

# Marlboro Memorial

## Middle School

*Where Every Student is an Honored Student*

**2019 - 2020**



### Important Telephone Numbers

Main Office	(732) 972-7115 ext 6901
Principal's Office	(732) 972-7115 ext 6904
Vice-Principal's Office	(732) 972-7115 ext 6902
Student Services	(732) 972-7115 ext 6915
6 <sup>th</sup> gr. Counselor	(732) 972-7115 ext 6919
7 <sup>th</sup> gr. Counselor	(732) 972-7115 ext 6918
8 <sup>th</sup> gr. Counselor	(732) 972-7115 ext 6917
Nurse's Office	(732) 972-7115 ext 6913
	(732) 972-7115 ext 6914
Activity/Athletic Dir.	(732) 972-7115 ext 6926
Reporting Absences	(732) 972-7115 ext 6912

District Website:

[www.mtps.org](http://www.mtps.org)

# MARLBORO TOWNSHIP PUBLIC SCHOOLS 2019-2020 School Year

## KEY

- = Staff Professional Day/Schools Closed
- = Holiday/Schools Closed
- = One-session Day/Staff PM In-Service
- = Number of School Days per Month (students)
- = Parent/Teacher Conferences/One-Session Days

### TOTAL NUMBER OF DAYS

183 – Students  
186 – Teachers

### September 2019 (17)

Su	Mo	Tu	We	Th	Fr	Sa
1				5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

- 2 Labor Day
- 3-4 Staff Reports/Staff Professional Day
- 5 **First Day of School**
- 30 Rosh Hashanah

### October 2019 (20)

Su	Mo	Tu	We	Th	Fr	Sa
			2	3	4	5
6	7	8		10		12
13		15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 Rosh Hashana
- 9 Yom Kippur
- 11 One-Session Day/Staff PM In-Service
- 14 Columbus Day Schools Closed

### November 2019 (17)

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6			9
10					15	16
17	18	19	20	21	22	23
24	25	26				30

- 7-8 NJEA Convention
- 11-14 Parent/Teacher Conferences – One-Session Days
- 27 One-Session Day
- 28-29 Thanksgiving Recess

### December 2019 (15)

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22						28
29						

- 20 One-Session Day
- 23-31 Winter Recess

### January 2020 (21)

Su	Mo	Tu	We	Th	Fr	Sa
				2	3	4
5	6	7	8	9	10	11
12	13	14	15	16		18
19		21	22	23	24	25
26	27	28	29	30	31	

- 2 Schools Reopen
- 17 One-Session Day/Staff PM In-Service
- 20 M.L. King Jr.'s Birthday

### February 2020 (19)

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16		18	19	20	21	22
23	24	25	26	27	28	29

- 17 Presidents' Day

### March 2020 (22)

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 6 One-Session Day/Staff PM In-Service

### April 2020 (15)

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8			11
12						18
19	20	21	22	23	24	25
26	27	28	29	30		

- 8 One-Session Day
- 9-17 Spring Recess

### May 2020 (20)

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24		26	27	28	29	30
31						

- 15 One-Session Day/Staff PM In-Service
- 25 Memorial Day

### June 2020 (17)

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21			24	25	26	27
28	29	30				

- 5 Records Day for Staff One-Session Day
- 22-23 One-Session Days
- 22 Eighth Grade Graduation
- 23 Last day of School

# Marlboro Memorial Middle School

## *Monarch Doctrine*

For the students of our school community, adopting the Monarch Doctrine lights the way for appropriate conduct. The Monarch Doctrine reminds us, in an affirmative way, how we are expected to behave and how we should treat others.

The concept for the Monarch Doctrine came from discussions with students, faculty members, and parents on ways to foster a sense of community within our school. The Monarch Doctrine is one way to support our district mission and share what it means to be part of the Monarch Lion heritage.

The Marlboro Memorial Middle School is an academic community committed to learning, achievement and the development of individual scholarship. The following ideals reflect a model of conduct for our school community.

As members of Marlboro Memorial Middle School, we

**M**ake the pursuit of academic excellence a goal in all our endeavors;

**O**ffer personal service to the school and community;

**N**urture a climate of care, concern and civility for others;

**A**ccept responsibility for our actions;

**R**espect the dignity, rights, and property of all people in our school;

**C**ommit to the ongoing pursuit of intellectual and social development;

**H**eighten our awareness of individual and cultural differences and similarities.

The Monarch Doctrine will be introduced to incoming students during our welcoming assemblies in September.

## Introduction

The information contained in this agenda provides legal, district and school guidelines to help you be successful. You will have the opportunity to take advantage of the many programs offered at our school. The information written in this agenda pad will help you to develop good organizational skills and study habits throughout the year.

## General Guidelines

**After School Activities and Events** - Students attending any after school activity or event as a non-participant must be accompanied by a parent unless otherwise noted. Prior notice will be given for all events that do not necessitate parental accompaniment.

**Books** - The student is responsible for the proper care and use of textbooks/Chromebooks and other assigned district property. Students are to write their names in all textbooks, including workbooks and sheet music. All books must be covered. Students will be charged full replacement cost for lost or damaged books. Students will be charged the repair cost of damaged Chromebooks. If irreparable, they will be charged the full cost of the Chromebook.

**Custodial Family Issues** - Parents/guardians must notify the Marlboro Memorial Middle School in writing about any custodial/guardianship issues or any changes made thereto affecting their children's education. When parents are separated or divorced, "parent" means the person or agency that has legal custody of the student. However, both parents are entitled to receive notices and information upon request providing the requester has not had parental rights terminated by a court of appropriate jurisdiction.

**Delivery of Forgotten Items** - Forgotten books, homework assignments, lunches, and other items brought to the security officer by family members will be given to students during passing times. Students will be called on the P.A. system, which will minimize class interruptions. We cannot call students out of class to retrieve forgotten items.

