

MANALAPAN-ENGLISHTOWN MIDDLE SCHOOL

Parent/Student Handbook 2024-2025



“Home of the Bears”

**155 Millhurst Road
Manalapan, New Jersey 07726
Phone: (732) 786-2650
Fax: (732) 786-2660**

**Dr. Michael Fiorillo, Principal
Mrs. Deirdre Bova, 7th Grade Assistant Principal
Mr. Madoc Reid, 8th Grade Assistant Principal**

Manalapan-Englishtown Regional School District

Office of the Superintendent
54 Main Street
Englishtown, New Jersey 07726
(732) 786-2500
www.mersnj.us

Nicole Santora, Ed.D., Superintendent
Felicia Natale, Secretary
(732) 786-2534

Jodi Pepchinski, Assistant Superintendent for Curriculum & Human Resources
Renee Bell, Secretary
(732) 786-2529

Margaret Scuteri, Supervisor of Science
Mary Jo Makhail, Supervisor of Mathematics, Technology
Kurt Abel, Supervisor of Instruction, ELA
Kimberly DiMarco, Supervisor of RTI, Nursing and Special Projects
Kati Radman, Secretary
(732) 786-2531

Georgianna Petillo, Director for Pupil Personnel Services
Andrew Perez, Supervisor of Special Education
Lisa Reiser, Supervisor of Special Education
(732) 786-2750

Shannon Barth, Human Resources Manager
(732)786-2524

Christine Vastano, Coordinator of Transportation
Christopher Riccio, Assistant Coordinator
(732) 786-2640

Board of Education meetings typically take place every Tuesday beginning at 7:30 pm at Wemrock Brook School on Millhurst Road. Please check the website for any monthly variations on dates, times, and locations.

Board of Education

Brian Graime, President
David Ferber, Vice President
David Kane
Christine Parisi
Jesse Tossetti
Ryan Green
Kelly Lukacs
Jaime Herr
Mark Santoro

Manalapan-Englishtown Middle School Mission Statement

The **mission** of the Manalapan-Englishtown Middle School is to prepare a community of lifetime learners who have healthy self-esteem, compassion, and respect for others and the knowledge and skills to meet the challenges of citizenship in an ever-changing world.

With this vision in mind, MEMS is an institution based on the learning principles of developmentally appropriate practices for adolescents. Early adolescence is recognized as a critical period of life since the lasting characteristics of personality, self-concept, cognitive and physical abilities, and values are rooted during this time. As a school, we recognize the need to nurture and strengthen those characteristics. Our total concept is based upon those ideals.

What is Teaming? What are “Communities”?

The interdisciplinary team is the commonly recognized feature of the modern middle school; a feature that is the heart of the middle school concept.

Teaming is an instructional organization in which multiple teachers pool their resources, interests, expertise and knowledge of students, while sharing:

- The responsibility for planning, teaching, and evaluating curriculum/instruction
- The same group of students
- The same schedule
- The same area of the building (when possible)

Teaming allows for a wider use of expertise and the special talents of individual teachers.

Teaming increases the opportunity for teachers to get to know their students better and to share student information and classroom observations of students.

Teaming provides the opportunity to share ideas and plans and gives teachers more input into their use of time, schedules, facilities, and curriculum materials.

Teaming allows for the development of more flexible schedules for special activities or events.

Teaming gives students and teachers the feeling of belonging to a small group which has common goals and whose members are supportive of each other.

Teaming allows student discipline to become a shared endeavor and, as a result, overall school discipline and student behavior improves.

Teaming provides an opportunity for teachers to learn more about other curriculum areas and, in the process, cross subject matter boundaries to develop interdisciplinary teaching units.

Teaming results in a more productive classroom/school environment.

Here at MEMS our teams are called “communities”. Each community shares the same teachers, school counselor, schedule, and a common area of the building where possible.

TEN TIPS FOR PARENTS OF MIDDLE SCHOOLERS

Parents can do a great deal at home to enhance the learning experience for their children. A good recipe for effective education calls for ingredients from both home and school. If you want to enhance your child's experience, try applying some of the following tips:

1. **PROMOTE GOOD STUDY HABITS:** As a minimum, provide your child with a suitable location that is quiet and free from distractions. Effective study sessions are most likely to occur in a setting well removed from the visual distractions of television and computer games, or the audio distraction of loud music. Talk with your child and decide together what the best setting is. Do not be afraid to modify that setting until you find the perfect fit!
2. **TAKE AN ACTIVE INTEREST IN YOUR CHILD'S SCHOOL WORK AND EXPERIENCE:** When your child comes home from school, ask about his/her day. When you show an interest in the school day and the work they have done, your child will feel that these things are important. Even at the middle school level, your child still needs your involvement.
3. **BE A READING MODEL:** Encourage your child to read for pleasure and show an interest in what he/she reads. Let your child see you read. Show your child that reading is both important AND enjoyable.
4. **ENCOURAGE WRITING** (text messages don't count): Encourage your child to write letters to friends and relatives, keep a journal, or write poetry or stories. Your encouragement will reinforce the importance of proper writing as a necessary life skill.
5. **ENCOURAGE FAMILY LEARNING GAMES:** Playing games such as Scrabble and Boggle tends to increase student vocabulary and improve spelling skills. Games such as Trivial Pursuit boost general knowledge. These family interactions can be beneficial on many levels.
6. **KNOW WHAT IS HAPPENING AT SCHOOL:** Get involved in your PTA even at the middle school level! It is imperative that parents remain involved during this stage of emotional and social growth. Communicate with your child's teachers and encourage the teachers to do the same. Keep abreast of school activities and functions. Take a few minutes to read through any information distributed by the school. Occasionally check backpacks and folders for papers that you might need to see. (It is amazing what could get "lost" between home and school.)
7. **TEACH YOUR CHILD ADULT TASKS:** Take time to prepare your child for the responsibilities that await him/her in adulthood. Knowing about such things as managing time and money, writing a check, buying groceries, and other routine "life" tasks can help your child with his/her own responsibilities. Offering these opportunities will begin to help them find their independence and reinforce the concept of responsibility both at home and in school.
8. **USE POSITIVE REINFORCEMENT:** Think positive! When you critique your child, try to comment on strengths, not just the weaknesses. Use praise liberally. A child's spirit is fragile and easily bruised.
9. **LISTEN TO YOUR CHILD:** When your child talks, take the time to *really* listen. If necessary, set aside a time that can be strictly devoted to listening. As adults we often expect children to listen to everything we say. It is important to hone our own skills for them as well.
10. **ENCOURAGE FAMILY DISCUSSION:** Talk with your children. Encourage family discussion of school, hobbies, interests, and other topics at the dinner table or on the way to soccer practice. To liven things up, make a game of it. You might each take turns answering a fun question submitted by another family member. Perhaps, each night could be devoted to one family member in particular. The more you talk to each other and really communicate, the more you strengthen the family bond and create better relationships both within and outside your home.

COMMUNICATION AND SUPPORT ARE THE KEYS TO UNLOCKING YOUR CHILD'S POTENTIAL!



