

MIDDLE TOWNSHIP HIGH SCHOOL

300 E. Atlantic Avenue

Cape May Court House, NJ 08210

Phone Number: (609) 465-1852

Website: <https://www.highschool.middletownshippublicschools.org>

District Administration

Dr. David Salvo, Superintendent

Dr. Diane Fox, Assistant Superintendent of Business Administration / Board Secretary

Dr. Toni Lehman, Assistant Superintendent of Curriculum & Instruction

Dr. Robert Johnson, Director of Special Education

Joelle Tenaglia, Director of Guidance

Mark Higginbottom, Director of Security

Board of Education

Dennis Roberts, President

Stephanie Thomas, Vice President

David DelConte Jr., Cheryl McHale, George DeLollis,

Linda George, Burgess “Butch” Hamer, Gloria Hodges, Kathleen Orlando,

Claudia Miller

High School Administration

Dr. Sharon Rementer, Principal

Brad MacLeod, Assistant Principal

Nicole Drake, Assistant Principal

Josh McCarty, Assistant Principal of Athletics

Laura Lambert, Academic Supervisor

Chuck Gehman, Academic Supervisor

The Mission of Middle Township Schools

The Middle Township School Board has a clearly articulated district mission statement incorporating the expectation that all students achieve the Common Core State Standards at all grade levels. Also, the mission of the Middle Township School District is to provide excellence in education while celebrating the strength of its diversity and upholding the values and traditions of the community in order to produce graduates who possess a love of learning and a sense of responsibility. This education aims to enable all students to reach their potential and become active, productive members of a dynamic, global society.

THIS BOOK BELONGS TO:

NAME _____

GRADE _____ **HR** _____

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NOTICE OF STUDENT HANDBOOK CHANGES

The Student Handbook is printed prior to the September opening of school. Middle Township High School is a dynamic environment, and therefore, the information in the handbook is subject to change. MTHS reserves the right to make changes in the handbook. An electronic version of the Student Handbook is available on the school’s website. Any changes to the handbook, after its printing, will be updated on the website.

Daily Bell Schedule
2023 - 2024

Time	A	B	C	D
7:40- 7:47	HR	HR	HR	HR
7:50 - 8:40	1	4	3	2
8:43 - 9:33	2	1	4	3
9:36 - 10:26	3	2	1	4
10:29 - 10:51	1st Lunch/ Academic Intervention	1st Lunch/ Academic Intervention	1st Lunch/ Academic Intervention	1st Lunch/ Academic Intervention
10:53 - 11:15	2nd Lunch/ Academic Intervention	2nd Lunch/ Academic Intervention	2nd Lunch/ Academic Intervention	2nd Lunch/ Academic Intervention
11:17 - 11:39	3rd Lunch/ Academic Intervention	3rd Lunch/ Academic Intervention	3rd Lunch/ Academic Intervention	3rd Lunch/ Academic Intervention
11:42 - 12:32	5	8	7	6
12:35 - 1:25	6	5	8	7
1:28 - 2:18	7	6	5	8

**All questions concerning a student's academic program and schedule must go through the School Guidance Department. Special requests for unusual academic programs will ultimately be decided by the Principal.

Early Dismissal Bell Schedule
2023-24

Time	E Day
7:40 - 7:45	HR
7:48 - 8:11	Period 1
8:14 - 8:37	Period 2
8:40 - 9:03	Period 3
9:06 - 9:29	Period 4
9:32 - 9:55	Period 5
9:58 - 10:21	Period 6
10:24 - 10:47	Period 7
10:50 - 11:13	Period 8
11:15 - 11:37	1st Lunch/ Academic Intervention
11:38 - 12:00	2nd Lunch/ Academic Intervention
12:01 - 12:23	3rd Lunch/ Academic Intervention

*All early dismissal days will operate on an E Day schedule unless an alternate schedule is necessary.

Two-Hour Delay Bell Schedule
2023-24

Time	A Day	B Day	C Day	D Day
9:40 - 9:47	HR	HR	HR	HR
9:50 - 10:20	Period 1	Period 4	Period 3	Period 2
10:23 - 10:53	Period 2	Period 1	Period 4	Period 3
10:56 - 11:26	Period 3	Period 2	Period 1	Period 4
11:29 - 11:51	1st Lunch/ Academic Intervention	1st Lunch/ Academic Intervention	1st Lunch/ Academic Intervention	1st Lunch/ Academic Intervention
11:53 - 12:15	2nd Lunch/ Academic Intervention	2nd Lunch/ Academic Intervention	2nd Lunch/ Academic Intervention	2nd Lunch/ Academic Intervention
12:17 - 12:39	3rd Lunch/ Academic Intervention	3rd Lunch/ Academic Intervention	3rd Lunch/ Academic Intervention	3rd Lunch/ Academic Intervention
12:42 - 1:12	Period 5	Period 8	Period 7	Period 6
1:14 - 1:44	Period 6	Period 5	Period 8	Period 7
1:47 - 2:18	Period 7	Period 6	Period 5	Period 8

MIDDLE TOWNSHIP HIGH SCHOOL

CODE OF ETHICS

Sharing a belief in the inherent value of each member of our school community and committing to promote moral behavior in our schools and community, we will:

- Respect ourselves, others, authority, and our surroundings.
- Demonstrate responsible personal behavior whether alone or in a group.
- Act with honesty in what we say and what we do.
- Treat one another with compassion, kindness, and tolerance.
- Accept accountability for our choices, decisions, and actions.

CODE OF CONDUCT

In order to provide a safe, positive, and productive educational environment for all who interact with and for our schools, we pledge to follow the Middle Township code of conduct.

Respect

For Ourselves and Others

As a member of the school community, I will do my best to make a positive contribution while at school or school activities. To show respect for myself and others, I will:

- Present myself in a positive manner, understanding that other people will form impressions of my character and values by observing how I behave and speak.
- Not purposely hurt, offend, verbally or physically attack, or belittle another person, even though I may disagree with his or her beliefs, choices, and/or behavior.
- Dress appropriately for my environment and activity so as not to embarrass, injure, distract, or show disrespect to myself or others.
- Avoid the use of any illegal or harmful substance that is in violation of school policy.

For Authority

To show respect in attitude and language to those in positions of authority and responsibility, I will:

- Choose appropriate words.
- Act and speak in a positive fashion.
- Question in a respectful manner.
- Follow directions in a cooperative way.

For Surroundings

To show respect for the possessions of others, school, and community property, I will:

- Not take things that do not belong to me.
- Not damage, deface, destroy or vandalize any individual, community, or school property.
- Properly dispose of trash/waste and recycle when appropriate.

Responsibility

As a contributing member of the school community, I will accept responsibility:

- For myself in what I say, do, and choose.
- To treat others as I would like to be treated.
- To work cooperatively with others.

Honesty

I will approach all that I say and do in a sincere and honest manner. In an effort to uphold my integrity and demonstrate my reliability, I will:

- Do my own work and not present others’ ideas or efforts as my own.
- Act in a trustworthy manner, neither lying nor intentionally misleading another.

Accountability

I understand that as a member of the Middle Township school community, I am accountable for the choices, actions, and decisions I make each day.

STUDENT SERVICES
SCHOOL GUIDANCE DEPARTMENT
609-465-1852 ext. 5014 or 5017

Mrs. Tenaglia
 Supervisor of Guidance K-12

Ms. McAnany ext. 5019* 9th-12th grade students A-F	Ms. Greene ext. 5567* 9th-12th grade students G-N	Valerie Sheets ext. 5018* 9th-12th grade students O-Z
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* = Student assignment is subject to change.

