

**Washington Township  
Middle School  
2019 ~ 2020  
Student Handbook & Planner**

**Bunker Hill  
881-7007**

**Chestnut Ridge  
582-3535**

**Orchard Valley  
582-5353**

**Attendance  
881-3683**

**Attendance  
582-5172**

**Attendance  
582-5177**

**Student Name:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_ **Room #:** \_\_\_\_\_

**Grade/Team:** \_\_\_\_\_ **Locker #:** \_\_\_\_\_

**Schedule of Classes**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>HR</b> 7:50-7:59					
<b>1<sup>st</sup></b> 8:02 - 8:51					
<b>2<sup>nd</sup></b> 8:54 - 9:43					
<b>3<sup>rd</sup></b> 9:46 - 10:35					
<b>4<sup>th</sup></b> 10:38 – 11:02 11:02 - 11:27					
<b>5<sup>th</sup></b> 11:30 - 11:55 11:55 - 12:19					
<b>6<sup>th</sup></b> 12:22 - 12:47 12:47 – 1:11					
<b>7<sup>th</sup></b> 1:14 – 2:03					
<b>8<sup>th</sup></b> 2:06 - 2:55					

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## WELCOME

To students who are new to our school, the staff extends a warm welcome! To our returning students, we are glad to see you again, and are 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 you with our expectations and guidelines for 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 will be pleasant and rewarding.

### BHMS

Mr. Michael D'Ostilio, Jr., Principal      Dr. Gregory Muscelli, Assistant Principal

### CRMS

Mr. James Barnes, Principal      Ms. Jennifer MacMillan, Assistant Principal

### OVMS

Mrs. Colleen Cancila, Principal      Mrs. A'ndrea Brown, Assistant Principal

## SCHOOL SECURITY

**ALL VISITORS MUST PRESENT A PHOTO ID AND SIGN IN at all times.** For the safety of our students and staff, no one will be admitted to the building without photo identification. We ask all parents/guardians to remind students not to come to the building after 4:00 p.m. since they will not be admitted. Due to the need for security, there will be no access to our buildings after 4:00 p.m.

## DISTRICT HOTLINES

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

- Washington Township Police Department #: 256-1212
- Washington Township Central Administration #: 589-6644
- NJ State Police School Safety Hotline #: 877-624-8082

## EMERGENCY SCHOOL CLOSING # 803

In the event it becomes necessary to close school due to inclement weather or other causes, notification will be disseminated via:

- An automated telephone call made by the district's central administration office.
- Information accessed online at [www.wtps.org](http://www.wtps.org).
- Philadelphia area television news and radio stations who post our district closing 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. The opening will be delayed TWO (2) HOURS IN MOST INSTANCES. More information is distributed directly to parents/guardians as the winter months approach.

## STUDENT ASSISTANCE COUNSELORS

Are regulated by federal confidentiality laws - students, faculty, and parents can utilize Student Assistant Counselor (SAC). Intervention counseling may also take place from SACs that are assigned to each Middle School.

- Are available to anyone experiencing problems handling peer/family relations, depression, serious family illness, concerns about smoking, drug/alcohol use, or other concerns.
- Serve as school anti-bullying specialists. Students, parents, or staff may report possible instances of harassment, intimidation or bullying to SAC or administration.
- Student Assistance Counselors can be reached through each Middle School's homepage; <http://www.wtps.org/central/SAC/index.html>; or at the extension listed below:

**BHMS ~ Ext. 5022      CRMS ~ Ext. 5346      OVMS ~ Ext. 5602**

## SCHOOL COUNSELING SERVICES

The goal of the members of the Counseling Office is to provide students with counseling services that encompass academic planning, personal development and, when needed, crisis counseling. Our staff is professionally trained and certified by the State of New Jersey. Services are available through individual, small group counseling, and classroom guidance sessions. You are encouraged to utilize the services of your assigned counselor. Referrals to counselors are also initiated by teachers, administrators and parents.

### Q. Who is my School counselor?

	<b>BHMS</b>	<b>CRMS</b>	<b>OVMS</b>
<b>Grade 6</b>	Ms. Kerfoot	Mrs. Leonard	Ms. Marakowski
<b>Grade 7</b>	Dr. Morros	Mrs. Vernon	Mrs. Kolodzey
<b>Grade 8</b>	Mr. Fimiani	Mrs. Kane	Mr. Jedwabny

### Q. What can the Counseling Office do for me?

Students and parents of middle school children are faced with a broad range of concerns. Counselors can assist with such concerns as study and organizational skills, budgeting time, decision-making, 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 Assistance Counselor (SAC) that is assigned to each Middle School.

### Q. Where can I get my grades?

To keep informed of your child's progress, parents may access the district's PowerSchool program online. Parents are expected to acquire their passwords from their respective school's guidance office. Proper identification is required.

Parents are encouraged to check their child's progress regularly through PowerSchool; however, grades are made current approximately at the middle of each marking period. This way there is still time for improvement. *See Resume of Important Dates.*

Counselors use progress reports 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.

### Q. Who can talk to my counselor?

Open and direct communication between student, teacher, and parent is needed at the Middle School level. Your school counselor is frequently the best place to start. We encourage you to schedule a conference with your counselor whenever you need them.

Parents, student, teacher, or counselor may initiate conferences by arranging with the student's counselor. Direct lines to the Counseling office are:

**BHMS- 881-3963**

**CRMS- 582-5173**

**OVMS- 582-5176**

### Q. How do I schedule an appointment with my counselor?

Come to the Counseling Office before school begins, from your study hall, after school is over, or during your lunch period to request a counseling appointment. There are appointment request forms in case your counselor is not available. They will contact you at their earliest convenience.

**Q. How are my grades determined for each class?**

Teachers will develop an approved system of grading tests, quizzes, homework, independent projects, and other criteria to assess student performance. These grading methods shall be clearly communicated to students and parents in the course proficiencies distributed at the beginning of each course. Any 8<sup>th</sup> grade student failing three (3) or more subjects for the year, seven (7) school days before the 8<sup>th</sup> grade end-of-year trip will be ineligible to participate in such activity.

