

Milford Public School

Middle School Handbook
2025-2026



Introduction

Milford Public School promotes an atmosphere dedicated to learning and to allowing intellectual curiosity to flourish. The environment must be safe, secure and caring for all students and staff. The staff will work tirelessly to provide each student with an exceptional experience; we hope you, the student, will help us accomplish our goal.

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REPORTING STUDENT PROGRESS

To ensure that parents and students are fully aware of the student's educational growth, grades are posted online and can be accessed at any time on the MPS homepage through the "***Genesis Parent Portal***" link. If a student's grade drops below a 70% by mid marking period, middle school staff members will contact the parents to discuss ideas for improving academic performance.

End of marking period report cards for grades five through eight will also be assessed through the "***Genesis Parent Portal***" link on the district homepage. Log in information will be handed out at the beginning of the year. If access to the internet is not available or you need assistance, please contact our Main Office.

Each teacher has established criteria for grading which will be shared with students and parents.

GRADING SCALE

Pupils in Grades 5 through 8:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

I = Incomplete

HONOR ROLL

Students in Grade 5 are eligible for honor roll or high honor roll. Honor roll includes all students who achieved a grade of 86 or higher in all subjects in a single marking period. High honor roll includes all students who achieved a grade of 92 or higher in all subjects in a single marking period. *(To be on the high honor roll or honor roll, the student may not have any "I"s.)*

Distinguished Scholars

Students' academic achievement in grade 5 will be recognized in 8th grade at Kingwood Township School. Students consecutively on high honor roll for the third and fourth marking periods of 5th grade, all four marking periods of 6th, and 7th grades and first, second, and third marking periods of 8th grade will receive recognition for their efforts. (Per Board Policy and Regulation 5440.)

GRADING CRITERIA

Late Work Policy:

Regular Homework Assignments: Homework will be accepted one day late for half credit (assuming it is not reviewed in class, in which case no late credit will be given)

Labs/Projects/Long Term Assignments: 10% off per day until the maximum possible grade is lowered to 50% (5th school day). At this point, the most a student can earn on an assignment is 50%.

Retesting/Reassessment:

For *general education students*, test corrections or reassessment is offered for students scoring less than a 60%. Corrections/reassessment can only raise a failing grade to a 60% (D) grade, nothing higher. Students must arrange a time on their own, as it is their responsibility to take advantage of this optional opportunity. Students will not have more than five school days after the test is handed back to make these arrangements with the teacher. It is their responsibility to choose to take advantage of this optional opportunity.

General Grading Criteria: Student averages may be determined using the following categories. Please note that the specific criteria for each class may vary slightly. Teachers will provide the calculation breakdown for their respective course at the start of the course.

	Science	Math		Social Studies	ELA
Assessments (Tests & Quizzes)	40%	50%	35%	40%	35%
Classwork/Labs/Projects	25%	N/A		30%	25%
Homework	20%	15%		30%	15%
Teamwork/Class Participation	15%	N/A		N/A	25%

Academic Honesty

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

1. Cheating on an exam, quiz or other type of cumulative assessment
2. Plagiarizing on essays, reports, term papers or any other assignments
3. Falsification or forgery of signatures or alerting answers after submitting a document without permission

Students caught being academically dishonest on any assignment will receive a zero with a makeup opportunity to earn up to a 60% on the assignment. Students are also subject to discipline consequences outlined in the student code of conduct.

ACADEMIC PROBATION & SUSPENSION

Pupils who maintain a “C” or 70% average or above in all of their classes each marking period are considered to be in good academic standing and eligible to participate in extracurricular activities.

A student will be placed on ***Academic Probation*** if they have received one or more grades of “D” or below 70% at the end of a marking period. If a student is placed on *Academic Probation*, a letter will be sent home by the principal to inform the parent(s) of their child’s academic status and a monitoring program will be put in place to ensure academic improvement. Pupils placed on *Academic Probation* remain eligible to participate in extracurricular activities.

If a student receives all grades of “C” or better the following marking period, they will be removed from *Academic Probation* and returned to good academic standing. However, if the student again receives any grade of “D” or lower during the next marking period, he/she will be placed on ***Academic Suspension***. A student will remain on *Academic Suspension* if they continue to receive one or more grades of “D” or below 70%. Grades from the 4th quarter of the previous academic school year will affect eligibility status of the 1st quarter of the following new school year.

Pupils who are on *Academic Suspension* are not eligible to participate in or join any extra-curricular activities until the pupil receives all grades of C or better for a two week period. If a pupil’s grades drops below a C, at any point in time, they will be placed back on *Academic Suspension* until the end of the marking period. Students on *Academic Suspension* may not attend any practice or activity, attend school dances including the 8th grade dance, or be in the school building before or after school for any reason, other than to receive additional academic assistance. Students on Academic Suspension will be required to participate in a monitoring program similar to that above for students on academic probation. They will receive a weekly status update by all teachers and be referred to the school’s Intervention and Referral Services Committee.