The School Guidance Department is involved in numerous areas including individual and group counseling, college information and visitations, career counseling, scheduling, and standardized testing. Students are encouraged to assume personal responsibility and take initiative in utilizing the School Guidance Department. The academic program (course section and scheduling) is the responsibility of the student, parent, and counselor. It is important that students register for the most rigorous coursework they can handle to realize their full academic potential.

Counselor/Student Conferences

Students who receive a pass to Guidance Services must report at the designated time. Counselors will always attempt to schedule appointments during study hall periods and homeroom. They will try to avoid required academic classes when possible. In the event that a student has a test/project, they should report to class first, and then report to Guidance immediately following the test. Students who miss class due to guidance appointments will be given the opportunity to make up all missed work.

Testing Program

The following are some of the tests that are available to students. Further information and testing dates may be obtained from the Guidance Office.

1. Grades 9 – 11: Preliminary Scholastic Aptitude Test (PSAT).
2. Grades 11 – 12: College entrance exams, (SAT) and/or (ACT).
3. Grade 12: Students who have not satisfied the state assessment graduation requirement, by the end of junior year, may be required to participate in alternate assessments. Students may also be required to participate in the NJ Department of Education’s Portfolio Appeal Process.
4. Grades 9: All students enrolled in English will participate in the NJSLA English Language Literacy (ELA) assessments.

5. Grades 9: All students enrolled in Algebra I, Geometry, and/or Algebra II will participate in the NJSLA Mathematics assessments.
6. Grade 11: All 11th-grade students will participate in the New Jersey Student Learning Assessment-Science (NJSLA-Sci).
7. Grade 11: All 11th-grade students will participate in the **New Jersey Graduation Proficiency Assessment (NJGPA) as a graduation requirement set forth by the state of New Jersey.**

*The above state testing information is subject to change based on requirements from the New Jersey Department of Education.

Intervention and Referral Services (I&RS)

I & RS is a coordinated system for the planning and delivery of intervention and referral services. This system is designed to assist students who are experiencing **learning, behavior, or health** difficulties, as well as, to assist staff who have difficulties in addressing students' learning, behavior, or health needs. It accepts requests for assistance from teachers, parents, and administrators. All requests for assistance are considered confidential, and federal regulations are strictly followed.

Media Center

- The MTHS Media Center is open to students during school hours.
- Students are welcome to check out media center materials, but will be charged for materials not returned.
- Students may use the media center during study halls with permission from their teacher and the library media specialist.

Nurse's Office

The Nurse's office exists for emergency situations and as a waiting area for ill students who are going home. Students will return to class when the nurse has deemed it necessary. Students are **NOT** permitted to take medication (**prescription and non-prescription**) in school unless supervised by the Nurse.

A written parent/medical provider permission form is required for all over the counter and prescription medications. All medications must be in a labeled container that states the name of the medication, the dosage, and the medical provider.

Students will need to sign-in when entering and sign-out when exiting the nurse's office.

Insurance Coverage

The Middle Township Board of Education purchases insurance for all students. The plan mandates that the parents' personal insurance coverage be used as the primary insurer for any school claims. If the personal insurance does not cover the cost, the school plan takes over. If a family does not have personal insurance, this plan provides immediate coverage. This policy also applies to any school-related activity where an injury occurs. This school policy is secondary and will pick up where the family policy stops.

If your family does not have insurance coverage or if your family's policy fails to pay the cost, the school policy is to be used, following the proper procedures. **IT IS THE RESPONSIBILITY OF THE STUDENT TO REPORT INJURIES IMMEDIATELY TO THE TEACHER OR COACH IN CHARGE OF THE ACTIVITY DURING WHICH THE INJURY WAS SUSTAINED.**

***This must be done **within 24 hours** after receiving the injury.

Transportation

Every student is entitled to safe transportation to and from school. The bus driver shall be in full charge of the school bus at all times and each driver is required to report any infractions to the building principal on the form provided (18A: 25-2). When the bus is in motion, students must be seated. If seats are assigned, pupils must sit in assigned seats. Pupils are not permitted to open or close windows without the bus driver's permission. All school rules apply on the bus. Pupils may not leave the bus except at their regular bus stop unless they have a permission slip signed by a school official. Pupils are not permitted to bring any animals, fish, birds, etc. on the bus. Pupils who continue to be disruptive on the school bus or fail to follow the procedures above will be suspended from the school bus. Pupils will then be required to provide their own transportation. If a parent/guardian cannot provide transportation to and from school, this day is not an excused absence.

ACADEMIC POLICY

Academic Integrity

Students are expected to maintain the highest standards of honesty in all aspects of school life. Cheating on any research or writing projects, exams, tests, quizzes, or other assignments is a serious offense. *If a student cheats, the teacher must notify the parent, administration, and school counselor. The student will receive a "0" for all work involved in the incident and subsequent discipline will be imposed.*

Class Rank/GPA

Class rank is determined by calculating the Grade Point Average (GPA) based on the number of scheduled credits times the grades earned divided by the TOTAL CREDITS ATTEMPTED (Quality Points). The positions of **VALEDICTORIAN AND SALUTATORIAN** are assigned to the students who have the first and second **highest** GPA in the graduating class. This is determined by the CUMULATIVE GPA earned at the end of Q3 OF THEIR SENIOR YEAR. Students who transfer into MTHS are subject to administrative guidelines. Students finishing with a GPA of 3.0 – 3.99 will earn a silver cord for graduation. Students finishing with a GPA of 4.0 or higher will earn a gold cord.

Grading System

Academic progress can be viewed at any time in PowerSchool. Grades are updated weekly. Parents and Students are expected and encouraged to use PowerSchool to track academic progress which includes attendance. Digital report cards are issued four times each year and can be viewed in PowerSchool. The following is the grade reporting system:

1. Students are required to receive a passing grade of 65% or greater for the course.
2. The final grade will be calculated by an average percent of all four marking periods. Semester-based courses will be calculated using an average of both marking periods in the semester.
3. For GPA calculation purposes, Advanced courses will be weighted by a scale factor of 1.1, Honors courses are weighted with a scale factor of 1.2, and AP courses are weighted with a scale factor of 1.3.
4. Teachers will contact parents for any student who has failed a marking period and the student will possibly be referred to I & RS. If a student fails two marking periods, they will then be referred to I & RS.
5. Students will take formative and summative assessments throughout each marking period in each course.

6. A student cannot receive a grade lower than a 55 for the first two marking periods in a year-long course. A student cannot receive a grade lower than a 55 in the first marking period (either Q1 or Q3) of a semester course.
7. Any student who fails three marking periods will not receive credit for the course. Students may have the opportunity to redeem these credits by completing summer school.

Grade Scale

Grade	Average	GPA
A+	98-100	4.5
A	95-97	4.3
A-	92-94	4.0
B+	89-91	3.5
B	86-88	3.3
B-	83-85	3.0
C+	80-82	2.5
C	77-79	2.3
C-	74-76	2.0
D+	71-73	1.5
D	68-70	1.3
D-	65-67	1.0
F	Below 65	0

Honor Roll

- Distinguished Honor Roll: A- or above in all enrolled courses
- Honor Roll: B- or above in all enrolled courses

National Honor Society

Candidates for the National Honor Society must earn a minimum GPA of 3.5, complete at least 10 community service hours, and meet the minimum criteria for activity credits (please see the advisor or the high school website for specific criteria concerning activity credits). Potential candidates are notified of their eligibility in the fall of their junior or senior year and must complete an information packet to be approved by the screening committee prior to induction. Disciplinary infractions and other conduct issues may impact a student's candidacy for the National Honor Society. Those students who are successfully inducted into the National Honor Society but fail to maintain their GPA, community service requirements, and/or conduct standards may be subject to probation or removal from the organization.

