

Middle Township Board of Education  
Stephanie Thomas, President  
Brian Vergantino, Vice President  
Sam Caraballo  
Lindsey DeLollis  
Burgess Hamer  
Jonathon Hand, Jr  
Christopher Ingersoll  
Cheryl McHale  
Krista Ostrander  
Claudia Miller, D.T. Rep.

### Student Handbook and Directory

Administration Building  
609-465-1800 ext. 3100

Superintendent of Schools	Mrs. Stephanie DeRose
Asst. Superintendent/SBA	Dr. Diane Fox
Asst. Superintendent of Curr. & Instruction	Dr. Toni Lehman
Director of Student Services	Dr. Pamela Shute

### Middle Township Middle School

Principal	Mr. Jeffrey Ortman
Assistant Principal	Mr. Andre Hodges
Instructional Supervisor	Mrs. Connie Chabok
	Mrs. Heather Chew
Counselors	Ms. Monica DeRose
	Mr. Michael McCormick
School Nurse	Mrs. Lee-Ann Kane
Media Specialist	Mrs. Heather Chew
Child Study Team	Mrs. Erin Majane
	Mrs. Barbara Zuzulock
	Ms. Colleen Jara

Middle Township Middle School  
300 East Pacific Avenue  
Cape May Court House, NJ 08210  
Telephone - 609-465-1834 ext. 4000  
Fax - 609-465-5524  
<https://middletownshippublicschools.org/>

## STUDENT HANDBOOK 2025-2026

Welcome to the Middle Township Middle School and a school year during which you will discover the excitement of learning, growing, and succeeding. The information and suggestions contained in this book will assist you in creating a positive middle school experience.

Everyone at Middle works hard to provide a variety of educational programs and activities that promote individual excellence and pride. Recognize the opportunities available, become involved in your school, and enjoy becoming part of the Middle tradition.

Have a great year in the Middle School, where every student is an honored student.

THIS AGENDA BELONGS TO:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

STUDENT ID NUMBER \_\_\_\_\_

HOMEROOM \_\_\_\_\_

## **PUPIL ATTENDANCE**

The Middle Township Board of Education has an obligation to require the students of this district to be present in school in order to be taught. This policy is for the benefit of the students, their parents/guardians, and the community at large.

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

### **REGULATIONS REGARDING ABSENTEEISM:**

A. Students who are habitually absent from school cannot satisfactorily complete prescribed courses of study. In addition, unauthorized absenteeism is in violation of State Law (NJSA 18A- 38: 25-26).

B. The Middle Township Board of Education is responsible to the State and people of the local community to operate the public schools within the prevailing legal structure as set forth by the State and Local Board.

C. There is an impelling responsibility on the part of the parents/guardians and students to see that regular school attendance is maintained.

D. Therefore, based upon these legal facts and conditions, the Middle Township Board of Education has instituted the following policy.

### **ABSENTEE POLICY:**

#### **A. Absence Verification**

- 1. In case of a student absence, a call to the school is requested at 465-1834ext. 4050.**
2. If you do not call to report an absence, you may get a text message from the school messaging system.
3. Upon returning to school after being absent, the student must present a written excuse signed by the student's parent/guardian.
4. All notes will be kept in a file in the nurse's office.
5. Additional verification of the student's absence and/or readiness to return to school may be required.

## **B. Consecutive Absence**

1. Any pupil who misses 5 consecutive school days and does not appear on home instruction or who is not medically verified by the school nurse will be issued a legal notification by the main office to report back to school. Failure to do so within 5 school days will result in the following action:
2. Parents of pupils at/above the compulsory school age (NJSA 18:38-29) who fail to have their child in school will be considered as disorderly persons and subject to court appearance in the local municipal court.

## **C. Excessive Absenteeism**

1. The parent(s)/guardian(s) of students who miss more than 18 cumulative school days per year will be notified by mail to appear before the principal or administrator within five (5) school days after receipt of the notification in order to present just cause for the absences. Absenteeism for the entire student body is checked several times during the school year.

## **D. Family Vacation**

1. 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.

## **TRUANCY**

As per Middle Township Board of Education Regulation R5200: attendance The Middle Township School District shall also follow the laws set forth by the State of New Jersey specifically those under title 18A pertaining to students attendance and truancy.