**Dress/Hygiene Code** - Students are urged to emphasize cleanliness, neatness, and acceptable good taste in their dress and grooming habits. All student attire should be appropriate for the school environment.

1. All school attire should be neat and clean.
2. Short-shorts, cut-offs, half shirts/blouses, mesh or net clothing, hats, tube tops, and halters are not acceptable. Shorts must be at least mid-thigh length.

3. Graphics and apparel that suggest obscene or offensive messages are prohibited.
4. Outdoor coats may not be worn in school.
5. Aerosol containers of any kind are not permitted in school. Examples include deodorants, body sprays or perfumes.
6. Physical Education attire must be school appropriate.

NOTE: Students may wear appropriate head coverings for religious purposes.

The administration reserves the right to have students change, cover, or remove inappropriate attire.

Any student who is sent to the office for inappropriate dress will be required to call his/her parent for a change of clothing. Repeated offenses will result in disciplinary action.

**Handbook (Agenda)** - This full-page, spiral bound handbook will be issued to all students. If it is lost, a new one can be purchased for \$5.00.

**Health Services** - Two nurses are assigned to the middle school. To ensure the health and safety of students, all medications must be brought to the nurse's office, by a parent/guardian, for storage (between 7:35 - 8:00 A.M.). No medication will be administered without a doctor's written authorization. The nurse will supervise those students who take medication.

Students may carry and self-administer ONLY LIFE-THREATENING medications, for example epi-pens or inhalers. These will be allowed only with proper medical documentation and signed parental waiver. Students are not permitted to carry any other medications.

**Homework Requests for Absent Students** - Homework is posted on teacher web pages. Students should have the telephone numbers of at least two classmates in each class to obtain homework assignments missed as a result of absences of **fewer** than three days. Students are also encouraged to check teacher web pages for homework assignments and other relevant information. When the student is absent for **three** days, the parent/guardian should contact student services before 9:00 A.M. to request a summary of work missed. The summary will be available for pick-up at 2:30 P.M. on the day following the request. Please note that families **CANNOT** leave homework requests on the answering machine when reporting an absence. The student services office must be contacted directly. Students going on vacation may

request homework no later than two days prior to their departure. Providing such work to the vacationing student is at the teacher's discretion.

**Hotline** - The Marlboro Township Police Department has developed an anonymous hotline number for use by all residents and students to report any suspicious behavior or events. There is no caller ID attached to the line – it is completely anonymous and is manned 24 hours a day. 1-888-536-1010.

**Lockers** –Students will receive a locker with a combination lock for their exclusive use. They must completely close their locker and spin the dial at least twice to ensure that it is locked. Locker problems should be reported to the teacher. Students are not to share lockers or locker combinations with anyone. Physical Education lockers must be emptied at the end of each period.

NOTE: Lockers are Board of Education property. The administration reserves the right to conduct periodic inspections of student lockers and contents.

**Personal Property** – Students are not to bring large sums of money or valuable items to school. The school district cannot assume responsibility in the event of loss, theft or damage to personal property.

**Physical Education** – Students medically excused from Physical Education should report to the school nurse after homeroom. Students may be excused for up to two days with a parent/guardian note. For more than two days, a physician's note is required. MD notes with language such as "until further notice" will excuse students for thirty days. After that time, notes must be updated.

**Telephone Messages for Students** - Only emergency messages from parents/guardians are passed to the student. The messages will be given to students by calling them to the office during passing time. Students may have a pass during lunch periods to use the school phones in the main office. Calls should be made to parents on an emergency basis only.

**Cell Phones/Electronic Devices** - Students are not permitted to make or receive cellular phone calls, text messages or take/transmit pictures at any time during the school day. They are not permitted to photograph or videotape other students using their cellular phone/electronic device at any time while in school or on the bus.

Students in the middle school are permitted to bring cellular phones to school and place them in their lockers until dismissal time. For the purpose of this policy, "phones" shall also include all other electronic devices providing text/photo/video messaging. All phones shall be turned off while the pupil is in school or at a school-sponsored event. Pupils on class trips may not use phones without the permission of the teacher or administrator. Pupils who use their phones while they are in school, on a school bus, or at a school-sponsored event shall have their phones confiscated and shall be subject to disciplinary action. Confiscated cell phones may be returned only to the PARENT/GUARDIAN. Repeat offenders shall be subject to the district's student discipline code.

## ATTENDANCE/DISMISSAL

### Student Attendance and Absence

1. To be considered present for a full school day and to participate in an after-school activity, a student must complete a minimum of four (4) hours of school.

2. Regular attendance is defined as being present for all classes.

3. The Board of Education assumes responsibility for upholding the law requiring regular school attendance of each child resident in the district until he/she completes the eighth grade. Court proceedings will be initiated if a student is found in violation (N.J.S.A. 18A:38-1). "Attendance" refers to both in and out-of-district placements.

4. In the event a student is absent, contact the automated attendance system (732-972-7115 ext.6912) prior to the beginning of the school day. Parents must notify the school that the child is absent and provide the child's name, grade, and reason for absence. A note must be sent, upon return to school, stating the reason for the absence.

Reasons for **excused** absences are as follows:

- Personal illness/injury
- Recovery from accident
- Illness or death in the immediate family
- Attendance required in court
- Religious holiday
- Any other reason with the permission of the building principal.

5. Any absence not excused by a parental note or telephone call prior to 8:00 AM shall be sufficient reason for a check of the home by a school representative. "Absence from school" is defined as non-attendance in regular classes and assigned

locations for the entire school day. Absence from school is either excused or unexcused.