MEMS Community Information

Administrative Team

Dr. Michael Fiorillo, Principal
Deirdre Boca, 7th Grade Assistant Principal
Madoc Reid, 8th Grade Assistant Principal



7th Grade

Alpha

Language Arts: Cassie Capadona
Jen Jobes
Mathematics: Nicole Inskip
Karen Lozada
Resource Rm: Vicki Perniola
Karissa Ludden
Social Studies: Karryne Kelley
Science: Maria MacLaughlin

Beta

Language Arts: Brenda Nicoletti
Ashley Cooney
Mathematics: Diane Wilmot
Jen LaGregor
Resource Rm: Meghan Lill
Megan Buxbaum
Social Studies: Sharon Dilts
Science: Marcy Linder

Delta

Language Arts: Anne Mannarino
Kaitlyn Losito
Mathematics: Megan Davis
Jennifer Crosby
Resource Rm: Kari Caporale
Social Studies: Lorrie Daccurso
Science: Jen Hines

Gamma

Language Arts: Nicole DiGiso
Chris Quigley
Mathematics: Kristine Romano
Elaine Choi-Lee
Resource Rm: Christa Porta
Kristen McNamara
Social Studies: Robert Schreck
Science: Mackenzie Roche

7th Grade Cycle

Art: Pat Hughes
Music: Robert Roscigno
STEAM: Kathy Seetoo
Skills for Success: Danielle Ardizzone

8th Grade

Lambda

Language Arts: Mike Foy
Gina Maglione
Mathematics: Anthony Bergamino
Megan Watts
Resource Rm: Kristen Ellmers
Kim Mayer
Social Studies: Jackie Orlando
Science: Suzanne Burrell

Sigma

Language Arts: Andrea Viteritto
Matt Harris
Mathematics: Felicia Mangel
Christina Bergamino
Resource Rm: Jamie Bruno
Chris Hackmann
Social Studies: Eve Fleishman
Science: Melissa Carroll

Omega

Language Arts: Danielle Furbush
Tanya Lehmann
Mathematics: Janine Tempone
David Salzano
Resource Rm: Jillian Armetta
Joe Nappa
Janine Clark
Social Studies: Shannon Maida
Science: Dawn Danza

Theta

Language Arts: Melissa Harris
Donna Duffy
Mathematics: Jen Ward
Jackie McCabe
Resource Rm: Scott Roskos
Corrine Moorefield
Social Studies: Jim Tumbleson
Science: Connor Doyle

8th Grade Cycle

Art: Colleen Fitzgerald
Careers: Shealyn Sullivan
Music: Susan King
Computers: Ann Moyle

MEMS Department Information

Instrumental Music

Band: Jennifer Silipino
Orchestra: Tara Blick

Health Office

School Nurse: Genna Banafato
Assistant: Marianne Coantoni

Guidance Counselors

Kristy Marietta
Stephanie Tamborra

Special Services

Speech: Felice Semegram
ESL: TBD

Child Study Team

Psychologist: Matthew Carilli
LDT-C: Theresa Macaluso
Social Worker: Robym Waller

Physical Education/Health

Louise Byrnes
Anthony Canialosi
Michael Cincotta
Paul Greitz
Marlena Nawrot

World Language

Spanish 7th Grade: Maria Gracia-Watson
Spanish 8th Grade: Elizabeth Ruppel
Italian 7th/8th Grade: Linda Schiano

Intervention

Nicole Cavallero
Christine Palumbo
Melissa Montero
Hilary Gottlob

How to Contact a Teacher/Staff Member

Email is the most immediate way to contact a staff member. Each staff member can be emailed by either their first initial or first name, last name, and the district address. For example, you can contact Mrs. Bova by typing dbova@mersnj.us into the address line. You can also access [Email addresses](#) through our website, or you can contact administrators and teachers through voice mail by calling the school's main number (732- 786-2650) and following the menu.



MIDDLER 101 – A Sketch of the 10-15 Year Old

(Adapted from *The Roller Coaster Years: Raising Your Child Through the Maddening Yet Magical Middle School Years*, C. Giannetti and M. Sagarese)

Young adolescents see and respond to the world differently than both younger children and older teens. Here are the hallmarks of their development. Ten- to fifteen-year-olds are:

GREAT THINKERS. Young adolescents' brains transition into the abstract realm of thinking. Tears can express sadness or joy, they learn, as they start to comprehend life's complexity.

SKILLMASTERS. Middlers begin exploring many talents and hobbies of their own choosing (not the parents) as they define who they are becoming and want to be.

ANTHROPOLOGISTS. The world is a middler's oyster. They become fascinated with its scope and how it affects them.

ACTIVISTS. Young adolescents recognize injustices in the world around them. They believe they can change the world and they have the energy to try. Let's hope these young SOCIAL WORKERS can make things better.

IDEALISTS. Conscience doesn't fully form until age 10. So now is the time middlers are formulating their personal code of ethics and principles.

COMEDIANS. Middle school teachers underscored how funny ten-to-fifteen-year-olds are. Sense of humor develops now. Their jokes are clever, sophisticated, and (best of all) frequent.

ATTENTION SEEKERS. Middlers are old enough to grasp the larger world, but still young enough to need adults to acknowledge their experiences. They crave support!

WORRYWARTS. Along with this more mature perspective comes a price tag...worry. The growth spurt that young adolescents undergo brings "appearance anxiety." Their new personal and private life with peers brings "social anxiety."

FREEDOM FIGHTERS. Middlers chafe at authority. These young people want control over their lives and don't have enough power yet. That creates conflict. Just ask parents or teachers.

3-D DIVAS & DEANS. The physical and emotional changes of adolescence make middlers prone to being Distracted, Disorganized, and Disinterested (a.k.a. forgetful, frenzied and sometimes in a funk).

Middle schoolers are NOT just *larger* elementary schoolers or *small* high schoolers! Their physical, social, and emotional growth makes them a special and unique human population.

MEMS 2024-2025 SCHOOL CALENDAR

All Events are Subject to Change

August

Wednesday, August 28

Thursday, August 29

September

Thursday, September 5

Friday, September 6

Thursday, September 12

Friday, September 13

October

Wednesday, October 2

Thur/Fri October 3, 4

Tuesday, October 8

Wednesday, October 9

Monday, October 14

Wednesday, October 23

Tuesday, October 29

November

Thurs/Fri November 7 and 8

Monday, November 11

Tuesday, November 12

Wednesday, November 13

Thursday, November 14

Tuesday, November 19

Wednesday, November 27

Thurs/Fri November 28 and 29

December

Tuesday, December 4

Friday, December 20

January

Friday, January 3

Monday, January 20

Monday, January 31

February

Tuesday, February 4

Wednesday, February 5

Monday, February 17

Thursday, February 20

Thursday, February 27

March

Monday, March 3

Friday, March 28

TBD

April

Monday, April 7

Friday, April 11

Monday, April 28

May

TBD

Friday, May 23

Monday, May 27

TBD

June

Wednesday, June 4

Wednesday, June 18

Thursday, June 19

Monday, June 23

Tuesday, June 24

7th Grade Orientation 5:00 pm – Alpha, 6:30 pm – Beta

7th Grade Orientation 5:00 pm – Delta, 6:30 pm - Gamma

School Opens

Fall Sports Meeting

7th Grade Pictures, fall sports try outs begin

8th Grade Pictures

Fall Pep Rally

Rosh Hashanah School Closed

Back to School Night – 7th

Back to School Night – 8th

Columbus Day School Closed, Staff PD

Winter sports information meeting

End of 1st Quinmester

Schools Closed – NJEA Convention

Veterans Day School Closed – Parent Teacher Conferences

4 Hour Day – Parent Teacher Conferences

Winter sports try outs begin

MP1 Ends, Fall Sports Awards Night

Picture Retake

Schools Close after 4 hour day

Schools Closed – Thanksgiving Recess

Band/Chorus/Orchestra Performance

Schools Close after 4 hr. day for winter recess, End of 2nd Quinmester

Winter Pep Rally

Martin Luther King Day Observed – School Closed

End of MP2

Spring sports information meeting

Winter Sports Awards Night

Presidents' Day – Schools Closed

Select Ensembles

End of 3rd Quinmester

Spring Sports tryouts begin

Graduation Pictures

Spring Musical

End of MP 3

4 Hour Day for Spring Recess begins Spring Pep Rally

End of 4th Quinmester

NJSLA

School closed, Staff PD

Memorial Day – Schools Closed

8th Grade Dance

Spring Sports Awards

End of MP4

School Closed

4 Hour Student Day

4 Hour Student Day – Last Day of School*

MEMS BOOSTER ORGANIZATION

Kim Fox-Rosenblum, President

MEMSBooster@gmail.com

The MEMS Booster Organization will prove to be an important link between school and home for all parents or guardians. The primary purposes of this parent and staff organization are:

1. To promote the welfare of children in the home, school and community;
2. To develop a cooperative spirit of community between home and school;
3. To promote enrichment programs for students.

This year the Boosters will be helping to host a variety of informative programs and coordinating a multitude of fund-raising efforts for MEMS. Funds raised are primarily used to support activities that will enrich our total school program. During both Back-to-School evenings, the Boosters will kick off their efforts by selling and taking orders for "MEMS-wear".