NJS 18A:38-25: Every parent, guardian or other person having custody and control of a child between the ages of 6 and 16 years shall cause such child regularly to attend the public schools of the district or a day school in which there is a given instruction equivalent to that provided in the public school for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school.

NJS 18A:38-27: Any child between the ages of 6 and 16 years who shall repeatedly be absent from school, and any child of such age found away from school during school hours whose parent, guardian or other person having charge and control of the child is unable to cause him to attend school and any pupil who is incorrigible, actually vagrant, vicious, or immoral in conduct, shall be deemed to be a juvenile delinquent and shall be proceeded against as such.

**Violations of these state statutes may result in Truancy charges being filed requiring a hearing in Municipal Court.**

## **ACTIVITY RESTRICTION**

Any suspension automatically includes activity restriction for the duration of the suspension. Additionally students who are placed on ACTIVITY RESTRICTION may not participate in or attend any school-sponsored functions. Students who receive an external suspension will be placed on ACTIVITY RESTRICTION **for five school** days beginning the day they return to school from suspension. Students must be present in school to participate in afterschool activities.

## **HOMEROOM**

Homeroom period is from 7:40-7:50 A.M. During this time, the flag will be saluted, attendance will be taken, announcements made of the day's activities, and any specific homeroom business addressed. Students are to enter the building, go to their lockers, and report to homeroom. Students must have a homeroom pass for any other activity.

## **TARDINESS**

Students are expected to arrive promptly to school and to each assigned class. If students arrive after 7:45 A.M., they are to report to the front office and obtain a tardy pass. A record of each student's lateness will be kept on file. Chronic tardiness will result in disciplinary actions. Any unexcused tardiness may disqualify a student from a record of perfect attendance.

## **EARLY DISMISSAL FOR STUDENTS**

Students are not permitted to leave the school building during the day unless a parent has requested an early dismissal, and the request has been approved by the principal. These requests should be submitted to the office before the start of the school day.

No student will be dismissed until a parent or designated adult comes into the front office to sign out the student. Parents or designated adults are required to show identification. No students can be picked up by anyone but their parents/legal guardian without written permission, even if the person is an emergency contact on file. Emergency contacts will only be used by the school nurse when the parent/legal guardian cannot be reached.

## **DISMISSAL**

Bus students are to exit the building through the closest doors and report directly to their bus. Walkers are to report to the cafeteria and wait to be dismissed. All students are to move quickly and orderly during dismissal. No student can be picked up by anyone but their parents without written permission. Walkers should have a parental note on file stating permission to walk home.

## **PARENT PICK-UP AND DROP OFF**

Students being picked up by a parent/guardian are to exit the building via the Media Center door. Pickup should take place promptly at 2:18 P.M. If a parent/guardian fails to pick up their student(s) by 2:30 P.M., they will be supervised in the main office until a parent comes in to sign them out. Parents are not to use the main parking lot for student pick up at dismissal. Students being dropped off for school are to enter the building through the Media Center doors. This is necessary in order to maintain bus access to the Main entrance. Whenever it is necessary for children to be brought to school by parents or other drivers, students are to be dropped off by the Media Center entrance only, NOT by the main office entrance. Cars are not permitted to be in the driveway area or the parking lot while buses are loading or unloading. Special requests pertaining to transportation should be made in a signed, written note to the principal.

## **EMERGENCY CLOSING**

When the school is closed for bad weather or any other reason, you will be notified via the automatic phone system. You can also check for updates on the school Facebook page.

## **EMERGENCY EVACUATION AND FIRE DRILLS**

Emergency drills are a very serious part of the school routine. Students are to be attentive and strictly adhere to staff directions. Any misbehavior during these drills is a serious offense and will result in significant disciplinary consequences.

## **CHANGE OF ADDRESS OR PHONE NUMBER**

A change in your address or telephone number must be reported in writing to the front office within three (3) days of the change.

## **NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

Please check the Middle School website for information about this program.

## **CAFETERIA**

Hot or cold lunch is available every day in the school cafeteria. Everyone should go to his/her table quickly and quietly.

