



Mendham Township Middle School

Student/Parent Handbook

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DISTRICT ADMINISTRATION

Administrator	Title
Dr. Salvatore Constantino	Superintendent of Schools
Mrs. Donna Mosner	School Business Administrator
Dr. Patrick J. Ciccone	Principal, Middle School
Mr. Robert Koroski	Director of Special Services
Ms. Julianne Kotcho	Principal, Elementary School
Ms. Chris Kerekgyarto	Director of Transportation
Mr. Scott Byers	Assistant Principal, Middle School
Ms. Alyssa Ridente	Assistant Principal, Elementary School

BOARD OF EDUCATION



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MIDDLE SCHOOL STAFF CONTACT INFO

[Please visit our online staff directory here.](#)

[Teacher's Homework Boards are here.](#)

MTMS staff can be reached via telephone or email.

BELL SCHEDULES

Full-Day Schedule:

Time	Period
8:05-8:10	Students enter
8:10-8:18	AM Announcements - Homeroom
8:20-9:01	First Period
9:03-9:44	Second Period
9:46-10:27	Third Period
10:29-11:10	Fourth Period
11:12-11:53	Fifth Period
11:56-12:37	Sixth Period
12:40-1:21	Seventh Period
1:23-2:07	PM Announcements - Eighth Period
2:09-2:50	Ninth period

Early Dismissal Schedule:

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

Delayed Opening Schedule:

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

1:52-2:20	Eighth Period
2:22-2:50	Ninth Period

Mendham Township Middle School

2026-27 Academic Course Offerings

Curriculum, state standards, and online books available on our web page

[Detailed Curriculum By Subject](#)

Fifth Grade Offerings:

Mathematics 5

Problem Solving (1 period /week)

Math Computations (1 period /week)

Language Arts

Integrated Science

Social Studies

Health/Physical Education / SEL

General Music (1/3 yr. related art)

Art (1/3 yr. related art)

Academic Lab (2 periods/week)

Computer STEM Class (1/3 yr. related art)

Spanish (3 periods/week)

Advisory Program (1 period /week)

Basic Skills Support / Enrichment / Quest

Sixth Grade Offerings:

Mathematics 6 (One Accelerated Section)

Problem Solving (1 period /week)

Math Computations (1 period /week)

Language Arts

Science

Social Studies

Health / Physical Education / SEL

General Music (1/3 yr. related art)

Art (1/3 yr. related art)

Academic Lab (2 periods /week)

Computer STEM Class (1/3 yr. related art)

Spanish (3 periods/week)

Advisory Program (1 period /week)

Enrichment / Quest

Law Enforcement Against Drugs

Seventh Grade Offerings:

Mathematics 7 (two Accelerated Sections)

Problem Solving (1 period /week)

Honors Algebra

Quest

Language Arts

Science

Social Studies

Health / Physical Education / SEL

General Music (1/3 yr. related art)

Art (1/3 yr. related art)

Computer STEM Class (1/3 yr. related art)

Spanish (5 periods/week)

Spanish for Daily Use (2 periods/week)

Academic Lab (3 periods/week)

Eighth Grade Offerings:

Mathematics 8

Problem Solving (1 period /week)

Honors Algebra

Honors Geometry

Language Arts

Science

Social Studies

Health / Physical Education / SEL

General Music (1/3 yr. related art)

Art (1/3 yr. related art)

Computer STEM Class (1/3 yr. related art)

Spanish (5 periods/week)

Spanish for Daily Use (2 periods/week)

Academic Lab (3 periods/week)

Quest

Please note the following with regard to 5th and 6th grade Health / Physical Education Program:

1. Fifth and Sixth graders will not ‘change’ for physical education; (7th and 8th must change)

2. Fifth and Sixth graders will earn a pass or fail rating for health.
3. The 'Advisory Program' during period 6 contributes to Health instruction in 5th & 6th.

ONE TO ONE COMPUTER PROGRAM

Chromebook Guidelines & Agreement

All students are required to utilize a Chromebook throughout the school day to complete assignments. The Mendham Township Board of Education offers parents two options to ensure that every student in grades 5-8 has a Chromebook compatible with our systems. Option 1: The School District provides the Chromebook free of charge. Option #2: The parent purchases and provides the Chromebook. At the start of each new school year, parents will be required to complete a Chromebook Agreement. The Agreement and more details are located [HERE](#).

Computers Acceptable Use Policy

Parents and students are required to sign an [Acceptable Use Policy](#) governing Internet access and use of computer hardware and software. Held on file in the main office, this AUP will remain in effect for the student's Middle School career. Students who do not abide by this policy will initially not be permitted to access the school computers.

THE GRADING SYSTEM

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

Letter Grading System

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

Exceptional Grading Conditions

I	Incomplete
P	Pass
F	Fail

Report Cards / Progress Reports

Report cards are officially issued on the **The Oncourse portal** at www.oncourseconnect.com. The portal also provides ongoing academic progress reports for both parents and students to review. Usernames and passwords for the portal are provided to parents only at the beginning of each school year for new families. A single grade in a subject usually encompasses homework, daily assignments, test/quiz grades, and special projects. In addition to a letter grade, teachers may utilize comments to clarify the traditional letter grade.

Retention

The underlined courses above (pg.6) are considered academic subjects. A pupil in grades 5-8 who fails two academic subjects for the school year shall be retained, unless the Superintendent of Schools grants a waiver. Where appropriate the pupil will be notified no later than 3 weeks prior to the end of the school year. ([Policy Regulation 5410](#))

Standardized Testing – NJSLA (Detailed Testing Calendar is [HERE](#))

Standardized tests help us to determine student progress each year and assist in determining the efficacy of our programs. Students in grades 5-8 are scheduled to participate in NJSLA testing in mathematics and language arts in May. This is a computer-based test. Students in grade 5 & 8 will participate in the NJSLA Science 8 test in mid may. More information about NJSLA is located at [HERE](#) (NJDOE).

