of 65.
5. Any senior who does not fulfill the above requirements will not participate in the end of year graduation ceremony.

Guidance Department

The purpose of the Guidance Department is to offer assistance with the various problems students may face in school. Students are encouraged to go to their counselor for help. Information on various occupations, the armed services, college, and summer jobs is also available in the Guidance Department or Career Resource Center.

North Guidance	732-706-6061	South Guidance	732-706-6111
Ms. J. Ceravolo	Ext. 1208	Ms. Fortunato	Ext. 2124
Ms. S. Lefurge	Ext. 1225	Ms. Imhoff	Ext. 2122
Ms. K. Crist	Ext. 1223	Ms. Fehlhaber	Ext. 2131
Ms. M. Gill	Ext. 1224	Ms. Skinner	Ext. 2024
Mrs. L. Melando	Ext. 1227	Mr. Resnick	Ext. 2125
Mr. G. Kostas	Ext. 1226	Mr. Georgiou	Ext. 2127
Mr. Anderson	Ext. 1220	Mr. Anderson	Ext. 1220

Guidance Appointments

1. Students must follow the procedures listed below to request an appointment with their Guidance Counselors:
 - a. Students may make appointments to see their counselors by signing the appointment request sheet in the Guidance Office.

- b. On the basis of the above request, the counselor will leave an appointment slip in the mailbox of the student's Block 1 class teacher, who will deliver it to the student.
 - c. The student will present the appointment slip to the teacher during whose class the appointment has been scheduled. The teacher will counter sign, and the student will then report promptly to the guidance office with the slip in hand.
 - d. At the conclusion of the appointment, the counselor will return the appointment slip to the student indicating the time he/she left the Guidance Office. The student will be responsible for retaining the slip and presenting it to the teacher(s) affected.
2. The above procedure will not apply in cases of emergency. Emergencies will include, but not be limited to:
 - a. Serious personal problems
 - b. Immediate teacher referrals
 - c. Referrals by administration
 3. When college representatives plan to make scheduled visits, notifications will be made to students the previous week. If a student wishes to attend a college presentation, he/she must follow the procedure as described in number one (1) above or sign up through Naviance.

Dropping/Adding Or Changing Course Levels

Students are given an opportunity to select the courses which they will take in late winter/early spring each year. Selections are based upon teacher recommendation and discussion of choices with their counselor and family. Both the school schedule and student program are a direct result of student requests. The number of class sections and which classes are offered or not offered is determined mainly from student requests. Reasonable time limits are given to accommodate students' requests for change. We expect students to work within the time limits allowed.

One of the principal strengths of our program is variety.

We expect students to have:

- a variety of learning experiences
- a variety of learning environments
- a working experience with a variety of personality types

It is a reasonable expectation for students:

- to live with the choices they make
- to meet a challenge where it occurs
- to work diligently in order to succeed

Therefore, it is the intent of this policy to develop a more serious approach to subject selection and an increased student responsibility for the choices made.

1. **Drop/Add Policy**—Students are given an opportunity to select appropriate courses from year to year. The following four conditions must be satisfied before approval for a course to be dropped will be granted.
 - a. Careful review by the counselor to insure a change is both necessary and justified.
 - b. Course changes must be approved by the curricular Assistant Principal.
 - c. Courses may only be dropped/added during the first (2) weeks of the school year.
 - d. Semester courses may only be dropped/added during the first week of each semester.
 - e. The course must be replaced by a suitable alternative.
2. **Change of Level**—To assure the best conditions for learning, it is sometimes necessary to change the course level in which a student is enrolled. A change should be made only after careful consideration.
 - a. A change in level should only be made after contact with the appropriate Assistant Principal, counselor, parent/guardian, student and teacher.
 - b. Level changes may be requested by the student or the teacher.
 - c. Requests for level changes will only be considered up to one week after the receipt of the 1st progress report.
 - d. If a course is dropped after the close of the 1st marking period, the student's report card will

reflect a Withdraw Pass (WP) or Withdraw Fail (WF).