- Once the decision is made for seating, students are not to get up and walk around the cafeteria without permission from the supervising teacher(s).
- Tables will be sent to the food lines when each one becomes quiet and orderly.
- Students should follow the traffic patterns set by the teachers.
- No throwing food or other objects.
- No loud shouting or screaming.

- No personal contact including pushing, fighting, or horseplay of any type.
- No running in the cafeteria.
- No gum chewing in the cafeteria.
- No student will leave the cafeteria without a hall pass or bathroom pass and permission from the supervising teacher.
- Teacher will dismiss students when table and floor areas are clear.
- There will be assigned seating when necessary.
- Students should clean up after themselves in the cafeteria.

## **DISCIPLINE**

### **Guidelines for Responsible Student Behavior**

In order to provide a safe, positive educational environment for the student body the following expectations are required and expected from all students.

- All students will attend school regularly and be on time to all of their classes.
- Students are to stop walking in the halls during the flag salute.
- All students are to be prepared for class with their books, notebooks, pens, or pencils, and agenda books, to record homework assignments for each subject.
- All students are expected to respect themselves, all staff members, and other students. All students are expected to ask questions, set goals for themselves, and ask for help when needed.
- All students are to follow rules established by their teachers on a regular basis.
- All students are to remain seated in class unless told differently by their teachers.
- Cell phones are not permitted to be used during the school day.
- Display pride and respect!

The consequences of disciplinary action can be found on the Middle School website. In the daily operation of a school it is impossible to list every potential infraction, which may occur. Therefore, in situations where these circumstances exist, a determination will be made by an administrator.

The best discipline is self-discipline, and students are encouraged to think and act wisely and realize the consequences of all actions. When students fail to discipline themselves, they shall be turned over to the designated administrator, personnel or civil authority.

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 refer to our discipline matrix on our middle school webpage.

## Search and Seizure

School authorities have the legal responsibility to maintain order and decorum in the schools, and to protect students from harming themselves or others. A principal or designee may find it necessary to search students and remove from their possession, items, which may be potentially harmful. School lockers and desks remain the property of the school district even when used by pupils. Lockers and desks are subject to administrative inspection in the interest of school safety, sanitation, discipline, and enforcement of school regulations and to search by law enforcement officials.

## **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 CLOTHING COULD HAVE A NEGATIVE EFFECT ON THE NORMAL ROUTINE AND FUNCTION OF THE 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.

### **PUPILS MAY NOT WEAR**

- Any apparel or accessory with obscene, offensive, bias, or profane material on it or refer to violence, drugs, sex, alcohol, or tobacco products.
- Tank tops, thin strapped tops, tube tops, crop tops, halter tops, and clothing that exposes the back, chest, or midriff.
- Mesh, sheer, fish-net styles, and clothing with holes or tears.
- Pajamas or undergarments worn as outerwear.
- Strapless, thin-strapped, spaghetti strapped dresses, rompers, or jumpers.
- Clothing or accessories designed for beachwear (bathing suits, etc.)
- Chain link and metal belts.
- Hats, bandanas, or other headgear;
- 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.
- Excessively short skirts or shorts.

### **Footwear for Students**

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

### **Not Acceptable:**

- Flip-flops, Shower shoes, Bedroom slippers;

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

**Code of Dress may change at any time, as per the Board of Education Policy.**

## **REPORT CARDS**

Parents are strongly urged to contact specific teachers with any questions related to a student's academic progress and development as teachers determine the criteria for marking period grades, cycle grade, and class assignments. Parents can access students' grades by signing into the PowerSchool Parent Portal. Log in information can be obtained by contacting the front office.

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences will be held twice during the academic year. These dates have been set aside to provide time for parents to discuss their child's report card and educational progress. Parents will be able to schedule conferences online. All parents are encouraged to participate. All parents are requested to schedule an appointment if they wish to confer with a teacher, counselor, or the principal. Please do not come in and expect a conference if you did not make an appointment. Information about online scheduling will be mailed home, with ample time to schedule, prior to parent/teacher conferences.