Graduation Requirements

The following areas of study are required for graduation and must be included in the 120 credit requirement for successful completion of the requirements under NJ State Law 6:8-4.2.

- | | |
|--|---|
| <ul style="list-style-type: none"> 4 years of English (20 credits) 4 years of PE/Health (20 credits) 3 years of Math (15 Credits) 3 years of Lab Science (15 credits) 2 years of US History (10 credits) 1 year of World History (5 credits) | <ul style="list-style-type: none"> 1 year in Visual, Performing and/or Practical Arts (5 credits) 1 year of Computer 21st Century Life and Career Education (5 credits) 1 half year of Financial Literacy (2.5 credits) 1 year of a World Language (5 credits) Electives – 20/30 credits (based on graduation requirements) |
|--|---|

- All underclassmen should carry a minimum of 35 credits per year.
- Senior schedules will carry enough credits to meet graduation requirements per the State of New Jersey and be developed to allow seniors to participate an appropriate program of their choosing (i.e. - Early College, Panther Academy, work release).
- Students may audit a class, in accordance with specified guidelines and administrative approval. Students must make the request in writing prior to the start of the school year. Approved course audits will be reflected on student's final transcripts (pass/fail) and will not be factored into GPA and class rank calculation.

Graduation Fee

All graduating seniors will be charged a \$35 graduation fee. The fee will include the cost of the cap, gown, tassel, and other expenses incurred as part of the senior/graduation experience. **This fee must be paid prior to graduation and is due by June 1st.** All students must be in good academic, financial, and disciplinary standing to participate in the graduation ceremony.

Grade Level Based on Credits

Freshmen: Fewer than 25 credits completed.
 Sophomores: 25-49 credits completed with a minimum of two years of high school enrollment.
 Juniors: 50-74 credits completed with a minimum of three years of high school enrollment.
 Seniors: 75+ credits completed with a minimum of four years of high school enrollment

Course Drop/Add

Students will be permitted to change their course levels only under the following conditions:

- All change requests must occur no later than the last day of the first marking period. NO EXCEPTIONS!
- All change requests must include written consent from the parent.
- Students who feel they have an exceptional circumstance will have the right to appeal to the administration.

Course Remediation Procedures

If a course is failed, it must be successfully completed by repeating the course, attending and passing summer school, or by a certified approved private tutor. Both grades will appear on the official academic record. All summer coursework must be completed prior to August 31st.

Make-Up Work Missed Due to Absence

Make-up work is the student's responsibility. Students will have one day to complete work for each day absent. Time allocation for make-up work for extended illness (over 5 days) will be determined by the administration/teachers.

Student Records

The Family Education Rights and Privacy Act (FERPA) regulates the manner in which individuals can access student records. As the parent of a student or as an adult student currently enrolled in Middle Township Schools, you have the following rights:

1. The right to inspect and review your child's or your educational record.
2. The right to seek amendment of those portions of your child's or your education records that you believe are inaccurate, misleading, or otherwise in violation of your child's or your privacy rights.
3. The requirement for your consent prior to the disclosure of personally identifiable information contained in your child's or your education records, except to the extent that FERPA and other federal regulations authorize disclosure without consent.

4. The right to file a complaint with the Family Policy Compliance Office, United States Department of Education, regarding any alleged failure to comply with FERPA and its regulations.

Requests to access student records should be made to the principal. This access will be granted as soon as is possible, but no later than 10 days after the request is made. Requests to appeal the contents of a student's education records are to be made in writing and are governed by BOE Regulation 8330.

ELIGIBILITY REQUIREMENTS FOR STUDENT ACTIVITIES

For the purpose of this policy, the term "student activities" includes any co-curricular and extra-curricular activity that meets before or after school hours. The purpose of this policy is to hold our students to a higher standard of education above and beyond NJSIAA regulations. **It will be the responsibility of each activity advisor, coach, or director to see that their students are meeting the requirements set forth by this policy.**

The requirements are:

1. If a student is failing three or more courses (any combination) at report card time, that student is immediately ineligible for the next marking period. The same student, at the end of the next marking period, must not be failing more than one course to be eligible for student activities.

***A withdrawal fail is equal to a failing grade.*

2. Ineligible students may not practice with their team or attend any group/club functions.

3. Credit requirements for handicapped/classified students shall follow NJSIAA 4.F (1).

4. All students participating in student activities must adhere to the 15 (semester rule) and the 30 (full year) credit requirements.

Students who earn an F in one marking period in a course must earn at least a C- in the other marking period of the semester in order to obtain a passing average for the semester.

5. It is strongly recommended to always carry 35 credits each year. Some seniors may carry less due to varying circumstances based on credits earned to date.

NJSIAA Regulations

Middle Township abides by the rules and regulations of the NJSIAA. All students and coaches must adhere to the policies set forth. See the Athletic Director or Director of Guidance.

Extra-Curricular/Co-Curricular Activities

- Students are encouraged to become involved in extra and/or co-curricular activities.
- Students who attend or participate in extra and/or co-curricular events are **required** to be present in school on the day of the event until 11:00 a.m. unless a legally documented note is presented (i.e. doctor's visits, legal appointments, etc.). **Exception: early release seniors must be present until 10:30 am (end of scheduled courses) or provide appropriate documentation.*
- Failure to serve a disciplinary consequence will result in the student being ineligible for the activity.
- Students who are actively suspended are not permitted to attend or participate in any extra-curricular/co-curricular activities.
- ***Attendance to these events may be restricted by the administration based on prior and/or current disciplinary offenses..*

MTHS Extra-Curricular/Co-Curricular Activities, Coaches, & Advisors

<p align="center"><u>ACTIVITIES</u></p> <p>Art Club – Karen Biederman Bible Club – Maria Woodring Choral Music – Debby Dalfonso Concert Band/Wind Ensemble – Brinley Edwards Dance Team – Morgan Tridente Drama Production – Debby Dalfonso El Club Latino – Carol Pearson ESports - TBD French Club – Wendy Cope Future Educators of America - Kaylee Beck Interact Club –John Leahy Italian-American Club – Matt D’Apolito Key Club – Kelley Hogg Math League – Brooke Zukawski Mock Trial – Kim Moore Musical Production – Brinley Edwards National Honor Society – Kelley Hogg Red Cross Club – Tammy Pellish Step Team – Christal Holmes Student Mentor Program - Laura Lambert Student Council – Laura Lambert United Young Generation – David Farrow Yearbook - Martina Trapani</p> <p align="center"><u>CLASS ADVISORS</u></p> <p>Class of 2027 - Morgan Tridente Class of 2026 - Maria Woodring Class of 2025 - Jenny Craig Class of 2024 - Jodi Lamoreux</p>	<p align="center"><u>ATHLETIC COACHES</u></p> <p>Athletic Director –Josh McCarty Athletic Trainer – Amy Adair Baseball – Chris Branigan Boys Basketball –LaMarr Greer Girls Basketball – John Leahy Cheerleading – Morgan Tridente Boys Cross Country–Rob Heck Girls Cross Country – Kelsey Greene Field Hockey – Janina Perna Football – Frank Riggitano Golf – Rewi Thompson Boys Lacrosse -Gavin Liepe Girls Lacrosse –Ryan Freyer Boys Soccer – Scott Kurkowski Girls Soccer – Mike Hickman Softball - Walt Cubernot Boys/Girls Swimming - Melissa Jastremski Boys Tennis – Matt Gilbert Girls Tennis - Jeanne Donohue Boys Track Coach – John Richardson Girl Track Coach-Kelsey Greene Girls Volleyball – Heather Heun Wrestling – Matt Wolf</p> <p align="center"><u>ACADEMY LEADS</u></p> <p>Business - Robert Heck Medicine & Health - Laura Lambert Performing Arts - Debby Dalfonso STEM - Vicki Boyer</p>
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School Dances