**Resume of Important Dates**

WASHINGTON TOWNSHIP PUBLIC SCHOOLS  
GRADING AND MARKING PERIOD TIMELINES  
SCHOOL YEAR 2019-2020

Item	1 <sup>st</sup> Marking Period (45 Days)	2 <sup>nd</sup> Marking Period (46 Days)	3 <sup>rd</sup> Marking Period (46 Days)	4 <sup>th</sup> Marking Period (43 Days)
Progress Report Grades/Comments Entered by Teacher (mid marking period)	Tuesday, Oct. 8, 2019 (Day 23)	Wednesday, Dec. 18, 2019 (Day 24)	Friday, March 6, 2020 (Day 23)	Thursday, May 14, 2020 (Day 21)
End of Marking Period	Wednesday, Nov. 13, 2019	Friday, January 31, 2020	Tuesday, April 7, 2020	Wednesday, June 17, 2020 Last day for students (Tentative)
End of Marking Period Grades/Comments Entered by Teacher	Wednesday, Nov. 20, 2019 (End of Work Day)	Monday, Feb. 10, 2020 (End of Work Day)	Wednesday, April 22, 2020 (End of Work Day)	Thursday, June 18, 2020 Last day for teachers (Tentative)
Report Cards Issued	Friday, Nov. 22, 2019	Wednesday, Feb. 12, 2020	Friday, April 24, 2020	Report Cards issued Wed., June 24, 2020 (Tentative)

**Grading System**

You will receive a numerical grade in PowerSchool and on report cards based on a 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**

Students may obtain an average less than 60. The grade could be affected by attendance, unexcused absences, lack of preparation, attitude, etc. Any grade less than 60 will be cleared through administration and the parents will be notified by the teacher.

**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. You are expected to pursue your education with a commitment to these qualities. Any student caught cheating, plagiarizing, or otherwise compromising the educational process, will be subject to academic penalty and/or 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. These actions 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.

## **Testing**

NJSLA tests are evaluative instruments administered in the spring and are designed to measure student performance and progress toward attainment of instructional goals and objectives related to the New Jersey Student Learning Standards. You are encouraged to perform to the best of your ability in order that accurate assessment of your progress can be determined.

## **Honor Roll and Principal's List**

Students receiving A's in all subjects will be placed on the Principal's List for that marking period. Students receiving A's and B's in all subjects will be placed on the Honor Roll for that marking period. Both lists will appear in the local newspaper.

## **School/Home Communication**

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 and the appropriate child's Counselor or Community Leader 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.

## **Teacher Web Pages**

Teacher web pages can be utilized to access daily homework assignments. Staff and Teacher web pages may be accessed by visiting [www.wtps.org](http://www.wtps.org) followed by the appropriate Middle School.

## **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.
7. Shall be considered important enough to collect, check, record, and discuss the outcome with the student.

It is your responsibility to complete assignments conscientiously. 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.

## **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 will result in deductions from your grade. In addition, those who do not participate on a daily basis will also lose points from their grade.

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. Additional information regarding the point system, locks and lockers for physical education will be addressed during the first week of school in the Physical Education/Health class.

## **Working Papers**

If you plan to work in New Jersey and are not 18 years of age, you must obtain Working Papers. This may be done by following the procedures below:

1. Obtain an Age Certificate from the Counseling Office which must be signed by the principal or his designee.
2. Working Papers must be obtained in the state in which you plan to work since laws differ in each state. Your employer can advise you where they may be obtained.

3. Your legal guardian must be present when you apply for working papers out of state and you must also present the School Record Form you obtained from the Main Office.

## **DISCIPLINE**

### **Halls and Passes**

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

### **Cell Phones/Electronic Devices**

Cellular/Smart phones and unauthorized electronic devices are not permitted to be used during the school day, unless under the supervision of a staff member. By violating this rule you will have your device confiscated by administration and be subject to disciplinary action.

### **Telephone**

In cases of emergency, a pass to the guidance office may be obtained from a teacher to use the school phone.

### **Imitation Firearms**

The possession of imitation firearms within a school facility is prohibited by state law. Any student who knowingly has in his/her possession an imitation firearm in or upon any part of a building or grounds of any school without written authorization from the school or while on any school bus is in violation of N.J.S.A. 2C:39-5(e)(3) and may be charged as a disorderly person.

### **Student Use of ID Badges**

The Washington Township Board of Education and Middle Schools Administration believe that the possession and wearing of identification "ID Badges" by students promotes a more personalized school climate, facilitates recognition of one another as members of our middle school community, and helps provide a more secure environment. Consequently, you are required to possess and/or wear your ID badge at all times during school hours. Students found in non-compliance of this policy will be subject to disciplinary action.

### **Student Dress Code – Board Policy No. 5511**

The faculty, administration, and Board of Education of Washington Township Schools agree that certain standards of appearance are necessary for the well-being of all students. We believe that school attire is primarily the responsibility of the student and their parents/guardians. At the same time we believe that, within the framework provided by the First Amendment and New Jersey school law, the right of free speech and expression enjoyed by students as defined by our judicial system must be respected. We also support our teachers' and faculty's need to focus on teaching/instruction without the additional, uncomfortable burden of subjective dress code enforcement. At the same time, we entrust the clear and consistent enforcement of this policy to all building administrators.

1. Footwear must be worn at all times and should be appropriate and safe for each classroom activity. Sneakers are the only approved footwear for physical education classes. All footwear must be secured at the front and back of the foot. High school students are permitted to wear flip flops.
2. Clothing shall be sufficient to conceal midriffs, all undergarments (excluding straps) and private parts at all times. Clothing must be worn as intended. That is, the waistband of pants/shorts should be fastened at the waist and undergarments are not to be worn as outer garments. Fabric covering all private parts must not be see through. All shirts must have either sleeves or straps. Hats, hoods and bandanas are not to be worn in the building.

Clothing must be suitable and adhere to all dress code requirements for all scheduled school day activities including physical education, science labs, wood shop, and other activities where unique hazards or needs exist.

