

WEST DEPTFORD MIDDLE SCHOOL

STUDENT HANDBOOK



2017-2018

BELL SCHEDULE
(Full Day)

Building Opens		7:30
Homeroom		8:05 - 8:23
Period 1		8:25 - 9:11
Period 2		9:14 - 9:59
Period 3		10:02 - 10:47
	LUNCH Grade 6	
	A-10:02-10:24	
	B-10:25-10:47	
Period 4	LUNCH Grade 8	10:50-11:35
	A-10:50-11:12	
	B-11:13-11:35	
Period 5	LUNCH Grade 7	11:38-12:23
	A-11:38-12:00	
	B-12:01-12:23	
Period 6	LUNCH Grade 5	12:26-1:11
	A-12:26-12:48	
	B-12:49-1:11	
Period 7		1:14-1:59
Period 8		2:02-2:47
Busses Leave		2:47
Late Bus Leaves		3:35



Early Dismissal

Building Open	7:30
Homeroom	8:05-8:13
Period 1	8:15-8:45
Period 2	8:45-9:17
Period 3	9:19-9:49
Period 4	9:51-10:21
Period 5	10:23-10:50
Period 6	10:55-11:25
Period 7	11:27-11:57
Period 8	11:59-12:29

NO LUNCHES SERVED

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STUDENTS: WELCOME TO WEST DEPTFORD MIDDLE SCHOOL

Welcome to the 2017-2018 school year at West Deptford Middle School! I encourage you to visit our school website to learn more about our amazing school and the people and programs that make West Deptford Middle School such an outstanding place to learn, work, and grow.

West Deptford Middle School is home to approximately 950 students in grades five through eight. As the school that begins the district's one-on-one laptop initiative program, students receive a school-issued device in grade five that can be used as both a tablet PC and a traditional laptop. WDMS follows a true middle school philosophy as we provide an elementary model in fifth grade and transition students into departmentalized content areas in grades six through eight.

Our school is home to a state-of-the-art STEM program, with courses in coding, engineering design, 3D printing, and digital design. Our Fine Arts program is second to none as students can participate in choir and band during their four years at our middle school. WDMS provides numerous after school activities/clubs, as well as the opportunity to participate in interscholastic sports programs including Cross Country, Field Hockey, Wrestling, Basketball, and Track & Field.

Consistent with the mission of West Deptford School District, our staff values our tradition of excellence and strives to develop well rounded, motivated, 21st century thinkers. Our goal is to transition our learners from competent students to productive and responsible citizens.

We encourage you to use this handbook to familiarize yourself with our expectations, rules, and procedures. Please contact your child's guidance counselor or administration should you have any questions.

Sincerely,

Christine R. Trampé

WDMS Principal

FOREWORD

This Handbook contains information compiled for the students, parents, and teachers of West Deptford Middle School. We trust the material will be helpful to all persons interested in our school.

The Handbook is intended to be of use to every student at West Deptford Middle School. It should help each one to understand the school--its regulations and rules and its various activities. The information contained will serve the purpose of aiding in orienting new students and in guiding all students in understanding of our plans and policies.

Parents and students will find this Handbook helpful in understanding their contributions toward the effective functioning of our school. We publish this Handbook with the hope that it will challenge everyone concerned with our school in maintaining and in advancing the highest standards for the education of all students. It is our sincere wish that you might get the greatest possible amount of help from this Handbook.

To Parents:

From time to time, in any school district, parents will hear things about the school, the students, or procedures, that they would like clarified. Parents should feel free to contact the school (848-1200) at any time during regular office hours to have their questions answered. The school offices are open from 7:30 a.m. to 4:00 p.m. (3:30 p.m. on Fridays). Parents may access the school website at www.wdeptford.k12.nj.us.

PHILOSOPHY

The West Deptford Public Schools shall offer an educational program that is designed to perpetuate and improve our democratic way of life. To this end, the schools shall develop in our students the appropriate knowledge, skills, attitudes, appreciation, understandings, and character traits necessary for successful living in today's complex society. Of utmost importance is to achieve with our students a respect for their fellow man, a disciplined approach to the varied responsibilities in life, a building of sound moral character, and love of home and country. In order to fully achieve the aforementioned, it is essential to develop a cooperative and close relationship with the student's home.

The West Deptford Board of Education affirms its responsibility to ensure all students in its schools an equal educational opportunity regardless of race, color, creed, religion, sex, ancestry, natural origin, and social or economic status. To fulfill this responsibility, the Board shall establish a program to review and modify, as may be necessary, its present school and classroom programs.

SCHOOL ENVIRONMENT

West Deptford Middle School shall endeavor to maintain the type of educational environment that every student is entitled to - one that is free from harassment or bullying, both physical and verbal. The West Deptford Board of Education adheres to a strict policy concerning bullying and harassment in our schools. The West Deptford Code of Conduct clearly outlines expectations and consequences for such behavior. Please refer to the code of conduct posted on the middle school website for details or contact the Administration.

Harassment or bullying may take many forms. It can be in the nature of name calling, verbal abuse, continual pushing or shoving in the halls, or a threat of fighting. It may also take on sexual overtones. The Board of Education has and adheres to a policy to assure that students and faculty have an environment free from sexual harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee or student. The policy can be reviewed upon request with our Administration.

Even minor harassment or incident of bullying can eventually create serious problems. The staff at West Deptford Middle School will address and make every effort to resolve any incidents of harassment or bullying brought to our attention. **Any student who believes he or she is a victim of harassment or bullying should report the allegations to a staff member, guidance counselor, or assistant principal as soon as possible.**

AFFIRMATIVE ACTION PLAN

The West Deptford School District has an Affirmative Action Officer and an Affirmative Action Plan. Please contact the Affirmative Action Officer at the district level for questions.

EMERGENCY SCHOOL CLOSING/DELAYED OPENING

In the event of school closing due to inclement weather or any other emergency, notification will be made by 7:00 A.M. on Philadelphia radio stations, West Deptford school district web site, and the School Messenger phone service. In the event of bad weather, assume that school is open unless you hear otherwise. The West Deptford School District closing number is: **804**

HOURS

The Middle School Office is open from 7:30 a.m. until 4:00 p.m. On the last school day of the week, the office closes at 3:30 p.m. Please visit or contact us between these hours. Voicemail is available after hours for parental convenience.

DISMISSAL

School dismissal for all students is at 2:47pm for on full days and 12:29pm on half days. ALL students must exit the building via bus, parent pick-up, or walk/scooter/bike (for those identified as “Walkers”). Students may stay after school if they are: athletes participating in their sport, attending detention, meeting with a teacher, or attending a club (with prior completed club sign up). Students are not permitted to be in the halls, the front of the building, or wait in the main office for a ride. On days of athletic events, students must leave at dismissal and return at the beginning of the athletic event. Students **must** be picked up for dismissal or be in their pre-approved assigned location by 2:55pm on full days or 12:35pm on half days. Parents/guardians are responsible to arrange after school care including student pick-up (if necessary).

GUIDANCE SERVICES

Guidance Counselors

Each student is assigned to a counselor, but he/she may also talk to other counselors if he/she so desires. Periodically, each student will be called to the guidance office for a conference with a counselor; but, in addition, the student is free at all times to request a conference if he/she feels one is necessary. To do this, a student may stop in the guidance office between classes and request that a pass be issued for a study hall at a time when the counselor is available.

Phone : 856-848-1200

Ms. Beck-Grade 5 (Ext. 3203)

Mrs. Paglione Grades 6-8, A thru K (Ext.
3241)

Ms. Lecher, Grades 6-8, L thru Z (Ext.
3005)

A Student Assistance Counselor(SAC) is available to help students with any severe problem in a confidential setting. Any student who would like to talk to the Student Assistant Counselor should complete a request form. Forms can be found in the main office or outside of the SAC office.

Mrs. Cech, Student Assistance Counselor (Ext.3222)

Guidance Office Passes

The Guidance Department will use a pass when the counselor desires to see a student or when the student requests an appointment. It is a legitimate hall pass and must be honored by the staff and used by the student appropriately. Student request forms can be found in the main office and outside of each guidance counselor's office.

Tutoring

If a student is absent for a short period (one week or less), he/she should check the teachers' websites for information on assignments missed. The student can also email the teacher directly with questions or concerns. Should a student be absent for an extended period of time, he/she should contact his/her guidance counselor to arrange for a home tutor. Details on the steps to be taken will be provided at this time.

