

# **WEST DEPTFORD MIDDLE SCHOOL**

## **STUDENT HANDBOOK**



**2022-2023**

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## **INTRODUCTION**

*Welcome to the 2022-2023 school year at West Deptford Middle School! We encourage you to visit our school website to learn more about our amazing school and the people and programs that make West Deptford Middle School such an outstanding place to learn, work, and grow. Parents and students may access the school website at [www.wdeptford.k12.nj.us](http://www.wdeptford.k12.nj.us).*

*West Deptford Middle School is home to over 850 students in grades five through eight. WDMS follows a true middle school philosophy as we provide an elementary model in fifth grade and transition students into departmentalized content areas in grades six through eight.*

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

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

*We encourage you to use this handbook to familiarize yourself with our expectations, rules, and procedures. From time to time, in any school district, parents will hear things about the school, the students, or procedures that they would like clarified. Parents should feel free to contact the school (848-1200) at any time during regular office hours to have their questions answered. The school offices are open from 7:35 AM to 3:45 PM (Monday through Thursday) and until 2:45 PM on Fridays (or the last full school day of the week).*

## **AFFIRMATIVE ACTION**

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

## **AGENDA BOOKS**

Agenda Books will be issued at the beginning of the school year to 5th and 6th grade students. Students in grades 7 and 8 are able to obtain one as needed. Students are expected to keep a daily log of homework assignments in their agenda book or use their own organizational system.

## **ATTENDANCE REGULATIONS**

New Jersey Law and West Deptford Board of Education policy require that every student attend school regularly. According to New Jersey State Administrative Code, the following is applicable:

**Full Day:** For a school in session during morning and afternoon, the student must be present for at least one hour in the morning and at least one hour in the afternoon to be considered as present for a full day; for a school in session during either morning or afternoon, the student must be present at least two hours to be recorded as present for the full day (N.J.A.C. 6A:32-8.3(k)).

At West Deptford Middle School, this would indicate that a student must be present for one hour during periods 1 through 4, and one hour during periods 5 through 8 to be considered present for a full day.

**Half Day:** A student must be present at least one hour during any morning, afternoon, or evening session to be recorded as present one-half day (New Jersey School Register, Ch.3).

Students who are absent are allowed one day for each day's absence to make up assignments missed. Upon return to class, students must determine from their teachers any work to be made up. When a student fails to complete the work missed during any absence, he/she receives a zero for those assignments. This applies to both half days and full days of school.

**Excused absences from school include the following (however, must be accompanied by documentation):**

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

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

**If a student's TOTAL absentee rate (total number of excused AND unexcused absences) is equal to or greater than 10%, the student is chronically absent per New Jersey's ESSA State Plan. (The only exceptions are Religious Holidays approved by NJDOE and Take Your Child To Work Day.)**

Any student who is at risk of being chronically absent may be placed on an Attendance Support Plan in an effort to improve school attendance.

Notification for Student Absence

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

Failure to notify the attendance office will require the school to contact you for information regarding your child's absence. This is a necessary step in order to ensure the safety of your child. Students absent from school may not participate in any school-related activity on the day of the absence.

Requests for Homework Due to Absence

1. Please contact your child's school counselor to request missed classwork/homework. If necessary, leave a message on their voicemail. School counselors will contact teachers regarding your request. Please keep in mind that 24 hours notice is required. It is recommended that parents/guardians contact the main office at the end of the school day to see if the requested work is available. Our building is open until 3:45 PM (Monday – Thursday) and until 2:45 PM on Fridays (or last full school day of the week).
2. Students will submit makeup work within the time equal to the number of days absent.

Early Dismissal

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

Late to School Procedure

Students who are late to school (arriving after 7:45 am) will report to the main entrance counter to sign in. Upon arrival students will receive a pass to class and the time of arrival will be documented in the main office. A warning will be issued on a student's 5<sup>th</sup> unexcused latenesses. Latenesses will not accrue in situations in which students are late due to medical appointments (supplying documentation) or other approved reasons. Consequences will be assigned for every 5<sup>th</sup> latenesses to school. Please refer to the code of conduct for disciplinary consequences associated with lateness to school.

Early Release

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

**BELL SCHEDULE**  
**(Full Day)**

Building Opens.....			7:35
Homeroom.....			7:45 – 8:03
Period 1.....			8:06 – 8:51
Period 2.....			8:54 – 9:39
Period 3.....			9:42 –10:27
6th Grade Lunches	A .....	9:42 –10:04	
	B .....	10:05 –10:27	
Period 4.....			10:30 –11:15
8th Grade Lunches	A .....	10:30 –10:52	
	B .....	10:53 –11:15	
Period 5.....			11:18 - 12:03
7th Grade Lunches	A.....	11:18 – 11:40	
	B.....	11:41 – 12:03	
Period 6.....			12:06– 12:51
5th Grade Lunches	A.....	12:06 – 12:28	
	B .....	12:29 – 12:51	
Period 7.....			12:54 – 1:39
Period 8.....			1:42 - 2:27
Buses Depart.....			2:32
Late Bus Leaves.....			3:15

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**Early Dismissal**

Homeroom.....	7:45 – 7:53
Period 1.....	7:55 – 8:25
Period 2.....	8:27 – 8:57
Period 3.....	8:59 – 9:29
Period 4.....	9:31 – 10:01
Period 5.....	10:03 – 10:33
Period 6.....	10:35 – 11:05
Period 7.....	11:07 – 11:37
Period 8.....	11:39 – 12:09

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

**BUILDING EVACUATION**

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

**BULLETIN AND MORNING ANNOUNCEMENTS**

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

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

**CAFETERIA**

The students may purchase lunch in the cafeteria or they may bring lunch from home. Lunch at school may be either the regular hot lunch or a bag lunch. Students may also purchase a salad for lunch by ordering the salad one (1) day in advance. Regular lunches do not have to be ordered in advance. If students bring lunch from home, they may buy milk or juice (from a juice machine) separately. Parents can pre-pay into an account accessed by the student using their school I.D. Whether you buy or bring your lunch from home, the cafeteria is the only place in the building to eat it. All students must sit on one side of the table during all breakfast and lunch periods. The goal is improving the positive climate and decreasing incidents of behavior resulting in disciplinary action. ***The cafeteria will have full lunches available for students to purchase on all early dismissal days. The snack bar will remain closed on early dismissal days.***

All students must adhere to these regulations concerning lunch:

1. All students must follow the directions of the cafeteria staff and abide by cafeteria rules at all times.
2. All food/drink must be consumed in the cafeteria. No food/drink may be taken from the cafeteria at dismissal.

3. Any student who demonstrates unacceptable behavior in the lunchroom may be assigned to another table to eat or to another lunchtime.
4. Any student who continues to misbehave will be referred to the discipline office.
5. Any student who has been a constant problem in the cafeteria may be assigned a permanent seat in the cafeteria.
6. Student conversation is limited to the table only. Shouting, etc. to students at other tables is not permitted.
7. Each student is required to maintain cleanliness in the area where they have eaten so that it is ready for the next lunch.
8. Weather permitting, students will be provided an outdoor recess time before or following their scheduled lunch. They will be escorted to a supervised area behind the school and have the opportunity for a recreational period. All school rules will apply during this recess period.

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

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

#### **Cell Phones:**

Though students are permitted to bring cell phones and other electronic equipment to school, their use during school hours is **prohibited**. All electronics, with the exception of school-issued Chromebooks, must be kept in student lockers and turned off during school hours. **A student in possession of a cellular phone or other electronic devices will be disciplined.** Such equipment may be confiscated from a student. In emergency situations, students may use the office phones to contact parents or guardians. This rule may be revised with prior classroom teacher's approval.

#### **Chromebooks:**

Students should keep in mind that Chromebooks are provided by the school and loaned to him/her for the length of time that he/she attends West Deptford Middle School. **While an insurance fee may cover the cost of a lost or stolen Chromebook, gross negligence and/or multiple damages incurred will result in a fine commensurate with the replacement item (examples: cracked screen/charger).** Students are required to use their school-issued Chromebook case, be mindful of their Chromebook in their book bags and come to school each day with the device fully charged. More information can be found in our Chromebook policy handbook viewable online.

