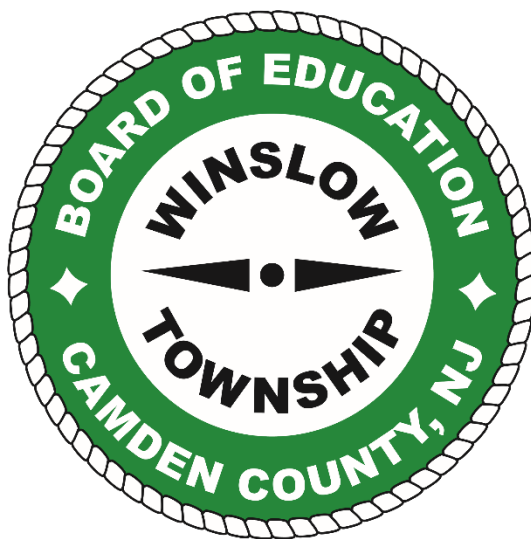


**WINSLOW TOWNSHIP SCHOOL DISTRICT**

# **MIDDLE SCHOOL**

## **STUDENT HANDBOOK**



**2024-2025**

***Preparing Our Students for Tomorrow . . .  
Today!***

# Middle School Time Schedule

## REGULAR DAY

Begins	7:51 a.m.
Breakfast	7:54 – 8:04
Homeroom	8:08 – 8:11
Period 1	8:11 – 8:53
Period 2	8:57 – 9:39
Period 3	9:43 – 10:25
Period 4	10:29 – 11:11 – Lunch
Period 5	11:15 – 11:57 – Lunch
Period 6	12:01 – 12:43 – Lunch
Period 7	12:47 – 1:29 – Lunch
Period 8	1:33 – 2:18

### DELAYED OPENING

Delayed	9 :51 a.m.
Homeroom	9:55 – 9:58
Period 1	9:58 – 10:27
Period 2	10:31- 11:00
Period 3	11:04- 11:33
Period 4	11:37-12:06 – Lunch
Period 5	12:10- 12:39 – Lunch
Period 6	12:43- 1:12 – Lunch
Period 7	1:16 – 1:45 – Lunch
Period 8	1:49 – 2:18

### EARLY DISMISSAL

Breakfast	7:54 – 8:04
Homeroom	8:08 – 8:11
Period 1	8:11 – 8:36
Period 2	8:40 – 9:05
Period 3	9:09 – 9:34
Period 4	9:38 – 10:03 – Lunch
Period 5	10:07 – 10:32 – Lunch
Period 6	10:36 – 11:01 – Lunch
Period 7	11:05 – 11:30 – Lunch
Period 8	11:34 – 12:00

**SCHOOL CLOSING NUMBER: 572**  
**Radio: KYWAM 1060**  
**TV Channels: 3, 6, 10, & Fox**

**WINSLOW TOWNSHIP MIDDLE SCHOOL**

30 COOPER FOLLY ROAD  
ATCO, NEW JERSEY 08004

PHONE: 856.767.7222

FAX: 856.767-5411

William Shropshire, Principal

Mr. Daron Wright, Assistant Principal, Gr. 7

Ms. Dominique Upsey, Assistant Principal, Gr. 8

Rachelle Kimbrough- Counselor, Gr. 7

Susie Reid- Counselor, Gr. 8

**School Phone: 856-767-7222**

**WINSLOW TOWNSHIP BOARD OF EDUCATION**

40 Cooper Folly Road, Atco, NJ 08004

(856) 767-2850 (Main Number)

Website: [www.winslow-schools.com](http://www.winslow-schools.com)

**Central Office Administration**

Dr. H. Major Poteat, Superintendent

Dr. Dorothy Carcamo, Assistant Superintendent

Ms. Tyra McCoy-Boyle, Business Administrator

Mr. Dion Davis, Director of Human Resources

Ms. Sheresa Clement, Director of Curriculum and Instruction

Mr. John Innocenzo, Director of Research, Evaluation & Planning

Mrs. Cheryl Schwartz, District Language Arts Supervisor

Dr. Robert Riccardi, Director of Student Support Services

Ms. Tammy Wall, Director of Transportation

## Table of Contents

District School Schedule (Inside cover page)	
District Administration .....	1
Table of Contents .....	2
District Mission Statement; District Affirmative Action Statement .....	3
<b>Winslow Township Middle School Contact Information</b> .....	4
Winslow Township Middle School Mission Statement .....	4
Overview of the Middle School Program .....	4
<b>EMERGENCY SCHOOL CLOSING</b> .....	4
School Messenger/Student Responsibilities/Flag Salute and Pledge of Allegiance .....	4-5
<b>Attendance and Attendance Guidelines</b> .....	6-7
Lateness to Class .....	7
Lateness to School .....	7-8
Student Dismissal Procedures .....	8
ID Cards .....	8
Hall Passes .....	8
Cell Phone and Electronic Device Policy .....	8-9
<b>Medication Guidelines</b> .....	9
Administering Medications .....	9-10
Self-Administration of Emergency Medication .....	10-11
Home-Bound Instruction, After School Buses, Class and Field Trips .....	11-12
Lockers .....	12
Dress Code .....	12-14
Bus Procedures/ Bus Discipline Code of Conduct .....	14-16
Academic Responsibilities/ Homework Policy .....	16
Financial Obligations/Counseling Services .....	16
Grades and Reporting/ Physical Education/ Honor Roll Criteria .....	16-17
Student Elections and Campaign Rules .....	18
Renaissance and Requirements & National Junior Honor Society .....	18-19
Student Code of Conduct/Four Suspension Rule/Violence, Drugs, Alcohol and Weapons ....	19-20
Harassment/Bullying/Student Responsibility & Conduct Guide .....	20-21
SECTION 1: Actions Against the Rights of the School Community .....	22-24
SECTION 2: Actions Against the Rights of a Person .....	24-26
SECTION 3: Substance Abuse .....	26-27
SECTION 4: Actions Relating to School Attendance, Class Attendance, Buses &/or Activities .....	27-28
SECTION 5: Transportation .....	28
SECTION 6: Miscellaneous .....	28-29

