

Middletown Township Public Schools
834 Leonardville Road
Leonardo, New Jersey 07737

Parent/Student Handbook
2013-2014

Bayshore

834 Leonardville Road
Leonardo, 07737
732-291-1380

Thompson

Middletown-Lincroft Road
Middletown, 07748
732-671-2212

Thorne

70 Murphy Road
Port Monmouth, 07758
732-787-1220

Telephone Directory for the Middletown Township Middle Schools

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

TABLE OF CONTENTS

	<u>PAGE</u>
Absences	1
Affirmative Action Grievance Procedures	23
After School Activities	6
Alternate School Program(ASP)/Out of School Suspension (OSS)	9
Asthma	15
Bathrooms	5
Before Homeroom	2
Bicycles/Skateboards	4
Child Study Team	10
Class Attendance	2
Delayed Openings	17
Dismissal	5
Drug and Alcohol Use	17
During Homeroom	3
Early Dismissal	2
Electronic Surveillance and Recording Policy	17
Eligibility Requirements for Extracurricular Activities	22
Emergency Closings	17
Emergency Information	15
Equal Opportunity Policies	23
Fire Drill Procedures	15
Fund Raising	21
Guidance Services	9
Harassment, Intimidation, Hazing or Bullying	7
Health Office	15
High Honor Roll and Honor Roll	10
Home Instruction	16
Homeroom	2

TABLE OF CONTENTS - continued

	<u>PAGE</u>
Homework	6
Illness	16
Inclement Weather	17
Injury	16
Internet Access	18
Lateness	2
Lockers & Gym Lockers	5
Lost and Found	4
Lunchtime	4
Medication Policy	15
Passing From Class to Class	3
Physical Education Excuse	16
Promotion-Retention	11
Report Cards and Progress Reports	10
Riding School Buses	21
School Insurance	15
School Sports	6
Screenings	16
Strep Throat, Conjunctivitis	16
Student Assistant Program	10
Student Belongings	4
Student Code of Conduct	11
Student Code of Conduct Policy	6
Student Dress	3
Student Passes	3
Study Buddy-Homework Requests	6
Telephones	5
Textbooks and Backpacks	5
Trips	16
Truancy	1
Use of Crutches	15
Visitors	2

Middletown Township Public School District 2013-2014 School Year Calendar

2013		
Monday	September 2, 2013	District Closed - Labor Day
Tuesday	September 3, 2013	First Day for Teachers / Full Day Professional Development
Wednesday - Friday	September 4, 5 and 6, 2013	Full Day Professional Development
Monday	September 9, 2013	First Day for Students, including Kdg. & Preschool- Full Day
Wednesday	September 18, 2013	Early Dismissal Professional Development Day–Early Dismissal All Schools
Wednesday	October 2, 2013	Early Dismissal Professional Development Day–Early Dismissal All Schools
Monday	October 14, 2013	Schools Closed for Students –Columbus Day; Full Day Professional Development
Tuesday	November 5, 2013	Schools Closed for Students Election Day; Full Day Professional Development
Thursday	November 7, 2013	District Closed - NJEA Convention
Friday	November 8, 2013	District Closed – NJEA Convention
Monday	November 11, 2013	District Closed – Veteran’s Day
Wednesday	November 27, 2013	Early Dismissal for Students and Staff
Thursday-Friday	November 28-29, 2013	District Closed - Thanksgiving Recess
Thursday	December 5, 2013	Early Dismissal Professional Development Day–Early Dismissal All Schools
Tuesday-Friday	December 10-13, 2013	Elementary Conferences – Early Dismissal for Elementary Schools Only (Evening Conferences on Thursday, December 12)
Friday	December 20, 2013	Schools Close at End of Day for Winter Recess 12/23/13 through 1/1/14
2014		
Thursday	January 2, 2014	Schools Re-open
Wednesday	January 8, 2014	Early Dismissal Professional Development Day–Early Dismissal All Schools
Monday	January 20, 2014	District Closed – Martin Luther King’s Birthday
Wednesday	February 5, 2014	Early Dismissal PD Day – Early Dismissal All Schools
Monday	February 17, 2014	District Closed – President’s Day
Wednesday	March 12, 2014	Early Dismissal Professional Development Day–Early Dismissal All Schools
Friday	April 11, 2014	District Closes at End of Day for Spring Recess
Tuesday	April 22, 2014	District Re-opens
Wednesday	April 30, 2014	Early Dismissal Professional Development Day–Early Dismissal All Schools
Wednesday	May 21, 2014	Early Dismissal Professional Development Day–Early Dismissal All Schools
Monday	May 26, 2014	District Closed – Memorial Day
Friday-Tuesday	June 20, 23-24, 2014	Early Dismissal All Schools
Tuesday	June 24, 2014	Last Day for Students
Wednesday	June 25, 2014	Last Day for Teachers