#### **Headphones:**

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

#### **Internet Use:**

All students have access to the Internet. Parents are required to fill out an internet access form at the beginning of each school year. Your decisions on this form will determine the type of internet access available to your child. Please know that our technology department works daily to ensure the safety of our students. Any student found misusing or abusing the internet services will be subject to disciplinary action per the Code of Conduct.

#### **Laser Pointers:**

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

### Smartwatches:

Students are permitted to wear smartwatches to school, however, their use for anything other than checking the time is **prohibited**. A student caught texting or utilizing their smartwatch inappropriately at school will be disciplined according to the Code of Conduct.

## **CO-CURRICULAR ACTIVITIES & ATHLETICS**

### Eligibility Rules For All Co-Curricular Activities:

#### Academic

In order to be eligible to participate in co-curricular activities, including clubs and athletics, a student in grades 6 through 8 must have earned passing grades in at least two (2) of the four core content academic classes from the preceding marking period. Newly placed students are automatically eligible during the first marking period of their enrollment in the middle school. All 5<sup>th</sup> grade students are automatically eligible during the first marking period. Continued eligibility is based on the provisions of this policy. Any student who is eligible at the beginning of the marking period is eligible for the entire marking period. Students who run for leadership positions such as officers of a class or a major school organization/club must meet the minimum requirements stated for academic eligibility. In addition, these students must follow certain rules regarding standards of conduct. Please see an Assistant Principal or Athletic Coordinator for more details.

#### Disciplinary

Any student that has accumulated eight (8) or more disciplinary points shall be ineligible to participate in all extracurricular activities per the Code of Conduct. Please reference the Code of Conduct section for details.

#### Clubs

WDMS offers numerous after school enrichment clubs and activities for students. Clubs are offered after school on Tuesdays, Wednesdays, and Thursdays from 2:30 PM to 3:15 PM. Clubs are not child care, rather, they are an after school enrichment opportunity. Prior to attending a club, students must sign up and parents must acknowledge they have read and understand the rules and expectations of each after school club by signing the form. NOTE: Attending an after school club is a privilege. Students are not permitted to distract others nor be disruptive. In the event a student has an incident of discipline or inappropriate behavior while attending a club, a student will receive a warning. A second infraction will result in removal from ALL after school clubs for the remainder of the session.

#### Athletics

All students are encouraged to try out for a place on West Deptford Middle School athletic teams. The rules of eligibility are the same as for other co-curricular activities. Any student wishing to participate on an athletic team must be academically and behaviorally eligible and submit completed physical forms to the school nurse. A student dismissed for disciplinary reasons from an athletic team is ineligible for any sports for at least the remainder of that sports season.

#### Student Council

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

#### School Dances

Only students currently enrolled in WDMS may attend school-sponsored dances. Any student who has been excluded from school activities, absent from school on the day of the dance, suspended on the day of the



dance, or has 8 or more disciplinary points is ineligible to attend. Arrangements should be made in advance for transportation home. Students who arrive more than one-half (1/2) hour late will not be admitted. As with any school activity, disciplinary action will be taken for any student whose behavior or conduct is inappropriate.

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

The hours of school dances will be determined by the advisor of the activity and the administration. **Once a student has left the dance, he/she may not return.** Students are expected to leave the school premises as soon as possible after the dance has concluded. Arrangements for transportation from the school should be made in advance.

## **CODE OF CONDUCT**

### Core Values

As a school community we believe that agreed upon, common core values are necessary in order to drive and shape the Code of Conduct. These are the principles that guide our actions as students and staff in our building.

1. We are here to learn and to teach.
2. Everyone has the right to be treated with respect and dignity at all times.
3. School is a special place that has its own set of standards.
4. There is a right way to express yourself in our school if you want to be heard.
5. Drugs and weapons have no place in our school.
6. Conflicts should be resolved peacefully, not violently.
7. Everyone has the right to feel safe.

### Statement of Beliefs

The West Deptford Middle School Code of Conduct is based on the following beliefs. This code will:

- ensure that an atmosphere is conducive and the quality of learning is maintained.
- provide for the safety and welfare of the school population.
- allow for preventive and intervention strategies whenever possible.
- be consistent and fair for all students.
- encourage long term behavior modification to eliminate future disciplinary infractions.
- encourage parental involvement at every level.
- incorporate "natural" consequences whenever possible.
- where possible, include students "owing their own time" over losing school time.
- when all traditional discipline strategies have been exhausted and have proven ineffective, allow for "equivalent discipline".
- allow for extenuating circumstances in the administration of discipline.

### Goals

The goals of the Code of Conduct, in part, are to support the classroom teacher once all available classroom management techniques have been exhausted and

1. To protect learning and instruction;
2. To promote mutual respect for others and the school;
3. To ensure students take full advantage of their educational opportunities;
4. To create a safe environment for learning.
5. Ensure that students develop a sense of personal responsibility.

### Parental Involvement and Support

We at West Deptford Middle School believe that no Code of Conduct can be successful without the support and involvement of our parents. Almost every infraction in our Code of Conduct involves parents - either through telephone contact, letter, email or conference. That is why it is very important to establish a relationship built on cooperation and mutual responsibility.

When we involve parents in a disciplinary action concerning their child, it is not with the message, "What are you going to do about it?" but rather, "How can we work together to address this situation and prevent it from occurring in the future?" We believe discipline at the middle school level should be restorative, preventative, and educational, before punishing.

We recognize that there will be times when parents disagree with our decisions regarding discipline. Parents can seek appeal through the principal when this occurs. Again, our attempt is not to be unfair or overly punitive, but to support the goals we have established in our Code of Conduct. The support of the parents in these efforts is crucial if we are to continue to maintain a safe and orderly environment for learning.

### Prevention

In the classroom, teachers know that effective classroom management begins with prevention. Setting clear expectations for behavior, planning stimulating and interesting lessons, keeping students on task, and using effective communication practices are some of the preventive measures teachers use. The less a teacher has to deal with discipline the better.

In order for a Code of Conduct Policy to be truly comprehensive, it must incorporate strategies for prevention.

What are some preventive measures that a Code of Conduct Policy can emphasize? Here is a partial list:

- Strive to make all students feel connected to the school. One way this is done is to build a strong and active extracurricular program attempting to attract those students who regularly impact the discipline system;
- Establish mentor programs to improve school connectedness.
- Encourage effective communication practices by everyone in the school;
- Support and publicize the core values of our school. All members of the staff should model and support these with students;
- Express appreciation when students begin to follow the rules, i.e. notes, phone call home, personal contact.
- Study management reports on discipline. Analyze where problems are occurring and what can be done to minimize them at a systemic level.
- Explore skill-building programs. Many times students react in inappropriate ways because they lack the skills to respond appropriately. Programs should be explored that can be integrated into the curriculum or school day that address skill building.

Prevention takes the effort of everyone in the school. In the event consequences prove ineffective over a period of time to any given student, the Assistant Principal with approval from the Principal, has

authorization to try alternate, non-traditional approaches to attempt to modify the behavior(s). Possible strategies discussed include:

- Referral to Mental Health services;
- Implementation of Individualized Behavior Intervention Plan

### Restorative Practices

Restorative practices, when broadly and consistently implemented, will promote and strengthen positive school culture and enhance pro-social relationships within the school community. At WDMS, restorative practices include interventions when harm has happened, as well as practices that help to prevent harm and conflict by helping build a sense of belonging, safety, and social responsibility in the school community. Restorative practices allow for a shift in practice that results in a culture which is inclusive, builds fair process into decision-making practices, and facilitates student learning to address the impact of their actions through an approach that allows for true accountability, skill building, cooperation, and mutual understanding.

Through restorative practices, members of the school community will:

1. have an opportunity to be heard
2. understand the greater impact of one's actions
3. learn to take responsibility
4. repair the harm one's actions may have caused
5. recognize one's role in maintaining a safe school environment
6. build upon and expand on personal relationships in the school community
7. recognize one's role as a positive contributing member of the school community.

The primary means by which restorative practices will be implemented at WDMS will include:

- Affective Statements: the starting point for all restorative processes involving active non-judgmental listening and expression of feelings and impact. Affective statements allow for students and staff to build strengthened relationships by genuinely presenting oneself as someone who cares and has feelings. This authentic expression offers one the opportunity to learn and reflect on how their behavior has affected others.
- Restorative Dialogue: A restorative approach to help those harmed by others' actions, as well as responding to challenging behavior consists in asking key questions:
  1. What happened, and what were you thinking at the time?
  2. What have you thought about since?
  3. Who has been affected by what you have done? In what way?
  4. What about this has been hardest for you?
  5. What do you think you need to do to make things as right as possible?
- Restorative Meetings/Conferences: involves those who have acknowledged causing harm meeting with those they have harmed, seeking to understand each other's perspective and coming to a mutual agreement which will repair the harm as much as possible. Often all sides bring supporters, who have usually been affected, and have something to say from a personal perspective.