Grading System

The following grading system has been adopted by the Board of Education:

95-100	I	Incomplete
90-94	W	Withdrawn (during MP1 only)
85-89	WF	Withdrawn Fail
80-84	WP	Withdrawn Pass
75-79	NC	No Credit
70-74	NM	No Mark
65-69		
64 or below		

Naviance

Family Connection by Naviance is a web based planning and search tool that allows students, parents, and counselors to play an active role in the college process through planning, investigation, research, and tracking. Naviance provides general information about colleges and universities throughout the world, but also provides statistical information specifically related to Middletown graduates and the colleges to which they have applied.

What are some major features of Naviance/Family Connection?

- **Communication tool:** Counselors can inform students and parents of upcoming college visits, deadlines, assignments and emails. Naviance provides counselors the ability to send high school transcripts and letters of recommendation electronically to participating colleges and universities.
- **Tracking Tool:** Counselors can help monitor student progress through the timeline and college/search/application process. Naviance provides general milestones and individual profiles for students.
- **Information Warehouse:** A central location for each student to keep lists of awards and achievements, prospective school, application status.
- **Career Information:** Students can identify and gain information on potential careers through personality assessments. Naviance provides a user friendly tool for resume building.
- **Statistician:** Naviance can track our college admissions trends (number of applicants from Middletown, test scores, acceptance rates, matriculation) at institutions around the world.

All high school students in Middletown will have access to a Naviance account beginning in their ninth grade year of high school. Parents are encouraged to contact their child's guidance counselor to obtain a parent account with Family Connection.

For more information or to access Family Connection, visit: <http://connection.naviance.com/middletown>

Home Instruction

Students who are ill or confined to home for medical reasons are entitled to home instruction by teachers who will be assigned to them by the school. In order to receive this instruction, these steps must be followed:

- A physician's note must be presented to the nurse and guidance counselor.
The note must contain: a clearly stated diagnosis, approximate duration of absence, and a request for home instruction.
- Home instruction services are authorized under the New Jersey Administrative Code, Title 6A:14-4.8, 4.9; 6A:16-10.1,10.2 and New Jersey Administrative Code, Title 18A:38-1 through 38-25. This code stipulates that home instruction may be provided for up to 60 calendar days in a school year. If a physician believes that a longer period of time is necessary, the student must be referred to the Child Study Team.
- A member of the Guidance Department will set up the home instruction program (up to ten hours per week).
- Teachers assigned to home instruction will contact the home directly to make visitation arrangements.
- A parent or other responsible adult must be at home when the teachers make their visits.
- In order to return to school, a physician's note must be presented to the nurse and Guidance Department for approval.

Homework Policy

Students should be assigned, on the average, 1 to 2 hours of homework each night.

Homework Requests

If a student is to be absent for **three or more days**, parents should contact the student's guidance counselor and request class and homework assignments. Pick-up of this material must be arranged by the parent or guardian. Please allow 24 hours for the office staff to notify teachers and collect assignments.

Incompletes

Students may only receive an incomplete for an extended documented medical reason, which causes the individual to miss enough class time during a marking period to prevent the instructor from issuing a grade. Refer to the *Absence from School* section on page 6 for policy on making up work after an absence. An incomplete grade will be changed to the appropriate grade earned by the student when the time to make up work has expired—regardless of whether the student completes his/her work.

Report Cards

Report cards are issued four times during the school year and will be available on the Parent Portal. Students or parents who have questions regarding achievement should make an appointment to discuss report card grades with the teacher. This can be arranged by calling the school.

Quarterly Exams

Quarterly exams will be given in each course, every quarter. Quarterly exams will be scheduled by the building principal in concert with the guidance AP. **Twenty percent of the quarter grade will be based on the quarterly exam.**

Summer School

Students may earn up to 10 credits for subjects failed during the school year by attending a state licensed summer school program. **Students who receive "No Credit" for a course(s) may be prohibited from attending summer school.** Copies of guidelines and procedures for summer enrichment/makeup tutoring options are available for

students and their parents in the Guidance Office.