6. A pupil must be in attendance for 165 or more school days in each school year in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

7. Late arrival to or early release from school will be excused for the following reasons, including but not limited to:

- Medical or dental appointments which cannot be scheduled outside of school hours
- Disabling illness or injury
- Family emergency
- Required Court appearance
- Death in Family
- Religious observance
- Such good cause as may be acceptable to the principal

#### **Early Dismissal/Class Attendance**

Dismissal to Parents – When a student must be picked up during school hours, a note has to be sent to school. The student should bring the note to the main office after reporting to homeroom. A pass will be issued for the student to leave class at the indicated time. Students will not be called out of class.

Attending all classes is important, therefore, class attendance is taken each period. We monitor attendance for both full day and class period absences. Please make every effort to schedule medical appointments after the school day.

Dismissal to Other Individuals – Students may only be released to parents/guardians and those individuals listed on a student's emergency contact list. In the event that a student is to be released to another adult, the parent must provide written authorization.

**Pupil Arrivals** - Unless under the direct supervision by a parent or guardian, pupils may not be in the school or on school property before the start of the school day, 7:30 AM. There is no supervision to ensure that safety of any pupils prior to 7:30 AM or bus arrival time.

**Visitors** – All visitors are required to sign in at the Lobby Guard kiosk before access will be granted. A valid driver's license is required.

## **ISSUES PARTICULAR TO MIDDLE SCHOOL**

1. Cutting, which is defined as any unexcused absence from school or class(es)/assigned location(s) while being present for the school day or selectively missing classes/assigned location(s) as a result of deliberately missing homeroom. Cutting of an assigned location (class, study, lunch, etc.) will result in assignment to after-school detention.

2. At MMMS, "late to class" is defined as not being at an assigned room/class/seat by the time the bell rings to begin the class. Lateness to class will be addressed by the teacher. Tardiness to school is defined as not being in one's assigned homeroom by the time the bell rings to begin the homeroom period. Students whose tardiness to school is unexcused will be issued a warning letter on the fifth (5th) such occurrence. On a student's sixth (6th) unexcused tardy, he or she will be assigned to one (1) after-school detention. Each subsequent unexcused tardy will result in additional disciplinary consequences, including possible assignment to the Saturday School Detention Program.

## **MISCELLANEOUS INFORMATION**

### **CAFETERIA RULES**

Students have thirty minutes to eat lunch; therefore, cooperation with adults (teachers and aides) is necessary. Some basic guidelines include:

1. Proper decorum and adherence to all school rules is expected.
2. Students are responsible for disposing their own garbage and keeping their table and surrounding area clean.
3. Borrowing money is prohibited.
4. Students may buy food or drink only during their assigned lunch period.
5. No student is permitted to leave the cafeteria with food or drink without adult authorization.
6. Students must obtain a pass from their teacher and sign out when leaving the cafeteria.
7. Food brought from home may not be shared with others.

### **FOOD/BEVERAGES IN HALLS/CLASSES**

Students may carry a water bottle that contains only water to consume throughout the day. All other food and beverages must come to school in a closed container/lunch bag and can be consumed only in the cafeteria.

## **MOVEMENT THROUGH THE HALLS**

### **Arrival, Dismissal, and Locker Time**

Students must be on time to homerooms to have their attendance recorded.

### **General Movement in the Halls**

1. In the interest of safety, students are required to stay to the right when moving through areas with two-way traffic. Doors are marked to indicate the direction of movement and staying to the right.
2. Students may not enter bathrooms during the passing time between periods. They must report to their next class and obtain a pass from their teacher.

## **INCLEMENT WEATHER PROCEDURES**

### **Delayed Openings, Early Closings or School Closings**

- When inclement weather is severe enough to cause a delayed opening, early closing or the closing of school for the day, the district's website, [www.mtps.org](http://www.mtps.org), will provide immediate information. In addition, you will receive a recorded message via telephone.

## **HANDBOOK OF PUPIL CONDUCT AND DISCIPLINE**

The goal of a thorough and efficient education is to provide all children the educational opportunity that will prepare them to function politically, economically, and socially in a democratic society. The Marlboro Township School District recognizes the need for establishing student expectations.

The board believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students.

The board of education expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. **Students are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority.**

The chief school administrator shall develop and implement, and the board shall adopt a code of

student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions and, as appropriate, for conduct away from school grounds. The chief school administrator has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

The following regulations are intended to clarify the position of the board of education and the administration with regard to conduct and discipline.

The Marlboro Township Board of Education and the administrative staff believe that a safe and secure atmosphere in the classroom and in the school is essential if:

1. Students are to learn to the maximum of their capacity.
2. Teachers are to do their best.
3. Good relations with the community are to be upheld, and
4. The total school operation is to be carried on in the best manner possible.

Additionally, the board of education adopts the following statements and strongly supports the school administration and the staff in establishing procedures that will ensure a school setting that will promote the best learning atmosphere in addition to providing the safest condition within the school for all children:

1. The area of student discipline is one that directly affects the total purpose and the total achievement of the school. It is an area that reflects the combined responsibilities of everyone.
2. Helping to establish a desirable teaching/learning situation is the work of many people – parents/guardians, students, teachers, administrators, and members of the board of education. Even the community

is involved, because the habits learned at home and condoned in the schools will be carried over into private and community life.

3. Students who disrupt classes or conduct themselves in a manner that may be injurious to others will be disciplined as appropriate.

### **Six Pillars of Character**

The district educational programs shall strive to reinforce character development in the students so that they can gain leadership skills. The students of this district shall be encouraged to develop the following competencies:

#### **1. Trustworthiness**

Students will develop appreciation of trustworthiness. Students will understand that genuine sincerity, personal morality, and trust in deeds and words must be realized in order to demonstrate trustworthiness.

#### **2. Citizenship**

Students will develop appreciation of civic virtue and citizenship. Students will understand the importance of not only knowledge and respect for the law, but the duty to give to society more than one takes.