Clothing, accessories, or jewelry that displays obscene, profane, vulgar or lewd words, pictures, messages, designs or double-meaning slogans, gang association or criminal activity are prohibited.

- a. Understanding that middle school environments can benefit from distinct consideration, spaghetti strap tops and flip flops are not to be worn at the middle school level.
3. Any clothing, accessory or jewelry which depicts bias symbols, hate messages or is intended to harass, threaten, intimidate or demean individuals or groups of individuals because of sex, color, race, religion, disability, national origin or sexual orientation are prohibited.
  4. Non-prescription sunglasses, glazed and tinted glasses, except as prescribed by the student's doctor, are not to be worn indoors.

5. Chains, cables or other accoutrements, which could be used as weapons, are prohibited.
6. 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.

### **Bus Rules and Regulations**

It should be noted that riding the school bus is a privilege. Your privileges 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.
- \*\* 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 buses. 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.

- **First offense may result in up to 10 days loss of bus privileges.**
- **Second offense may result in up to 20 days loss of bus privileges.**
- **Third offense may result in exclusion from the bus for the remainder of the year.**

*Please Note: Students may face further disciplinary action including detention, Saturday School and/or suspension, depending upon the nature of the infraction.*

### **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 and the Anti-Bullying Specialist for each building. 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. Consequences shall be issued upon the conclusion of the investigation.

### **Sexual Harassment**

Sexual harassment is a form of misconduct that undermines the integrity of the learning environment. It also constitutes sex discrimination in violation of state and federal law. No student, either male or female, should be subjected to unsolicited and unwelcomed sexual overtures or conduct, either verbal or physical. No student should be subjected to a hostile learning environment created by sexual harassment.



Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that lowers morale and that, therefore, interferes with learning.

It shall be a violation of district policy for any student to harass another person through conduct or communications of a sexual nature or because of that person's gender.

Sexual harassment may include, but is not limited to the following:

- Unwelcomed sexual advances, such as offensive sexual flirtations, repeated requests for dates after rejection of overtures;
- Pressure or coercion for sexual activity
- Remarks or gestures to a person, with sexual or demeaning implications;
- Unwelcomed touching, such as intentional patting, pinching or brushing against another's body;
- Suggested or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, academic status, participation in extra-curricular/athletic activities, etc.;
- Displays of nude or pornographic pictures, lewd or vulgar cartoons, etc.; and
- Practical jokes about gender-specific traits.

Sexual harassment may also consist of intimidating, abusing or hostile behavior of a non-sexual nature toward a student because of his/her gender. For example, verbal abuse and hostility that is not sexual in character but is directed solely at a female student because she is female is likewise a violation of this policy on the same level as harassment of a sexual nature.

### **Hazing**

Hazing is considered any individual or group act of harassment of another individual or group by banter, ridicule, criticism or by exacting unnecessary work, or participation in a disagreeable/unpleasant activity for the purpose of initiation. The practice of hazing is unhealthy and counterproductive to the positive climate promoted by student participation in athletic and activity programs.

Under no circumstances will hazing in any form be tolerated within the scope of the programs (including extra-curricular and co-curricular) sponsored by Washington Township Public Schools. Students participating in hazing practices will be subject to disciplinary action at the discretion of the principal or designee, who will determine the level and severity of the discipline action to be taken including detention, suspension, and/or removal from a school activity

### **Cyber Bullying**

The Internet or any other communication device shall not be used to intimidate, bully, harass, threaten, or embarrass other students or staff members. Students who engage in such activities on school grounds or who engage in such activities off campus, including one's home and personal Internet use, and create a material disruption of school operations shall be subject to discipline for threats, bullying, and/or harassment, as outlined in the student handbook, as well as possible criminal penalties.

### **Acceptable Use of Computers**

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.

### **Restricted Lunch**

The teacher in charge in the cafeteria is directly responsible for maintaining student discipline and may assign you 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 (3) days restriction lunch
2. Second offense-up to five (5) days restriction lunch
3. Third offense-up to ten (10) days restriction lunch

**Continued offenses beyond the third offense will result in detention and/or assignment to restriction lunch for the remainder of the given marking period or possibly the remainder of the school year.**

### **Detention/Restriction Rules**

Detentions are served after the regular school day. Participation in extra-curricular activities does not excuse a student from attending detention. In addition, students who are assigned to detention are not permitted to leave the building or school grounds before reporting to detention. Students may be restricted during their regular school day at the discretion of the Administration (e.g. - endangering the well-being of another student, continual class disruption, disrespect).

Notice will be sent to parents/guardians informing them of the infraction(s) which has resulted in their child's restriction, detention or suspension.

The Administration will request work from the student's teachers but **STUDENTS ARE RESPONSIBLE FOR MAKING UP ALL WORK MISSED DUE TO SUSPENSION.**

## Special Student Events

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

## Fire Drills/ Emergency Drills

Emergency drills are held twice per month. 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, you should proceed to the exit in the section of the hall which you are closest to at that moment. Remember that perfect order is essential for 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.

## Saturday School/Saturday Suspensions

Time:	9:00 a.m. - 12 Noon
Place:	Washington Township High School
Transportation:	None Provided

### 1. Student Rules

- Students will arrive at school no earlier than 8:45 AM and report directly to assigned rooms. No student will be admitted to the Saturday Session after 9:00 AM.
- Students will bring schoolwork with them. Students will not be permitted into class without the above material and will be treated the same as if absent.
- Students will not be permitted to go to their lockers or any other part of the building.
- No food or drink will be permitted in Saturday Session.
- No breaks are permitted. Students may be excused, one at a time, to use the lavatory.
- All time assigned will be served in full.
- Students may not sleep or put their heads down.