The MEMS Boosters are always looking for new ideas, opinions and input from its parent constituency. One can help as much or as little as time permits. We urge all parents and staff to join and support the Boosters in their efforts throughout the year.

Our officers this year are: President: Kim Fox-Rosenblum
Vice President: Manar Dalleo
Vice President: Kathleen DiRisi
Corresponding Secretary: Michele Alfano
Recording Secretary: Lisa Tomaszewski
Treasurer: Timothy Dunleavy

Please check the school's website for Booster meeting dates and times. Meetings are held in the MEMS Media Center. Everyone is invited and encouraged to attend the meetings. This is your opportunity to be involved in your child's school!

WHAT DOES YOUR CHILD'S SCHOOL EXPECT FROM PARENTS?

From the "You and Your Child" series by Joan Beck
Writer, The Chicago Tribune

As a parent, what can the school your child attends reasonably expect of you? If you are a good parent, the following:

- That you ensure your child's attendance, and send him/her off to school every morning clean, healthy, rested, suitably dressed, adequately nourished and in a frame of mind to learn.
- That you treat the school as important. That you are interested in every phase of what your child does there---and let your child know your interest and concern by listening enthusiastically, lovingly and often to him/her, and by participating in school activities.
- That you have taught your youngster to respect and cooperate with the teacher, the basic rules of fair play and safety and personal cleanliness, and skills for getting along with others reasonably for his/her age.
- That your child is ready to learn in school because you enrich his/her life with suitable experiences, by talking to him/her, by listening to him/her, by reading to him/her, and by loving him/her.
- That you hold your child to reasonable standards of conduct—as your responsibility and not the school's.
- If misunderstandings occur about something concerning your child in school, that you make an honest effort to straighten matters out with the school.

TOGETHER WE CAN ACHIEVE MORE!

CLASS SCHEDULE INFORMATION

HOMEROOM PERIOD

Homeroom period will begin at 7:30 a.m. During this time, important notices, announcements, lunch menus, and any “housekeeping details” will be attended to. It is the student's responsibility to listen carefully to and collect all information. Students will not be excused from their homeroom during this time. Parents/Guardians, please remember to ask your children for any daily announcements or school messages.

Flag Salute: New Jersey Law requires students to show respect for the flag of the United States of America. If a student is conscientiously opposed to the pledge or salute, he/she may abstain from those ceremonies, but he/she is required by law to be respectful.

CLASS SCHEDULES

Bells will only be used to mark the beginning and end of the school day. Bells will not be used regularly to indicate the start and finish of classes. Students will proceed to their next period when directed to do so by their teacher. When students are changing classes, their teachers will monitor the hallways. Students and faculty must make note of the academic day of the week (Day A, Day B, etc.) when determining whether Physical Education/Health will be meeting at the scheduled time. No lunch or snack will be served on half-days.

Please note: Each community operates on a different class schedule. (See schedules that follow.)

2024-2025 Grades 7/8 - Full Day				
	Delta/Sigma	Beta/Theta	Alpha/Omega	Gamma/Lambda
Homeroom	7:25-7:33	7:25-7:33	7:25-7:33	7:25-7:33
1	7:35-8:35 PE/WIN	7:35-8:25 Cycle	7:35-8:50 Class	7:35-8:50 Class
2	8:37-9:27 Cycle	8:27-9:42 Class	8:52-10:07 Class	8:52-10:07 Class
3	9:29-10:44 Class	9:44-10:44 PE/WIN	10:09-10:39 Lunch	10:09-11:24 Class
4	10:46-12:01 Class	10:46-11:16 Lunch	10:41-11:31 Cycle	11:26-11:56 Lunch
5	12:03-12:33 Lunch	11:18-12:33 Class	11:33-12:33 PE/WIN	11:58-12:48 Cycle
6	12:35-1:50 Class	12:35-1:50 Class	12:35-1:50 Class	12:50-1:50 PE/WIN

ALL STUDENTS WILL BE ATTENDING HOMEROOM FIRST FROM 7:25-7:33 BEFORE GOING TO THEIR FIRST PERIOD CLASS INCLUDING CYCLE, WORLD LANGUAGE, AND PE STUDENTS (D/S)

2024-2025

Half-Day

	Delta/Sigma	Beta/Theta	Alpha/Omega	Gamma/Lambda
Homeroom	7:25-7:30	7:25-7:30	7:25-7:30	7:25-7:30
1	7:32-8:19 PE/WIN	7:30-8:10 Cycle	7:32-8:21 Class	7:32-8:23 Class
2	8:21-9:01 Cycle	8:12-8:55 Class	8:23-9:02 Class	8:25-9:14 Class
3	9:03-9:51 Class	8:57-9:45 PE/WIN	9:04-9:44 Cycle	9:16-10:03 Class
4	9:53-10:41 Class	9:47-10:38 Class	9:46-10:35 PE/WIN	10:05-10:45 Cycle
5	10:43-11:30 Class	10:40-11:30 Class	10:37-11:30 Class	10:47-11:30 PE/WIN

Delayed Opening

	Delta/Sigma	Beta/Theta	Alpha/Omega	Gamma/Lambda
Homeroom	9:00-9:05	9:00-9:05	9:00-9:05	9:00-9:05
1	9:07-9:47 PE/WIN	9:07-9:47 Cycle	9:07-9:58 Class	9:07-10:09 Class
2	9:49-10:29 Cycle	9:49-10:40 Class	10:00-10:51 Class	10:11-11:02 Class
3	10:31-11:32 Class	10:42-11:22 PE/WIN	10:53-11:23 Lunch	11:04-11:55 Class
4	11:34-12:27 Class	11:24-11:54 Lunch	11:25-12:05 Cycle	11:57-12:27 Lunch
5	12:29-12:59 Lunch	11:56-12:47 Class	12:07-12:47 PE/WIN	12:29-1:09 Cycle
6	1:01-1:50 Class	12:49-1:50 Class	12:49-1:50 Class	1:11-1:50 PE/WIN

GENERAL OFFICE INFORMATION

(732) 786-2650

MAIN OFFICE

As in most schools, the Main Office is the heart of our organization. Information travels to and from our office constantly and quickly. Our secretaries work hard to ensure that our office is not only efficient but also helpful to our students, staff, and parents.

Secretaries

Nicole Heckel

Amy Mannarino

Reception

Patty Novoa

Many common questions can be answered through our website or our handbook. If other questions arise throughout the course of the year, please contact the teacher or staff member directly via email or voicemail. Of course, our office staff will be happy to assist you as well.

VISITORS

While we encourage parents and guardians to be actively involved in their child's education, we would also like to safeguard the educational process for ALL students. Therefore, we remind you of the following:

- To enter the school at any time, all visitors must register their visit through the [Passage Point system](#). Only parents/guardians and individuals named as emergency contacts will be allowed to enter the school building. Parents who are called by the Health Office or have sent a note indicating an early pick up must also register their visit through the Passage Point System. When you arrive at the school, you must ring the front door buzzer. At the buzzer, all visitors will be expected to state their names and purpose of visit. **Only those individuals who have pre-registered their visit will be allowed into the building.** Supplying the required information at the time you arrive at the building will not be acceptable and you will not be allowed to enter the building. Once buzzed in, all visitors must immediately report to the front desk. Visitors will be required to show photo identification and sign in prior to receiving a visitor's pass. All visitors must wear their visitor's pass so that it is clearly visible at all times. Failure to do so will result in the visitor being removed from the building. If an individual enters the building without prior authorization or identification, it will be considered trespassing, and the Manalapan Police Department will be contacted.
- **CLASSES WILL NOT BE INTERRUPTED TO DELIVER FORGOTTEN ITEMS TO A STUDENT.** If your child calls you from our office to deliver a forgotten item, please let him/her know approximately what time you will drop it off. Doing so helps your child reclaim responsibility and allows the class to continue uninterrupted.
- If you need to speak to a teacher or administrator, please make those arrangements in advance so that we can accommodate you and ensure that the proper time can be devoted to the matter. Unannounced meeting requests cannot be guaranteed. Scheduling a time and place with the appropriate person will likely yield the best results.
- Student visitors are NOT permitted at any time.