Honor Roll

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

High Honors	A- or above in all academic subjects B or above in all related arts
Honors	B or above in all academic subjects B or above in all related arts

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

Mathematics Placement / Eligibility Requirements for 2026-2027: [Math Program Details](#)

2026-27 Fifth and Sixth Graders: All students in fifth and sixth grades will participate in mathematics placement tests in May, 2026, to determine eligibility for accelerated mathematics. The placement tests are part of a matrix including teacher 'end-of-year' mathematics grades, which are used to determine eligibility into accelerated mathematics in grades 6 (one section) and 7 (two sections). All accelerated and non-accelerated sections are heterogeneously grouped. Eligibility questions should be directed to Dr. Ciccone at pciccone@mendhamtwp.org

2026-27 Seventh Graders: At this point in time, it appears we will be facilitating two sections of Grade 8 Math and three sections of Honors Algebra 1 in the 2026-2027 school year. The following criteria will be used to determine 8th grade mathematics placement;

- *Who is eligible for Honors Algebra 1?*

1. Students who are currently taking Accelerated Math 7 AND earn a 'year end math average' **greater than or equal to** 79.5%.
2. Students who are currently taking Math 7 and earn a 'year end math average' **greater than or equal to** 93.5%.

- *Who is eligible for Grade 8 Math?*

1. Students who are currently taking Accelerated Math 7 who earn 'year end math average' **below** 79.5%.

2. Students who are currently taking Math 7 and earn a 'year end math average' **below** 93.5%.

HOMework

Homework is an important part of each school day. It extends educational experiences beyond the classroom and reinforces learning by giving children an opportunity to practice without the pressure of time. Homework teaches students to be responsible, to organize time, to work independently, to practice good study skills and to develop self-discipline. Homework is one of the links between home and school that enables the parent to become more involved with his/her child's education. All MTMS classroom teachers will post all homework, test, quiz, and project due dates on the [Middle School Homework Page](#). Parents can check the status of their child's homework completion each Friday via the online Oncourse portal at www.oncourseconnect.com.

A [stand-alone 5th and 6th grade homework guide](#) is available for your review.

All grade 5 and 6 teachers are dedicated to ensuring that the guidelines are followed. If you feel they are not being followed, please contact the building principal.

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

In cases of a documented absence due to illness, the following procedures will be followed:

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

Two or more days: Parents and students should retrieve homework assignments online from the Middle School web page. Missed assignments should be completed as soon as possible following the student's return to school. It is generally recommended that the number of days absent is the number of days a student requires to make up missed assignments.

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

Online Homework Posting Guidelines

1. Teachers will reproduce their in-class 'homework board' online every day that school is in session. If there is no homework, the teacher will post "no homework" or "none" will be posted.
2. Homework, quizzes, and special projects will be placed online via links from the Middle School home page. Tests will be posted on the homework assignment calendars and [Assessment Calendars](#) in **grades 5-7** as soon as the teachers are aware of the dates. Unannounced assessments obviously will not be posted.
3. All homework / assignments that are due on the next school day will be posted by the teacher by no later than 3:30 pm. For example, assignments due on Tuesday will be posted by no later than Monday afternoon at 3:30 pm. If it is not posted, a student will be given an extra day to complete the assignment if necessary.
4. Once an assignment is written on the homework board and the students leave the classroom at the end of the period, the teachers will not alter or adjust the assignment online in any way. If circumstances arise and this does occur, see number 6 below.
5. Students are **highly encouraged and in some cases required to utilize Google tasks and Google Calendar to log assignments**. At the discretion of the classroom teacher, internet outages, webpage outages, or lack of internet access may suffice as an excuse for missed assignments. In this case, students will be given one additional night to submit completed assignments.
6. If there is a 'conflict' between what is written on the classroom homework board and what is posted online, students will be permitted an additional day to complete the assignment **ONLY** if he/she successfully completes one of the assignments. It is not permissible for students to identify the 'conflict' as the reason for not completing either assignment.

COMMUNICATION

MTMS strives to provide exceptional customer service at all times!
Please use the information and FAQ below to access all school services.

[Official Staff Email Accounts](#)

All MTMS staff members have an official email account ending in "@mendhamtp.org." Teachers are encouraged to respond to all emails by the close of the school day; but are required to do so within 24 hours. A complete list of staff contact email addresses is online [HERE](#). Or, simply call the front office and we can provide it for you 973-543-7107 x 2

Telephone

All MTMS staff members have an official school voicemail that can be accessed by calling the main number at 973-543-7107 x2 during school hours. MTMS staff is encouraged to respond to all phone calls by the close of the school day; but are required to do so within 24 hours.

Who do I contact FAQ?

1. General Question? Not sure where to go?

Call the main office: Deb / Lisa 973-543-7107 X 2

They will surely point you in the right direction...

2. Need help in a specific academic subject area (i.e.... math)?

Click the [staff directory](#) to locate math teacher's email

3. Need overall academic help / general concerns?

Click the [staff directory](#) to locate homeroom teacher's email

The homeroom teacher will set up a team meeting with the grade level team.

4. [Health Concern](#) / Student Injury Accommodations / Sports Physicals?

Contact Nurse Giarrusso at egiarrusso@mendhamtwp.org or call her at 973-543-7107 x 2

5. [Mental Health](#) / Social Concerns / 504 Accommodations?

Contact Mrs. Ferenc at aferenc@mendhamtwp.org or call her at 973-543-7107 x 2 or

Mrs. Hulme at jhumle@mendhamtwp.org or call her at 973-543-7107 x 2

6. Questions About [Transportation](#)?

Contact Ms. Kerekgyarto at ckerekgyarto@mendhamtwp.org or call her at 973-543-7107 x 2

- If your child needs transportation / busing to any zero period class, please see this [COMMON STOP](#) document.

7. Questions About [Athletics](#)?

Contact Mr. DePugh at ddepugh@mendhamtwp.org or call him at 973-543-7107 x 2

Back to School Night - October 1 @ 7pm

Each fall, the Middle School invites parents to spend an evening at school. The faculty presents an overview of their instructional programs including classroom rules and procedures. Parents are encouraged to participate in the evening's activities and to familiarize themselves with their child's daily routine.

Official Parent / Teacher Conferences (11/2-11/4 and 3/23-3/25)

Parent conferences are scheduled twice a year, in the fall and the spring. Although teachers have priority in requesting conferences, parents may also initiate them. As each teacher teaches all students at each grade level, it is not possible to schedule a conference for every child. Often, a team of teachers will meet with parents to economize time. Students may be invited to attend these conferences, as well as all other conferences. This strategy has proven to be successful in

involving students in the problem-solving process regarding their school performance. More details [HERE](#).