### 2. Penalties

***Refer to Middle School Restorative Code of Conduct***

## Suspension Progression

### (Internal, External & Saturday Suspension Incidents)

While on suspension, you are not permitted on school grounds at any time before, during, or after school including evenings and/or attendance at any extracurricular/co-curricular activity, dance, etc. If you accumulate three (3), five (5), and seven (7) suspensions in any combination of suspendable offenses the following procedures will be followed:

### 3 Suspensions

**Eighth grade students will be ineligible for end of year class trip.**

**All students, curricular and non-curricular, will be ineligible to attend any course related trip.**

Please note: for purposes of determining eligibility for the 8<sup>th</sup> grade end-of-year class trip, two (2) Saturday schools (assigned for disciplinary reasons) will equate to one (1) suspension.

- Parent conference/contact with the Assistant Principal;
- Review of student records (report card, discipline record, attendance, academic progress, etc.);
- When an 8<sup>th</sup> Grade student reaches three (3) suspensions, he/she is ineligible for the end of year class trip;
- Referral to: 1) the Intervention and Referral Services (IRS) for consideration of an evaluation to determine eligibility for referral to the Child Study Team; 2) counseling staff; and 3) crisis intervention counselor, if the behavior causes ongoing peril to the student or others and/or if the student's behavior creates ongoing substantial disruption to the educational process.

### 5 Suspensions

**Eighth grade students will be ineligible for Promotion exercises.**

- Parent conference with the Principal and/or designee;
- Review of student records;
- Referral to Child Study Team for consideration of a formal evaluation to determine eligibility for special education;
- All suspension dispositions doubled for the 5<sup>th</sup> and 6<sup>th</sup> suspensions;
- Student is ineligible for all co-curricular and extracurricular activities;

### 7 Suspensions

- Parent conference with Principal and/or designee;
- Recommendation may be made by the Administration to the Superintendent for the **possible assignment of the student to an alternative placement;**
- Referral to the CST; no pupil may be expelled by the Board of Education before the Child Study Team conducts and completes a

comprehensive evaluation;

- Placement of student on probation;
- Board of Education hearing for possible long-term suspension or expulsion

\**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.

### **Discipline and Special Education**

Administration may consider any unique circumstances on a case-by-case basis when determining whether disciplinary measures are appropriate for a child with a disability who violates a school code of student conduct.

To the extent that they also take such action for children without disabilities, administration may, for up to ten school days, remove a child with a disability who violates a code of student conduct from his/her current placement to an internal or external suspension in consultation with the student's case manager.

Once a child with a disability has been removed from his/her current placement for more than ten school days in the same school year, the district will determine if the behavior is a manifestation of the student's disability. If the behavior that violated the student code of conduct was not a manifestation of the child's disability, administration may apply the disciplinary procedures to that child with a disability in the same manner and for the same duration as it would to children without disabilities. If the behavior is a manifestation of the student's disability, the disciplinary action cannot be imposed by district administration. Administration must determine if the student needs a functional behavioral assessment, behavioral intervention services and modifications, which are designed to address the behavior violation so that it does not happen again. The child's IEP Team shall determine if the student needs an interim alternative educational setting. The student will receive educational services, participate in the general education curriculum and progress toward meeting the goals set out in the child's IEP.

- **Misuse/Abuse of Drugs, Alcohol, Tobacco, Steroids** (*Refer to Middle School Restorative Code of Conduct*).

**Use and Abuse of Controlled Dangerous Substances and Alcohol** (*Refer to Middle School Restorative Code of Conduct*).

### **Involvement of Local Authorities**

The Board of Education and administration believe that the safety and well-being of students and staff is of primary importance to the smooth operation of the school and the educational process. Students who attend Washington Township Middle Schools are therefore required to conduct themselves at all times in a manner which demonstrates respect for themselves, respect for the rights and safety of others, respect for school property, and respect for a climate conducive to their education and the education of others.

In support of this expectation, the school district reserves the right and responsibility to refer to the local police those student infractions of Board Policy involving fighting, assault, possession and/or use of weapons and firearms, possession and/or use of alcohol and illegal drugs, repetitive instances of smoking in school buildings and other infractions which endanger the safety of others or seriously disrupt the educational process.

The Student Code of Conduct outlines several of the circumstances under which the police will be contacted. In such cases, the police will be contacted, formal complaints will be filed and when necessary referred to the court system. Whenever the police are called in to file a complaint, question students or remove students to police custody, the building principal or his/her designee will make every effort to contact the student's parent or guardian to apprise them of the circumstances. However, parental consent is not a precondition to police questioning of the student or the release of the student into police custody.

## **ATTENDANCE AND EXCUSES**

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:

Level I: Unexcused absences

Level II: Parent explained/authorized absences

Level III: Administrative excused absences with requisite documentation

Excessive absenteeism is defined as more than fifteen (15) Level I/Level II absences. Students who accumulate in excess of fifteen (15) 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 School 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.

### **Recording Absences**

1. Attendance will be taken daily and recorded in the student data management system by the homeroom/advisory 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/advisory 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 fifteen (15) 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 administrationNote(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.

### **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 six (6) 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 ten (10) days of Level I/Level II absences. The parent/guardian of any such student will be contacted by phone and/or letter.

4. If, despite the warning, the student reaches the point of excessive absenteeism fifteen (15) 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) unexcused 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 *absence regardless of level of absence*. The parent/guardian of any such student 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 (20) days of absences *regardless of level of absence*. The parent/guardian of any such student 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-five (25) days of absences *regardless of level of absence*. The parent/guardian of any such student will be contacted by phone and/or letter.

### **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.

### **Post Conference Action**

1. When a student reaches sixteen (16) 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 fifteen (15) absences, the student will be required to attend one (1) Saturday School 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 15.
2. Level I/Level II absence. Absences for which the school has provided homebound instruction will not be included in this calculation.
3. 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.
4. The usual penalty for excessive absences, therefore, will be the withholding of credit for the classes until successful completion of Saturday School sessions.
5. Students who do not complete assigned Saturday School sessions prior to the end of the school year will be required to make up their Saturday School 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(ies).
6. Eighth grade students who have not completed their required Saturday School sessions will not be permitted to participate in the 8th grade end-of-year trip.

### **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, may serve to justify a possible waiver of 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.

## 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 fifteen (15) 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 in 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.