Parking is available in front of the building for a maximum of twenty minutes for parents to pick up children for early dismissal. Parking in front of the school at bus arrival or dismissal times (7:05 -7:40 a.m., 1:25-2:15 p.m.) is prohibited.

STUDENT ASSISTANCE CENTER (SAC OFFICE)

(732) 786-2670

Secretary: Melissa Schwartz

Counselors are available for our student body. Helping to orient the children to each year's assignments is one of their tasks. The counselors work with students both individually as well as in various groups. They consult regularly with staff members concerning students' overall welfare. When there is a change happening outside the school, we recommended that parents/guardians contact the Student Assistance Center at 732/786-2670 so that proper attention can be paid to the child and any specific concern(s). Parents and students are encouraged to take advantage of our program. Students may request an appointment with their counselor through the Student Assistance Secretary.

School Counselors: Kristy Marietta (7th Grade), Stephanie Tamborra (8th Grade)

Working Papers: Every child between the ages of 14 and 18 is required to have working papers to be legally employed in New Jersey. As of June 1, 2023, this process is completed [digitally](#).

HEALTH OFFICE INFORMATION

Genna Banafato, School Nurse
Marianne Colantoni, Assistant
(732) 786-2650 ext 8307



STATE STATUTE–USE OF MEDICATION

Before any special medication may be administered, the following must be completed:

1. A note from a parent or guardian giving permission for medication to be administered must be submitted to the nurse.
2. A note from a physician stating the name of the medication, the dosage, and the length of time that the medication is to be administered must be submitted to the nurse.
3. All prescription medication must be in a labeled prescription bottle or container and all over the counter medication must be in its original bottle or container.
4. The parent/guardian or a designated adult must deliver the medication to the school nurse. Students are not permitted to carry medication to school at any time.
5. Physicians providing medical instructions to the school nurse over the telephone must transmit written confirmation to the school nurse within 48 hours.
6. When a medical condition requires treatment for a period of more than one month, the physician may be required to update the written instructions each month.
7. No medications of any kind (including non-prescription drugs) may be carried on a student's person or kept in the locker while in school. This is illegal, and we are trying to impress on our children the danger of taking drugs casually and the importance of having a healthy respect for the effect drugs can have.
8. The self-medication policy applies only to students with a life-threatening allergy or asthmatic condition.

Specific forms are available from the nurse.

- A licensed physician must certify that your child suffers from a potentially life-threatening condition requiring immediate use of an inhaler or EpiPen
- The physician must also certify that your child is capable of self-administration of the inhaler or EpiPen without supervision.
- An identical copy of an inhaler or EpiPen that your child is permitted to carry is retained in the school nurse's office.
- You must sign a waiver which releases, indemnifies and holds harmless the Board of Education against all liability for damage or injury in association with your child carrying and using an inhaler or EpiPen.

All documentation must be given to the school nurse before your child is permitted to carry and use an inhaler or EpiPen. A copy of the Board policy is available in the nurse's office of your child's school.

9. Policy 5331 – [Management of Life-Threatening Allergies in Schools](#) is available on the Manalapan-Englishtown Regional Schools website.

PHYSICAL EDUCATION:

All students in New Jersey are required by law to participate in physical education unless they have written documentation from a physician. A child may be excused from one day of physical education with a note from the parent. Additional days or extended excuses from physical education require the written order of a physician. This note must include the medical condition and the length of time that the child should be excused. A physician's note is required for all children that have medical conditions that would necessitate limited participation in certain activities. Limited participation is specifically designed for children who are not totally excused from physical education, but who, because of a medical condition, are limited in the type and/or amount of physical activity they may pursue. These children may be permitted to participate in certain activities.

The wearing of jewelry (rings, bracelets, necklaces, watches, earrings, etc.) is inappropriate for all activities, since these items may present a safety hazard to the wearer, other students, or both. Students will be provided with an individual locker to secure all valuables and clothing during the physical education period.

Locker combinations are confidential and should not be given out to anyone. **It is the responsibility of students to make sure their lockers are always locked.**



ACADEMIC INFORMATION

Mr. Madoc Reid, 8th Grade Assistant Principal
Mrs. Deirdre Bova, 7th Grade Assistant Principal
(732) 786-2650

GRADING POLICIES

Teachers will distribute their policies for grades at the beginning of the school year/course session. Students will be apprised of their academic progress throughout each quarter/quinmester. The grading criteria are as follows:

Excellent:	A+ 97-100	A 94-96	A- 90-93
Good:	B+ 87-89	B 84-86	B- 80-83
Fair:	C+ 77-79	C 74-76	C- 70-73
Poor:	D+ 67-69	D 65-66	
Failing: F	64 and below		
Pass/Fail:	P/F		



P – Successfully completed a course with no grade assigned.

F – Unsuccessfully completed a course with no grade assigned.

Incomplete work: I

Incomplete will only be used if a student is on home instruction or has an extended illness at the end of a marking period. The deadline for incomplete grades will be **ten school days** after the marking period ends unless the student is on home instruction. Work that is not made up will be recorded as a zero (0) and averaged in with the work for that particular marking period.

Other marks: M – Medically Excused O – Outstanding
S – Satisfactory U – Unsatisfactory N – Unsatisfactory

Honor Roll Criteria:

High Honor Roll - All A's with no more than two A-'s in all courses receiving grades during each marking period

Honor Roll – A's with no more than two B's and no B-'s in all courses receiving grades during each marking period

Students meeting the Honor Roll criteria during any of the first three marking periods will receive an Honor Roll Certificate for that marking period. No Honor Roll Certificates are issued for fourth marking period or Final Grades. (NOTE: [National Junior Honor Society information and requirements](#) can be found on the MERS website.

HOMEWORK:

The Manalapan-Englishtown Board of Education strongly believes in and reasserts here its belief that homework is an integral, necessary, and required part of the learning process and includes opportunities for students to practice, prepare for, and extend classroom learning. Ultimately the student is responsible for his/her assignments. Students who wish to do well in their classes must complete their homework assignments by the due dates in the designated format. Turning completed work in is *extremely* important. In each department, homework is calculated as a part of the students' final grades and should be completed with care and precision. Unfortunately, many student failures on report cards are the result of missing assignments.

Homework requests due to absence: The first resource for daily homework assignments is through teachers' Google Classroom pages. In addition, parents and students are encouraged to visit the [teachers' websites](#), which can be accessed through our school website. Parent requests for homework can also be made by contacting Mrs. Melissa Schwartz in the MEMS Student Assistance Center (732)786-2670, **prior to 9:00 a.m.** You may leave a request in the voicemail box. Messages and requests are picked up at regular intervals during the school day. By making a homework request early, it provides the teacher time to gather the necessary work.

Homework may be picked up at the Student Assistance Center **after 2:30pm**. Call before coming to ensure that homework is ready to be picked up.



REPORT CARDS:

Report cards are not issued at MEMS. All information regarding your child's grades can be obtained through the [Parent Portal](#). All grades should represent a measure of the student's performance in each subject. Parents/Guardians are urged to discuss the grades with their children.

PARENT PORTAL/PROGRESS REPORTS:

All MEMS parents/guardians can access their children's' grades electronically through the Genesis Parent Portal. This program allows parents to log into the [MEMS Parent Portal site](#) to view information such as grades, student attendance and assignments. This program can be accessed by parents/guardians at any time to view current academic progress on their child.

In addition to the parents' access to their child's grades at any time as outlined above, parent-teacher conferences are scheduled in December for all parents/guardians to further facilitate communication between home and school for the benefit of their children. Parents/Guardians are encouraged to contact teachers and counselors at any time throughout the year. Each community has a common planning period during which time community teachers may be available to discuss most concerns. Please contact the Main Office to learn the time the community is available so a conference call or a personal conference may be arranged.

