

**MIDDLE TOWNSHIP HIGH SCHOOL**  
300 E. Atlantic Avenue  
Cape May Court House, NJ 08210  
MAIN TELEPHONE NUMBER: (609) 465-1852  
FAX: (609) 465-9430  
<http://www.middletp.k12.nj.us>

**District Administration**

Dr. David Salvo, Superintendent  
Dr. Toni Lehman, Director of Curriculum and Instruction  
Robert Johnson, Director of Special Education  
Diane Fox, Business Administrator

**Board of Education**

Dennis Roberts, President  
George DeLollis, Vice President  
Calvin Back, James Norris, Burgess Hamer, Gloria Hodges,  
Edward Dagney, Patricia Taylor, Stephanie Thomas &  
Renee Petit (Dennis Twp. Rep)

**High School Administration**

George West, Principal  
Jennifer Holmstrom, Assistant Principal  
Brad MacLeod, Assistant Principal  
Sharon Rementer, Assistant Principal of Athletics  
Victoria Villano, Academic Supervisor  
Rita Willis, 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** \_\_\_\_\_

**TABLE OF CONTENTS**

	<b><u>Pages</u></b>
<b><u>General:</u></b>	3
Phone Number and Extensions; School Hours Schedules	
<b><u>School Schedule:</u></b>	4- 5
Full Day; Early Dismissal	
<b><u>Middle Twp. Schools Code of Ethics and Conduct</u></b>	6-7
<b><u>Student Services:</u></b>	7-9
School Guidance Departments- Intervention & Referral Services; Media Center; Nurse’s Office, Insurance, Transportation,	
<b><u>Academics:</u></b>	9-12
Academic Integrity; Grading System; Honor Roll; National Honor Society; Class Rank/GPA; Graduation Requirements; Graduation Fee; Course Drop/Add; Course Remediation; Make-up Work; Student Records	
<b><u>Student Activities:</u></b>	12-14
Eligibility Requirements for Student Activities; NJSIAA Regulations; Extra/Co-curricular Activities; Activities; Advisors & Athletic Coaches; School Dances	
<b><u>Information and Rules:</u></b>	14-17
Attendance Procedures and Definitions; Loss of Credit; Homebound Instruction; Early Dismissal	
<b><u>Discipline:</u></b>	17- 31
Detentions; Suspensions; Behavioral Contracts; Activity Restrictions; Security; Search and Seizure; Protection against Theft; Dress Code Student Driving Privileges; Controlled Dangerous Substance/Alcohol Abuse; Use/ Possession of Tobacco Products; Policy against Harassment, Intimidation and Bullying; Sexual Harassment; Infractions & Consequences	

**NOTICE OF STUDENT HANDBOOK CHANGES**

The Student Handbook is printed four (4) months prior to the September opening of school. The 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 web site. Any changes to the handbook, after its printing, will be updated on the web site.

**MTHS EXTENSIONS: DIAL 465-1852**

To report an absence, press 1  
Nurse, press 2  
Guidance Department, press 3  
Athletic Department, press 4  
Main Office, Principal, Asst. Principal, press 5  
Child Study Team, press 6  
Staff Directory, dial 9  
Performing Arts Center-463-1924

**SCHOOL HOURS**

Period 1 begins at 7:40 daily. Students are dismissed at 2:24 on a full day and 12:35 on early dismissal days. Special schedules will be implemented for assembly and early dismissal days.

**Early Dismissal Procedures**

STUDENTS WHO ARE DISMISSED PRIOR TO THE END OF THE SCHOOL DAY MUST USE THE FOLLOWING PROCEDURES:

1. Any student under the age of **18** must have parent permission through the main office to leave school early. **ONLY those seniors enrolled in GCEE or Panther Academy are dismissed prior to 2:24, when their instructional day is complete. ALL STUDENTS WHO HAVE AN EARLY DISMISSAL MUST SIGN OUT IN THE MAIN OFFICE.**
2. If a student leaves early and needs to return for an after-school activity, he/she should not re enter the building prior to 2:24. If they must arrive earlier, they must report directly to the Main Office. Students may NOT report to the gym or other instructional areas prior to the regular dismissal time.
3. Except for those students who are working with staff members, no students should be in the building before 7:30 am.