## 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 fifteen (15) school days will be responsible to attend Saturday School sessions if he/she wishes to earn credit for the school year.
2. Time Lines:

#### Days Absent (Yearly Basis)

#### Saturday School Sessions Assigned

16 - 29 \*One Saturday School session for each Level I/ Level II absence beyond fifteen(15) days.

30+ \*\*Administrative decision based on each individual case; students may be retained.

Note: Should any Level I absence beyond the 15th day be determined to be a truancy, the student will be assigned to one Saturday School session and to disciplinary action in accordance with the Student Code of Conduct

#### 3. Saturday School Hours

Saturday School sessions 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.

## Suspension

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

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

## 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.
2. Example: A student who is absent on Tuesday should have all make-up work completed by Thursday.
3. All tests administered during such absences may be made up with full credit. Previously announced tests may be given on the day the student returns to school. Teacher judgment will be used in other test make-up situations.
4. 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.

## **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 fifteen (15) 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.

## **Long Term Medical Absences**

Students who are placed on homebound instruction due to illness will not have this time counted toward the fifteen (15) Level I/Level II absences nor toward the thirty (30) day benchmark for retention.

Procedures:

1. Parent/Guardian should request homebound instruction through 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.

## **Distribution of Information**

1. Every effort shall be made to ensure 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.

## **2019-2020 Religious Holidays**

- Can be viewed by visiting [www.wtps.org](http://www.wtps.org)

## **CO-CURRICULAR ACTIVITIES**

### **Activities**

There are many benefits gained by the students while participating in a co-curricular activity. Students who participate in activity programs tend to have higher grade-point averages, better attendance records and fewer discipline problems. In addition, students learn self-discipline, build self-confidence and develop skills needed to be productive citizens in today's society. Studies have concluded that colleges and future employers select students who have participated in activities over non-participants because active students are more likely to accept the challenges and responsibilities needed to become successful in life.

Remember, activities are considered by many experts as the Other Half of Education. So be part of our school's Co-Curricular Program and reward yourself with many fond memories and a valuable educational experience.

The Middle School offers many co-curricular activities on an after-school basis. A late bus at 4:05 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.

### **Participation in Activities**

A student may not participate in co-curricular activities such as practice sessions, plays, concerts, etc. 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 from participation on Saturday. Any student attending a school activity under the influence of drugs or alcohol or in possession of an alcoholic beverage or drugs or showing disorderly conduct is subject to suspension.

### **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 4:05 p.m.



## Student Activities

Below is a list to help guide you to the many co-curricular activities offered during their years in middle school. In addition to the activities listed below, many other clubs/activities are available for you to join.

### All students need a permission slip to be involved in any activity.



Band is a class that meets every day of the week as a regular class period. Small groups meet once a week for group lessons.



Chorus meets every day of the week as a regular class period. Students perform in both Winter and Spring Concerts, as well as selected field trips.



The Drama Club/All School Musical is open to all students. It is a year-long club that allows the students an opportunity to participate in the many different aspects of theatre.



The Futureacts Club's primary focus is community service. Students who join Future Acts will participate in service projects with the other two middle schools and the high school.



The 6<sup>th</sup> Grade Class Council promotes community involvement and fun for OVMS 6<sup>th</sup> grade activities. We will also offer several after school social activities for all 6<sup>th</sup> graders.



The 7<sup>th</sup> Grade Class Council typically meets throughout the school year. Several fundraising and community service projects are among the many activities that students participate in.



The 8<sup>th</sup> Grade Class Council typically sponsors the "Back to School Dance" as well as several community service and fundraising projects.



The Newspaper is published four times a year. The activities include writing, typing, lay-out and publishing. It requires reporting, writing, and organizational skills.



Orchestra is an instrumental music course in which students are offered the opportunity to study music through the performance of string instruments.



Student Council consists of students wishing to promote activities that will create a positive student environment.



Yearbook Club is an all year activity beginning in September for students who enjoy working with classmates to create the school's annual yearbook.

## GENERAL

### 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.

### Instructional Media Center

The mission of the IMC is to support the district's mission by providing a learning laboratory where students are taught to be problem solvers, information seekers, avid readers and lifelong learners so as to fully participate in a global society. Students can access both print and electronic resources including books, e-books, magazines, CD's, DVD's, online databases, word processing programs and the Internet. Students are given both formal and informal instruction in using the media center's resources.

**The Internet** ~ you must sign the District's "Acceptable Use Policy" to have access to the IMC's computer network, including the Internet. Violations of the Acceptable Use Policy may result in a loss of your IMC computer privileges.

### **Cafeteria Procedures**

1. You may come to the IMC during lunch your period.
2. You must report first to the cafeteria. The cafeteria moderator will issue IMC passes. It is expected that you report directly to the IMC unless otherwise noted on the pass.
3. If you wish to return to the cafeteria, it must be noted on the pass.
4. You will not be permitted to return to the cafeteria during the last ten minutes of the period.
5. Only cafeteria moderators may issue passes to the IMC.

### **Borrowing Procedures**

1. In order to borrow and/or renew materials, you must present your student ID.
2. Students may borrow up to two books at a time.
3. The circulation period for books from the general collection is 14 days; CD's, videos & DVD's is 1 week.
4. If you fail to return overdue materials in a timely manner, you will not be permitted to borrow anything until the materials are returned.
5. If you owe materials to the IMC your name will be added to the school's obligation list and you will be unable to receive a report card or attend social functions until the materials have been returned. Additionally, parents will be notified.

### **Voluntary Fingerprinting**

The Board of Education provides a voluntary fingerprinting program for the protection of its pupils. This program shall be carried out in cooperation with local law enforcement officials. This program is available to all pupils in grades kindergarten through ninth upon written authorization of their parent or guardian.

### **Lockers**

Lockers are issued to students on the first day of school for their individual use and storage of books and clothing. The lockers are the property of WTPS, and as such, can be searched - see "Locker Search".