## **DISTRICT MISSION STATEMENT**

The Mission of the Winslow Township School District, a large, diverse and growing community, is to educate all students to become independent, life-long learners, critical thinkers, caring and confident members of their community. The district, in partnership with the community, and in a climate of cooperation and mutual respect, will provide an academic environment which values excellence and diversity, encourages students to strive for personal excellence, and assists them in acquiring the knowledge, skills and attitudes necessary to contribute positively to a rapidly changing world.

## **District Affirmative Action Statement**

The Winslow Township School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities, in accordance with the requirements of Title VI of The Civil Rights Act of 1964 (Title VI); Title IX of Education Amendments of 1973 (Title IX); Section 504 of the Rehabilitation Act (Section 504); the Americans with Disabilities Act of 1990 (the ADA); or the Age Discrimination Act of 1975 (the Age Discrimination Act), which prohibit discrimination on the basis of race, color, national origin, sex, disability and age, respectively.

If you have concerns regarding the district's responsibilities under these regulations, or if you require services related to a disability pursuant to Section 504 and the ADA, please contact the following individual(s) designated to coordinate the district's efforts to comply with Title IX, which prohibits discrimination based on sex, Section 504 and the ADA, which prohibit discrimination based on disability, and the Age Discrimination Act, which prohibits discrimination based on age:

### **Affirmative Action Officer**

Mr. Dion Davis

### **504 Officer**

Dr. Dorothy Carcamo

Winslow Township Board of Education  
40 Cooper Folly Road, Atco, NJ 08004  
856-767-2850

For additional information contact:

United States Department of Education  
Office for Civil Rights  
New York Office  
32 Old Slip, 25th Floor,  
New York, New York 10005-2500  
Phone: 646.428.3900; Fax: 646.428.3843  
E-mail address: [OCRNewYork@ed.gov](mailto:OCRNewYork@ed.gov).

## **WINSLOW TOWNSHIP MIDDLE SCHOOL MISSION STATEMENT**

The mission of the Winslow Township Middle School is to meet the developmental and academic needs of our diverse adolescent population. By linking the home, school and community, our school will provide a nurturing environment conducive to meeting individual potential, interests and talents. Students will be encouraged to develop self-responsibility, self-esteem and respect for themselves and others. With this foundation, our purpose is to inspire our students to become lifelong learners and productive citizens.

## **OVERVIEW OF THE MIDDLE SCHOOL PROGRAM**

Winslow Township Middle School promotes an enriching and engaging environment for all students. Learning and student achievement is at the forefront of all lessons and programs. So, therefore we develop programs to meet the needs of all of our students. Additionally, we are proud to be a “Project Lead the Way School” where hands-on-classroom experiences empower students to develop college and career readiness skills.

Winslow Middle School offers enriching programs such as Robotics, Environmental STEM, Graphic Design, Journalism and Mass Media, Television Production, Computer Science, as well as Coding and Game Design, that allow students to combine their creativity and analytical skills while allowing them to explore numerous career paths. In addition to all of these remarkable exposures, we are extremely excited about the addition of a Maker-space that ensures that our science students are creating, exploring and are highly engaged. With the support of dedicated teachers and administrators who ensure that students are engaged in a technologically-rich environment, students are also afforded the opportunity to succeed in all areas of academics; Math, Language Arts and Science.

## **Emergency School Closing/Delays**

School closings, delayed openings and early dismissals due to poor weather conditions will be announced over Philadelphia radio, TV stations, and posted on the district and school website. In the event that school opening is delayed, the building will open two hours after the normal starting time as indicated in the chart above. The bus pickup will be two hours later than the regular bus schedule.

\*If it is necessary to close school for any emergencies, days will be made up at the discretion of the BOE. The school calendar will reflect 180 days for students and 185 days for staff.

## **School Messenger**

In an effort to increase the communication level between the school and parents, we have instituted a telephone-based system, called School Messenger, that can notify parents daily of an absence by

their son or daughter. Starting at approximately 10:00 am each day, the School Messenger system will generate a taped message to the home of each student who is marked absent from homeroom on that day.

### **Student Responsibilities**

- ❖ Students are required to show proper respect to the school, its property, school administration and staff, and each other.
- ❖ Students will adhere to individual classroom rules as defined and communicated by the classroom teacher.
- ❖ Students will adhere to bus regulations as defined.
- ❖ Students will adhere to the following general school rules:

#### **Students are expected to:**

- ❖ On arrival to school, only sling backs are permitted for use during the school day.
- ❖ Adhere to district dress code.
- ❖ Demonstrate self-respect.
- ❖ Respect others, their ideas, and property.
- ❖ Arrive at classes as defined by the bell schedule.
- ❖ Walk in an orderly manner upon arrival and dismissal.