**2018-2019 DAILY BELL SCHEDULE**

<b>Time</b>	<b>A Day</b>	<b>B Day</b>	<b>C Day</b>	<b>D Day</b>
7:40- 8:33	Period 1	Period 2	Period 3	Period 4
8:36 - 9:29	Period 2	Period 3	Period 4	Period 1
9:30- 9:39 Homeroom	HR	HR	HR	HR
9:42 - 10:35	Period 3	Period 4	Period 1	Period 2
10:35 -11:05	AM Labs	AM Labs	AM Labs	AM Labs
10:35- 11:35	Community Lunch	Community Lunch	Community Lunch	Community Lunch
11:05- 11:35	PM Labs	PM Labs	PM Labs	PM Labs
11:39- 12:32	Period 5	Period 6	Period 7	Period 8
12:35-1:28	Period 6	Period 7	Period 8	Period 5
1:31-2:24	Period 7	Period 8	Period 5	Period 6

**2018-2019**  
**EARLY DISMISSAL BELL SCHEDULE**

<b>Time</b>	<b>Classes</b>
7:40- 8:05	Period 1
8:08 - 8:38	Period 2
8:38- 8:42 (Homeroom)	HR
8:45 - 9:11	Period 3
9:14 -9:40	Period 4
9:43 -10:08	Period 5
10:11- 11:11	Community Lunch
11:14- 11: 39	Period 6
11:42 - 12:07	Period 7
12:10- 12:35	Period 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.

## MIDDLE TOWNSHIP SCHOOLS

### 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**

#### **Ms. McAnany ext. 5019**

9th and 10th grade students A-G, 11th and 12th grade students A-F

#### **Mrs. Chew ext. 5013**

9th grade students H-L, 10th grade students H-M, 11th and 12th grade students G-M

#### **Mr. Joslin ext. 5018**

9th grade students M-Z, 10th, 11th, and 12th grade student N-Z

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 10 – 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. Student may also be required to participate in the NJ Department of Education's Portfolio Appeal Process.
4. Grades 9 – 11: All students enrolled in English will participate in the PARCC English Language Literacy (ELA) assessments.
5. Grades 9 – 12: All students enrolled in Algebra I, Geometry, and/or Algebra II will participate in the PARCC Mathematics assessments.
6. Grade 11: All 11<sup>th</sup> grade students will participate in the New Jersey Student Learning Assessment-Science (NJSLA-Sci)

\*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 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 before school and during school hours.
- Student IDs are needed to check out Media Center materials.
- Students will be charged for materials not returned.
- All students must complete an Internet Acceptable Use Policy Agreement prior to using the lab.
- Students may use the Media center during Study Halls and Lunch.

### **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.

### **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 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. **Students who need a bus pass must submit a written request signed by a parent/guardian prior to homeroom on the day the pass is needed. Bus passes will not be issued for sending district transportation unless the student making the request is a resident of**

**that district. Students are not to ride other buses without written consent from the main office.** 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 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.*

**GRADING SYSTEM**

Report cards are issued four times each year. Progress reports are issued at the midpoint of each marking period. The following is the grade reporting system:

1. Students are required to achieve a .8 GPA in order to receive a passing grade for the course.
2. The final grade (four marking periods) will be calculated by an average percent of all four marking periods.
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 have failed a marking period and 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 a Quarterly Benchmark Exam at the end of each marking period for that course.
6. A student cannot receive a grade lower than a 55 for the first two marking periods only.

**Grading System**

<b>Grade</b>	<b>Average</b>	<b>GPA</b>
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
- Honor Roll: B- or above.