## Student Rights

A substantial body of state and federal laws address the rights of students. These are outlined in the New Jersey State Administrative Code and summarized in the 1995 State Department document entitled "Student Codes of Conduct". These documents will guide any questions that may arise in these areas. These rights include:

- The right to a public education;
- The right to attend school in a safe environment;
- First Amendment rights;
- Protection from discrimination and harassment/entitlement to respectful communication;
- Access, confidentiality, and content of pupil records;
- No exclusion due to marriage, pregnancy or parenthood;
- Due process in disciplinary matters;
- Search and seizure rights within a school setting.

## Student Responsibilities

In order to benefit from the public education provided to them by law, students should recognize and accept their responsibility as citizens of our school in the following areas:

### *1. Attendance*

Regular attendance at school is a fundamental responsibility of students. Parents and school officials are obliged to see that school-age students actually attend school. The compulsory education laws hold the parent or guardian of children between the ages of 6 and 16 responsible for their regular school attendance, while school officials are responsible for monitoring such attendance and invoking truancy procedures when necessary.

Lateness, cutting, and excessive or unexcused absenteeism not rising to the level of truancy are also serious matters which, while not resulting in court sanctions against parents, will be a cause for student discipline or other modes of intervention as a matter of our policy.

### *2. Application to Studies*

Under State law, students are expected to apply themselves to the tasks set out for them by our school. These include striving to attain established goals and objectives, completing assignments, and contributing to the classroom and school environment.

### *3. Appropriate Conduct*

Also under State law, students are responsible for following our school rules and behaving in a manner consistent with maintaining a positive learning environment. Students are expected to follow the authority of teachers and other officials, exercise an appropriate degree of self-control in their words and actions, resolve conflicts in a constructive manner, respect the persons and property of fellow students and the school, comport themselves with honesty, and report violence, vandalism and other improper or unlawful activity to a person in authority. While recognizing that they have certain rights, students must also accept that such rights carry with them certain responsibilities. For example, freedom of speech is balanced by a responsibility for statements made; the right to transportation is contingent on good behavior while on the bus.

## Harassment, Intimidation, and Bullying (HIB) Policy

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil, staff member, volunteer, or visitor. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil'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 are expected to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate harassment, intimidation, or bullying.

The district's Harassment, Intimidation, and Bullying (HIB) policy is located on the district's website. Individuals may report HIB to any staff member. If you have questions or concerns you may contact: Mr. Tom Jakubowski, WDMS Anti-Bullying Specialist, at 856-848-1200 ext. 3203; or Dr. Shawnequa Carvalho, District Anti-Bullying Coordinator, at ext. 856-848-4300 ext. 3214.

### General Guidelines for the Administration of the Code of Conduct

1. The Administration maintains the authority to exclude a student from extra-curricular activities including athletic events, trips, dances, and club functions as part of any consequence caused by a student violating our Code of Conduct. In some circumstances, the Administration can deny a student participation in closing ceremonies if the infraction is serious enough to warrant such action.
2. Administration will use the Code of Conduct as a guideline. In specific cases, circumstances might warrant a greater or lesser penalty than the one indicated. In such cases, the extenuating circumstances shall be noted and the appropriate penalty invoked.
3. Administration will make a determination as to when police will be notified and/or aid in addressing a situation.
4. It is an assumption throughout this document that students are, first and foremost, answerable to their classroom teacher. Therefore, the sanctions delineated in this document are those used by the administration after individual teachers have worked with a student to remediate inappropriate behavior. Consequently, while a consequence may be a "first offense," it often should be a third or fourth intervention with a student, especially in minor disciplinary infractions found under the Code of Conduct.
5. In as many cases as possible, if a conflict or infraction could be resolved using authentic restorative dialogue, this approach will be preferable to punitive measures.
6. In as many cases as possible, contact or notification of parents should be by phone to ensure immediacy of response. A follow-up letter is recommended as well.
7. In some circumstances, students may warrant exclusion from a class/period due to unacceptable behaviors or safety considerations.
8. If a student breaks the code of conduct, several steps may be taken:
  - Teacher will meet with the student to discuss the problem.
  - Teacher will contact parents by phone, email, or personal conference.
  - Teacher will arrange a student conference with a school counselor.
  - Teacher will refer the student to the administration.

### Dress Code

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

#### **All Students Must Wear:**

- Top: Shirt that has sleeves or straps, as long as undergarments are not visible and stomachs are covered. Shirts must cover the shoulders.
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings that cover underwear and do not expose the buttocks.

- Shoes: activity-specific shoes requirements are permitted (for example for sports).

#### **All Students Cannot Wear:**

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same.
- Hate speech, profanity, pornography, sexually suggestive text/pictures.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Shirts that expose their midriff.
- Pocket chains and sunglasses.
- A hat or hood, except for religious/medical purposes
- Outdoor jackets or carry them to class. All jackets are to be removed upon entering the building and must be kept in lockers for the duration of the school day.
- Sleepwear

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

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

We believe it should not be necessary to enter into debates with students about whether a specific article of clothing is acceptable or not. We expect all students to adhere to the intent of the dress code as well as the specific wording of the code. Students in violation of the dress code will be required to obtain a change of clothing before being permitted to attend classes. If you should have any questions regarding dress code, please contact the administration.

#### **Hall Regulations**

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

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

#### **Handling of Discipline**

Teachers will handle discipline for most offenses. For serious offenses or repeated offenses, the student may be referred to the Assistant Principal for Discipline. A student referred to the office for a disciplinary matter may be assigned a penalty as stated in the Code of Conduct.

A copy of the 2022-2023 Code of Conduct can be found within the Student Handbook and on the WDMS website under the “For Parents” tab.

### Disciplinary Points and Consequences

One of the beliefs of the West Deptford Middle School Code of Conduct states that the code should “allow for preventative and intervention strategies whenever possible.” Many of the consequences outlined in the current Code of Conduct support the concept that Administration assigns a consequence to a student based on the student’s reported inappropriate behavior. In the majority of situations, this approach has achieved desired results. However, in a small, but significant, percentage of the cases, this has not been the case. Therefore, the point system concept has been implemented in order to discourage negative student behaviors. The thought is that if students are not motivated to change behavior because they want to avoid detentions or suspension, students may be motivated to change if certain school privileges and social interactions could be removed due to poor behavior.

Each year, the Discipline Committee consisting of teachers, administrators, and counselors convene and at times revise the procedure by which students accumulate discipline points.

Currently, students will obtain discipline points for every violation that merits an In School Suspension (ISS), Out-of-School Suspension (OSS) or numerous disciplinary referrals. **One discipline point is assigned for each day of ISS. One point is also assigned for every five disciplinary referrals a student receives. This will not include referrals for lateness to school and when the assigned consequence is a warning/reprimand. Two points are assigned for each day of OSS.** For example, if a student obtains 2 days of ISS because of a gross infraction or repeated misbehavior, the student would receive 2 discipline points. If a student obtains 2 days of OSS because of a gross infraction, the student would receive 4 discipline points.

See below for more information regarding disciplinary points. In addition any student who is internally or externally suspended from school will not be allowed to participate in any school function or event while suspended. A suspension is over at the start of the next school day.

Disciplinary conferences will be conducted at various point accumulation levels. The purpose of the conference will be to review the student’s progress and to provide positive behavioral interventions involving the student, administration, counselor and parents/guardians. NOTE: Case managers of classified students may be required to attend conferences at the eight, twelve, and higher point levels.

### Four Point Conference- School Counselor

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

### Eight Point Conference – Assistant Principal

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

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

A student's entitlement to a Free Appropriate Public Education does not extend to extracurricular activities, school functions, sports or closing ceremony exercise when denied as part of disciplinary sanction. Administration has discretionary power to exclude a student from these activities when such measures are reasonable and designed to maintain the order and the integrity of the school environment.

