

Washington Township Middle Schools

2011 ~ 2012

Student Handbook & Planner

Bunker Hill
881 – 7007
Attendance
881 – 3683

Chestnut Ridge
582 - 3535
Attendance
582 – 5172

Orchard Valley
582 – 5353
Attendance
582 - 5177

Student Name: _____ **Grade/Team** _____

School: _____

Homeroom/Teacher: _____ **Locker#** _____

Schedule of Classes

| | Mon. | Tues. | Wed. | Thurs. | Fri. |
|---|------|-------|------|--------|------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |

SCHOOL SECURITY

Due to the need for security, there will be no access to our buildings after 4:00 p.m. In the past, students and/or parents or guardians have been allowed in the building to pick up forgotten books, projects, and homework assignments. We will not be able to do this any longer. We ask all parents/guardians to remind students not to come the building after 4:00 p.m. since they will not be allowed admittance.

DISTRICT HOTLINES

Please help keep our schools safe. Report all incidents/rumors of violence, vandalism, or threats to:

- Washington Township Police Department: #256-1212
- Washington Township Secondary Schools: #589-8500
- New Jersey State Police School Safety Hotline: #877-624-8082

STUDENT ASSISTANCE COUNSELORS

- Are regulated by federal confidentiality laws - students, faculty, and parents can utilize SACs.
- Anyone experiencing problems handling peer/family relations, depression, serious family illness, concerns about smoking, drug/alcohol use, or other concerns can contact a SAC.

Bunker Hill ~ Ext. 5022

Chestnut Ridge ~ Ext. 5346

Orchard Valley ~ Ext. 7013

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Welcome

To students who are new to our school, the school staff extends a warm welcome! To our returning students, we're glad to see you again, and we're looking forward to another enjoyable year together. Washington Township Middle Schools offer a wide variety of opportunities for all students to participate in a full and rewarding school experience, both in academics and extra-curricular activities. This handbook is designed to familiarize students and parents with our expectations and guidelines for student conduct. Please read the handbook and discuss it with your parent or guardian. It is our hope that you will be proud of our school and that your experience here will be pleasant and rewarding.

Dr. P. Mark Ebner
Principal
BHMS

Mr. James Barnes
Principal
CRMS

Mr. Stephan Buono
Principal
OVMS

Academic Integrity

It is the intent of the Administration and staff to preserve the integrity of all curricular and co-curricular programs. The basis for all integrity is honesty and honor. Every student is expected to pursue their education with a commitment to these qualities. Any student caught cheating, plagiarizing, or otherwise compromising the educational process, will be subject to disciplinary action. A student caught cheating will receive a grade of zero "0" for the individual assignment, quiz, or test. More serious infractions, which compromise the educational process, will result in further disciplinary action which may include detention, suspension, restriction from school activities, and/or disqualification from awards eligibility. Such action will depend on the nature and severity of the infraction.

Halls and Passes

During the school day, students are not to be in the hallways or the lavatories without a pass while class is in session. Passes are issued by teachers and the office staff only. If you wish to see a teacher during his or her free time, you must arrange for this in advance. That teacher must issue you a pass granting you permission to be excused from your study hall or to meet before school in the morning or after regular hours. Students may be subject to disciplinary action if found in the hall without a pass.

Emergency School Closing # 803

In the event it becomes necessary to close school due to inclement weather or other causes, an announcement will be made through the Philadelphia area radio announced as number 803. Please do not phone radio stations, school personnel, police department, or private numbers. WTPS.org can be accessed for further information.

Delayed Opening

The Washington Township School District has developed a school schedule that will be in effect on days when weather conditions will necessitate a two-hour delayed opening. Because of rapidly changing weather conditions, this procedure will allow us to have school in session rather than canceling the day, which would require a make-up day. The opening will be delayed two (2) hours in most instances. Bus pick-up will be in the usual location and pick-up time will be at the same differential as for the regular school schedule (for example, if pick-up was 20 minutes before the school opening it will still be 20 minutes before the delayed school opening.) More information is distributed directly to parents/guardians as the winter months approach.

Middle School Bell Schedule

Warning Bell: 7:53 am

Homeroom/Advisory: 7:55 a.m. - 8:05 a.m.

| | | |
|---|------------|------------|
| 1 | 8:08 a.m. | 8:50 a.m. |
| 2 | 8:53 a.m. | 9:35 a.m. |
| 3 | 9:38 a.m. | 10:20 a.m. |
| 4 | 10:23 a.m. | 11:05 a.m. |
| 5 | 11:08 a.m. | 11:50 a.m. |
| 6 | 11:53 a.m. | 12:35 p.m. |
| 7 | 12:38 p.m. | 1:20 p.m. |
| 8 | 1:23 p.m. | 2:05 p.m. |
| 9 | 2:08 p.m. | 2:50 p.m. |

Skate Boards, Radios/CD Players, iPods, MP3 Players, Electronic Games, Laser Pens, etc.

Skateboards, radios, CD/tape players, pagers, electronic games and laser pens are NOT allowed in school. Students are not to bring these items to school without the permission of the Principal. Permission will only be given if the item is needed for a classroom assignment. Teachers are asked to confiscate any such devices in accordance with the Student Code of Conduct. These items are not to be left in the office for "safe keeping."

Communication Devices, Pagers & Cell Telephones

In accordance with Policy 5516, pupils are not permitted to bring or possess a remotely activating paging device on any school district property at any time regardless of whether school is in session or other persons are present. Furthermore, pupils are not permitted to use cellular telephones while school is in session. Cellular telephones must be turned off during the school day and may only be turned on after school has concluded for the day and outside the school building. Cellular telephones that are turned on in violation of this policy will be confiscated and returned to the parent: the pupil will be subject to appropriate disciplinary action. **These devices should not be used or visible during the day.**

Middle School Student Dress Code - Board Policy #5511

The faculty, Administration, and students of Washington Township Schools generally agree that certain standards of appearance are necessary to create and maintain a suitable environment for learning. At the same time we believe that, within the framework provided by the New Jersey School Laws, school attire is primarily the responsibility of the student and his/her parents. Further, we recognize that styles and fashions change from time to time and that such changes will be reflected in the attire of the student body. Therefore, we believe that guide lines for school attire should exist and that they should be designed to preserve the learning climate through acceptable standards of dress, to respect individual student rights of dress and grooming choices, and to allow for changes in customs, styles and fashions.

1. Footwear must be worn at all times and it should be appropriate and safe for each activity. Sneakers are the only approved footwear for physical education classes. **Footwear intended for the beach (e.g. flip-flops) is not permitted**
2. Clothing shall be sufficient to conceal undergarments at all times. Clothing such as see-through or fishnet fabrics, halter tops, tank tops, tube tops, low-cut tops, and bare midriffs are prohibited. All students' shirts, blouses, and dresses should cover the shoulder top. Dresses, skirts, and shorts must cover to at least mid-thigh length. Undergarments are not to be worn as outer garments. Torn or ripped garments are not to be worn.
3. Clothing or jewelry which displays obscene, profane, vulgar, or lewd words, pictures, messages, designs, or double meaning slogans will be prohibited.
4. Any item of clothing or jewelry which depicts bias symbols or is intended to harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin, or sexual orientation and which, in the judgment of the Administration, has substantial risk of creating a material disruption to the learning environment and/or school operation shall be prohibited.
5. Hats and headwear including hoods are not to be worn in the building.
6. Outdoor jackets and coats are not to be worn indoors except when entering or leaving the building or when there is a defect in the heating system.
7. Clothing is to be worn as the design was intended. That is, the waistband of pants and shorts should be fastened at the waist. Pajamas and/or sleepwear shall not be worn to school as outer garments.
8. Non-prescription sunglasses, glazed and tinted glasses, except as prescribed by the pupil's doctor, are not to be worn indoors.
9. Chains, cables, or other accoutrements, which could be used as weapons are not to be worn.
10. Clothing, apparel and/or accessories, which indicate affiliation with any gang associated with criminal activity, are prohibited.
11. Body adornments, including but not limited to, body piercing jewelry which may jeopardize the safety and well being of the student or others are prohibited during physical education classes.

The Administration reserves the right to address any student's attire that they deem to have a negative impact on the educational process. The Administration also reserves the right to exclude students from attending class who are inappropriately attired or who wear items that may be considered unsuitable/disruptive to the educational environment.

Physical Education Requirements

All students are required to adhere to a dress code: sweatshirt or t-shirt, shorts, white socks, and sneakers during class. The shirt and shorts can be purchased at any local sporting goods store. Failure to dress properly during the marking period results in significant deductions from the student's grade. Students who do not participate will also lose points from their grade on a daily basis. In addition to dress and participation, students are also graded on their skills and knowledge. A parent note will excuse a student from class for a day or two for medical reasons. A medical excuse beyond two days

requires a doctor's note. Specific information relative to the point system will be distributed by the Physical Education department to each student/parent. Information regarding locks and lockers for physical education will be addressed during the first week of school in the Physical Education/Health class.

Cafeteria Rules

ENTERING THE CAFETERIA

All students are expected to report to the cafeteria on time. Any student entering the cafeteria late will be subject to disciplinary action.

FOOD DISTRIBUTION

All students will be assigned specific eating areas in the cafeteria. Students will be expected to remain in their seats unless otherwise instructed by the teacher in charge. Students will be directed to the serving lines and are expected to display proper conduct while waiting to be served.

RETURN OF TRAYS

At the appropriate time students will be directed to return trays, dispose of trash, purchase snacks, and to assist in ensuring that the cafeteria is in good order before dismissal.

CONDUCT- The following offenses may result in suspension of cafeteria privileges:

1. Failure to obey teacher directions.
2. Throwing objects of any kind (food, eating utensils, etc.) may result in internal or external suspension from the educational program.
3. Pushing, shoving, or running in the cafeteria.
4. Leaving the cafeteria without permission.
5. Throwing trash on the floor.
6. Excessive noise at an inappropriate level.
7. Any other infraction reflecting inappropriate behavior.

RESTRICTED LUNCH

The Assistant Principal or teacher in charge in the cafeteria is directly responsible for maintaining student discipline and may assign students directly to the restriction lunch area. Revocation of cafeteria privileges will result in assignment to restriction lunch. Students will be under the strict supervision of a teacher and will be permitted to purchase a bag lunch, or may be required to bring lunch from home. Students may be assigned to restriction lunch for improper behavior accordingly:

1. First offense-up to three days restriction lunch.
2. Second offense-up to five days restriction lunch.
3. Third offense-up to ten days restriction lunch.
4. Continued offenses beyond the third offense will result in the assignment to restriction lunch for the remainder of the given marking period or possibly the remainder of the school year.

Make-up Work

If you are absent from school, all work must be made up. You will be given one day for each day's absence to make up this work. It is the responsibility of the student to make arrangements to get all past assignments. Parents may request work when a student is absent; 24 hours advance notice is needed to gather this work. Parental follow-up upon request is greatly appreciated. Grades may not be affected by absences. Work not completed, however, will obviously result in lower averages.

Fire Drills

Fire drills are held frequently. "Promptness and silence are required." Above the door in each classroom is a card giving directions as to the exit to be used by the pupils in the room. If an alarm sounds while classes are passing in the halls, the students proceed toward the exit in the section of the hall in which they are at that moment. Students should remember that perfect order is an essential of complete safety. Fire alarm equipment is governed by State and Federal Laws. Any student tampering with fire alarms/fire extinguishers will be subject to suspension, arrest and prosecution.