## **ACADEMIC GRADING POLICY**

The following policy is in effect for defining marking period grades for all academic subjects:

A+ - 98 - 100	A - 95 - 97	A- - 92 - 94
B+ - 89 - 91	B - 86 - 88	B- - 83 - 85
C+ - 80 - 82	C - 77 - 79	C- - 74 - 76
D+ - 71 - 73	D - 68 - 70	D- - 65 - 67
F - 64		

Course grades represent an average of marking period grades; however, any student who receives the failing grade of "F" for each of the last two marking periods will fail that course. Students will be required to make up all missing work or may be asked to attend Saturday work sessions. Failure to complete missing assignments will result in a NG, No Grade. Students may also be asked to attend summer school if work still remains incomplete at the conclusion of the school year.

## **HOMEWORK**

The purpose of homework is a way to increase and enhance student learning. It is also a way for students to learn time management, organization, and responsibility. It also provides an opportunity for feedback and communication among students, parents, and teachers.

Types of Homework Assignments Include:

Preparation: This type of assignment is intended to get ready for the next day's lesson.

Reinforcement/Practice: By completing practice assignments, students have the opportunity to review and reinforce skills, knowledge, and information presented in class.

Content-related Reading: These types of assignments allow students to learn to read and respond to non-fiction materials, content area texts, or related readings.

Creative Enrichment/Extension: These assignments incorporate higher-level thinking skills such as analysis, synthesis, evaluation and or application.

Homework may be assigned three to four times per week. This will include daily assignments and ongoing projects.

### **PROMOTION – RETENTION**

Increased high school graduation requirements as well as elementary, middle, and high school proficiency tests have placed additional pressure upon schools, parents, and students. It is now more important than ever that students have, to the best of their ability, mastered the basic skills before the ninth grade. This places a responsibility upon the school to provide the educational opportunities and a responsibility upon the students and parents to take advantage of those opportunities.

Whenever a student is having difficulty doing the school work expected of him/her or is not accepting his/her responsibilities toward assigned school work, there is a danger of not being promoted. Parents will be notified by letter if their child is in danger of not being promoted.

During the 4<sup>th</sup> marking period, teachers will confer with the principal and counselor regarding the retention of students. Academic failures are then reviewed administratively. A decision is reached based upon the needs and characteristics of each student.

A student's promotion can be conditional by requiring him/her to successfully complete an approved summer school or remedial program in one or more subject areas and may be at the student's own expense.

If at any time a parent has questions relative to the promotion/retention of their child, they should immediately contact the counselor or principal. It is never too late nor too early to become involved in planning for future scholastic success.

### **STUDENT RECORDS**

The Family Educational 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 education records.
2. The right to seek amendment of those portions of your child's or your educational 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 educational 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 failures to comply with FERPA and its regulations.

Requests to access student records should be made to the building Principal of the school the student attends. This access will be granted as soon as 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 Board of Education Regulation 8330.

### **SCHOOL WEBSITE AND FACEBOOK PAGE**

Our Middle School website is located at <https://middleschool.middletownshippublicschools.org/> Important information for parents, students and staff is located here. The site includes a monthly calendar of events, monthly lunch menus, emergency closing information and much more. Under the staff tab, you will find contact information for all Middle School staff. Please utilize our school website to keep up to date on all school policies and happenings. Additionally, parents and students can like our Facebook page and receive information as it is posted. The page is titled, Middle Township Middle School.

### **LOCKER POLICY**

The school officials reserve the right to inspect student lockers. Students may use their hall lockers only: before school, before lunch, teacher assigned times, and after school. No lockers are to be shared with other students. Students will receive a locker for their personal use. The combination should not be shared. Students may not lawfully store items in their lockers which may be dangerous or harmful. The lockers are school property and are to be used for school related purposes only.

### **PHYSICAL EDUCATION POLICY**

All students in the middle school are required by State Law to participate in physical education classes. Exceptions to the requirement are those students who have medical reasons and present a WRITTEN note from their doctor stating the reason(s) why and for how long they are to be excluded from physical education classes. Students are expected to have sneakers DAILY for gym class.

### **MEDIA CENTER**

The Media Center is open before school and various hours throughout the school day. Students may sign out books and materials from the school's media center during the year. These books, as well as classroom texts, must be cared for and returned. Students who return books or materials damaged beyond normal wear and tear will be assessed an appropriate fine.

