

STUDENT/PARENT HANDBOOK

West Deptford Middle School will provide educational experiences for students that will increase social competence, and strengthen communication and study skills. Our goal is to enhance creativity and imagination; develop creative thinking skills; and present materials and activities that are aligned with the New Jersey Core Curriculum Content Standards.

AGENDA BOOKS

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.

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.

ASSEMBLIES

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.

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, 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.

Excused absences from school include the following:

1. Student Illness (must have documentation from physician)
2. Religious Holidays
3. Death in the Student's Family
4. Educational Opportunities
5. *Family Emergencies

*Family emergencies may be interpreted as to include family vacation which cannot be taken when school is not in session. Parents who know in advance that they will be absent for such things as family vacations should present written notification to the principal approximately one week prior to the absence. The note should state the exact date(s) of the absence and the reason for the absence. The principal will: send a letter of receipt to the parent or guardian, forward the notice to the Attendance Office and guidance counselor. The student's guidance counselor will request schoolwork and homework from teachers. The student must assume responsibility for obtaining and making up any work missed.

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 that a school official 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.

BICYCLES / SKATEBOARDS

Bicycles, Scooters, and Skateboards

Students who ride bicycles, scooters, or skateboards to and from school must wear a protective helmet when riding as per New Jersey state law. Students who ride bicycles or scooters are required to lock them in the racks located in front of the school. The school district will not be held responsible for damage or theft of bicycles or scooters while parked on the school grounds. Skateboards are given to the main office daily for storage. Students should not arrive to school earlier than 7:55 a.m. Students may not ride around the building or on the property while waiting to enter the building.

BOOK BAGS/STRING BAGS

Students must keep all book bags or string bags in their locker. The only exception is to carry a book bag or string bag of gym clothes and shoes to and from physical education class.

BUILDING EVACUATION DRILL

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.

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

CAFETERIA GUIDELINES

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 out- door 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.

CHEATING

Cheating is a serious matter that carries consequences in the area of academics. It can result in lowered grades, parent contacts, and deprivation of awards and honors. Cheating can take different forms – including the copying of another's work, giving improper assistance to another student, submitting someone else's work as your own, or not giving proper credit to the original author of written material. Incidents of cheating will be dealt with in an appropriate manner.

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, hand held 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.

CO-CURRICULAR ACTIVITIES

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.

CURRICULUM/ ACADEMIC REQUIREMENTS

All students will take the following subjects: Language Arts, Math, Science, Social Studies, and Physical Education/Health. Electives will vary for grades 5 - 7. Eighth grade students will be required to take all major subjects and will be offered the opportunity for electives in an area of interest. Some 8th grade students may qualify for Algebra or Spanish I. Band, choir, vocal music and instrumental music are available to students in grades 5 through 8.

DAILY ANNOUNCEMENTS

All students should be in homeroom by 8:05 AM. The Pledge of Allegiance will begin on the PA, followed by announcements being displayed on the SmartBoard. Parents may check the announcements at home using our district website power-parent link.

DEPRIVED LIST

Students who have more than one suspension in a school year will be deprived from extracurricular activities for ten (10) school days. This will apply to any subsequent suspension. Students deprived on the date of the class trip will not be permitted to attend.

DETENTION POLICY

Classroom detentions require 24 hour notice unless the teacher and parent are in agreement that the detention can be held on the day of the offense. Occasionally, teachers will request that students stay after school for missed assignments, extra help or to make up tests. **All students are responsible for informing parents/guardians of their obligation to stay after school with a teacher.** A late bus is available for students who ride the bus.

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 eye wear 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 ways as not to 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/Skorts/Dresses

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

Examples of inappropriate dress which are prohibited include, but 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 holes
- 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:

- T-shirts, shirts, sweatshirts with inflammatory symbols or statements of clothing bearing words or images that may be deemed offensive
- Have sexually suggested writing/pictures
- Advocate violence
- Advertise or promote the use of tobacco, alcohol, drugs
- Have double meaning wording or obscene language/gestures
- 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.

DRUG POLICIES AND PROCEDURES

W.D.M.S. has specific policies concerning the evaluation, treatment, and discipline of students suspected of, or determined to be under the influence of, drugs or alcohol. The entire policy is available for review by any interested parent. Please call the Assistant Principal to make arrangements to review the procedure.

ELECTRONIC EQUIPMENT IN SCHOOL

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.

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

"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.

In order to be eligible to participate in co-curricular activities a student in grade 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.