IMPORTANT: Total Student Days: 183; includes 3 emergency days / Total Teacher Days: 190; includes 3 emergency days. The in-school work year for 10-month professional staff will not exceed 187 days under any circumstances. If there are fewer than 3 emergency days, days beyond 187 staff days will be canceled, and the same number of student days will be canceled to maintain the professional days at the end of the year. If staff should absent themselves from scheduled days for State holidays, they will make up the day(s) as assigned by Administration during a scheduled break or at the end of the school year.

Marking Periods	Due @ End of Day on	Grades Published / Printed
1. September 9 – November 15 (45 days)	November 22	November 27
2. November 18 – February 3 (45 days)	February 10	February 13
3. February 4 – April 7 (44 days)	April 22	April 25
4. April 8 – June 24 (49 days)	June 20	June 24

2013-2014
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	9:00 – 3:00	10:30* – 3:00	9:00 – 1:30	9:00 – 1:30
H.S. Vision Program				
HS North Student Time:	8:00-1:45	9:00-1:45	8:00-12:05	8:00-12:05
Austin Academy	9:00-1:00	9:00-1:00	9:00-1:00+	8:05-12:05
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	No PM Program	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.

+ Dismissal for students: In the event of an early dismissal, teachers will be released at 12:07. Administration will supervise the students until dismissal.

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.

DISTRICT VISION AND MISSION STATEMENTS

DISTRICT VISION STATEMENT

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

DISTRICT MISSION STATEMENT

The mission of the Middletown Township Public Schools is to maximize individual student performance with measurable outcomes while fostering lifelong learning and global citizenship.

We believe in and value:

- The truth that all students can learn
- The uniqueness of each child
- The benefits of a diverse community
- Equitable opportunities for all students
- Continuous improvement in teaching and learning through reflective practice
- A student focused learning environment

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

MIDDLE SCHOOL MISSION STATEMENT

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

GENERAL INFORMATION AND STUDENT RULES

ATTENDANCE

ABSENCES

Students are expected to be in school attending class 180 days per year. Students who have accumulated twenty (20) days or more **unexcused** absences may be recommended for retention. If absent for a medical reason, students must submit official documentation within three days of returning to school. Absences will be excused for:

- Illness accompanied by a doctor's note. Students must submit official documentation within three days of returning to school.
- Observance of designated religious holidays
- Suspension from school
- Necessity of appearing in court
- Death in family

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

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

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

When attendance becomes a problem, the school will begin the following actions at the principal's discretion:

- A warning letter will be sent home after the 5th absence.
- A warning letter will be sent home after the 10th absence, the attendance officer will be notified, Friday community service.
- A referral to the Intervention & Referral Services Committee (I&RS), and legal action may be taken after 15 absences.
- Meeting with Principal to discuss possible retention upon reaching 20 absences.

Removing a student from school for vacations and other non-emergency activity is NOT a legal absence. The parent must accept the responsibility of having their child make-up all missed work. Coursework will be provided when a student is ill for (3) three consecutive days. Any student who is absent from school may not participate in any after school activity. This includes athletics and social functions.