PROGRESS REPORTS

Report Cards/Interim Reports

Report cards will be issued to the student at the end of each marking period. Approximately four (4) weeks prior to the end of the marking period, interim reports will be issued to students. These reports are designed to inform the parents of the of student progress in all classes. Parents with questions about interim reports are invited to contact the teacher or their designated guidance counselor.

Report Card Distribution Dates:

1st Quarter - November 16, 2015

2nd Quarter – February 3, 2016

3rd Quarter - April 11, 2016

4th Quarter – Report Cards Mailed Home (3-5 days after last day of school)

Approximately four weeks prior to the distribution of report cards, interim reports will be distributed to all students, which will indicate areas of commendation and/or deficiencies.

Interim Report Distribution Dates:

1st Quarter - October 8, 2015

2nd Quarter - December 18, 2015

3rd Quarter - March 7, 2016

4th Quarter - May 10, 2016

POWER PARENT

Power Parent is a web-based program that provides parents/guardians the opportunity to access student grades, assignments, and attendance. This program will allow you to monitor your child's progress in between mid-term reports and marking period report cards. We encourage you to access your child's information and grades weekly. For those of you, who do not have access to the internet at home, please use the West Deptford Public Library. Power Parent will help you acquire pertinent information regarding grading of tests, quizzes, projects and daily assignments.

If you have not yet done so, please come to the middle school main office to request your confidential username and password, along with instructions. In order to maintain confidentiality we will not provide this information over the phone.

GRADE SCALE

The following marking symbols are used in all subjects:

A+ 99 –100

A 94 –98 **Excellent**

A- 92 –93

B+ 90–91

B 85–89 **Good**

B- 83–84

C+ 81–82

C 76–80 **Average**

C- 74–75

D+ 72 – 73

D 67 – 71 **Poor**

D- 65 – 66

F 0 – 64 **Failure**

I - **Incomplete**

PRINCIPAL'S LIST AND HONOR ROLL

Students who receive all A's and B's on their report card will be placed on the Honor Roll. Students who receive all A's will be placed on the Principal's List. Students must meet these requirements in ALL Middle School subjects and classes.

PROMOTION

Promotion is based on successful completion of a minimum of four (4) major subjects. Any student who fails two (2) or more major subjects (Language Arts, Mathematics, Social Studies and Science) will be in jeopardy of failing for the school year and may be required to attend and pass summer school, or be retained at the present grade level. Placement is decided by the principal after consultation with the student's teachers and guidance counselor. Parents/Guardians of students who are in jeopardy for the year will receive a letter from the school principal.

- Language Arts is considered two subjects at all grades levels. It is a double-period of classwork in the areas of reading, literacy, spelling grammar and writing. A failure in Language Arts for the year will require students to attend summer school.
- Mathematics is considered two subjects in Grade 5. It is a double-period of classwork. A failure in Mathematics for the year will require students to attend summer school.

MINIMUM GRADE

The grading policy allows a minimum 59% average for Marking Period 1 & 2 for all full year courses. As students transition from one year to the next, we want to give them the opportunity and support to adjust to a new teacher and new course. Beginning the third marking period the grade your child earns in the course will be reflected as such on his/her report card. Please remember to check Power Parent daily for your child's grades and stay in contact with your child's teachers.

ATTENDANCE REGULATIONS

New Jersey Law and West Deptford Board of Education policy require that every student attend school regularly. Students must arrive by 10:47 AM to receive credit for the day. Students leaving before 12:05 PM will be recorded as absent. Students who are absent are allowed one day for each day's absence to make up assignments missed. Upon return to class, students must determine from their teachers any work to be made up. When a student fails to complete the work missed during any absence, he/she receives a zero for those assignments. Please note: All students must be in school a minimum of 4 hours for them to be considered present. This applies to both half days and full days of school.

Excused absences from school include the following:

1. Student Illness (must have documentation from physician)
2. Student's required attendance in court
3. Religious Holidays
4. Death in the Student's Family
5. Educational Opportunities
6. Student's suspension from school
7. Take Your Child to Work Day
8. *Family Emergencies

*Family emergencies may be interpreted as an absence for a reason not listed above, but deemed excused by the Principal's discretion upon receipt of a written request by the student's parent stating the reason for the absence and requesting permission for the absence.

NOTE: **Vacations are *unexcused* absences.** Any student absent due to an unexcused absence will receive their make-up work upon their return to school. The student must assume responsibility for obtaining and making up any work missed upon their return to school.

Notification for Student Absence

1. Parent/Guardian contact our Attendance Office reporting child's name, grade, and reason for absence.
2. Please specify the dates of absence

Failure to notify the attendance office will require the school contact you for information regarding your child's absence. This is a necessary step in order to ensure the safety of your child.

Students absent from school may not participate in any school-related activity on the day of the absence.

Requests for Homework Due to Absence

1. Please contact your child's guidance counselor to request missed classwork/homework. If necessary, leave a message on their voicemail. Guidance counselors will contact teachers regarding your request. Please keep in mind that 24 hours notice is required. It is recommended that parents/guardians contact the main office at the end of the school day to see if requested work is available. Our building is open until 4 PM (Monday – Thursday) and until 3:30PM on Fridays (or last school day of the week).
2. Students will submit makeup work within the time equal to the number of days absent.

Early Dismissal

Students leaving school early for any reason must provide the attendance office with a note during homeroom period on the day of the early dismissal. The time of dismissal, date and parent/guardian signature are required. A pass will be given to your child that will be presented to the classroom teacher at the time of dismissal. Please come to the Main Office to sign out your child before leaving the building.

LATE TO SCHOOL PROCEDURE

Students arriving to school late shall report to the main entrance counter to sign in. After 8:05 AM, a late note is required (dated and signed by the parent/guardian stating the reason for the lateness). Students arriving after 10:00 AM will sign in at the Main Office. Chronic lateness to school may result in disciplinary consequences.

Some specific occurrences for which lateness will not be excused: oversleeping, car trouble, and failure of another person to pick up the student on time.

LATENESS TO CLASS

Middle school students have a responsibility to be at their assigned places at the proper time including classes, study halls, lunch and all other assignments. Teachers will assign consequences for lateness (1-5), including detentions, parent contacts, etc.. Students who are chronically late to their classes may be referred to the disciplinarian for additional action.

EARLY RELEASE

Students leaving school early for any reason must provide the attendance office with a note during homeroom period on the day of the early dismissal. The time of dismissal, date and parent/guardian signature are required. A pass will be given to your child that will be presented to the classroom teacher at the time of dismissal. Please come to the Main Office to sign out your child before leaving the building.

Students released prior to 12:05 P.M. will be counted absent and not as an early release for the purpose of this policy.

CODE OF CONDUCT

The goal of the West Deptford Middle School Code of Conduct is to promote a positive, safe atmosphere for teaching, learning and mutual respect. It is the result of a combined effort of administration, parents, teachers, students and the Board of Education. In order to accomplish this goal, the entire school community must work cooperatively.

Our Code of Conduct will:

1. Be fair and consistent for all students.
2. Encourage parental involvement at every level.
3. Promote a positive, safe atmosphere for teaching, learning, and mutual respect.
4. Ensure that students develop a sense of personal responsibility.

All West Deptford Middle School Students are expected to be:

1. Honest
2. Positively involved in the learning process by being attentive and prepared for learning. (Headphones, cell phones or electronic devices such as I-pods, handheld gaming devices, etc. are not permitted and should be kept in lockers.)
3. On time for school, class and supervised areas unless authorized to be someplace else
4. Responsible for personal commitments including disciplinary actions.
5. Dressed appropriately.
6. Able to resolve conflicts without resorting to physical confrontations.
7. Able to behave appropriately in the hallways.
8. Able to exercise proper manners in the cafeteria.
9. Able to safely enjoy recess.
10. Able to attend school and school functions free of all unauthorized substances and weapons.
11. Able to adhere to appropriate standards of safety concerning fireworks, matches, and fire alarms.
12. Able to act appropriately on the school bus at all times.
13. Respectful of others. School will be free of any racism, harassment, and sexual harassment or bullying of any kind. Offensive language or gestures, physical or verbal intimidation will not be tolerated.
14. Respectful of all school personnel. Threatening remarks, defiant behavior, offensive language or gestures are never appropriate.
15. Respectful of all school and student property.

Consequences will be imposed on those students who fail to meet our expectations. Consequences may include warnings, parental contacts, teacher detentions, administrative detentions, internal suspensions and external suspensions. It may also be necessary to exclude students from certain activities because of inappropriate behavior or poor decision making skills.

If a student breaks the code of conduct, several steps may be taken:

1. Teacher will meet with the student to discuss the problem.

2. Teacher will contact parents by phone, email, or personal conference.
3. Teacher will arrange a student conference with a school counselor.
4. Teacher will refer the student to the administration.