#### **3. Responsibility**

Students will develop appreciation of responsibility. Students will understand how all behaviors are accountable and those rights require responsibilities to participate as active citizens in our democratic constitutional system of government.

#### **4. Respect**

Students will develop appreciation of respect. Students will understand that genuine respect requires that we all have a moral obligation to honor the essential worth and dignity of the individual, including oneself. We have a responsibility to be the best we can be in all situations.

#### **5. Caring**

Students will develop appreciation of caring. Students will understand that caring is the heart of ethics and is demonstrated in how we show our emotional concern toward all people.

#### **6. Positivity**

Students will develop appreciation of positive thinking. Students will understand that their thoughts are powerful and that, by practicing mindfulness and gratitude, they are able to improve their lives and the lives of others.

The Marlboro Township School District standards of character education are an essential component of the district's code of conduct. The board believes with appropriate infusion of character education into our curriculum, modeling of appropriate behavior by adults; support and assistance of students in school, the community and home; our students will achieve the above standards of character education.

## **EXPECTATIONS AND RIGHTS OF THE STUDENTS**

### **A. EXPECTATIONS**

To promote an environment for positive student development and achievement that enhances learning and leads to lifelong success, students are encouraged to emulate the following expectations:

1. Students prepare themselves mentally and physically for the process of learning.
2. Students are nourished, rested, clean, properly dressed and groomed.
3. Students are free of drugs and alcohol.
4. Students come to school prepared to learn.
5. Students demonstrate respect for people and property.
6. Students are honest, courteous and polite.
7. Students respect the property of others.
8. Students accept the rights of others to their own opinions.
9. Students settle differences peacefully.
10. Students display good sportsmanship at school-related functions.
11. Students participate in the maintenance and cleanliness of school facilities and property.
12. Students take responsibility for their own behavior and learning.
13. Students recognize that school is work and academic development is the primary purpose.
14. Students complete all homework, class work and exams.
15. Students make personal choices based on reasonable decision making processes.
16. Students learn to accept constructive criticism and disagreement when necessary and appropriate.
17. Students accept the consequences of their actions.
18. Students attend school regularly and punctually.
19. Students use library time for school work.
20. Students use books and other equipment appropriately.
21. Students share responsibilities when working as members of a group.



22. Students cooperate, contribute and share in the work of the group.
23. Students accept and assume leadership when appropriate.
24. Students listen to the points of view of others.
25. Students comply with the authority of teachers and administrators and obey school rules and regulations. Students report acts of harassment, intimidation or bullying, either personally or anonymously, to a person in authority.

## **B. RIGHTS OF STUDENTS**

All students shall have the right to participate in the approved middle school program regardless of physical condition and shall receive:

1. Advance notice of behaviors that will result in suspension and expulsion;
2. Education that supports student development toward becoming a productive citizen;
3. A safe and secure school environment;
4. Due process and appeal procedures;
5. All notifications as required by law;
6. Records and privacy protection established by law and board policy.

## **SCHOOL RULES AND REGULATIONS**

School rules and regulations have been established to promote good school organization and to ensure the safety and well-being of all pupils and school personnel. These rules and regulations apply to the school bus and cafeteria as well as the school building and grounds. They also apply at any time when pupils represent the Marlboro Township School District on trips, sports events, dances, and other school-sponsored activities.

For conduct that shall constitute good cause for disciplinary action, please see Chart of Discipline beginning on page 13:

## **TRANSPORTATION**

Students are expressly prohibited from walking to school or, upon dismissal, from walking home from school. All students must use school transportation coming to and going from school and must board their assigned buses unless driven by a parent.

Due to space constraints on the buses, requests for temporary changes in bus assignments are NOT granted. Students must get off the bus only at their assigned stop.

**Safety and Conduct on the Buses** – Students are required to exhibit proper conduct while waiting for

the bus and when on the bus. The bus driver is in charge and is to be treated in a respectful manner. Students should not engage in activities that distract the bus driver. Activities such as the unauthorized opening of bus windows, placing arms or hands and/or leaning out of windows may result in suspension from the bus or from school.

## **Bus Behavior Rules and Regulations**

1. Students shall conduct themselves in an orderly manner at all times. Any violations of these rules may result in the suspension of transportation privileges.
2. Students must adhere to the assigned bus schedule and board buses at the end of the school day. Students found waiting for pickups will be told to board their assigned buses.
3. Parents/guardians may pick up their children at the end of the school day by coming to the main office and signing their child out of school.
4. Once a student has boarded the bus, he/she may not be released to a parent/guardian by the bus driver without the authorization of the school administration.
5. Middle school students may bring cell phones to school.
6. Students shall conduct themselves in an appropriate manner while waiting for the school bus. Playing in the streets, destruction of private property, fighting, etc.; may result in the suspension of bus privileges, or other disciplinary action.
7. Students shall not engage the drivers in conversation or otherwise distract them from their duties except in special circumstances.
8. Students shall exhibit the same behavior on the school bus as if they were in class.
9. Students shall not eat or drink on the school bus.
10. Students shall not bring food, other than lunches, onto the school bus.
11. Students shall not throw books, paper, trash, etc. on the floor of the bus or from the windows of the bus.