TRUANCY

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

LATENESS

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

4 lates	Verbal warning
8 lates	One office detention
12 lates	Two office detentions, referral to I & RS and Attendance Officer will be notified
16 lates	One Community Service, referral to I & RS and Attendance Officer will be notified
20 lates	One Friday Community Service (Friday=1.5 hours), referral to I & RS and Attendance Officer will be notified
24 lates	Alternate School Program, referral to I & RS and Attendance Officer will be notified
28 lates	Two Alternate School Program, referral to I & RS and Attendance Officer will be notified

CLASS ATTENDANCE

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

EARLY DISMISSAL

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

VISITORS

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

BEFORE HOMEROOM

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

HOMEROOM

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

DURING HOMEROOM

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

PASSING FROM CLASS TO CLASS

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

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

STUDENT PASSES

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

STUDENT DRESS

Clothing should be modest and not distract nor disrupt the educational process. Shorts and skirts should be long enough where the student standing straight up with their hands directly at their sides, the garment must be as long or longer than the student's extended fingertips. Short shorts and extremely short skirts are prohibited. Exposure of undergarments is also prohibited.

Cut-offs, sagging pants, pants below the belt line, half shirts, tank or tube tops, spaghetti straps, bare midriff, bare shoulders, transparent or extremely tight clothing, muscle shirts OR any shirt that displays an inappropriate sayings or graphics may not be worn. Undergarments may not be in view for male or female students. Open toe, platform or backless shoes, and flip flops are safety hazards and may not be worn. Studded belts/collars, chains, or any item that may be used as a weapon are prohibited. Any other items that may be considered a safety threat are also prohibited.

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

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

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

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

STUDENT BELONGINGS

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

- Recording devices, video games, white-out, chains, sunglasses, laser pointers, playing cards
- Water guns (use of a water gun is a suspendable offense), air soft guns
- Fireworks/stink bombs (possession of fireworks will result in suspension) or smoke bombs and poppers/snaps
- Costumes are only permitted for specified events.

The district discourages students from wearing or carrying expensive or valued items. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

Cell phones may not be used or carried during the school day unless a teacher has specified use for an educational purpose. Parents should hold their children responsible for bringing all necessary items to school; lunch, books, signature required items, eye-glasses, homework, projects, athletic equipment, etc.

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

POSSESSION OF WEAPONS WILL RESULT IN POLICE NOTIFICATION AND SUSPENSION/POSSIBLE EXPLUSION FROM SCHOOL.

BICYCLES/SKATEBOARDS

Students who ride bicycles to school must wear helmets; IT'S THE LAW.

The school provides a bike rack and the student should bring a lock and chain. The school cannot be responsible for bicycles. Skateboards are not permitted at any time and will be confiscated.

LOST AND FOUND

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

LUNCHTIME

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

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

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

A few important rules to remember while in the cafeteria:

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

TEXTBOOKS AND BACKPACKS

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

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

TELEPHONES

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

LOCKERS & GYM LOCKERS

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

Students will also have a lock for use in the physical education area. The physical education department will provide details regarding this lock. The school is not responsible for any item that has not been secured in a locked locker.

BATHROOMS

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

DISMISSAL

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

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

AFTER SCHOOL ACTIVITIES

Students may stay after school to receive extra help, use the library, or participate in extracurricular activities. (See page 22 for academic eligibility requirements for extracurricular activities.)

Transportation home for after-school activities is the responsibility of the student and parents. There are no late buses. Students must be supervised at all times. No one is permitted in the building unsupervised after school.

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

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

SCHOOL SPORTS

A permission slip is required for each school sport. Students trying out for sports must have an athletic physical exam before try-outs begin. A special form is required to be completed by the child's physician. Sports Information Packets and required forms can be found on the district website.

HOMEWORK

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

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

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

STUDY BUDDY-HOMEWORK REQUESTS

Students are to select a "Study Buddy" for each class and exchange phone numbers. When a student is absent, it is his/her responsibility to contact the "Study Buddy" and get the homework whenever possible. Parent requests may be made ONLY for THREE consecutive days of absence. Arrangements to pick up homework should be made through the guidance office. Please call the guidance office before coming in to pick up assignments to be sure homework has been sent.