Honor Roll

High Schools North/South recognize their students' scholastic achievement by placing their names on the High Honor Roll or Honor Roll.

- Qualifications for the **High Honor Roll** — A GPA of 3.75 with no grade lower than an 80.
- Qualifications for the **Honor Roll** — A GPA of 3.25 with no grade lower than an 80.

Class Rank

Middletown High Schools do not publish class rank.

Students Preparing For Advanced Education

In general, college admission requires 16 Carnegie units in academic subjects (English, Social Studies, Mathematics, Science, or World Language) in grades nine through twelve. A Carnegie unit is equal to a whole year's work in a 5 credit subject. Students planning to go to college or to other institutions of higher learning must elect the subjects required by the institutions of their choice.

All colleges require work in English, Social Studies, Sciences and Mathematics (Algebra and Geometry). Almost all colleges require at least two years of a World Language. Some colleges accept limited credit in Industrial Technology, Home Economics, Fine Arts, Music, and Business subjects. Entrance requirements vary from college to college. The final responsibility for meeting all entrance requirements rests solely with the student. All such information is clearly stated in college catalogues, most of which may be found in our Guidance Department Career Resource Center.

Permanent Records

A record of each student's progress is maintained in the Guidance Office until graduation. Subsequent to graduation, records will be held in a central location. An individual's file information may include mandated and permitted data such as a permanent list of subjects completed with all grades obtained, record of attendance, and final grade-point average.

The mandated records left are never destroyed. Permitted records shall be preserved for a period of up to three years after graduation or after the student has left the district. Only authorized organizations, agencies, or persons defined by law may have access to student records. For further information contact the High School Guidance Office.

Advanced Placement

The Advanced Placement (AP) courses provide exposure to college level studies in the secondary school. Students enrolled must meet the specific criteria found in course descriptions. To receive college credit, students must pay for and take the Advanced Placement exam in May; enroll in a college that participates in the Advanced Placement program; and earn an acceptable score. Students not enrolled in Advanced Placement courses may take Advanced Placement exams.

National Honor Society

The National Honor Society is a distinguished organization that seeks to recognize students for their dedication to, and excellence in scholarship, leadership, character, and community service. Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to

those students selected by the Faculty Council in each school. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. Specific academic requirements will be disseminated in the fall to all juniors and seniors. **Incidents of Academic Dishonesty (i.e. cheating and/or plagiarism) may render a student ineligible to join the National Honor Society, or result in removal from the National Honor Society.**

1. Minimum Requirements

- a. A weighted GPA of 3.50
- b. 100 hours of community service commencing from the completion of 8th grade graduation.
- c. Information for candidacy must be complete.
- d. Only those students who have attended the school the equivalent of one semester (minimum) may be considered for membership.

2. The Selection Process

- a. A faculty committee appointed by the principal and NHS advisor will evaluate potential members.
- b. Eligible students may provide their information for consideration in the second semester of their junior year and/or the first semester of their senior year. An induction ceremony is held once a year.
- c. Students are not measured one against another. There are no quotas or cut-offs based upon the number of students who participate as NHS members.

3. Membership

- a. Once a member, a student is required to attend monthly meetings, help organize fundraising events, participate in community service projects, and fulfill tutoring obligations.
- b. Members must maintain a cumulative weighted G.P.A. of 3.50.

Library/Media Center Services

The Library/Media Center is open from 7:15 a.m. to 2:00 p.m. during regular school days. Students are encouraged to use it as much as possible.

