

# Mendham Township Middle School

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Dear Mendham Township Middle School Families,

On behalf of the Mendham Township Board of Education, administration, faculty, secretaries, and custodians, I am honored to welcome you to the 2006-2007 school year at Mendham Township Middle School. Whether you are new to our building, our district, or are returning for another year, please be assured that we are all dedicated to providing *an educational experience of the highest quality* for each and every student that walks through our doors! We are committed to *Excellence and Equity* in all that we do! Throughout the 2006-2007 school year, we will hold the highest academic and behavioral expectations for all school community stakeholders. We shall hold ourselves, our school community, and our students accountable for cultivating an environment conducive to raising productive, well-rounded, and self-reliant young adults.

Working together, we can provide a superior academic foundation for our students. In this regard, we have commenced our journey toward renewing all academic curricula aligned with supportive instructional methodologies. This fall we are implementing a new mathematics curriculum reinforced with all new instructional materials and a plethora of professional development. We are also implementing a renewed language arts writing component geared toward teaching our students to think and write more analytically. Throughout the 2006-2007 school year, our science department will be working diligently to renew the science curriculum for implementation in 2007-2008.

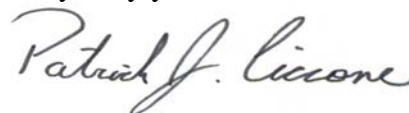
The intent of this handbook is to provide parents, students, and community members with a basic understanding of the programs and services available to students at the Middle School. We highly encourage your active participation in the school community by first becoming familiar with the guidelines and procedures within this handbook. In addition, we ask you to support, respect, and adhere to the regulations contained here within. Only through a collaborative effort can we provide a clean, safe, structured, supportive, and student-centered environment focused on learning. *As a caring, supportive, and involved school community*, we must work together to maximize the probability that **all** of our students will thrive.

Another effective communication tool is our web page. Parents and students are encouraged to frequently check our web page at <http://www.mendhamtwp.org/ms/ms.htm>. The "Daily Announcements" link that lists important information and events and is updated everyday!

I am here to serve our school community and the best interests of our kids and therefore, if you have any questions, comments, and or concerns, always please feel free to call or e-mail me at your convenience.

I am truly looking forward to the 2006-2007 school year! Good Luck!

Very truly yours,



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# **Mendham Township Middle School**

## **Student/Parent Handbook**

### **DISTRICT ADMINISTRATION**

Mrs. Christine Johnson	Superintendent of Schools
Mrs. Pamela Ranco	School Business Administrator
Dr. Patrick J. Ciccone	Principal, Middle School
Mr. Michael Craver	Principal, Elementary School
Mr. Salvatore Gambino	Director of Buildings and Grounds
Mrs. Elaine Lombardi	Director of Special Services
Mrs. Theresa Townsend	Director of Transportation

### **BOARD OF EDUCATION**

Mr. Larry Paragano - President  
Mr. Rick Pappalardo - Vice President  
Mr. Mark Ford  
Mrs. Marcia Peters  
Mrs. Janet Richards  
Mr. Kevin Smith  
Mrs. Maribeth Thomas

### **CHILD STUDY TEAM**

Mrs. Elaine Lombardi	Director of Special Services
Mrs. Kathleen Ruskin	Social Worker
Dr. Linda Sisco	LDTC
Ms. Micheline Cote	LDTC
Mrs. Peggy Goldenberg	Psychologist
Ms. Melissa Sapio	Psychologist
Ms. Mary Robinson	Speech Therapist
Mrs. Maureen Hengst	Speech Therapist

**MIDDLE SCHOOL STAFF**  
**2006-2007**

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# BELL SCHEDULES

## 2006-2007

### Full-Day Schedule:

Time	Period
8:05-8:10	Students enter
8:10-8:18	Homeroom
8:22-9:03	First Period
9:05-9:46	Second Period
9:48-10:29	Third Period
10:31-11:12	Fourth Period
11:14-11:55	Fifth Period
11:58-12:39	Sixth Period
12:42-1:23	Seventh Period
1:25-2:06	Eight Period
2:08-2:50	Ninth period

### Early Dismissal Schedule:

Time	Period
8:05-8:10	Students enter
8:10-8:18	Homeroom
8:22-8:49	First Period
8:51-9:18	Second Period
9:20-9:47	Third Period
9:49-10:16	Fourth Period
10:18-10:45	Fifth/Sixth Period
10:47-11:15	Seventh Period
11:17-11:45	Eighth Period
11:47-12:15	Ninth Period