1. For Homecoming and other school dances besides prom, all attendees must be currently enrolled as Middle Township High School students.
2. No students below grade 9 may attend any school dances or events closed to the public.
3. ***Students on activity restriction/suspension may not attend any school events including dance and prom.***
4. For the Junior-Senior Prom only, all attendees must be enrolled in a high school or under the age of 21. Guests must produce a current high school ID or driver’s license. All out of district guests are subject to administrative approval.
5. Only those who attend the Prom or are currently enrolled MTHS juniors and seniors are eligible to attend the After Prom festivities. MTHS juniors and seniors who do not attend the Prom still may attend the After Prom.
6. All students and their bags are subject to a search by the administration prior to and during any school dance or event.
7. Any student attending an afterschool activity, including but not limited to dances, athletic events, PAC presentations, etc., could be required to take a passive breathalyzer screening. All students

attending the Homecoming Dance, the Prom, and After Prom **WILL BE SCREENED** prior to entering the event.

8. The administration reserves the right to restrict students from attending school events based on prior/current disciplinary offenses.

Attendance Procedures

The academic program at Middle Township High School places stringent, reasonable demands upon all students, regardless of their course of study. Schools are legally and morally responsible to prepare students to meet the New Jersey high school graduation requirements. In order for students to learn, regular class attendance is imperative. These attendance procedures address that responsibility.

According to New Jersey Administrative Code, a student can only be recorded as present, absent, or excused for: (1) religious observation or (2) a New Jersey Department of Education approved holiday.

Absence - Definition and Verification: Student unexcused absences are deemed justified for truancy purposes when the student is able to provide documentation for the following circumstances ONLY:

1. Medical illness/injury
2. Required court appearance
3. Family death
4. College visitation (Maximum 3 per year)
5. Driver's License Test

****These absences, although may be justified, will still count as part of the 9 day maximum per semester, thus counting against the student's attendance.**

All notes from a licensed physician, dentist or legal agency must be submitted **within FIVE school days after the absence. Notes turned in after the five-day window will not be accepted and the absence will be marked unexcused/unjustified.** These notes will be kept on file in the nurse's office for future reference, particularly in cases where an "appeal process" is instituted.

The following circumstances will NOT be considered an absence:

1. School field trip/activity
2. External suspension
3. State Testing/ ASVAB/ College Placement

Students who are absent with parent permission for reasons other than those listed above will be considered unexcused. Parents/Guardians will be notified via electronic message if their child is not marked present for a day of school. This call will be made even if the parent has notified the school of the reason for the absence, simply to confirm that the absence was recorded. If a parent disputes that the child was absent that day, they should call 465-1852 and dial ext. 5000.

****Students will be notified via letters home when they have reached 4, 9, and 15 days unexcused absences.**

Absenteeism

School attendance is the basic responsibility of the pupil and parent(s)/guardian(s). Individual records must be maintained by the parent(s)/guardian(s), keeping a personal record of each absence, tardy or early dismissal as verification data to be provided to the school in the event that an appeal is requested under this policy. State guidelines mandate that all schools have strong attendance procedures as part of the "Thorough and Efficient Education Act."

For the purpose of this policy, there is no distinction between "excused" or "unexcused absences." **The number of days delineated in this policy is total allowable days.** Any subsequent absences (over 9 per semester) must be made up in a credit recovery session to be determined by the administration. In keeping with state and local Board minimal expectations, pupils attending Middle Township High School who accumulate **more than 9 absences in a semester or more than 18 absences in a year will be placed on "no-credit" status.**

For the purpose of this policy, "no-credit" means:

1. Students must attend one make-up session for each unexcused day (justified or unjustified), which exceeds the policy limits (9 days/18 days).
2. Students on "no-credit" status will be placed on activity restriction (sports, clubs, activities, etc.) until students complete their credit recovery sessions.
3. Students who fail to attend the make-up sessions will be placed on "no-credit" status and will receive no-credit for the school year, regardless of the grades earned.
4. **Seniors placed on no-credit status during their senior year may lose the privilege of participation in the graduation ceremony and will not receive a diploma if days are not made up.**

Loss of Credit

A student who exceeds 9 days absence (excused and unexcused) per semester will be placed on a "no-credit" status. **The student will be required to "make up" any absences accumulated over 9 days per semester.** The "no-credit" sessions will consist of a prescribed number of make-up sessions, which the students are expected to attend and may take place on designated Wednesdays and Saturdays throughout the school year. All students placed on no-credit will be expected to attend. **Once a student is on no-credit, they will be placed on activity restriction until they fulfill their attendance obligation.** When the appropriate number of makeup sessions are completed, full academic credit will be given on the official school records for all courses successfully passed during the school year.

Attendance Appeal Process

A student has the right to appeal the decision to place him/her on "no-credit" status. All students who accumulate 25 or more absences, regardless of the reason, must file an appeal to administration. Such an appeal should begin with a letter of explanation to the administration for the basis for the appeal. Students who are granted the appeal will be given a plan developed by administration to be placed on "credit status." If this is denied, the student may then submit the appeal to the Superintendent's office and, if again denied, to the Board. **APPEALS MUST BE FILED NO LATER THAN JUNE 1st**

Miscellaneous Provisions

1. Students who are under the age of 16 and are absent 5 or more cumulative days may have truancy charges brought against them.
2. Students who are over the age of 16 and are absent 10 or more consecutive days will be dropped from the rolls.
3. Students who transfer to MTHS will be expected to meet the same criteria under the attendance and academic policies. Previous academic and attendance records will be used to determine the student's status.

Homebound Instruction

Home instruction is designed to address temporary illness or injury. As soon as it has been determined that a student is unable to attend school and will need confinement at his/her residence for at least a two-week period of time, the parent should submit a written determination from a physician documenting the need. This physician's referral should be submitted to the nurse's office at the school the student attends. This documentation **must contain** the following information:

1. Student name and date of birth
2. Diagnosis
3. The expected length of the period of confinement
4. Physician's signature and the date of the request

Incomplete requests cannot be processed until the student's physician provides the necessary information. Completed requests will be reviewed by the school physician to determine if the request for homebound instruction will be accepted or denied by the district.

Family Vacation: The regular school calendar provides more than ample opportunity for families to plan vacations at a time when school is not in session. **SCHOOL AUTHORITIES WILL NOT EXCUSE FAMILY VACATION DAYS.** Family vacation days count as part of total allowable absent days. A form is available in the Main Office for students to notify the district of their intent to be absent due to family vacation. Such notice is for informational purposes and to assist students in obtaining their assignments but are not considered excused absences. It is strongly recommended that such vacations not take place after May 1ST to avoid a late placement on no-credit status.