Twelve Point Conference - Principal

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

Fifteen Point - Superintendent Hearing

Upon accumulating fifteen (15) discipline points or more, the Building Administrator may suspend the pupil until a meeting can be held with the parents, a Building Administrator and the superintendent or his/her designee. At this conference, the student’s academic, disciplinary, and attendance records will be reviewed and recommended courses of action will be discussed with the parents, which may include an expulsion hearing before the Board of Education for improving student performance.

Reduction of Points

In order to motivate pupils toward more positive social behavior, the following procedure has been instituted: The student, who shows good behavior in terms of not receiving any referrals, will be entitled to a reduction in the total number of points he/she has accumulated. **The reduction will be at the rate of two points per twenty (20) consecutive school days without a disciplinary referral.**

*\*At the end of each school year, discipline points are removed. Students will begin each school year with no points.*

Consequence Hierarchy

Consequence	Definition
Warning/Reprimand	A student conference with administration to review the infraction and rules and regulations set forth by this Code of Conduct. A discussion of alternative and preventative behaviors typically accompanies this conference.
Lunch/Recess Detention	A detention to be served in the ISS room during the student's regularly scheduled lunch/recess or for the whole period. The student would eat their lunch in the ISS room and is still permitted to purchase school lunch.
Bus Suspension	A student is excluded from riding the bus during which time parents are responsible for arranging transportation for their student to and from school.
Administrative Detention	After school detention from 2:30 pm - 3:15 pm. Late Bus transportation is available.
Double Administrative Detention	After school detention from 2:30 pm - 3:45 pm. Late bus transportation is not available.
In-School Suspension (ISS)	After homeroom, students serve their suspension at school, in the ISS room. Students are not permitted to be in the hallways between periods, but may still purchase a school lunch.



Out-of-School Suspension (OSS)	External Suspension in which the student is not permitted to come to school due to the severity of the infraction. Any student who is externally suspended may be required to have an administrative conference upon their return to school.
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List of Infractions

<b>Behavioral Offenses</b>		
1	<i>Academic Dishonesty</i> · Cheating · Copying of another’s work or providing work to another student to copy · Fabrication/Falsification · Tampering · Plagiarism · Unfair Advantage · Other Academic Misconduct determined by the Administration	1ST OFFENSE · 2 Lunch/Recess Detentions · Parent Conference · Zero for all class work 2ND OFFENSE · 2 Administrative Detentions · Parent Conference · Zero for all class work 3RD AND SUBSEQUENT OFFENSES · 1 to 2 days ISS · Parent Conference · Zero for all class work
2	<i>Aggressive Behavior</i> Brief scuffling, pushing/shoving, physical contact, minor confrontation.	1ST OFFENSE · Parent/Guardian notification · Counselor Notification 2ND OFFENSE · 2 Administrative Detentions up to 2 days ISS · Parent/Guardian notification · Counselor notification 3RD AND SUBSEQUENT OFFENSES · 1 to 3 days ISS (internal suspension) · Parent/Guardian notification and conference with administration · Counselor notification
3	<i>Disruptive Behavior</i> Any behavior which disrupts the teaching/learning process.	1ST OFFENSE · Lunch/Recess Detention · Parent/Guardian notification · Counselor Notification 2ND OFFENSE · Parent/Guardian notification · Counselor Notification 3RD AND SUBSEQUENT OFFENSES · 2 Administrative Detentions · Parent/Guardian notification · Counselor Notification

4	<p><i>Dress Code Violation</i> Any violation of the school's dress code policy.</p>	<p>1st OFFENSE · Administrative Warning · Student required to change into suitable attire before return to class (may change into Phys. Ed. attire if necessary) 2ND OFFENSE · 1 Administrative Detention · Student required to change into suitable attire before return to class (may change into Phys. Ed. attire if necessary) · Parent notification · Counselor Notification 3RD AND SUBSEQUENT OFFENSES · 1 Day ISS · Student required to change into suitable attire before return to class (may change into Phys. Ed. attire if necessary) · Parent notification · Counselor Notification</p> <p>NOTE: Time missed from class due to dress code violations will be noted in accordance with attendance policy. Students may be detained in the office or ISS if inappropriate clothing cannot be changed until a parent arrives.</p>
5	<p><i>Foul/Abusive Language</i> Written or spoken language or gesture that is offensive, obscene, or vulgar.</p>	<p>1ST OFFENSE · Administrative Detention · Apology · Parent/Guardian notification 2ND OFFENSE · 2 Administrative Detentions · Apology · Parent/Guardian notification and conference · Counselor notification 3RD AND SUBSEQUENT OFFENSES · Double Administrative Detention · Apology · Parent/Guardian notification and conference with administration · Counselor notification</p> <p>NOTE: The severity of the offense may warrant more severe disciplinary consequences.</p>
6	<p><i>Foul and Abusive Language Directed Toward a Student or Staff member</i> Written, spoken language or gestures that are offensive, obscene, or vulgar.</p>	<p>The administration will review the allegations and determine appropriate consequences.</p>
7	<p><i>Failure to Follow Rules and Regulations</i> Inappropriate conduct in halls, public displays of affection, in the hall without a pass, general horseplay, food or drinks outside of designated eating areas/times, loitering, etc.</p>	<p>1ST OFFENSE · 1-2 Lunch/Recess Detentions · Parent/Guardian notification 2ND OFFENSE · Administrative Detention · Parent/Guardian notification · Counselor Notification 3RD AND SUBSEQUENT OFFENSES · 2 Administrative Detentions · Parent/Guardian notification · Counselor Notification</p>

8	<p><i>Forgery</i> Falsifying and/or possession of an altered note or school-related document (such as a pass) from a Parent/Guardian/guardian/teacher.</p>	<p>1ST OFFENSE · Administrative Detention · Parent/Guardian notification · Pass restriction for a length of time to be determined by administration 2ND OFFENSE · Double Administrative Detention · Parent/Guardian notification · Counselor Notification · Pass restriction for a length of time to be determined by administration 3RD AND SUBSEQUENT OFFENSES · 1 to 3 days ISS · Parent/Guardian conference with administration · Counselor Notification · Pass restriction for a length of time to be determined by administration</p>
9	<p><i>Gambling</i> Playing games of chance or betting for money, card games, wagers, or any other such activity.</p>	<p>1ST OFFENSE · 1 Administrative Detention · Confiscation of paraphernalia · Parent/Guardian notification · Counselor notification · SRO notification 2ND OFFENSE · Double Administrative Detention · Confiscation of paraphernalia · Parent/Guardian notification · Counselor notification · SRO notification 3RD AND SUBSEQUENT OFFENSES · 1 day ISS · Confiscation of paraphernalia · Parent/Guardian notification · Counselor notification · SRO notification</p>
10	<p><i>Reckless Behavior</i> Includes running, pushing, loud or boisterous behavior, horse play. Unruly, careless behavior, instigation of student conflicts.</p>	<p>1ST OFFENSE · 1 Administrative Detentions up to 1 day ISS · Parent/Guardian notification · Counselor Notification 2ND OFFENSE · 2 Administrative Detentions up to 2 days ISS · Parent/Guardian notification · Counselor notification 3RD AND SUBSEQUENT OFFENSES · 1 to 3 days ISS · Parent/Guardian notification and conference with administration · Counselor notification</p>
11	<p><i>Unacceptable Behavior</i> Anything that can be considered inappropriate, unacceptable in a school environment, and/or counterproductive to achieving the goal of promoting respect for others and/or property.</p>	<p>1ST OFFENSE · Lunch/Recess Detention up to 1 day ISS · Parent/Guardian notification · Counselor Notification 2ND OFFENSE · 2 Administrative Detentions up to 2 days ISS · Parent/Guardian notification · Counselor notification 3RD AND SUBSEQUENT OFFENSES · 1 to 3 days ISS · Parent/Guardian notification and conference with administration · Counselor notification</p>
<b>Cutting/Lateness Offenses</b>		