Student Guests

Student guests are not permitted.

Locker Search

The Washington Township Board of Education believes that in order to foster an environment conducive to education, it has the responsibility to safeguard the welfare of all students by maintaining discipline, order, and safety at all times in all school locations. It also recognizes that each student locker remains the property of the school district and remains under the joint control of both the school district and the student. The Board believes the right to inspection of students' school lockers is inherent in the authority granted it, and as such, has had administrative procedures developed to ensure that every safeguard is employed to protect the well-being of all students. The procedures are to be followed in order to conduct a reasonable search when it is necessary to maintain safety, order, and discipline within the schools. The full procedures are listed in Board Policy and Administrative Procedure #5770.

Drugs and Medication Policy #5330: Administration of medications while at school

A. Definitions

1. “Medication” means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
2. “Administration” means the taking of any medicine by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is injected or applying medication.
3. “Self-Administration” means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to students with asthma and other life-threatening illnesses.
4. “Life-threatening illnesses” means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after effect of an illness or disease or injury) that if left untreated may lead to potential loss of life, i.e. adrenaline injection in anaphylaxis.
5. “A pre-filled single dose auto-injector mechanism containing epinephrine” is a medical device used for the emergency administration of epinephrine to a pupil for anaphylaxis.

B. Permission for administration by a school nurse or registered nurse

1. Permission for the administration of medication in school or at school-related events will be given only when the pupil’s attendance depends upon the timely administration of medication in school or at school-related events.
2. Medication will not be administered to a pupil who is physically unfit to attend school or has a contagious disease. Any such pupil should not be permitted to attend school and may be excluded in accordance with Policy No. 8451.
3. Parents or legal guardian’s requests for the administration of medication in school must be made in writing and signed by the parents or legal guardians.
4. The parents or legal guardians must submit a certified statement written and signed by the pupil’s physician. The statement must include:
 - a. the pupil’s name,
 - b. the name of the medication
 - c. the purpose of its administration to the pupil for whom the medication is intended,
 - d. the proper timing and dosage of medication,
 - e. any possible side effects of the medication,
 - f. the time when the medication will be discontinued,
 - g. a statement that the pupil is physically fit to attend school and is free of contagious disease, and,
 - h. a statement that the pupil would not be able to attend if the medication is not administered during school hours.
5. The request for the administration of medication must be made to the Principal or designee prior to any administration of medication or delivery of the medication to the school. The Principal may consult with the school nurse and the school medical inspector in making his or her final determination to allow or deny the request.
 - a. An approved request will be signed by the Principal or designee and given to the school nurse and the pupil’s parents or legal guardians.
 - b. The parents or legal guardians will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.
6. A parent or legal guardian may provide the Superintendent with written authorization for the emergency administration of epinephrine for anaphylaxis via a pre-filled single dose auto injector mechanism containing epinephrine to a pupil for anaphylaxis provided that:
 - a. The parent or legal guardian provides the Superintendent with orders from the physician of an advanced practice or an advanced practiced nurse that the pupil requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication.
 - b. The school nurse has the primary responsibility for the administration of a pre-filled single dose auto injector mechanism containing epinephrine. However, the school nurse may designate, in consultation with the school Board or Superintendent, another employee of the district trained with the “Training Protocols for the Implementation of Emergency Administration of Epinephrine” issued by the New Jersey Department of Education to administer a pre-filled single dose auto injector mechanism containing epinephrine when the school nurse is physically present at the scene. The pupil’s parent or legal guardian must consent in writing to the designated person if applicable.
 - c. The parent or legal guardian must be informed in writing by the school nurse that the school district has no liability as a result of any injury arising from the proper administration of a pre-filled single dose auto injector mechanism containing epinephrine if the procedures as outlined in this policy and “Training Protocols for the Implementation of Emergency Administration of Epinephrine” issued by the New Jersey Department of Education are followed.
 - d. The parent or legal guardian must sign a statement that shall indemnify and hold the district and employees harmless against any injury arising from the proper administration of a pre-filled single dose auto injector mechanism containing epinephrine if the procedures as outlined in this policy and “Training Protocols fothe

Implementation of Emergency Administration of Epinephrine” issued by the New Jersey Department of Education are followed.

- e. The permission for the emergency administration of epinephrine via a pre-filled single dose auto injector mechanism containing epinephrine to pupils for anaphylaxis is effective for the school year it and if granted must be renewed for each subsequent school year.

C. Permission for Self-Administration of Medication

Permission for self-administration of medication of a pupil with asthma or another potentially life-threatening illness may be granted under the following conditions:

1. Parents or legal guardians of the pupil must provide the Board with written authorization for the self-administration of medication. The request must be a signed written statement by the pupil’s parents or legal guardians;
2. The parents or legal guardians of the pupil must provide the Board with a signed written certification from the physician of the pupil that the pupil has asthma or another potentially life-threatening illness and is capable of, and has been instructed in, the proper method of self-administration of medication. The statement must include the following:
 - a. the pupil’s name,
 - b. the name of the medication,
 - c. the purpose of its administration to the pupil for whom the medication is intended,
 - d. the proper timing and dosage of medication,
 - e. any possible side effects of the medication,
 - f. the time when the medication will be discontinued,
 - g. a statement that the pupil is physically fit to attend school and is free of contagious disease, and,
 - h. a statement that the pupil would not be able to attend if the medication is not administered during school hours.
3. The Board shall inform the parents or legal guardians of the pupil in writing that the school district, the Board, and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil;
4. The parents or legal guardians of the pupil have signed a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents or legal guardians shall indemnify and hold harmless the school district, the Board, and its employees or agents from any and all claims arising out of the self-administration of medication;
5. The request for the administration of medication must be made to the Principal or designee prior to any administration of medication or delivery of the medication to the school. The Principal may consult with the school nurse and the school medical inspector in making his or her final determination to allow or deny the request;
 - a. an approved request will be signed by the Principal or designee and given to the school nurse and the pupil’s parents or legal guardians.
 - b. the parents or legal guardians will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.
6. Permission to self-administer one medication shall not be construed as permission to self-administer other medication;
7. Permission shall be effective on the school year for which it is granted only. The conditions cited in subsection one (1) to six (6) above must be fulfilled in order for the permission to be renewed.

D. Custodianship of Medication

1. Medications to be administered by the school nurse or a registered nurse
 - a. All medications must be delivered to the school by the parent or legal guardian.
 - b. All medication must be in the original container with the prescription information affixed.
 - c. The school nurse shall be custodian of the pupil’s medication, which will be secured by lock and key under appropriate conditions.
 - d. Any unused medication must be picked-up by the pupil’s parent or legal guardian.
 - e. After reasonable efforts to have the parent or legal guardian retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two weeks after the student stops taking the medication, whichever occurs first, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.
2. Medications to be self-administered by a pupil
 - a. Time being of the essence in cases of asthma and other potentially life-threatening illnesses, all medications to be self-administered by a pupil must be kept in the pupil’s possession.
 - b. No pupil may possess medication for self administration unless the proper permission has been granted by the Principal and a record of the medication is on file in the office of the school nurse.
 - c. Pupils who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other pupils.

E. Administration of Medicine

1. No medication shall be administered to or be taken by a pupil in school or at a school-sponsored event except as permitted by Board policy and this regulation.

2. Medication may be administered only by the school nurse, a registered nurse, the pupil's parent or legal guardian, or in the case of a pupil with asthma or other potentially life-threatening illness, by the pupil when the proper permission has been granted.
3. When practicable, self-administration of medication should be observed by the school nurse.
4. A pupil self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the pupil during school activities. Such individuals shall report all administrations and any side effects reported or observed to the school nurse within 24 hours.
5. When a pupil attends a school-sponsored event at which medication may be required, such as an outdoor field trip or athletic competition, and the school nurse cannot be in attendance, the pupil's parent or legal guardian will be invited to attend. If neither the school nurse nor parent or legal guardian can attend, and the pupil does not have permission to self-administer medication but could suffer significant injury from lack of medication, the pupil shall be excused from the event.

F. Emergencies

1. Any medical emergency requiring medication of pupils will be handled in accordance with Policy No. 8441 and implementing regulations on first aid and the school medical inspector's standing orders for school nurses.

G. Records

The school nurse shall include the following in a pupil's health record:

1. The approved written request for the administration or self-administration of medication;
2. A record of each instance of the administration of the medication by the school nurse or a registered nurse; and
3. Any side effects that resulted from the administration of medication; and
4. Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted, or the parent or legal guardian failed to remove the medication, the medication was destroyed and the date on which that occurred.

H. Notification

1. The school nurse may provide the Principal and other teaching staff members concerned with the pupil's educational progress with information about the medication and administration when such release of information is in the pupil's best educational interest.
2. The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of pupils who have been given permission to self-administer medication.
3. The school nurse will inform the pupil's parent or legal guardian of any difficulty in the administration of medication or any untoward side effects.
4. The school nurse will report to the school medical inspector or family physician any pupil who appears to be adversely affected by the medication.

Parent / Guardian Conferences

Parent-teacher conferences provide an opportunity for the teacher and parent to develop a mutual understanding of the child's growth and development and to exchange valuable information that will aid the child's progress. Parents/guardians with children in the secondary schools are encouraged to contact the school for conference appointments on an as-needed basis. Scheduled conferences will take place twice a year in the fall and winter.

Academic Progress Notification

In an effort to keep the parents/guardians informed of their child's progress, parents may access the district's PowerSchool program daily online. Parents are encouraged to acquire their passwords from their respective school's guidance office. Proper identification is required. Interim Progress Reports and Report Cards are issued quarterly. See Resume of Important Dates on page 15.

Activities

The Middle School offers many co-curricular activities on an after-school basis. A late bus at 4:00 p.m. is provided for students who participate. Restrictions: A student may not participate in co-curricular activities such as practice sessions, plays, concerts, debates, dances, athletic contests, and special after school or evening events if he/she is absent or under suspension the day on which the activity occurs. The only exceptions are prearranged appointments. Unexcused absences or suspension on Friday disqualifies students for participation in an activity on Saturday. Any student attending a school activity under the influence of an alcoholic beverage or in possession of an alcoholic beverage, drugs, or showing disorderly conduct is subject to disciplinary action consistent with the Middle School Code of Conduct.

Special Student Events

Students who have been referred to the Administration for repeated behavioral infractions, or who have evidenced a pattern of misconduct on team, may be excluded from special student events.

Instructional Media Center

Students are encouraged to use the IMC as an important part of the Middle School Program. The IMC will be available for student use during the day and after school. An appropriate pass is required for admittance at all times.

Student Arrival

Students will not be permitted in the building prior to 7:45 a.m. Bus students will be dismissed from the bus directly to

homeroom. Students arriving prior to 7:50 a.m. must report directly to the cafeteria.

Student Dismissal / Parking Lot

Students are not permitted in the parking lot at any time. Students may not leave the school in a privately owned vehicle unless permission has been granted by the Assistant Principal or Building Principal. Parents are requested to submit a written note stating the date, time, and reason for this type of student dismissal.

- Full day student dismissal - 2:50 p.m.
- Early student dismissal - 12:35 p.m.