Daily Parent / Teacher Conferences

Teachers frequently schedule conferences with parents as the need arises. These may be held during or after school. Telephone conferences are another viable form of communication. Parents are invited to schedule conferences with grade levels teams on a mutually agreed upon day during the following times: 5th grade @ 12:40 PM / 6th grade @ 10:29 AM / 7th grade @ 9:46 AM / 8th grade @ 8:20 AM. **The homeroom teacher is the point of contact for ‘team conferences’.**

Report Cards

Report cards are issued four times a year and report progress for an entire marking period. See Handbook sections on page 7 - “The Grading System” and “Report Cards” for details.

Online Grade Reporting – Oncourse Portal - www.onscourseconnect.com

ALL MTMS families have access to our Oncourse portal online reporting program via Oncourse System. This portal provides parents with on-demand access to students’ most recent and cumulative Mathematics, Science, Social Studies, World Language, and Language Arts grades. Homework completion for each week will be updated every Friday. Tests, quizzes, essays, and other graded projects will be posted to the portal immediately after the teacher completes the grading process. *Note that lengthy assignments, exams, projects, and essays might take up to a week to post to Oncourse. At the beginning of each school year, parents will receive directions, a username and a password in order to access the portal.

Getting Messages to Students During the School Day

In order to maintain an orderly, safe, and productive school environment, the office staff will strive to minimize classroom interruptions. PA Announcements will ONLY be made **two times per day**: during homeroom and at the beginning of period 8:

1. Students are permitted to use the office telephone only in the event of an emergency (forgetting homework / project does not constitute an emergency);
2. Students are responsible for checking in at the office to collect ‘dropped off’ items;
3. Classrooms will not be interrupted to summons individual students to the office to collect items ‘forgotten’ at home and delivered to school;
4. Students are not permitted to use their cell phones to call/text parents during school hours - and NOT in our bathrooms;
5. Parents should refrain from texting/calling students on their cell phones during the school day.

ATTENDANCE / TARDY GUIDELINES

[Attendance Policy 5200](#) / [Promotion Retention 5410R](#)

The Importance of Attendance

Regular, on-time attendance is essential for academic success and for maintaining a consistent, focused learning environment. Students who miss school, whether through absences or frequent tardiness, can quickly fall behind academically and disrupt the rhythm of classroom instruction. When teachers need to repeatedly help students catch up, it not only affects the individual child but also impacts their peers.

We are committed to helping every student get to school on time and every day. If your child is struggling with school attendance for any reason, please reach out to our school counselors, Mrs. Ferenc or Mrs. Hulme, at (973) 543-7107 x 2. We're here to help and want to partner with you to support your child's success.

Chronic Absenteeism & Promotion Requirements

The New Jersey Department of Education defines chronic absenteeism as missing 10% or more of enrolled school days, regardless of whether absences are excused or unexcused. In a typical 180-day school year, this equals 18 or more days absent. When a student is approaching or exceeds this threshold, families will be contacted, and support plans may be initiated to improve attendance.

In accordance with Mendham Township Board Policy 5410R, students must be in attendance for a minimum of 165 days (15 or fewer absences) in grades PreK–8 in order to be promoted to the next grade level. The principal may waive this requirement in the case of extenuating circumstances, with input from classroom teachers. - [Board of Education policy # 5410R](#).

Excused vs. Unexcused Absences

All absences count toward the 165-day minimum attendance requirement unless they meet one of the seven excused categories outlined by the NJDOE (updated April 2025). These are:

1. Religious observance
2. College visit(s), up to 3 days per year (grades 11–12 only)
3. “Take Our Children to Work Day”
4. Participation in observance of Veterans Day
5. Participation in district board of election membership activities
6. Closure of a busing district that prevents transportation to school
7. Participation in one “civic event” per year (grades 6–12 only) that is sponsored by a government entity, community-based organization, or nonprofit and includes service learning connected to a public issue. ([NJDOE Document, April 2025](#))

Any other absences, including family vacations, appointments, or extended travel, are considered unexcused for the purpose of meeting promotion requirements.

Students are expected to make up all classwork and assignments missed due to absences.

Attendance Letters

To keep families informed and support early intervention, our school will send attendance letters at the following absence milestones:

- 5 absences – Initial attendance alert
- 10 absences – Warning letter (chronic absenteeism threshold)
- 15 absences – Final notice and possible review for intervention or promotion waiver

After-School Participation Requirement

Students must be present for at least 4 hours of the school day in order to participate in after-school activities or events.

Absences / Student Welfare Checks

Please remember that it is mandatory to inform the office each day that your student is not in homeroom by 8:10 am, that your students are either absent for the day, or will be tardy. Parents may leave messages in the general delivery mailbox at any time to report student absences or tardiness. A **Student Welfare Check** will be performed by the Mendham Township Police Department for any student not accounted for by 8:40 am.

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

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

Early Dismissal

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

Tardiness - [Policy 5240](#)

Tardiness to school or class that is caused by a pupil's illness, an emergency in the pupil's family, the observance of a religious holiday, a death in the pupil's family, or by the pupil's compliance with a request or directive of an administrator will be considered justified and is excused. **All other incidents of tardiness will be considered unexcused.**

All MTMS students are required to be in their homerooms by no later than 8:10 am. When a student enters a homeroom after 8:10 am, he/she is considered tardy. The following procedures

will be utilized to manage habitual tardiness; to keep parents informed; and to “impose a response that will effect a change in behavior” ([Policy 5240 R](#)):

1. Parents will be notified when a student earns 6 tardy marks.
2. Upon earning a 9th tardy mark, a student will be required to serve a recess detention for each subsequent tardy.
3. Upon earning a 12th tardy mark (and each subsequent tardy), a student will be required to serve an after school detention until 3:30 pm and will not be permitted to participate in extracurricular activities on days he/she is tardy. In this instance, absences from athletic or play practices are considered unexcused. Additionally, a corrective action plan will be developed with the guidance counselor and must be approved by the principal. During the corrective action plan meeting parents will be informed that the 24th tardy will justify an in-school suspension and permanent removal from extra-curricular activities.
4. Upon earning the 24th tardy mark, a student will be required to serve an in-school suspension and will be deemed ineligible to participate in extracurricular activities and or field trips.
5. Continued tardiness will lead to additional consequences including, not limited to out-of-school suspension, community service, and suspension from extracurricular activities.