Detentions will be held after school from 2:55 p.m. until 3:35 p.m. Students will be given 24 hour notice for the detention. A late bus is provided for students who ride buses and have been assigned a detention. With each successive offense, consequences become more formal and severe. Suspensions are some of the most severe consequences that may be imposed.

Hall Regulations

Each student should display self control and courtesy at all times to contribute to the well being and comfort of his/her fellow students. When passing to class during the day, students should not gather in the halls in groups so as to impede the movement of traffic. Students should walk at all times and arrive at class on time. During building evacuations, observe absolute silence and follow directions.

No one is to be in the hall while classes are in session without a pass. Hall passes are included as a part of the school agenda book. Students must have a signed pass and therefore carry their agenda book with them at all times in order to be in any area of the school without adult supervision. Students should present their pass to the staff member in charge when they reach your destination.

Handling of Discipline

Teachers will handle discipline for most offenses. For serious offenses or repeated offenses, the student may be referred to the Assistant Principal for Discipline. A student referred to the office for a disciplinary matter may be assigned a penalty as stated on the charts on the following pages.

STUDENT RIGHTS	STUDENT RESPONSIBILITY
<p><i>Students have the right to be treated with respect by peers and staff.</i></p> <p><i>Students have the right to an education in positive and safe school climate.</i></p> <p><i>Students have the right to present information that has a bearing on disciplinary action.</i></p>	<p><i>Students have the responsibility and are expected to treat peers, staff, and oneself with respect.</i></p> <p><i>Students have the responsibility to respect the property of others and demonstrate behavior which guarantees a positive and safe school climate.</i></p> <p><i>Students have the responsibility to respect school property and help maintain an orderly environment.</i></p> <p><i>Students have the responsibility to comply with rules and regulations and accept the consequences for their actions established by the Board of Education.</i></p>
WHEN IS THE CODE IN FORCE?	
<p>The code is in force:</p> <p>On school property prior to, during, and following regular school hours when school is in session or when school activities are in operation.</p> <p>While students are on the school bus for any purpose.</p> <p>At all school-sponsored events and other activities.</p> <p>To protect school buildings and grounds.</p> <p>Additionally, school administrators are authorized to take administrative action when a student's misconduct to and from school has a harmful effect on the other students or on the orderly educational process.</p>	

ABUSIVE BEHAVIOR OFFENSES

	Offense	Consequences
1.	Harassment, Intimidation, Bias, or Bullying Offenses (per district policy 5512)	<p>Offenses involving any sort of harassment, intimidation, bias, or bullying will result in disciplinary consequences and are subject to investigation under the Anti-Bullying Bill of Rights.</p> <ul style="list-style-type: none"> · <i>Bias Acts:</i> Any action by a student intended to insult, offend, demean, threaten, or intimidate another student because of that student’s race, religion, gender, ethnic background, disability, or any other defining characteristic · <i>Harassment:</i> Any language, behavior, or gestures which attempt to elicit fear or anxiety from another student; may be of a verbal, cyber, physical, or sexual nature <p>Appropriate consequences will be determined, consistent with case law, Federal and State statutes, regulations and policies, and district policies and procedures. Appropriate remedial action for students who are found to have violated the Anti-Bullying Bill of Rights may range from positive behavioral interventions up to and including suspension or expulsion and police notification.</p> <p>In general, the following disciplinary consequences may be issued for any offenses involving harassment, intimidation, bias, or bullying:</p> <ul style="list-style-type: none"> · External suspension (OSS) for a length to be determined by administration · Parent Notification · Meeting with counselor and/or administration · Notification of School Resource Officer · Possible municipal charges <p>FULL DISTRICT POLICY (5512) IS AVAILABLE ON THE DISTRICT WEBSITE.</p>
2.	Threat to Safety of Others (Staff or Student)	The administration will review the allegations and determine appropriate consequences.
3.	Abusive Language to Other Students (written or spoken language or gesture that is offensive, obscene, or vulgar)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Administrative Detention · Apology · Parent notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 2 Administrative Detentions · Apology · Parent notification and conference · Counselor notification and conflict resolution session <p>3RD AND SUBSEQUENT OFFENSES (1 POINT)</p> <ul style="list-style-type: none"> · 1 Day ISS · Apology · Parent notification and conference with administration · Counselor notification and conflict resolution session

4.	Abusive Language to Any District Employee (written or spoken language or gesture that is offensive, obscene, or vulgar)	<p>1ST OFFENSE (1 POINT)</p> <ul style="list-style-type: none"> · 1 Day ISS (Internal Suspension) · Apology · Parent conference with administration <p>2ND AND SUBSEQUENT OFFENSES (2 POINTS)</p> <ul style="list-style-type: none"> · 2 Days ISS (Internal Suspension) · Apology · Parent conference with administration · Counselor/SAC Contact
5.	Failure to Follow Rules and Regulations (i.e. inappropriate conduct in halls, public display of affection, in the hall without a pass, general horseplay, food or drinks in the halls, loitering, unsupervised in the building, gambling, playing cards)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · 1-2 Lunch/Recess Detentions · Parent notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · Administrative Detention · Parent notification · Counselor/ SAC contact <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · 2 Administrative Detentions · Parent notification · Counselor/SAC contact · Subsequent Offenses may result in ISS and Conference with AP (1 POINT)
6.	Assault by WDMS Student on Another Student	<p>1st OFFENSE (3 POINTS)</p> <ul style="list-style-type: none"> · 3 Days OSS (external suspension) · Parent conference with administration · Counselor notification and conflict resolution session · Municipal complaint may be filed <p>2nd OFFENSE AND SUBSEQUENT OFFENSES (5 POINTS)</p> <ul style="list-style-type: none"> · 5 Days OSS (external suspension) · Parent conference with administration · Counselor notification and conflict resolution session · Municipal complaint may be filed · Board of Education Hearing
7.	Assault by Pupil on West Deptford Board of Education Employee	<p>ANY OFFENSE</p> <ul style="list-style-type: none"> · 18A:37-2.1 Assault by pupil upon a teacher, etc.; suspension, expulsion proceedings. · Any pupil who commits an assault, as defined pursuant to N.J.S.2C:12-1, upon a teacher, administrator, board member or other employee of the board of education, acting in the performance of his duties and in a situation where his/her authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local Board of Education. Said proceedings shall take place no later than 30 calendar days following the day on which the pupil is suspended. Must attend conflict resolution sessions.

BEHAVIORAL OFFENSES

	Offense	Consequences
8.	<p>Academic Dishonesty</p> <ul style="list-style-type: none"> · Cheating · Copying of another's work OR providing work to another student to copy · Fabrication/Falsification · Tampering · Plagiarism · Unfair Advantage · Other Academic Misconduct determined by the Administration 	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Parent Conference · Zero for all class work <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 1 to 2 days Lunch Recess Detention · Parent Conference · Zero for all class work <p>3RD AND SUBSEQUENT OFFENSES (1-2 POINTS)</p> <ul style="list-style-type: none"> · 1 to 2 days ISS (internal suspension) · Parent Conference · Zero for all class work
9.	<p>Cafeteria Misconduct (Actions which disrupt the orderly management of the cafeteria, i.e. throwing food, failure to clean up)</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Warning/Reprimand OR Lunch/Recess Detention · Parent Notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 1-2 Lunch/Recess Detentions · Parent Notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · 1-2 Administrative Detentions · Parent Conference
10.	<p>Bus Misconduct (Actions which disrupt the orderly management of the bus, i.e. out of seat, horseplay, eating)</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Warning/Reprimand · Parent notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 1-2 Lunch/Recess Detention · Parent notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · 1-2 Administrative Detentions · Parent notification · Possible Suspension from bus per referral
11.	<p>Forgery (falsifying and/or possession of an altered note or school-related document from a parent/guardian/teacher/doctor)</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Administrative Detention · Parent notification · Pass restriction for a length of time to be determined by administration <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 2 Administrative Detentions · Parent notification · Counselor/SAC contact · Pass restriction for a length of time to be determined by administration <p>3RD AND SUBSEQUENT OFFENSES (1-2 POINTS)</p> <ul style="list-style-type: none"> · 1 to 3 days ISS (internal suspension) · Parent conference with administration · Counselor/SAC contact · Pass restriction for a length of time to be determined by administration