EMERGENCY CLOSING OF SCHOOL

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. In the event of bad weather, assume that school is open unless you hear otherwise. Days lost due to emergency closings of school will be made up by adding day(s) to the end of the school year and/or by taking day(s) from the spring vacation period. The West Deptford School District closing number is: **804**

EXCLUSION LISTS

Any student who has an overdue library book or an unpaid fine for a school issued item (lost calculator; text-book; damaged book; lost laptop; damaged laptop; etc.) will not receive an official report card until this financial obligation has been satisfied.

FEDERAL LUNCH PROGRAM

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

GRADING SYSTEM

For all subjects the following grading system will be used:

<u>Grade</u>	<u>Equivalent</u>	<u>Grade</u>	<u>Equivalent</u>
A+	= 100 – 99	C	= 80 – 76
A	= 98 – 94	C-	= 75 – 74
A-	= 93 – 92	D+	= 73 – 72
B+	= 91 – 90	D	= 71 – 67
B	= 89 – 85	D-	= 66 – 65
B-	= 84 – 83	F	= 64 and below
C+	= 82 – 81	I	= Incomplete
M	= Medical	NG	= No Grade

HARASSMENT/BULLYING

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.

HALL PASSES

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. Please present your pass to the staff member in charge when you reach your destination.

HONOR ROLL/PRINCIPAL'S LIST

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.

ID CARDS

To help maintain a safe and secure learning environment, students, faculty, and support staff will be provided a photo ID badge at the beginning of the school year. ID badges will be used by the students to check books out of the library and for other Middle School activities, including lunches. We strongly encourage all students to carry their ID with them at all times.

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.**

INCLEMENT WEATHER

Students may enter the building at 7:55 AM. On cold and rainy days, students will enter the front of the building prior to 7:55 AM and wait until the tone sounds for dismissal to homeroom.

INSURANCE INFORMATION

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.

INTERIMS

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.

INTERNET USE

All students have access to the Internet. Parents are required to fill out 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.

LATE BUS

A late bus is provided every full school day, except Fridays and the day before a holiday, unless an announcement is made to the contrary. This bus is for students who stay after school for clubs, detention, make-up work, etc. This bus leaves at approximately 3:45 PM.

LATE 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 A.M. will sign in at the Main Office. Chronic lateness to school may result in disciplinary consequences.

A student who is late from one (1) class to another will not be given a late pass from the main office. The student must obtain a pass from the teacher who detained him/her or will be considered late to class.

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 you locker use as outlined by your team teachers. **Students are required to purchase a school issued combination lock.** Non-issued school locks may be cut off by the school administration.

LOST AND FOUND

Any article, excluding library books, should be turned into the Lost and Found container in the cafeteria. Small and/or expensive items should be taken to the Main Office. Library books should be returned to the Library. Lost articles, especially clothing, will be discarded if not claimed within 30 days.

LUNCH

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.

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.

MOVING

It is important that students keep the office informed of any change of address or telephone number. Before a student transfers to another school, the parent/guardian must contact the main office. A release of information form must be signed before a transfer card is issued.

OFFICE 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. Voice mail is available after hours for parental convenience.

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.

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 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.

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.

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 simple instructions. In order to maintain confidentiality we will not provide this information over the phone.

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 class-work 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.

RIGHT TO KNOW

The Middle School adheres to all guidelines provided by the Department of Environmental Protection and the community Right-To-Know Program regarding substances used or stored at the school. If you have any questions, please contact the Supervisor of Facilities in the Central Office.

SCHOOL COUNSELORS/SAC

Guidance services are available for every student in the Middle School. These services include assistance with educational planning, interpretation of test scores, information about careers and vocations, study help with home, school and/or social concerns, or any other questions the student may wish to discuss with a counselor. Students can fill out the guidance request form in the main office. The counselor will arrange an appointment at an appropriate time. Parents who wish to review their child's records may contact the counselor for an appointment.

The Students Assistance Counselor (SAC) is also available to meet with students. Students may request to see the SAC for services that are sensitive and confidential.

SCHOOL DANCE

Only 7th and 8th grade 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. If the appropriate number has been purchased, ticket sales will continue until the close of school on Thursday afternoon. 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.

SCHOOL FURNITURE

Students are reminded that they are to respect the property of the school. Students should not move any furniture without the direction of staff. Students should stay away from folded tables and chairs in the cafeteria.

SEXUAL HARASSMENT

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.

STUDENT COUNCIL

The Student Council of West Deptford Middle School, which consists of representatives and five (5) officers 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.

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, at which time they will be permitted to enter the building and report to the main office.