## **HALL PASSES**

Students must request permission from the teacher in charge in order to leave the rooms. Students will request an electronic pass through the SMARTPASS System. Students are responsible for ending their pass when they return to class. Excessive use of the hall pass may result in hall pass restriction.

## **VISITORS**

All visitors are to report to the office upon entering the building to sign in and receive a visitor's pass. **No one is to go directly to a classroom without checking in first!** Report the presence of any visitor not wearing a visitor's pass to any teacher immediately. Visitors will be escorted through the building.

## **WALKERS/BIKE RIDERS**

All students who wish to ride their bikes to school must present notes of permission from their parents to the front office. There will be bike stands provided in front of the building near the cafeteria entrance. Students are advised to lock their bikes. The school assumes NO RESPONSIBILITY for stolen or damaged bikes. At dismissal, those students who have gotten the proper permission to ride their bikes will assemble in the cafeteria and wait for the supervising teacher(s) to dismiss them.

Only students not assigned to a school bus and those students who have submitted written parent permission to walk home are considered walkers. Walkers are to assemble in the cafeteria. They will be dismissed at the direction of the supervising staff and are to leave school property immediately.

## **AFTER SCHOOL ACTIVITIES**

Throughout the year, various clubs, sports or activities will be sponsored by faculty members for a given period of time. These extracurricular activities will meet after school and will be open to all eligible middle school students.

The principal or assistant principal may restrict individual students from participating in extracurricular activities because of unacceptable behavior or other just cause. A student must be in attendance for a full day on the day of the activity.

There will be a 4:15 bus for students participating in activities Monday through Thursday. Any student who is still waiting to be picked up after the buses arrive must board the activity bus so that they will be safely transported home. There is no staff available after 4:15 pm to supervise students.

## **ATHLETIC ELIGIBILITY**

- A student must have a yearly physical before he/she can try out for a team. In addition, a health history form must be updated every 60 days.

These forms can be obtained from the nurse or online through our school's website.

- In accordance with state law, Middle Township has developed a concussion policy. Once a year students need to complete the concussion education policy forms, which are included with the physical packet. Every other year athletes need to complete a baseline ImPACT test online.
- To be eligible to compete, a student must have passing grades in all their academic classes.
- A student must be in attendance for the full day on the day of a game in order to be eligible to play.
- Any student referred to the office for school rule violations, referred to law enforcement authorities, or who is arrested for a felony or gross misdemeanor can be denied the privilege of participation.

*\*\*Please also review our activity restriction guidelines.\*\**

### **SCHOOL LUNCH PROGRAM**

The middle school has a cafeteria with a fully equipped kitchen. Students may bring their lunch from home or purchase a lunch from school. Students are offered a nutritionally balanced lunch that includes milk and offerings from the five food groups. To reduce waste, students are not required to accept offered food which they do not intend to eat. Students may also purchase one additional snack item during lunch. Students are not permitted to wear hoods through the lunch line. Students should have an alternate shirt under their hooded sweatshirt to wear when going through the lunch line.

Middle Township School District participates in a program which allows for the children of families having a limited income to receive lunch at no charge or at a reduced rate. Applications for free or reduced lunch will be sent home at the beginning of the school year. Students who wish to participate must complete the application and return it to school. Children receiving benefits from this program do so without the knowledge of other children.

### **HEALTH SERVICES**

A nurse will be on duty during the school day. State law mandates that a nurse may only provide a student with first aid treatment; therefore, in the case of an accident, the parent will be notified. If the child must be sent home due to illness, it will be the parent's responsibility to transport the child from school. The school physician and the nurse will administer physical examinations as well as hearing and vision tests. The exam will be given to all students on a grade level basis. Parents will immediately be notified of any abnormalities discovered during the examinations. Particular health questions or problems regarding your child should be communicated directly to the school nurse.

Please note that medications to be administered by the nurse must be accompanied by a written doctor's order. Any student taking medication on a

permanent basis requires a yearly renewal of the medication administration form.

### **HOME INSTRUCTION**

Home Instruction is designed to address temporary illness or injury. As soon as it has been determined that a student will need confinement at his/her residence for at least a two week period, the parent should submit a written determination from a physician documenting the need. This physician's referral should be submitted to the main office staff 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 date of request

Incomplete requests cannot be processed until the student's physician provides the necessary information. All requests for homebound instruction must be reviewed and approved by the school physician prior to the start of homebound instruction.