## NATIONAL HONOR SOCIETY

Candidates for the National Honor Society must earn a minimum GPA (3.3 for candidates in the fall of 2018; 3.5 for candidates in the fall of 2019 and beyond), complete a certain number of community service hours (5 hours total for candidates in the fall of 2018; 10 hours total for candidates in the fall of 2019 and beyond), and meet 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.

## 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 the **FIRST SEMESTER 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.

## GRADUATION REQUIREMENTS

### CLASSES OF 2019, 2020, 2021, & 2022

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.

4 years of English (20 credits)

4 years of PE/Health (20 credits)

3 years of Math (15 Credits)

**(Grade 9, 10, and 11 must complete Algebra I, Geometry, and Algebra II)**

3 years of Lab Science (15 credits)

2 years of US History (10 credits)

1 year of World History (5 credits)

1 year in Visual, Performing and/or Practical Arts (5 credits)

1 year of Computer 21<sup>st</sup> Century Life and Career Education (5 credits)

1 half year of Financial Literacy (.5 credits)

1 year of a World Language (5 credits)

Electives – 20/30 credits (based on graduation requirements)

- All underclassmen must carry a minimum of 35 credits per year.
- Seniors must carry a minimum of 30 credits per year, provided they meet all graduation requirements.
- **Students may audit a class, in accordance with specified guidelines and administrative approval.**

### GRADUATION FEE

All graduating seniors will be charged a \$25 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 1<sup>st</sup>.**

### GRADE LEVEL BASED ON CREDITS

Freshmen: Fewer than 25 credits completed.  
Sophomores: 25-49 credits completed with a minimum of two year 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 week following the issuance of the second marking period report cards.
- 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 certified approved private tutor. Both grades will appear on the official academic record. All summer coursework must be completed prior to August 31<sup>st</sup>.

### MAKE-UP WORK MISSED DUE TO ABSENCE:

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

**\*\*Physical education absences due to an extended excused absence ( more than 2 days) must complete a make up assignments for each day missed.**

### 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 authorizes 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 not 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 his/her 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 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 withdraw 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 NJSIAA4.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.**

### **NJSIAA REGULATIONS**

1. To be eligible for athletic competition during the first semester (September 1st to January 31<sup>st</sup>) of 9<sup>th</sup> grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (110), during the immediately preceding academic year.

2. To be eligible for athletic competition during the second semester (February 1st to June 30<sup>th</sup>) of 9<sup>th</sup> grade or higher, a pupil must have passed the equivalent of 12% of the credits (15) required by the State of New Jersey for graduation (110) at the close of the preceding semester (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

#### 3. Credits

- To be eligible for athletic competition during the first semester (September 1 to January 31) a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year.
- To be eligible for athletic competition during the second semester (Feb. 1 to June 30), a pupil must have passed the equivalent of 12 1/2% of the credits (15) required by New Jersey for graduation (120) at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

### **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 must be present in school on the day of the event prior to 11:00 a.m. unless a legally documented note is presented (i.e. doctor's visits, legal appointments, etc.). \*\* Attendance to these events may be restricted by administration based on prior/current disciplinary offenses.**