GRADUATION STANDARDS

All students shall demonstrate proficiency in district-approved programs prior to graduation. The Board of Education and the school administration, to fulfill their responsibilities to children, parents, and the community by providing a thorough and efficient education, have developed the following standards to promotion to eighth grade and graduation to high school:

1. Seventh and eighth grade students must attain district standards in all academic areas to be promoted to the next grade. Students who fail **two** core academic subjects for the year may be retained in grade.
2. Seventh and eighth grade students who do not attain district standards may be required to attend summer school.
3. Students must maintain a satisfactory record of citizenship and behavior. Students who do not maintain a C average or do not follow the code of conduct may not be eligible to participate in year-end activities including community outings, community days, 8th grade field days, the 8th grade dance, and the graduation ceremony.
4. Special education students' graduation requirements will be determined by individual education programs.
5. Participation in the 8th grade graduation activities is a privilege. Students may be excluded from participating in these activities by school administration based on their academic and/or disciplinary record. Eighth graders who owe textbooks, textbook/Chromebook fines, athletic uniforms, money to the school food service, or elevator keys to the Health Office will not be issued their caps and gowns or graduation tickets until all accounts have been resolved.
6. Students must meet [district attendance requirements](#). Students who exceed **30** absences from any core academic class will be ineligible to participate in year-end activities including community outings, community days, 8th grade field days, the 8th grade dance, and the graduation ceremony.

Parents and students will be notified at appropriate intervals to allow opportunity for corrective actions.



MANALAPAN-ENGLISHTOWN REGIONAL SCHOOL DISTRICT

Student Pledge for Responsible Chromebook Use

1. I will take good care of my Chromebook.
2. I will never leave my Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it in the case.
9. I will use my Chromebook in ways that are appropriate, meet the Manalapan-Englishtown Regional [School District expectations](#) and are educational.
10. I will not deface the serial number sticker on any Chromebook.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Manalapan-Englishtown Regional School District.
12. I will follow the policies outlined in the [Chromebook Responsible Use Policy](#) and the District Acceptable Use of Computer Network/Computers and Resources while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered or not covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the Manalapan-Englishtown Regional School District Chromebook, charger and power cords in good working condition.

Please be mindful that all students who have a Chromebook have already agreed to the above Pledge for Responsible Chromebook Use.

National Junior Honor Society ~ Parent/Student Handbook Description
Manalapan Englishtown Middle School Chapter

As per the [NJHS Handbook](#):

Membership in the National Junior Honor Society is an honor, a privilege, and a responsibility.

“Students do not apply for membership into the National Junior Honor Society. Instead, they await a request or invitation to provide information to be used by the faculty council to support their candidacy for membership. membership is granted only to those students selected by the faculty council” (33).

To be eligible for membership consideration, seventh and eighth graders must¹:

- ❖ have a cumulative grade point average of a 3.91 or better in each of the previous marking periods combined.
- ❖ complete the Candidate Forms and adhere to all procedures for proving one’s candidacy.
- ❖ meet high standards of leadership, character, service, and citizenship.
- ❖ must uphold the school’s code of conduct.
 - Student disciplinary records are checked as part of the selection process. Any infraction resulting in an after-school detention will be viewed unfavorably by the Faculty Council. In-school or out-of-school suspension automatically disqualifies a potential candidate. Once a student has been disqualified for this reason, future interest in the National Junior Honor Society will not be considered.

In addition to the above, eligible students will be required to submit a citizenship project, complete community service hours on their own time, hold a position of leadership, and achieve favorable scores on a staff survey. All this verifiable data is then compiled and presented to the faculty council for evaluation. The faculty council is comprised of five eighth grade teachers² who carefully analyze each candidate package and make the final decision regarding membership. Students who are selected for membership are inducted into the Society at a formal evening ceremony.

Students who are selected for membership are expected to continue to demonstrate the qualities of scholarship, leadership, service, character, and citizenship, as well as actively participate in the organization’s meetings, activities, and projects. Members who fall below the standards which were the basis for their selection, shall be warned and given reasonable time to correct the deficiency. In the case of flagrant violation of school rules or civil law, a warning is not necessarily a requirement for dismissal from the Society. A student who is dismissed or resigns may never again become a National Junior Honor Society member.

Please note, this is an abbreviated description of the full list of requirements. Please do not use this page as the only source of NJHS information.

Edited by Mrs. Eve L. Fleishman, Chapter Advisor
Summer 2022

¹ This is only a small sample of the eligibility requirements. For a full and more detailed list of requirements, please

visit the NJHS webpage on the MEMS website.

² The names of the teachers in the faculty council are not made public to prevent conflicts of interest.

STUDENT ATTENDANCE

Administrative Team

Board Policy #5200 – ATTENDANCE (M)

- A pupil must be in attendance for one hundred sixty-five or more school days to be considered to have successfully completed the instructional program requirements of the grade/course for which he/she is assigned.
- A waiver of these attendance requirements may be granted for good cause by the school Principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including pupil service personnel and classroom teachers.
- In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in excess of the one hundred sixty-five days. Documentation of the nature and cause of these absences shall be the responsibility of the pupil and parent(s) or legal guardian(s).
- All decisions of the review committee will be submitted to the Superintendent for his/her final approval.
- The district requires a doctor's note for medically excused absences after the fifth absence.

Attendance Guidelines:

According to the state of New Jersey, the school day is divided into 2 sessions. A student must be present at least one hour during each session to be marked present. The MEMS school day is 6 hours and 20 minutes long, running from 7:30 a.m. – 1:50 p.m. The morning session is from 7:30 a.m. – 10:40 a.m. The afternoon session is 10:40 a.m. – 1:50 p.m. If a student comes in after 7:30 a.m. but before 9:40 a.m., he/she is Tardy. If he/she comes in after 9:40 a.m., he/she is absent half day. In the afternoon session, if a student has been there since the start of the day, but leaves before 11:40 a.m., he/she is absent half day because he has not been present for a full hour of the afternoon session. After 11:40 a.m., it is considered early dismissal.

Parental Responsibility in the Event of an Absence:

1. Notify the school via phone call on *each day* of the absence. The call-in number is 732-786-2650 ext. 8306.
2. An automated notification phone messaging system will be implemented to notify you of your child's absence. As this will be an automated system, you will receive a call regardless of whether you have notified the school already. If you have already notified us, please disregard the notification call.
3. A written note must be provided upon a child's return to school. This documentation will be critical should an attendance hearing become necessary. Any absence NOT followed with a note is considered TRUANT. Proper information includes the following:
 - a. the date the note was written
 - b. the FULL name of the student
 - c. the reason(s) for the absence
 - d. the date(s) of the absence
 - e. the signature of the parent or guardian

If your child sees a doctor during an absence, please procure a note in the event an administrative review is warranted later in the year. *A doctor's note MUST be provided for any single absence after an accumulated total of 5 for the absence to be considered "non-truant". All absences after 5 that are not accompanied by a doctor's note will be considered "truant absences". If a student has 10 or more truant absences, action by the District Attendance Officer in the Municipal Court may be pursued.*

Student Responsibility in the Event of an Absence:

1. At the end of the missed school day, check your teachers' Google Classroom sites or call your homework buddy to ask about make-up work.
2. Upon returning to school, deliver your absence note **to your homeroom teacher**.
3. In addition, make arrangements with teachers to gather and hand in make-up work.

HOME INSTRUCTION

Home instruction is provided to students during extended absences upon the recommendation of the attending physician. The physician must notify the school nurse in writing that the confinement of the student is expected to be a period of not less than two weeks. Instruction will take place at the home or hospital where the student is confined. If instruction takes place at the home of the student, a supervising adult must be present. No home instructor will be asked to enter the home of an unsupervised child for the purpose of providing home instruction.



LATE ARRIVAL AND EARLY DISMISSAL - BOARD POLICY #5230

Students who arrive at school late are to report to the Front Lobby Reception Desk and obtain a late pass. If you plan on picking up your child prior to the end of the school day, please send a note informing us what time you will be picking them up. Your child should bring this note to the Main Office upon entering the building. He/she will be issued an Early Dismissal Pass. At the indicated time for departure, the student should show the pass to his/her classroom teacher and report to the Front Lobby Reception Area. Parents/Guardians arriving at school to pick up children for early dismissal should meet them in the Front Lobby to sign them out.

All students not riding a bus home **MUST** be signed out by a parent or guardian. Students cannot exit the building without being signed out.