If you have any questions about these procedures and or you ever find yourself in a position where circumstances impede your ability to get your child to school on time, please contact the principal immediately. Perhaps we can help!

SAFETY DRILLS

As prescribed by NJ State Law, schools are required to conduct one fire drill and one safety drill per month.

Fire Drills

The drills are for the purpose of preparing the student body to meet any emergency that might require a rapid evacuation of the building. When evacuating the building during fire drills and other emergencies, the following rules are to be followed:

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

Safety Drills

On a regular basis, students will participate in lock down drills, evacuation drills, shelter in place drills, suspicious package drills etc... which are designed to quickly secure the school building in an effective and efficient manner in case of an emergency.

Evacuation Drills

Periodically, students will practice evacuating the school building and perhaps the premises to prepare for such events as fires, gas leaks, and natural disasters. These drills are coordinated with the transportation department as some evacuations would require the mobilization of our buses. A plethora of scenarios are practiced to signal the drills (ie... suspicious package / active shooter / weather emergency etc...)

STANDARD PROCEDURES

Building Access / Restricted Parking

1. Non-emergency items including lunches, athletic equipment, and schoolwork shall not be dropped off by parents between the hours of 8:05 am and 3:05 pm, as non-emergency items will not be delivered to students during the school day. The school will provide “I owe you” lunch

vouchers for students who forget their lunches. There will be a “drop off grace period” between 9 am and 10 am. A drop off window is available in front of the school.

2. Stopping or standing (parking) in the circle directly in front of the school is prohibited between the hours of 8:05 am and 3:05 pm. Visitors to the school who park in the circle will be required to move their vehicles prior to entering the building. We will not accept drop off materials through the window for parents who park in front of the school. For security purposes - always park in the lot when approaching the school during school hours.

Student Arrival

Students walking to school or being driven by a parent should not arrive before 7:45 a.m. In inclement weather, students may enter the building before 8:05 a.m. However, students are not permitted to travel beyond the front foyer of the building. Students are not permitted access to their lockers, the locker room, or classrooms prior to 8:05 a.m.

Student Dismissal

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

Hall Pass

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

Visitors

ALL visitors are required to utilize the Lobby Guard computer system located inside the front doors. The Lobby Guard will generate visitor's badge, which must be worn at all times. **Visitors are NEVER permitted to go to any classroom to see a student or teacher without permission from the school principal.** We ask that parents and guardians cooperate with these rules in order not to disrupt instruction and to ensure the safety of the children. Relatives, siblings, friends, and neighbors, who are not officially enrolled in MTMS, may not attend classes, lunch/recess, or enrichment with an enrolled student. Prospective students and or their guardians may schedule an appointment to tour the building with the school's counselor.

Lunchroom

Students who eat before recess must go to lunch prepared for recess. They may not return to their lockers after eating. Students must remain seated during lunch except when they are purchasing food or cleaning up. Students will behave appropriately. They are expected to converse in moderate voices, eat in a mannerly fashion, and be courteous to each other, as well as to supervising staff. ***No one may use the lavatory without a pass*** and the supervising staff member's permission. Students will be dismissed from the lunchroom when tables, floors, and benches are clean. The students at a table share collective responsibility for policing their own table/floor areas.

Recess

If it is above 32 degrees and the fields permit, middle school students are afforded the opportunity to go outside for recess.

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

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

General Guidelines for Recess:

All recess rules have been made to promote the safety and well-being of the students. Students should understand that non-observance of these guidelines, participating in any unsafe activity, or roofing a ball might result in losing the privilege of recess. Students must return all equipment to the rack before dismissal. Specifically, students may **NOT**

Bring their own equipment to recess

Throw balls at other students

Tackle

Shove or push

Care of School Property

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

Book fines will be assessed for excessive damage. A general rule of thumb is to assess students approximately 20% per year for severely damaged books. For example, a one-year-old book that is severely damaged would be assessed at 80% of its current catalog value. Students who return damaged books that can no longer be utilized the following year must pay the full current replacement value (new book price).

Care of Personal Property / Lockers

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

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

- 1. All lockers and desks are school property and therefore, are subject to inspection by school administration if the school official has reasonable suspicion of concealed contraband** (this statement is read for the first 2 weeks of school during morning announcements)
2. Students should respect the rights and property of others. They should not go into any locker other than their own.
3. Students may visit their lockers before each period.
4. Bringing expensive electronic devices to school is highly discouraged as they are often lost or damaged, and the school is not responsible for the safe return of these devices. If you choose to send your child to school with an electronic device, it may be worthwhile to utilize a lock on your child's locker so that the device is secured. All lock combinations must be provided to the front office on the day the lock is in use.

5. Students should not be storing valuables and or large sums of money in their lockers.
6. LOCKERS MUST BE KEPT CLOSED AT ALL TIMES!
7. Students may not share lockers or switch locker assignments without permission from the principal.
8. For reasons of health, safety, and order, students should expect the principal or principal's designee to routinely inspect all lockers.
9. Students should keep lockers free of all writing, stickers, and adhesive materials.
10. Lockers must be cleaned out periodically.
11. "Master" locks (combination, not key) are to be brought in by each student to secure his/her gym locker. "Master" lock combination locks may now also be utilized on hallway lockers at the students' discretion; however, **a copy of the combination must be submitted to the main office.** It is the student's responsibility to see that the lock is fastened securely at all times.
12. Students should check the "Lost and Found" for any lost items.
13. Students are asked not to bring backpacks to classrooms, as they create potentially hazardous conditions

Rules of Conduct

(Policy 5600R)

The following is taken directly from Mendham Township Board of Education Policy Regulation 5600R. Please note that Policy 5600R, along with all Mendham Township Board of Education Policy is available on our District webpage. Students are expected to comply with all rules of conduct and administrative responses as follows:

Rules of Conduct

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
2. In addition, pupils shall not:
 - a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
 - b. Create disorder or disruptions on school premises;
 - c. Use, threaten, or incite the use of physical force (fighting) against other pupils, staff members, or visitors to the school
 - d. Steal, damage, or deface the property of other pupils, staff members or the district;
 - e. Engage in sexual harassment of pupils or staff members;
 - f. Violate codes of conduct adopted for organizations of pupils;
 - g. Possess or use weapons or any implement intended to harm others;
 - h. Use foul, abusive, derogatory, or demeaning language, including sexual, racial and ethnic remarks;
 - i. Convey information about other pupils or staff members known to be false;
 - j. Act so recklessly as to endanger the safety of others;
 - k. Procure the property of others by threat or intimidation;
 - l. Enter the school premises or any specific portion of the premises without permission and without authority;
 - m. Vandalize school property, real or personal;
 - n. Create litter on school property;
 - o. Be truant from school or class;

- p. Cheat or otherwise engage in academic dishonesty including inappropriate use of AI;
- q. Persistently refuse to complete homework and other assignments;
- r. Engage in gambling;
- s. Smoke (vape / vaping) on school premises;
- t. Falsify an excuse or any school document;
- u. Set fire to or cause a fire in any way on school premises;
- v. Possess or explode a firecracker, stink bomb, or other explosive device on school premises;
- w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
- x. Possess, use, or distribute a substance in violation of Policy No. 5131.6; Page 3 of 15
- y. Join a secret society prohibited by law; or
- z. Engage in any other activity expressly prohibited by a school staff member in authority.

District Wide Discipline Level System

The intent of these levels is to implement a discipline procedure that relates to the severity of the action. The procedure is not intended to be punitive but to impose a response that will effect a change in behavior. It will not always be clear that a particular infraction is a specific level; therefore, it will be up to the teacher or administrator involved to determine the appropriate response. Teachers and administrators will use professional judgment and will consider age, grade level and the nature of the infraction when selecting the response. The examples of misbehaviors listed here are not inclusive, but serve as guidelines. Examples are labeled *A* for “Classroom Oriented Infractions”; *B* for “Campus/Bus Oriented Infractions”; *C* for “Personal Behavior Infractions”; and *D* for “Behaviors Involving Others”.

All students who are removed from a classroom during academic instruction will serve no less than two days after school detention. Students serving detentions are not permitted to participate in afterschool activities such as athletics / music concerts / play practices etc...

LEVEL 1:

Misbehavior on the part of the student, which impedes orderly classroom procedure or interferes with the safe operation of the school. These misbehaviors refer to first offenses.

Examples:

A-Classroom or school disturbance	A-Food, drink or gum chewing in the classroom
A-Tardiness	A-Inappropriate use of computers
A-Breaking Acceptable Use Policy	A-Backpacks in class (Middle School only)
A-Unprepared for class	A-Leaving class without permission
B-Bus disturbance	B-Cafeteria/hallway misbehavior
C-Minor dress code violations	C-Use of electronic devices during school hours
D-Disrespectful language	D-Lack of respect

Responses:

These acts can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. Some or all of the following responses may be used depending on the severity of the inappropriate behavior:

Grades 5 - 8

- Loss of points

- Verbal Reprimand
- Written or verbal warning
- Separation (seating)
- Teacher detention
- Phone Conference with parent/guardian
- Written or verbal apology
- Loss of privileges - social, athletic, cafeteria, classroom
- Student behavior contract
- Meeting with grade level team

LEVEL 2

Frequent or serious misbehavior that tends to disrupt the learning climate of the school and requires the intervention of an administrator because the application of Level 1 disciplinary options has failed to correct the situation. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the administrator.

Examples:

Continuation or escalation of Level 1 misbehavior

- A-Disruptive classroom behavior that impedes learning
- A-Cutting class
- A-Forged notes/excuses
- B-Misbehavior/talking during a emergency drill
- C-Offensive or obscene slogans on clothing
- C-Purposeful mess-making
- C-Inappropriate language
- C-Throwing objects
- D-Inappropriate displays of affection
- D-Audio/video recording, photography, and the playing of obscene/inappropriate music
- D-Misbehaving for a substitute
- D-Insubordination/defiance **
- D-Abusive or disrespectful behavior toward any staff member
- D-Bullying

**** The penalty for insubordination in any class in which it occurs shall be suspension for a period deemed appropriate in the circumstances.**

Responses:

These acts are usually the result of the continuation of Level 1 behaviors and will be handled by the administration and staff. Some or all of the following responses may be used depending on the severity of the inappropriate behavior:

Grades 5-8

- Loss of Points
- Written or verbal warning
- Parent teacher conference

- Phone conference with parent/guardian
- Parent administrator counselor conference
- Long-term or permanent separation
- Lunch detention
- Morning detention
- In-school suspension
- Suspension from transportation
- Suspension from transportation
- Suspension from athletic participation
- Suspension from social or extracurricular activities
- Suspension of other privileges

LEVEL 3:

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the schools.

Examples:

Continuation or escalation of Level 1 or 2 misbehavior

- A-Plagiarism/copyright violations/inappropriate use of AI
- A-Cheating (*zero earned for 1st offense / 2nd includes “response”)
- B-Willful destruction of property
- B-Leaving school without permission/authority
- C-Obscene activity, language or gestures
- C-Gambling
- C-Stealing
- D-Physical contact with another student
- D-Audio or video recording / inappropriate photography
- D-Threats
- D-Harassment
- D-Menacing or violent behavior
- D-Gross disrespect
- D-Bullying

Responses:

These acts most frequently can be handled by the disciplinary mechanism in the school. Corrective measures, which the school should undertake; however, depend on the extent of the school’s resources for remediation of the situation in the best interest of all students. Those acts, which violate the law, will be referred to the appropriate law enforcement office.