### **MTHS EXTRA/CO-CURRICULAR ACTIVITIES, COACHES, & ADVISORS**

<p><b><u>Activities</u></b></p> <p>Bible Club – Maria Woodring  Choral Music – Debbie Dalfonso  Concert Band/Wind Ensemble – Stefan Griffin  Dance Team-Morgan Tridente  Drama Club-Jackie Buckingham  Drama Production –Jackie Buckingham  El Club Latino – Carol Pearson  French Club – Wendy Cope  Interact Club – Angela Quintana/John Leahy  Italian-American Club – Matt D’Apolito  Key Club – Kelly Hogg  Math League – Brooke Zukawski  Mock Trial – Kim Moore/Lisa Taylor  Musical Production – Debbie Dalfonso  National Honor Society – Kelly Lasher  Red Cross Club – Tracey Nagle  Step Team – Andrea Davis  Student Council – Amy Giulian  United Young Generation - Andrea Davis  Yearbook – Maria Brault</p> <p><b><u>Class Advisors</u></b></p> <p>Freshman –Amy Giulian  Sophomore–Jackie Buckingham  Juniors – Lisa Taylor  Seniors – Rachel Chew</p>	<p><b><u>ATHLETIC COACHES</u></b></p> <p>Athletic Director– Sharon Rementer  Athletic Trainer– Amy Adair  Baseball – Chuck Dougherty  Basketball (M) – Anthony Farmer  Basketball (W) – John Leahy  Cheerleading (F) – Nicole Drake  Cheerleading (W) – Kelsey McKee  X- Country (M) – Edward Letts  X- Country (W) – Chuck Gehman  Field Hockey – Janina Perna  Football – Frank Riggiano  Golf – Dave Joslin  Lacrosse (M) – Tom Griffin  Lacrosse (W) –Tina Prickett  Soccer (M) – Matt Gilbert  Soccer (W) – Robert Wishart  Softball – Lauren Rueff  Swimming – Deidre Bosacco  Tennis (M) – Matt Gilbert  Tennis (W) – Mario. Duca  Track (M) – John Richardson  Volleyball (W) –Nicole Robinson  Wrestling – Matt Wolf</p>
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**SCHOOL DANCES:**

1. All attendees must be currently enrolled as Middle Township High School students. **All guests to the dance must produce a MTHS ID in order to be admitted.**
2. No students below grade 9 may attend any school dances or events closed to the public.
3. ***Students on activity restriction may not attend any school events.***
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. Those juniors and seniors who do not attend the Prom may only bring a Middle Township student as a guest to 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 events
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 and the 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.

**ABSENCE - DEFINITION AND VERIFICATION:** Student absences are deemed “excused” when the student is able to provide documentation **ONLY** for the following circumstances:

1. medical illness/injury
2. required court appearance
3. family death
4. college visitation

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.** These notes will be kept on file in the nurse's office for future reference, particularly in cases where an "appeal process" is instituted. **These absence days, although excused, will still accumulate as part of the 9 day maximum per semester.**

**The following circumstances will not be considered an absence:**

1. school field trip/activity
2. external suspension

Students who are absent with parent permission for reasons other than those listed above will be considered unexcused. Students who are absent **without parent permission will be considered truant** and will receive further disciplinary consequences.

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. 5008.

**\*\*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 have either a legal/medical documented excuse or be made up in a makeup 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, which exceeds the policy limits (9/18).
2. 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.
3. SENIORS PLACED ON NO CREDIT STATUS DURING THE SENIOR YEAR MAY LOSE THE PRIVILEGE OF PARTICIPATING IN THE GRADUATION CEREMONY.

### **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" all unexcused absences accumulated after they have accumulated nine absences in a semester.** The "no credit" sessions will consist of a prescribed number of makeup sessions, which the students are expected to attend and may take place on 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. Such an appeal should begin with a letter of explanation to the administration for the basis for the appeal. 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 1<sup>st</sup>.**

### **MISCELLANEOUS PROVISIONS**

1. Students who are under the age of 16 and are absent 5 or more cumulative days will 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 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.

**FAMILY VACATION/COLLEGE VISITATION/MILITARY:** 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 intention to be absent due to family vacation. Such notice is for informational purposes and to assist students in obtaining their assignments. It is strongly recommended that such vacations not take place after May 15<sup>th</sup> 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. Only in case of emergency will instruction time be interrupted to call into a classroom. **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 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 9:15 will be counted as a full day's absence. Any early dismissal after 9:15 and prior to 12:34 will count as a half-day's absence. **In order for such absences to be excused, the student must submit a medical/legal note when they return to school. Students dismissed early unexcused will receive a zero for the day for any classes missed. Students will not be given the opportunity to make up any tests or quizzes due to unexcused early dismissals.**

**LATENESS TO SCHOOL:** Students are expected to be on time for school and to be present in period 1 no later than 7:40 am. 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 allow their child not to use school transportation are responsible for their arrival at school being on time. Additional consequences may be given to students who are chronically late.