Administrative Procedure for Excessive Tardiness:

Tardiness is defined as arriving late to homeroom (after morning announcements). Most instances of tardiness can be avoided by ***utilizing school sponsored transportation***. Excessive tardiness may lead to a meeting with teachers, administrators, and/or parents, as well as disciplinary action.

**AVOID BEING TARDY:
BE SURE TO CATCH
YOUR BUS!**

Attendance on the Day of an After-School Activity

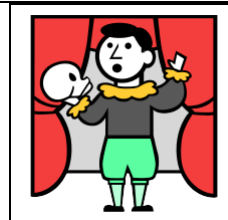
To attend or to participate in a game, match, practice, rehearsal, production, dance, etc., the student must attend a full day of school on that day if it is a scheduled school day. Students who are on a school suspension (whether in-school or out of school suspension) may not participate in any aspect of school activity during the day(s) of the suspension.



Learning is not attained by chance; it must be sought for with ardor and attended to with diligence.

-Abigail Adams

STUDENT ACTIVITIES
Michael Cincotta, Athletic Director
(732) 786-2673
Administrative Team, Activities Coordinators



Interscholastic Sports: Baseball, Basketball, Cheerleading, Cross Country, Field Hockey, Soccer, Softball, Tennis, Track and Field, Wrestling

Intramural Sports: Basketball, Floor Hockey, Fitness Center, Volleyball

***For ALL sports (including intramurals), student must have a medical examination by a school or family physician recorded on the appropriate form, which includes a comprehensive medical history. The form must accompany the student at the time of the physical.**

Deadlines will be strictly adhered to for submission of completed forms.

Extracurricular: Band(s), Drama, Future Teachers, Geography Bee, Math League, Math Team, Morning Announcers, National Junior Honor Society, Orchestra, School Newspaper, Student Council, Visual/Performing Arts Activities, Yearbook

Parents/Guardians are responsible for arranging transportation home after practices, games, and meetings.

ELIGIBILITY STANDARDS:

Academic Achievement: Students who receive one or more F's or two D's (D+ or D) are ineligible until the subsequent marking period UNLESS an appeal is processed and approved (see appeal procedures below)

Conduct: Student behavior must demonstrate a pattern of courtesy, cooperation, and responsibility.

Attendance: Class attendance must be satisfactory in all subjects. Students must report to school/class on time. (see criteria on attendance pages)

Student eligibility for participation in school activities will be based on academic **achievement, conduct, and attendance**. In the event of misconduct or poor attendance after a student becomes eligible for an activity, a period of suspension from the activity will be issued. The repeated need for misconduct or poor attendance suspensions will require a revocation of the student's eligibility.

To attend or to participate in a game, match, practice, rehearsal, production, etc., the student must attend a full day of school on that day if it is a scheduled school day. When an activity takes place on a Saturday, the student must have attended a full day of school on the previous Friday if it was a scheduled school day. Students who are on a school suspension (in-school or out of school suspension) may not participate in any aspect of school activity during the day(s) of the suspension.

If a student is deemed ineligible, a student must file an appeal following the proper appeal procedure.

APPEAL OF ELIGIBILITY

Students should seek measures to appeal their ineligibility status as soon as the need arises. An ineligible student wishing to appeal his/her status must do the following:

3. Pick up an appeal form in the SAC office.
4. Complete and submit an ineligibility Appeal Form to the grade level guidance counselor; completed forms must include a personal statement (attached).
5. Await the Pupil Assistance Committee's next regularly scheduled meeting.
6. Agree to the contract constructed by each individual community.
7. Abide by the contract and face consequences if there is a breach of contract.

A successful appeal will result in granting the student a probationary status for the balance of the sport/activity season. The student will be returned to an ineligible status, as determined by the Pupil Assistance Committee, for any failure to maintain the criteria used to grant probationary status (i.e., contract).

REGULATIONS FOR ATTENDANCE AT SCHOOL PERFORMANCES/EVENTS

Students wishing to attend after-school activities must adhere to the same rules that apply during the school day. In addition, we remind students of the following regulations as well:

- Enter the facility at the designated entrance only.
- Individuals causing disturbances or displaying inappropriate behavior will have their parents contacted and will be asked to leave.
- Individuals under the influence and/or in possession of drugs, alcohol, and/or tobacco will be removed from the activity and reported to the proper authorities.
- Students who have detention or suspension on the day of an activity will not be allowed to participate or attend. If a suspension is served on Friday, the student will not be permitted to participate in any weekend school function.
- Students attending an activity are expected to remain there for its duration.
- Student participation in after-school activities is regulated by eligibility standards.
- Attendance at dances, Club MEMS, trips, assemblies, field day, 8th grade dance, graduation and other activities will be contingent on the student maintaining a satisfactory pattern of behavior. Final decisions will be at the discretion of the building administration.

Athletic Events: Students who wish to attend after school athletic events are responsible for observing the following rules:

1. All students must leave the building after school at 1:50 p.m. via the bus.
2. Students may return at 3:15 p.m. to attend athletic events which will start at 3:30 p.m.
3. All students must remain seated in the designated area during the game or match. Students may leave at the end of a quarter or half time. Students who choose to leave the building will not be allowed to reenter.
4. All students must make prior arrangements for transportation home after the event.
5. No gum, hats, games, balls are permitted in the stands.

Dances: Students are responsible for observing the following rules:

1. Only MEMS students may attend.
2. Students must be dropped off and picked up at the prearranged time and place. Students are not permitted to meet their ride at any other location.
3. Appropriate school attire is required.
4. Students must have attended school the day of the event and fulfilled all detention obligations.



CODE OF CONDUCT

Administrative Team

(732) 786-2650

EXPECTATIONS OF BEHAVIOR

Discipline standards will be established and enforced by each individual community/teacher. When all interventions have been exhausted, or if the misbehavior is severe, students will be referred to the administration for more serious disciplinary action. An administrator will notify parents of this referral.

Students are responsible for their behavior from the moment they leave home until the time they return home. This respectful behavior is expected to extend to all school personnel, including administration, teachers, counselors, substitute teachers, secretaries, aides, custodians, dining room staff, bus drivers, and guests of the school.

Hallways/Stairwells: Keep corridors and stairwells open to traffic by walking on the right side. Do not block traffic by standing in groups. Be considerate of others in the halls and classrooms by passing through the hallways **quietly**.

Passes: All students must carry a hall pass if they are not in their classrooms during class time.

False Public Alarms: Activating a false alarm of any type is an offense that will result in the police being notified and a formal complaint filed against the student. Falsely endangering the safety of others is an offense that may be prosecuted. Students must realize that some acts have legal as well as school consequences.

Vandalism: Defacing school property in any manner is considered destruction of public property.

Parents/Guardians will be notified and a complaint may be filed with the police. Parents/Guardians will be responsible for paying for the damage. In addition, suspension will be recommended by the administration for such actions.

HARASSMENT, INTIMIDATION AND BULLYING

The Board of Education prohibits acts of harassment, intimidation or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards

The Manalapan-Englishtown School District has adopted [Policy #5512.01](#) on Harassment, Intimidation and Bullying.

SEXUAL HARASSMENT

Sexual harassment means unwanted words or actions that hurt or humiliate people based on their sex. It is behavior or words that:

1. Are directed at a person because of his or her sex;
2. Are uninvited, unwanted, and unwelcomed;
3. Cause a person to feel uncomfortable or offended;
4. Create a hostile environment that makes learning difficult.

Sexual harassment is illegal in schools and in the workplace because it violates federal and state laws. Students who are the subject of sexual harassment often suffer in silence, but they do suffer and may:

1. Dread or even avoid going to school where they expect harassment;
2. Find it hard to pay attention at school and at home;
3. Experience loss of self-confidence or self-esteem.

Students who experience sexual harassment in school or on the bus should report the incident to the administration of the school.

If you sexually harass someone, expect to pay a price. A sexual harasser may:

1. Receive a verbal reprimand;
2. Receive disciplinary action;
3. Be subject to legal proceedings;
4. Receive a detention;
5. Be suspended from school.

Sexual harassment is not acceptable. No one should have to work and learn in a hostile and uncomfortable environment.