### Delayed Opening Schedule:

Time	Period
10:05	Students enter
10:10-10:18	Homeroom
10:22-10:50	First Period
10:52-11:20	Second Period
11:22-11:50 (11:22-11:36) (11:36-11:50)	Fifth Period
11:52-12:20 (11:52-12:06) (12:06-12:20)	Sixth Period
12:22-12:50	Third Period
12:52-1:20	Fourth Period
1:22-1:50	Seventh Period
1:52-2:20	Eighth Period
2:22-2:50	Ninth Period

# Mendham Township Middle School

## Academic Course Offerings 2006-2007

### **Fifth Grade Offering:**

Mathematics  
Language Arts  
Science  
Social Studies  
Health / Physical Education\*  
General Music (1/2 yr. related art)  
Art (1/2 yr. related art)  
Study Skills (1 day/week)  
Computer Class (1 day/week)  
Spanish (3 days/week)  
Basic Skills Support

### **Sixth Grade Offering:**

Mathematics (Accelerated Section)  
Language Arts  
Science  
Social Studies  
Health / Physical Education\*  
General Music (1/2 yr. related art)  
Art (1/2 yr. related art)  
Study Skills ( 1 day/week)  
Computer Class (1 day/week)  
Spanish (3 days/week)

### **Seventh Grade Offering:**

Mathematics (Accelerated Section)  
Algebra  
-----  
Language Arts  
Science  
Social Studies  
Health / Physical Education  
General Music (1/2 yr. related art)  
Art (1/2 yr. related art)  
Computer Class (1 days/week)  
Spanish or French (5 days/week)

### **Eighth Grade Offering:**

Mathematics  
Algebra  
Geometry  
Language Arts  
Science  
Social Studies  
Health / Physical Education  
General Music (1/2 yr. related art)  
Art (1/2 yr. related art)  
Computer Class (1 days/week)  
Spanish or French (5 days/week)

\* Please note the following with regards to 5<sup>th</sup> and 6<sup>th</sup> grade Health / Physical Education Program:

1. Fifth grade students will not 'change' for physical education until January, 2007;
2. Fifth and Sixth graders will earn a pass or fail rating on marking period report cards; and
3. The 'Advisory Program' during period 6 will contribute to Health instruction in 5<sup>th</sup> & 6<sup>th</sup>.

## **TECHNOLOGY FACILITIES**

### **Library Media Center**

The library media center is an integral component of the Middle School educational program, embodying the school's philosophy of implementing, developing, enhancing, and promoting basic processing skills and information literacy. The center contains extensive, diverse materials in all formats, including print, multimedia, and electronic. The media specialist, in concert with the classroom teachers, provides assistance to individuals and small groups, as well as entire classes. With the quantity of information doubling every few years, students cannot be expected to acquire all the facts of a given subject. Rather the media center can be instrumental in teaching students how to locate and process information, utilizing technology as a tool.

In order to maximize the use of the media center, it is recommended that students observe the following procedures:

1. The library is open from 8:05 A.M. to 3:05 P.M. When visiting as an individual during class periods, a signed pass is required.
2. Students should become familiar with the procedures for charging out and returning materials, with the location and organization of the collection, and with proper use of the audio-visual equipment.
3. All books, except reference and reserve books, may be borrowed for four weeks and renewed once.
4. Periodicals, reference and reserve books must be signed out during enrichment period returned before 8:10 A.M. the following day.
5. Although fines are not levied on overdue materials, borrowing privileges can be suspended.
6. Fines will be assessed for lost and/or damaged materials.
7. Students should browse and work quietly so that others are not disturbed.

### **Computer Labs**

The computer labs (Room 224 and in the Media Center) each contain approximately twenty-five XP/Microsoft Office configured machines with Internet access, scanners, networked printers, and Smart Board Technology. Students may use the labs during enrichment period provided they have a signed pass from their sending teacher. A signed AUP must be on file in order for a student to have access to Middle School computers.

### **Science Labs**

**All science rooms are equipped with Smart Board Technology.**

## SUPPORT SERVICES

### Counseling Department

The contemporary school counseling program focuses on the developmental needs of all students and is an integral component of the school's instructional program.

The school counselor serves as a liaison for administrator, staff, and parents to help every child to reach his/her fullest potential. Through the counseling department, programs are developed which address students' academic, social, and emotional needs during their middle school years. The counselor also utilizes intervention strategies to correct existing problems and prevent their escalation. Additionally, crisis intervention is provided when the need exists.