#### **The following are NOT permitted:**

- ❖ Weapons of any kind or any objects with the intent to harm.
- ❖ Wearing of coats, hats or head covering, in the building without administrator permission.
- ❖ Profanity and abusive behavior or language.
- ❖ Inappropriate gestures/public displays of affection.
- ❖ Willful disobedience.
- ❖ Horseplay

Students who exhibit unacceptable behavior will be subject to the penalties set forth by the classroom teacher and/or the building administrator.

### **Flag Salute and Pledge of Allegiance**

New Jersey law requires students to show respect for the flag of the United States of America. If they are conscientiously opposed to the pledge or salute, they may abstain from these ceremonies, but they are required by law to show **“full respect to the flag while the pledge is being given...by standing at attention...removing the headdress” N.J.S. 18A:36-3.**

## Attendance

The Board of Education requires that the pupils enrolled in the schools of this district must attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. Pupils absent from school for any reason are responsible for completing assignments missed because of their absence. One day is given for makeup work for each day absent. Make-up work should begin immediately upon the student's return to school. Make-up work will not be extended past the end of the school year. Warning notices will be given to the pupil, and to the parent(s) or legal guardian(s) when a student has unverified absences of 4 days, 8 days, and 12 days.

Unverified absences from school or from classes within the school day constitute trancies and shall be subject to the disciplinary rules in accordance with **Board Policy #5200**. Verified absence/tardy with reason include the following: religious observance, suspension, court attendance, death or serious illness in the family, necessary and unavoidable medical or dental appointments.

**Excessive absences may result in denial of promotion to the next grade and possible referral to the court system, and/or suspension and expulsion.** Students in grades 7 & 8 shall be retained in the current grade level for more than sixteen (16) days absent. Absences, whether verified or unverified, shall count toward the total for denial of credit (**policy #5410**).

### Attendance Guidelines

- Eligibility for specific athletic competitions and co-curricular activities will be denied in the instance of absence, tardiness, suspension, class cut or early dismissal.
- Submission of a physician's statement is required for absence based on medical reasons and must be submitted upon return to school in accordance with Winslow Township **Board Policy #5200**. **No doctor's notes will be accepted after five (5) days following the return to school.**
- Students returning from an absence must present a note to the school with an explanation from a parent or guardian upon return to school. These are to be returned to the homeroom teacher, who will forward them to the Main Office.
- Students who know in advance that they will arrive late or who are requesting early dismissal should notify the homeroom teacher with a written explanation from a parent or guardian.
- Upon return from an absence, students must make up missing work within one school day for each absence. Make-up tests must be scheduled within 5 school days of the absence.
- Students in grades 7-8 will be retained at their present grade level after 17 days or more of absence in a school year.

- A parent or guardian has the right to schedule appeal hearings at the conclusion of each marking period in order to rectify discrepancies in attendance records. The administration's ability to appropriately make a disposition may be hampered if hearings are not scheduled promptly.
- "Perfect Attendance" means NO absences, early dismissals, suspensions, class cuts or lateness. "Attendance in High Standing" means no more than four combined absences with reason, early dismissal and/or lateness.
- Attendance appeal hearings must be scheduled no later than three (3) weeks prior to the end of the school year in order to rectify discrepancies in attendance records.

### **Lateness to Class**

Students are given adequate time for passing between classes, and exercise good judgment in anticipating their textbook needs for each class. The hall passing time does not allow for socializing in the halls or escorting friends to their classes. If it is necessary to go to another area of the building other than the assigned room, the student must report to his/her scheduled class first and obtain a pass before proceeding to the desired area.

**If a teacher detains a student at the end of one class, causing him/her to be late to the next class, the student must obtain a pass from the detaining teacher.**

Lateness to class is a serious problem. A student who is late misses the introduction to the class activity, and also interrupts the class in progress, thus disrupting the concentration of the students present. Students who arrive late to class will be counseled by the teacher and assigned a detention for the second lateness to class. Each subsequent lateness to class will result in additional disciplinary actions such as administratively assigned detention, or in-school suspension.

### **Lateness to School**

With the institution of a homeroom at the beginning of the school day, the following procedures will be followed in case of a student arriving after the start of the homeroom period at 7:58 a.m. If a parent/guardian does not sign the student into school, the student will be considered late and truant for the time missed, and will receive an In-school suspension and loss of credit for the day.

**All students arriving after 8:05 a.m. are to report to the tardy desk**, even if lateness is attributable to a late arriving bus so that we may effectively account for the student's attendance. Students arriving late due to a late arriving bus are not penalized.

### **Penalties for tardiness per semester:**

**3-5...**Lunch Detention

**6-8...**After School Detention

**9-or more -** In-School Suspension

*After five tardiness, the attendance officer will be notified, and possible legal action taken. Lateness to school for medical or dental appointments must be verified by physician's statement upon arrival to school.*

### **Student Dismissal Procedures**

According to Board of Education Policy No. 3280, no pupil may leave school before the end of the school day without permission from the building principal. Pupils leaving before regular dismissal must be met in the school office and be signed out by parent/guardian or a person authorized to act on behalf of the parent/guardian.

Parents must provide the following information, in writing, to the school office:

- The name, address and telephone number of any individual who is authorized to pick up the child from school or accompany a child from school to their After-school destination.

Any requests for changes to the dismissal condition, outlined above, must be communicated, in writing, and in advance, to the building principal.