Some or all of the following responses may be used depending on the severity of the inappropriate behavior:

Grade 5-8

- Referral to law enforcement agency
- Temporary removal from class
- Parent teacher conference
- Parent administrator conference

- Suspension from transportation
- Suspension from athletic participation
- Suspension from social or extracurricular activities
- Suspension of other privileges – including school trips
- Suspension: In school or out of school
- Restitution of property or repair of damage by the student
- Peer Mediation
- Meeting with counselor

Plagiarism / Cheating

All students read and sign the MTMS honor code located [HERE](#)

All students & parents read and sign the MTMS Acceptable Use Policy [HERE](#)

The following process will be adhered to by all MTMS staff without exception:

- a. First Offense
 - i. Zero on entire assignment
 - ii. Email parent notification / copy principal
 - iii. Student must redo and complete the assignment
 - iv. Optional meeting with principal
- b. Second Offense
 - i. Zero on entire assignment
 - ii. Email parent notification / copy principal
 - iii. Student must redo and complete the assignment
 - iv. Required meeting with principal
 - v. Code of Conduct Response: Suspension / Removal from Trips etc...

LEVEL 4:

Acts which result in violence to another person's property, or which pose a direct threat to the safety of others in the school, or which cause serious disruption to the education process.

Examples:

Continuation or escalation of Level 1, 2, or 3 misbehavior

- B-Damage to the facility that interferes with functioning of school or threatens the well-being of others.
- B-False alarms
- B-Wrongful entry
- B-Arson
- C-Drug, alcohol, vaping or weapon possession
- C-Membership to Unauthorized Organization
- D-Violence against peer and/or staff member
- D-Sexual harassment
- D-Extortion
- D-Bullying

Responses:

These acts are so serious that they always require administrative actions and will often result in the removal of the student from school and in some instances, the intervention of law enforcement authorities and action by the Superintendent.

Grades 5-8

- Suspension from transportation / social / extracurricular / athletics

- Suspension of other privileges - including school trips
- Suspension – longer term – Out of school
- Restitution of property or repair of damage by the student
- Referral to law enforcement agency – most infractions require PD notification
- Referral to counseling/evaluation
- Expulsion

Zero Tolerance Guns Act

Possession of a firearm is a serious offense. In accordance with the Zero Tolerance for Guns Act and Board of Education Policy 8467, a student found in possession of a gun shall be immediately removed from the school's regular education program pending a hearing to remove the student from the regular education program for a period of not less than one calendar year. The final decision is subject to modification on a case-by-case basis by the Chief School Administrator. For further details, reference [BOE Policy 8467](#).

Cyberbullying / Bullying / Digital Harassment Away From School

Please remind your children that bullying and or cyberbullying occurring away from school and or after school hours, which impedes the school's mission to provide a positive and highly effective learning environment for all students, staff, and administrators, will be dealt with by the principal as a Level 3 / Level 4 offense as delineated in our online student handbook. Harassing, intimidating, or threatening behaviors whether in person or via a digital medium, such as but not limited to Facebook, texting, and emails, which result in the deprivation of a positive learning environment shall carry a consequence of an in-school suspension to a 10 day out-of-school suspension based upon the severity of the infraction. There is no place in our school community for bullies!

Bullying / Harassment / Intimidation ([Policy 5512 R](#))

Mendham Township Middle School expects pupils to treat each other with civility and respect, and **will not** tolerate acts of bullying, harassment, or intimidation either in person or via an electronic device. Whether during the school day or not, if a student creates, sends, forwards, or possesses slanderous or demeaning electronic communications, rumors, or pictures that degrade our school learning environment, then he/she will be considered to be in violation of Policy 5600. This type of bullying is delineated in Policy 5600 R as a "Level 3" infraction and imposes a response that will effect a change in behavior through, but not limited to, at least a one day out-of-school suspension and permanent loss of in-school cell phone privileges.

Bullying, harassment or intimidation is defined as any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on the school bus. Students who retaliate against students who report incidents of bullying / harassment / intimidation are subject to escalated consequences set forth in [Policy 5512 R](#). Incidents occurring off school grounds that have a negative effect on the school learning environment are

subject to the principal's review as well. **Derogatory use of the words, "gay, queer, or homo" is never acceptable and will trigger an immediate HIB investigation.** Anonymous reports of bullying can be made by using the form on the school's webpage by clicking [HERE](#).

Cell Phone / Electronic Devices (ED) Privileges

MTMS students are permitted to bring cell phones/ ED to school under the following conditions:

1. Cell phones / ED must **remain off and in student lockers** from 8:05am until 2:50pm.
-In certain situations teachers may give students the option to use their phones to complete an in class task.
2. Cell phones / ED will be confiscated if powered on and or in use ... on first offense.
3. Confiscated cell phones / ED will be returned only to a parent / guardian.
4. Third confiscation warrants permanent loss of cell phone privileges
5. If a cell phone or any other electronic device is used to bully, harass, intimidate, or spread 'rumors' another person shall result in permanent loss of cell phone privileges.
6. Students may not take and or share pictures of other students during any school activity including the school bus.

Bus Transportation – Rules of the Road

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

Pupils assigned to a school bus must obey all school rules delineated in Policy 5600R:

1. SEAT BELTS MUST BE WORN AT ALL TIMES!!
2. Show respect for the driver at all times;
3. Enter and leave the bus in an orderly manner;
4. Ride only the bus to which they have been assigned, except in cases when written permission has been provided by the parent or legal guardian and approved by the Transportation Department - **Passes will not be issued after 1 p.m. except in the case of an extreme emergency.**
5. Be and remain **in assigned** seats while the bus is in motion;
6. Avoid reckless and boisterous activity at all times, including during waits at pickup points;
7. Talk in a reasonable tone of voice and avoid loud noises;
8. Extend no portion of the body or other object out a bus window;
9. Keep aisles clear at all times;
10. Refrain from bringing animals or bulky, unmanageable projects onto the school bus;
11. Refrain from smoking, vaping, eating, and drinking on the bus;
12. Refrain from audio or video recording, photography, and the playing of obscene/inappropriate music on the bus
13. Possess, use, or distribute no substance in violation of [Policy No. 5530 R](#); and
14. Not damage or deface any part of the school bus.