### **DRUGS AND ALCOHOL**

Any student suspected of being under the influence of any drug or alcohol 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 6:29-6 (available upon request) and the Middle Township Board of Education Policies and Procedures. These include timely notification of administration, parents, and superintendent and immediate referral to a medical facility for examination and drug screening. Arrangements for the student's re-admission to school will be finalized after a review of the medical analysis.

### **GUIDANCE**

This department exists to help students and parents cope with the many adjustment problems which are normally found in the middle school population. Students who seem to have a problem of a social, emotional, or academic nature are free to avail themselves of the services of their counselor. Students are to obtain a pass from one of their teachers before reporting to guidance. Request forms to meet with your counselor are available in the front office.

### **LOST AND FOUND**

Lost and found items are placed on the cafeteria stage for students to retrieve. Jewelry, cash, or other non-clothing valuables may be kept in the front office. Students or parents should report all losses to the school as quickly as possible; however, Middle Township Public Schools assume no responsibility for lost or stolen items.

### **TRANSPORTATION**

For questions or concerns relating to student transportation, please contact the district's transportation coordinator for all Middle Township Schools. The coordinator is in charge of planning the bus routes, assigning the children to

buses, and keeping everyone informed of changes that take place pertaining to transportation. The telephone number for the bus garage is 465-1827 ext. 5520.

### **BUS RIDING RULES**

Transportation to and from school is a part of the regular school day with the same expectations and requirements for student behavior. We are determined that student transportation will be conducted safely. To ensure this, always remember that the bus driver shall be in FULL CHARGE of the bus at ALL times. Failure to courteously and immediately follow the driver's direction will result in significant disciplinary action. The driver's only concern is the safe transport of our children; therefore, parents are not permitted to board the bus and should call the transportation coordinator to discuss any problems or concerns.

Pupils are not permitted to ride on any bus other than their regularly assigned bus. Only the principal/vice principal may grant an exception to this rule and then only under emergency conditions. All requests for a bus change must be made by the parent/guardian in writing. This document must be submitted to the main office during homeroom the day the bus change would occur, allowing parental contact to be made if necessary. Additionally, students who are bus riders may not walk or ride a bike home from school without **WRITTEN** permission from a parent.

Riding the school bus is a privilege. It is imperative that all students observe the rules of proper conduct while riding the bus. To ensure the safety of all passengers, students must follow these guidelines:

- a. The driver is in full charge of the bus and the students.
- b. Serious misbehavior by students will result in suspension from riding the bus. If this occurs, parents/guardians will be responsible for providing transportation to and from school.
- c. No student shall, at anytime, extend his/her hands, arms, head or other parts of the body out of the window whether the bus is in motion or standing still.
- d. All students are to remain seated until the bus arrives at the destination and comes to a complete stop.
- e. Obscene language, throwing or shooting objects, excessive noise, and other actions distracting to the bus driver are prohibited.
- f. Any and all willful damage to the bus will be paid for by the offender or his/her parents.

If a student is suspended from the bus, it is the parent/guardian's responsibility to provide transportation. Students suspended from the bus are still required to attend school.

### **CELL PHONES/AIRPODS**

Students are not to use cell phones in school. Use of a cell phone in school may result in temporary confiscation by the administration. Cell phone use is not permitted in the hallways or cafeteria. If cell phones are confiscated, parents may be required to retrieve them.

## **PERSONAL PROPERTY**

Personal property not needed for participation in a school activity should be kept at home. **The Middle Township School District is not responsible for lost or stolen items.**

## **SCHOOL TRIPS**

The Middle School offers students the opportunity to participate in various trips during the school year. In order to participate, students must satisfy the criteria below. Any student with an unsatisfactory discipline record may be excluded from school trips. This policy helps ensure the protection and safety of all students.

### **School Field Trip Restriction (Including Incentive Trips)**

1. Any disciplinary infraction resulting in In-School Suspension, Out of School Suspension, and/or bus infraction resulting in Bus Suspension will result in ineligibility for field trips for a period of 15 school days from the date of the infraction.
2. Failing one or more academic classes.
3. Accrual of 3 or more detentions within the 15 school days leading up to the trip.
4. Misconduct on previous school trips can make a student ineligible for future trips.
5. Other reasons deemed appropriate and approved by the administration.