12. Students shall remain in their assigned seats on the bus until the bus has come to a complete stop.
13. Students or their parents/guardians shall be financially responsible for any damage or vandalism of our buses.
14. Students shall ride on the bus assigned to them, unless they have written permission from the administration to do otherwise.
15. Students shall not be given special passes to accompany friends home via buses to which the student has not been assigned by the transportation coordinator.
16. Improper bus behavior, including but not limited to harassment, intimidation and bullying will be reported to the administration by the bus driver. The administration shall take appropriate action that may include notification to parents/guardians. Further offenses may result in other disciplinary action, including but not limited to the suspension of bus privileges.
17. Parents/guardians are advised to have children at the bus stop at least five (5) minutes before the scheduled pick-up time.
18. There can be no additional bus stops other than those that are regularly scheduled.
19. Students shall not at any time, extend their arms, hands, feet, or heads out of the windows of the bus.
20. Students shall obey the instructions of their driver at all times.
21. Students shall remain seated at all times while the bus is moving.
22. A stopped school bus is not an automatic "STOP" signal for other cars. Each student should look carefully to the left and right before crossing the road after getting off from the bus.
23. Students shall not bring large objects or glass containers on the school bus unless sanctioned by the school district.
24. Parents/guardians are requested to discuss these rules with their children.

25. In addition to the behaviors mentioned above, all students shall be expected to behave on the school bus as if they were on school premises or at school sponsored functions.

### **HARASSMENT, INTIMIDATION OR BULLYING**

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, 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 disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

B. Has the effect of insulting or demeaning any student or group of students; or

C. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

"Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

### **DISCIPLINE PROCEDURES**

PLEASE NOTE THAT PUPIL DISCIPLINE RECORDS, AS DEFINED BY THIS POLICY, SHALL BE KEPT IN THE PUPIL'S FILE UNTIL THE PUPIL GRADUATES OR TRANSFERS OUT OF THE SCHOOL DISTRICT, AT WHICH TIME THE RECORDS WILL BE FORWARDED IN ACCORDANCE WITH BOARD POLICY, REGULATIONS AND LAW.

## **SUSPENSION AND EXPULSION**

The Board of Education recognizes that suspension or expulsion of a student represents serious action and should not be taken unless there is a reasonable cause to believe that a student has materially and substantially interfered with the maintenance of good order in the school, or that such action is reasonably necessary for the physical and emotional safety and well-being of the student or for the safety of other members of the school community.

A suspended student shall be permitted to complete any and all assignments. No student shall be denied the right to take a test nor shall be failed in an assignment as a consequence of his/her suspension. Any suspension which exceeds four (4) days will result in home instruction. Due process shall be afforded to all students.

Any student involved in continued and willful disobedience or of open defiance of the authority over him/her, or of the habitual use of profanity, or of obscene language, or who shall cut, deface or otherwise injure any school property shall be liable to punishment and to suspension or expulsion from school.

## **SATURDAY SCHOOL**

Before imposing an in-school or out-of-school suspension, the administration may require participation in the Middle School Saturday Program as an alternative form of discipline. The criteria for assignment to the program and procedures are set forth in the regulations of the Board.

### Criteria for Assignment:

1. A student may be assigned to Saturday School for any of the following situations:
2. Any basis upon which a suspension may be imposed (insubordination, bus code violation, cutting classes or after school detention).
3. Any incident of sufficient gravity.
4. More than three assigned detentions over a period of five months may result in the assignment of one day to the Saturday School program.
5. In the case of assignment to three Saturday School sessions, any subsequent incident that would ordinarily have carried a Saturday School consequence will result in suspension from school.

## **INTERNET STUDENT ACCEPTABLE USE POLICY**

The Marlboro Township Public School District (the "District") is now offering Internet access for student

use. This document contains the Acceptable Use Policy for your use of the District's Educational Computer Network (the "Network").

### A. Educational Purpose

1. The District's Network has been established for educational purposes, including classroom and curriculum-related activities.
2. The Network has not been established as a public access service or a public forum. The District has the right to place reasonable restrictions on the material you access or post through the Network. You are also expected to follow the rules set forth in the District's disciplinary code and state and federal law in your use of the District's Network.
3. You may not use the Network for commercial purposes or product advertisement. You may not offer, provide, or purchase products or services through the Network.
4. You may not use the Network for political lobbying. You may only use it to communicate with elected representatives and to express your opinion on political issues.

### B. Student Internet Access

1. You will have access to the Internet through the District's Network, which links computers located in classrooms, the media center, and the computer labs.
2. You will have e-mail access only under a teacher's direct supervision using the teacher's account or an approved, temporary classroom account. You may be provided with a temporary individual e-mail account under special circumstances, at the request of a teacher and with the written approval of your parent/guardian.
3. You and your parent/guardian must sign an agreement to be granted permission to access the Internet through the District's Network. This agreement must be renewed on an annual basis. Your parent/guardian can withdraw their approval at any time. If you and/or your parent/guardian does not sign and return an agreement you will not be permitted to access the Internet through the District's Network.

### C. Unacceptable Uses

The following uses of the District's Network are considered unacceptable:

### **1. Personal Safety**

- a. You will not post personal contact information about yourself or other people. Personal contact information includes such things as your address, telephone number, school address, work address, e-mail address, etc.
- b. You will not agree to meet with someone you have met online without your parent's/guardian's written approval. Your parent/guardian should accompany you to this meeting.
- c. You will promptly disclose to a teacher or an administrator any message you receive that is inappropriate or makes you feel uncomfortable.

### **2. Illegal Activities**

- a. You will not attempt to gain unauthorized access to the District's Network, or any other computer system through the District's Network or go beyond your authorized access. This includes attempting to log in through another person's account or accessing another person's files.
- b. You will not make deliberate attempts to disrupt the Network's performance or destroy data by spreading computer viruses or by any other means.
- c. You will not use the District's Network to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc. Additionally, messages related to or in support of illegal activities may be reported to the federal, state and/or local authorities and may result in disciplinary action by the district, as well as potential criminal and/or civil punishment.
- d. You will not transmit, receive or use any material in violation of any federal, state or local regulation or law, including, but not limited to, copyrighted or licensed material, threatening or obscene material, or material protected by trade secrets.