Bus Rules & Regulations

It should be noted that riding the school bus is a privilege. Students are permitted to ride only the bus to which they are assigned. This privilege may be suspended or revoked as a result of committing any of the following offenses:

1. Throwing or shooting any object on the bus or at the bus.
2. Throwing any object out of the school bus window.
3. Fighting on the bus.
4. Putting hands or head outside of the bus window.
5. Maliciously defacing or damaging the bus in any way.
6. Smoking or lighting of matches or fireworks.
7. Possession or use of anything which may be considered a weapon.
8. Disrespect to the bus driver, i.e. abusive or vulgar language.
9. Failure to obey any reasonable directive from the bus driver, i.e. changing a student's seat.
10. Failure to sit in an assigned seat.
11. Failure to wear seat belts, when bus is equipped with seat belts.
12. Disruptive behavior, i.e. yelling, screaming, or disturbing other students.
13. Standing or moving from seat to seat while the bus is in motion.
14. Standing in the road while the bus is approaching its stop, or standing in front of the bus preventing it from moving.
15. Running after the bus to board after the bus is underway.
16. Banging on the bus to create a disturbance.
17. Yelling or screaming out of the bus window at a passerby.
18. Students boarding or exiting the bus at other than an assigned bus stop.
19. Any other negative behavior reported by the bus driver.
20. Students are not permitted to ride on the busses other than their assigned bus number.

First offense may result in a bus suspension up to five (5) days. Second offense may be a suspension up to ten (10) days. A third offense may result in a suspension for a minimum of fifteen (15) days.

** No projects larger than lap-size are to be taken into school or home on the bus.

In order to assure a safe environment for all students transported to and from school, the Washington Township School district has the authority to install cameras on school busses. As part of the investigation and/or discipline process, the video tape may be viewed by Administration to determine appropriate discipline for inappropriate student actions.

Grades

Teachers will develop an approved system of grading tests, quizzes, homework, independent projects, and other criteria for assessing student performance. These grading methods shall be quantifiable and will be clearly communicated to students and parents in the course proficiencies distributed at the beginning of each course offering. **Any 8th grade student failing 3 or more subjects for the year 7 school days before the trip will be ineligible to participate in the 8th grade end-of-year trip.**

Grading System Grades 6-8

In grades 6 through 8, students will receive a numerical grade on progress reports and report cards based on a zero (0) to 100 point scale, with the following guidelines:

A - 93 to 100; B - 85 to 92; C - 77 to 84; D - 70 to 76; F - less than 70

Testing

NJ ASK 6/7 and 8 are evaluative instruments designed to measure student performance and progress toward attainment of instructional goals and objectives. Frequent assessment of student progress enables the teacher to proceed to the next intended skill or to consider re-teaching of skills not mastered. Further, students may prepare and study reasonable amounts of material rather than be expected to "cram" for lengthy unit tests. The development of good study habits is an important Middle School objective. The intention of frequent monitoring of progress is to accomplish our often stated mission of "Striving for Excellence."

Guidance Services

Guidance services are available to every Middle School student. The staff is professionally trained and certified by the State of New Jersey. Services are available through individual, small group counseling and classroom guidance sessions. Students are encouraged to utilize the services of their assigned counselor. Referrals to counselors are also initiated by teachers, administrators and parents.

Scheduling

Scheduling consists of matching a given student and his/her specific strengths/weaknesses to the most appropriate curriculum. Counselors assist in developing a realistic program for each student. Test results, teacher recommendation and current academic achievement are primary criteria considered. Most grouping is done through math classes. Additional placements are made for special needs students, basic skill instruction and advanced academic programs. All other classes are heterogeneously grouped.

Counseling

Students and parents of middle school children are faced with a broad range of concerns. Counselors can assist with such concerns as study skills, organization skills, budgeting time, decision-making and communication skills, self-concept and self-esteem, long range educational planning, peer pressure, and parent-child-sibling relationships. Intervention counseling may also take place from a Student Assistant Counselor (SAC) that is assigned to each Middle School.

Testing and Interpretation

Test results assist students and parents to develop more realistic expectations for academic achievement. The results help identify students for proper placement in the most appropriate academic setting. Counselors assist teachers, students and parents with test interpretation.

Consultation and Referral Services

Information regarding referrals to both private and community agencies can be obtained through the Guidance Department.

Parent Conferences

Conferences may be arranged through the student's counselor. The parents, the student, the teacher, or the counselor may initiate such a request, BHMS- 881-3963, CRMS- 582-5173, and OVMS- 582-5176.

Interim Progress Reports

Counselors use these reports issued by classroom teachers in counseling students. These "wake-up" notices are intended to alert student and parent of current progress at approximately the middle of each marking period while there is still time for improvement before a final grade is issued.

Report Cards

Issued four times each school year, the report card shows the cumulative result of a student's effort. Middle School promotion is not socially based, but determined by accumulated units. The evaluation is based on final averages in each course for the year. In grade 6, students need 31 of 38 units to be promoted; in grades 7 & 8, students need 32 of 39 units to be promoted.

Communication

Open and direct communication between student, teacher and parent is needed at the Middle School level. The guidance counselor is frequently the best first step. Counselors for the 2011-2012 school years are as follows:

| | <u>Grade 6</u> | <u>Grade 7</u> | <u>Grade 8</u> |
|-------------|---------------------------------------|----------------|----------------------------------|
| BHMS | Mr. Mooney (A-M) Dr.. Morros (N-Z) | Mr. Mooney | Dr.. Morros |
| CRMS | Mrs. Kane | Mrs. Leonard | Mrs. Kane (8C) Mrs. Leonard (8R) |
| OVMS | Mrs. Baker (A-L) Mrs. Smith (M-Z) | Ms. Smith | Mrs. Baker |

Concerns

Communication between home and school is essential to satisfaction within the educational community and contributes directly to student success. All parental concerns will receive the complete attention and assessment of the appropriate personnel. The ordinary expectation, however, will require that the concern or complaint be presented to the teacher/originating person responsible. In the event a resolution of the matter cannot be attained, the Assistant Principal, appropriate child's Counselor or Department Supervisor or Assistant Principal will gladly review the matter with the parent in the presence of the teacher. Unresolved issues will be ultimately determined by the building Principal in adherence with all due process procedures. Such decisions may be appealed to the appropriate Level Director.

Homework

1. Shall be given in amounts reasonable to the age and ability of the students.
 2. Shall grow naturally out of class work as reinforcement, enrichment, or make-up work following an absence.
 3. Shall be self-directed. The student should be fully prepared for doing the work.
 4. Shall be meaningful and not "busy work" or "punishment."
 5. Shall lead to improving or strengthening study habits.
 6. Shall take into consideration the conditions under which the student will likely function. Most students do not have a reference library; many do not have a private study area at home.
 7. Shall be considered important enough to collect, check, record, and discuss the outcome with the student.
- It is the responsibility of the student to complete assignments conscientiously. Team teachers communicate on a daily basis, and thereby, work together to avoid excessive assignments on any given evening. Homework is a vital part of the

daily lesson and when successfully completed contributes to higher achievement.

E-Boards

E-Boards can be utilized to access daily homework assignments. Staff and Team E-Boards may be accessed by visiting www.wtps.org followed by the appropriate Middle School.

Attendance and Excuses Grades 6-8: Administrative Regulation 5200

Students are required to attend school regularly. Procedures have been established at the middle school level (grades 6-8) which enable school personnel to determine the reason(s) for all pupil absences and to take appropriate action(s) in cases of excessive absenteeism.

For purposes of this regulation, there are three categories of absences:

- a. Level I: Unexcused absences
- b. Level II: Parent explained/authorized absences
- c. Level III: Administrative excused absence with requisite documentation

Excessive absenteeism is defined as more than eighteen (18) Level I/Level II absences. Students who accumulate in excess of eighteen (18) Level I/Level II absences will be required to attend Saturday School sessions. Furthermore, any student who accumulates in excess of thirty (30) days of absence, regardless of level of absence, except where homebound instruction has been provided, may not be promoted to the next grade level.

The procedures for ensuring student attendance include provisions for:

1. Keeping track of absences
2. Notifying students and parents of excessive absences
3. Withholding credit for all courses until successful completion of assigned Saturday sessions
4. Student retention due to excessive absenteeism
5. Initiating court action when appropriate
6. Suspension from school when appropriate

The procedures have been approved by the Board of Education and shall be reviewed and modified as the need arises. They contain provisions for appealing any decisions made under this policy.

Attendance Procedures

A. Recording

1. Attendance will be taken daily and recorded in the student data management system by the homeroom teacher. Attendance office personnel will make attendance record changes when a student's status changes from absent to late.
2. Absenteeism Verification
 - a. Parent to call attendance office by 9:30 A.M.
 - b. Upon returning to school a student must submit to his/her homeroom teacher an appropriate note of verification from a parent/guardian explaining the absence.
 - c. When a student is absent three (3) or more consecutive days, a doctor's note must accompany the parent note of verification.
3. Only the following reasons will be considered Level III absences (not charged to eighteen (18) days):
 - a. Personal illness with accompanying doctor's note
 - b. Death in Family
 - c. Medical appointment
 - d. Religious holiday
 - e. Court appearance
 - f. Suspensions imposed by the administration

Note(s) and appropriate documentation for these reasons must be submitted in a timely manner from the time the student returns to school or the documentation may not be accepted. Parents and students are strongly encouraged to make every effort to schedule medical, dental, and legal appointments at times that will least conflict with the instructional program.

4. A student who arrives at school after 3rd period shall be marked absent for the day. A student who leaves school prior to 6th period shall be marked absent for the day. For a student to receive credit for a full day of school, he/she must be in attendance a minimum of four (4) hours (excluding lunch).
5. If a student arrives late to school, it is necessary for his/her parent or guardian to sign the student in at the attendance office.
6. If a student is to leave school before the regular dismissal time, his/her parent or guardian must sign the student out at the attendance office.
7. A student must be present for a full day of school to participate in any extra-curricular activity scheduled for the same date.

B. Notification Procedures

1. Attendance office personnel will refer to the assistant principal the name of any student who has accumulated three (3) consecutive days of absence (Levels I, II, or III) or any pattern of absences. The parent/guardian of any such student will be contacted by phone.
2. Attendance office personnel will refer to the assistant principal the name of any student who has accumulated eight (8) days of Level I/Level II absences. The parent/guardian of any such student will be contacted by phone and/or letter.
3. Attendance office personnel will refer to the assistant principal the name of any student who has accumulated twelve (12) days of Level I/Level II absences. The parent/guardian of any such incident will be contacted by phone and/or letter.
4. If, despite the warning, the student reaches the point of excessive absenteeism (18 Level I/Level II absences), the assistant principal will notify the student and his/her parent(s) or guardian(s) that an in-person conference is required to discuss the reasons for the absences. The conference will take place as soon as possible.
5. In cases of unexcused absences (Level I absences), the building principal or designee, in addition to the above notification procedures, shall implement the State-mandated protocols for responding to unexcused absences as set forth in Section D of Policy No. 5200 – *Attendance*. These protocols require specific administrative action at the following levels of unexcused absenteeism:
 - Up to four (4) cumulative unexcused absences;
 - Between five (5) and nine (9) absences; and
 - Ten (10) or more cumulative unexcused absences.
6. Attendance office personnel will refer to the assistant principal the name of any student who has accumulated fifteen (15) days of *Level III absences*. The parent/guardian of any such incident will be contacted by phone and/or letter.
7. Attendance office personnel will refer to the assistant principal the name of any student who has accumulated twenty-two (22) days of absences *regardless of level of absence*. The parent/guardian of any such incident will be contacted by phone and/or letter.
8. Attendance office personnel will refer to the assistant principal the name of any student who has accumulated twenty-eight (28) days of absences *regardless of level of absence*. The parent/guardian of any such incident will be contacted by phone and/or letter.