### **ID Card**

**All students must possess and wear their ID Card at all times.** A student must present his/her ID card upon request by any employee of the Winslow Township School District. Failure to comply may result in disciplinary action. Students without an ID will not be permitted to attend school activities and/or purchase snacks during their lunch period. **A replacement Id can be purchased for \$5.00.**

### **Hall Passes**

**No student will be in the corridor while classes are in regular session without a corridor pass.** All personnel employed by the Winslow Township Board of Education have the authority to examine a student's pass and question their presence in the corridor.

### **Cell Phone and Electronic Devices**

Electronic devices, cell phones, smart watches, iPods, head phones, cameras and other nuisance devices that cause a distraction, or a danger to students and staff, are not permitted in class or on the bus. If a parent feels that a student must have a cell phone, then the child must keep the cell phone turned off and in their locker. Cellular telephones and /or any electronic device(s) that are used in violation of this policy will be subject to the following disciplinary action(s):

**1<sup>st</sup> offense and 2nd offense: The electronic device(s) must be given to the Principal or Assistant Principal and the parent will be notified to pick up the device(s). Refusal to give the device(s) to the administrator for parent pick-up will result in an automatic 1 day out of school suspension.**

**3<sup>rd</sup> offense: The electronic device(s) must be given to the Principal or Assistant Principal and the parent will be notified to pick up the device(s). Refusal to give the device(s) to give the device to the administrator for parent pick up will result in an automatic 1 day out of school suspension.**

**A third offense will also result in a one day out of school suspension, the loss of privilege to use cell phone on school premises for the remainder of the school year and student will lose the privilege of participating in extra-curricular activities; Such as prom, athletics and graduation.**

Students who need to contact parents during the school day may use a phone in the grade level office. Parents who need to contact students may call the school and leave a message with the main office or a grade level office. Any and all video and/or audio recordings of school activities or staff members before, during, and/or after school are not permitted without the written authorization of the school administration.

### **Administering Medications**

The Board of Education shall not be responsible for the diagnosis and treatment of pupil illness. The administration of prescribed medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours. For purposes of this policy, “medication” shall include all medicines prescribed by a physician for a particular student, including emergency medication in the event of bee stings, asthma, etc. Any student who must take medication during the day must register with the school nurse before the opening of school that day.

A note from the parents/guardians will be required for registration. A daily log will be kept of those students. In addition, medication must be taken in the medical office and given only by the nurse. Written instructions are to be provided to the school from the private physician, detailing the type of illness involved, the name of the drug, time of administration, and the side effects of all medications.

**No medication whether prescription or non-prescription (including aspirin or acetaminophen) will be in the student’s possession or administered without a doctor’s AND parent’s note. Students that do not adhere to the medication policy will be subject to Discipline codes #3100/3110.**

*Before any medication may be administered to or by a student during school hours, the board requires:*

1. A written order by the physician for the particular student, which shall include:
  - a. Purpose of the medication;
  - b. The dosage;
  - c. The time at which or the special circumstances under which the medication shall be administered;
  - d. The length of time for which the medication is prescribed;
  - e. The possible side effects of the medication;
2. A written request of the parent/guardian, which shall give permission for such administration and relieve the board and its employees of liability for administration of medication.

**Both documents shall be kept on file in the office of the school nurse.**

- ❖ All medications, whether prescribed or over the counter shall be administered by the school nurse or the pupil himself/herself (with parental permission and the school nurse present.)
- ❖ Medications shall be securely stored in the original labeled container.  
The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and time of medication, and a notation of each instance of administration.
- ❖ All medications shall be brought to school by a parent/guardian or adult pupil, and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier.

### **Self-Administration of Emergency Medication**

1. The Board of Education will permit self-administration of medications by a student for asthma or other life-threatening illnesses under the following provisions:
  - a. In emergency situations, students may be permitted to self-administer medication when the nurse or parent/guardian is not present, provided a physician authorizes such self-medication for life-threatening illnesses only. The physician must also certify that the student is capable of self-administration, and the parents/guardians release the school district of any and all liability. Self-administration of medicine shall also apply to students who participate in any off-site or after school activity under the same conditions.
  - b. Medications shall be securely stored and kept in the original labeled container.
  - c. The school nurse shall maintain a record of the name of the student who is certified to self-administer, the prescribing physician, the dosage and timing of the medication and a notation of each instance of administration. In addition, the nurse shall retain an identical copy of any inhaler, Epi-Pen or emergency medications that a student may be permitted to use.

2. Before any student shall be authorized to carry and/or use an inhaler, Epi-Pen, or other emergency medication on school premises or at school functions off school property, there must be filed by the parent/guardian with the school, the following:

- a. A certification of the duly licensed physician stating that the student suffers from a potentially life-threatening condition which requires immediate use of the inhaler, Epi-Pen
- b. or other emergency medication. The physician shall also certify that the student is trained in the use of the inhaler, Epi-Pen or other emergency medication and is capable of self-administration of the medication.
- c. The parent or guardian must provide an additional inhaler, Epi-Pen or other emergency medication identical to the one the student is authorized to carry, which shall be retained by the school nurse.

The parent/guardian shall make a written request of the school district for permission to have the child carry and use the inhaler, Epi-Pen or other emergency medication. Said request shall also include a statement in form and substance acceptable to the board which shall release, indemnify and hold harmless the board against any and all liability for damage or injury.

3. The permission shall be effective for the school year, in which it is granted, and shall be renewed for subsequent school years upon the fulfillment of the requirements.