## **SEXUAL HARRASSMENT**

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 has established a grievance procedure through which 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 individual 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.

## **HARASSMENT, INTIMIDATION, AND BULLYING**

### **Harassment, Intimidation, and Bullying (HIB)**

### **And the Middle Township Board of Education Policy/Regulation #5512**

### **Harassment, Intimidation, or Bullying Investigation (HIB) Procedure**

The HIB Policy and Investigation Procedure are found on [www.middletpwp.k12.nj.us](http://www.middletpwp.k12.nj.us)

---

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.

***A complete HIB policy is housed on our district website.***

## **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, and
- 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 and school and community property, I will:

- not take things that don't belong to me.
- not damage, deface, destroy or vandalize the property of any individual, community, or school.

## **ADMINISTRATIVE PROCEDURES FOR STUDENT COMPUTER AND INTERNET APPROPRIATE USE**

These rules implement board policy Student Internet and Appropriate Use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with board policy may result in loss of computer and Internet access privilege, disciplinary action, and/or legal action.

### **Computer Use is a Privilege, Not a Right**

Student use of Middle Township Public Schools computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The building principal has final authority to decide whether a student's privileges will be denied or revoked.

### **Acceptable Use**

Student access to Middle Township Public Schools computers, Networks, and internet services is provided for educational purposes and research consistence with the school's education mission, curriculum and instructions. The same rules and expectations govern student use of computers as apply to other supervising staff members/volunteer when accessing the school's computers, networks, and Internet services. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school's computers, networks, and Internet services.

### **Prohibited Use**

The user is responsible for his or her actions and activities involving Middle Township Public Schools computers, networks, and Internet services and for his or her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

Accessing inappropriate materials-accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are obscene, threatening, discriminatory, harassing, illegal, or otherwise inappropriate

- Illegal activities-using the school's computers, networks, and Internet services for any illegal activity that violates other board policies, procedures, and/or school rules.
- Violating copyrights-copying or downloading copyrighted materials without the owner's permission.
- Plagiarism-representing as one's own work any materials obtained on the internet such as term papers, articles, etc.) When Internet sources are used in student work, the author, publisher, and website must be identified.
- Copying software-copying or downloading software without the express authorization of the system administrator.
- Non-school-related uses-using Middle Township Public Schools computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial advertising, or solicitation purposes, or for any other personal use.
- Misuse of passwords/unauthorized access-sharing passwords, using other users' passwords without permission, and/or accessing other users' accounts.
- Malicious use/vandalism-any malicious use, disruption, or harm to the school's computers, networks, or Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
- Unauthorized access to chat rooms/news groups-accessing chat rooms or news groups without specific authorization from the supervising teacher.

### **No expectation of Privacy**

Middle Township Public School retains control, custody, and supervision of all computers, network, and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including email- and stored files.

### **Compensation for Losses, Costs and/or Damages**

The student and/or the student's parent/guardian shall be responsible for compensating Middle Township Public Schools for any losses, costs, or damages incurred by the school related to violations of policy and/or these rules, including investigation of violations.

### **Middle Township Public schools assumes NO responsibility for unauthorized charges, costs, or illegal use.**

The school assumes no responsibility for any unauthorized charges made by a student including, but not limited to, credit card

charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such a copyright violations.

### **Student Security**

A student shall not reveal his/her full name address, or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, are inappropriate, or make them uncomfortable in any way.

### **System Security**

The security of the school's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

**NOTICE OF PARENT AND STUDENT RIGHTS  
UNDER SECTION 504, THE REHABILITATION ACT OF 1973**

The REHABILITATION ACT OF 1973, commonly referred to as “Section 504”, is a nondiscrimination statute enacted by the United States Congress.

The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing normal tasks.

Questions, complaints, or request for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 Compliance Officer:

Dr. Pamela Shute  
Director of Student Services  
Middle Township School District  
216 South Main Street  
Cape May Court House, NJ 08210  
609-465-1800, ext. 3106