C. Conference with the Assistant Principal

1. During the conference, the importance of regular school attendance will be stressed. The state laws and school policies on attendance will be discussed. It will be made clear that the school believes that it is the parents' responsibility to ensure that their child(ren) attend school regularly. Parents will be notified during the conference that the school will refer the case to the local court if the student's Level I/Level II absences continue.
2. The purpose of the conference will be for the student and parents/guardian to explain each absence and to provide medical documentation for absences as appropriate.
3. It is recognized that every illness does not require treatment by a physician, however, in cases of repeated short-term absences for illness, there should be medical treatment and a note should be produced indicating the cause for the recurring illnesses.
4. The parents and students will be warned that future absences will result in strong action being taken.
5. The conference will be followed by a letter in which the major points covered will be repeated. A copy of this letter will be placed in the student's attendance folder.

D. Post Conference Action

1. When a student reaches nineteen (19) Level I/Level II absences, he/she will be notified via registered mail, by the Assistant Principal: that he/she is in violation of the Attendance Policy. For each Level I/Level II absence beyond eighteen (18) absences, the student will be required to attend one (1) Saturday session. Students and parents will be referred to the local court by the district truant officer for violation of NJ Compulsory Attendance Statute 18A:38-25 ("disorderly person for failing to send a child to school") for absences beyond the 18th Level I/Level II absence. Absences for which the school has provided homebound instruction will not be included in this calculation.
2. Excessive class absence, therefore, means that student has not adequately participated in the learning activities of his/her classes and is not entitled to receive full credit for those classes.
3. The usual penalty for excessive absences, therefore, will be the withholding of credit for the classes until successful completion of Saturday sessions.
5. Students who do not complete assigned Saturday sessions prior to the end of the school year will be required to make up their sessions in the following school year. Until the owed Saturday school time is completed, the student will be ineligible for participation in any extra-curricular activity.
6. **Eighth grade students who have not completed their required Saturday sessions will not be permitted to attend the 8th grade end-of-year trip.**

E. Retention

A student who has been absent in excess of thirty (30) days (regardless of level of absence) will not be promoted to the next grade. Extenuating circumstances, as determined by the building principal, can waive the 150- day attendance requirement. With input from classroom teachers, the principal will make the final decision concerning promotion or retention for each student. Absences for which the school has provided homebound instruction will not be included in this calculation.

F. Appeal Process

There are times when there might be an unforeseen factor or extenuating circumstances. Hence, there is an appeal procedure which a parent/guardian may follow to request a hearing. The appeal process may be instituted for a review of the number of days of absence, which the attendance records reflect and/or to determine whether the days accumulated are appropriately designated as Level I, Level II, or Level III absences.

Tier One

1. A parent or guardian may file a written appeal with the principal requesting a conference when a student's absences have exceeded the maximum limit of eighteen (18) Level I/Level II absences.
2. This written appeal must be submitted to the Principal within five (5) days after receiving notification that a student has exceeded the maximum limit for absences.
3. The appeal request must state the reason(s) for appeal.
4. The student's total attendance record will be considered on an appeal case.
5. The Principal will notify the parents of his/her decision in writing. The notification will be made within three (3) school days after the appeal hearing.

Tier Two

A written request to meet with the Superintendent, who represents the Board of Education, must be submitted within seven (7) days if not satisfied with the decision of the principal.

Tier Three

A written request may be submitted to the State Commissioner of Education if not satisfied with the decision of the Superintendent.

G. Credit Completion

It is assumed that students who do not attend classes, regardless of the reason, cannot benefit from the instruction taking place in these classes.

1. Any student whose Level I/Level II absences exceed eighteen (18) school days will be responsible to attend Saturday sessions if he/she wishes to earn credit for the school year.
2. Time Lines

| | |
|-------------------------------|---|
| Days Absent (Yearly Basis) | Saturday Sessions Assigned |
| 19 - 29 | * One Saturday session for each Level I/ Level II absence beyond eighteen (18) days |
| 30+ | **Administrative decision based on each individual case; students may be retained |

Note: Should any Level I absence beyond the 18th day be determined to be truancy: the student will be assigned to one Saturday class and to disciplinary action in accordance with the Student Code of Conduct.
3. Saturday Session Hours
 Saturday classes are scheduled each Saturday at a designated building from 9:00 am to 12:00 noon. Students are to arrive prior to 9:00 a.m. with appropriate schoolwork for the three-hour session and have transportation arranged for noon.

H. Suspension

Suspension, either internal or external, will not be counted as absences toward accumulating absences for non-credit status.

STUDENTS ARE RESPONSIBLE FOR MAKING UP ALL WORK MISSED DUE TO SUSPENSION.

I. Procedures for Completing Missed School Work Due to Absence

1. Students may make up all work missed due to absence with no grade point deduction, except in cases of truancy and cutting class. Students will be given one (1) day to make-up for each day absent.
 Example: A student who is absent on Tuesday should have all make-up work completed by Thursday.
2. All tests administered during such absences may be made up with full credit. Previously announced tests may be given on the day returned. Teacher judgment will be used in other test make-up situations.
3. A student who is absent due to truancy and/or cutting class will not be given the opportunity to make up missed assignments, quizzes, tests, etc.

J. Requests for Family Vacations

1. Parents/Guardians should notify the school principal at least two (2) weeks in advance if they are planning to take students out of school.
2. The time lost due to #1 above will count towards the eighteen (18) Level I/ Level II absences allowed per school year according to policy.
3. Absences taken during posted mid-term and final examination periods are strongly discouraged.

4. The student must makeup all work missed during these absences.

K. Long Term Medical Absences

Students who are placed on homebound instruction due to illness will not have this time counted toward the eighteen (18) Level I/Level II absences nor toward the thirty (30) day benchmark for retention.

Procedures

1. Parent/Guardian should request homebound instruction of the principal no later than five (5) days after the inception of the illness in accordance with the administrative procedure on homebound instruction. (See Regulation No. 2412 *Homebound Instruction*.)
2. A statement by a medical examiner must be produced giving the prognosis of length of time the student will be absent and the nature of the illness.
3. Only medical absences of ten (10) or more consecutive days will be considered for homebound instruction.

L. Distribution of Information

1. Every effort shall be made to see that pertinent portions of these procedures are explained to all students.
2. Pertinent excerpts from the procedure will be published in the Student/Parent Handbook.
3. Parents who are sent letters of warning regarding impending problems with attendance shall also receive a copy of the appropriate portion of this procedure.

2011-2012 Religious Holidays: can be viewed by visiting www.wtps.org, followed by accessing the appropriate middle school.

Affirmative Action

The Affirmative Action Goal is to foster sensitivity, tolerance, and understanding of the rights of all individuals regarding their beliefs, values and customs, recognizing our diverse community with varying cultural, ethnic and religious holidays.

1. The Washington Township School District has an Affirmative Action policy, plan, and grievance procedure on file in the Principal's Office.
2. The Washington Township School district does not discriminate in its employment practices, business actions, and/or educational opportunities because of age, race, creed, color, national origin, ancestry, marital status, sex, or handicap.
3. Affirmative Action questions, and or concerns regarding personnel, students, or contracts, should be directed to the Superintendent's Office at 589-6644, ext. 6000.

Intramurals

A wide variety of co-curricular/intramural activities and opportunities are available to students in grades 6, 7 and 8. The Middle School philosophy encourages students to get involved and participate in various areas of interest. A late bus is provided at 4:00 p.m.

**WASHINGTON TOWNSHIP PUBLIC SCHOOLS
MIDDLE SCHOOL LEVEL
GRADING AND MARKING PERIOD TIMELINES
SCHOOL YEAR: 2011-2012**

| Item | 1st Marking Period (44 days) | 2nd Marking Period (45 days) | 3rd Marking Period (46 days) | 4th Marking Period (45 days) |
|--|--|--|--|---|
| Progress Report Grades/Comments Entered by Teacher (mid marking period) | Thursday, Oct. 6, 2011 | Monday, Dec. 19, 2011 | Friday, March 2, 2011 | Wednesday, May 9, 2012 |
| End of Marking Period | Monday, Nov. 7, 2011 | Friday, Jan. 27, 2012 | Wednesday, April 4, 2012 | Tuesday, June 12, 2012 |
| End of Marking Period Grades/Comments Entered by Teacher | Wednesday, Nov. 16, 2011 3 p.m. | Wednesday, Feb. 1, 2012 3 p.m. | Thursday, April 12, 2012 3 p.m. | Thursday, June 13, 2012 Last day for teachers (tentative) |
| Report Cards Issued | Tuesday, Nov. 22, 2011 | Tuesday, Feb. 7, 2012 | Wednesday, April 18, 2012 | Report Cards mailed Tuesday, June 19, 2012 |
| Incomplete Grades Due in Guidance | Wednesday, Nov. 30, 2011 | Monday, Feb. 13, 2012 | Tuesday, April 24, 2012 | No incomplete grade(s) without permission of the Building Principal |

MIDDLE SCHOOL STUDENT CODE OF CONDUCT

Introduction

Although the student code of conduct contains a listing of infractions, it is clearly intended not to be all-inclusive, since no list can be. It is also intended that the administration and/or the Board of Education have the power to administer discipline for any other offense which is in violation of what is deemed accepted standards of conduct for students in the Washington Township School District. The student code of conduct will be applied equitably without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic.

School is a place where students not only learn about the rights and responsibilities of citizenship, but also gain valuable experience in appropriately exercising them. It is important to strike a balance between rights and responsibilities to contribute to the maintenance of a school environment, which is conducive to learning.

This code of conduct has been prepared to specify:

1. Acceptable behavior and unacceptable behavior;
2. Procedures to determine violations of rules; and
3. Consequences for such violations.

The school acts "in loco parentis," that is, in the place of the parent with respect to the supervision of a student's education and conduct while he/she is in school. This authority, and this code of conduct, extends to school sponsored functions at whatever location they are conducted.

Each student is guaranteed the right:

1. To be heard;
2. To have fair and consistent rules; and
3. To due process procedures.

These student rights are accompanied by student responsibilities:

1. To attend school and classes regularly;
2. To respect school property; and
3. To refrain from conduct that disrupts or threatens to disrupt the learning of other students.

The code of conduct has been developed to address the responsibilities of students to attend school and to attend classes, making fully clear the possible immediate benefits and/or long-term consequences of excessive absences, truancy, class cuts, and tardiness.

The administration, through the Superintendent or his/her designee, and /or the Board of Education, reserves the right to follow different courses of action other than those listed. These courses of action may include a review and/or hearing by the Board of Education with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and/or other discipline as appropriate under relevant law and regulation.

In addition to or in lieu of any other disciplinary action taken, the administration reserves the right to have a Child Study Team evaluation conducted.