Counseling programs that emanate from the counseling office are designed to help students grow personally and socially, to assist students in education planning, and to teach decision-making. Therefore, an effective school counseling program permeates the school environment.

**The Guidance Office:** The guidance office can be reached by calling the school phone number, 543 – 2505 ext 225. Its primary function is to accommodate the needs of individuals and groups of individuals within the larger context of the school system. The guidance counselor works with students and their families to ensure that each child has a positive school experience. The guidance office often functions as the liaison between home, school and the administration in order to design guidance programs that are appropriate for our students.

### Special Services Department

Mendham Township Schools have a reputation for creative problem solving. Special education in New Jersey also has that philosophy. That is why almost every year the rules and regulations governing special education are modified changed and improved. Educators and parents are constantly looking for new and better ways to meet the needs of students who have learning differences. We, at the Middle School, are refining and improving the programs that are available to our students.

**Resource Centers** are available in all grades depending upon individual student needs. Special education teachers teach academic subjects in the Resource Center and also provide academic support within the regular classroom. In-class support exposes the student to the in-depth knowledge of the content area teacher while providing learning strategies from the special educator and modifications as needed.

**Study Skills** is available to fifth, sixth, seventh and eighth graders and is offered in lieu of foreign language. Organizational skills, as well as strategies for test taking, studying, proof reading and note taking are all covered.

### 504 Procedures

A 504 plan is a legal document falling under the provisions of the Rehabilitation Act of 1973. It is designed to plan a program of instructional services to assist students with special needs who are in a regular education setting. If you believe that your child has a physical or emotional disability, or is recovering from a chemical dependency or impairment that restricts one or more major life activities, please contact Dr. Ciccone at 973-303-7156. ([www.chtu.org/504.html](http://www.chtu.org/504.html))

## HEALTH SERVICES

The school nurse is available for any student with a personal health concern, illness or injury during the school day. The nurse is a team member to turn to when a student's welfare may be influenced by a health factor. A student's physical well-being is as important to us as his/her academic success.

The school nurse is responsible for keeping all student health records. The nurse should be notified of communicable diseases, updated immunizations and health concerns.

### **State Mandated Health Testing**

New Jersey law recommends measuring height and weight annually for all students and screening vision and hearing for all sixth and eighth grade students. The Middle School complies with state recommendations. Annual scoliosis screening (age ten and older) is also conducted.

### **Physicals**

Physicals are required for new students, all fifth and seventh grade students, and any student interested in trying out or participating in the interscholastic sports program. Required physical examinations must be done by a family physician. The results of any physical completed by a family physician will then be reviewed by the school physician.

### **Medications**

Occasionally parents request that the school nurse administer medications to children in school. To comply with Mendham Township Board of Education policy, the following procedures will be followed:

1. A note with date and signature must accompany ALL medications, stating the dosage to be given, the time, how long this will continue and the reason for administration (forms are provided).
2. All medications MUST be brought to the nurse.
3. For prescription medications, current written orders from the physician are to be provided to the school nurse. The information should detail the diagnosis or type of illness, the name of the medication, dosage and time of administration.
4. The medication must be in the original labeled container supplied by the pharmacy with the child's name, date, medication, etc. If necessary, please request two containers be prepared when the prescription is filled.
5. The use of non-prescription medications such as Tylenol, Advil, etc. is discouraged. Such medication, while not requiring a physician's note, may be administered only when the medication is sent to the nurse in its original container and is accompanied by a signed note from the parent.

This information will contribute to the safety of your child and avoid errors when medication must be taken at school. Additionally, the school nurse should be advised of any medications being taken by your child at home, which may in any way affect performance at school.

## Emergency Cards

An emergency card is kept for each student. It is most important that each card is updated. The school nurse must be notified of any changes of a parent's employer, telephone number, doctor, and emergency contact person.

## Physical Education Excuses

If a student needs to be excused for more than two days, the school nurse must be provided with a note from the student's physician stating the reason for the excuse and the expected duration of the restriction. The note from the physician should indicate the date the student may resume physical education activities. Physical education excuses for one or two days require a note from the student's parent/guardian.

## SCHOOL SPONSORED ACTIVITIES

### Band and Chorus

Students have the opportunity of joining the Middle School band, orchestra and or chorus. Students interested in participating in the school band are scheduled for individual and/or small group lessons on a rotating basis during the school day. Sixth, seventh, and eighth grade students participating in the band, orchestra and or chorus are scheduled for practice during a "performing arts" period prior to homeroom at 7:22 am. The district is providing bussing for this activity. Fifth graders participating in the band, orchestra and or chorus are scheduled for practice during period 6 enrichment. Students participating in the band and/or chorus have the opportunity to perform at the holiday concert, the spring concert, and graduation.