### **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 to for 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, card playing, 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. 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, 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 Detentions are 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 thru 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 will receive a Self-Reflection Packet.

#### **Detention Rules**

- Assistant Principal assigns students for disciplinary reasons, as per the Student Handbook.
- The parent notification will be the responsibility of the Assistant Principal or designee.
- 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.
- The doors will open at 7:45 a.m. and close at 8:00 a.m.
- Students must have some type of assignment to work on. (Homework, make-up work, or remedial work is allowed).
- There are no electronic devices, food, beverage, candy, etc. allowed in the Saturday Detention Room.
- There will be no talking.
- Breaks for a drink or restroom use are at the discretion of the detention supervisor.
- Students will complete a Self-Reflection Packet.
- If a student finishes all of his or her work, the detention supervisor will assign additional work.
- 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.
- Any student arriving late to Saturday Detention may be asked to reschedule the detention or issued additional discipline.
- Any student acting disruptively will be removed from the Saturday Detention and be referred to the building administrator for further disciplinary action.

#### **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 noon.
- The District is **not** responsible for transportation of student to or from Saturday Detention.

· ·The program will be staffed with certified teachers.

**2018 – 2019 Saturday Detention Schedule:**

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

September 29	February 9, 23
October 13, 27	March 9, 16
November 3, 17	April 6, 13
December 1, 15	May 4, 18
January 12, 26	June 1, 15

**3. INTERNAL SUSPENSION/ OUT-OF-SCHOOL SUSPENSION:** This is a serious disciplinary sanction, which may be imposed against a pupil when it can be proven that the pupil has interfered with the maintenance of the good order of the school. The pupil may not be permitted to return to school until a parent conference, either in person or via the phone, is conducted.

**PUPILS ARE REMINDED THAT THEY ARE RESPONSIBLE FOR ALL WORK MISSED AS A RESULT OF A DISCIPLINARY ACTION.** Pupils should also note that any disciplinary action takes precedence over previously scheduled activities such as clubs, athletics, or school work programs. **Additionally, when a pupil is 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.* Pupils who are suspended out of school 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, and denial of participation in graduation or commencement ceremonies, even though permitted to receive a 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 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 he or she 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 a 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.

### **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. Security gates are utilized to maintain a safe building for various activities.

### **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**

Theft has become one of the most serious problems in schools. 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 becoming a victim.

- **Keep your locker locked at all times.**
- Keep valuable clothing and jewelry items at home.
- Don't bring large amounts of cash to school.
- 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 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 the teacher, then to the Director of Security. In the case of locker room thefts, report them to your PE teacher or to Mrs Sharon Rementer, Athletic Director. A theft report should then be filed with the Director of Security.
- Student drivers should lock their vehicle during the school day.

## DRESS CODE\*

**DRESS CODE:** The following excerpt is taken from Board policy, regarding dress code:

*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 costume or garment could have a deleterious effect upon the normal routine and function of the public school.*

The Board of Education has adopted a mandatory standard dress policy for all students grades Pre-K-12. These standards will be in effect beginning the first day of school. Students are expected to wear the designated standard of dress daily. Students may not wear personal choice attire items. Any student who needs support in purchasing the required clothing should contact the Guidance Office for assistance. The standards include the following stipulations:

### **Shirts for Students**

All shirts must be appropriately fitted and worn in good taste.

- Collared golf shirts, dress shirts, turtleneck, ¼ zip North Face© style , Full- Zip North Face© style.
- All solid colored shirts.

Not Acceptable:

- Tank tops, T-shirts, thin strapped tops, tube tops, Henley shirts;
- mesh, sheer, denim, and denim-like material; fishnet styles, and clothing which exposes the back, chest, shoulders or midriff;
- Stripes or patterns.

### **Sweaters and Sweatshirts**

All sweaters and sweatshirts must be fitted appropriately and be worn in good taste.