TARDY/EARLY DISMISSAL

It is necessary that pupils be in attendance throughout the school day in order to benefit fully from the educational program of the district.

Homeroom starts for PreK-8 grade students at 8:25 AM at which time attendance will be taken. Homeroom ends at 8:30 AM and students are considered tardy after 8:30 AM. Pupils who are tardy must report to the Main Office. The student will be given a pass to be admitted to class at that time. In order for the tardy to be excused, you must present a physician’s note. Every five instances of unexcused tardiness will be counted as absent from school one day. A middle school pupil who has been tardy to school five times will be assigned a detention. An additional detention will be assigned for each instance of tardiness thereafter.

DRESS CODE

A positive learning environment and school dress are closely related. Students should be dressed in a manner that reflects good taste and decency and which does not detract from or interfere with the educational environment. Students who are offensive in dress and/or grooming will be sent to the principal and a change of attire will be required. If this does not remedy the problem, parents will be called and required to take the student home and correct the situation.

Board Regulation #5511 specifies that:

1. Clothing with liquor advertisements, sexually suggestive messages, profanity, tobacco or gang affiliation slogans, vulgar or obscene symbols, offensive signs, slogans, or pictures which degrade any race, societal group, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation or people with disabilities is not permitted. Drug related pictures and messages that support and/or condone drug use are also unacceptable.
2. Footwear must be worn at all times. Footwear that is considered “unsafe”, i.e., loose sandals, untied sneakers, is not permitted.
3. Hats and other head coverings are not permitted unless they are part of a student’s religious belief or medical condition.
4. No jewelry is permitted that promotes violence, bigotry, profanity or use of restricted substances. Jewelry must not restrict movement, be distracting, or cause a safety hazard to one’s self or others. As a safety precaution, students will not be allowed to participate in our physical education program and/or extra curricular sports programs while wearing jewelry that is deemed unsafe.
5. Each student must dress in a manner that does not unduly distract from the educational program. Clothing must not be tight, revealing, or suggestive. Midriff, tube tops, see-through articles, or articles that expose cleavage or stomach, may not be worn. Shorts must be in good taste and not revealing or suggestive.

HARASSMENT, INTIMIDATION OR BULLYING

The Board of Education expects pupils to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. The Board prohibits acts of harassment, intimidation or bullying against any pupil on school property or at any school-sponsored function.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3,
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school ground, when there is a nexus between the harassment, intimidation, and bullying and the school e.g., the harassment, intimidation or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other student.

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

Any school employee, pupil or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation or bullying must verbally report the incident to the Principal or Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. The Board shall not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying (Board Policy #5512.01). A full copy of the HIB Policy is available on the school website under the Board of Education link on the homepage (www.kingwoodschool.org).

TOBACCO, ALCOHOL, or DRUG USE

The Board prohibits the use, possession, and/or distribution of tobacco, alcohol other drugs, and/or electronic smoking device on school grounds, including on school buses or at school-sponsored functions.

A pupil who uses, possesses, or distributes tobacco or drug (substance), on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offenses, the nature of the problems and the pupil's needs. Discipline may include suspension or expulsion. Use of any tobacco, alcohol, or drugs will be subject to exclusion from any overnight trip during the students time at Kingwood Township School. The Board may establish consequences for a pupil not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The Superintendent and/or designee will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A:16-6.3(a).

The Board of Education is committed to maintaining a drug and tobacco-free environment on school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board of Education. The school administration and all school staff members shall strictly enforce this drug and tobacco prohibition and will work together to ensure pupils do not possess or use tobacco, alcohol or other drugs.

CO-CURRICULAR ACTIVITIES

Fifth grade students are invited to the last dance of the year at Kingwood Township School. Students must be academically and behaviorally eligible to participate.

ECRD (Electronic Communication & Recording Device)

A student is responsible for good behavior while using an ECRD just as they are in the classroom or in the school hallway. An ECRD may only be used on school grounds with the permission of the pupil's teacher supervising the pupil in a curricular or school-sponsored co-curricular activity. Each teaching staff member shall determine if the use of an ECRD may be used by pupils under their supervision. An ECRD is not to be brought into the restroom. A child who inappropriately uses an ECRD will be subject to disciplinary action.

ACCEPTABLE USE OF TECHNOLOGY

The school district's networks, internet access and computers are provided for pupils to conduct research and communicate with others. Access to computer network services/computers is given to pupils who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Violations of the Acceptable Use of Computer Network/Computers and Resources may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policy and Regulation Nos. 2361.