STUDENT CODE OF CONDUCT

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

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

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

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

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

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

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

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

- Malicious damage
- Causing fires/false alarms
- Fighting/assaults
- Possession of a dangerous weapon
- Possession or use of alcohol, drugs, tobacco
- Profanity directed at staff
- Gambling or wagering of any type
- Selling of items or transfer of money between students
- Harassment, Intimidation, Bullying
- Terroristic Threats

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

HARASSMENT, INTIMIDATION, HAZING OR BULLYING 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:

- 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
- 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 Web site.

ALTERNATE SCHOOL PROGRAM (ASP)/OUT OF SCHOOL SUSPENSION (OSS)

A principal shall assign a student to a full-day Alternate School Program rather than out-of-school suspension for certain serious rule infractions detailed in the Conduct policy.

Teachers will provide assignments to be completed under the direction of the ASP teacher.

Students suspended in school or out must complete all regular class work and assignments as directed by their teachers.

GUIDANCE SERVICES

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

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

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

CHILD STUDY TEAM

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

STUDENT ASSISTANCE PROGRAM

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

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

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued four times a year. Academic progress reports are issued at the middle of each marking period. Both are to be signed by the parent/guardian and returned to the homeroom teacher. Students’ ongoing progress can be monitored by parents on the Power School Parent Portal.

HIGH HONOR ROLL AND HONOR ROLL

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

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

Qualifications for High Honor Roll are as follows:

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

Middle School Academic Honor Cards are awarded to students who qualify following each marking period.

Qualifications for Honor Roll are as follows:

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

PROMOTION-RETENTION

Any student who fails 2 or more full year subjects for the entire school year may be subject to retention. The activity arts cycle shall each be considered a full year. Students who exhibit a pattern of failure shall be referred to the school I & RS Committee. The committee will recommend appropriate action to the building principal. Student who accumulates more than 20 unexcused absences will meet with principal to discuss possible retention.

CODE OF CONDUCT

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

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

Category of Offense	Endangering the School Community		
Type of Behavior	1st Offense	2nd Offense	3rd Offense
Written Threats/Terroristic Threats	Exclusion from school until psychiatric clearance. Consultation with police. (complete District Threat Assessment)	Exclusion from school until psychiatric clearance. Consultation with police. Recommendation for expulsion.	Exclusion from school until psychiatric clearance. Consultation with police. Recommendation for expulsion.
Aggressive Intent with a dangerous weapon or possession of firearms/dangerous and offensive weapons	Zero Tolerance Act 3-9 days OSS. Notify parent. Confiscate weapon. Notify police. Discipline at the discretion of administrator. Recommendation for expulsion consistent with state law.	Recommendation for expulsion consistent with state law.	Recommendation for expulsion consistent with state law.
Using (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.	1-4 days OSS. Notify police. Notify parent. Possession/distribution 9 days OSS. Parent/guardian MUST meet with Student Assistance counselor within 48 hours and follow treatment recommendation. Failure to do so will result in 9 days OSS and the Division of Youth and Family Services being notified.	Refer to board policy	
Starting or causing a fire(s)	9 days OSS Notify police and Fire Prevention Bureau. Notify Child Study Team. Notify parent.	9 days OSS Notify police and Fire Prevention Bureau	9 days OSS Notify police and Fire Prevention Bureau
False Alarms	9 days OSS Notify parent.	9 days OSS Notify parent.	9 days OSS Notify parent.
Smoking/Possession of tobacco products or electronic cigarettes on school property	2 days OSS Notify parent. Issue summons.	3 days OSS Notify parent. Issue summons.	4 days OSS Notify parent. Notify police. Parent conference. Issue summons.