Washington Township Middle School Student Code of Conduct

| Infraction | Occurrence | | | | | |
|---|---|---|--|--|---|---|
| I. Class Contact Time | | | | | | |
| <p>A. <u>Lateness to class</u> without a valid pass (per marking period) of less than two minutes. Automatic teacher detention if a student is late 2 to 5 minutes.</p> <p>Any lateness to class of more than 5 minutes will be considered a class cut.</p> | <u>1st Occurrence</u> Teacher Warning | <u>2nd Occurrence</u> Teacher Warning | <u>3rd Occurrence</u> Parent Contact Teacher Detention | <u>4th Occurrence</u> Parent Contact 1 Admin. Detention | <u>5th Occurrence</u> Parent Contact 1 Admin. Detention | <u>6th Occurrence</u> 1 Saturday Session |
| <p>B. <u>Lateness to school</u> (per marking period).</p> | <u>1st Occurrence</u> Warning | <u>2nd Occurrence</u> Warning | <u>3rd, 4th and 5th Occurrences</u> 1 Admin. Detention | | <u>6th Occurrence</u> Parent Contact 1 Saturday School | <u>7th Occurrence</u> Parent Contact 1 Internal Suspension |
| <p>C. <u>Truancy</u>: A student who is absent due to truancy or cutting class will not be given the opportunity to makeup missing assignments, quizzes or tests.</p> | <u>1st Occurrence</u> Parent Contact 1 Saturday Session | <u>2nd Occurrence</u> Parent Contact 1 Saturday Session | <u>3rd Occurrence</u> Parent Contact 2 Saturday Sessions | <u>4th Occurrence</u> Parent Conference Internal Suspension beginning with 3 days | <u>5th Occurrence</u> Parent Conference 5 Days Internal Suspension | <u>6th Occurrence</u> Parent Conference 5 Days Internal Suspension |
| <p>D. <u>Cutting Class</u>: Any lateness to class of more than 5 minutes will be considered a class cut. Any student cutting 4 or more classes in any given day will be considered truant for the day.</p> | <u>1st Occurrence</u> Parent Contact 3 Adm. Detentions | <u>2nd Occurrence</u> Parent Contact 1 Saturday Session | <u>3rd Occurrence</u> Parent Contact 1 Day Internal Suspension | <u>4th Occurrence</u> Parent Contact 2 Days Internal Suspension | <u>5th Occurrence</u> Parent Contact 3 Days Internal Suspension | <u>6th Occurrence</u> Parent Contact 5 Days Internal Suspension |
| <p>E. Cutting Saturday School</p> | Parent Contact/1 Day Internal Suspension | | | | | |
| <p>F. <u>Leaving class</u> without permission</p> | <u>1st Occurrence</u> Parent Contact 2 Teacher Detentions | <u>2nd Occurrence</u> Parent Contact 2 Admin. Detentions | <u>3rd Occurrence</u> Parent Contact Saturday Session | <u>4th Occurrence</u> 1 Day Internal Suspension | | |
| <p>G. Leaving the school grounds or site of school activity without permission.</p> | <u>1st Occurrence</u> Parent Contact 1 Day Internal Suspension | <u>2nd Occurrence</u> Parent Contact 1 Day Internal Suspension | <u>3rd Occurrence</u> Parent Contact 2 Days Internal Suspension | <u>4th Occurrence</u> Parent Contact 3 Days Internal Suspension | <u>5th Occurrence</u> Parent Contact 5 Days Internal Suspension | <u>6th Occurrence</u> Parent Contact 5 Days Internal Suspension |

Washington Township Middle School Student Code of Conduct

| Infraction | Occurrence | | | | |
|-----------------------------------|---|---|--|---|--|
| H. Being in an unauthorized area. | <u>1st Occurrence</u> Parent Contact 2 Admin. Detentions | <u>2nd Occurrence</u> Parent Contact 2 Admin. Detentions | <u>3rd Occurrence</u> Parent Conference/ Contact 1 Day Internal Suspension | <u>4th Occurrence</u> Parent Conference/ Contact 2 Days Internal Suspension | |

II. General Student Behavior

In a school where hundreds of people are carrying out various assignments in different settings, the rights of one person or a few cannot be allowed to violate the rights of others. Also, in this setting, the protection and the enforcement of rules for safety are in the best interest of all.

| | | | | |
|---|---|---|--|--|
| A. Physical displays of affection on school property. | <u>1st Occurrence</u> Teacher/ Admin. Warning | <u>2nd Occurrence</u> Teacher/ Admin. Warning | <u>3rd Occurrence</u> Teacher/ Admin. Detention | <u>4th and Subsequent Occurrences</u> Parent Conference/ Contact 1 Day Internal Suspension |
| B. Dress Code Violation. | <u>1st Occurrence</u> Warning Parent Contact | <u>2nd Occurrence</u> 1 Administrative Detention | | <u>3rd and Subsequent Occurrences</u> Administrative Detentions, Saturday Session, or Suspension |

Note: Student will not be permitted to return to class until the proper attire is secured.

| | | | | | |
|---|--|---|--|--|--|
| C. Acceptable Use of Technology/Internet Agreement Violation | <ul style="list-style-type: none"> ▪ Detention(s), Saturday Session(s), and/or Suspension ▪ Parent conference ▪ Loss/limitation of access to computer use ▪ Legal action may be necessary if infraction is considered to be of a very serious nature | | | | |
| D. Eating or drinking outside assigned areas | <u>1st Occurrence</u> Teacher/ Admin. Warning | <u>2nd Occurrence</u> Teacher/ Admin. Warning | <u>3rd Occurrence</u> Parent Contact Teacher/ Admin. Detention | <u>4th Occurrence</u> Parent Contact/ Conference/ 1 Day Internal Suspension | |
| E. Possession and/or playing of radios, iPods, and MP3 players, etc | <u>1st Occurrence</u> Admin. Warning | <u>2nd Occurrence</u> 1 Admin. Detention | <u>3rd Occurrence</u> Parent Conference/ Contact 1 Day Internal Suspension | <u>4th Occurrence</u> Parent Conference/ Contact / 2 Days Internal Suspension | |

Washington Township Middle School Student Code of Conduct

| Infraction | Occurrence | | | |
|---|---|--|--|---|
| E. <i>Continued</i> | <i>Item will be confiscated and, after the second occurrence will be returned only to the parent.</i> | | | |
| F. Cellular Phone usage, possession of a beeper, or other lower electronic paging device during the school day. This includes all other unauthorized electronic devices. Note: these devices should not be used or visible during the school day. | 1 st Occurrence Confiscation Parent Contact 1 Admin. Detention | 2 nd Occurrence Confiscation Parent Contact 2 Admin. Detentions | 3 rd and Subsequent Occurrences Confiscation Parent Contact 1 Internal Suspension | |
| In the case of violations involving paging devices, the building principal/designee will immediately notify the Supt. and the local law enforcement agency. Under State law, unauthorized student possession of beepers/paging devices on school property is a disorderly person's offense. | | | | |
| G. Possession or use of cigarettes, matches, pipes, or any other type of smoking paraphernalia on school property. | <i>. NOTE: Item will be confiscated and returned only to parent</i> | | | |
| | <ul style="list-style-type: none"> ▪ Confiscation ▪ Parent Conference/Contact ▪ 1-5 Days Internal or External Suspension | | | |
| H. Possession of fireworks. | <ul style="list-style-type: none"> ▪ Parent Conference/Contact ▪ 3 Days External Suspension | | | |
| I. Setting off fireworks, smoke bombs, etc. | <ul style="list-style-type: none"> ▪ Parent Conference/Contact ▪ Referral will be made to local authorities ▪ 5 Days External Suspension | | | |
| J. Tampering with fire extinguisher. | <ul style="list-style-type: none"> ▪ Parent Conference/Contact ▪ Referral will be made to local authorities ▪ Restitution and / or Repair and / or Detention(s) , Saturday Session(s), or Suspension | | | |
| K. Failure to report to teacher detention. | 1 st <u>Occurrence</u> Parent Contact 2 Teacher Detentions | 2 nd <u>Occurrence</u> Parent Contact 2 Admin. Detentions | 3 rd <u>Occurrence</u> Parent Contact 1 Saturday Session | 4 th <u>Occurrence</u> Parent Contact 1 Day Internal Suspension |

Washington Township Middle School Student Code of Conduct

| Infraction | Occurrence | | | | | |
|---|---|--|---|--|--|--|
| L. General misconduct including, but not limited to, disruption of school activities, excessive noise, throwing objects, distracting actions or comments, inappropriate language. | To be handled by the classroom teacher with referrals to the Team Leader and Administration, when necessary. | | | | | |
| M. Disruptive behavior in class. | 1 st <u>Occurrence</u> Teacher Warning | 2 nd <u>Occurrence</u> Parent/ Teacher Contact | 3 rd <u>Occurrence</u> Teacher Detention Parent Contact | 4 th <u>Occurrence</u> Restricted from class 1 Admin. Detention | 5 th <u>Occurrence</u> Parent Conference Restricted from class 2 days min. Saturday Session | 6 th <u>Occurrence</u> Parent Conference Internal Suspension |
| N. Disruptive behavior in internal suspension room. | Additional days internal and/or external suspension, with the stipulation that remaining time in internal suspension will be served upon return from external suspension. | | | | | |
| O. Disruptive behavior in administrative detention. | Additional days in detention, and/or Saturday school and /or internal suspension/external suspension. | | | | | |
| P. Failure to report to administrative detention.. | 1 st Occurrence 2 Admin. Detentions | 2 nd Occurrence Parent Conference/Contact Saturday Session | | 3 rd and Subsequent Occurrences Parent Conference/ Contact Internal Suspension | | |
| Q. Forgery and /or misuse of a pass. | Detention(s), Saturday Session(s), or Suspension | | | | | |
| R. Destruction of school or individual's property. | <ul style="list-style-type: none"> ▪ Restitution and/or Repair ▪ Detention(s), Saturday Session(s), or Suspension ▪ Parent Conference/Contact | | | | | |
| S. Taking the property of the school or an individual without the permission of the owner or applying threats or pressure to do so. | <ul style="list-style-type: none"> ▪ Parent Contact/Conference ▪ Internal/External Suspension ▪ <i>and</i> the return and/or restitution for stolen property | | | | | |
| T. Trespassing on school grounds while on suspension. | 2 Days External Suspension | | | | | |

Washington Township Middle School Student Code of Conduct

| Infraction | Occurrence | | |
|---|---|--|---|
| U.. Chewing gum. | To be handled by the classroom teacher with referrals to the team leader and administration when necessary | | |
| V. Gambling | <u>1st Occurrence</u> <ul style="list-style-type: none"> ▪ Confiscation of gambling materials ▪ Parent contact ▪ Saturday Session | <u>2nd Occurrence</u> <ul style="list-style-type: none"> ▪ Confiscation of gambling materials ▪ 1 Day Internal Suspension | <u>3rd Occurrence</u> <ul style="list-style-type: none"> ▪ Confiscation of gambling materials ▪ 2 Days Internal Suspension |
| W. Disruption of the educational process/school operation | <ul style="list-style-type: none"> ▪ Parent Conference ▪ 1 -10 Days Internal /External Suspension ▪ Possible charges filed with local police authorities | | |
| X. Causing public alarm | <ul style="list-style-type: none"> ▪ Parent Conference ▪ 1 -10 Days Internal /External Suspension ▪ Charges filed with local police authorities | | |
| Y. Disruptive Behavior with Substitute | <u>1st Occurrence</u> <ul style="list-style-type: none"> ▪ Parent Contact ▪ 2 Admin. Detentions | <u>2nd Occurrence</u> <ul style="list-style-type: none"> ▪ Saturday School | <u>3rd Occurrence</u> <ul style="list-style-type: none"> ▪ Internal suspension |
| III. Infractions against the person | <p>It is obvious that learning or growth cannot take place where the person is not secure against physical threats, verbal assaults, or actual physical harm. This is true for the student, teacher, administrator, secretary, aide, custodian, bus driver - for everyone hopes to contribute to the educational effectiveness of the middle school. To this end, this category of offenses is by far the most serious.</p> <p>The student code has been prepared to ensure the physical safety of all school personnel and students. All acts of violence, whether contained in the following section of infractions or not, will not be tolerated in the Washington Township Schools. In addition, the student misconduct may be so serious in nature as to require further disciplinary action such as long-term suspension and/or expulsion, and/or referral to the civil authorities. The consequences for each infraction are guidelines rather than a lock step progressive discipline system. The administration and/or the Board of Education reserves the right to impose greater penalty at any time including , without limitations, alternative educational placement, expulsion, and /or other discipline as appropriate under relevant law and regulations, depending upon the facts and circumstances of the particular infraction.</p> | | |