12.	Cutting Class	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · 2 Lunch/Recess Detentions · Parent notification · Zero for all class work <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 2 Administrative Detentions · Parent notification · Zero for all class work · Counselor/SAC contact <p>3RD AND SUBSEQUENT OFFENSES (1 POINT)</p> <ul style="list-style-type: none"> · 1 days ISS · Parent conference with administration · Zero for all class work · Pass restriction for a length of time to be determined by administration · Principal Conference <p><i>NOTE: Time missed from class will be noted in accordance with attendance policy. Any student who arrives to class after 10 minutes and is unable to produce a verifiable pass will be disciplined for cutting class.</i></p>
13.	<p>Cutting School -Truancy (Absence from school without prior authorization or approved reason) Leaving school grounds may result in notifying the appropriate authorities)</p>	<p>1ST OFFENSE (1 POINT)</p> <ul style="list-style-type: none"> · 1 Day ISS (Internal Suspension) · Parent notification · Zero for all class work · Counselor/SAC Contact <p>2ND OFFENSE (2 POINTS)</p> <ul style="list-style-type: none"> · 2 Days ISS (Internal Suspension) · Parent notification · Zero for all class work · Counselor/SAC Contact <p>3RD AND SUBSEQUENT OFFENSES (3 POINTS)</p> <ul style="list-style-type: none"> · 3 days ISS · Parent conference with administration · Zero for all class work · Counselor/SAC Contact <p><i>NOTE: Additional Offenses may result in a Superintendent Review. Time missed from school will be noted in accordance with attendance policy.</i></p>

14.	Disruptive Behavior -Behaviors which disrupt the teaching /learning process	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Lunch/Recess Detention · Parent notification · Counselor/SAC Contact <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 1 Administrative Detention · Parent notification · Counselor/SAC Contact <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · 2 Administrative Detentions · Parent notification · Counselor/SAC contact <p>Subsequent referrals may result in days of ISS, Principal/Parent Conference</p>
15.	Theft of Food/Beverage from Cafeteria	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · 1 week Lunch/Recess detention · Parent notification · Restitution <p>2ND OFFENSE (1 POINT)</p> <ul style="list-style-type: none"> · 1 day ISS · Parent notification · Restitution <p>3RD AND SUBSEQUENT OFFENSES (2 POINTS)</p> <ul style="list-style-type: none"> · 1 day OSS (external suspension) · Parent notification and conference with administration · Restitution · Municipal complaint may be filed
16.	Failure to Attend Teacher Detention	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Reassign Teacher Detention · 1-2 Lunch/Recess Detention · Parent Notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 1 Administrative Detention · Parent notification · Counselor/SAC contact <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · 2 Administrative Detentions · Parent notification · Counselor/SAC contact · Subsequent Offenses may result in ISS (1 POINT) and conference with Principal

17.	Failure to Attend Administrative Detention	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Detention reassigned · 1 Lund/Recess Detention · Parent Notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 2 Administrative Detentions · Parent notification · Counselor/SAC Contact <p>3RD AND SUBSEQUENT OFFENSES (1 POINT)</p> <ul style="list-style-type: none"> · 1 day ISS · Parent notification · Counselor/SAC Contact <p><i>NOTE: Any student who fails to attend an administrative detention will not be permitted to participate in any after school activity for that day.</i></p>
18.	Insubordination/Disrespect/Open Defiance of Authority (Verbal or nonverbal refusal to comply with a reasonable directive. Refusal to leave an area when requested.)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Administrative Detentions · Parent notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 2 Administrative Detentions · Parent notification · Counselor/SAC contact <p>3RD AND SUBSEQUENT OFFENSES (1-2 POINTS)</p> <ul style="list-style-type: none"> · 1-2 days ISS · Parent notification · Degree of any level offense may result in OSS and/or filing of Municipal complaint
19.	Reckless Behavior- Inappropriate behavior in halls, class, and/or playground, public displays of affection, no pass, horse play/scuffle, food drink in halls...)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · 1 Administrative Detentions · Parent notification · Counselor/SAC contact <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 2 Administrative Detention · Parent notification · Counselor notification <p>3RD AND SUBSEQUENT OFFENSES (1-2 POINTS)</p> <ul style="list-style-type: none"> · 1 to 2 days ISS (internal suspension) · Parent notification and conference with administration · Counselor notification

20.	Dress Code Violation (in accordance with District Policy 5511)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Administrative warning · Student required to change into suitable attire before return to class (may change into Phys. Ed. attire if necessary) <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 1 Administrative Detention · Student required to change into suitable attire before return to class (may change into Phys. Ed. attire if necessary) · Parent notification · Counselor/SAC contact <p>3RD AND SUBSEQUENT OFFENSES (1 POINT)</p> <ul style="list-style-type: none"> · 1 Day ISS (internal suspension) · Student required to change into suitable attire before return to class (may change into Phys. Ed. attire if necessary) · Parent notification · Counselor /SAC contact · Advisor/Coach notification <p><i>NOTE: Time missed from class due to dress code violations will be noted in accordance with attendance policy. Students may be detained in the office or ISS if inappropriate clothing can not be changed until parent arrives)</i></p>
21.	Endangering Others (Acts that cause harm to another either intentionally or due to unruly, careless behavior)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Administrative warning · Parent notification · Counselor/SAC contact <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 2 Administrative Detentions · Parent notification · Counselor/SAC contact <p>3RD OFFENSE AND SUBSEQUENT OFFENSES (1-2 POINTS)</p> <ul style="list-style-type: none"> · 1-2 days ISS (internal suspension) · Parent notification · Counselor/SAC Contact
22.	Use of Electronic Device (cell phones, pagers, hand-held games, unauthorized cameras, portable audio devices, Ipods)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Warning · Confiscation of Device (returned at end of school day) · Parent notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 2 Administrative Detentions · Confiscation of Device (returned to parent/guardian ONLY) · Parent notification <p>3RD OFFENSE AND SUBSEQUENT OFFENSES (1 POINT)</p> <ul style="list-style-type: none"> · 1 Day ISS (internal suspension) · Confiscation of Device (returned to parent/guardian ONLY) · Parent conference with administration · Student is prohibited from bringing device to school

LATENESS AND UNEXCUSED EARLY RELEASE

	Offense	Consequences
23.	Lateness to school (after 8:25 bell until 10:45 AM)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Lateness Documented · Administrative Warning <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · Lateness Documented · Administrative Single Detention <p>3rd AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · Lateness Documented · Administrative Double Detention <p><i>NOTE: Students who are habitually late to school may be subject to municipal action. Administration reserves the right to assign lunch/study hall detention, Saturday detention, and ISS if students fail to comply with aforementioned consequences.</i></p>
24.	Lateness to school (after 10:47 AM)	<ul style="list-style-type: none"> · All students are to report immediately to the main office. · Students WILL NOT receive credit for attendance if not in school a minimum of four (4) hours. Arrival to school after 10:47 AM is considered an absence.
25.	Lateness to class (Same Teacher) (Starting with the 3rd lateness to class and every 2nd offense thereafter)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Administrative Detention · Parent Notification · Counselor/SAC contact <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 2 Administrative Detentions · Parent notification · Counselor/SAC contact <p>3RD AND SUBSEQUENT OFFENSES (1 POINT)</p> <ul style="list-style-type: none"> · 1 Day ISS (internal suspension) · Parent notification · Counselor/SAC contact <p><i>NOTE: Arriving 10 minutes late or more to class without a verifiable pass or excuse will be considered an absence/cutting.</i></p>
26.	Unexcused Early Release	<ul style="list-style-type: none"> · Students cannot receive credit for attendance if not in school for a minimum of 4 hours. If a student leaves school prior to being in attendance for 4 hours, they will be marked absent for that day. · Students who leave school early but have been in attendance for at least 4 hours will have their class period absences noted in accordance with attendance and credit policies. Parents/guardians are strongly encouraged to make appointments for their students after school hours · Students, who leave early unexcused, may not participate in any after school activities (athletics, clubs, dances/skating parties, etc.) without administrative approval..