Category of Offense	Endangering the School Community		
Type of Behavior	1st Offense	2nd Offense	3rd Offense
Selling or distributing drugs/alcohol/drug paraphernalia in school or during school activities	9 days OSS, 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 Youth and Family Services may be notified. Exclusion from certain activities and privileges as outlined in Board Policy.	9 days OSS, 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 Youth and Family Services may be notified. Exclusion from certain activities and privileges as outlined in Board Policy.	9 days OSS, 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 Youth and Family Services may be notified. Exclusion from certain activities and privileges as outlined in Board Policy.
Endangering the safety of others	1 ASP Notify parent	1-3 days OSS Notify parent/conference	2-4 days OSS Notify parent, parent
Inappropriate behavior during a emergency drill	1 ASP Notify parent	1-3 days OSS Notify parent/conference	2-4 days OSS Notify parent, parent
Unauthorized inter-school visitation/trespassing	Notify home school of truancy/trespassing. Notify police if appropriate.	Notify home school of truancy/trespassing. Notify police if appropriate	Notify home school of truancy/trespassing. Notify police if appropriate
Willfully endangering the safety of others	1-2 days OSS Notify parent, parent conference	2-4 days OSS Notify parent, parent conference	2-4 days OSS Notify parent, parent conference
Intentionally throwing food or other objects to create a disruption and/or unsafe environment in any area of the school building	1 day OSS	3 days OSS	3-4 days OSS
Assaulting school personnel. As defined in Code of Criminal Justice 2C12-1 (Automatic recommendation for expulsion)	9 days OSS Notify police. Parent conference. Recommendation for expulsion	Recommendation for expulsion	Recommendation for expulsion
Malicious damage to school personnel's property and/or theft	4 days OSS Monetary restitution. Notify police		
Threatening school personnel	3-9 days OSS Notify parent. Notify police	3-9 days OSS Parent conference. Notify police	
Fighting, Peer Assault	3 days OSS Notify parent	3days OSS Parent conference	3days OSS Parent conference. Notify police.
Extortion/Shakedown	ASP Notify parent	ASP Notify parent	1-3 days OSS Refer to SRC. Notify parent. Notify police

Category of Offense	Endangering the School Community		
Type of Behavior	1st Offense	2nd Offense	3rd Offense
Cutting Class	ASP Notify parent	ASP Notify parent	1-3 days OSS Notify parent.
Leaving Class	ASP/Parent Conference	ASP/Parent Conference	1 – 3 days OSS Parent Conference
Leaving School Grounds without permission	Police Notified. ASP assigned. Parent notified	Police and parents notified. 1 – 3 days OSS	Police and parents notified. 1 – 3 days OSS. I & RS referral
Truancy	ASP Notify parent	ASP Notify parent	1-3 days OSS Notify parent.
Profanity directed at staff	1-3 days OSS Notify parent.	3-4 days OSS Notify parent.	5-4 days OSS Notify parent.
Destroying or defacing property	ASP or possible 1-9 days OSS May notify police. Monetary restitution and/or physical restoration. Notify parent.		
Inappropriate Cafeteria Behavior	1-3 Detentions Notify Parent	ASP Notify Parent	1-3 Days OSS Parent Conference
Open defiance of Authority (Insubordination)	ASP Notify parent.	1-3 days OSS Notify parent.	2-4 days OSS Notify parent
Continued and Willful disobedience	ASP Notify parent	1-3 days OSS Notify parent	2-4 days OSS Notify parent
Inappropriate use of computers ,hacking, tampering with BOE property	ASP Possible termination of computer privileges	1-3 days OSS, Possible termination of computer privileges	2-4 days OSS Possible termination of computer privileges
Inappropriate use of social media	2 days detention	ASP	2 days OSS
Computer use violation	1-2 day detention	ASP	ASP or 1-3 OSS
Bias	3 days OSS Notify parent. Notify Central Office. Notify police.	3-5 days OSS Notify parent. Notify Central Office. Notify police.	9 days OSS Notify parent. Notify Central Office. Notify police.
Physical Sexual Harassment/(Sexual Harassment Report filed by victim)	1-3 days OSS Notify parent. Notify police.	3-5 days OSS Notify parent. Notify police.	9 days OSS Notify parent. Notify police.
Verbal Sexual Harassment/(Sexual Harassment Report filed by victim)	ASP Notify parent Notify Police if needed	2-3 days OSS Notify parent. Notify police.	3-4 days OSS Notify parent. Notify police.