### School Production

Auditions for the school production are open to all Middle School students. Students may also work on scenery and stage crew. Some enrichment period time may be allotted for this activity, but it requires an after school time commitment of between two and four afternoons each week for approximately ten weeks. **Eligibility to participate in extra-curricular activities requires a student to be in good academic standing as defined by Board of Education Policy #6145.**

### Interscholastic Sports

**Sixth, Seventh, and Eighth grade students who are in good academic standing as defined by Board of Education Policy #6145 are encouraged to try out for interscholastic athletic teams.** The Middle School offers students the opportunity to participate in the following:

Fall Sports	Girls' Field Hockey Boys' Soccer, Girls' Soccer Boys' and Girls' Cross Country
Winter Sports	Boys' Basketball Girls' Basketball Boys' and Girls' Volleyball Cheerleading
Spring Sports	Softball Baseball Girls' Lacrosse Boys' Lacrosse

## Team Selection Guidelines / Eligibility

Team members will be selected on the basis of ability with the following exceptions:

- A sixth grade student will not be selected over a seventh or eighth grade student unless in the athletic department staff's professional judgment, that sixth grade student will receive a significant (50% or more) amount of playing time.
- Whereas a seventh or eighth grade student is comparable in ability to a sixth grade student, the seventh or eighth grade student will have priority in selection over the sixth grade student.

Before giving permission for their child to participate in interscholastic sports, parents must realize that all sports carry the potential for injury. Therefore, ***students must have a physical exam by their own personal physician before they will be allowed to try out, attend practice sessions, or play in any games.*** To ensure the safety of our students, if you have any questions about your child's eligibility, please contact the Health Office at extension 226.

Each team member must make the Mendham Township Middle School team his/her first priority. Participation on an outside team is permissible; however, in fairness to the other students, the school team must be the first priority in the event of conflicts.

Students must attend all games and practice sessions. In the event of illness or a family emergency, a written excuse from the parent is required.

Students may be dismissed from a team for the following reasons:

1. Two or more unexcused absences from games or practices.
2. Failure to obey the school rules and procedures at home games and when visiting other schools. Fighting, obscene gestures, profanity or rudeness to coaches or officials will result in immediate suspension from the team.
3. Failure to maintain academic standards required for participation in interscholastic sports as defined by Board of Education policy #6145.

Students must arrange for transportation home following practice sessions and games. Parents will be provided with a schedule of practice session times and anticipated times for the end of games. Parents must realize that coaches are required to stay until their last player has been picked up. Please be as prompt as possible. Failure to pick up a child in a timely manner could preclude him/her from participating in after school activities.

***\* Students must be in attendance a half day to participate in after school activities.***

***\* Students who are habitually late to school may forfeit eligibility to participate in extra-curricular activities. If this situation occurs, parents will be notified in advance of a student's ineligibility.***

## ATTENDANCE

### Guidelines

It is extremely important that each student attends school regularly and arrives on time. Absences because of illness, death in the family, quarantine, sudden extreme emergencies, and religious holidays will be excused. Absences from school for purposes of accompanying family members of others on vacations or trips are not considered excused absences. Students are expected to make up all work missed due to school or class absences.

“A pupil must be in attendance for 165 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. A waiver of these attendance requirements may be granted for good cause upon the review of the guidance counselor and in concert with the building principal. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian.” Board of Education policy # 5113

### Absences/Student Welfare Checks

Please remember that it is mandatory to let the office know each day that your student is not in homeroom by 8:10am, that your student is either absent for the day, or will be tardy. Parents may leave messages in the general delivery mailbox at any time to report student absences or tardiness. A **Student Welfare Check** will be performed by the Mendham Township Police Department for any student not accounted for by 9:00am.

It is important that students try to keep up with their daily assignments when they are absent. It is expected that students will be prepared for classes upon their return to school whenever possible. Assignments for a single day's absence should be obtained from friends. Parents may call the school for work if their child will be out for more than one day due to illness only. Assignments will be available by 3:00 P.M. on the second day of an excused absence.

Upon the student's return to class, any additional assignments should be noted in an assignment pad with the date due. Work must be made up as soon as possible following the student's return in accordance with each teacher's classroom rules.