LOCKERS

Each middle school student is responsible for organizing and maintaining a school locker. It is the students responsibility to keep the locker clean at all times. The doors on the lockers should shut freely and not be obstructed from any item inside the locker. Homeroom teachers will conduct regularly scheduled locker cleanouts, providing students with an opportunity to remove unnecessary or old documents.

All items in the locker are the students responsibility. Tampering with another student's locker is forbidden and will result in discipline action under the middle school student code of conduct.

AGENDA BOOKS

Students in Grade 5 will receive an agenda book at the beginning of year. Students are expected to bring their agenda book to each class and record assignments on a daily basis. If the agenda book is lost, students must pay a replacement fee of \$3 or purchase an alternative agenda book at their own expense. Students in Grades 6-8 will be expected to keep their assignments organized using Google Classrooms and Google Calendar.

MIDDLE SCHOOL STUDENT CODE OF CONDUCT

An integral part of every student's education, both at school and at home, is learning to be a responsible individual and a good citizen. The middle school code of conduct is presented on the following pages. Consequences for violating the rules are also provided to students so that they will know their status in the discipline process at all times. This system has been designed to be fair and to hold students strictly accountable for their actions. This system applies not only during "regular" school hours, but for all school related events and activities, such as field trips, dances, sports and club events that may or may not be on school grounds..

Our system of classroom discipline aims to strengthen the educational program. The main premises of these procedures are that students have a right to learn in a safe, orderly environment and that teachers have the right to teach without disruptions. Any conduct that significantly interrupts the teaching-learning process will not be tolerated. Our expectations for classroom success are that students will

1. come to class appropriately dressed,
2. be seated and quiet when the bell rings or lessons begin,
3. come to class prepared, i.e., pencils, books, homework and charged Chromebook.
4. take an active part in the lesson, and;
5. refrain from disrupting the class

Discipline in the classroom is the responsibility of the teacher; however, after various disciplinary attempts have been tried, the student shall be referred to the principal's office. Administrative discipline procedures include written warnings, loss of recess, lunch detentions or after school detention, in-school suspension, out-of-school suspensions, and expulsions. All disciplinary action taken by the school is intended to benefit the student through improvement of behavior and/or attitude. It also benefits all other students in that their education is not affected or interrupted.

Consistency of action is of utmost importance for all concerned. Parental support of school discipline actions is also a vital part of the program as it aids in reinforcing consequences and improving their student's behavior. If it is necessary to keep your child after school for disciplinary reasons, notification will be sent home on a Middle School Disciplinary Notification Form explaining the reasons for detaining your child, the date(s) he or she is to stay and the time he/she is to be picked up. This form is to be signed and returned to school the next day. A telephone call will be made to parents regarding any detention obligations.

The middle school student code of conduct on the following pages classifies misbehavior into three levels (1 to 3) for students in grade 5. Each infraction has been assigned a point value and assigns specific consequences based upon the type of behavior. Staff members will issue disciplinary points for students misbehaving and submit the form to the principal. The form will then be sent home for a parental or guardian signature and returned to the main office on the next school day. The total number of points accumulated each marking period will remain the entire year for potential additional consequences. However, a student can choose to reduce his or her points total through the Point Reduction Program (See Points Accrual).

MIDDLE SCHOOL STUDENT CODE OF CONDUCT

LEVEL 1 INFRACTIONS: The following infractions have been designated as Level 1 or minor infractions. Staff members will issue disciplinary points for students misbehaving and submit the form to the principal. The form will be sent home for a parental or guardian signature, and will be returned to the main office on the next school day. First and second offenses at this level will result in written warnings. The third offense at this level will result in a detention. A student will receive a detention for any additional Level 1 infractions until the end of the marking period.

LEVEL 1		
INFRACTIONS	POINT	CONSEQUENCE
Unprepared for class	1	Warning - Detention
Arriving late and/or leaving class without a pass	1	Warning - Detention
Presence in school building without permission	1	Warning - Detention
Tampering with another student's desk, cubby, or personal belongings	1	Warning - Detention
Unauthorized use of electronic devices	1	Device Taken. Parents must come to office to pick up item Warning - Detention
Inappropriate behavior in the cafeteria, on school grounds, or at school events.	1	Warning - Detention
Eating food outside the cafeteria without permission	1	Warning - Detention
Violation of Dress Code	1	Change Clothes Warning - Detention
Gum Chewing	1	Warning - Detention
Inappropriate comment or action towards a peer	1	Warning - Detention
Repeated reminders of classroom expectations	1	Warning - Detention

MIDDLE SCHOOL STUDENT CODE OF CONDUCT

LEVEL 2 INFRACTIONS: The following infractions have been designated as Level 2 or moderate infractions. Staff members will issue disciplinary points for the misbehavior and submit the form to the principal. The form will be sent home for a parental or guardian signature and returned to the main office on the next school day. Unless noted below, first offense at this level will result in a detention. Second offenses at this level will result in an additional detention and parent conference. Three or more violations at this level will result in an ISS. Three bus violations at this level will also result in loss of bus privileges for a period of time determined by the school administration.