The following are guidelines for student use of lockers:

1. The school is not responsible for the loss of any contents of the locker.
2. Any problems with the operation of the assigned locker should be immediately reported to the Main Office so that the problem can be corrected.
3. Locker combinations should not be given to your friends; lockers are assigned to individual students.
4. You will be held responsible for any damage to their assigned locker. Do not write/draw or place decals/stickers on lockers.
5. You must remove all materials from the locker prior to the closing of school in June; materials left in the locker will be discarded.
6. Do not leave valuables of any kind in lockers, etc.

### **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.

### **Student Guests**

Student guests are not permitted.

### **School Non-Responsibility for Personal Property**

The School District is not responsible for the loss of any personal items, of either a student or staff member, while the item is inside or on the premises of School District buildings or property. This includes loss which occurs as a result of lockers which are broken into or rooms which are entered illegally. The School District does not and cannot carry sufficient insurance to cover these losses. Parents and staff members are advised, therefore, to obtain sufficient insurance to cover such valuable articles as jewelry, watches, musical instruments, etc., through their own homeowner's insurance. It is possible for parents to obtain riders on these policies at a very minimal cost to cover belongings while they are outside of the household premises. Students are strongly discouraged from bringing valuables and large sums of money to school.

### **Lost and Found**

Found articles should be brought to the Main Office, where pupils who have lost them may claim them. Periodically throughout the school year unclaimed items will be donated. If you have lost an item, please check the Lost and Found frequently. Personal student

items are not covered by school insurance.

### **Student Arrival**

Students will not be permitted in the building prior to 7:35 a.m. Bus students will be dismissed from the bus directly to Advisory/Homeroom. Students arriving prior to 7:45 a.m. must report directly to the cafeteria.

### **Safe Walking Procedures**

Walk only where pavements are provided, any student who uses an alternate route in which pavements do not exist, does so at their own risk. In accordance with our bus policy, students are required to walk where appropriate "sidewalks" are provided. You may use a telephone in the Counseling Office if you must contact your parents for means of transportation other than a school bus.

### **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 - 2:55 p.m.
- Early student dismissal - 12:35 p.m.

### **Drugs and Medication Policy #5330: Administration of Medications While at School**

**Students are NOT permitted to carry or take any medication, including over-the-counter items such as aspirin, Midol, cough syrup, cough drops, etc.**

#### **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. Parent(s) 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 for the 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.

## **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.

## **RESTORATIVE PRACTICES**

Restorative practice is a proven approach to discipline in schools that favors relationships over retribution and has been shown to improve behavior and enhance teaching and learning outcomes (Thorsborne & Blood, 2013). The following is a partial list of recommended restorative practices that may be used when appropriate and when time and resources permit:

1. Mediation
2. Restitution
3. School Community Activities
4. Restore Relationships
5. Student Reflection and Goal Setting

## **MIDDLE SCHOOL STUDENT CODE OF CONDUCT**

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 ability or 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
3. Consequences for such violations
4. Measures to foster a positive learning environment by restoring relationships

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. This also applies to events outside of school that negatively impact the school environment.

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.

### **HARASSMENT, INTIMIDATION AND BULLYING (HIB)**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student, staff member, volunteer, or visitor. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

The district's Harassment, Intimidation, and Bullying (HIB) policy is located on the school's website. Individuals may report an alleged HIB to any staff member, or by requesting a Form A at the main office or by downloading it from the school's website.

**If you have questions or concerns you may contact Theresa Pietrowski, the District's Anti-Bullying Coordinator at ext. 5609.**

# Restorative Discipline

## Goals of the Restorative Code of Conduct

1. To prioritize learning and instruction
2. To promote mutual respect for all members of the school community
3. To ensure that students take full advantage of their educational opportunities
4. To create a safe environment for learning

Note: An \* indicates that the violation is found on more than one tier level.

### Tier 1: Minor Infractions

#### Disrupting the orderly educational process of self or others

Violation	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral	Subsequent
*Lateness to class without a valid pass (per marking period) of less than two minutes.	Documented Warning	Documented Warning	1 Administrative Detention	1 Administrative Detention	A minimum of 2 Administrative Detentions
Physical displays of affection	Documented Warning	Documented Warning	1 Administrative Detention	2 Administrative Detentions	A minimum of 2 Administrative Detentions
Dress Code Violation	Documented Warning	1 Administrative Detention	2 Administrative Detentions	1 Saturday School	A minimum of 1 Saturday School
*Minor Violation of Acceptable Use of Technology/ Internet Agreement	Documented Warning	Documented Warning	1 Administrative Detention	2 Administrative Detentions	A minimum of 1 Saturday School
Eating or drinking outside assigned areas except for water	Documented Warning	Documented Warning	1 Administrative Detention	2 Administrative Detentions	A minimum of 3 Administrative Detentions
Use or display of smart phones and other unauthorized electronic devices	Documented Warning	1 Administrative Detention	2 Administrative Detentions	1 Saturday School	A minimum of 1 Saturday School
*Disruptive behavior in class and/or during school day, including inappropriate language	Documented Warning	Documented Warning	1 Administrative Detention	2 Administrative Detentions	A minimum of 3 Administrative Detentions
Misuse/abuse of a pass	A minimum of 1 Administrative Detention	A minimum of 2 Administrative Detentions	A minimum of 1 Saturday School	A minimum of 2 Saturday Schools	A minimum of 2 Saturday Schools
*Minor theft of property	Restitution and/or 2 Administrative Detentions/Restorative Practices	Restitution and/or 1 Saturday School/Restorative Practices			Refer to Tier 3 Infraction