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

Dress Code ([Policy 5511 R](#))

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

Except for extreme cases, students will receive one warning for a dress code violation, where he or she will return to class while appropriate clothing is obtained. Following the first violation, students will not be permitted into class with a dress code violation. Parents/Guardians will be contacted to bring appropriate clothing to school if necessary. The student may elect to change into his/her gym clothing to gain compliance with the dress policy. The following represents appropriate attire in school and/or at school-sponsored events:

1. Pants/shorts/skirts must be worn at the natural waist line and be securely fastened.
2. Shorts and skirts must adhere to the fist length as a rule of thumb. (Fist length: The place on the thigh where an individual's fist comes to rest when standing with arms relaxed by their side.)
3. Clothing must completely cover midsections, cleavage, back, and sides of the body when sitting, standing, or bending.
4. Spandex, leggings, and or tights must not be sheer or see-through and are permitted if worn with a top that covers the buttocks and hangs in a uniform fashion around the body.
5. Ripped or torn clothing is not permitted.
6. Tops (shirts, blouses, dresses, tank tops) must have straps, and cannot be see-through.
7. Clothes that fosters the intolerance of others, supports the use of drugs, alcohol, tobacco, violence, profanities and obscenities or that implies sexual connotations are not permitted.
8. Footwear (beach or shower type and excessively high heels or platform shoes) that is considered unsafe is not permitted. In addition, students who wear footwear to recess that is considered unsafe for physical education cannot actively participate in recess. All shoes must have an ankle strap or a back.
9. Outdoor jackets, coats, non-prescription sunglasses, and headwear (with the exception of head coverings required by an organized religion or prescribed by a physician for medical reasons) within the building are not permitted.
10. Underwear bottoms/boxer shorts that are visible are not permitted.
11. Athletic uniforms worn to school must conform to dress code.

SCHOOL SPONSORED / EXTRA-CURRICULAR ACTIVITIES

Extra-Curricular Eligibility Requirements ([Policy 2430 R](#))

Students must be in both GOOD ACADEMIC and DISCIPLINARY standing in order to be eligible to participate in extracurricular activities. The Extra-Curricular Activities Policy #24300 R is available in its entirety on our webpage. **Students serving detentions are not permitted to participate in afterschool activities such as athletics / music concerts / play practices etc...**

GOOD ACADEMIC STANDING: All students will be eligible for activities which begin during the first marking period, but are subject to review at the midpoint of that marking period. Eligibility

shall be determined at the conclusion of marking periods 1, 2, and 3 for each succeeding marking period. As delineated in Mendham Township Board of Education Policy #6145, any student who earns two grades below 69.5% (D+) or one F on the first marking period report card (or any marking period thereafter) is ineligible to participate in (or tryout for) extra-curricular activities such as interscholastic sports teams and the 'school play.' A student's eligibility status will be reinstated if a review of the mid-term progress report or end of marking period report card (whichever comes first) reveals that he/she has met academic standards. **Participation in academically related coaching or tutoring takes precedence over scheduled extracurricular activities.**

GOOD DISCIPLINARY STANDING: Good disciplinary standing shall mean that a pupil is adhering to and respectful of all school rules, classroom procedures, and teachers' behavioral expectations.

A. When a pupil already participating in an extracurricular activity is reported for an infraction of the rules for pupil conduct, the principal shall appoint a staff committee to consider whether the pupil shall be removed from any or all extracurricular activities.

B. If a pupil was in bad disciplinary standing the previous term, the principal shall refer the matter to a staff committee to determine whether the pupil shall be permitted to participate during the current term. A pupil will not be allowed to participate in an extracurricular activity if he/she did not attend school on that day. An exception to this rule may be made by the principal in unusual circumstances.

C. A pupil will not be allowed to participate in an extracurricular activity if he/she did not attend school on that day for at least 4 hours. This includes individual events such as Student/Faculty Basketball Game etc... An exception to this rule may be made by the principal in unusual circumstances. Please contact the Principal to discuss circumstances you believe may be "unusual."

D. Scheduled detentions for disciplinary purposes take precedent over meetings of extracurricular activities.

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

Interscholastic Sports: [Athletics Web Page](#)

Sixth, Seventh, and Eighth grade students who are in Good Standing as defined above and by [Board of Education Policy #2430](#) are encouraged to try out for interscholastic athletic teams. The Middle School offers students the opportunity to participate in the following:

Fall Sports: Girls' Field Hockey, Boys' Soccer, Girls' Soccer, Boys' and Girls' Cross Country

Winter Sports: Boys' Basketball, Girls' Basketball, Boys' and Girls' Volleyball, Cheerleading

Spring Sports: Softball, Baseball, Girls' Lacrosse, Boys' Lacrosse.

Every student and parent who wishes to participate in MTMS athletics must read, understand, and sign [page 8 of the Athletic Handbook](#) prior to attending the first practice after the team has been selected.

Team Selection Guidelines

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

1. A sixth grade student will not be selected over a seventh or eighth grade student unless in the athletic department staff's professional judgment, that sixth grade student will receive a significant (50% or more) amount of playing time.

2. Whereas a seventh or eighth grade student is comparable in ability to a sixth grade student, the seventh or eighth grade student will have priority in selection over the sixth grade student.

Before giving permission for their child to participate in interscholastic sports, parents must realize that all sports carry the potential for injury. **Parents / students must register and complete all requirements detailed [HERE](#).** All student athletes and their parents are required to sign and abide by a player contract outlining expected behaviors.

Each team member must make the Mendham Township Middle School team his/her first priority. Participation on an outside team is permissible; however, in fairness to the other students, **Mendham Township Middle School teams must be the first priority in the event of conflicts.** Students must attend all games and practice sessions. In the event of illness or a family emergency, a written excuse from the parent is required.

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

1. Two or more unexcused absences from games or practices.
2. Failure to obey the school rules and procedures at home games and when visiting other schools. **Fighting, obscene gestures, profanity, or rudeness to coaches or officials will result in immediate suspension from the team.**

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

Band, Orchestra, and Chorus

Students have the opportunity of joining the Middle School band, orchestra and or chorus. Students interested in participating in the school band/orchestra are scheduled for individual and/or small group lessons on a rotating basis during the school day. Fifth and sixth graders must report to their regularly scheduled classroom FIRST before going to a lesson. Seventh and eighth graders will report directly to lessons. At all grade levels, students attending lessons are responsible for making up all missed work without exception. Students must NEVER be penalized for missing class to attend a scheduled music lesson. Fifth, sixth, seventh, and eighth grade students participating in the band, orchestra and or chorus are scheduled for practice during a “performing arts” period prior to homeroom at 7:22 am. The district is providing busing for this activity. Fifth graders participating in the band, orchestra and or chorus are scheduled for practice during period six enrichment. Students participating in the band and/or chorus have the opportunity to perform at the holiday concert, competitions, the spring concert, and graduation.