LEVEL 2		
INFRACTIONS	POINT	CONSEQUENCE
Unacceptable language or gesture	3	Detention – ISS
Cutting class	3	Detention – ISS
Cutting detention	3	Missed detention rescheduled. Additional detention added.
Class Disruption	3	Detention - ISS
Plagiarism (academic dishonesty)	3	Detention – ISS
Cheating	3	Zero Credit for assignment. Plus counseling intervention. Detention - ISS
Falsification or Forgery	3	Detention – ISS
Lying to a staff member	3	Detention – ISS
Violating “Technology and Acceptable Use of the Internet” policy	3	Loss of privileges for period to be determined by the Principal. Plus restitution for damages. Detention – ISS
Disrespect/Insubordination	3	Detention – ISS
Disruptive/disorderly behavior	3	Detention – ISS

MIDDLE SCHOOL STUDENT CODE OF CONDUCT

LEVEL 3 INFRACTIONS: The following infractions have been designated as Level 3 or serious infractions. Staff members will issue disciplinary points for the misbehavior and submit the form to the principal immediately. The form will be sent home for a parental or guardian signature and returned to school the following day. Offenses at this level are of serious nature and have been assigned specific consequences indicated below. Repeat offenses at this level may result in expulsion and are handled on a case by case basis.

LEVEL 3		
INFRACTIONS	POINT	CONSEQUENCE
Physical contact/use of force (Pushing, throwing objects, tripping, etc.)	5	Restitution, ISS
Stealing	5	Restitution, ISS
Fighting	5	Restitution, ISS
Vandalism	5	Restitution, ISS
Dating Violence	5	Restitution, ISS or discipline administered by administration
Harassment, Intimidation or Bullying (HIB)/Violent threat towards any individual or group	5	Handled at administrative level. Consequence may include but not limited to, counseling, character education classes, ISS and/or disciplinary action as determined by administration. Possible referral to I&RS team for behavior plan and police notification.
Possession and/or use of alcohol, tobacco, other drugs, and/or electronic smoking device.	5	1-10 days OSS, medical clearance to return to school, mandatory reentry conference, possible child study team referral. Exclusion from future overnight trips. Police notification
Possession and/or use of a weapon	5	Minimum 1-10 days OSS with required re-entry conference with Superintendent. Possible BOE hearing & one year expulsion as per state law. Police Notification.
Using an ECRD device inappropriately to record, capture, or transmit any audio, video, or images	5	Restitution, ISS, and loss of ECRD use for a length of time determined by administration. Device may be subject to an electronic search for inappropriate material related to the incident.

POINTS ACCRUAL

An accrual of points will result in the following additional consequences. Points will carry over from one marking period to another until the end of the current academic year. At any time, point totals can be reduced through our Point Reduction Program.

CURRENT POINT TOTAL

6 – 10 Points – Students will lose the following privileges and/or gain the following restrictions:

- Class Parties
- Free Friday Privileges
- Restricted OP
- Restricted Lunch
- Use of ECRD Device

CURRENT POINT TOTAL

11 – 15 Points – In addition to the previous consequences, students will lose the following privileges:

- School Dance
- Participation at any after school function*

Student may be referred to the I&RS committee for a behavior review and the development of collaborative behavioral action plan. If a plan is necessary, an administrator will meet with the student and parent(s) to discuss the details of the behavior plan. The duration of the plan will be determined by the administration.

**(Student who are members of groups such as student council, band, chorus, drama club, sports teams, etc., may continue participation upon reducing their current total below 11)*

CURRENT POINT TOTAL

Over 15 Points – In addition to the previous consequences, students will lose the following privileges:

- Participation in all extracurricular activities (*clubs, etc.*)
- 5th Grade Dance
- Fields trips (alternate program put in place at school)

DISCIPLINE COMMITTEE REVIEW

A student is subject to a discipline committee review to determine eligibility for future school events, if the student accumulates 20 or more points during the course of the year. The points are calculated by the total number of points a child receives throughout the course of a single academic year, regardless of any point reductions. Out of School Suspension (OSS) and/or Child Study Team involvement may result upon the committee review. Parent(s) must attend a meeting with an administrator and the CST to have their student re-enter school.

POINT REDUCTION PROGRAM

Students may initiate point-reduction plans through school or community service provided said plans are worked out in advance and approved by school administration and guardians. An hour of volunteer school or community service will equal three (3) points. Sample services may include but are not limited to assisting a teacher before or after school with an activity or volunteering time at a school function.