Category of Offense	Endangering the School Community		
Type of Behavior	1st Offense	2nd Offense	3rd Offense
HIB Actionable	Follow District HIB Investigation Policy	Follow District HIB Investigation Policy	Follow District HIB Investigation Policy
Inciting to altercate, intimidate, harass, or bully	ASP or 1-3 days OSS Notify parent/ Discretionary police notification	1-3 days OSS Notify parent/ Discretionary police notification	1-5 days OSS Notify parent/ Discretionary police notification
Inappropriate expressions/actions, bias comments, physical contact and/or via Computer/Internet use	1-3 days OSS Notify parent, (if bias notify police)	1-3 days OSS Notify parent, (if bias notify police)	1-5 days OSS Notify parent, (if bias notify police)
Transportation Offenses	Please see page 21-22 for discipline procedures		
Possession/use of electronic communication or music listening device for non-educational purposes	Confiscation/reprimand/return to student at the end of the day	Detention/confiscate/return to parent	ASP/confiscate/return to parent
Cheating—exams, tests, plagiarism or other conduct of this nature	ASP Zero on work. Notify parent	ASP Zero on work. Notify parent	1-3 days OSS Zero on work. Parent conference
Forgery of notes, grades and/or signature	ASP Notify parent	ASP Notify parent	1-3 days OSS Parent conference
Stealing/Theft/Gambling and selling non-related school items	ASP Monetary restitution. Notify parent	1-3 days OSS Monetary restitution. Notify parent	3-9 days OSS Monetary restitution. Notify police. Parent conference
Use of profanity or obscene language/gestures	ASP Notify parent	1 day OSS Notify parent	1-3 days OSS Notify parent
Possession of non-school related paraphernalia including but not limited to; all electronic devices	Warning to student Notify parent Confiscate property; to be returned at end of day. Discipline at the discretion of the administrator	ASP Notify parent Confiscate property; return to parent Discipline at the discretion of the administrator	2 days ASP Notify parent Confiscate property; return to parent Discipline at the discretion of the administrator
Inappropriate public display of affection	Pupil warning	Detention	ASP Notify parent
Dress code violation	Verbal warning Student call home Change attire.	ASP Change Attire School notifies parent	ASP or 1-3 days OSS Change attire Notify parent
Inappropriate statements to staff or students	Detention Notify parent.	ASP Notify Parent	ASP or 1-3 days OSS change attire Notify parent
Class disruption	Detention-notify parent.	ASP Notify Parent	ASP or 1-3 days OSS-Change attire Notify parent
Unauthorized filming, recording or taping of an person(s) or events on school property without prior written permission.	1 – 3 days ASP. Notify parent. Possible police notification	1 – 3 days ASP. Notify Parent. Possible police notification. 1 – 3 days community service.	1 – 3 days OSS

Notes:

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

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, including but not limited to class trips, school dances, extracurricular activities, and 8th grade promotion ceremony.

HEALTH OFFICE

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

EMERGENCY INFORMATION

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

FIRE DRILL PROCEDURES

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

MEDICATION POLICY

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

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

SCHOOL INSURANCE

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

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

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

ASTHMA

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

USE OF CRUTCHES

A doctor's note is required which specifically indicates that a student is to use crutches while attending school. This note also implies that the student has been taught how to use the crutches.

PHYSICAL EDUCATION EXCUSE

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

STREP THROAT

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

CONJUNCTIVITIS

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

HOME INSTRUCTION

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

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

ILLNESS

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

INJURY

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

SCREENINGS

The following is a schedule for school screenings:

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

TRIPS

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

INCLEMENT WEATHER

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

The following radio stations will broadcast this information:

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

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

DELAYED OPENINGS/EMERGENCY CLOSINGS

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

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

PLEASE READ THE FOLLOWING POLICIES CAREFULLY

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

DRUG AND ALCOHOL USE

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

ELECTRONIC SURVEILLANCE AND RECORDING POLICY

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

INTERNET ACCESS

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

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.