DRESS CODE

Good grooming denotes our way of life. It becomes difficult to maintain high ideals within if they are not maintained on the outside. All experiences during school years should be a part of a student's preparation to take his/her place in society as a mature and responsible individual. Therefore, it is right and proper to set certain standards of attire and appearance in the interest of maintaining a proper and healthy educational environment. The following attire does not meet those standards and is, therefore, prohibited:

- Short shorts/skirts which reveal the upper thigh and/or undergarments. Shorts and skirts must be of "fingertip" length.
- Sheer layers
- Tank tops, midriff, halter, and other tops with spaghetti straps which reveal the abdomen, chest or undergarments
- Shirts and shorts/skirt – must overlap (no skin should be exposed)
- Flip flops, slipper-type shoes, or other unsafe footwear
- Spiked or studded jewelry, oversized or multi-finger rings, chains, or any other attire with spikes or studs attached
- Attire which may be dangerous school settings, i.e., sandals in a science lab or technology room
- Clothing that may have offensive or inappropriate writing/pictures on it
- Head coverings of any kind including, but not limited to scarves, bandannas, kerchiefs, athletic headbands, hats, caps, or hoods, except for those garments worn for religious reasons
- Coats, jackets, or other attire normally worn as outerwear.

8th Grade Dance and Graduation Dress Code

Girls - wear something age and school appropriate. Remember, you are 13 years old and attending a dance in your school gymnasium. This is not a prom. No undergarments visible. Nothing that exposes midriff, abdomen or chest. Length of dress should be approximately fingertip length when standing. Wear shoes that are comfortable to dance in.

Boys - No jeans, shorts or sneakers. Wear Dockers style slacks and a collared shirt (button down or polo style shirt) with shoes

The administration may lend students more appropriate attire or parents may be called to bring in more appropriate clothing for the students to wear during the school day if any of the inappropriate items above are identified.

PROHIBITED ITEMS

For the welfare and safety of all who enter our building, students may not bring items to school that might be considered threatening, dangerous or hazardous (i.e., firearms, stink bombs, knives, etc.). In addition, the following items/behaviors are prohibited as well:

Bookbags/Backpacks: Book bags and backpacks can only be worn *to and from* school and must be kept in a locker during normal school hours. Students will be warned, and disciplinary action can ensue if this rule is not followed.

Cellular Phones/Smart Watches/Air Pods: The use of cell phones and Smart Watches during the school day disrupts and interferes with the education process and will not be tolerated. Students will be subject to disciplinary procedures and the device will be confiscated if visible or used during school hours. **All items that fall under this category must be turned off and placed in lockers during school and in backpacks while on the bus.** Student cell phones and associated technology become part of and will be used during disciplinary and/or HIB investigations. [This is a District policy.](#)

CAMERAS and other recording devices ARE STRICTLY PROHIBITED and are not allowed on school property at any time due to privacy regulations. Such devices will be confiscated. Any confiscated item must be picked up by a parent or guardian.

Games and Electronic Devices: Music/recording devices (i.e., iPods), video game systems (i.e., DS, PS1), laser pens, Nook, Kindle, and IPAD are not to be brought to school or carried on the bus.

Gum Chewing/Food/Drinks: Careless disposal of gum in drinking fountains and on furniture and floors presents sanitation and cleaning problems and costly repairs. Therefore, gum chewing is not permitted. Healthy snacks during class will be at the discretion of the teacher and administration. Food and drinks are inappropriate in the halls. In addition, food, drinks, and gum are not permitted on buses.

Fragrances: Aerosols, perfumes and fragrances are not permitted in school. These substances can trigger severe allergic reactions in many individuals and should be left at home.

ALCOHOL, DRUGS, TOBACCO – [BOARD POLICY #5530](#)

The Board of Education recognizes the existing drug and alcohol abuse problem in society and is aware of the vital role played by the schools in the efforts of the community to control this problem. The Board believes that a therapeutic approach to the problem is more effective than one which is solely punitive in nature.

For purposes of this policy, “drugs” shall mean:

1. all dangerous controlled substances as so designated and prohibited in New Jersey statutes;
2. all chemicals which release toxic vapors as defined and prohibited in New Jersey statutes;
3. all alcoholic beverages;
4. any prescription drug, except those for which permission for use in school has been granted pursuant to board policy.

The Board prohibits the use, possession or distribution of any drug by pupils, staff or others on school property, district owned transportation or district sponsored activities off school property.

New Jersey State and the Board of Education prohibit smoking on school property and at any school activity.

Smoking or the possession of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device. Electronic smoking device means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

ACADEMIC ETHICS – [BOARD POLICY # 5701](#)

Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

- Cheating on examinations, including but not limited to the non-authorized use of books or notes, the use of crib sheets, copying from other students’ papers, exchanging information with other students verbally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
- Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home exams, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, online services, computer programs, etc. of another person, or in any way presenting the work of another person as one’s own. *Copying content from Artificial Intelligence and submitting it as one’s original work is prohibited and will be considered plagiarism.
- Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader’s markings, and other acts that allow for falsely taking credit.

Pupils found guilty of academic dishonesty may be subject to a full range of penalties including, but not limited to reprimand and loss of credit for all of the work that is plagiarized.

A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:

- Reprimand the student verbally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by academic dishonesty.

LOCKERS

Homeroom teachers and physical education teachers issue lockers with combination locks to students at the beginning of the year. Students are only to use lockers per community established designated times.

Lockers should be kept locked at all times. Rigging lockers so that they remain unlocked is prohibited. Students are cautioned against telling their combinations to each other or they cannot expect their property to be safe. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Damages caused by misuse of tape, etc., will be charged to the student responsible. Any locker malfunction should be reported to the Student Assistance Center. The school is not responsible for loss of personal belongings. Students are only to use lockers as per community established designated times.

New Jersey Law (18A:36-19-2) permits the administration to inspect students’ lockers or their storage facilities.

DINING ROOM

Dining Room Conduct: Student behavior in the dining room should be based on courtesy and cleanliness. This means leaving the eating area in a clean condition. The Manalapan-Englishtown Middle School takes pride in recycling. We ask that all students cooperate for a clean earth. Students will go through the food line upon entering the dining room and pay for their choice of food. Students are to remain in the dining room until they have finished eating. At no time are students allowed to take food or drinks outside of the dining room.

Students are to use the restroom facilities prior to entering the dining room. A limited number of passes for emergencies only will be issued to the restrooms during lunchtime.

To keep the dining room clean, safe, and orderly for the enjoyment of ALL students, we have adopted several rules. The following are posted in the dining room and are important for students to adhere to:

- Respect all staff and students.
- Remain seated except to purchase items or throw away garbage.
- Maintain appropriate noise level.
- Do not throw food or other items.
- Clean up after yourself. Keep your table and the surrounding area clean.
- Do not apply make-up, brush your hair, etc. in the dining room.
- Get permission before changing your seat.
- Get permission and a pass before leaving the dining room.



Dining Room Features:

The Dining Room features the following areas with more to follow in the future:

- | | | |
|----|-------------------|--|
| 1. | “Garden of Eatin” | Salad Bar. Sold by the ounce or as a full lunch. |
| 2. | “Deli-icious” | Deli Bar. Create your own sandwich. Sold as a full lunch or a la carte. |
| 3. | “The Grillery” | Grilled Entrees. Hamburgers, hot dogs, French fries. Sold as a full lunch or a la carte. |
| 4. | “Chef’s Choice” | Featured menu item and pizza. Sold as a full lunch or a la carte. |

Payment Procedures:

Students/parents may elect to place money “on account” in the cafeteria which is accessed using the student’s ID number/picture using the district’s [Pay School system](#). You also may use cash or write a check payable to the “Manalapan-Englishtown Cafeteria Fund” for as little or as much as you would like.

Students who forget their lunch money can purchase a nutritious state defined full lunch that day “on account”. However, the money should be paid back to the dining services **the following day**. Report cards, caps and gowns/graduation tickets will NOT be issued if students owe money to the cafeteria service.



BUS CONDUCT

Christine Vastano, Coordinator of Transportation
(732) 786-2640



A complete copy of the bus rules and regulations are listed in the transportation rules pamphlet, which can be found on the MERS website. It is our expectation that they are followed to ensure the safety of ALL students. To that end, they are reiterated below.