### Early Dismissal

Students are not permitted to leave the school grounds during the day unless written permission has been secured from home and approved by the administration. If a student leaves before the close of the school day, the parent making the pick-up must sign out the student in the main office, in the presence of school personnel.

### Tardiness

Students will be considered tardy if they are not in homeroom by 8:10 A.M. If tardy, students are required to report to the office for a late pass. Students who are tardy three times may be assigned recess detention for each successive unexcused tardy. Further lateness may result in after school detentions, parent conferences, and temporary elimination from extra-curricular activities **etc...**

## CHAIN OF COMMAND

The chain of command needs to be followed when discussing topics specific to your child. The perspective of a student, parent, or teacher on any particular topic may afford a different interpretation, and it is important that communication among all three occur prior to reaching the principal's office. Without knowing the specifics from all three parties, it is difficult for the principal to respond appropriately. The principal can only generalize and make assumptions, if he/she does not have feedback from everyone. However you wish to communicate with the teacher, \* *it is only fair that all parties share their thoughts prior to touching base with the administration.*

## COMMUNICATION

The Middle School years are developmentally challenging for students during their pre-adolescence and adolescence. These are years of academic challenges, physical changes, and social pressures.

For the school, the mandate is clear. Effective and frequent communication between home and school becomes an essential component of each student's Middle School program.

The Middle School faculty currently uses the following procedures to communicate with parents:

**Back to School Night:** Each fall, the Middle School invites parents to spend an evening at school. The faculty presents an overview of their instructional programs including classroom rules and procedures. Parents are encouraged to participate in the evening's activities and to familiarize themselves with their child's daily routine. The Mendham Township Police Department also provides a brief presentation.

**Conferences:** Parent conferences are scheduled twice a year, in the fall and the spring. Although teachers have priority in requesting conferences, parents may also initiate them. As each teacher meets with many students, it is not possible to schedule a conference for every child. Often, a team of teachers will meet with parents to economize time.

During the school year, teachers frequently schedule conferences with parents as the need arises. These may be held during or after school. Telephone conferences are another viable form of communication.

Conferences can be held before school to accommodate the needs of working parents. Students may be invited to attend these conferences, as well as all other conferences. This strategy has proven to be successful in involving students in the problem-solving process regarding their school performance.

**Report Cards:** Report cards are issued four times a year and report progress for an entire marking period. See Handbook sections on "The Grading System" and "Report Cards" for details.

**Progress Reports:** At the mid-point of every marking period, teachers will send home progress reports, which include a letter grade and comments describing strengths or weaknesses in study skills, organization, homework, and test preparation/performance.

**Academic Monitoring Program:** The purpose of the Academic Monitoring Program (AMP) is to provide weekly communication between home and school regarding students' academic and social progress. Students may be placed on AMPs based on the following guidelines:

1. Students will be placed on AMPs in any subject/s in which their report card grade is a "D" or an "F".
2. Students will be placed on AMPs in any subject in which the grade for that subject drops two grades. For example, going from an "A" to a "C" in a subject would necessitate placing a student on academic monitoring in that subject.
3. At mid point of the marking period (Progress Reports), students may be placed on academic monitoring in any subject in which they are performing below expectations and their grade is "D" or "F".

Teachers also have the option of placing a student on academic monitoring in their subject:

- To modify inappropriate school behavior.
- To improve test grades.
- To make up missed homework assignments.
- The student's IEP states that AMPs must be utilized.

Teachers will complete AMP forms weekly for students placed on academic monitoring. The forms will be e-mailed to the parents on Fridays. We encourage you to read the AMPs together with your child and to make comments or observations. ***Parents should notify the school immediately if AMP's are not received as scheduled.***

**New Student Screening and Adjustment:** New students may be given standardized tests to determine academic levels of proficiency if their cumulative records from their sending school districts do not contain standardized test results. Students entering grades six through eight will also be given a math placement test.

Because standardized testing provides only limited data, a New Students Adjustment Survey (NSAS) will be completed for each student by his/her teachers. This survey provides weekly information regarding academic skills, study habits, and social adjustment. The survey forms are sent home on Fridays, to be reviewed by the new student and his/her parent, and returned on Monday with comments, as needed. This survey will begin shortly after the start of school and continue for four weeks. The results of the NSAS will be reviewed with other information, such as achievement test results, CST reports, interviews, speech screening, and parent input, to achieve program appropriateness.

**Parent Contact Forms:** Parent Contact Forms are used to notify parents when school or classroom rules have been violated. Usually a contact form advises parents of an after school detention. It explains the nature of the problem and gives the date and time of the detention. Contact forms may also be used to notify parents when several attempts to solve a problem have not been successful. The Parent Contact Form must be signed and returned to school on the day following its receipt.