Early Dismissals: Since early dismissals disrupt the educational process, parents are strongly encouraged to schedule doctor and legal appointments outside school hours when possible. When necessary, students must report to the office at the requested time. **Students who do not drive must be physically signed out by their parent/guardian in order to leave school. Students who are permitted to drive to school must have parent permission by way of written note, phone call, or email in order to receive permission to leave early.** All early dismissal requests will be submitted to the Main Office prior to the start of homeroom. **All early dismissal requests are subject to administrative approval and must include:**

1. Student's name and departure time.

2. Purpose for the early dismissal. Early dismissals should be limited to medical or legal appointments. Such dismissals will only be excused when documentation from the medical/legal authority is provided. All other situations will be considered on an individual needs basis.
3. Parent signature.
4. A telephone number where the parent can be reached during the school day to confirm the permission. **If the parent cannot be reached, the early dismissal will not be granted.**
5. Students must have parental permission to leave school early, **regardless of their age**. Students must sign out in the office prior to leaving the building in order to document the time of their departure.

Any early dismissal prior to 11:00 a.m. will be counted as a full day's absence. **In order for such absences to be excused, the student must submit a medical/legal note when they return to school. You will not be permitted back into the school that same day without a medical or legal note.**

Lateness to School: Students are expected to be on time for school and to be present in their first class no later than 7:40 a.m. Lateness will only be excused with medical and/or legal documentation. Other extenuating circumstances must be explained in writing and are subject to administrative review. Parents who do not use school transportation are responsible for their child being on time to school. Students who are chronically late are subject to additional consequences which may include loss of student driving privileges.

*Students who arrive after 11:00 a.m. may attend classes, but will be counted as a full day's absence without legal or medical documentation.

****Half day seniors or students who are involved in a half-day program must arrive by 7:50 am and/or may not leave prior to 10:25 am in order to receive credit for the day.**

DISCIPLINE

IT IS THE STUDENT'S RESPONSIBILITY TO BECOME FAMILIAR WITH ALL INFORMATION IN THE STUDENT HANDBOOK.

The Board of Education of the Middle Township School District will ensure the safety and welfare of students while in the school building. Each student is expected to conduct themselves in an orderly fashion and act with due regard for the educational process of the school.

The best discipline is self-discipline. Students are encouraged to think and act wisely and realize the consequences of all actions. When students fail to discipline themselves while in school, on school property, or attending/participating in any school-sponsored event or activity, they shall be turned over to the designated administrator, personnel, or civil authority, and are subject to discipline issued by Administration. Administration and staff reserve the right to notify the appropriate authorities and file charges, if deemed necessary. If you have a disagreement with discipline or other matters related to the school, please follow the appropriate procedure before contacting the building principal: teacher/coach, supervisor, assistant principal, and then principal.

Teachers are primarily responsible for classroom management and discipline in their assigned classes and duties. All staff members share responsibility for supervising the behavior of students. All students must follow any reasonable request or directive by any staff member during the school day or at any school sponsored activity.

Please Note

- Administrators reserve the right to exercise “Off-Campus Discipline” in accordance with any misconduct that occurs off school property and is detrimental to the educational environment. Information regarding “Off-Campus Discipline” is obtained through the Memorandum of Agreement (MOA) with the Middle Township Police Department.
- Administrators reserve the right to exercise “Progressive Discipline” for any pattern of continued disciplinary infractions.
- Students that fail or refuse to serve assigned discipline will immediately lose all privileges including, but not limited to, sports, activities, clubs, and/or other school events until the discipline is served.

The following are types of discipline that may be enacted:

1. After-School Detention: After-School detentions are conducted after school on Tuesdays and/or Thursdays and are issued by the Assistant Principals or Principal. Pupils must report for detention on the day assigned and will be expected to bring work to detention. Lounging, talking, playing games, or the like will not be tolerated. Failure to meet a detention obligation is a serious violation of school responsibilities and will be dealt with appropriately.

- If you are a student-athlete or a part of any extracurricular activity and you fail to attend the detention the result is that you are **NOT** permitted to attend your event until you serve the detention.
- Students who are removed from after-school detention and/or miss an after-school detention will receive progressive discipline. Students that consistently miss after-school detentions will be subject to losing certain privileges, including but not limited to the following: attendance at school dances, trips, prom, participation in athletics, walking at graduation, etc.
- **When a pupil is legally absent from school on the day of a scheduled after-school detention, they must serve on the next day after-school detention is held.**

2. Saturday Detention: The purpose of Saturday detention is to provide a positive, worthwhile, educational experience and a meaningful misbehavior deterrent for students who have violated school rules.

Saturday detention may be used as a disciplinary tool in lieu of suspensions. This option will keep students from losing instructional time and keep them in school Monday through Friday. Refusal to attend or tardiness without an acceptable excuse will result in progressive discipline.

Saturday detention has three components:

- Detention
- Academic Assistance
- Behavior Modification

Students will receive academic assistance and will have the opportunity to do homework, make-up, or remedial work under the supervision of certified teachers, who will provide academic assistance, as well as, supervision. Each student must also complete a self-reflection packet.

Operational Procedures

- The Saturday detention program operates within a designated location at the Middle Township High School.
- The program runs from 8 a.m. to 12 p.m.
- The District is **not** responsible for transportation of students to or from Saturday detention.
- The program will be staffed with certified teacher(s).

Saturday Detention Rules

1. Assistant Principal assigns students for disciplinary reasons, as per the Student Handbook.
2. The parent notification will be the responsibility of the Assistant Principal or designee.
3. If an emergency arises and the student cannot attend, the parent must contact the Assistant Principal before the scheduled reporting time (8:00 a.m.). If the reasons are acceptable, the detention will be rescheduled.
4. The doors will open at 7:45 a.m. and close at 8:00 a.m.
5. Students must have some type of assignment to work on. (Homework, make-up work, or remedial work is allowed).
6. There are no electronic devices, food, beverage, candy, etc. allowed in the Saturday detention room.
7. There will be no talking.
8. Breaks for a drink or restroom use are at the discretion of the detention supervisor.
9. Students must complete a self-reflection packet.
10. If a student finishes all of his or her work, the detention supervisor may assign additional work.
11. If a student refuses to work, he/she will be removed and receive progressive discipline. Students will be expected to work the entire time while there. Any student not working may be removed from the room. No student is permitted to sleep during Saturday detention.
12. Any student arriving late to Saturday detention may be asked to reschedule the detention or issued additional discipline.
13. Any student acting disruptively will be removed from the Saturday detention and be referred to the building administrator for further disciplinary action.

2023-24 Saturday Detention Schedule

Students and parents/guardians will be notified of the scheduled date by the Assistant Principal or designee.

September 30	February 3, 24
October 7, 21, 28	March 9, 16
November 18	April 13, 27
December 2, 16	May 4, 11
January 6, 20	June 1, 8, 15

3. Internal Suspension/Out-of-School Suspension: This is a serious disciplinary sanction, which may be imposed against a student when it can be proven that the student has interfered with the maintenance of the good order of the school. The student may not be permitted to return to school until a parent conference, either in person or via the phone, is conducted. Students are reminded and know that **THEY RESPONSIBLE FOR ALL WORK MISSED AS A RESULT OF A DISCIPLINARY ACTION**. Students should also note that any disciplinary action takes precedence over previously scheduled activities such as clubs, athletics, or school work programs.