FUND RAISING

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

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

As Per Board of Education Policy

RIDING SCHOOL BUSES

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

1. The driver is in full charge of the bus and the pupils. Pupils shall obey the driver cheerfully and promptly.
2. Pupils shall obey and respect the orders of monitors or patrols on duty (if applicable).
3. Pupils shall be on time; the bus cannot wait for those who are not on time.
4. Pupils shall occupy the space designated for them by the driver.
5. Pupils shall observe the following:
 - a. Stand on the sidewalk or side of the road, out of the roadway, while waiting for the bus.
 - b. Clean footwear before entering the bus.
 - c. Spitting on the bus is against health and safety rules. Such conduct will be reported to the school principal.
 - d. Papers or other rubbish should not be thrown on the bus floor.
 - e. No one should damage or deface the bus in any way.
 - f. Students should not start for school when ill, or when any member of the family has a contagious disease.
 - g. Students should avoid any unnecessary conversation with the driver of the bus.
 - h. Smoking is forbidden on all buses, at all times.
 - i. Safety requires that students do not lean their heads out of windows or extend their hands out of windows.
 - j. Students must not change seats or try to get on/off the bus while it is moving.
 - k. Students may not leave the bus without the driver's consent except at their assigned bus stop or at school.
 - l. Courtesy and respect must be shown fellow passengers, persons along the route and the bus driver. Profanity on the bus will not be tolerated.
 - m. The bus driver will report any damage or vandalism on the bus to the school principal.
 - n. Walk on the left side of the road, facing traffic, when walking to and from the bus stop.
6. Pupils who must cross the road after alighting from the bus should pass in front of the bus and not behind it. The driver should see that the way is clear before the child is permitted to cross the street.
7. Should any pupil persist in violating any of these regulations, it shall be the duty of the driver to notify the principal. After a warning has been given to the pupil, the principal shall deny the disobedient pupil the privilege of riding the bus until permission to ride again is given in

accordance with the Board of Education policy. (Written notice of the action of the principal shall be furnished to the parent.)

8. Any complaint of drivers, pupils, or parents, not specified in the above regulations, shall be reported promptly to the principal.
9. Should the conduct of a pupil on the bus endanger the lives or morals of other people, and the offending pupil fails to cease such conduct when requested by the bus driver to do so, with permission of the principal, the offender may be removed from the bus. This will be done only in extreme cases and as a last resort to protect the safety of other pupils.
10. Students should carry their bus pass with them at all times.

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

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

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

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

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

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

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. In addition, 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 form 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.

EQUAL OPPORTUNITY POLICIES

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

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

AFFIRMATIVE ACTION GRIEVANCE PROCEDURE

The Board of Education has established a procedure for staff, students or parents/guardians on a student's behalf, to follow in filing a complaint dealing with alleged violation misinterpretation on

inequitable application of the policies and practices of the school district relative to the provisions of Federal and State anti-discrimination legislation. Details of the grievances are included in the school district's manual, as per Board of Education policy. The Building Principal or designee serves as the first step of the grievance procedure.

Bayshore Affirmative Action Grievance Officer is:
Michael Scarano, Principal
732-291-1380 Ext. 2700

Thompson Affirmative Action Grievance Officer is:
Michael Melando, Assistant Principal
732-671-2212 Ext. 8704

Thorne Affirmative Action Grievance Officer is:
Thomas Olausen, Principal
732-787-1220 Ext. 5 on Menu

The District Affirmative Action Grievance Officer is:
Mrs. Mary Ellen Walker
Middletown Township Board of Education
P.O. Box 4170
Middletown, New Jersey 07748
(732) 671-3850

REQUIRED SIGNATURES:

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

Student Signature _____ Date _____

PARENT OR GUARDIAN

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

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

Parent or Guardian Name (please print)

Signature _____ Date _____

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