## Messages to/for Students

In order to maintain an orderly, safe, and productive school environment, the office staff will strive to minimize classroom interruptions. Announcements will be made twice daily; before period 1 and before period 7. In this regard, we ask that you note the following:

1. Students are permitted to use the office telephone only in the event of an emergency (forgetting homework does not constitute an emergency);
2. Students are responsible for checking in at the office to collect 'dropped off' items;
3. Classrooms will not be interrupted to summons individual students to the office to collect items 'forgotten' at home and delivered to school; and
4. Students are not permitted to use their cell phones to call/text parents during school hours.

## THE GRADING SYSTEM

The grading system is the means by which the school reports students' academic progress to their parents. Teachers use numerical grades and/or letter grades to report progress in all academic classes and related arts.

### Grading System

A+	96.5 - 100	C+	76.5 - 79.4
A	93.5 - 96.4	C	73.5 - 76.4
A-	89.5 - 93.4	C-	69.5 - 73.4
B+	86.5 - 89.4	D+	66.5 - 69.4
B	83.5 - 86.4	D	63.5 - 66.4
B-	79.5 - 83.4	D-	59.5 - 63.4
		F	Below 59.5

### Exceptional Grading Conditions

I	Incomplete
P	Pass
F	Fail

### Report Cards / Progress Reports

Report cards / progress reports are each issued four times per year. Letter grades are used on report cards and progress reports to reflect students' academic progress in each subject area during the marking period. A single grade in a subject encompasses all of the schoolwork completed during the marking period and usually includes daily work, homework, test/quiz grades, class participation, notebook preparation, and special projects. In addition to a letter grade, teachers utilize an "Explanation of Grades". These comments serve to clarify the traditional letter grade by giving parents additional information about school performance.

## Honor Roll

Superior effort and academic achievement are valued goals for our students. The Middle School recognizes the academic accomplishments of students in grades six through eight with an Honor Roll and during awards assemblies held throughout the year. At this time, certificates of achievement are presented to students who meet the following criteria.

High Honors	A- or above in all academic subjects B or above in all related arts
Honors	B or above in all academic subjects B or above in all related arts
Honorable Mention	Acknowledgment for students who have clearly demonstrated achievement but have not attained honor roll status due to the receipt of a <u>B- in one subject only</u> .

Academic subjects include language arts, math, science, social studies, foreign language, and study skills. Related arts include health, computers, art, music, and physical education.

## HOMEWORK

Homework is an important part of each school day. It extends educational experiences beyond the classroom and reinforces learning by giving children an opportunity to practice without the pressure of time. Homework teaches students to be responsible, to organize time, to work independently, to practice good study skills and to develop self-discipline. Homework is one of the links between home and school that enables the parent to become more involved with his/her child's education.

All students are required to use the agenda books issued by the Middle School at the beginning of the school year.

Homework must be legible, neat, and accurate in form and content and must be completed on time. Late assignments may not be accepted for credit and may negatively impact a student's grade point average. Teachers' expectations are to be clearly expressed to the students.

In cases of an excused absence due to illness, the following procedures will be followed.

**One day or single classes:** Students are expected to contact friends for assignments, class notes, and notices, and to be prepared for class activities the following day.

**Two or more days:** Parents may contact the school for a complete list of missed work. Assignments may be picked up after 3:00 P.M. on the second day of an absence. Work should be completed as soon as possible following the student's return to school. It is generally recommended that the number of days absent is the number of days a student requires to make up missed assignments.

Students who have missed classes or assignments because of attendance at school sponsored activities are responsible for all missed homework and class work.

## CARE OF SCHOOL PROPERTY

Mendham Township Middle School is a very well equipped and well-maintained building. Students are expected to take pride in the appearance of their school and to assume responsibility for maintaining it. They will be required to pay for any deliberate damage to the building or equipment and for damaged or lost textbooks.

All textbooks must be covered with suitable materials. "Contact" or other sticky materials are not to be used.

Book fines will be assessed for excessive damage. A general rule of thumb is to assess students approximately 20% per year for severely damaged books. For example, a one-year-old book that is severely damaged would be assessed at 80% of its current catalog value.

Students who return damaged books that can no longer be utilized the following year must pay the full current replacement value (new book price).

Parents and students are required to sign an Acceptable Use Policy governing Internet access and use of computer hardware and software. Held on file in the main office, this AUP will remain in effect for the student's Middle School career.