- o **Check Out of Materials**—Books may be checked out for 2 weeks and can be renewed twice. Selected materials, placed on reserve by teachers, may be checked out overnight only. They must be returned before first block of the next school day.
- o **Fines**—No fee is charged for overdue books. All lost or damaged material fees will be assessed at replacement cost.
- o **Library Passes**—Students must have a pass from a teacher or administrator to enter the library except before or after school. No student may leave the library without obtaining a pass from the librarian.
- o **Computers and Printers**—Many computers and printers are available in the library for student use.
- o **Inter library Loans**—Middletown High Schools North and South are both members of the Region V Library Cooperative- New Jersey Library Network. Additional information is available to your staff and students via the network.
- o **Chromebook Loaner**— A student may exchange a broken device in need of repair for a replacement. Students will not receive a device for lost/stolen or uncharged devices.

Physical Education

State law requires students to dress appropriately for safe participation in the physical education program unless they have been medically excused by a physician. To be excused from class, a student must have a written excuse on a physician's letterhead giving the date, projected length of illness, and signature of the physician. The note must be given to the Health Office where it will be kept on file.

Extra-curricular Activities Participation

It is strongly recommended that each student participate actively in several well-chosen, meaningful activities. Eligibility is predicated upon the District's academic and physical requirements as well as adherence to the Board's drug and alcohol policies. **Any suspended student may not participate in any extra-curricular activity for the duration of the suspension.** **ATTENTION:** All students staying for after school activities of ANY kind MUST provide

their own transportation home. Also, NO student should stay for ANY activity unless there will be an adult supervising that activity. All students MUST leave the school grounds immediately upon completion of any afterschool activity. **Failure to adhere to these procedures may result in disciplinary action.**

NOTE: Participation in extracurricular activities is a privilege for students, not a right.

Prom

All students and parents of students attending Middletown proms must sign the district prom contract. **Any student who is not attending school because he/she is on Home Instruction is not permitted to attend the prom.** Any student violating the district substance abuse policy at the prom may be excluded from participation in the graduation ceremony. The prom contract can be found on the district website: www.middletownk12.org

Student Privileges

Administration at the Middletown Public Schools reserve the right to revoke student privileges based upon non adherence to the student code of conduct (i.e., parking, extra curricula activities, sports, prom, field trips, graduation, special events, etc.).

Physical Examinations For Athletes

Each candidate for a school athletic squad or team is required to get a medical examination by a physician within 365 days prior to the first practice session consistent with the district's athletic policy (New Jersey Administrative Code, Title 6, Education). The physical must be recorded on the approved Middletown Township Athletic form.

Health Services

A school nurse is on duty in the Health Office daily during school hours. The school nurse provides emergency care for illness and injuries, vision screening, audio testing, scoliosis screening, tuberculin testing as required by the State, growth and development assessment, and daily health counseling.

Physical Examinations

A physical examination will be required of all students in grade 11 and all students new to the district with no previous history of a physical in the past three years. These students will be notified when to report to the Health Office for their physical screening. Students may be examined by their family physician at their own expense. Physical forms are mailed to the home in the beginning of the school year.

Medication

If a student needs medication, consultation with the student's physician should be made about taking the medication before and/or after school hours as no child will be allowed to take any medication in school without prior approval and/or oversight by the Health Office. The following procedure must be observed:

1. A request in writing by the parent or guardian of the student that the school nurse administer the medication.
2. A written order from the doctor stating the diagnosis, name of the medication, the dosage and frequency of dosage.
3. The medication must be kept in the Health Office in the original pharmacy container.
4. Medication delivered to school will be sent to the Health Office.

Asthma

Students diagnosed with asthma may carry their inhaler and self-administer it if, in addition to the above criteria, the doctor's note states; "child may carry inhaler at all times." This note will also allow your child to take the inhaler on trips.

Crutches

If a student needs crutches, a doctor's written order and a parent's written permission are required. A student will not be permitted to remain in the school building without a physician's order for the use of crutches.

Insurance

The State of New Jersey offers affordable health care called NJ Family Care. They can be reached at 1-800-701-0710 to request an application.

