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INTRODUCTION

Welcome to the 2019-2020 school year at West Deptford Middle School! We 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. Parents and students may access the school website at www.wdeptford.k12.nj.us.

West Deptford Middle School is home to approximately 850 students in grades five through eight. 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. 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).

AFFIRMATIVE ACTION

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.

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.

ATTENDANCE REGULATIONS

New Jersey Law and West Deptford Board of Education policy require that every student attend school regularly. Students must arrive by 10:37 AM to receive credit for the day. Students leaving before 11:55 AM 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

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 to 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 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 7:55 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.

Early Release

Students leaving school early for any reason must provide the attendance office with a note during homeroom 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. Students who do not provide a note to leave early will remain in class until their parent/guardian has arrived and provided appropriate ID to the main office. No one other than a parent/guardian will be permitted to pick up a child unless written documentation prior to the scheduled pickup has been received by our main office. The Emergency Contact list is for office use and not for random student pick-up. Please come to the Main Office to sign out your child before leaving the building.

BELL SCHEDULE
(Full Day)

Building Opens.....	7:45
Homeroom.....	7:55 – 8:13
Period 1.....	8:16 – 9:01
Period 2.....	9:04 – 9:49
Period 3.....	9:52 – 10:37
6th Grade Lunches	A 9:52 – 10:14
	B 10:15 – 10:37
Period 4.....	10:40 – 11:25
8th Grade Lunches	A 10:40 – 11:02
	B 11:03 – 11:25
Period 5.....	11:28 - 12:13
7th Grade Lunches	A 11:28 – 11:50
	B 11:51 – 12:13
Period 6.....	12:16– 1:01
5th Grade Lunches	A 12:16 – 12:38
	B 12:39 – 1:01
Period 7.....	1:04 – 1:49
Period 8.....	1:52 - 2:37
Buses Depart.....	2:42
Late Bus Leaves.....	3:45



Early Dismissal

Homeroom.....	7:55 – 8:03
Period 1.....	8:05 – 8:35
Period 2.....	8:37 – 9:07
Period 3.....	9:09 – 9:39
Period 4.....	9:41 – 10:11
Period 5.....	10:13 – 10:43
Period 6.....	10:45 – 11:15
Period 7.....	11:17 – 11:47
Period 8.....	11:49 – 12:19

Lunches will be served. The snack bar will remain closed on early dismissal days

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. 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 sit on one side of the cafeteria table during all breakfast and lunch periods. The goal is improving the positive climate and decreasing incidents of behavior resulting in disciplinary action. ***The cafeteria will have full lunches available for students to purchase on all early dismissal days. The snack bar will remain closed on early dismissal days.***

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 lunch.
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.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell Phones:

Though students are permitted to bring cell phones and other electronic equipment to school, their use during school hours is **prohibited**. All electronics, with the exception of school-issued Chromebooks, must be kept in student lockers and turned off during school hours. **A student in possession of a cellular phone or other electronic device will be disciplined.** Such equipment may be confiscated from a student. 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.

Chromebooks:

Additionally, a student should keep in mind that Chromebooks 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 Chromebook will be turned in and then re-distributed during the first few days of school the following September. **While an insurance fee may cover the cost of a lost or stolen Chromebook, gross negligence and/or multiple damages incurred will result in a fine commensurate to the replacement item (examples: cracked screen/charger).** Students are required to use their school-issued Chromebook case, be mindful of their Chromebook in their book bags and come to school each day with the device fully charged. More information can be found in our Chromebook policy handbook viewable online.

Headphones:

Headphones are permitted to be in school for educational purposes only and require teacher permission for such use. Headphones (with wires or wireless) are not permitted to be visible in the hallways, or in students' ears when they are not using them for educational purposes. **A student with headphones visible in the hallways will be disciplined.**

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 disciplinary action per the code of conduct.

Laser Pointers:

Laser pointers can cause serious injury to the eyes and are not permitted. **A student in possession of a laser pointer will be disciplined.**

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 2:37 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, including clubs and athletics, a student in grades 6 through 8 must have earned passing grades in at least two (2) of the four core content academic classes from 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 or Athletics/Activities Director for more details.

Disciplinary

Any student that has accumulated 8 or more disciplinary points shall be ineligible to participate in all extracurricular activities per the Code of Conduct. Please reference Code of Conduct section for 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. Any student wishing to participate on an athletic team must be academically and behaviorally eligible and submit completed physical forms to the school nurse. 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 or ineligible due to disciplinary points. 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.

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.
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 act appropriately on the school bus at all times.
11. 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.
12. Respectful of all school personnel. Threatening remarks, defiant behavior, offensive language or gestures are never appropriate.
13. 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:

- Teacher will meet with the student to discuss the problem.
- Teacher will contact parents by phone, email, or personal conference.
- Teacher will arrange a student conference with a school counselor.
- Teacher will refer the student to the administration.