## Tier 2: Intermediate Infractions

### Devaluing the importance of school and classroom attendance

Violation	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral	Subsequent
*Any lateness to class of more than 5 minutes will be considered a class cut.	2 Administrative Detentions	3 Administrative Detentions	1 Saturday School	1 Saturday Suspension	A minimum of 2 Saturday Suspensions
Lateness to school (per marking period)	Documented Warning	Documented Warning	1 Administrative Detention	1 Administrative Detention	A minimum of 2 Administrative detentions
Truancy due to cutting 4 or more classes in any given day.	1 Saturday School	1 Saturday School	2 Saturday Schools	7 hours of Saturday School	A minimum of 8 hours of Saturday School
Cutting Saturday School	4 hours of Saturday School	5 hours of Saturday School	2 Saturday Schools	7 hours of Saturday School	A minimum of 2 Saturday Suspensions
Cutting Saturday Suspension	Reschedule previous Saturday Suspension, 1 Saturday Suspension	Reschedule previous Saturday Suspension, 1 Internal Suspension	Reschedule previous Saturday Suspension, 2 Internal Suspensions	Reschedule previous Saturday Suspension, 3 Internal Suspensions	A minimum of 3 external suspensions
Leaving class without permission	2 Administrative Detentions	2 Administrative Detentions	1 Saturday School	1 Saturday Suspension	A minimum of 1 Saturday Suspension
*Being in an unauthorized area	2 Administrative Detentions	2 Administrative Detentions	1 Saturday School	1 Saturday Suspension	A minimum of 1 Saturday Suspension
*Disruptive behavior in class and/or during school day	A minimum of 1 Administrative Detention	A minimum of 2 Administrative Detentions	1 Saturday School	1 Saturday Suspension	A minimum of 2 Saturday Suspensions
Disruptive behavior on the school bus	Administrative warning	A minimum of 1 Administrative Detention	A minimum of 2 Administrative Detentions	1 Saturday School and/or loss of bus privileges (number of days to be determined)	1 Saturday Suspension and/or loss of bus privileges (number of days to be determined)
Disruptive behavior in Administrative Detention	1 Saturday School	2 Saturday Schools	1 Saturday Suspension	2 Saturday Suspensions	A minimum of 2 Saturday Suspensions
Failure to report to assigned detention	2 Administrative Detentions	2 Administrative Detentions	3 Administrative Detentions	3 Administrative Detentions	A minimum of 1 Saturday School
*Forgery and/or altering of a pass or document	1 Saturday Suspension	1 Internal Suspension	2 Internal Suspensions	2 External Suspensions	A minimum of 2 External Suspensions
*Destruction/tampering of school or individual's property	Restitution and/or repair, A minimum of 1 Administrative Detention	Restitution and/or repair, A minimum of 2 Administrative Detentions	Restitution and/or repair, A minimum of 1 Saturday School	Restitution and/or repair, A minimum of 1 Saturday Suspension	Restitution and/or repair, A minimum of 1 Saturday Suspension
Gambling and/or unauthorized profitmaking	A minimum of 1 Administrative Detention	A minimum of 2 Administrative Detentions	A minimum of 3 Administrative Detentions	A minimum of 1 Saturday School	A minimum of 1 Saturday School
Physically violating the rights of others including, but not limited to, shoving, pushing, poking, roughhousing	A minimum of 1 Saturday School	A minimum of 2 Saturday Schools	A minimum of 1 Internal Suspension	A minimum of 2 Internal Suspensions	A minimum of 2 External Suspensions
Disrespect towards school employee	2 Administrative Detentions	1 Saturday School	1 Internal Suspension		A minimum of 1 Internal Suspension

### Tier 3: Major Infractions

Engaging in unsafe, threatening or inappropriate behavior that may jeopardize the welfare of an individual or the school community

Violation	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral	Subsequent
Truancy	1 Saturday School	1 Saturday School	2 Saturday Schools	3 Internal Suspensions	A minimum of 5 Internal Suspensions
Leaving the school grounds or site of school activity without permission	1 Saturday Suspension	2 Saturday Suspensions			A minimum 2 Saturday Suspensions
*Being in an unsafe unauthorized area (roof, etc.)	A minimum of 1 Saturday Suspension	1 Internal Suspension	2 Internal Suspensions	3 External Suspensions	A minimum of 4 External Suspensions
Removal from Saturday School	A minimum of 2 External Suspensions				A minimum of 2 External Suspensions
Disruptive behavior in Internal Suspension room	A minimum of 2 Saturday Suspensions	A minimum of 2 Internal Suspensions			A minimum of 2 Internal Suspensions
Inappropriate sexual conduct	A minimum of 2 External Suspensions				A minimum of 2 External Suspensions
Possession or use of cigarettes, tobacco products, matches, lighters, pipes, and/or any other type of smoking or vaping paraphernalia on school property	A minimum of 5 Internal Suspensions with mandatory completion of the ASPIRE program				A minimum of 5 Internal or External Suspensions
*Altering/false reporting/ forging of a document	1 Internal Suspension	2 Internal Suspensions			A minimum of 3 Internal Suspensions
*Destruction/tampering of school or individual's property	Restitution and/or repair, A minimum of 3 Internal Suspensions				Restitution and/or repair, A minimum of 2 Internal Suspensions and 2 External Suspensions
Major theft of property	Restitution and/or repair, A minimum of 3 Internal Suspensions				Restitution and/or repair, A minimum of 2 Internal Suspensions and 2 External Suspensions
<b>Fighting-</b> <i>Should the nature and gravity of a single act of violence be deemed a very serious nature, the administration reserves the right to place a student in an alternative education program pending a 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. A referral will be made to the WT Police.</i>	A minimum of 3 Internal Suspensions	A minimum of 4 External Suspensions			Subsequent referrals will result in immediate external suspension for a minimum of 10 days with a possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations, Parent conference with the Principal prior to re-admittance
Provoking a fight/altercation	A minimum of 1 Internal Suspension	A minimum of 2 Internal Suspensions			A minimum of 3 External Suspensions
Aggressive or threatening acts against a student	A minimum of 1 Internal Suspension	A minimum of 2 Internal Suspensions			A minimum of 3 External Suspensions
Aggressive or threatening acts against an employee	A minimum of 4 External Suspensions				A minimum of 4 External Suspensions