12	<p><i>Cutting Class</i> Absence from any assigned area (class, study hall, lunch, recess, homeroom) without authorization or approved reason.</p>	<p>1ST OFFENSE · Administrative Detention · Parent/Guardian notification · Zero for all class work 2ND OFFENSE · 2 Administrative Detentions · Parent/Guardian notification · Zero for all class work · Counselor Notification 3RD AND SUBSEQUENT OFFENSES · Double Administrative Detention · Parent/Guardian conference with administration · Zero for all class work · Pass restriction for a length of time to be determined by administration</p> <p>NOTE: Time missed from class will be noted in accordance with attendance policy. Any student who arrives to class after 10 minutes and is unable to produce a verifiable pass will be disciplined for cutting class.</p>
13	<p><i>Cutting School - Truancy</i> Absence from school without prior authorization or approved reason. Leaving school grounds will result in notifying the appropriate authorities.</p>	<p>1ST OFFENSE · 1 Day ISS · Parent/Guardian notification · Zero for all class work · Counselor Notification · SRO Notification 2ND OFFENSE · 2 Days ISS · Parent/Guardian notification · Zero for all class work · Counselor Notification · SRO Notification 3RD AND SUBSEQUENT OFFENSES · 3 days ISS · Parent/Guardian conference with administration · Zero for all class work · Counselor Notification · SRO Notification</p> <p>NOTE: Additional Offenses may result in a Superintendent Review. Time missed from school will be noted in accordance with attendance policy.</p>
14	<p><i>Failure to Attend Teacher Detention</i></p>	<p>1ST OFFENSE · Reassign Teacher Detention and · 1 Lunch/Recess Detention · Parent/Guardian Notification 2ND OFFENSE · Reassign Teacher Detention and · 2 Administrative Detentions · Parent/Guardian notification · Counselor Notification 3RD AND SUBSEQUENT OFFENSES · Reassign Teacher Detention and · Double Administrative Detention · Parent/Guardian notification · Counselor Notification</p>

15	<i>Failure to Attend Administrative Detention</i>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> <li>· Administrative Detention reassigned</li> <li>· 1 Lunch/Recess Detention</li> <li>· Parent/Guardian Notification</li> </ul> <p>2ND OFFENSE</p> <ul style="list-style-type: none"> <li>· 2 Administrative Detentions</li> <li>· Parent/Guardian notification</li> <li>· Counselor Notification</li> </ul> <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· 1 Double Administrative Detention</li> <li>· Parent/Guardian notification</li> <li>· Counselor Notification</li> </ul> <p>NOTE: Any student who fails to attend an administrative detention will not be permitted to participate in any after school activity for that day.</p>
16	<i>Failure to Attend Double Administrative Detention</i>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> <li>· Double Administrative Detention reassigned</li> <li>· Administrative Detention</li> <li>· Parent/Guardian/Guardian Notification</li> </ul> <p>2ND OFFENSE</p> <ul style="list-style-type: none"> <li>· 2 Double Administrative Detentions</li> <li>· Parent/Guardian notification</li> <li>· Counselor Notification</li> </ul> <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· 1 day ISS</li> <li>· Parent/Guardian notification</li> <li>· Counselor Notification</li> </ul> <p>NOTE: Any student who fails to attend an administrative detention will not be permitted to participate in any after school activity for that day.</p>
17	<p><i>Lateness to Class</i>          Arriving 1-10 minutes late to class starting with the 3rd lateness to the same class and every 2nd offense thereafter.</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> <li>· Administrative Detention</li> <li>· Parent/Guardian Notification</li> <li>· Counselor Notification</li> </ul> <p>2ND OFFENSE</p> <ul style="list-style-type: none"> <li>· 2 Administrative Detentions</li> <li>· Parent/Guardian notification</li> <li>· Counselor Notification</li> </ul> <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· 1 Double Administrative Detention</li> <li>· Parent/Guardian/Guardian notification</li> <li>· Counselor Notification</li> </ul> <p>NOTE: Arriving 10 minutes late or more to class without a verifiable pass or excuse will be considered "cutting class".</p>
18	<p><i>Lateness to School (after 7:45 am)</i>          Students who are late to school will report to the main office. Upon arrival they will receive a pass to class and the time of arrival will be documented in the main office. Once a student is late to school 6 times, the student will receive discipline. Lateness due to medical appointments or other approved reasons will be considered excused.</p>	<p>A student's first 3 unexcused latenesses will be documented without consequence. Consequences will be assigned for every 3<sup>rd</sup> lateness thereafter. Parents/Guardian will be notified when a warning or consequences are issued.</p> <p>3<sup>rd</sup> unexcused lateness</p> <ul style="list-style-type: none"> <li>· Lateness Documented</li> <li>· Administrative Warning</li> </ul> <p>6<sup>th</sup> unexcused lateness</p> <ul style="list-style-type: none"> <li>· Lateness Documented</li> <li>· Lunch/Recess Detention</li> </ul> <p>9<sup>th</sup> unexcused lateness</p> <ul style="list-style-type: none"> <li>· Lateness Documented</li> <li>· Administrative Detention</li> </ul> <p>A 12th lateness will result in an administrative review of attendance history which may include parents/guardians and counselors.</p>

<b>Setting-Specific Offenses</b>		
19	<p><i>Bus Misconduct</i> Any deliberate behavior that distracts or disturbs the bus driver, creating an unsafe driving situation i.e. out of seat, horseplay, eating, scuffling.</p>	<p>The administration will review the allegations and determine appropriate consequences which may include assigned seating on the bus, lunch/recess detentions, administrative detentions, double administrative detention, bus suspensions, in-school suspension, and out-of-school suspension. Persistent behaviors on the bus may result in the student being excluded from the bus for the remainder of the year.</p>
20	<p><i>Cafeteria Misconduct</i> Actions which disrupt the orderly management of the cafeteria, i.e. throwing food, failure to clean up.</p>	<p>1ST OFFENSE · Warning/Reprimand · Parent/Guardian Notification 2ND OFFENSE · 1-5 Lunch/Recess Detentions · Parent/Guardian Notification · Assigned seating in the cafeteria 3RD AND SUBSEQUENT OFFENSES · 1-2 Administrative Detentions · Parent/Guardian Conference · Assigned seating in the cafeteria</p> <p>Persistent behaviors in the cafeteria may result in the student being excluded from the cafeteria for a period of time or for the remainder of the year.</p>
<b>Device Offenses</b>		
21	<p><i>Computer/Internet Misuse</i> Intentionally causing malfunction and/or accessing unauthorized websites (including gaming websites), modifying, changing, removing or otherwise interfering with computer/internet "materials" or resources (i.e. Google Docs, Sheets, Slides, etc.) without authorization.</p>	<p>1ST OFFENSE · Administrative Detention · Parent/Guardian notification 2ND OFFENSE · Double Administrative Detention · Parent/Guardian notification · Counselor Notification 3RD AND SUBSEQUENT OFFENSES · 1 day ISS · Parent/Guardian conference with administration</p>
22	<p><i>Tampering with Network Resources</i> Intentionally and without authorization changing, removing, altering, or otherwise interfering or causing disruption or malfunction to any computer system, computer network, computer program, or data.</p>	<p>1ST OFFENSE · 2 days ISS · Parent/Guardian notification · Restitution for any damage or loss · Municipal complaint may be filed 2ND OFFENSE · 1 to 3 day OSS · Parent/Guardian notification and conference with administration · Restitution for any damage or loss · Municipal Complaint will be filed 3RD AND SUBSEQUENT OFFENSES · 5 day OSS · Parent/Guardian notification and conference with administration · Restitution for any damage or loss · Municipal Complaint will be filed · Possible Superintendent's hearing · Possible loss of computer/technology access · Municipal complaint may be filed</p>