Washington Township Middle School Student Code of Conduct

| Infraction | Occurrence | | |
|---|---|--|---|
| A. Possession of a dangerous weapon or use of anything as a weapon. | <ul style="list-style-type: none"> - Minimum of 5 days external suspension and parent conference before re-admittance to school. This offense may result in an alternative placement or a disciplinary hearing before the Board of Education with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and .or other discipline as appropriate under relevant law and regulations. - The weapon will be confiscated and a referral will be made to the local authorities. | | |
| B. Possession and/or Use of Firearms | <ul style="list-style-type: none"> - Any pupil in possession of and/or committing a crime using a firearm on school property, on a school bus, or at any school sponsored function shall be immediately removed from the school's general education program for a period of not less than one calendar year, and placed in an alternative education school or program pending a Board of Education discipline hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and .or other discipline as appropriate under relevant law and regulations. - Immediate notification of local authorities. <p>Note: The New Jersey Administrative Code includes in its definition of a firearm "any device or instrument in the nature of a weapon from which may be fired or ejected any solid projectile, slug, pellet, missile or bullet, or any gas, vapor, or other noxious thing."</p> | | |
| C. *Fighting or provoking with willful intent to do harm. | <u>1st Occurrence</u> Parent Conference/ Contact 1-5 days Internal or External Suspension | <u>2nd Occurrence</u> Parent Conference/ Contact 3-5 days External Suspension | <u>3rd Occurrence</u> Parent Conference/ Contact 10 days External Suspension |
| * In cases where one or more students assault another student the offense may result in a disciplinary hearing before the Board of Education with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and .or other discipline as appropriate under relevant law and regulations. A referral will be made to the WT Police. | | | |
| D. Physically violating the rights of others. Including, but not limited to, shoving, pushing, poking (spontaneous roughhousing). | Administrative detention and /or internal or external suspension | | |
| E. * Harassing, intimidating, or bullying (including cyber bullying another student as defined in policy 5512). via constant put downs, **threats, hazing discriminatory or prejudicial remarks or acts. | <u>1st Occurrence</u> <ul style="list-style-type: none"> ▪ Appropriate remedial action ▪ Administrative Detention, Saturday School, and/ or Internal/External Suspension depending on severity ▪ *Referral to authorities if deemed appropriate | <u>2nd Occurrence</u> <ul style="list-style-type: none"> ▪ Appropriate remedial action ▪ Internal or External Suspension depending on severity * ▪ Referral to authorities if deemed appropriate | <u>3rd Occurrence</u> <ul style="list-style-type: none"> ▪ Appropriate remedial action ▪ External Suspension with a minimum of five days ▪ *Referral to authorities if deemed appropriate |

Washington Township Middle School Student Code of Conduct

| Infraction | Occurrence |
|--|--|
| <p><i>Note: Should the nature and gravity of a single act of violence and/or harassment be deemed of a very serious nature, the administration reserves the right to bring the student- before the Board of Education for a disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and .or other discipline as appropriate under relevant law and regulations.</i></p> | |
| <p>*” Harassment , intimidation, or bullying” means any gesture, any written, verbal, or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that :</p> <ol style="list-style-type: none"> 1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation , gender identity and expression, or a mental , physical or sensory disability; or 2. By any other distinguishing characteristic; and that 3. Takes place on school property, at any school –sponsored function, on a school bus, or off school grounds, as provided for in N. J. S.A. 18A:37 – 15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that 4. A reasonable person should know , under the circumstances, that the act (s) will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his /her property; or 5. Has the effect of insulting or demeaning any pupil or group of pupils; or 6. Creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil. <p>“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone. computer, or pager.</p> <p>** In can cases involving threats of physical violence in which the use of a weapon is either implied or present, the parent must be contacted, the local police authorities must be notified, and the student must be referred immediately to the local crisis center to be seen by a physician, preferably a psychiatrist, to determine if the pupil poses harm or threat to himself/herself or others . This is a pre-condition to the student’s re-admittance to school .</p> | |
| F. Disrespect towards school employee. | Detention(s) , Saturday Session(s) or Internal/External Suspension 1-5 days |
| G. Defiance of authority | Internal or External Suspension 1-5 days |
| H. Inappropriate Sexual Conduct – Lewdness | <ul style="list-style-type: none"> ▪ Parent Conference ▪ Detentions, Saturday Session (s),or 1-10 Days Suspension (depending on severity of circumstances) |
| – Illegal sexual contact including, but not limited to, grabbing, touching intimate parts of another individual’s body. | <ul style="list-style-type: none"> ▪ Parent Conference ▪ 1-10 Days Internal/External Suspension ▪ Referral for counseling services ▪ Immediate reporting of incident to local police authorities |

Washington Township Middle School Student Code of Conduct

| Infraction | Occurrence |
|-------------------------|---|
| <p>– Sexual Assault</p> | <ul style="list-style-type: none"> ▪ Parent Conference ▪ Immediate External Suspension- pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and .or other discipline as appropriate under relevant law and regulations. ▪ Immediate reporting of incident to local police authorities |

IV. Violation of the following rules will initiate immediate referral to the administration, followed by immediate external suspension, pending a possible Board of Education disciplinary hearing.

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| <p>A. Assault upon a school official/staff member. Student attempts to cause or purposely, knowingly, or recklessly causes bodily injury to a school district employee with a weapon, or attempts physically to put a school district employee in fear of serious bodily injury. Such an assault may have been committed even without an actual physical touching of the school district employee.</p> | <ul style="list-style-type: none"> ▪ Immediate External Suspension pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and .or other discipline as appropriate under relevant law and regulations. ▪ Notification of local police authorities |
| <p>B. Pulling a fire alarm without cause, and/or making telephone threats, which affect school/students’ safety (i.e. bomb threats); starting a fire in school whether the intent is malicious, damaging, prankish, and/or deliberate.</p> | <ul style="list-style-type: none"> ▪ Immediate External Suspension, possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and .or other discipline as appropriate under relevant law and regulations. ▪ Charges will be filed with local authorities when the infraction is in violation of local, state or federal law |
| <p>C. Terroristic threats against staff, students, and/or facility</p> | <ul style="list-style-type: none"> ▪ Immediate External Suspension ▪ Possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and .or other discipline as appropriate under relevant law and regulations. ▪ Referral to WT Police |

Washington Township Middle School Student Code of Conduct

| Infraction | Occurrence | |
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| <p>D. Being under the influence of a substance as defined in Policy 5530, including alcoholic beverages, controlled dangerous substances (e.g., marijuana or other dangerous drugs)., and inhalants. This includes possession of drug paraphernalia.</p> | <p><u>1st Occurrence</u></p> <p>The student will be suspended from school for 10 days with 4 such days served externally and the remainder in internal suspension. The student will be subsequently referred to the Student Assistance Counselor. Parents will be notified. A conference involving the principal, student, parents, and counselor must take place prior to re-admittance to school . Referral to the WT Police. (see below*)</p> | <p><u>2nd Occurrence</u></p> <p>The student shall be externally suspended from school BOE disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and /or other discipline as appropriate under relevant law and regulations.</p> <p>Parents will be notified and a parent conference will be held. Referral to the WT Police . (see below*)</p> |
| <p>*Please Note:</p> <p>The student who tests positive must obtain a letter, as a condition for his/her return to school, from his/her physician certifying that the student is physically and mentally able to return to school. The student must attend an intake session and follow all recommendations which include becoming involved in counseling in an out-of-school program which would include random urine testing i.e., Kennedy Behavioral Health Center, Reality House. Furthermore , students who test (positive) will be required to undergo two random urine tests to be conducted within three months of the date of the initial tests. Any student, who is found to be in possession of drug paraphernalia, will be required to undergo a urine screening and the above referenced intake session; such intake session must take place regardless of the outcome of the urine screening.</p> <p>Students who fail to comply with the urine screening or with the recommendations for treatment will be subject to removal from the regular education program pending a possible disciplinary hearing before the BOE. If the administration deems necessary, a referral to the child study team will be made to determine the pupil’s eligibility and need for special education programs. The student will be monitored by his / her counselor on his/her return to school. The discipline progression listed above does not preclude the principal’s authority to recommend to the Superintendent that the student be expelled pending referral to the Board of Education for a disciplinary hearing in view of the student’s prior disciplinary history. <u>All offenses are cumulative throughout a student’s enrollment in Washington Township Public Schools as authorized in policy/ regulation 5530, Substance Abuse.</u></p> | | |
| <p>E. Positive non-athletic random urine screening (subsequent to 1st occurrence under section IV-D above).</p> | <p><u>1st Occurrence</u></p> <p>The student will be suspended from school for 10 days with 4 such days served externally and the remainder in internal suspension. The student will be referred to the Student Assistance Counselor. Parent(s) / guardian (s) will be notified. A conference involving the building administrator, student, parents/guardians, and counselor must take place prior to re-admittance.</p> | <p><u>2nd Occurrence</u></p> <p>Parent(s) guardian(s) will be notified and a parent/guardian conference will be held. OR</p> <p>The student shall be externally suspended pending Board of Education disciplinary hearing. with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and /or other discipline as appropriate under relevant law and regulations.</p> <p>Referral to the WT Police.</p> |

Washington Township Middle School Student Code of Conduct

| Infraction | Occurrence |
|---|--|
| F. Possession of alcoholic beverages controlled dangerous substances, or other substances as defined in Policy 5530. | The student will be required to undergo a urine screening as per Board of Education policy and attend an intake session as described above to determine if the student is also “under the influence.” A parent/ guardian conference will be held. The student will be externally suspended for a minimum of 10 days pending a possible Board of Education disciplinary hearing. with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and /or other discipline as appropriate under relevant law and regulations. The matter will be referred to the WT Police. |
| G. Sale and / or distribution of alcoholic beverages, controlled dangerous substances, or other substances as defined in Policy 5530. | The student will be required to undergo urine screening as per Board of Education policy and attend a drug prevention /intervention intake session to determine if the student is also “under the influence.” A parent/guardian conference will be held. The student will be externally suspended pending a possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and /or other discipline as appropriate under relevant law and regulations. The matter will be referred to the WT Police. |
| H. Unauthorized possession, distribution and/or use of any medication. | Internal or External Suspension 1 to 5 days Note: Medication includes both prescription drugs and over-the –counter medicines including aspirin or nutritional supplements. If the medication is determined to be a substance as defined as Policy 5530, please refer to Section IV- D, F, G. |

Revised & Approved: 27 July 1999;
 Revised & Approved: 24 July 2001;
 Revised & Approved: 20 June 2006
 Revised & Approved: 17 August 2009:

Revised & Approved: 25 July 2000;
 Revised & Approved: 21 July 2003;
 Revised & Approved: 26 June 2007;
 Revised & Approved: 21 June 2010:

Revised & Approved: 28 March 2001;
 Revised & Approved: 28 June 2005;
 Revised & Approved: 27 May 2008;
Revised & Approved: 29 June 2011

V. Misuse/Abuse of Drugs, Alcohol, Tobacco, Steroids

In accordance with Policy 5530, it is the responsibility of the Board of Education to safeguard the health, character, citizenship, and personality development of the students in schools. We, therefore, must maintain that the use of drugs and the unlawful possession and use of alcohol is wrong and harmful. The Board of Education recognizes that the misuse of drugs, alcohol, tobacco or steroids threatens the positive development of that student and the welfare of the entire school community. The Board of Education is committed to the prevention of drug, alcohol, tobacco and steroid abuse and the rehabilitation of identified abusers.