Violation	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral	Subsequent
Defiance of school employee	A minimum of 1 Internal Suspension	A minimum of 2 Internal Suspensions			A minimum of 3 Internal Suspensions
Inappropriate language referencing a member of a protected group or someone with a distinguishing characteristic	A minimum of 1 Saturday School	A minimum of 1 Internal Suspension			A minimum of 1 Internal Suspension
Continuous disruption of the learning environment	A minimum of 1 Saturday School	A minimum of 1 Saturday Suspension	A minimum of 1 Internal Suspension	A minimum of 2 Internal Suspensions	A minimum of 2 External Suspensions
Sexual contact including, but not limited to, grabbing, touching intimate parts of another individual's body	A minimum of 4 External Suspensions				A minimum of 4 External Suspensions
*Major Violation of Acceptable Use Policy for Technology	Minimum 2 Internal Suspensions with possible supervision of network privileges				Contact authorities and revocation of network privileges

### Tier 4: Severe Infractions

Engaging in egregious and/or criminal activity in the school that could result in harm to the school community

Violation	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral	Subsequent
Possession or use of fireworks, smoke bombs, etc.	Confiscation of Fireworks, Parent Conference, Referral will be made to local authorities, Minimum 4 Days External Suspension				
Tampering with fire extinguisher	Repair and/or restitution, A minimum of 1 Internal Suspension				Repair and/or restitution, A minimum of 2 External Suspensions
Causing public alarm	A minimum of 5 External Suspensions, 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				
Assault of a Student  Assault, as defined, in N.J.S.A. 2C:12-1, and includes the intent to cause, or causing, bodily injury to another student(s), or attempts physically to put another student(s) in fear of serious bodily injury.	<ul style="list-style-type: none"> <li>Immediate External/Internal Suspension of 2 to 5 days</li> <li>A parent conference with Principal or Assistant Principal must be held prior to re-admittance</li> <li>Referral for counseling services</li> </ul>	<ul style="list-style-type: none"> <li>Immediate External/Internal Suspension for 4 to 7 days</li> <li>Parent conference with the Principal or Assistant Principal prior to re-admittance</li> <li>Administration may refer student to Child Study Team for consultation</li> </ul>	<ul style="list-style-type: none"> <li>Immediate External Suspension for a minimum of 10 days with 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</li> <li>Parent conference with the Principal prior to readmittance</li> </ul>		
Dating violence at school as defined in Policy 5519	<ul style="list-style-type: none"> <li>Appropriate remedial action</li> <li>Admin. Detention(s) and/or Saturday School and/or Saturday/Internal/External Suspension including referral for counseling services</li> <li>Parent Contact Referral to authorities if deemed appropriate*</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate remedial action</li> <li>Internal/External suspension including referral for counseling services</li> <li>Parent Contact/Conference Referral to authorities, if deemed appropriate*</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate remedial action</li> <li>External Suspension for a minimum of 4 days including referral for counseling services</li> <li>Parent Conference Referral to authorities, if deemed appropriate*</li> </ul>		
Sexual assault	<ol style="list-style-type: none"> <li>Parent Conference</li> <li>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</li> <li>Immediate reporting of incident to local police authorities</li> </ol>				

Violation	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral	Subsequent
Possession or use of a weapon as defined in Regulation 8467	<ol style="list-style-type: none"> <li>External suspension pending a mandatory Board of Education 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</li> <li>Parent Conference</li> <li>Confiscation of weapon by local authorities</li> <li>Referral to local authorities</li> <li>Refer to Addendum: Procedure for Student Threat Assessment</li> </ol> <p>NOTE: The Administration retains final authority in determining what constitutes a weapon, especially when evaluating potential danger</p>				
Possession and/or Use of Firearms, as per N.J.A.C. 6A:16-5.5	<ol style="list-style-type: none"> <li>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 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.</li> <li>Refer to Addendum: Procedure for Student Threat Assessment</li> <li>Immediate notification of local authorities.</li> </ol> <p><b>NOTE:</b> 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>				
Assault of employee or Board member without a weapon or firearm, as per N.J.A.C. 6A:16-5.7	<ol style="list-style-type: none"> <li>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</li> <li>Notification of local police authorities</li> </ol>				
Assault of student, employee, or Board member with a weapon, as per N.J.A.C. 6A:16-5.6	<ol style="list-style-type: none"> <li>Immediate External Suspension, for a period of not less than one calendar year, 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</li> <li>Notification of local police authorities</li> </ol>				
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)	<ol style="list-style-type: none"> <li>Immediate external suspension</li> <li>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 with the infraction is in violation of local, state, or federal law</li> </ol>				
Terroristic threats against staff, students, and/or facility	A minimum of 5 external suspensions, 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				
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/or inhalants. This includes possession of drug paraphernalia or vaping	<ul style="list-style-type: none"> <li>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*)</li> </ul>	<ul style="list-style-type: none"> <li>The student shall be externally suspended from school and placed on home instruction pending a 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. Parents will be notified, and a parent conference will be held. Referral to the WT Police (See below*)</li> </ul>			

Violation	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral	Subsequent
Positive non-athletic random urine screening (subsequent to 1 <sup>st</sup> occurrence under section IV- G above)	<ol style="list-style-type: none"> <li>1. The student will be suspended for 10 days with 4 such days served externally and the remainder in Internal Suspension.</li> <li>2. The student will be referred to the Student Assistance Counselor.</li> <li>3. Parent(s)/Guardian(s) will be notified. A conference involving a building administrator, student, parents/guardians, and counselor must take place prior to re-admittance</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent(s)/Guardian(s) will be notified and a parent/guardian conference will be held</li> <li>2. The student shall be externally suspended and placed on homebound instruction pending a 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</li> <li>3. Referral to the WT Police</li> </ol>			
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 a substance abuse prevention/intervention 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 and placed on homebound instruction 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				
Sale and/or distribution of alcoholic beverages, controlled dangerous substances, or other substances as defined in Policy 5530	<ol style="list-style-type: none"> <li>1. The student will be required to undergo a 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."</li> <li>2. A parent/guardian conference will be held.</li> <li>3. The student will be externally suspended and placed on homebound instruction pending a 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</li> </ol>				
Unauthorized possession, distribution, and/or use of any medication	<p>A minimum of 1 Internal Suspension, Possible referral to the WT Police</p> <p><b>NOTE:</b> 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 – G, I, J</p>				