Detentions will be held after school at the conclusion of the school day 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.

Dress Code

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

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/STEM classes and appropriate footwear must be worn for PE classes. Spiked jewelry, apparel, or accessories are prohibited. No outerwear, head wear, sleepwear 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 process.

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
- Excessively short skirts, skorts, or shorts. All shorts, skorts, shorts, 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 footwear 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 events 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 (ie: assigned shirt or dress code).

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.

Lateness to Class

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.

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 and follow all 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 must present their pass to the staff member in charge when they reach their 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 in the Code of Conduct.

A copy of the 2019-2020 Code of Conduct can be found on the WDMS website under the "For Parents" tab.

DISCIPLINARY POINTS AND CONSEQUENCES

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 of 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.**

DISMISSAL

School dismissal for all students is at 2:37pm for on full days and 12:19pm 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 to 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 2:37pm on full days or 12:19pm on half days. Parents/guardians are responsible to arrange after school care including student pick-up (if necessary).

EMERGENCY SCHOOL CLOSING/DELAYED OPENING

In the event of school closings 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 website, 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**

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, 7th/8th grade breakfast)
4. **Students may not take food out of the cafeteria.**
5. **Due to food allergies, students may not distribute food in class for birthdays, parties, etc.**

*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.

GRADING/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 electronically sent to parents. These reports are designed to inform the parents of the student's progress in all classes. Parents with questions about interim reports are invited to contact the teacher or their designated guidance counselor. A complete interim/report card distribution schedule can be found on the WDMS website under the "Curriculum" tab.

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. You must bring in valid identification to receive log-in information.

Grade Scale

The following marking symbols are used in all subjects:

A+ 99–100
A 94–98
A- 92–93
B+ 90–91
B 85–89
B- 83–84

C+ 81-82
C 76-80
C- 74-75
D+ 72-73
D 67-71
D- 65-66

F 64 and below
I Incomplete
M Medical
NG No Grade
W Withdraw

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 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.

Minimum Grade

The grading policy allows for a minimum 59% average for Marking Periods 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. Starting 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 weekly for your child's grades and stay in contact with your child's teachers.

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)

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.

HEALTH OFFICE

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/Guardians must 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. Reference books and current issues of magazines are not to be taken from the library without special permission from the library staff. Books should be returned on or before the due date. A fine will be issued for lost or damaged books.

LOCKERS

All students will be issued a locker at the beginning of the school year for storing Chromebooks, 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. Students are required to purchase a school issued combination lock.** For their own protection, students should keep their combination confidential and leave all valuables at home. Students are to follow the appropriate times identified for locker use as outlined by their team teachers. Locks not issued by the school may be cut off by the school administration.

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 disciplinary action. 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.

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

Clothing Requirements

Students in grades 6 through 8 **MUST** bring a change of clothing for PE. Students must wear sneakers to participate in PE. Students in grade 5 are not required to bring a change of clothing for PE but must wear sneakers.

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.

Medical Excuses

Short-term medical consists of absences up to a week; long-term medical absence indicates more than a week missed. 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 if the medical excuse is long term.

Locks and Lockers

A gym locker will be provided by the school. Students are required to use and obtain a lock for their gym locker. Students may purchase a gym lock from their PE teacher. Students should secure their clothing and valuables in the locker. WDMS will not be held responsible for lost or stolen items.

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.

SCHOOL CLIMATE

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.**

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. If you have any questions about the specific programs or the referral process, please contact your building Principal or Mrs. Kimberly Seifring, Supervisor of Special Education and Related Services at (856)848-4300 ext. 4208.

SPECIAL PROGRAMS

Assemblies

An assembly is a school activity in which students and teachers participate for the enrichment of school life. 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 is expected.

STUDENT ACCIDENT INSURANCE

Student accident insurance is provided by the Board of Education. This insurance covers accidental injuries which occur during school hours, while traveling to and from school, or while participating in school sponsored or supervised activities. Student insurance is to cover the student only to the limit of the policy. All further financial responsibility is to rest with the parents. This insurance supplements the normal coverage parents usually carry.

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.

TEXTBOOKS

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.

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 at all times.

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.

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 per the law.
4. Keep all body parts inside the bus.
5. Refrain from making loud noises.
6. Place all trash in the trash can in front of bus.
7. Vandalism will be dealt with severely.
8. Food and drink are not to be consumed on 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. 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, detentions, Band and make-up work, etc. This bus leaves at approximately 3:45pm. 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 after-school 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.

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 and all fines are paid in full.