23	<p><i>Tampering with School Equipment</i> Intentionally and without authorization changing, removing, altering, or otherwise interfering or causing disruption or malfunction to any school district computer, SMARTboard, or any school-owned hardware.</p>	<p>1ST OFFENSE · 1-2 Administrative Detentions · Parent/Guardian Conference · Restitution 2ND OFFENSE · 1 day ISS · Parent/Guardian Conference · Restitution 3RD AND SUBSEQUENT OFFENSES · 2-3 days ISS · Parent/Guardian Conference · Restitution</p> <p>Any violation may result in loss of computer access, internet and email privileges as well as other disciplinary or legal action.</p>
24	<p><i>Use of Electronic Device</i> Unauthorized use of cell phones, pagers, hand-held games, unauthorized cameras, portable audio devices, Ipods, headphones, laser pointers, smart watches (when used for purposes other than telling time).</p>	<p>1ST OFFENSE · Warning · Confiscation of Device (returned at end of school day) · Parent/Guardian notification 2ND OFFENSE · 2 Lunch/Recess Detentions · Parent/Guardian notification · Confiscation of Device (returned at end of school day) 3RD OFFENSE · 1 Administrative Detentions · Confiscation of Device (returned to Parent/Guardian/guardian ONLY) · Parent/Guardian notification 4TH OFFENSE AND SUBSEQUENT OFFENSES · 2 Administrative Detentions up to 1 Day ISS · Confiscation of Device (returned to Parent/Guardian/guardian ONLY) · Parent/Guardian conference with administration · Student is prohibited from bringing device to school</p>
25	<p><i>Videeing/Photographing/Posting on Social Media</i> Indicating posting, videoing, or taking photos during the school day and/or while on school property/buses.</p>	<p>Cell phones/recording devices must be turned off and kept in student lockers. Any photography, filming or posting on social media during the school day or on school property (including busing to and from school) will result in disciplinary consequences. Disciplinary consequences will be determined by the administration resulting in positive behavioral interventions to suspensions.</p>
<p><b>Serious Offenses</b></p> <p>· Any student who is externally suspended may be required to have an administrative conference upon their return to school to discuss preventative measures moving forward.</p>		
26	<p><i>Assault</i> A student attempts to cause or causes bodily injury to another student.</p> <ul style="list-style-type: none"> <li>• Was the aggressor provoked?</li> <li>• Was this premeditated?</li> <li>• Was there a weapon involved?</li> <li>• What was the severity of the violence?</li> <li>• Did the aggressor continue engaging in behavior after being ordered to stop by a staff member?</li> </ul>	<p>EACH OFFENSE · 3-10 Days of OSS · Parent/Guardian conference with administration · Counselor notification and conflict resolution session · Municipal complaint may be filed</p>
27	<p><i>Assault With Weapon, or Infliction of Bodily Harm</i></p>	<p>ALL OFFENSES · OSS until Superintendent's hearing which may result in a Board of Education expulsion hearing · Parent/Guardian conference · Child Study Team referral · Municipal Complaint will be filed · S.R.O. Notification</p>

28	<p><i>Degradation of a Staff Member</i> Any intentional behavior that promotes public humiliation of a staff member.</p>	<p>1ST OFFENSE · 2 Administrative Detentions to 1 Day of ISS · Parent/Guardian notification · Request for Apology 2ND OFFENSE · 1-3 Days of ISS · Parent/Guardian notification · Request for Apology · Counselor Notification 3RD AND SUBSEQUENT OFFENSES · 3-5 Days ISS or OSS · Parent/Guardian notification · Request for Apology · Counselor Notification</p>
29	<p><i>Endangering Others</i> Acts that cause harm to another either intentionally or unintentionally.</p>	<p>The administration will review the allegations and determine appropriate consequences which may include lunch/recess detentions, administrative detentions, double administrative detention, bus suspensions, in-school suspension, and out-of-school suspension.</p>
30	<p><i>Fight by WDMS Student with Another Student</i> Mutual engagement in a physical confrontation. Using physical violence to settle disputes or to intimidate. The offenders understood that the confrontation may result in bodily injury to either party or had intent to harm. Administration has the discretion to adjust consequences for each party involved depending on circumstances. The following factors should be taken into account:</p> <ul style="list-style-type: none"> <li>• Was there a clear aggressor?</li> <li>• Was the aggressor provoked?</li> <li>• Was this premeditated?</li> <li>• Was there a weapon involved?</li> <li>• Was any student acting in clear self- defense?</li> <li>• Did self-defense turn into counter aggression?</li> <li>• What was the severity of the violence?</li> <li>• Did the parties continue fighting after BEING ordered to stop by a staff member?</li> </ul>	<p>EACH OFFENSE · 3-10 Days of ISS or OSS · Parent/Guardian conference with administration · Counselor notification and conflict resolution session · Municipal complaint may be filed</p>
31	<p><i>Harassment, Intimidation, Bias, or Bullying Offenses</i> Bias Acts: Any action by a student intended to insult, offend, demean, threaten or intimidate another person because of that person's race, religion, gender, ethnic background, disability, etc. Such actions include, but are not limited to: verbal or written slurs, drawings, and gestures. Harassment: Type of language, behavior or gestures which attempt to elicit fear or anxiety. Sexual Harassment: Unwelcome sexual advances or suggestions, requests for favors, and verbal or physical contacts of sexual nature.</p>	<p>Offenses involving any sort of harassment, intimidation, bias, or bullying will result in disciplinary consequences.  Disciplinary consequences will be determined by the administration resulting from positive behavioral interventions to suspensions along with police notification.</p>
32	<p><i>Insubordination/Disrespect/Open Defiance of Authority</i> Any flagrant, deliberate, defiant, language or behavior towards a staff member. Verbal or nonverbal refusal to comply with a reasonable directive. Refusal to leave an area when requested.</p>	<p>The administration will review the allegations and determine appropriate consequences which may include social restrictions, lunch/recess detentions, administrative detentions, double administrative detention, bus suspensions, in-school suspension, and out-of-school suspension.</p>



33	<i>Possession/Concealment of Weapons or Weapon-Related Paraphernalia</i>	<p>The Administration has the right to determine the nature and seriousness of any weapons-related incident. Upon determining the seriousness of the incident, the following disciplinary action will be taken:</p> <ul style="list-style-type: none"> <li>· External suspension until Superintendent's hearing which may result in a Board of Education expulsion hearing (4-10 days)</li> <li>· Parent/Guardian conference</li> <li>· Child Study Team referral</li> <li>· Municipal Complaint will be filed</li> <li>· S.R.O. Notification</li> </ul> <p>NOTE: This code also refers to imitation toy, or decoy weapons. At the discretion of the Administration, a student may only meet with the Principal regarding the incident. The Administration will make the determination as to whether or not the weapon was brought to school inadvertently; and/or there was no indication that the intent was to use the weapon in a threatening or malicious manner</p>
34	<i>Tampering with or Pulling Fire Alarm</i>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> <li>· 1 day ISS</li> <li>· Parent/Guardian notification and conference with administration</li> <li>· S.R.O. Notification</li> </ul> <p>2ND OFFENSE AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· 1-2 days OSS</li> <li>· Parent/Guardian notification and conference with administration</li> <li>· Municipal complaint will be filed</li> <li>· S.R.O. notification</li> </ul> <p>NOTE: Board of Education may seek reimbursement for fines incurred for false alarms.</p>
<b>Property/Theft Offenses</b>		
35	<i>Accidental Breakage</i> Non-deliberate damage to or destruction of school property or property of individuals.	<ul style="list-style-type: none"> <li>· Parent/Guardian notification</li> <li>· Financially responsible for damages</li> </ul>
36	<i>Theft of Food/Beverage from Cafeteria</i>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> <li>· 1 week Lunch/Recess detention</li> <li>· Parent/Guardian notification</li> <li>· Restitution</li> </ul> <p>2ND OFFENSE</p> <ul style="list-style-type: none"> <li>· Double Administrative Detention</li> <li>· Parent/Guardian notification</li> <li>· Restitution</li> </ul> <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· 1 day OSS</li> <li>· Parent/Guardian notification and conference with administration</li> <li>· Restitution</li> <li>· Municipal complaint may be filed</li> </ul>

37	<p><i>Theft/Stealing –Major</i> Includes theft of property valued at more than \$50 from individuals or school property on school grounds or during school related activities.</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> <li>· 1-3 Days ISS</li> <li>· Parent/Guardian notification and conference with administration</li> <li>· Counselor Notification</li> <li>· Restitution for loss</li> <li>· Municipal Complaint may be filed</li> <li>· S.R.O. Notification</li> </ul> <p>2ND OFFENSE</p> <ul style="list-style-type: none"> <li>· 3-5 day ISS</li> <li>· Parent/Guardian notification and conference with administration</li> <li>· Counselor Notification</li> <li>· Restitution for loss</li> <li>· Municipal Complaint may be filed</li> <li>· S.R.O. Notification</li> </ul> <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· OSS Pending Superintendent Hearing</li> <li>· Parent/Guardian notification and conference with administration</li> <li>· Counselor Notification</li> <li>· Restitution for loss</li> <li>· Municipal Complaint may be filed</li> <li>· S.R.O. Notification</li> </ul>
38	<p><i>Theft/Stealing –Minor</i> Includes theft of property valued at less than \$50 from individuals or school property on school grounds or during school related activities.</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> <li>· Administrative Detention</li> <li>· Parent/Guardian notification</li> <li>· Restitution for loss</li> <li>· S.R.O. Notification</li> </ul> <p>2ND OFFENSE</p> <ul style="list-style-type: none"> <li>· 2 Administrative Detentions</li> <li>· Parent/Guardian notification and conference with administration</li> <li>· Counselor Notification</li> <li>· Restitution for loss</li> <li>· S.R.O. Notification</li> </ul> <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· 1-2 Days ISS</li> <li>· Parent/Guardian notification</li> <li>· Counselor Notification</li> <li>· Restitution for loss</li> <li>· Municipal Complaint may be filed</li> <li>· S.R.O. Notification</li> </ul>