## CARE OF PERSONAL PROPERTY

Each student must accept responsibility for the care and safety of his/her personal belongings. The hallway locker may be locked (optional), but students **MUST secure their gym locker**. Students should **never bring** large sums of money, valuable jewelry, or expensive equipment to school. The school cannot assume responsibility for the safety of such items.

The following are expectations for the use of the school lockers:

- Students should respect the rights and property of others. They should not go into any locker other than their own.
- **LOCKERS MUST BE KEPT CLOSED AT ALL TIMES!**
- Students may not share lockers or switch locker assignments without permission from the principal.
- For reasons of health, safety, and order, students should expect the principal or principal's designee to routinely inspect all lockers.
- Students should keep lockers free of all writing, stickers, and adhesive materials.
- Lockers must be cleaned out periodically.
- "Master" locks (combination, not key) are to be brought in by each student to secure his/her gym locker. "Master" lock combination locks may now also be utilized on hallway lockers at the students' discretion; however **a copy of the combination must be submitted to the main office**. It is the student's responsibility to see that the lock is fastened securely at all times.
- Students should check the "Lost and Found" for any lost items.

Students may visit their lockers before each period. Students are asked not to bring backpacks to classrooms, as they create potentially hazardous conditions.

## SAFETY ISSUES

### Hall Pass

**At all times during the school day - All students are required to secure a hall pass from their teacher or supervising staff member in order to walk through the hallways. Students without hall passes will be returned to their classroom. Habitual offenders may lose privileges and or are subject to disciplinary action.**

### Fire Drills

As prescribed by state law, schools are required to conduct two fire drills per month. The drills are for the purpose of preparing the student body to meet any emergency that might require a rapid evacuation of the building. When evacuating the building during fire drills and other emergencies, the following rules are to be followed:

- a. Leave the building through the nearest exit.
- b. Walk rapidly, but do not run.
- c. Do not talk; listen for instructions.

### Lock Down Drills

Periodically, students will participate in lock down drills, which are designed to quickly secure the school building in an effective and efficient manner in case of an emergency.

## BUS TRANSPORTATION

Riding the school bus is a privilege that imposes certain responsibilities on students. The following rules have been devised for the safety and general well-being of all our students.

1. Keep at least six feet back as the bus approaches.
2. Show respect to the driver and to one another.
3. Always wear your seatbelt.
4. Remain seated when the bus is in motion.
5. Keep hands and arms inside of bus windows.
6. Do not consume food or beverages on the bus.
7. Do not shout, sing, use profanity or make obscene gestures.
8. Written parental permission is required if a student must ride a bus other than regularly scheduled. **Passes will not be issued after 1 p.m. except in the case of an extreme emergency.**

***\*If a student accumulates 3 formal 'conduct reports' related to inappropriate behavior on our busses, a ten day bus suspension will be initiated. Parents will receive written warning prior to the third offense.***

## STANDARD PROCEDURES

### Arrival

Students walking to school or being driven by a parent should not arrive before 7:45 a.m.

In inclement weather, students may enter the building before 8:05 a.m. However, students are not permitted to travel beyond the front foyer of the building. Students are not permitted access to their lockers, the locker room, or classrooms prior to 8:05 a.m.

## Dismissal

Students will be dismissed at 2:50 p.m. Upon dismissal, students should walk to their buses and line up. If a bus has not arrived, students should line up where the bus usually stops. Students should always stand behind the yellow line. Students being met by parents should cross the driveway in front of the main door area and wait near the flagpole. Students should be picked up in the parking lot - **not** in the driveway in front of the school.

## Visitors

**ALL** visitors are required to report to the school office upon entering the building. Visitors will sign in and state the nature of the visit and the person whom they wish to see. Visitor's badges must be worn at all times. **Visitors are NEVER permitted to go to any classroom to see a student or teacher without permission from the school principal.** We ask that parents and guardians cooperate with these rules in order not to disrupt instruction and to insure the safety of the children. Relatives, siblings, friends, and neighbors, who are not officially enrolled in MTMS, may not attend classes, lunch/recess, or enrichment with an enrolled student. Prospective students and or their guardians may schedule an appointment to tour the building with the school's guidance counselor.

## Lunchroom

Students who eat before recess must go to lunch prepared for recess. They may not return to their lockers after eating.

Students must remain seated during lunch except when they are purchasing food or cleaning up.

Students will behave appropriately. They are expected to converse in moderate voices, eat in a mannerly fashion, and be courteous to each other, as well as to supervising staff.