- A. The Board of Education prohibits the use, possession and/or distribution of any drug, alcohol, tobacco, or steroids on school premises, and at any event away from the school provided by the Board. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Pupils suspected of being under the influence of drugs, alcohol, tobacco, or steroids will be identified, evaluated, and reported in accordance with the law. Assessment will be provided by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey Board of Examiners and trained in alcohol and other drug abuse prevention. A pupil who uses, possesses, or distributes drugs, alcohol, tobacco or steroids on school premises may be suspended or be subjected to Board of Education disciplinary hearing, and may be reported to appropriate law enforcement personnel. Pupils suspected of involvement with alcohol, drugs or steroids away from school premises will be offered appropriate treatment and remediation. Treatment services for students who are affected by alcohol or other drug use will be provided by individuals who are certified as Student Assistance Counselors or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow-up.
- B. The Board will enforce the laws of New Jersey requiring a program of drug, alcohol, tobacco and steroid education. The Superintendent shall prepare and submit to the Board for its approval a comprehensive curriculum for such instruction in grades seven through twelve offering a minimum of 10 hours per school year of alcohol and other drug education in accordance with department of education chemical health guidelines, pursuant to N.J.S.A. 18A:40a-1 et seq. Drug, alcohol, tobacco and steroid education shall be integrated with the health curriculum. Additionally, the district will offer a special class or course designed to meet the needs of pupils with alcohol or other drug use problems.
- C. All district personnel shall be alert to signs of alcohol, drug, tobacco and steroid use by pupils and shall respond to those signs in accordance with procedures established by the Superintendent of schools. The Board of Education will provide in-service training to assist teaching staff members in identifying the pupil who uses drugs, alcohol, tobacco and/or steroids, and in helping pupils with drug, alcohol, tobacco and steroid-related problems in a program of rehabilitation. The Board directs the establishment of a program designed to provide short-term counseling and support services for pupils who are in care or returning from care for alcohol and other drug dependencies. The district shall establish a parent/guardian substance abuse program offered at times and places convenient to the parents/guardian of the district on school premises or other facilities.
- D. The Superintendent shall develop administrative regulations for:
 1. A comprehensive program of drug, alcohol, tobacco and steroid education;
 2. The identification and remediation of pupils involved with drugs, alcohol, tobacco and steroids;
 3. The examination and treatment of pupils suspected of being under the influence of drugs, alcohol, tobacco or steroids to determine the extent of the pupil's drug or alcohol use or dependency.
 4. The treatment and discipline of pupils, who use, possess or distribute drugs, alcohol, tobacco and steroids in violation of law or this policy through referral to an appropriate drug/alcohol abuse program as recommended by the department of health; and
 5. The readmission to school and treatment of pupils who have been convicted of drug, alcohol, tobacco and / or steroid offenses.
- E. The Board of Education shall establish an annual process to review the effectiveness of its alcohol and other drug policies and procedures. The Board of Education shall solicit community input as well as consult with local agencies recommended by the State Department of Health in the review process. Alcohol and other drug policies and procedures for discipline, evaluation, and treatment of pupils shall be made available annually to all school staff, pupils, and parent /guardians. This policy shall be in each building, and notification of its availability shall appear annually in the parent's handbook.
- F. Any staff member who reports a pupil to the Principal or his/her designee in compliance with the provisions of this subsection shall not be liable in civil damages as result of making such a report as provided for under N.J.S.A. 18A:40A-1 et seq.
- G. All policies and procedures must comply with the confidentiality requirements established in federal regulation found at 42 CFR Part II.

Substance abuse in the district is considered a health risk. It is the expressed position of the district that when school rules have been violated, and when a student's health is at risk, we must notify the student's parents/guardians and attempt to involve the family in the rehabilitation plan subject to the confidentiality restrictions of 42 CFR Part II.
- H. Refusal or failure by a parent/guardian to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 et seq.) laws.

VI. Procedures for Disciplining Special Needs Students

- A. Educationally handicapped pupils are subject to the same disciplinary procedure as non-handicapped pupils. However:
1. No educationally handicapped pupil may be disciplined if the pupil's behavior is primarily caused by his/her educational handicap; or
 2. No educationally handicapped pupil may be disciplined if the program that is being provided does not meet the pupil's educational needs.
- B. Before a school staff member can discipline an educationally handicapped pupil, consideration shall be given to the nature of the offending behavior in light of the pupil's handicapping condition and educational needs.
1. It will be the responsibility of the pupil's Child Study Team to include a disciplinary action component in the pupil's Individualized Education Program plan. If a disciplinary action component is not warranted, the pupil will be subject to the disciplinary action listed in the Code of Conduct.
 2. The pupil's disciplinary action component may be exempted, on a temporary basis, if there is ongoing peril of physical harm to the student or others, or of substantial disruption of the educational process.
 3. If the Principal or assistant Principal temporarily suspends a pupil's disciplinary action component for reasons listed in 2b, the pupil may be suspended for a period not to exceed three (3) instructional days, pending the pupil's Child Study Team intervention.
 4. The Principal shall submit a written notification and description of reason(s) for the suspension to the parent/guardian and submit a copy to the pupil's Child Study Team.
 5. The Child Study Team must within two (2) days of the first day of suspension, review the reasons for the suspension and make appropriate written recommendations to the Principal and the parent or guardian.
- C. When the suspension of an educationally handicapped pupil exceeds a total of ten (10) school days accumulated in a school year, the Child Study Team shall review the status of that pupil in order to:
1. Determine if the behavior which resulted in the suspension was primarily caused by the pupil's handicapping condition.
 2. Determine if the pupil's Individualized Education Program is appropriate.
 3. Prepare and forward to the Principal and parent or guardian a written report with recommendations.
- D. Before an educationally handicapped pupil can be considered for a Board of Education disciplinary hearing, the pupil shall be reevaluated by the Child Study Team. The comprehensive reevaluation must be completed prior to the next regularly scheduled Board of Education presentation.
1. The Child Study Team shall submit a written report to the Board of Education, the Superintendent, the Principal, and the pupil's parent/guardian stating the results of the reevaluation or comprehensive evaluation.
 2. This report shall indicate whether the pupil's behavior is primarily caused by a handicapping condition and if the pupil's education program needs modification.
 3. All decisions resulting from this report are subject to due process and to parental appeal.

VII. Suspension Progression

While on external suspension, students are not permitted on school grounds at any time before, during, or after school to include evening and/or attendance at any extra-curricular/co-curricular activity, dance, prom, etc. Students suspended internally are permitted to attend school but are likewise not permitted to participate in or attend any extra-curricular/co-curricular activities.

3 Suspensions

Internal or external, any number of days - parent conference with the Assistant Principal, review of student records (report card, discipline records, attendance, academic progress, etc.), Screening for Child Study Team referral by counseling staff and crisis intervention counselor if the behavior causes ongoing peril to the student or others, and/or if the student's behavior creates an ongoing substantial disruption to the educational process and counselor intervention. **Eighth grade students will be ineligible for the end of year trip.**

Please note: for purposes of determining eligibility for the 8th grade end-of-year trip, two Saturday schools (assigned for disciplinary reasons) will equate to one suspension.

5 Suspensions

Parent conference with Principal and/or designee review of student records, referral to Child Study Team for consultation if the behavior causes ongoing peril to the student or others, and/or if the student's behavior creates an ongoing substantial disruption to the educational process.

All suspensions dispositions doubled for the 5th and 6th suspensions.

All extra-curricular activities including dances, the end of year exercises and privileges will be denied.

7 Suspensions

Parent conference with the Principal and/or designee in the cases of behavior which causes ongoing peril to the student or others and/or if the student's behavior creates an ongoing substantial disruption to the educational process. A recommendation may be made by the Administration to the Superintendent for the possible assignment of the student to an alternative placement. No pupil may be expelled by the Board of Education before the Child Study Team conducts and completes a comprehensive evaluation.

The Administration, through the Superintendent or his/her designee, and/or the Board of Education, reserve the right to follow different courses of action other than those listed. These courses of action may include a review and/or hearing by the Board of Education. In addition to or in lieu of any other disciplinary action taken, the Administration reserves the right to have a Child

Study Team evaluation conducted.

*Note: The Administration reserves the right to place a student in the Alternative Education Program at any point within the suspension progression should circumstances warrant this action, regardless of or without a prior history of suspensions.

VIII. Sexual Harassment

The Board of Education explicitly forbids any conduct of expression that may be construed as the sexual harassment of a pupil, by an employee of the district or by another pupil. The sexual harassment of a pupil includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the pupil's gender. Whenever such conduct has the purpose or effect of intimidation or tends to create or alter the educational environment in ways that are intimidating, hostile, or offensive such conduct shall be construed to be sexual harassment.

The Superintendent shall direct the instruction of all pupils in their right to be free of sexual harassment to the Affirmative Action Officer or any teacher/staff member.

Any employee who receives such a report or who has independent cause to suspect that a pupil has been subjected to sexual harassment shall promptly notify the building Principal, who shall immediately investigate the matter and report his or her findings to the Superintendent. An act of sexual harassment that appears to constitute child abuse shall be immediately reported to the Division of Youth and Family Services for investigation by that agency. An employee who engages in the sexual harassment of a pupil will be subject to stringent discipline and may be terminated. A pupil who engages in the sexual harassment of another pupil will be subject to discipline in accordance with approved district policy.

IX. Harassment, Intimidation and Bullying

In accordance with Policy #5512.1, acts of harassment, intimidation or bullying are prohibited. "Harassment, intimidation or bullying" means any gesture, written, verbal / physical act, or any electronic communication that takes place on school property at any school-sponsored function or on a school bus that:

1. Is perceived as being motivated by, but not limited to, race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, beliefs, or mental or physical disabilities.
2. Have the effect of harming a pupil or placing that pupil in fear of harm.
3. Has the effect of causing substantial disruption in the orderly operation of the school.

Complaints alleging violations of this policy shall be reported to the Principal. A prompt and thorough investigation will be conducted. The school district prohibits reprisals or retaliation against any person who reports an act of harassment, intimidation or bullying.

X. Saturday School

Time: 9:00 a.m. - 12:00 noon
Place: IMC- Orchard Valley Middle School
Transportation: None Provided

A. Student rules

1. Students will arrive at school no earlier than 8:45 am and report to assigned room(s). No student will be admitted to the Saturday class after 9:00 a.m. Any student who is late to Saturday class session is required to make up that session only, and at the discretion of the Administration, additional punishment may be assigned.
2. Students will bring school work with them. Students will not be permitted into class without the above material and will be treated the same as if absent.
3. Students will report directly to assigned rooms. Students will not be permitted to go to their lockers or any other part of the building.
4. No food or drink will be permitted in Saturday class.
5. No breaks are permitted. Students may be excused, one at a time, to use the lavatory.
6. All time assigned will be served in full.