### **Home-Bound Instruction**

In the event of an extended **medical** absence (more than two weeks) homebound instruction can be requested, with no cost to the family. Parents/guardians are asked to comply with the following guidelines should their child require the service:

1. Contact the child's school counselor to apprise him/her of the child's status.
2. Submit a note to the Principal's Secretary stating that the child is in need of Home Bound Instruction.
3. Complete the home-bound instruction and medical release forms.
4. The parent/guardian and the child's physician must complete the required information. The form may be picked up or downloaded from the school's website, and returned to the Main Office.
5. The home-bound instruction application will be forwarded to the district physician for review.
6. Written notification of approval or denial will be provided to the parent.

## **After School Buses**

Students are encouraged to participate in after school tutorials, clubs and athletic activities at Winslow Township Middle School; however, district busing will be available only on the following schedule:

**After School Bus - 4:15 pm Monday, Tuesday, Wednesday and Thursday only!**

All after school buses are limited in seating and will follow an abbreviated route. Students will be dropped off as close to their home as possible, but not at their regular bus stop. Students must make arrangements with their teacher, administrator or coach before assuming that there will be room on the after-school bus for them.

## **Class Trip (Co-Curricular) / Field Trips (Curriculum Based)**

Students are taken on field trips only with the permission of the parents/guardians. While on the Class/Field trips, students are subject to the school's Code of Conduct. The parent/guardian must provide a signed permission slip for the student to participate. Students must travel to and from the field trip location with the school. Parents/guardians may also transport their child with medical reasons that must be verified with a medical note from the child's doctor. Parents/guardians may not take children home from a field trip location, except in extenuating circumstances that must be approved in advance by the Administrator in charge.

**Any student who has accumulated four suspensions (any combination) may not participate in the class trip.** Students who acquire 4 or more suspensions will be excluded from the class trip. A student who is not authorized to be on a class/field trip may not join the group at the location of the trip, nor interact with any students who are authorized to be there. Failure to comply will result in disciplinary actions, which may include out of school suspension.

Administration reserves the right to exclude any student from participating in Class/Field trips due to absences, grades, fines or disciplinary issues.

## **Lockers**

It is each student's responsibility to maintain the security of his/her locker as the school accepts no responsibility for the theft or loss of belongings from lockers. All lockers in the school are the property of the Board of Education; therefore, student lockers are subject to search and inspection at any time. A student's locker will be searched in the event school authorities have a reasonable suspicion that a student has drugs, stolen items or items in his/her locker that might constitute a safety or health hazard to himself/herself or to others. All lockers are of the combination type. No locks of any type are to be placed on the hall lockers. Any type of lock, found on a locker, will be removed. No refund for these locks will be issued.

**All students may use lockers before homeroom, at the end of their assigned lunch period, and at dismissal at the end of the school day.**

## **DRESS CODE**

The following dress code has been developed in accordance with Policy No. 5511.

### **A. General Rules**

1. Pupils are expected to be clean and well-groomed in their appearance.
2. Pupils are expected to avoid dress and grooming that is likely to create a material and substantial disruption to the school environment.
3. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.

### **B. Pupil Dress Code Regulations**

1. Pupil attire shall be neat and clean. Torn, cut and ripped clothing is not permitted.
2. Apparel shall not be so tight-fitting, sheer, transparent, brief, low-cut or revealing above or below the waist to be indecent, distracting or disruptive to the school environment.
3. In all grades, dresses, skirts and acceptable shorts shall not be more than 4 inches above the knee.
4. Sleeveless tops or blouses are permitted provided that the width of the material passing over the shoulders (strap) is a minimum of two inches in width. Thin spaghetti straps tops are not permitted. Sweat-shirts, warm-ups, and T-shirts are permitted if they are not torn or not cut or tied to expose the midriff.
5. Footwear is required. Plastic beach thongs and excessively high heels or platform shoes are not permitted because they pose a safety hazard to the wearer when walking quickly. Slippers of any type are not permitted. All sandals must have a heel strap attached and worn appropriately, at all times.
6. Dress shall not present inappropriate pictures, slogans, emblems or any type of symbols that may be provocative or inciting. This includes liquor, tobacco or other substances that may be detrimental to health.
7. "Quasi-attire", such as armbands, buttons, pins or other methods of symbolic expression are permitted as long as it cannot potentially be expected to actually cause disruption, disorder or present a clear danger and is not associated with a gang or secret society.
8. Pupils attending any school functions (field trips, dances, activities during school hours) will not be permitted to participate unless they are attired in accordance with this dress code; however, certain physical education activities and field trips may require modification of these regulations. Decisions will be made by the principal considering the circumstances and requirements of the activity.
9. Hairstyles shall be clean and well-groomed.
10. Hats and coats may not be worn in the building except in extenuating circumstances

at the discretion of the principal. "Hats" shall not include head wear of religious significance.

11. Hoodies (head covering) are not permitted.

### C. Physical Education

Proper dress for physical education classes should be designed to allow for maximum participation in activities consistent with the approved curriculum and course of study. Appropriate dress for grades 7-12 will be T-shirts, athletic shorts, or sweatsuits (as appropriate) in green, navy or grey. Sneakers and athletic socks are also required.

It should be noted that, with the exception of sneakers, clothing used for participation in physical education activities may not be those worn to school for any other purpose.

### D. Enforcement

1. Pupils not conforming to the dress code shall be disciplined by the principal in accordance with Board policies.
2. Teaching staff members will report perceived violations of the dress code to the Building Principal, who will interpret and apply the code.
3. Pupils who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation.
4. Pupils will not be permitted to attend a school-related function, a field trip, or after-school activities unless they are attired and groomed in accordance with this dress code.
5. The principal may waive application of the dress code on a day especially scheduled for pupils' free expression in dress and grooming.
6. A pupil whose dress or grooming has been found by the principal to violate this regulation may appeal the principal's determination to the Superintendent/designee, whose decision will be final.