### **3. Network Security**

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or administrator if you have identified a possible security problem. Do not show the possible security problem to another student. Do not go looking for security problems. This may be construed as an illegal attempt to gain access to the District's Network.
- c. You will avoid the inadvertent spread of computer viruses by following the District's virus protection procedures if you download software.

### **4. Inappropriate Language**

- a. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language on the District's Network.
- b. You will not post on the District's Network information that, if acted upon, could cause damage or a danger of disruption to the classroom or the District's operations.
- c. You will not engage in personal attacks, including prejudicial or discriminatory attacks on the District's Network.
- d. You will not harass another person on the District's Network. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them harassment-type messages, you must stop.
- e. You will not knowingly or recklessly post false or defamatory information about a person or organization on the District's Network.

### **5. Respect for Privacy**

- a. You will not repost on the District's Network a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person on the District's Network.

### **6. Respecting Resource Limits**

- a. You will use the District's Network only for educational activities.
- b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the Network is not being heavily used.
- c. You will not post chain letters or engage in spamming, which is defined as sending an annoying or unnecessary message to a large number of people.
- d. You will check your e-mail frequently and delete unwanted messages promptly if you have been granted an e-mail account.
- e. You will subscribe only to high quality discussion group mail lists that are relevant to your education.

### **7. Plagiarism and Copyright Infringement**

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. You must give credit where credit is due.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should

follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

### **8. Inappropriate Access to Material**

a. You will not use the Network to access material that is profane or obscene (for example, pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (for example, hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research, and both your teacher and parent have approved in writing.

b. If you mistakenly access inappropriate information, you should immediately tell your teacher or administrator. This will protect you against a claim that you have intentionally violated this Policy.

c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The District fully expects that you will follow your parent's/guardian's instructions in this matter.

#### **d. Your Rights**

##### **1. Free Speech**

a. Your right to free speech, as set forth in the District's disciplinary code, applies also to your communication on the District's Network and the Internet. The Network is considered a limited forum, similar to a school newspaper, and, therefore, the District may restrict your speech for valid educational reasons. However, the District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

##### **e. Limitation of Liability**

The District makes no guarantee that the functions or the services provided by or through the District's Network will be error-free or without defect. The District will not be responsible for any damage you may suffer, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the Network. The District will not be responsible for financial obligations arising through and/or related to your unauthorized use of the Network.

##### **f. Personal Responsibility**

When you are using the District's Network, please be aware that your activities are being monitored.

##### **2. Search and Seizure**

a. You should not expect privacy in regard to the contents of your computer files stored on the District's Network. The situation is similar to the rights you have in the privacy of your locker.

b. You should be aware that when you connect to the Internet, the names of the sites you are visiting are recorded on a Network server.

c. Routine maintenance and monitoring of the Network may lead to discovery that you have violated this policy, the District's disciplinary code, or the law.

d. An individual search of your computer files, the e-mails you send and/or receive and the sites on the Internet which you have visited will be conducted if there is reasonable suspicion that you have violated this policy, the District's disciplinary code, or any federal, state or local law. The investigation will be reasonable and related to the suspected violation, but you should be aware that your computer files are not private and could be examined by a teacher or administrator.

e. Your parents have the right at any time to request to see the contents of your computer files.

##### **3. Due Process**

a. The District will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the District's Network.

b. In the event there is a claim that you have violated this policy, the District's disciplinary code or any federal, state or local law in your use of the Network, you will be provided with a written notice of the suspected violation and you will be given an opportunity to present an explanation before an administrator.

c. If the violation also involves a violation of other provisions of the District's disciplinary code, it will be handled in a manner described in the disciplinary code. Additional restrictions may be placed on your use of your Internet account. However, irrespective of any disciplinary action which the District may take against you, your actions may also subject you to civil and/or criminal punishment.

**Chart of Discipline** - Below is a Chart of Student Discipline listing school responses to violations of behavioral expectations. The penalties set forth below shall serve as a guideline. The administration reserves the right to deviate from these penalties based upon the facts and circumstances of each case. These behavioral expectations and school responses include, but are not limited to:

Violation	First Offense	Second Offense	Third Offense
Assault	Re-entry conference with parent and one (1) to three (3) days suspension of all offenders. Possible prosecution depending on severity. Possible notification of police department.		
Assault With Weapon	Four (4) or more day's suspension with option to refer to Child Study Team. Confiscate and refer immediately to police department.		
Bias incident	Notify parents. Immediate suspension. Notify police department and district Affirmative Action Officer. Refer the incident to the anti-bullying specialist for consultation.		
Unauthorized Buying, selling and/or trading of items on school property.	Notify Parents. Warning In-school or Saturday school detention or suspension. Notify appropriate district official.	Parent conference. In-school or Saturday school detention or suspension. Notify appropriate district official and/or police department.	Parent Conference. Extended suspension. Notify appropriate district official and/or police department.
Cheating	Parent/Teacher conference. Consequences to be determined by teacher and/or Administration.	In-school detention. Administrator/Parent conference. Referral to Pupil Services.	Saturday school detention or suspension. Review by Child Study Team.
Chewing gum, disrupting class, loud and boisterous talk	Action will be based on teacher and administrative judgment at school level. Notify parent. In-school or Saturday school detention may be employed.		
Cutting Class, Leaving Class or Leaving Assigned Location ( Including Detention Without Permission)	Parent/Teacher notification. Consequences to be determined by teacher and/or Administration	In-school detention. Administrator/Parent conference. Referral to Pupil Services	Saturday School detention or suspension. Review by Child Study Team.
Cyber-bullying	Refer to regulation 2361 for appropriate discipline.		
Dating Violence	Parent conference. Notify police department. Administration determines discipline based on the nature of the offense.		
Defiance of Authority	Parent conference with in-school or Saturday school detention, or suspension.	Immediate suspension.	
Destruction of School, Staff or Student Property	In-School or Saturday school detention or suspension. Parent conference. Reimbursement to the district, staff member, or student and possible prosecution.		
Endangering safety of others	Parent conference and in-school or Saturday school detention, or one (1) to three (3) days suspension.		
Extortion	In-school or Saturday school detention or suspension. Parent conference.	Suspension. Re-entry conference with parent.	Four (4) or more days suspension. Refer to Child Study Team.
Failure to Wear Seatbelt on School Bus	Verbal warning.	Written reprimand (copy sent to parent and principal). Possible loss of bus privileges.	One (1) day in school detention or possible loss of bus privileges.
Falsifying a Fire or Security Alarm	Parent conference. File charges with police department. Refer to Child Study Team. Four (4) or more days suspension.		
Fighting	Re-entry conference with parent and one (1) to three (3) days suspension of all participants. Possible prosecution depending on severity. Possible notification of police department.		
Forgery	Parent conference. In-school detention.	Saturday school detention or one (1) to three (3) days suspension.	