PROPERTY OFFENSES

	Offense	Consequences
27.	Tampering with School Equipment (including computers and related paraphernalia or accessing unauthorized or inappropriate sites and materials)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · 1-2 Administrative Detentions · Parent Conference · Restitution for loss <p>2ND OFFENSE (1 POINT)</p> <ul style="list-style-type: none"> · 1 day ISS · Parent Conference · Restitution for loss <p>3RD AND SUBSEQUENT OFFENSES (2-3 POINTS)</p> <ul style="list-style-type: none"> · 2-3 days ISS · Parent Conference · Restitution for loss <p>Any violation may result in loss of computer access, internet and email privileges as well as other disciplinary or legal action.</p>
28.	Tampering with Network Resources (including school, student or staff files)	<p>1ST OFFENSE (2 POINTS)</p> <ul style="list-style-type: none"> · 2 days ISS · Saturday Detention · Parent notification · Restitution for any damage or loss · Municipal complaint may be filed <p>2ND OFFENSE (2-6 POINTS)</p> <ul style="list-style-type: none"> · 1 to 3 day OSS (external suspension) · Parent notification and conference with administration · Restitution for any damage or loss · Municipal Complaint will be filed <p>3RD AND SUBSEQUENT OFFENSES (10 POINTS)</p> <ul style="list-style-type: none"> · 5 day OSS (external suspension) · Parent notification and conference with administration · Restitution for any damage or loss · Municipal Complaint will be filed · Possible Superintendent's hearing · Possible loss of computer/technology access (where applicable) · Possible additional legal action (where applicable)

29.	Theft/Stealing –Minor offenses, under \$35 in value (individual or school property on school grounds or during school related activities)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Administrative Detention · Parent notification · Restitution for loss <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 2 Administrative Detentions · Parent notification and conference with administration · Counselor/SAC contact · Restitution for loss <p>3RD AND SUBSEQUENT OFFENSES (1-2 POINTS)</p> <ul style="list-style-type: none"> · 1-2 Days ISS (internal suspension) · Parent notification · Counselor/SAC contact · Restitution for loss · Municipal Complaint may be filed
30.	Theft/Stealing –Major (individual or school property on school grounds or during school related activities)	<p>1ST OFFENSE (1-3 POINT)</p> <ul style="list-style-type: none"> · 1-3 Days ISS (internal suspension) · Parent notification and conference with administration · Counselor/SAC contact · Restitution for loss · Municipal Complaint may be filed <p>2ND OFFENSE (3-5 POINTS)</p> <ul style="list-style-type: none"> · 3-5 day ISS (internal suspension) · Parent notification and conference with administration · Counselor SAC contact · Restitution for loss · Municipal Complaint may be filed <p>3RD AND SUBSEQUENT OFFENSES (POINTS TBD)</p> <ul style="list-style-type: none"> · OSS (external suspension) Pending Superintendent Hearing · Parent notification and conference with administration · Counselor SAC contact · Restitution for loss · Municipal Complaint may be filed
31.	Vandalism or Destruction / Defacing of Property NJSA 18A:37-3 (Liability of parent/guardian for willful destruction of property by student under 18)	<p>1ST OFFENSE (1 POINT)</p> <ul style="list-style-type: none"> · 1 day ISS (internal suspension) · Parent notification and conference with administration · Counselor/SAC contact · Restitution for loss · Municipal Complaint will be filed <p>2ND OFFENSE AND SUBSEQUENT OFFENSES (2-3 POINTS)</p> <ul style="list-style-type: none"> · 2-3 days ISS (internal suspension) · Parent notification and conference with administration · Counselor/SAC contact · Restitution for loss · Municipal Complaint will be filed
32.	Trespassing (on school property without permission)	<p>ALL OFFENSES (POINTS TBD)</p> <ul style="list-style-type: none"> · 1 to 10 day OSS (external suspension) · Parent notification and conference with administration · Municipal Complaint will be filed

33.	Gambling (card games, wagers, or any other such activity)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · 1 Administrative Detention · Confiscation of paraphernalia · Parent notification · Counselor notification · SRO notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 1 - 2 Administrative Detentions · Saturday Detention · Confiscation of paraphernalia · Parent notification · Counselor notification · SRO notification <p>3RD OFFENSE</p> <ul style="list-style-type: none"> · 1 day ISS (1 POINT) · Confiscation of paraphernalia · Parent notification · Counselor notification · SRO notification
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SAFETY / HAZARD OFFENSES

	Offense	Consequences
34.	Tampering With or Pulling Fire Alarm	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · 1 day ISS (1 POINT) · Parent notification and conference with administration <p>2ND OFFENSE (2-4 POINTS)</p> <ul style="list-style-type: none"> · 1-2 days OSS (external suspension) · Parent notification and conference with administration · Municipal Complaint will be filed <p><i>NOTE: Board of Education may seek reimbursement for fines incurred for false alarms.</i></p>
35.	Possession of Weapons or Weapon-Related Paraphernalia NJSA2C:39	<p>The Administration has the right to determine the nature and seriousness of any weapons-related incident. Upon determining the seriousness of the incident, the following disciplinary action will be taken:</p> <ul style="list-style-type: none"> · External suspension until Superintendent's hearing which may result in a Board of Education expulsion hearing (4-10 days) · Parent conference · Child Study Team referral · Municipal Complaint will be filed <p><i>NOTE: This code also refers to imitation, toy, or decoy weapons. At the discretion of the Administration, a student may only meet with the Principal regarding the incident. The Administration will make the determination as to whether or not the weapon was brought to school inadvertently; and/or there was no indication that the intent was to use the weapon in a threatening or malicious manner</i></p>

36.	Assault With Weapon, or Infliction of Bodily Harm NJSA 2C:12-1	ALL OFFENSES <ul style="list-style-type: none"> · External suspension until Superintendent's hearing which may result in a Board of Education expulsion hearing · Parent conference · Child Study Team referral · Municipal Complaint will be filed

SUBSTANCE-RELATED OFFENSES

	Offense	Consequences
37.	Possession of Drug Paraphernalia (not containing any controlled dangerous substance otherwise identified in N.J.A.C. 6:29-9.3(a))	1 ST OFFENSE (4 POINTS) <ul style="list-style-type: none"> · Parent notification · 2 day OSS (external suspension) · SRO informed and municipal complaint filed · Student will be required to attend drug counseling sessions with the school's Substance Abuse Counselor (SAC) · Drug test/doctor's note needed to return to school · On-going random urine monitoring. The monitoring will be in place for one calendar year from the offense. 2 ND AND SUBSEQUENT OFFENSES (POINTS TBD) <ul style="list-style-type: none"> · All of the above <i>PLUS</i>: · External suspension until Superintendent's hearing which may result in a Board of Education disciplinary hearing
38.	Possession of Alcohol, Drugs, Steroids, or Substances identified in N.J.A.C. 6:29-9.3(a) N.J.A.C. 6:36-1 et seq	1 ST OFFENSE (POINTS TBD) <ul style="list-style-type: none"> · Parent notification · 5-10 day OSS (external suspension) · SRO informed and municipal complaint filed · Student will be required to attend drug counseling sessions with the school's Substance Abuse Counselor (SAC) · Drug test/doctor's note needed to return to school · Superintendent's hearing which may result in a Board of Education disciplinary hearing 2 ND AND SUBSEQUENT OFFENSES (POINTS TBD) <ul style="list-style-type: none"> · All of the above <i>PLUS</i>: · External suspension until Superintendent's hearing which may result in a Board of Education disciplinary hearing.

39.	<p>Under the Influence of Alcohol, Drugs, Steroids or Substances identified in</p> <p>N.J.S.A.C. 6:29-9.3(a)</p>	<p>1ST OFFENSE (POINTS TBD)</p> <ul style="list-style-type: none"> · Parent notification · Immediate medical examination including urinalysis to verify use and determine extent of use · SRO notified and municipal complaint filed (if drug test is positive) · Suspension 5-10 day external suspension upon verification of positive diagnosis of alcohol, drugs, or use · Medical statement substantiating a student's state of well being is required before re-entry after positive diagnosis of chemical use. This also pertains to students who are returning after completing a drug treatment program. · Student and parent/guardian referral to the school substance abuse counselor for treatment, after-care, and re-entry plan. · Student will be required to attend drug counseling sessions with the school's Substance Abuse Counselor (SAC) · On-going random urine monitoring. The monitoring will be in place for one calendar year from the offense. <p>2ND AND SUBSEQUENT OFFENSES (POINTS TBD)</p> <ul style="list-style-type: none"> · All of the above <i>PLUS</i>: · Superintendent's hearing which may result in a Board of Education disciplinary hearing
40.	<p>OTC (Over The Counter) Medications - Possession/Consumption</p>	<p>1ST OFFENSE (1 POINT)</p> <ul style="list-style-type: none"> · 1 day ISS (internal suspension) · Municipal complaint may be filed <p>2ND AND SUBSEQUENT OFFENSES (POINTS TBD)</p> <ul style="list-style-type: none"> · Any additional offenses will result in an external suspension pending a superintendent's hearing
41.	<p>OTC (Over The Counter) Medications - Distribution</p>	<p>1ST OFFENSE (6 POINTS)</p> <ul style="list-style-type: none"> · 3 days OSS (external suspension) · Municipal complaint may be filed <p>2ND AND SUBSEQUENT OFFENSES (POINTS TBD)</p> <ul style="list-style-type: none"> · Any additional offenses will result in an external suspension pending a superintendent's hearing
42.	<p>Smoking/ Included possession of Tobacco Products or Paraphernalia (includes students who are seen exhaling smoke/vapor, using chewing tobacco or other tobacco product)</p> <p><i>Smoking on school grounds or in vehicles on school grounds is prohibited by law!</i></p>	<p>1ST OFFENSE (1 POINT)</p> <ul style="list-style-type: none"> · 1day ISS (internal suspension) · Parent notification · Referral to SAC for smoking cessation program · Municipal Complaint will be filed <p>2ND OFFENSE (2 POINTS)</p> <ul style="list-style-type: none"> · 2 day ISS (internal suspension) · Referral to SAC for smoking cessation program · Municipal Complaint will be filed · Loss of privileges to be determined by the Administrator