## Bus Procedures

Bus routes and bus stops are carefully planned by the Board of Education. Do not ask to have your bus or bus stop changed unless an obvious error has been made in your assignment. **You must take your assigned bus at your assigned bus stop. Students in the Middle School are not permitted to ride on the High School bus routes. Students riding activity buses after school must have an authorized bus pass and their ID card.**

Students who ride buses must observe the following regulations:

- ❖ Observe good rules of safety when walking to and from the bus stop.
- ❖ Do not stand in the street while waiting for the bus. Remember to look both ways before crossing the street when loading or unloading the bus.
- ❖ Respect the private property where the bus stop is located.
- ❖ Wait for your bus at your assigned bus stop in an orderly fashion. Remember to show respect for the rights, property and safety of others. You will be asked to show your bus pass before boarding the bus.
- ❖ Remain seated in your assigned seat at all times.
- ❖ Keep the center aisle of the bus free at all times by keeping your backpacks and other belongings on your lap or in the floor in front of you.
- ❖ The bus driver is in charge of the bus and must be obeyed at all times.
- ❖ Smoking is forbidden on the bus or at the bus stop.
- ❖ Windows remain closed while on school premises.
- ❖ Open windows of the bus with the driver's permission only and keep hands and arms inside the bus at all times.
- ❖ Throw nothing on the bus or out of the bus windows.
- ❖ The same expectations that exist in the building, are in effect on the bus.

### **Bus Discipline Code of Conduct**

The safety of each student at the bus stops and on the school buses is of utmost importance. The law permits school administration to deny bus transportation privileges if a student's conduct warrants such action. If transportation privileges are denied, it becomes the responsibility of the student's parents/guardians to transport the student to school. Therefore, the following bus discipline procedures have been established to help ensure the safety of all of our students who ride buses:

1. Student ID Cards or bus passes will be needed to board any bus.
2. Students staying for any after school activities must have a signed bus pass, either by an advisor, coach, teacher, or administrator to board any bus.
3. Students should be at the bus stop five (5) minutes early and be well-mannered while waiting for the bus.
4. Stay seated until the bus comes to a complete stop. Load and unload the bus in a single file in a quiet and orderly manner.
5. Running or pushing is prohibited. Obey your bus driver. The bus drivers are authorized to assign seats.
6. Do not distract the bus driver while the bus is moving. Sit in your assigned seat. Do not stand or change seats. Keep your voice low, no shouting, whistling, or unacceptable language. Unnecessary conversations with a bus driver are prohibited. No rough housing, pushing, slapping, or throwing any objects, etc. is allowed at any time on the bus.
7. Do not open or close windows without permission from the bus driver.
8. Keep all parts of your body inside the bus at all times.

9. Do not place any objects in the aisle of the bus, such as book bags, coats, etc.
10. Do not leave trash or rubbish on the bus. Throwing of objects out of the bus windows is prohibited.
11. Do not eat or drink on the bus.
12. Remain seated on the bus at all times.
13. CD players, external speakers, other electronic devices and nuisance items (such as air horns, laser pointers, etc.) which cause distraction, disruption or impede the safe operation of the school bus are not allowed on school buses.
14. Smoking – Smoking of any kind is not permitted.
15. Profanity to a driver – No profanity directed to any bus driver will be tolerated.
16. Harassment, sexual harassment, or “bullying” of any nature will not be tolerated.
17. Fighting – No fighting on the bus or at the bus stop will be tolerated. This can lead to school suspension, arrest and charges to be filed with the police, and suspension from the bus for the remainder of the school year.
18. Possession of unsafe objects on the bus will result in disciplinary action including possible suspension from the bus for the remainder of the school year.
19. Vandalism of the bus will result in disciplinary action including possible suspension from the bus for the remainder of the school year and restitution will be mandatory.

**Student misconduct and violation of the Bus Code of Conduct will result in disciplinary action.** The building principal, following the Student Discipline Conduct Code, will take disciplinary action AND may suspend bus transportation for an extended time.

### **Academic Responsibilities**

As a student in our school, it is your responsibility to make the best use of all educational programs and opportunities provided. Students are expected to work with their teachers and, when needed, use appropriate support staff. It is the responsibility of the student to complete all homework and in-class assignments. Homework is assigned on a regular basis in compliance with board policy and students are expected to complete all homework assignments on time and with high quality. Each student is expected to study nightly and complete any written work assigned to them.

### **Homework Policy**

Board Policy 2330 suggests that the amount of time allocated for homework for all classes combined should increase per grade as follows:

Grade 7 (70 minutes), and Grade 8 (80 minutes). These are suggested maximums, for all courses/classes combined and include all aspects of the homework assignment – outside reading, research, projects, and practice work.

## Fines / Financial Obligations

Students are responsible for the proper maintenance of their books and school owned resources. Lost or unreturned school resources must be replaced. There will be a fine assessed for school items not returned. All financial obligations must be met before students are permitted to participate in any school activity (e.g., school dance, promotion ceremony, trips, clubs, sports, NJHS, etc.). Once a fine has been met, a receipt will be issued for the payment.

## Counseling Services

Students who feel that they need someone to talk to because they are concerned about a problem in or out of school, having difficulty with a peer, or just want to share a concern, may go to their grade level principals, guidance counselors, the counseling social workers, or their case manager. Students may also share a concern to a trusted teacher knowing that the teacher will assist them and guide them to the appropriate supportive service located in the school.