- **Additionally, when a student is externally suspended from school, he/she may not be in the building or on any school district grounds, including other schools, at any time during the length of the suspension unless otherwise noted by an administrator. *Students who fail to comply may face trespassing charges.***
- Students who are suspended may **NOT** participate in any school functions for the duration of the suspension. This includes athletic contests, class trips, dances, work study programs, club activities, weekend events, and denial of participation in graduation or commencement ceremonies. Although students may not be permitted to walk in graduation, they are still entitled to their diploma. These students have the right to the grievance procedure as outlined on the board policy. Any pupil receiving an external suspension must have a conference with the student, parent, and administration before being readmitted back to school.

** All external suspensions will be reported to the Board of Education through the Superintendent's office at the Board meeting immediately following the date of action.

Parents will be contacted in most disciplinary cases involving assistant principal intervention.

4. Behavioral Contracts: Students may be placed on a behavior contract if: (a) they have an accumulation of minor violations, (b) commit a serious offense, and/or (c) as deemed necessary by the administration.

Behavior contracts will outline strict standards that the student is expected to follow. During the period of time that a pupil is placed on a behavior contract, it is understood that they must meet all outlined standards. Failure to meet the standards established by a behavior contract will result in further, more severe disciplinary procedures including, but not limited to, loss of privileges (school activities, trips, school dances, prom, and/or graduation) and/or consideration for alternative placement.

All offenses committed in school or on the school grounds that violate local, state, or federal laws will be referred to the police for appropriate action. Continued discipline problems and acts that endanger the health, safety, and welfare of pupils, parents, and/or faculty may require the school administration to take further action. Such action may include, but not be limited to, referral to the police.

Students who are on **NO-CREDIT STATUS** and/or students who consistently require disciplinary intervention by the assistant principal and subsequently amass a lengthy discipline history will be subject to losing certain privileges, including but not limited to the following: Participation in school activities such as: athletics, clubs, after-school events, trips, prom, and/or attendance at senior activities and commencement exercises. Driving/parking privileges may also be revoked.

Activity Restriction
SUSPENSIONS =ACTIVITY RESTRICTION

Any suspension automatically includes activity restriction for the duration of the suspension. Students who are placed on **ACTIVITY RESTRICTION** may not participate in or attend any school-sponsored functions. *Students who fail to serve an administrative assigned consequence will be placed on activity restriction until they serve their consequence.* The administration reserves the right to impose and/or extend activity restriction based on individual circumstances. Students who violate activity restriction may have their activity restriction assignment extended.

Security

Security cameras are placed at various locations throughout the building including all of the entrances as well as field locations. Security gates are utilized to maintain a safe building for various activities. Students will be required to sign in/out at various locations which may include bathrooms, guidance, nurse, media center, and main office. To help maintain the safety of the school, vape detectors have been installed in student bathrooms which may result in search and seizure when triggered.

Search and Seizure

Based on the recommendation of the County Prosecutor's office and the Office of the Cape May County Superintendent of Schools, please be advised that in order to confront and deter potential school violence and drug abuse, it may be necessary to conduct unannounced searches or inspections of lockers, desks, vehicles, or other property, including items owned by students and brought onto school grounds, such as book bags, purse, lunch boxes, etc.. Utilization of such a procedure, if necessary, is designed to maintain order and discipline and to protect the safety and well being of our entire school community.

The purpose of this notice is to provide fair warning of these regrettably necessary, limited privacy intrusions and to discourage students from bringing or keeping weapons, drugs or other contraband on school grounds. This refers to NJSA.18A:36-19.2 Inspection of Student Lockers.

Protection Against Theft

Students are responsible for all items that are brought to school. School authorities cannot be held financially responsible for anything stolen from your hall or gym locker, whether it is locked or unlocked. The following guidelines can help lessen your chances of having an item stolen.

- **Keep your locker locked at all times.**
- Don't turn the combination to the last digit just so you can open it quickly.
- **Don't share your locker with another student.**
- Keep valuable clothing and jewelry items at home.
- Don't bring large amounts of cash to school.
- Keep your gym clothes and sneakers in your hall locker.
- Buy a good padlock or other type of key lock for your gym locker.
- Immediately report all thefts to a teacher, then to the Director of Security.
- In the case of locker room thefts, report them to your teacher and/or administration. Please make certain to file a theft report with the Director of Security.
- All student drivers should lock their vehicles during the school day.

DRESS CODE

Dress Code: The following excerpt is taken from Board policy, regarding dress code:

Dress and Grooming

All clothing or adornments worn or carried will be judged upon the effect they have upon the health, welfare, and safety of the school community and whether this clothing could have a deleterious effect upon the normal routine and function of the public school. All clothing and accessories must be appropriately fitted and worn in good taste. The administration reserves the right to make changes as styles may dictate.

Students will not wear:

1. Any apparel or accessory with obscene, offensive, bias, or profane material on it or refer to violence, drugs, sex, alcohol, or tobacco products.
2. Tank tops, thin-strapped tops, tube tops, crop tops, halter tops, and clothing that exposes the back, chest, or midriff.
3. Clothing made of sheer or fishnet material.
4. Clothing with holes and/or tears.
5. Pajamas or undergarments worn as outerwear. This includes Middle Township sweatpants.
6. Strapless, thin-strapped, spaghetti strapped dresses or rompers/jumpers.
7. Clothing or accessories which are designed for beachwear (bathing suits, etc.).
8. Chain-link and metal belts.
9. Hats, bandanas, or other headgear.
10. Coats, hats, gloves and any type of outdoor wear may not be worn in the classrooms, hallways, or the cafeteria during the regular school day.
11. Flip flops, slides, shower shoes, or bedroom slippers.
12. Excessively short skirts or shorts.
13. All hoods **must** remain down

The administration reserves the right to determine the appropriateness of a student's attire. A pupil found to be in violation of the dress code may be sent home and subject to disciplinary action.

****Administration reserves the right to update and change the dress code at any time.**

Student Driving Privileges

PARKING IS ONLY FOR REGISTERED STUDENTS

****Administration reserves the right to search student vehicles without notice and/or as needed****

The following regulations have been established by the administration as standards for those who exercise student-driving privileges. All student drivers may be required to attend a driver safety presentation provided by the school district, in order to receive permission to park on campus.

1. All student drivers must register their vehicles with the district in the main office. Registration must include:
 - Student's valid NJ driver's license & current insurance ID card.
 - A valid auto registration card and current inspection sticker.
3. When registered, the student driver will receive a "cling tag" or parking decal to be displayed on the rear passenger window on the driver's side in the student's vehicle. The tag/decal will be numbered and must be displayed daily. **POLICE MAY TICKET ANY VEHICLE WITHOUT A TAG.**
4. Students may park only in the main parking lot adjacent to the Performing Arts Center. Student drivers may NOT park in any other school parking lot areas. **STUDENTS WHO PARK IN ANY AREA OTHER THAN THE DESIGNATED STUDENT LOT/ SPACE WHILE ATTENDING SCHOOL, OR THOSE WHO OCCUPY MORE THAN ONE PARKING SPACE, MAY HAVE THEIR VEHICLE TICKETED, TOWED, AND/OR MAY LOSE THEIR DRIVING PRIVILEGES FOR AN EXTENDED PERIOD.**

5. Students are expected to maintain all rules of safe driving, especially when exiting the parking lot at the close of school.
6. Student drivers will not be permitted to go to their vehicles during the day unless it is an extreme emergency and approved by the administration.
7. Students who are on academic probation, activity restriction or no-credit status, may lose their driving privileges. **ANY STUDENT WHOSE DRIVING PRIVILEGES HAVE BEEN REVOKED MUST SURRENDER THEIR "CLING TAG"/DECAL TO THE ADMINISTRATION. THE TAG/DECAL WILL BE RETURNED WHEN THE DRIVING PRIVILEGES ARE REINSTATED.**