DISCIPLINARY POINTS AND CONFERENCES

A point system has been established in conjunction with the discipline code in West Deptford Middle School. Students who receive discipline referrals, which result in an Internal/External Suspension(s), will receive discipline points. The student, who shows good behavior in terms of not receiving any referrals, will be entitled to a reduction in the total number of points he/she has accumulated. The reduction will be at the rate of two points per twenty (20) consecutive school days.

Disciplinary conferences will be conducted at various point accumulation levels. The purpose of the conference will be to review the student's progress and to provide interventions involving the student, administration, counselor and parents/guardians.

Four Point Conference- Guidance Counselor

Upon accumulating the fourth (4) discipline point, the guidance counselor will be notified. Subsequently any review of the student's progress will include discussion of current status with regard to discipline to reinforce and make the student aware school rules and regulations.

Eight Point Conference – Assistant Principal

Upon accumulating eight (8) discipline points or more a meeting can be held with the parents, guidance counselor, building administrator and student. At this conference, the student's academic progress, disciplinary record, and attendance will be reviewed and recommended courses of action will be discussed with the parents for improved student performance.

After the accumulation of eight (8) discipline points, the student will no longer have the privilege of participating in interscholastic athletics, attend any school-sponsored events (dances, field trips, socials, etc.), or any co-curricular activities, until the student's discipline point total is less than eight (8) points.

Twelve Point Conference - Principal

Upon accumulating twelve (12) discipline points or more a meeting can be held with the parents, guidance counselor, principal, assistant principal, and the student. At this conference, the student's academic, disciplinary, and attendance records will be reviewed and recommended courses of action will be discussed with the parents for improved student performance.

NOTE: Case managers of classified students may be required to attend conferences at the eight, twelve, and higher point levels.

Reduction of Points

In order to motivate pupils toward more positive social behavior, the following procedure has been instituted: The student, who shows good behavior in terms of not receiving any referrals, will be entitled to a reduction in the total number of points he/she has accumulated. The reduction will be at the rate of two (2) points per twenty (20) consecutive school days. **At the end of each school year, discipline points are removed. Students will begin each school year with no points.**

CELLULAR PHONES/RADIOS/IPODS AND OTHER ELECTRONIC DEVICES

Though students are permitted to bring in IPODs, MP3 players, cell phones, and other electronic equipment on the bus, their use during school hours is prohibited. Such equipment may be taken from a student and kept in the office unless kept in a locker turned off during school hours. In emergency situations students may use the office phones to contact parents or guardians. This rule may be revised with prior classroom teacher's approval.

Laser pointers can cause serious injury to the eyes and are not permitted. **(A student in possession of a laser pointer will be disciplined for possession of a weapon – See discipline policy).**

Students may have cellular phones. The cellular phones should not be visible and should be on silence during school hours. – See discipline policy under electronic devices.

DRESS CODE

The teaching staff and the administration maintain that grooming and dress habits are important to a student's academic success and wellbeing. However, since it is also recognized that the regulation of student dress is essentially a parental responsibility, the following code represents a minimum standard:

Standards for Dress Code:

1. Students should dress in a way as to not present a risk to themselves or others. For this reason, protective eyewear must be worn in science classes and appropriate footwear must be worn for PE classes. Spiked jewelry, apparel, or accessories are prohibited. No outerwear, head wear, or sunglasses may be worn indoors. Any exception will be made by Administration (Religious, spirit days, etc.)
2. Students should dress in such a way as to not distract from teaching or learning.

Shirts/Tops

All shirts must cover shoulders. Examples of inappropriate dress which are prohibited include, but are not limited

to:

- Low-cut revealing tops
- Clothing that is tight as to be form fitting and is considered immodest and, therefore, inappropriate
- Bare midriff or bare shoulder attire such as halter, spaghetti strap, tank or tube tops, muscle shirts, see-through tops, sleepwear

Pants/Shorts/Skirts/Skort/Dresses

The lowest point of clothing shall be fingertip length with arms at rest.

Examples of inappropriate dress which are prohibited include, but are not limited to:

- Pants, shorts, and skorts worn lower than the hip resulting in exposure of undergarments or inappropriate exposure of the body
- Sleepwear
- Excessively short skirts, skorts, or shorts. All shorts, skorts, shirts, and slits in outfits must touch the bottom of the fingertips when arms are resting at the sides

- Cut-offs and clothing with hole
- Yoga, stretch pants, and leggings can only be worn underneath fingertip length garments

3. Students should dress in such a way as to not offend or intimidate.

Examples of prohibited attire include but are not limited to those that:

- Have inflammatory symbols or statements of clothing bearing words or images that may be deemed offensive
- Have sexually suggestive writing/pictures
- Advocate violence
- Advertise or promote the use of tobacco, alcohol, drugs
- Have double meaning wording or obscene language/gestures
- Are disrespectful in nature

4. Students must wear appropriate shoes including sneakers, boots, or sandals must be worn at all times. Sneakers must be worn in the gym. Inappropriate footwear includes flip flops, slides, slippers, and sneaker skates.

The Administration reserves the right to alter this code in order to guarantee that an orderly classroom academic environment exists. The above dress code applies when attending a school-sponsored concert, play, variety show or similar activity. When going on a school-sponsored trip, the aforementioned dress code also remains in effect unless the sponsor of the trip has requested specific modifications from the Administration due to the nature of the outing.

Other rules relative to dress may be established by the Administration on an "ad hoc" basis for certain classes or certain operations in some classes when necessary for safety reasons. The administration is authorized to modify the dress code in order to sponsor school spirit day activities related to special dress. Student Council, in concert with representatives of the teaching staff and administration, shall continue to review these regulations and may make recommendations to the Board of Education for possible revisions as conditions and fashions change.

We believe it should not be necessary to enter into debates with students about whether a specific article of clothing is acceptable or not. We expect all students to adhere to the intent of the dress code as well as the specific wording of the code. If you have any doubt whether a specific article of clothing is a violation of the code, it probably is and you shouldn't wear it until you are certain it is acceptable. If you want an opinion before wearing something, please discuss the matter with the Administration.

Students in violation of the dress code will be required to obtain a change of clothing before being permitted to attend classes. Administrative detentions may also be issued for repeated violations.

BUILDING EVACUATION

The signal to evacuate the building will be the fire alarm bell or a PA announcement. Directions for leaving the building will be given by the teacher and are posted near the door of each room in the building. At the sound of the alarm, students and teachers should move SILENTLY and QUICKLY in orderly lines through the nearest exit, and away from the building. Students should follow teacher directions in the event that doors are blocked and move quietly and quickly to the next nearest exit. Instruction to return to class will be given by the teacher after an appropriate signal over the PA system. There will be no talking during a building evacuation so that emergency instructions can be heard.

BULLETIN AND MORNING ANNOUNCEMENTS

A daily bulletin containing announcements pertaining to students and student groups and organizations will be posted on homeroom Smart Boards every morning. Students and parents may also access the daily bulletin through their individual student portal in Powerschool. It is the responsibility of each student to be aware of the information contained in the daily bulletin.

Announcements pertaining to the entire student body or to a large number of students will be included in the morning announcements which are broadcast as part of the opening exercises during homeroom. These announcements will also be included in the daily bulletin that can be accessed through Power Parent as well.