## Grades and Reporting

The year is divided into four marking periods of approximately 45 days. A minimum grade of 55% will be the lowest grade assigned to a student in each of the first three marking periods. The student will receive the grade he/she earns in the fourth marking period. **Any three consecutive marking periods in which a student receives 55% or lower will automatically become a failing grade for the year.**

The grading scale will be as follows:

A	92 – 100
B	83 – 91
C	74 – 82
D	65 – 73
F	F below 64

In keeping with the middle school philosophy, the following formula for marking period grades has been devised to reflect the interactive nature of the middle school classroom:

Academic		Physical Education	
Tests	60%	Participation	70%
Quiz	20%	Activity*	30%
Homework	20%		

\* - The **class activity grade** may include notebook grades, class participation, classroom projects, oral presentations, etc. The **preparedness grade** includes students coming into class with the tools required to function as a learner in that class (i.e., pencil, notebook, homework, book, etc.).

Progress reports will be sent to parents/guardians in the middle of each marking period. Report cards will be sent at the end of each marking period.

### **Honor Roll Criteria**

#### ***PRINCIPAL'S HONORS (Gold)***

The Principal's Honor Roll is the highest academic recognition for each marking period. Students will be included on this prestigious list if they have attained a grade of "A" in every subject in which they are enrolled.

#### ***FIRST HONORS (Silver)***

Students will be included on this level if they attained all "A's", with no more than two "Bs" in any subject.

#### ***SECOND HONORS (Bronze)***

Students qualify for this honor if they attain at least one "A", no more than one "C" and all of their other grades are "B's".

### **Student Elections and Campaign Rules**

- ❖ Students must follow the guidelines for conducting a campaign when running for an elected office for a club or school activity. The guidelines will be provided for the students by the club advisor. Violation of the guidelines may result in elimination from the election.
- ❖ Students are not permitted to use candy, toys, gadgets, gift certificates and similar items as favors to garner votes.
- ❖ Students must have posters and other campaign advertising approved and signed by the advisor of the club before posting it in the school or handing it out to classmates.
- ❖ Students may not use clothing to advertise their candidacy (i.e., T-Shirts).
- ❖ Students may not hold an office in more than one club or activity such as National Junior Honor Society, Student Government or Class Officer.

### **Renaissance Program**

The Renaissance Program is designed to recognize, reward, and motivate students who excel in three specific areas of achievement: academics attendance, and behavior, by extending to them privileges associated with the attainment of these levels of excellence. In addition, students are expected to participate in school or community activities. Students are recognized for participation in the Renaissance program each marking period. Our goal is to make each student believe they can succeed in school and, therefore, life. The purpose of the program is to recognize and reward those students who achieve specific standards of excellence with tangible incentives and rewards.

Renaissance is a partnership between the students, teachers, parents, administration, business community, and the community at large. Renaissance is a commitment to make the Winslow Township Middle School a center of academic excellence.

### **Renaissance - Requirements**

**Attendance** – No more than two unexcused absences from school during the marking period. No more than two unexcused lateness's to school during the marking period. **Behavior** – No administrative disciplinary issued during the marking period.

**Service** – Students are to demonstrate participation in at least one school activity, club, and community organization.

### **Academic Standards**

GOLD – average of 92 or above

SILVER – average between 83 and 91

BRONZE – average between 65 and 82

- ❖ Students must pass all subjects (no grades below 65).
- ❖ All incomplete grades must be cleared up within one week from the last day of the marking period.
- ❖ Any abuse of membership rights, responsibilities and privileges may be grounds for loss of the Renaissance card and its privileges.

### **National Junior Honor Society**

Below are the criteria for induction into the NJHS criteria:

Selection of candidates will begin after the 2nd marking period.

- ❖ All students are eligible.
- ❖ Candidates must have a cumulative average of 3.5 or higher.
- ❖ Applicants must submit a typewritten essay and two Letters of recommendations from non-graded extra-curricular activity advisors (within the school). Examples include clubs, drama, foreign language, newspaper club, intramural sport, student government, jazz band, etc. Participation in community service/activities will be scored separate from school activities. Teachers who have taught interested students should not write Letters of recommendation.
- ❖ Applications must be completed within two weeks after receipt.
- ❖ A faculty council will evaluate the candidates on the basis of character, leadership, service and citizenship.
- ❖ The selection of members will be determined by a majority vote from the faculty council based on the strength of evaluation, Letter of Recommendation and the completeness and quality of the candidate's application.
- ❖ A meeting will be held to explain the application process and answer any questions during school hours.

- ❖ Determination letters will be mailed home.
- ❖ Any disciplinary action will be a basis of disqualification (by teachers and administration).
- ❖ Applicants must meet all criteria for induction into the National Junior Honor Society.
- ❖ Nomination and the completion of application does not guarantee acceptance into the NJHS.

### **Student Code of Conduct**

Students are expected to attend school and classes regularly; to respect school property; to refrain from conduct that disrupts or threatens to disrupt the learning and safety of others. The Code of Conduct will be strictly enforced for those students who violate school rules and procedures.

Although the student code of conduct contains a listing of infractions, it is clearly intended not to be all-inclusive. It is intended that the administration has the power to administer discipline for any other offense which is in violation of the law or school district procedures, or in violation of what is deemed accepted standards of conduct for students in the Winslow Township School District.