Student Conduct Rules:

1. Students are expected to conduct themselves in a manner that respects the rights of others, as outlined in the district Code of Ethics and Conduct.
2. Attendance to all classes (**including lunch and academic intervention**) is compulsory unless the student is participating in a school-sponsored or approved activity. Students must arrive on time and prepared, with the proper materials (i.e. pencil, notebook, textbook, etc.).
3. **STUDENTS ARE NOT PERMITTED TO BRING VISITORS TO SCHOOL.**
4. Any student in the halls during class must carry a hall pass identifying the teacher's name, the student's name, date, time, and destination. Students are only permitted to go to the destination identified on their hall pass.
5. In order to verify their whereabouts, students must sign in when visiting areas such as the bathroom, nurse, counselor's office, and media center during class/study hall time with first and last name.
6. Students may not leave the building for lunch, or at any other time during their instructional day, unless they have signed out/in the main office. If they leave they are NOT permitted to return without a doctor's/medical note. This includes going to their vehicles in the school parking lot.
7. Students are permitted to use the main school phone in the guidance office, before/after school or during lunch, with staff permission. **Cell phone calls are not to be made or accepted while a student is in class.**
8. Students may eat and/or drink in the school cafeteria only during lunch. No food or beverages other than water may be consumed elsewhere in the building or in the cafeteria when lunch is not in session.
9. Students are not permitted to remain after school for the activity period unless they are under the supervision of a teacher/coach. Late buses are available only for students who have remained in school for school-sponsored activities. Spectators staying for an athletic contest may arrive at the event no earlier than thirty (30) minutes prior to the start of the event.
10. Students must follow their teacher's cell phone/electronic device policy and procedures when in class. Electronic devices such as handheld electronic games, speaker/stereos, etc., are not permitted in class or hallways. Such items may be confiscated and may require a parent conference in order to be returned.
11. Earbuds are not permitted in class during academic learning time.
12. Video recording of any kind is strictly prohibited on school grounds without proper administrative permission.
13. Profanity, or any other inappropriate language, will not be tolerated at any time.
14. Gambling is never permitted on school property.
15. Air horns and other noise making devices are not permitted at any school event.

16. Students will be issued an obligation for any school item that is not returned or physically damaged beyond repair. All financial obligations must be cleared in the main office, and may preclude students from participating in school events including graduation or commencement ceremonies.

Drug & Alcohol Policy and Procedures

Any student suspected to be currently under the influence of alcohol or another substance must undergo an immediate medical examination by a physician, which includes a urinalysis. Medical examination with urinalysis must be obtained on the day of the referral within a 2 hour period. **If a student refuses to provide a sample, they will be placed on external suspension for a minimum of ten (10) days out-of-school suspension.** Students who are found to be in violation of the substance abuse policy are subject to school disciplinary action and possible legal action. Students in possession of, or distributing, substances or related paraphernalia are subject to both disciplinary and legal action. Substance related incidents are handled in accordance with NJAC 6A:16-4.3 and 6A:16-6.3. Substance abuse prevention, intervention, referral for treatment, and follow-up services are available to students/families through the school Student Assistance Program, in compliance with state and federal confidentiality laws (see 42 CFR Part 2; NJSA:40A-7.1 and 7.2).

Possession, sale, or distribution of an illegal substance paraphernalia/drug/alcohol/counterfeit drugs/creating a dangerous situation:

- Up to One (1) full school year suspension/expulsion pending BOE action
- MTPD will be notified and complaints filed
- AR will be conducted
- Readmission Process
- Behavior Contract Signed

Possession of over-the-counter medications, supplements, and/or prescription drugs.

- It is the parent/guardian's responsibility to provide documentation and communicate with the school nurse if the student is going to be in possession of any type of medicine.. Failure to do so could result in the following:
- Minimum of a 4 days out-of-school suspension
- Mandatory parent/guardian conference
- Subsequent offenses will result in further disciplinary action
- Behavior Contract Signed

Under the influence of controlled dangerous substances and/or alcohol (Positive Drug/Alcohol Screening Results):

- First Offense: Ten (10) days out of school suspensions
- MTPD will be notified and possible complaints filed
- Mandatory parent/guardian conference
- AR will be conducted
- Readmission Process
- Behavior Contract Signed

**** Two (2) or more offenses:** Up to 45 days suspension pending BOE Action, AR, MTPD will be notified, possible charges filed, readmission process.

Periodic urine screenings for a calendar year will be arranged by the nurse and must be completed within 24 hours. Positive results will warrant referral for more intense treatment. Failure to comply will result in an appearance before the Principal.

A diluted, altered, or contaminated urine specimen will result in further testing and suspension for

not following Board Policy.

Students who test positive for drugs or alcohol as a result of a second administrative referral or use again will be suspended and may have to appear before the Discipline Review Committee of the Board of Education and may be sent to an alternative placement.

Any pupil suspected of being under the influence of any of the above on school property or at any school sponsored event shall immediately be taken through the mandated steps as outlined in the New Jersey Administrative Code, Title 6A: 16-6.1 and the MTHS Board of Education Policies and Procedures. These include immediate notification of the administration, parents, and superintendent and immediate referral to a medical facility for examination and drug screening.

Smoking and Use/Possession of Tobacco/Nicotine Products

Smoking and tobacco products (including but not limited to ZYN-Nicotine pouches, cigarettes, cigars, rolling papers, vapes, e-cigarettes, pods/liquid, lighters, and chewing tobacco) are prohibited on all school grounds, buses, buildings, and during any school sponsored function. Violators of the law will be subject to the penalties prescribed by the statutes, which include the signing of a misdemeanor complaint with the municipal court. Students found in possession will be required to participate in a training session related to the harmful effects of using tobacco. This training is mandatory to all those who have violated this order.

Harassment, Intimidation, & Bullying: Harassment, Intimidation, and Bullying (HIB)

**All incidents regarding harassment, intimidation, or bullying should be reported to guidance or administration immediately.* The HIB Policy and Investigation Procedures are found on <https://middletownshippublicschools.org/>.

The 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.

Pupil Expectations:

1. The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.
2. 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 conduct problems and foster pupils' abilities to grow in self-discipline.
3. The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:
 - a. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);

- b. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
 - c. Pupil rights; and
 - d. Sanctions and due process for violations of the Code of Pupil Conduct.
4. The District prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:
- a. Walk away from acts of harassment, intimidation, and bullying when they see them;
 - b. Constructively attempt to stop acts of harassment, intimidation, or bullying;
 - c. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
 - d. Report acts of harassment, intimidation, and bullying to the designated school staff member.
5. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.
6. Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.
7. Factors for Determining Consequences:
- a. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
 - b. Degrees of harm;
 - c. Surrounding circumstances;
 - d. Nature and severity of the behavior(s);
 - e. Incidences of past or continuing patterns of behavior;
 - f. Relationships between the parties involved; and
 - g. Context in which the alleged incidents occurred.
8. Harassment, Intimidation, and Bullying Off School Grounds:
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:
- a. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils.
 - b. 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.
 - c. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils.
 - d. 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.
9. The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.
- Pupils - 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, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2,

Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions

10. Reports to Law Enforcement: Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement between Education and Law Enforcement Officials.

Sexual Harassment

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

The Board of Education shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment, which may include quid pro quo harassment and hostile environment.