CAFETERIA

The students may purchase lunch in the cafeteria, or they may bring lunch from home. Lunch at school may be either the regular hot lunch or a bag lunch (sandwich, fruit, and cookies). Students may also purchase a salad for lunch by ordering the salad one (1) day in advance. Regular lunches do not have to be ordered in advance. If students bring lunch from home, they may buy milk or juice (from a juice machine) separately. Parents can pre-pay into an account accessed by the student using their school I.D. Whether you buy or bring your lunch from home, the cafeteria is the only place in the building to eat it. All students must adhere to these regulations concerning lunch:

1. All students must follow the directions of the cafeteria staff and abide by cafeteria rules at all times.
2. All food/drink must be consumed in the cafeteria. No food/drink may be taken from the cafeteria at dismissal.
3. Any student who demonstrates unacceptable behavior in the lunchroom may be assigned to another table to eat or to another lunch time.
4. Any student who continues to misbehave will be referred to the discipline office.
5. Any student who has been a constant problem in the cafeteria may be assigned a permanent seat in the cafeteria.
6. Student conversation is limited to the table only. Shouting, etc. to students at other tables is not permitted.
7. Each student is required to maintain cleanliness in the area where they have eaten so that it is ready for the next student.
8. Weather permitting, students will be provided an outdoor recess time before or following their scheduled lunch. They will be escorted to a supervised area behind the school and have the opportunity for a recreational period. All school rules will apply during this recess period.

The Middle School will use the previous year's Free and Reduced Lunch Program forms until new forms have been completed and processed.

FOOD

In order to maintain a clean, healthy, and safe school environment, the following rules pertaining to food and beverages in the building must be followed:

1. **No glass bottles may be brought into the building at anytime.**
2. **Students may carry water bottles throughout the day.**
3. **No food is permitted to be eaten in the classrooms or hallways at anytime.**
(exception: Medical)
4. **Students may not take food out of the cafeteria.**

*Students who have band and choir or have other extenuating circumstances during the lunch periods may need to eat lunch in the classroom, with administrative approval.

PHYSICAL EDUCATION INFORMATION

All students will participate in physical education/health classes.

1. **Clothing Requirements:**

- Students in grades 6 through 8 **MUST** bring a change of clothing for PE. They are not required to change shoes provided that they are wearing sneakers.
- Students in grade 5 are not required bring a change of clothing for PE but should wear sneakers.

2. **Preparation:** Any student who is unprepared for class (does not change clothes) will lose preparation points but may still participate given they are wearing sneakers. Students that do not have sneakers will lose participation and preparation points.

3. **Medical Excuses:**

Short-term (up to a week)

- The student should bring a note to the nurse during homeroom signed by the parent/guardian explaining the reason for a medical excuse. The nurse will notify the physical education teacher.
- It is the responsibility of the student to ask for an assignment to be completed during class. The student will not lose any points with the proper documentation and completion of assignments.

Long-term (more than a week)

- The student should bring a doctor's note explaining the reason for a medical excuse for PE to the school nurse (same as above).
- It is the responsibility of the student to ask for an assignment to be completed during class. The student will not lose any points with the proper documentation and completion of assignments.

4. **Locks and lockers:** A gym lock and locker will be provided by the school. Students should secure their clothing and valuables in the locker. WDMS will not be held responsible for lost or stolen items.

ILLNESS IN SCHOOL

Any student who feels ill during the school day will be sent to the nurse by the classroom teacher or staff member in charge. There are lavatory facilities in the nurse's office. The nurse will decide if the child needs to go home. Parents should sign the early-out sheet in the main office before taking their child home. **Students are not permitted to leave the building due to illness without Parental/Nurse contact.**

MEDICATION IN SCHOOL / SCHOOL NURSE

Due to increasing needs and requests to administer over-the-counter and prescribed medication to students during school hours, the following is required:

1. All medications (prescription and over-the-counter) are to be registered with the school nurse. Medications are to be given under the supervision of the school nurse in the Health Office. Information regarding self-medication is available from the school nurse.
2. Any medication prescribed by a physician that needs to be taken during school hours must be brought to school by a parent/guardian in a properly labeled bottle.
3. The nurse cannot give any medication without a physician's order stating dosage, frequency and permission from the parent.
4. The school does not have the responsibility for diagnosis or treatment beyond first aid care.
Treatments of accidents or illnesses that occur at home are the responsibility of the parent.
5. Students are not to ask permission to see the nurse for cough drops, throat lozenges, etc.

PHYSICAL EXAMINATION

A physical examination is required upon entrance into West Deptford Schools. It is very important that all children receive regular physical examinations by their own physician. An untreated medical condition may adversely compromise a student's academic achievement.

A sport physical is required for participation in interscholastic sports. Sport physicals are scheduled throughout the year for students who are interested in participating in interscholastic sports.

LIBRARY/MEDIA CENTER

The Library/Media Center, located near the front entrance in the center core of the building, is stocked with a wide variety of books, encyclopedias and other reference sources. The library is used for study and research under the direction of a teacher. Students may borrow materials for up to two (2) weeks. Encyclopedias, reference books, and current issues of magazines are not to be taken from the library without special permission from the library staff. (Specially marked encyclopedias may be borrowed overnight). Books should be returned on or before the due date. Any books lost or damaged must be paid for with the exact amount being determined by the administration.

LOCKERS

All students will be issued a locker at the beginning of the school year for storing laptops, books, clothing, backpacks, and all other personal items. **The lockers are the property of the school and are subject to inspection by school authorities at any time.** The school cannot guarantee the security of the locker. For your own protection, keep your combination confidential and leave all valuables at home. Students are to follow the appropriate times identified for your locker use as outlined by your team teachers. **Students are required to purchase a school issued combination lock.** Locks not issued by the school may be cut off by the school administration.

PERSONAL PROPERTY

Students assume the responsibility for loss or damage to their clothing, equipment, books, or instruments. The school endeavors to protect all personal property, such as bikes, but is not responsible for them. **LARGE SUMS OF MONEY AND ARTICLES OF SENTIMENTAL VALUE SHOULD NOT BE BROUGHT TO SCHOOL.** When items of value must be brought to school, they should be taken to the office for safekeeping until they are needed.

LOST AND FOUND

All articles which are found, including books, should be turned into the Lost and Found located in the back of the cafeteria. Students may claim lost articles by giving proper identification. Any item not claimed will be donated to a local charity.

OFF-LIMIT AREAS/LOITERING

Students not involved in co-curricular activities under the direct supervision of a staff member, are not to loiter in the school building after school hours and will be subject to discipline.

Students are reminded that Board policy states that school properties are off limits from dusk to dawn except when a student is involved in Board authorized activities.

RESIDENCY

In order to attend West Deptford Middle School, a person must actually reside in West Deptford Township or apply to the Board of Education for permission to attend as a tuition paying student.

WITHDRAWAL PROCEDURES

Any student who is planning to transfer from West Deptford Middle School to another school must have a parent or guardian report to the main office to obtain the appropriate transfer paperwork. Students planning to transfer should keep in mind the school will not forward transcripts or other information unless books, equipment, etc. have been returned or paid for.

SPECIAL EDUCATION

A wide variety of special education programs are available for students who require specialized instruction and/or related services such as speech/language services, occupational therapy and physical therapy in order to meet their educational needs. Educational program options include: instruction in a regular class with all the necessary and appropriate supports, supplemental instruction, resource center programs, special class programs within the school district, special education programs in out-of-district public or private schools, individual instruction at home, in medical institutions or other appropriate facilities. If you have any questions about the specific programs or the referral process, please contact your building Principal or Mrs. Cheryl Fairchild Supervisor of Child Study Team at (856)848-4300 ext. 2614.

SPECIAL PROGRAMS

Assemblies

An assembly is a school activity in which students and teachers participate for the unification and enrichment of school life. It is not an interruption in the working of the school day. Assembly programs demonstrate or present information on a wide variety of topics. WDMS PTO supports a variety of informational topics and programs for students as they relate to appropriate middle school curriculum. Maximum benefit can only be obtained when proper audience behavior is observed.

Each student is responsible for the proper conduct of himself/herself and other students near him/her under the guidance of the teaching staff. Proper assembly conduct does not include whistling, booing, talking, stomping feet, or any display of disrespect. Silence is required when someone approaches and appears on stage.

STUDENT ACCIDENT INSURANCE

Please be advised that the school district provides accident insurance for all students attending West Deptford Public Schools. While students are covered for student activities, including interscholastic sports, it is important to note that the students' accident insurance is secondary coverage to **your** health care benefits. The student accident insurance becomes primary coverage only in the event you **do not** have health care coverage. If you have coverage through an HMO or similar facility you must use this facility first or the claim will not be covered under this policy. In the event of an accident, please contact the school nurse to make sure that an accident report was completed and request a student accident claim form. Submit all bills to your own health insurance carrier. After your own insurance has paid the medical expenses up to the policy limits, send any unpaid itemized bills AND copies of all payments made by your insurance company to the student accident insurance carrier. Also, there is a "Voluntary 24-hour Coverage Plan" for those who wish to provide coverage for their children beyond school hours. (This voluntary program is a primary plan, which means it pays from the first dollar.) Parents interested in this plan, should contact the school main office to obtain information about the insurance carrier.