39	<p><i>Threat of Violence/Hostile Actions</i> Exhibiting behavior, making verbal or written statements, displays, or gestures which threaten physical or emotional harm to another. Physical actions that are meant to harm or endanger the well being of another. Threats to do harm to the school, its personnel, and/or students, alleging gross misconduct of another student or staff member.</p>	<p>1ST OFFENSE · 1-3 Days ISS · Parent/Guardian notification · Referral to Counselor · S.R.O. Notification as appropriate · Possible Risk Assessment</p> <p>2ND OFFENSE · 3-5 Days ISS or OSS · Parent/Guardian notification and conference with administration · Referral to Counselor · S.R.O. Notification as appropriate · Possible Risk Assessment</p> <p>3RD AND SUBSEQUENT OFFENSES · 5-10 Days ISS or OSS · Parent/Guardian notification and conference with administration · Counselor Notification · Possible Risk Assessment · Municipal Complaint may be filed · S.R.O. Notification · Possible Superintendent Hearing</p>
40	<p><i>Trespassing</i> Trespassing on school property without permission.</p>	<p>ALL OFFENSES · 1 to 10 day OSS · Parent/Guardian notification and conference with administration · Municipal Complaint will be filed · S.R.O. Notification</p>
41	<p><i>Vandalism or Destruction / Defacing of Property</i> Purposely, knowingly, or recklessly destroying or defacing school, contracted, or personal property, thereby causing an economic loss due to repair or replacement, including school-issued laptops or devices.</p>	<p>The administration will review the allegations and determine appropriate consequences which may include lunch/recess detentions, administrative detentions, double administrative detention, bus suspensions, in-school suspension, and out-of-school suspension.</p>
<p><b>Substance Offenses</b></p> <ul style="list-style-type: none"> <li>· In the event a student is required to complete a Drug Screening, a copy of the results must be provided to WDMS Administration. If a drug screening is refused, the student will be assumed positive and disciplined as such.</li> <li>· Any student who is suspended during the year for a violation of the Alcohol/Drug policy will not be permitted to participate in any non-curricular school trips, dances or end-of-the-year exercises regardless of disciplinary points.</li> <li>· Any 8th grade student found in violation of the Alcohol/Drug policy will not be permitted to participate in dances, non-curricular school trips, the 8th Grade Trip, the 8th Grade Social, or 8th Grade Closing Ceremonies regardless of disciplinary points.</li> </ul>		
42	<p><i>Distribution of OTC (Over The Counter) Medications</i> <b>NOTE:</b> Students found in possession of any medications may be screened by the nurse and subject to a drug screening. If drug screening is refused, a student will be assumed positive and disciplined as such. If drug screening yields a positive result, the student will be disciplined according to the Code of Conduct.</p>	<p>1ST OFFENSE · Administrative Search · 1-3 days ISS or OSS · Parent/Guardian notification and conference · Municipal complaint may be filed · S.R.O. Notification</p> <p>2ND AND SUBSEQUENT OFFENSES (POINTS TBD) · Any additional offenses will result in an external suspension pending a superintendent's hearing S.R.O. Notification</p>

43	<p><i>Possession/Consumption/Distribution of Alcohol, Drugs, Steroids or Substances</i>  <b>NOTE:</b> Students found in possession of any alcohol, drugs, steroids, or substances or suspected of consuming substances will be screened by the nurse and subject to a drug screening. If a drug screening is refused, the student will be assumed positive and disciplined as such.</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> <li>· Administrative Search</li> <li>· Automatic Drug Screening</li> <li>· SRO notified</li> <li>· Municipal complaint may be filed</li> <li>· 4-10 days OSS</li> <li>· Student and Parent/Guardian/guardian referral to the school counselor for treatment, after-care, and re-entry plan.</li> <li>· Parent/Guardian notification and conference</li> </ul> <p>2ND AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· All of the above PLUS:</li> <li>· Superintendent's hearing which may result in a Board of Education disciplinary hearing</li> </ul>
44	<p><i>Smoking/Vaping on School Grounds, Use and/or Possession of Tobacco Products</i>  <b>NOTE:</b> Students found using or in possession of a Vaporizer (Vape) and/or E-Cigarette will be screened by the nurse and subject to a drug screening. If drug screening is refused, a student will be assumed positive and disciplined as such. If drug screening yields a positive result, the student will be disciplined according to the Code of Conduct.</p>	<p>1ST OFFENSE*</p> <ul style="list-style-type: none"> <li>· Administrative Search</li> <li>· 1 day ISS or OSS</li> <li>· Parent/Guardian notification and conference</li> <li>· Referral to School Counselor</li> <li>· Drug Screening (Discipline can be altered based on test results)</li> <li>· Municipal Complaint may be filed</li> <li>· S.R.O. Notification</li> </ul> <p>*During 1st and 2nd offense, students may be required to complete an online, interactive educational tobacco prevention program (ASPIRE). This is a free program created for schools by the TOBACCO-FREE for a Health New Jersey.</p> <p>2ND OFFENSE*</p> <ul style="list-style-type: none"> <li>· Administrative Search</li> <li>· 3 days ISS or OSS</li> <li>· Parent/Guardian notification and conference</li> <li>· Referral to School Counselor</li> <li>· Drug Screening (Discipline can be altered based on test results)</li> <li>· Municipal Complaint may be filed</li> <li>· S.R.O. Notification</li> <li>· Loss of privileges to be determined by the Administrator</li> </ul> <p>*During 1st and 2nd offense, students may be required to complete an online, interactive educational tobacco prevention program (ASPIRE). This is a free program created for schools by the TOBACCO-FREE for a Health New Jersey.</p> <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· Administrative Search</li> <li>· 2 days OSS</li> <li>· Parent/Guardian notification and conference</li> <li>· Referral to School Counselor</li> <li>· Drug Screening (Discipline can be altered based on test results)</li> <li>· Municipal Complaint may be filed</li> <li>· S.R.O. Notification</li> <li>· Loss of privileges to be determined by the Administrator</li> <li>· Possible Superintendent Hearing</li> </ul>

45	<p><i>Possession of Drug Paraphernalia</i>  <u>NOTE:</u> Students found in possession of any drug paraphernalia will be screened by the nurse and subject to a drug screening. If a drug screening is refused, the student will be assumed positive and disciplined as such. If drug screening yields a positive result, the student will be disciplined according to the Code of Conduct.</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> <li>· Administrative Search</li> <li>· Automatic Drug Screening</li> <li>· (Pending Positive Result)</li> <li>· SRO notified</li> <li>· Municipal complaint may be filed</li> <li>· 2 days OSS</li> <li>· Student and Parent/Guardian referral to the school counselor for treatment, after-care, and re-entry plan.</li> <li>· Parent/Guardian notification and conference</li> </ul> <p>2ND AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· All of the above PLUS:</li> <li>· Superintendent's hearing which may result in a Board of Education disciplinary hearing</li> </ul>
46	<p><i>Possession/Consumption OTC (Over The Counter) Medications</i>  <u>NOTE:</u> Students found in possession of any medications may be screened by the nurse and subject to a drug screening. If a drug screening is refused, the student will be assumed positive and disciplined as such. If drug screening yields a positive result, the student will be disciplined according to the Code of Conduct.</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> <li>· 1-3 days ISS or OSS</li> <li>· Municipal complaint may be filed</li> <li>S.R.O. Notification</li> </ul> <p>2ND AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· Any additional offenses will result in an external suspension pending a superintendent's hearing</li> <li>S.R.O. Notification</li> </ul>
<p>THIS LIST IS NOT ALL-INCLUSIVE. A STUDENT COMMITTING AN ACT OF MISCONDUCT WHICH IS NOT LISTED WILL BE SUBJECT TO DISCIPLINARY ACTION, WHEN AND WHERE APPROPRIATE. IT SHOULD ALSO BE NOTED THAT ANY STUDENT(S) INVOLVED IN ANY INCIDENTS OUTSIDE OF SCHOOL HOURS RESULTING IN POLICE INVOLVEMENT MAY BE, AT THE DISCRETION OF THE ADMINISTRATION, SUBJECT TO DISCIPLINARY ACTION AS DEFINED IN THE STUDENT CODE OF CONDUCT. THIS ACTION MAY INCLUDE NOTIFICATION OF APPROPRIATE SOCIAL SERVICES AGENCIES WHEN NECESSARY. ANY FEDERAL, STATE, OR MUNICIPAL REGULATIONS AND/OR POLICIES WILL SUPERCEDE DISTRICT POLICIES RELATIVE TO DISCIPLINARY ISSUES.</p>		