***No one may use the lavatory without a pass*** and the supervising staff member's permission.

Students will be dismissed from the lunchroom when tables, floors, and benches are clean. The students at a table share collective responsibility for policing their own table/floor areas.

No food or drink will be allowed to leave the lunchroom.

## Recess

Students going to recess will meet the recess teacher by the gymnasium near the boys' locker room. Following dismissal from recess, they will return to class/lunch through the side door near the girls' locker room.

Students who eat before recess must go to lunch prepared for recess. They may not return to their lockers after lunch. Those who have recess before lunch must take their lunches to recess. They may not return to their lockers before eating.

There is no excuse for being late unless the student has a pass from a teacher. If a student needs to leave for any reason, the supervising teacher must give permission, and the student must check in upon return.

## General Guidelines for Recess

All recess rules have been made to promote the safety and well-being of the students.

Specifically, students may *NOT*

*Eat food at recess*

*Bring their own equipment to recess*

*Throw balls at other students*

*Tackle*

*Kick a ball, except when involved in a structured activity with teacher approval*

*Shove or push*

*Roof balls*

Students should understand that non-observance of these guidelines, participating in any unsafe activity, or roofing a ball might result in losing the privilege of recess.

Students must return all equipment to the rack before dismissal.

## DRESS CODE (Policy 5123)

Students of Mendham Township Middle School are expected to wear clothing that reflects respect for our schools and community. Pupils are expected to avoid extremes in clothing that would cause distractions in the educational environment. Pupils are expected to avoid extremes in clothing that might jeopardize the health or safety of the pupil or other pupils.

**Students will not be permitted into class with a dress code violation. Parents/Guardians will be contacted to bring appropriate clothing to school if necessary. The student may elect to change into his/her gym clothing to gain compliance with the dress policy.** The following clothing and articles are considered inappropriate and **may not** be worn in school and/or at school-sponsored events:

1. Shorts shall not be shorter than 6 inches above the knee.
2. Skirts and dresses should be no shorter than 3 inches above the knee.
3. **Ripped or torn clothing.**
4. Tops (shirts, blouses, dresses, tank tops) that do not cover the upper torso, are see-through and/or do not extend over or under their pants/shorts. These can be worn in combination with clothing that covers the upper torso.
5. Clothing that fosters the intolerance of others, supports the use of drugs, alcohol, tobacco, violence, profanities and obscenities or that implies sexual connotations.
6. Footwear (beach or shower type and excessively high heels or platform shoes) that are considered unsafe. In addition, students who wear footwear to recess that is considered unsafe for physical education cannot actively participate in recess.
7. Outdoor jackets, coats, nonprescription sunglasses, and headwear (with the exception of head coverings required by an organized religion or prescribed by a physician for medical reasons) within the building.
8. Underwear/boxer shorts that are visible.
9. Electronic/battery operated devices, including cell phones, must **remain "off" throughout the entire school day.** Infractions will lead to confiscation. Parents/guardians will be responsible for retrieving confiscated items.

## **BULLYING / HARASSMENT / INTIMIDATION (Policy 5153)**

Mendham Township Middle School expects pupils to treat each other with civility and respect, and **will not** tolerate acts of bullying, harassment, or intimidation.

“Bullying, harassment or intimidation is defined as any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on the school bus.

### **AFFIRMATIVE ACTION**

In compliance with the state mandated Comprehensive Equity Plan, which Mendham Township School District has on file, all educational programs within the Mendham Township Schools are accessible to all students regardless of gender, race, religion or handicap. A grievance procedure covering these issues is available through the school principal. Inquiries regarding affirmative action should be directed to the school business administrator at 973 – 543 – 7107. Inquiries involving handicap access (Section 504) should be addressed to the building principal at 973 – 543 – 2505.

### **STANDARDIZED-TESTING**

Standardized tests help us to determine student progress each year and assist in determining the efficacy of our programs. Students in grades 5-7 are scheduled to participate in state criterion referenced state testing program in mathematics and language arts in March, 2007 – for more information visit <http://www.nj.gov/njded/assessment/ms/5-7> . Students in grade 8 will participate in the Grade Eight Proficiency Assessment (GEPA) in mathematics, language arts, and science in March, 2007 – for more information visit <http://www.nj.gov/njded/assessment/ms> . In addition, (in early late April / Early May) students in grades 5-7 will also participate in **mathematics placement tests** to determine eligibility for accelerated math, algebra, or geometry. All eligibility questions should be directed to the building principal.