- Crew-necked, V-necked, **hooded sweatshirt**, cardigans over collared shirts or turtleneck;
- ¼ zip and Full Zip do not require a collar to be worn underneath;
- Any SOLID color.

**Not Acceptable:**

- 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.
- Sheer, denim, and denim-like material.
- **Hoods should not be worn on the student's head**

### **Spirit Wear**

All Middle Township Spirit Wear is NOW acceptable, with the following exceptions:

No Sweatpants, No Hats, No Coats, No Headgear/Athletic Gear

### **Pants, Shorts, Skirts, and Dresses**

All pants, shorts, skirts, and dresses must be fitted appropriately and be worn in good taste.

- Docker-style , dress pants, Capri pants, joggers, leggings, shorts, skirts, dresses, jumpers;
- Skirts, shorts and dresses must be of an appropriate /acceptable length;
- Dresses must have collar
- Any Solid Color

**Not Acceptable:**

- Painter’s pants, overalls, jeans, sweatpants, pajama pants, mesh/gym shorts;
- Sheer, denim, and denim-like material;
- Chain-link and metal belts.

**Footwear for Students**

- Shoes with rubber or hard soles and sneakers.
- Dress sandals (must have strap along the heel/ankle area).
- Solid colored pantyhose or tights.

**Not Acceptable:**

- Flip-flops, Shower shoes, Bedroom slippers; Fishnet stockings

**\*\*The administration reserves the right to make such changes in the dress code as styles may dictate.**

**STUDENT DRIVING PRIVILEGES**

The following regulations have been established by the administration as standards for those who exercise student-driving privileges. **PARKING IS ONLY FOR REGISTERED STUDENTS.**

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

1. 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.
2. 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” to be displayed on the rear passenger window on the driver’s side in the student’s vehicle. The tag 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 WHILE ATTENDING SCHOOL, OR THOSE WHO OCCUPY MORE THAN ONE PARKING SPACE, MAY HAVE THEIR VEHICLE TICKETED OR TOWED AND 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” TO THE ADMINISTRATION. THE TAG 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 Study Hall**) 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.). Students in Physical Education classes must remain with their assigned group in order to be considered present.
3. **STUDENTS ARE NOT PERMITTED TO BRING VISITORS TO SCHOOL.**
4. Any student in the halls during class must carry a plastic hall pass identifying the teacher's name that includes the student's name, date, time, and destination.
5. Students must sign in when visiting areas such as the nurse, school counseling, and the office during class/study hall time in order to verify their whereabouts.
6. Students may not leave the building for lunch, or at any other time during their instructional day, unless they have signed out on an authorized early dismissal from in the main office. This includes going to their vehicles in the school parking lot.
7. Students are permitted to use the 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 in a clear container may be consumed elsewhere in the building or in the cafeteria when lunch is not in session.
9. Students are expected to leave school at their dismissal time unless they are participating a school-sponsored activity or scheduled for detention. Late busses are available only for students who have remained in school for school-sponsored activities.
10. Electronic devices such as handheld electronic games, MP3 players, "boom boxes", etc., are not permitted in class. Such items will be confiscated and may require a parent conference in order to be returned.
11. Video recording of any kind is strictly prohibited on school grounds without proper administrative permission.
12. Profanity, or any other inappropriate language, will not be tolerated at any time.
13. Gambling is never permitted on school property.
14. Air horns and other noise making devices are not permitted at any school events.
15. 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.

### **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.

- 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
- Behavior Contract Signed

**\*\* Two (2) or more offenses:** Up to 45 days suspensions 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 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 PRODUCTS**

Smoking and tobacco products (including snuff, snus, rolling papers, electronic cigarettes, 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.

### **HARASSMENT, INTIMIDATION, AND 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 Procedure are found on [www.middletp.k12.nj.us](http://www.middletp.k12.nj.us)

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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 pupil 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; and either
- 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; or
- c. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
- 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.