B. Penalties

1. Missing a Saturday class assignment will result in a one-day internal suspension. The Saturday class assignment will not be made up.
2. Removal from Saturday class, for misbehavior, will result in a five-day external suspension from school.
3. Leaving Saturday class early, without permission, will result in a five-day external suspension from school.

XI. Acceptable Use of Computer Network/Computers and Resources: R-2361

The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes and school district related business only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. The "system administrators" referred to herein as employees of the school district who administer the school district computer network/computers and the system administrators reserve the right to monitor all activity on network/computer facilities/computers.

Because of the complex association between so many government agencies and computer networks/computers, the user of these computer networks/computers must adhere to strict regulations. Regulations are provided here so that staff, community, and pupil users and the parent(s) or legal guardian(s) of pupils are aware of their responsibilities. The school district may modify these regulations at any time by publishing modified regulations on the network and elsewhere. The signatures of the pupil and his/her parent(s) or legal guardian(s) on the district-approved consent and waiver agreement are legally binding and indicate

that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules established under Policy and Regulation No. 2361

Pupils are accountable for responsible behavior on computer networks/computers just as they are in a classroom or a school hallway. Communications on the computer network/computers are often public in nature. Policies and Regulations governing behavior and communications apply. The school district's networks, Internet access and computers are provided for pupils to conduct research and communicate with others. Access to computer network services/computers is given to pupils who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege—not a right. Access entails responsibility. Individual users of the district computer network/computers are responsible for their behavior and communications over the computer network/computers. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer network/computers who violate policies and regulations of the Board.

Computer network/computer storage areas shall be treated in the same manner as other school storage facilities. Computer network/computers administrator may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger pupils will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in Board policy and procedures on pupil rights and responsibilities, copies of these are available in school offices. Behavior including, but not limited to the following, are prohibited:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language and/or accessing visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
3. Using or accessing visual depictions that are child pornography, as defined in section 2250 of Title 18, United States Code.
4. Using or accessing visual depictions that are harmful to minors including any pictures, images, graphic image file of other visual depiction that takes as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
5. Depicting, describing, or representing in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;
6. Harassing, discrimination against, insulting or attacking others;
7. Knowingly or recklessly posting false or defamatory information about a person or organization;
8. Damaging computers, computer systems or computer network/computers, or software;
9. Tampering with or disabling the district's filtering software.
10. Violating copyright laws (copying or using commercial software without proper licensing and/or in violation of copyright laws. (The Copyright Act U.S.C. §106);
11. Unauthorized manipulation of Washington Township's computer system, programs, or data (including tampering with or altering the district's student records/grading program or files)
12. Breaching network security and/or workstation security;
13. Attempting to log on without proper authorization and/or using another's password;
14. Trespassing in another's folders, work or files;
15. Intentionally wasting limited resources;
16. Employing the network/computers for commercial or personal (non-educational) purposes including but not limited to product advertising or political activity' and/or
17. Engaging in other activities that do not advance the educational purposes for which computer network/computers are provided.

XII. Law Enforcement

A. Enforcement of Drugs - Free School Zones

The Board of Education recognized its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. The Board further recognizes its responsibility to cooperate with law enforcement activities and operations on school property. The Board shall, therefore, establish a formal Memorandum of Agreement.

B. Law Enforcement Liaison

In order to ensure cooperation, the Board directs the Superintendent to designate school district liaison/s to law enforcement agencies and prescribe the roles and responsibilities of the school liaison/s. Such assignments shall be in accordance with the districts collective bargaining agreement, if applicable.

C. Undercover Operations

The Board hereby recognizes that the Superintendent may request that law enforcement authorities conduct an

undercover operation in the school if he/she has reason to believe that drug and/or trafficking is occurring in the school and that a less intrusive means of law enforcement intervention would be ineffective. The Board hereby authorizes the Superintendent to request such intervention under these circumstances. The Board recognizes that the Superintendent is not permitted to ask the Board's approval for his/her action and is not permitted to discuss any aspect of the undercover operation until authorized to do so by law enforcement authorities.

The Board recognizes that law enforcement authorities may contact the Superintendent to request that an undercover operation be established in a district school. The Board recognizes that the Superintendent is prohibited from discussing the request with the Board. The Board hereby authorizes the Superintendent to act upon any such request in the manner that he/she determines is in conformity with the law and the Attorney General's Executive Directive 1988-1, and that is in the best interests of the students and school district.

The Board directs the Superintendent and school Principal to cooperate with law enforcement authorities in the planning, and conduct of, under school operations. The Superintendent, Principal, or any other school staff or district Board member who may have been informed about the undercover operation is required to immediately communicate information to the county prosecutor or designee if the integrity of the undercover school operation has been compromised in any way.

At the completion of any undercover operation in a school, and with the consent of the appropriate law enforcement authority, the Superintendent shall report to the Board regarding the nature of the operation, the result of the operation, and any serious problems encountered during the operation.

D. Summoning Law Enforcement Authorities onto School Property for the Purpose of Conducting Investigations, Searches, Seizures, and Arrests

Any school employee who has reason to believe a student/s or a staff member is using or distributing controlled dangerous substances or drug paraphernalia on school premises shall bring that information to the school Principal who, in turn, shall report same to the Superintendent. The Superintendent shall immediately report that information to the appropriate law enforcement agency. If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the Superintendent will cooperate with the law enforcement and its authorities in accordance with the law and administrative code. He/she will provide the officials with a room in an area away from the general student population in which to conduct their law enforcement duties. If law enforcement officials do not choose to investigate the incident, the Superintendent may continue the investigation to determine if any school rules have been broken and whether any school discipline is appropriate.

If an arrest is necessary, and no exigent circumstances exist the Superintendent and staff will cooperate with the law enforcement officials and provide them access to the office of a school administrator or some other area away from the general student population. Every effort shall be made to enable law enforcement personnel to carry out the arrest in a manner that is least disruptive to the educational environment. The Superintendent or Principal shall immediately notify the student's parent or guardian whenever a pupil is arrested for violating any law prohibiting the possession, use, sale, or distribution of any controlled substance or drug paraphernalia. Whenever the police have been summoned to a school building by the Superintendent, the Superintendent shall report the reason to the Board at its next regular meeting. If confidentiality is required, the report shall be made in executive session.

E. Student Searches and Securing Physical Evidence

The Principal or his/her designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with the standards prescribed by the United States Supreme Court in *New Jersey V.T.L.O.* U.S. 325 (1985), as set forth in Appendix C of the Attorney General's Statewide Action Plan for Narcotics Enforcement. If, as a result of the search, a controlled dangerous substance or drug paraphernalia is by any means found on school property, the individual discovering the item or substance shall immediately notify the building Principal; the Principal shall immediately notify the Superintendent who shall immediately notify the appropriate law enforcement agency. The Principal shall ensure that the controlled dangerous substance and/or drug paraphernalia is labeled and secured in a locked cabinet or desk until law enforcement officials pick it up. The Principal shall then contact the student's parents/guardians to inform them of the occurrence.

Whenever the law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or an interrogation is to be conducted, the Superintendent shall request that the law enforcement officials conduct the search, seizure, or interrogation.

F. Police Presence at Extracurricular Activities

The Superintendent is hereby authorized to contact the appropriate law enforcement agency and arrange for the presence of an officer/s in the event of an emergency or when the Superintendent believes the uniformed police presence is necessary to deter illegal drug use/ trafficking, or to maintain order or crowd/traffic control at a school function.

G. Resolving Disputes Concerning Law Enforcement Activities

The Board authorizes the Superintendent to contact the chief executive officer of the law enforcement agency involved with any dispute of objection to any proposed or ongoing law enforcement operation or activity on school property. If for any reason the dispute or objection is not satisfactorily resolved with the chief executive officer of the agency, the Superintendent shall work in conjunction with the county prosecutor and, where appropriate, division of criminal justice to take appropriate steps to resolve the matter. Any dispute that cannot be resolved at the county level shall be reported to the Board and shall be resolved by the attorney general whose decision shall be binding.

WASHINGTON TOWNSHIP PUBLIC SCHOOLS 2011-12 CALENDAR

September (T 21 S 19)

| M | T | W | T | F |
|----|----|----|----|----|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

October (T 20 S 20)

| M | T | W | T | F |
|----|----|----|----|----|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

November (T 19 S 16)

| M | T | W | T | F |
|----|----|----|----|----|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

December (T 17 S 16)

| M | T | W | T | F |
|----|----|----|----|----|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 17 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

January (T 20 S 20)

| M | T | W | T | F |
|----|----|----|----|----|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

August

31 New Teacher Orientation

September

1 Opening Day: Teachers
 2 Staff Inservice
 5 Labor Day
 6 Opening Day: Students

October

10 Columbus Day
 19 Early Dismissal/Staff Inservice (Gr. 1-12) *

November

8 Election Day
 9 Cty/Dist. Insrvc. (Gr. K-12) Parent Conferences (Gr. K)
 10-11 NJEA Convention
 23 Early Dismissal (Gr. K-12)+ *
 24-25 Thanksgiving Break

December

5-6 Early Dismissal: Staff Insrvc./ Parent Conferences (Gr. 1-5)
 7 Staff Inservice (Gr. 9-12) Parent Conf./Staff Insrvc. (K-8)
 23 Early Dismissal (Gr. K-12)+ *
 24-31 Winter Break

January

1-2 Winter Break
 16 Martin Luther King Jr. Day
 24-27 Early Dismissal (Gr. 9-12) High School Midterm Exams (Lunch Served Except HS)

* Lunch will be served on these days
 + Modified K schedule will be in effect
 ^ Lunch will not be served on these days

February

17-20 Presidents' Weekend
 24 Early Dismissal (Gr. 6-8) *
 MS Parent Conferences

March

21 Early Dismissal/Staff Inservice (Gr. 1-12) *

April

5-9 Spring Break
 17 Early Dismissal/Staff Inservice (Gr. 9-12) School Board/Budget Election
 19-20 Early Dismissal (Gr. 1-5) *
 Elem. Parent Conferences/ Staff Inservice
 20 Early Dismissal/Staff Inservice (Gr. 6-12) Junior Prom

May

11 Early Dismissal/Staff Inservice (Gr. 9-12) Senior Prom
 28 Memorial Day

June

6-12 Early Dismissal (Gr. 1-12)^
 Final Exams (HS)
 12 Last Day: Students
 13 Last Day: Teachers
 Graduation (tentative) 7pm

Senior trip: 3/27-3/31/2012

School Closed
 Early Dismissal

February (T 19 S 19)

| M | T | W | T | F |
|----|----|----|----|----|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | | |

March (T 22 S 22)

| M | T | W | T | F |
|----|----|----|----|----|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

April (T 18 S 18)

| M | T | W | T | F |
|----|----|----|----|----|
| | | | | |
| 2 | 3 | 4 | 5* | 6 |
| 9* | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

May (T 22 S 22)

| M | T | W | T | F |
|----|----|----|----|----|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

June (T 9 S 8)

| M | T | W | T | F |
|-----|-----|-----|-----|-----|
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13* | 14* | 15* |
| 18* | 19* | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

*Snow make-up days: In the event that school is cancelled due to snow or other emergency, school day(s) may be added to the end of the school year in the following order: June 13, 14, 15, 18, 19, & April 5 & 9.

NOTE: This calendar represents 187 teacher days and 180 student days. It does not include make-up days due to snow.