**DISMISSAL**

School dismissal for all students is at 2:27 PM on full days and 12:09 PM on half days. ALL students must exit the building via bus, parent pick-up, or walk/scooter/bike (for those identified as “Walkers”). Students may stay after school if they are: athletes participating in their sport, attending detention, meeting with a teacher, or attending a club (with prior completed club sign-up). Students are not permitted to be in the halls, the front of the building, or to wait in the main office for a ride. On days of athletic events, students must leave at dismissal and return at the beginning of the athletic event. Students **must** be picked up for dismissal or be in their pre-approved assigned location by 2:27 PM on full days or 12:09 PM on half days. Parents/guardians are responsible to arrange after school care including student pick-up (if necessary).

**EMERGENCY SCHOOL CLOSING/DELAYED OPENING**

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

**FOOD**

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

1. No glass bottles may be brought into the building.
2. Students may carry water bottles throughout the day.
3. No food is permitted to be eaten in the classrooms with the exception of breakfast.
4. Students may not take food out of the cafeteria.
5. Due to food allergies, students may not distribute food in class for birthdays, parties, etc.

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

## **GRADING/PROGRESS REPORTS**

### **Report Cards/Interim Reports**

Report cards will be issued at the end of each marking period. Approximately four (4) weeks prior to the end of the marking period, interim reports will be electronically sent to parents. These reports are designed to inform the parents of the student’s progress in all classes. Parents with questions about interim reports are invited to contact the teacher or their designated school counselor. A complete interim/report card distribution schedule can be found on the WDMS website under the “Curriculum” tab.

### **Power Parent**

Power Parent is a web-based program that provides parents/guardians the opportunity to access student grades, assignments, and attendance. This program will allow you to monitor your child’s progress in between mid-term reports and marking period report cards. We encourage you to access your child’s information and grades weekly. For those of you who do not have access to the internet at home, please use the West Deptford Public Library. Power Parent can also be accessed from a cellular device. Power Parent will help you acquire pertinent information regarding grading of tests, quizzes, projects and daily assignments. If you have not yet done so, please contact the WDMS Main Office to receive your initial username and password, along with instructions.

### **Grade Scale**

The following marking symbols are used in all subjects:

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

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

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

### **Promotion**

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

### Minimum Grade

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

### **SCHOOL COUNSELING SERVICES**

#### School Counselors

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

*Phone: 856-848-1200*

*Mrs. Stefanie Paglione (ext 3241): Students with last names A-Ga*

*Mr. Thomas Jakubowski (ext. 3203): Students with last names Ge-Ni*

*Ms. Liza Lecher (ext. 3005): Students with last names No-Z*

### **HEALTH OFFICE**

#### Illness in School

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

#### Medication in School/School Nurse

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

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

#### Physical Examination

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

A sports physical is required for participation in interscholastic sports. It is the responsibility of the

parent/guardian to obtain a physical.

### **LIBRARY/MEDIA CENTER**

The Library/Media Center, located near the front entrance in the center core of the building, is stocked with a wide variety of books, encyclopedias and other reference sources. The library is used for study and research under the direction of a teacher. Students may borrow materials for up to two (2) weeks. Reference books and current issues of magazines are not to be taken from the library without special permission from the library staff. Books should be returned on or before the due date. A fine will be issued for lost or damaged books.

### **LOCKERS/BACKPACKS**

All students will be issued a locker at the beginning of the school year for storing Chromebooks, books, clothing, backpacks, and all other personal items. **The lockers are the property of the school and are subject to inspection by school authorities at any time in accordance with 18A: 36-19.2. Students are required to purchase a school issued combination lock.** For their own protection, students should keep their combination confidential and leave all valuables at home. West Deptford Middle School is not responsible for valuables brought to the school. Students are to follow the appropriate times identified for locker use as outlined by their team teachers. Locks not issued by the school may be cut off by the school administration. As every student is assigned an individual locker, they are responsible for all of the contents of their assigned locker.

Students must store all of their belongings in a school issued locker. Backpacks are no longer allowed to be carried by students throughout the day

### **LOST AND FOUND**

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

### **OFF-LIMIT AREAS/LOITERING**

Students not involved in co-curricular activities under the direct supervision of a staff member, are not to loiter in the school building after school hours and will be subject to disciplinary action. Students are reminded that Board policy states that school properties are off limits from dusk to dawn except when a student is involved in Board authorized activities.

### **PERSONAL PROPERTY**

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

### **PHYSICAL EDUCATION INFORMATION**

#### **Clothing Requirements**

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

#### **Preparation**

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



### Medical Excuses

Short-term medical consists of absence up to one day. The student should bring a note to the nurse during homeroom signed by the parent/guardian explaining the reason for the short-term medical excuse. Long-term medical absence indicates more than one day missed. The nurse will notify the physical education teacher if the medical excuse is long term.

### Locks and Lockers

Students should secure their clothing and valuables in the lockers provided in the locker room. WDMS will not be held responsible for lost or stolen items. Girls may leave their belongings in the locker room while the boys must take their items with them at the conclusion of each class (there are not enough boys lockers). Girls will be given a school-issued lock that must be returned at the conclusion of their time at WDMS. Boys may bring their lock or purchase a lock for \$5 from their teacher.

### **RESIDENCY**

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

### **SCHOOL CLIMATE**

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

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

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

### **SPECIAL EDUCATION**

A wide variety of special education programs are available for students who require and are eligible for specialized instruction and/or related services such as speech/language services, occupational therapy and physical therapy in order to meet their educational needs. If you have any questions about the specific programs or the referral process, please contact your building principal or Dr. Kimberly Seifring, Supervisor of Special Education and Related Services at (856) 848-4300 ext. 4208.

### **SPECIAL PROGRAMS**

#### Assemblies

An assembly is a school activity in which students and teachers participate for the enrichment of school life. Assembly programs demonstrate or present information on a wide variety of topics as they relate to appropriate middle school curriculum. Maximum benefit can only be obtained when proper audience behavior is observed. Each student is responsible for the proper conduct of himself/herself. Proper assembly

conduct is expected.

### **STUDENT ACCIDENT INSURANCE**

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

### **TELEPHONES**

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

### **TEXTBOOKS**

A student should keep in mind that textbooks are furnished by the school and loaned to him/her for the length of time that he/she is in the class in which the book is used.

### **TRANSPORTATION**

#### **Arrival by Automobile**

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

#### **Bicycles and Scooters:**

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

#### **Bus Regulations:**

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

#### **Bus Rules:**

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

Parents/Guardians are responsible for transporting their child to the middle school in the event that they are late for the bus in the morning. Failure to attend school for this reason is a violation of the school attendance policy, as well as New Jersey State law. As per New Jersey State Law 18A:25-2, a pupil may be excluded from the bus for disciplinary reasons by the principal, and his/her parents shall provide for his/her transportation to and from school during the period of exclusion. **RIDING THE SCHOOL BUS IS A PRIVILEGE NOT A RIGHT!**

#### **Late Bus**

A late bus will be provided every full school day unless an announcement is made to the contrary. This bus is strictly for students who stay after school for clubs, detentions, Band and make-up work, etc. This bus leaves

at approximately 3:45 PM. There are not as many stops as the regular bus so students may have to walk a little further. A student must see the club advisor, teacher, or assistant principal for a pass in order to ride the late bus. A student attempting to board the late bus not involved in an authorized after-school activity will be denied access.

### **VISITORS**

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

### **WITHDRAWAL PROCEDURES**

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