Violation	First Offense	Second Offense	Third Offense
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Gambling	In-school or Saturday school detention or suspension. Parent conference.	Suspension. Re-entry conference with parent.	Four (4) or more days suspension. Refer to Child Study Team.
Habitual tardiness or truancy	In-school or Saturday school detention. Parent conference. Referral to the Attendance Officer.		
Harassment, Intimidation, or Bullying	Notify Parents and School Anti-bullying Specialist. In-school or Saturday school detention or suspension.	Parent conference. One (1) to three (3) days suspension. Notify police department and School Anti-bullying Specialist.	Parent conference. Extended suspension. Notify police department and School Anti-bullying Specialist.
Inappropriate behavior	Notify Parents. Warning, In-school or Saturday school detention or suspension. Notify appropriate district official.	Parent conference. In-school or Saturday school detention or suspension. Notify appropriate district official and/or police department.	Parent Conference. Extended suspension. Notify appropriate district official and/or police department.
Inappropriate Language	Notify parents, One (1) day in-school detention.	One (1) to three (3) days in-school detention. Re-entry conference with parent.	Up to three (3) days suspension. Re-entry conference with parent.
Inappropriate Dress	Pupil warning. Notify parents. Change of clothes.	Notify parents. Assign detention (in school or after school). Change of clothes.	Notify parents. Assign 1 -3 days detention or Saturday school. Change of clothes.
Inappropriate Behavior on School Bus	Notify parents. Possible seat change. One day in school detention.	One to three days in school detention. Seat change. Possible loss of bus privileges. Re-entry conference with parents.	Up to three days suspension. Possible loss of bus privileges. Re-entry conference with parents.
Inappropriate public display of affection	Pupil warning. Notify parents.	Parent conference. In-school or Saturday school detention or suspension.	Parent Conference. Extended suspension.
Inappropriate use of electronic devices and Misuse of Networks/Computers	Possible loss of privileges to use electronic devices. In-school or Saturday school detention or suspension. Parent conference. Refer to regulation 2361 for other appropriate consequences.	Possible loss of privileges to use electronic devices. In-school or Saturday school detention or suspension. Parent conference. Refer to regulation 2361 for other appropriate consequences.	Possible loss of privileges to use electronic devices. In-school or Saturday school detention or suspension. Parent conference. Refer to regulation 2361 for other appropriate consequences.
Possession of alcoholic beverages	Four (4) or more days out-of-school suspension. Complaint filed with police department. Re-entry conference with parent.	Ten (10) days out-of-school suspension. Complaint filed with police department. Re-entry conference with parent.	
Possession of Drugs and/or Drug paraphernalia	Four (4) or more days out-of-school suspension. Complaint filed with police department. Re-entry conference with parent.	Ten (10) days out-of-school suspension. Complaint filed with police department. Re-entry conference with parent.	
Possession of tobacco or nicotine products	Out-of-school suspension. Parent conference.		
Sexual Harassment	Notify parents. Immediate suspension. Notify police department and district Affirmative Action Officer. Refer the incident to the anti-bullying specialist for consultation.		

Violation	First Offense	Second Offense	Third Offense
Smoking (As Defined by Board Policy) on School Grounds	Out-of-school suspension. Parent conference. Possible referral to the State Board of Health.		
Starting or causing fires	Suspension. Notify parents and police. Referral to Child Study Team. Re-entry conference with parent.	Extended out-of-school Suspension. Notify police. Refer to Child Study Team. Re-entry conference with parent.	
Stealing/Theft	Refer to appropriate school officials. One (1) to three (3) days in-school or Saturday school detention or suspension. Parent conference. Possible notification of police.	Three (3) days suspension. Notify parents. Possible notification of police department.	Three (3) days suspension. Notify parents. Notify police department. Refer to Child Study Team.
Suspicion of being under the influence of drugs or alcohol	Child will be placed in custody of parent immediately. Immediate out-of-school suspension pending prompt medical examination. Pupil will be re-admitted following a parent conference and a written report within twenty-four hours of a medical examination which verifies that alcohol or other drugs do not interfere with the pupil's physical and mental ability to perform in school. If such written report of the medical examination is not submitted to the Superintendent within twenty-four hours of the pupil referral, the pupil shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the physician.		
Substance Abuse	Discipline will be in accordance with Regulation 5530		
Terroristic Threat	Notify parents. Immediate suspension. Notify police department and district Affirmative Action Officer.		
Threatening or attacking another pupil or school personnel	Parent conference with in-school or Saturday school detention, or suspension. Conference with appropriate staff member required. Notify police when appropriate.		
Trafficking drugs	Four (4) or more days out-of-school suspension. Complaint filed with police department. Re-entry conference with parent.	A minimum of an additional four (4) days out-of-school suspension. Complaint filed with police department. Re-entry conference with parent.	
Truancy	In-school or Saturday school detention. Parent conference as warranted. Possible referral to Attendance Officer.		
Unauthorized possession of obscene materials	In-school or Saturday School detention. Confiscate item. Parent conference.	Parent conference. One (1) to three (3) days suspension.	
Under the Influence of Drugs or Alcohol	Four (4) or more days out-of-school suspension. Complaint filed with police department. Re-entry conference with parent.	A minimum of an additional four (4) days out-of-school suspension. Complaint filed with police department. Re-entry conference with parent and a written report submitted to the Superintendent from a physician who has examined the pupil and that verifies that the pupil's alcohol or other drug use no longer interferes with his/her physical and mental ability to perform in school.	