- Students are required to wear seat belts when on the bus.
- As per [Board Policy #8600](#), only one seat is reserved on one bus for each child transported.
**STUDENTS ARE NOT PERMITTED TO RIDE ANY BUS OTHER THAN THEIR OWN;
THERE WILL BE NO EXCUSES AND/OR PERMISSIONS ACCEPTED.**
- Students should board the bus at the stop assigned by transportation. Each stop has been carefully selected to ensure student safety and efficiency.
- Eating and drinking on buses is prohibited.
- Students are to remain seated at all times.
- Throwing of any objects is prohibited.
- Students must keep their arms, head, etc. inside the bus at all times.
- Students are not permitted to adjust windows without the driver's permission.
- Intimidating or harassing any student by teasing, verbally threatening, or physically threatening is prohibited.
- Inappropriate language, inappropriate touching, and inappropriate display of body parts of a sexual nature will not be tolerated.
- Smoking is prohibited.
- The sale of any item is prohibited.
- Students must cross the road in front of the bus and not behind it.
- Students must not run to or from the bus.
- Students should never stand in the road while waiting for the bus.

Violation of any these school bus rules will result in disciplinary action. **State law permits the school to exclude a student from riding the bus if, after repeated counseling, his/her conduct does not follow the District guidelines.** Such a child must still attend school and the parents must assume the responsibility for regular attendance.

Bus detention and/or suspension: The following is the administrative procedure for the reinforcement of bus safety regulations:

- a. First occurrence of misbehavior: Driver cautions and counsels student and takes corrective measures.
- b. Second occurrence: Driver completes conduct report and submits it to building administrator. Building administrator conferences with the student.
- c. Third occurrence: Driver completes conduct report and submits to administrator. Administrator contacts parent/guardian.
- d. Fourth occurrence: Driver completes conduct report and submits to administrator. Administrator assigns detention or bus suspension. The number of days is determined by the severity of the misconduct.
- e. Fifth occurrence: Driver completes conduct report and submits to administrator. Administrator suspends student for a minimum of one week. Parents attend conference with administrator.
- f. Further occurrences: Driver completes conduct report and submits to administrator. Administrator considers suspension ranging from two weeks to the remainder of year.

***NOTE** – the severity of the misconduct may cause an administrator to accelerate the above process or take other necessary action.

TYPES OF DISCIPLINARY ACTIONS

Administrative Team

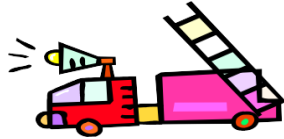
(732) 786-2650

Discipline should be thought of as instruction aimed at bringing about desirable behavior and self-control. Disciplinary action will be taken for continued and willful disobedience. Consequences may range from a simple reprimand to expulsion from school depending on the severity of the student's action. Chronic and increasingly severe offenses will warrant a team conference to include teachers, administrators, parents, and the student. Such offenses will also result in further consequences for the student.

1. Children under 16 years are required to attend school (N.J.S.A. 18A:38:25). Students under 16 years of age who are consistently found to be truant will be referred for court action. Court action will be instituted for other violations such as trespassing, assault, inducing a person(s) to use narcotic drug(s), malicious destruction or damage to property, carrying concealed weapons and any other violations of New Jersey Statutes.
2. **Detention**
 - A. **Teacher-Assigned Detention** – Teacher will assign a detention when a rule is violated. When detention is assigned, the date and time will be specified, and parents will be notified.
 - B. **Office Detention** - Detention will be assigned by an Assistant Principal for unauthorized absences, for being tardy, for cutting classes, profanity/abusive language, inappropriate touching, fighting, teasing, verbally threatening, inappropriate bus behavior, disrespect to a teacher, smoking, and other offenses.
 - C. **Suspension**- A suspension refers to the temporary denial of the student's right to attend school (classes). The infractions contained in this document which lead to suspension are within the law (N.J.S.A. 18A:37-2). Students may not participate in any school activities the day(s) of their suspension. If a suspension continues from a Friday to the following Monday, the student may not participate in any school activities over that weekend.
 1. **Out-of-School Suspension** - Serious violation of the Code of Conduct will result in Out of School Suspension. Depending on the infraction, the suspension may be from one to nine days. Parents/Guardians will be telephoned and sent a letter informing them of this action. In all cases, a parent-student conference with the administrator is required. Students will be suspended for fighting, continuous inappropriate behavior, disrespect to a teacher, smoking, and other behaviors that place the safety of students or teachers in jeopardy.
 2. **In-School Suspension** – Students serving an in-school suspension will be assigned to an area of the school that is isolated from other students and is under the supervision of an adult staff member. Work for the day may be provided by the teaching team and may include exercises assigned by the administration as well.
 3. **Social Suspension** - Social suspension is the temporary suspension of the student's inclusion in any extracurricular activity. This is administratively issued as a culminating consequence.
 4. **Expulsion**: Expulsion refers to the permanent denial of the student's right to attend school (N.J.S.A. 18A:27-2,-5).

***NOTE** - The severity of the misconduct in each individual case will determine the consequence assigned by administration.





IN CASE OF EMERGENCY...

EMERGENCY CONTACT RECORD

Every student must have an emergency contact record on file. You will receive a letter with instructions on how to keep this information current through the Parent Portal of Genesis. If your information changes at any time during the year, you must update the information we have on file in Genesis. We cannot stress enough the importance of providing us with the most accurate information, and we thank you in advance for keeping us informed.

EMERGENCY SCHOOL CLOSINGS

If inclement weather forces the cancellation of school, the decision to cancel will be made as early as possible.

The announcement of this cancellation will be made via the District's phone and email system. Phone number for recorded school emergency information: (732) 786-2555

In the event of inclement weather, please follow the [District website](#) and/or [District](#) and [MEMS](#) social media pages. Please do not call the school for information regarding school closings; these calls tie up the telephone lines that are needed for emergencies.



Should it be necessary to close school during the day because of ice, snow, sleet, etc., you will receive an automated notification. For your child's safety, please develop an emergency plan for this type of event.

ATHLETIC/EVENT INFORMATION OR CANCELLATIONS

For general information, schedules, and even last-minute event cancellations, please visit our MEMS [Athletic link](#) on our [website](#).

FIRE DRILLS, LOCKDOWNS AND EVACUATION PROCEDURES

It is required by New Jersey to conduct fire drills, emergency evacuations and lockdown drills. It is the purpose of these drills to prepare the student body to meet any emergency situation. During any drill or emergency that occurs, students are directed to follow all instructions as given to them from the MEMS teachers and staff, who have been trained in all emergency procedures.

Safety Drills

The safety of students is the first concern of staff and administration. The school works closely with the State of New Jersey and Manalapan Police Department to develop and conduct Emergency Management Safety Drills. ***For your child's safety preparedness, each school practices one fire drill and one school security drill once a month.*** Please be certain your child knows what to do, and where to go in the event of any emergency. Discuss safety practices and foster a keen awareness of their importance.



MISCELLANEOUS

LOST AND FOUND:

Articles found in and around the school or on the bus should be turned in to the “Lost and Found” area in the lobby where the owners may claim their property by identifying it. To facilitate the return of lost articles to the rightful owner, every attempt should be made to permanently mark all items brought to school with the student’s name. Lost items will be held for one week in the Lost and Found area. After one week, all items will be discarded.

Valuables such as jewelry, purses, cash, etc., should be turned into the MAIN OFFICE if found. These items can be claimed only when identified or described appropriately to a staff member.

SALES

Students are not permitted to sell candy, tickets, etc. to fellow students or staff members. The only sales and purchases permissible are those few sponsored by the school.

TEXTBOOKS

Textbooks are loaned to students for use during the school year. They are expensive and are to be covered and treated as personal property. The condition of the books should be noted when they are received. Please report any problems to the teacher issuing the textbook immediately. We expect books to be returned in nearly the same condition as when received. If not, fines are imposed and must be paid. If the student fails to return a textbook and does not pay the necessary fine, a report card, student schedule, and/or diploma will not be sent home.

Please be sure student's name, grade, and school are written on the book label in case the book is misplaced.

**Make it a great year or not.
The choice is yours!**