Definitions:

1. Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcome sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid pro quo harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.
2. Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcome sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party, that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This policy protects any person from sex discrimination; accordingly both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Anyone who believes that he or she has been sexually harassed is encouraged to immediately report it to a responsible adult. This could include parents, school employees, or others in whom the person has confidence. The important thing is to tell someone immediately so that appropriate action can be taken.

Sexual harassment is any unwanted and/or uninvited verbal or physical behavior of a sexual nature that results in physical harm or causes a person to feel uncomfortable or threatened. Sexual harassment can be, BUT IS NOT LIMITED TO, the following examples.

Physical Examples: forcibly grabbing or kissing someone; touching someone in an inappropriate way; making sexual gestures; licking lips or making suggestive body movements; staring at someone's body.

Verbal Examples: commenting about someone's body; talking about someone's sexual orientation in a way that makes a person uncomfortable; texting, exchanging, or posting inappropriate messages or pictures through social media and/or technological resources.

DISCIPLINARY CODE OF INFRACTIONS AND CONSEQUENCES

**Administration reserves the right to final termination in any disciplinary action

** Any student having accumulated suspensions or an egregious act may not be permitted to go to Prom, participate in Graduation, or other school functions, activities, or sports.

DISCIPLINARY CONSEQUENCES 2023-2024				
<u>ABBREVIATION CODES</u>				
<p>AW = Administrative Warning E2 = 2 days external suspension PCF = Possible charges filed AD = Administrative Detention E3 = 3 days external suspension LDP = Loss of driving privileges SD = Saturday Detention E4 = 4 days external suspension E10 = 10 days ext. suspension ISS= In-School Suspension E5= 5 days external suspension *All suspensions include Activity Restriction **Administration holds the right to make the final decision regarding all disciplines.</p>				
Offense	1st Offense	2nd Offense	3rd Offense	Additional Offense(s)
Atrocious assault or group assault	Any offense - up to one full school year pending BOE action AR/PCF – readmission process			
Automobiles (unregistered or wrong lot)	AW	AD	2 AD Towing of car	ISS Loss of privilege
Being in an unauthorized area or leaving class w/o permission	AD	SD	2-ISS	2-ISS
Bullying, harassment, intimidation (Verbal/Written)	2 ISS/Cease & Desist Order, Subject to HIB	E4 Police report	E10 (+) Supt. hearing	
Leaving school without permission	2 - SD	2-ISS	E2 PCF	E3 PCF
Cutting/not reporting to a class	SD	ISS	E2	E3
Defacing/destruction of property, vandalism major – over \$25	E3 Restitution PCF	E4 Restitution PCF	E10 Restitution/PCF Principal Review	E10 Restitution/PCF BOE Review
Defacing/destruction of property, vandalism minor – under \$25	SD Restitution	2-ISS Restitution PCF	E2 Restitution PCF	E4 Restitution PCF
Defiance of staff	SD	ISS	2-ISS	E4
Disruptive or inappropriate conduct Failure to follow directions	AD	2 AD	ISS/SD	ISS/E2
Dress code violation	AW Change attire or call for pick up ISS until compliant	AD Change attire or call for pick up ISS until compliant	SD Change attire ISS until compliant	SD Change attire ISS until compliant
Failure to serve teacher detention	AD	2 AD	SD	ISS

Failure to serve admin det.	2 AD/Activity Restriction	SD/Activity Restriction	ISS/Activity Restriction	2-ISS/Activity Restriction
Failure to serve sat. detention	SD/Activity Restriction	ISS/Activity restriction	E2/Activity restriction	E3/Activity restriction
Fighting, inciting a fight	E4	E10 PCF	E10/PCF Principal Review	E10/PCF BOE Review
Gambling	AD	2 AD	SD	ISS
Inappropriate conduct on bus or at bus stop	AD	2 AD	SD	Extended exclusion Parent conference
Inappropriate display of affection	AD	2 AD	SD	ISS
Inappropriate use of cell phone, or other electronic devices	AD Item confiscated Parent Retrieval	ISS Item confiscated Parent Retrieval	2 - ISS Item confiscated Parent Retrieval	E2 Item confiscated Parent Retrieval
Inappropriate use of school electronic devices and/or internet	AD	SD	SD Loss of privilege	ISS Loss of privilege
Incorrigible/willful chronic disobedience Irresponsible personal behavior	2-ISS	E2	E3	E4 Principal review/ BOE Review
Late to class	AD	SD	ISS	2-ISS
Late to School	4th late = AW	5th late = AD	AD = 8th, 11th, 14th lates; SD = 17th & 20th late *Administrative discretion will be used for students who accumulate 21+ lates. Students may be subject to loss of driving privileges, activity restriction, and other disciplinary consequences.	
Lying/cheating/plagiarism Forging school documents	SD	ISS	2-ISS	E3
Misuse of hall pass	AD	2 AD	SD	ISS Hall pass restriction
Possession of fireworks/ Explosive devices	E10/PCF BOE Review			
Possession of tobacco products/paraphernalia	ISS *mandatory online training of harmful effects	E2, ISS 2 *mandatory online training of harmful effects	E4 PCF	E4 CF
Possession of weapon or lookalike	Any offense - up to one full school year pending BOE action AR/PCF – readmission process			
Possession, sale or distribution of an illegal substance/paraphernalia Creating a dangerous situation	Minimum of, but not limited to, E10 Any offense - up to one full school year suspension/expulsion pending BOE action AR/CF – readmission process			

Profane/obscene/abusive conduct towards staff (verbal/ written)	E3	E5	E10 Principal Review	E10 BOE Review
Recording of disorderly conduct-use of technology to record incidences of disorderly conduct	2-ISS	E2	E3	E4 Principal review/ BOE Review
Refusal to submit to screening, search & seizure	Minimum 10 day suspension Cannot return to school until compliant with BOE policies Consequences for positive screening to be applied after 10 day suspension			
Sexual harassment/ lewd conduct Poss. of pornographic material	E4 PCF	Any Additional Offenses Up to one full school year pending BOE action AR/PCF – readmission process		
Smoking, use of tobacco products, use of e-cigarette	ISS *mandatory online training of harmful effects	E2, ISS 2 *mandatory online training of harmful effects	E4 PCF	E4 CF
Tampering with fire alarms or fire equipment	E4 Restitution PCF	E4 Restitution PCF	E10 Restitution/PCF Principal Review	E10 Restitution/PCF BOE Review
Terroristic/bomb threats and/or extortion	Any offense - up to one full school year pending BOE action AR/PCF – readmission process			
Theft - minor (Less than \$25)	E2/PCF Restitution	E4/PCF Restitution	E10/PCF Restitution	E10/PCF Restitution
Theft – major (More than \$25)	E4/PCF/Rest.	E10/PCF/Restitution/BOE Review.		
Threat/aggressive acts towards staff	Any offense - up to one full school year pending BOE action) AR/PCF – readmission process			
Threats, abusive language, intimidation, gang-related, physical aggression, excessive horseplay	ISS	2 ISS PCF	2-E2 PCF	E3 PCF Principal Review BOE Review
Unacceptable comments, profanity/obscene comments or gestures towards students	AD	2 AD	SD	ISS/E2
Under the influence of an illegal substance	E10 AR/PCF	E10/Up to 45 days suspension pending BOE action AR/CF – readmission process		
Use of racial/ethnic offensive/hateful slurs, inflammatory statements	2 ISS	E2	E3 PCF	E4 PCF Principal Review

Updated:8/2023