Violation	First Offense	Second Offense	Third Offense
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Use or Possession of an Exploding Device	Notify police immediately. Four (4) or more days out-of-school suspension. Complaint filed with police department. Re-entry conference with parent.	Notify police immediately. A minimum of an additional four (4) days out-of-school suspension. Complaint filed with police department. Re-entry conference with parent and a written report submitted to the Superintendent from a physician who has examined the pupil and that verifies that the pupil does not have a condition that interferes with his/her physical and mental ability to perform in school.	
Vandalism	In-school or Saturday school detention or suspension. Parent conference. Reimbursement to the district and possible prosecution.		
Weapon Possession	Notify police immediately. Four (4) or more days out-of-school suspension. Complaint filed with police department. Re-entry conference with parent.	Notify police immediately. A minimum of an additional four (4) days out-of-school suspension. Complaint filed with police department. Re-entry conference with parent and a written report submitted to the Superintendent from a physician who has examined the pupil and that verifies that the pupil does not have a condition that interferes with his/her physical and mental ability to perform in school.	

**MARLBORO MEMORIAL MIDDLE SCHOOL**  
**REGULAR DAY BELL SCHEDULE 2019-2020 SCHOOL YEAR**

	<b>Grade 8</b>		<b>Grade 7</b>		<b>Grade 6</b>
Arrival	7:30 – 7:36		7:30 – 7:36		7:30 – 7:36
AM HR	7:36 – 7:40	HR	7:36 – 7:40	HR	7:36 – 7:40
1	7:40 – 8:29	1	7:40 – 8:29	1	7:40 – 8:29
	8:29 – 8:32		8:29 – 8:32		8:29 – 8:32
2	8:32 – 9:21	2	8:32 – 9:21	2	8:32 – 9:21
	9:21 – 9:24		9:21 – 9:24		9:21 – 9:24
3	9:24 – 10:13	3	9:24 – 10:13	3	9:24 – 10:13
	10:13 – 10:15		10:13 – 10:16		10:13 – 10:16
<b>4L</b>	<b>10:15 – 10:45</b>	4	10:16 – 11:05	4	10:16 – 11:05
	10:45 – 10:47		11:05 – 11:08		11:05 – 11:07
5	10:47 – 11:36	5	11:08 – 11:57	<b>5L</b>	<b>11:07 – 11:37</b>
	11:36 – 11:39		11:57 – 11:59		11:37 – 11:39
6	11:39 – 12:28	<b>6L</b>	<b>11:59 – 12:29</b>	6	11:39 – 12:28
	12:28 – 12:31		12:29 – 12:31		12:28 – 12:31
7	12:31 – 1:20	7	12:31 – 1:20	7	12:31 – 1:20
	1:20 – 1:23		1:20 – 1:23		1:20 – 1:23
8	1:23 – 2:12	8	1:23 – 2:12	8	1:23 – 2:12
	2:12 – 2:15		2:12 – 2:15		2:12 – 2:15
PM HR	2:15 – 2:18		2:15 – 2:18		2:15 – 2:18
Dismissal	2:18		2:18		2:18

Period 4 lunch

Period 6 lunch

Period 5 lunch

<b>Delayed Opening Schedule</b>				
		<b>Grade 8</b>	<b>Grade 7</b>	<b>Grade 6</b>
9:30	9:36	Arrival	Arrival	Arrival
9:36	9:42	AM HR	AM HR	AM HR
9:42	10:13	Period 1	Period 1	Period 1
10:13	10:16			
10:16	10:47	Period 3	Period 3	Period 3
10:47	10:50			
10:50	11:21	Period 4 student lunch	Period 4	Period 4
11:21	11:24			
11:24	11:55	Period 5	Period 5	Period 5 student lunch
11:55	11:58			
11:58	12:29	Period 6	Period 6 student lunch	Period 6
12:29	12:32			
12:32	1:03	Period 7	Period 7	Period 7
1:03	1:06			
1:06	1:37	Period 8	Period 8	Period 8
1:37	1:40			
1:40	2:11	Period 2	Period 2	Period 2
2:11	2:14			
2:14	2:18	PM HR	PM HR	PM HR
2:18	2:25	Dismissal	Dismissal	Dismissal

<b>Shortened Day Schedule</b>				
		<b>Grade 8</b>	<b>Grade 7</b>	<b>Grade 6</b>
7:30	7:36	Arrival	Arrival	Arrival
7:36	7:42	AM HR	AM HR	AM HR
7:42	8:13	Period 1	Period 1	Period 1
8:13	8:16			
8:16	8:47	Period 2	Period 2	Period 2
8:47	8:50			
8:50	9:21	Period 3	Period 3	Period 3
9:21	9:24			
9:24	9:55	Period 5	Period 4	Period 4
9:55	9:58			
9:58	10:29	Period 6	Period 5	Period 6
10:29	10:32			
10:32	11:05	Period 7	Period 7	Period 7
11:05	11:08			
11:08	11:38	Period 8	Period 8	Period 8
11:38	11:41			
11:41	11:45	PM HR	PM HR	PM HR
11:45	11:55	Dismissal	Dismissal	Dismissal