TELEPHONES

Office telephones are for school business. Only emergency phone calls deemed appropriate and authorized by school personnel should take place on an office phone in the Main Office.

LAPTOPS/TEXTBOOKS/SUPPLIES

Agenda Books are issued at the beginning of the school year. Students are expected to keep a daily log of homework assignments in their agenda book. Hall passes are located in the agenda book and should be used when moving throughout the building during scheduled class time.

A student should keep in mind that textbooks are furnished by the school and loaned to him/her for the length of time that he/she is in the class in which the book is used. Lost or damaged books are the responsibility of the student. As soon as you receive a book, have it covered--any suitable material -- but covered.

Additionally, a student should keep in mind that laptops are provided by the school and loaned to him/her for the length of time that he/she attends West Deptford Middle School. Each year at the conclusion of the year the laptop will be turned in and then re-distribution during the first few day of school the following September. **While an insurance fee may cover the cost of a lost or stolen laptop, gross negligence and/or multiple damages incurred will result in a fine commensurate to the replacement item (examples: cracked screen/charger)** . Students are strongly urged to use their laptop cover, be mindful of their laptop in their book bags and come to school each day with a fully charged laptop. More information can be found in our laptop policy handbook viewable online.

INTERNET USE

All students have access to the Internet. Parents are required to fill out an internet access form at the beginning of each school year. Your decisions on this form will determine the type of internet access available to your child. Please know that our technology department works daily to insure the safety of our students.

Any student found misusing or abusing the internet services will be subject to regular disciplinary school policies, as well as losing their internet privileges.

TRANSPORTATION

Arrival by Automobile

Please arrive in the morning and afternoon at the front entrance of the building. Only the front driving entrance and exit should be used. Deviating from this system can present serious safety hazards.

Bicycles and Scooters

Students who ride bicycles or scooters to school will keep them in the rack provided in the front of the building. Bicycles should be fastened to the rack with an appropriate locking device. Students must wear a protective helmet while on school grounds.

Bus Regulations

The school bus driver is in charge of the bus and is responsible for order at all times. Any student who fails to comply with bus driver instructions, misbehaves or defaces bus property will be subjected to appropriate disciplinary action and/or restitution. The administration reserves the right to exclude a student from the bus for disciplinary reasons. In this event, parents/guardians will be responsible for providing transportation to and from school during the period of exclusion. A bus warning letter will be sent home for the first offense.

BUS RULES

1. Be respectful to the bus driver and each other at all times.
2. Always remain seated in your assigned seat.
3. Wear seat belts at all times (It's the law!).
4. Keep all body parts inside the bus.
5. Refrain from making loud noises.
6. Place all trash in the trash can at the front of the bus.
7. Vandalism will be dealt with severely.
8. Food and drink are not to be consumed on the bus.

Parents/Guardians are responsible for transporting their child to the middle school in the event that they are late for the bus in the morning. Failure to attend school for this reason is a violation of the school attendance policy, as well as New Jersey State law, and may result in suspension

As per New Jersey State Law 18A:25-2, a pupil may be excluded from the bus for disciplinary reasons by the principal, and his/her parents shall provide for his/her transportation to and from school during the period of exclusion. **RIDING THE SCHOOL BUS IS A PRIVILEGE NOT A RIGHT!**

Late Bus

A late bus will be provided every full school day unless an announcement is made to the contrary. This bus is strictly for students who stay after school for clubs, make-up work, etc. This bus leaves at approximately 3:35pm. There are not as many stops as the regular bus so students may have to walk a little further. A student must see the club advisor, teacher, or assistant principal for a pass in order to ride the late bus. A student attempting to board the late bus not involved in an authorized afterschool activity will be denied access.

VISITORS

For the safety of our children, all visitors, including parents, must report to the main office when entering the building. Once the school day has begun, all doors will be locked. Visitors must ring the bell outside the main entrance, provide their name and purpose for visit, at which time they will be permitted to enter the building and report to the main office. Identification will be required.

STUDENT CO-CURRICULAR ACTIVITIES & ATHLETICS

Co-Curricular Activities shall mean: clubs, intramurals, class officers, student council, etc. It shall not include: band, dances, one-event activities, periodic grade-level activities and curricular field trips. The determination of whether a specific activity is covered under this policy will be made by the Middle School Principal.

A student may participate in clubs, activities, or intramural sports at the appropriate grade level provided that time and grades permit. A list of available clubs and intramural sports is sent home over the summer. The possible offerings will be contingent on the availability of sponsors and interested students. Clubs and intramurals will be held after school from 2:55 P.M. to 3:35 P.M. Late buses are provided.

Eligibility Rules For All Co-Curricular Activities

Academic

In order to be eligible to participate in co-curricular activities, a student in grades 6 through 8 must have earned passing grades in at least four (4) major subjects during the preceding marking period. Newly placed students are automatically eligible during the first marking period of their enrollment in the Middle School. All 5th grade students are automatically eligible during the first marking period. Continued eligibility is based on the provisions of this policy. Any student who is eligible at the beginning of the marking period is eligible for the entire marking period.

Students who run for leadership positions such as officers of a class or a major school organization/club must meet the minimum requirements stated for academic eligibility. In addition, these students must follow certain rules regarding standards of conduct. Please see the Assistant Principal of Athletics/Activities Director for more details.

Note: Any student who does not report to school within 1 ½ hours after the official start of the student's school day, who leaves school prior to the end of the student's school day, or who is absent the entire day, **will not be permitted to participate in or attend co-curricular activities for that day.** Exceptions to this rule will be made only in unusual circumstances as approved by a member of the administration. In the case of absence caused by a temporary illness, a doctor's certificate stating that the student had fully recovered and would not jeopardize his or her health by participating in the activity, may be required.

CLUBS

WDMS offers numerous after school enrichment clubs and activities for students. Clubs are offered after school on Tuesdays, Wednesdays, and Thursdays. Clubs are not child care, rather, they are an after school enrichment opportunity. Prior to attending a club, students must sign up and parents must acknowledge they have read and understand the rules and expectations of each after school club by signing the form. NOTE: Attending an after school club is a privilege. Students are not permitted to distract others nor be disruptive. In the event a student has an incident of discipline or inappropriate behavior while attending a club, a student will receive a warning. A second infraction will result in removal from ALL after school clubs for the remainder of the session.

ATHLETICS

All students are encouraged to try out for a place on West Deptford Middle School athletic teams. The rules of eligibility are the same as for other co-curricular activities. Listed below are the necessary requirements:

1. Attend "formal coaches'" meeting indicating desire to play a specific sport.
2. Pass the medical examination given by "medical home" physician.
3. Show written parental consent for you to become a candidate for a team and a waiver for a claim for damage in your behalf in case of personal injury.
4. Be scholastically eligible according to the policy of the West Deptford Township Board of Education.

A student dismissed for disciplinary reasons from an athletic team is ineligible for any sports for at least the remainder of that sports season.

STUDENT COUNCIL

The Student Council of West Deptford Middle School, which consists of representatives selected by the student body, is the school organization which gives students a chance to participate in school government. Through elected representatives, students may make recommendations for the welfare of the school. The Student Council will sponsor and finance certain school activities, receive reports from committees, discuss reports and suggestions, and make recommendations, as the council deems appropriate.

SCHOOL DANCES

Only students currently enrolled in WDMS may attend school-sponsored dances. Any student who has been excluded from school activities, absent from school on the day of the dance or suspended on the day of the dance is not permitted to attend. Arrangements should be made in advance for transportation home. Students who arrive more than one-half (1/2) hour late will not be admitted. As with any school activity, disciplinary action will be taken for any student whose behavior or conduct is inappropriate.

In order to guarantee a successful dance, tickets will be sold in advance for all school dances with a valid student ID card. Dances may be cancelled if not enough tickets are sold. This decision will be made by the school principal. In the event that the dance is canceled, students who purchased tickets will receive a refund. Any student who purchased a ticket but does not attend the dance, will not receive a refund unless unable to attend due to absence from school for illness or disciplinary action.

The hours of school dances will be determined by the advisor of the activity and the administration. **Once a student has left the dance, he/she may not return.**

Students are expected to leave the school premises as soon as possible after the dance has concluded. Arrangements for transportation from the school should be made in advance.