Lockers

Lockers are the property of the Middletown Board of Education. Lockers are subject to administrative search in the interests of school safety, sanitation, and discipline, enforcement of school regulations and to search bylaw enforcement officials on presentation of a proper warrant. **The school does not recognize any right of privacy which a student may wish to claim with regard to the locker.** A student's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. The extent and scope of the search shall be reasonable and related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

1. **Every student is responsible for the contents of his or her own locker and may not permit any other student to use the locker. Anything found in the locker will be the responsibility of the student to whom the locker is assigned.**
2. Under no circumstances shall any illegal item be kept by the locker's assignee.
3. No lock other than a school-supplied lock may be used. Any other locking device is subject to removal without notice.
4. Administration will assign a locker to each student.
5. Violation of this policy may result in loss of property, detention, ASP, suspension, expulsion or other penalty. The school will turn over any evidence of criminal activity to the Police Department.

Students will be assigned a locker each school year. Students may go to lockers before and after school or between classes, provided they are on time for their next class. Students must treat lockers with care. Abuse often enables others to gain access to lockers. Students will be responsible for school books and personal belongings which are placed in the locker. Students who give their locker combinations/keys to other students or who do not properly secure their lockers jeopardize the safety of their belongings.

Emergency Information Sheets

Parents are asked to provide up-to-date contact information on an annual basis. This information should be kept as current as possible in case a student becomes ill and parent contact is essential. The school should be notified of all changes of emergency contact numbers and address as soon as possible.

Field Trips

The Board of Education endorses field trips and recognizes that such trips are important opportunities for learning and experience by students. Field trips are considered an integral part of the School District's educational program and are designed to enhance student knowledge. The Board of Education defines a field trip as a school sponsored and organized off-campus experience that brings a new meaning or a new perspective to a curricular or extracurricular subject area. Students participating in a field trip are responsible for obtaining and completing all assignments missed during the trip. Students may be excluded from participating in any field trip due to serious or numerous discipline issues, excessive lateness and/or absences to school/class, or missing/incomplete work in the course. Participation in more than one field trip within a five-day period may be denied.

School Issued Materials

Textbooks and Chromebooks are lent to the students for their benefit. In order to be checked for possible damage, teachers will determine the condition of books in September and June. Loss of and damage to books will require payment to compensate. Failure to return a book, Chromebook, Chromebook charger, athletic equipment or pay an obligation for materials (replacement value) will result in withholding of the student's report card and/or transcripts/diploma as well as a loss of privileges.

Communications

Parents are encouraged to contact students via the main office/guidance during instructional hours. We encourage this right to be used for emergency purposes only. During school hours, students may use the main office telephones with permission. **Parents should not call or text students on their cell phone during instructional time.**

Student Dining

1. The cafeteria is self-service and students must clean up their eating areas and dispose all refuse and recyclables in appropriate receptacles.
2. Some students may qualify for the free or reduced lunch program based on family income. Eligible students will be given the opportunity to apply for this program early in the school year.
3. Students are prohibited from ordering food from outside vendors during school hours.

School Visitors

All visitors shall be required to provide a photo identification at the security desk before entrance is granted. We request that you call for an appointment before visiting the school. However, since it disrupts the educational process, no student currently enrolled in another school will be permitted to visit during the school day. Graduates wishing to see staff members should apply in the Main Office for permission and should plan to visit at the end of the school day. We encourage and welcome parents/guardians to visit our school and meet with our guidance counselors and assistant principals.

Hall Monitors/security Guards

Hall monitors/security guards possess the same level of authority as teachers in their respective areas.

Bus Regulations And Behavior

Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Only regularly scheduled bus students are to ride the school buses. Any student who violates any of the following rules and regulations may lose the privilege of riding the school bus.

1. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.
2. Students will not be permitted to change buses at will.
3. The driver is in full charge of the bus and the students. Students shall obey the driver cheerfully and promptly.
4. Students shall be on time; the bus cannot wait for those who are not on time.
5. Students shall occupy the space designated for them by the driver.
6. Students shall observe the following:
 - a. Stand on the sidewalk or the side of the roadway while waiting for the bus.
 - b. Spitting on the bus is against health and safety rules. Such conduct will be reported to the school principal.
 - c. Papers or other rubbish should not be thrown on the bus floor. No one should damage or deface the bus in any way.
 - e. Smoking is forbidden on the bus, at all times.

- f. Safety requires that students do not lean their heads out of the windows or extend their hands out of the windows.
 - g. When bus is in motion, students must not change seats or try to get on/off bus.
 - h. Students may not leave the bus without the driver's consent except at their assigned bus stop or at school.
 - i. Courtesy and respect must be shown to fellow passengers along the route and the bus driver. Profanity on the bus will not be tolerated.
 - j. Damage or vandalism to the bus should be reported to the bus driver or the school principal.
 - k. Walk on the left side of the road, facing traffic, when walking to/from bus stop.
7. Students who must cross the road after unloading the bus should pass in front of the bus and not behind it.
 8. Should the conduct of the student on the bus endanger the lives or morals of other people and the offending student fails to cease such conduct when requested by the bus driver to do so, the student will be disciplined in accordance with the district's Code of Conduct.

Working Papers

Working papers are issued in the guidance office of each high school. Further information and forms can be obtained there.

Smoking

The use and/or possession of tobacco/tobacco products including electronic cigarettes or illegal substances on school property are prohibited, and any person who violates this rule is subject to the provisions set forth in PL1989, Chapter 96 and N.J.S.A. 2A:170-57.

Electronic Devices

Digital music players, gaming devices, radios, laser devices, and electronic communication devices are not permitted during instructional hours. Students are not permitted to wear headphones or earpieces during instructional hours unless directed by a faculty member. Students are encouraged not to wear earpieces or use electronic communication devices during passing. **During any and all crisis events or security drills, students are not allowed to wear earpieces or use electronic communication devices. Use of any electronic device during a designated testing period is not allowed and will result in disciplinary consequences.**

District Issued Technology Devices

Please see the Middletown Township School District Chromebook Program packet (located on the district website).

Student Passes

1. Students are permitted to leave the classroom only with standard passes issued by teachers.
2. During regular class time, students use the lavatories only when permission is granted by the teacher.
3. Students are not permitted to leave the room during the first ten(10) and last ten(10) minutes of a block.
4. No passes are to be issued to students during the last 30 minutes of the school day.

Evacuation/lockdown Drills

Evacuation and lockdown drills are held periodically in accordance with law. Students must follow teachers' directions and move as quickly as possible. **Anyone caught tampering with the alarm system will be prosecuted to the fullest extent of the law.** Students violating the Code of Conduct during an evacuation, lockdown, or safety drill will be charged with *Willfully Endangering the Safety of Self and Others* as well as the actual code infraction. **During any and all crisis events or security drills, students are not allowed to wear earpieces or use electronic communication devices.**

Parking

No student may park on school premises without a parking permit. Seniors who wish to drive must acquire an application in the Main Office. Proof of insurance must be given to the office. When approved, a sticker will be issued for the registered car and must be placed in the designated location on the registered car. All cars must be locked during school hours. All students must remain out of cars during school hours unless given administrative approval. All local and state rules and regulations must be strictly observed, including *Kyleigh's Law*. **Parking is a privilege that will be revoked for excessive lateness to school (12 lates) or leaving school without permission, or any other violation of school rules, including violation of the District's drug and alcohol policies. Illegally parked cars may be towed.** The speed limit on all school roadways is 15 mph. Drivers must observe all speed limits, directional arrows, traffic signed posted and crossing guards. Parking regulations are strictly enforced. Any violations of parking or driving regulations may result in:

1. Revocation of parking privilege
2. Vehicle being towed from school property at owner's expense
3. ASP or suspension from school
4. Enforcement of the district's substance abuse policy
5. Summons being issued

Using your vehicle to leave school without permission will result in automatic revocation of your parking permit. Parking violations, such as excessive lateness (12 lates) or giving your parking permit to another student, will result in disciplinary action and revocation of permit. Lending a vehicle to another student will result in revocation of permit.