School Production

Auditions for the school production are open to all Middle School students. Students may also work on scenery and stage crew. The school production requires a significant after school time commitment of between two and four afternoons each week for approximately ten weeks. **Eligibility to participate in extra-curricular activities requires a student to be in good academic standing as defined by [Board of Education Policy #2340R](#).**

SUPPORT SERVICES

School Counselor

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

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

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

The School Counselor's Office: The school counselor's office can be reached by calling the school phone number, 973- 543-7107 ext 2. Its primary function is to accommodate the needs of individuals and groups of individuals within the larger context of the school system. The school counselor works with students and their families to ensure that each child has a positive school experience. The guidance office often functions as the liaison between home, school and the administration in order to design guidance programs that are appropriate for our students.

New Student Screening and Adjustment

The school counselor facilitates the new student orientation process and well as screening. New students may be given standardized tests to determine academic levels of proficiency if their cumulative records from their sending school districts do not contain sufficient placement information. Students entering grades six through eight might take a math placement test.

2NDFLOOR – New Jersey's Youth Helpline

The New Jersey Youth helpline, 2NDFLOOR, is a toll free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days per year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally, and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information or to read/post to the message board.

Special Services Department:

Mendham Township Middle School has a reputation for creative problem solving. Special education in New Jersey also has that philosophy. That is why almost every year the rules and regulations governing special education are modified, changed and improved. Educators and parents are constantly looking for new and better ways to meet the needs of students who have learning differences. We, at the Middle School, are refining and improving the programs that are available to our students. Please contact Dr. Robert Koroski with questions about Special Services at 973-543-7107.

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

504 Procedures

A 504 plan is a legal document falling under the provisions of the Rehabilitation Act of 1973. It is designed to plan a program of instructional services to assist students with special needs who are in a regular education setting. If you believe that your child has a physical or emotional disability, or is recovering from a chemical dependency or impairment that restricts one or more major life activities, please contact Mr. Byers at 973-543-7107 x 2.

Affirmative Action

In compliance with the state mandated Comprehensive Equity Plan, which Mendham Township School District has on file, all educational programs within the Mendham Township Schools are accessible to all students regardless of gender, race, religion or handicap. A grievance procedure covering these issues is available through the School Business Administrator at dmosner@mendhamtwp.org or 973-543-7107. Inquiries involving handicap access (Section 504) should be addressed to the building principal at 973 – 543 – 7107 x2.

HEALTH SERVICES

[Nurse's Corner Web Page](#)

The school nurse, Mrs. Giarrusso, is available for any student with a personal health concern, illness or injury during the school day. The nurse is a team member to turn to when a student's welfare may be influenced by a health factor. A student's physical well-being is as important to us as his/her academic success. The school nurse is responsible for keeping all student health records and forms. The nurse should be notified of communicable diseases, updated immunizations and health concerns.

All children must be fever free for 24 hours, without antipyretic (fever reducing) medication, in order to return to school.

State Mandated Health Testing: [Health screening information.](#)

New Jersey law recommends measuring height and weight, as well as screening blood pressure for all students annually. Biannual scoliosis screening is done in the 5th and 7th grade. Hearing is screened in the 7th grade, vision screening is done in the 6th and 8th grade. The Middle School complies with state recommendations.

Physicals: Physical Forms / Information

Physicals are required for new students and all fifth and seventh grade students. Any student interested in trying out or participating in the interscholastic sports program must have a physical conducted annually (every 365 days). Required physical examinations must be done by a family physician. The results (and related forms) of any 'athletics' physical completed by a family physician will then be reviewed by the school physician and a 'letter of determination' will be sent to each student's parents. If a physical exam expires during an athletic season, a new one will be necessary in order for the athlete to continue to participate.

Medications (Prescription Medication Form)

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

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

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

Emergency Cards

An emergency card is kept for each student. It is most important that each card is updated. The school nurse must be notified of any changes of a parent's employer, telephone number, doctor, and emergency contact person. Emergency card information will be collected via Oncourse during the first log in of each new school year.

Physical Education Excuses

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

GIFTED AND TALENTED

The Mendham Township Middle School offers a [Quest program](#) through Gifted and Talented Services. The Quest programs are a continuation of the elementary programs. Students work collaboratively to propose and implement solutions to real life phenomena through logic-based simulations. Students continue to develop effective oral and written communication skills, however, developing effective ‘cooperation skills’ are paramount to producing successful projects as students move through the grades. In addition, there is an increased focus on authentic ‘building’ and creative problem solving in grade 7 and 8.

Quest 5 and 6 classes meet weekly during enrichment periods and are open only to those students who meet the eligibility requirements outlined below. Quest 7 and 8 classes meet at least once per week during enrichment but may meet more frequently based on the complexity of the units or activities. Quest activities may include field trips, competitions, and or special presentations. For questions regarding Gifted and Talented Services, please contact Dr. Ciccone.

Grade 5 Quest Eligibility Process for Grades 6-8

- All students found eligible for Quest in grade 2 will remain eligible through grade 8
- CogAt administration in grade 5
- Grade 5 students who earn in the 96th percentile (CogAt) Composite or Non-Verbal will be added to the Quest rosters for grade 6.
- In grades 7 and 8, Quest services will be available to all Middle School students based upon interest. However, eligibility may be contingent upon successful completion of a lengthy summer project.

FUNDRAISERS

All fundraisers for the 2026-27 school year were pre-approved by the Board of Education prior to the start of the school year. Any additional fundraisers that take place in school or at school functions must be sponsored by a Mendham Township Board of Education staff member and a student organization such as the student council, peer leaders, or soccer team etc... Requests for fundraisers must be submitted in writing by the sponsoring staff member to Dr. Ciccone and must include the name of the sponsoring student group, a detailed description of the fundraising activity including dates of operation, and the anticipated recipients of the donations. If approved by Dr. Ciccone, **the request must then be approved by the Superintendent of Schools and Board of Education.** Dr. Ciccone will notify the requesting staff member once the request is approved. It is very likely that the approval process will take up to 30 days.