Any student who parks on school property illegally or without a permit may be ineligible to obtain or maintain a parking permit during his/her Junior or Senior year, will be subject to disciplinary actions, and may have his/her car towed.

Juniors:

Any junior who accumulates 12 lates to class and/or violations of the student code of conduct may be ineligible to obtain parking privileges during his/her senior year.

Lost And Found

Articles found in and around the school should be turned into the Main Office where the owners may claim their property by identifying it.

Appeals

Decisions of assistant principals relating to issues contained in this handbook shall be final. Appeals of such decisions shall be made to the principal for reconsideration.

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 for 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 on a student's behalf to follow in filing a complaint dealing with alleged violation, misinterpretation, or 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. The Building Affirmative Action Grievance Officer indicated below serves as the first step of the grievance procedure.

Middletown HS North Affirmative Action Grievance Officer is:

Victa McKenzie, Principal of Special Projects
Middletown HS North
63 Tindall Road
Middletown, NJ 07748
732-706-6061 Ext. 1207

Middletown HS South Affirmative Action Grievance Officer is:

Jim Homiak, Assistant Principal
Middletown HS South
900 Nut Swamp Road
Middletown, NJ 07748
732-706-6111 Ext. 2111

The District Affirmative Action Grievance Officer is:

TBA, Personnel Director
Middletown Township Board of Education
P.O. Box 4170
Middletown, NJ 07748
(732) 671-3850

The District 504 Compliance Officer is:

Bob Dunn, Director of Student Services
Middletown Township Board of Education
P.O. Box 4170
Middletown, NJ 07748
(732) 671-3850

Fundraising

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

- No fundraiser will be approved that requires any door-to-door solicitation by students
- No fundraiser will be approved that offers individual incentives or rewards for students
- All fundraising activities must be approved by administration

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

Middletown Township Public Schools
Electronic Information Resource User Contract

We are pleased to announce that electronic information services are now 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.
- 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.
- 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.

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.

Co-Curricular Academic Eligibility

Eligibility to Participate in Interscholastic Sports and Extracurricular Activities

In order to participate in athletic and/or extracurricular activities, students must meet the following academic requirements:

1. To be eligible for Fall activities, a High School student must pass thirty credits at the end of the school year, and a district Middle School student must pass thirty credits. Deficiencies may be made up in an approved summer program.
2. A student eligible for the Fall season may complete the season.
3. To be eligible for the Winter season (Friday after Thanksgiving), a student must be eligible for Fall (thirty credits) plus pass six subjects (thirty) credits at the end of the first marking period.
4. To be eligible for the Spring season, the student must pass six subjects (thirty credits) at the end of the first semester (end of January).
5. A student eligible for the Spring season will be allowed to complete the season.
6. A student who fails Vocational or Co-op is ineligible (equivalent to three subjects—fifteen credits).
7. Middle school activities will be monitored each marking period (based on passing thirty-five credits).
8. Further, all athletes are subject to all NJSIAA and Shore Conference rules and regulations regarding age, bona fide transfers and eight semesters rule.

In Addition:

1. All students participating in interscholastic athletics or cheerleading shall be enrolled in physical education, in either full or restricted programs. All restricted programs shall be medically authorized.
2. All students participating in more than one sport must complete in its entirety, a physical eligibility form and have his/her health record reviewed before participation in practice or contests.
3. If in the process of a physical examination preceding a student's participation in athletics, the examining physician discovers in the student's health history an incident of major surgery or other serious health conditions, the physical shall require an updated report from the student's physician stating whether the student may or may not participate actively in the sport. This also applies to those accepted as cheerleaders.
4. If after an injury, illness or surgery, a participant is excused from athletics and physical education, he/she may not return to active participation until he/she presents a doctor's release to the school nurse/coach.