### **Four Suspension Rule**

A student who received 4 out of school suspension during the school year will be excluded from participating in the **8th Grade Promotional Ceremony, athletics, and all co-curricular activities including class trips**. The administration of Winslow Township Middle School recognizes the seriousness of the forfeiture of the aforementioned activities, and acknowledges that all violations of the Code of Conduct are not equal. **Thus, a student's first two (2) In-school suspensions (ISS) will equal one (1) Out of school suspension. All subsequent In-school suspensions (ISS) will carry the weight of (1) Out-of-school suspension.**

Note: A parent/guardian has a right to appeal an administrative action through the office of the principal within ten (10) days of receiving notification of the third suspension. In addition, students that receive any suspension are excluded from participation in athletics and all extracurricular activities on the dates in which any suspensions are assigned. Also, in the event of an out-of-school suspension, students are not permitted on school grounds on the dates in which suspensions are assigned.

### **Violence, Drugs, Alcohol, and Weapons**

In partnership with parents, teachers, community members, police, and the Board of Education, the Winslow Township Middle School administration has taken a strict line against violence in the school, and on the buses. Students who engage in a fight, an assault upon another student, or an assault against a school employee will be dealt with severely. The discipline code for the middle school has been revised to leave no doubt that violence is not to be tolerated on school grounds, including school buses and at school sponsored functions (anywhere they occur.) **Violators will be reported to the Winslow Township Police Department for arrest and the filing of appropriate charges in the criminal code. They will be suspended from school, according to the student discipline code, and any other appropriate sanctions will be levied against them.**

The possession, use, distribution, or sale of drugs, alcohol, weapons, and/or firearms on school district property or within 1,000 feet of a Drug-Free School Zone is illegal, and shall be cause for automatic suspension of the student(s). We take these actions to ensure that the students at Winslow Township Middle School are concentrating on their education, not worrying about the unsafe actions of a few of their peers. It is our belief that these measures will act as deterrents to violent and dangerous behavior, and we hope that the consequences need never be enacted. However, it is our duty to make the school safe and we will do just that to the fullest of our ability.

### **Harassment/Bullying**

- ❖ Sexual Harassment is viewed as unwelcome, unwanted offensive physical, verbal, or written behavior, which causes a hostile or intimidating environment. Sexual harassment in school or at school-sponsored activities is not acceptable behavior for an individual or group. Behavior that emphasizes the sexual identity, physical attributes or sexuality of another individual in a manner that prevents or impairs the individual's full enjoyment of educational opportunities is not acceptable.
- ❖ Racial or religious torment may be characterized as any inappropriate action, comment, behavior and/or demonstration expressed against a particular race or religious group or individual. Any display of racial or religious bias, which offends an individual or causes a disruption in the educational process will not be tolerated.
- ❖ Hazing, teasing, bullying or abusive behavior of any kind directed at any student will not be permitted. Students who take advantage of or act unkindly to others will be dealt with by administration.
- ❖ Any behavior which creates an offensive, intimidating or hostile environment because of an individual's gender, sexual orientation, race, religion, age, social status, emotional being and/or personal belief is subject to disciplinary actions. Any student or staff member who feels they have been or are being harassed or hazed is to report this to a counselor, administrator or teacher immediately.
- ❖ Any student who feels harassed or bullied is to report the incident immediately to a Winslow Middle School staff member. (Any person witnessing the harassment or bullying of another individual should report the incident immediately.)

### **Student Responsibility & Conduct Guide**

It is the goal of the Middle School to work closely with parents and teachers to establish an environment conducive to learning. Parents are encouraged to work in partnership with teachers and the school administration to instill in your child a readiness to learn each day.

Once a student is referred to the school administration, administrative prerogative applies in the application of the discipline. Prescribed interventions in this policy manual are subject to administrative discretion in their application. The administrative staff may apply a greater or lesser disciplinary penalty after consideration of the disciplinary history of the student and the totality of the circumstances surrounding an event. ***The principal may recommend placement in the district's***

**alternative learning placement.** The alternative learning placement will be accomplished through an online platform conducted after **normal school hours**. The program will offer English Language Arts, Mathematics, Science, History and Health.

**Administrative Detention:** Students may be assigned an Extended Detention at an administrator's discretion. This detention will run from 2:25 – 4:10 p.m. A late bus will transport students' home at 4:15 p.m.

### **Disciplinary Terms and Abbreviations Initial Sequence of Interventions**

Parents are automatically contacted by phone and or by mail for any disciplinary issues.

**AD-Administrative Detention**

**SB-Bus privilege suspension**

**ISS-In-school suspension**

**OSS-Out-of-school suspension**

**AH-Administrative Hearing**

**SH-Superintendent's Hearing w/student & parent**

## **SECTION 1: ACTIONS AGAINST THE RIGHTS OF THE SCHOOL COMMUNITY**

Code: Event with Progressive Consequences List:

**1100 STUDENT MISCONDUCT/CLASSROOM DISRUPTION/ DISRESPECTFUL BEHAVIOR** – Actions generally disrupting the learning activities taking place.

1. AD
2. ISS -2 days
3. 10 OSS + 45 days Alternative Learning Placement

**1200 PROFANITY PROJECTED IN PUBLIC PLACE: VERBAL/PHYSICAL** – Obscene and/or vulgar language, graphics, or gestures expressed in public.

1. 1-3 AD
2. ISS
3. OSS – 1-2 days

**1210 PROFANITY DIRECTED TOWARD STAFF: VERBAL/PHYSICAL** - Obscene and/or vulgar language, writing, graphics, &/or gestures.

1. OSS - 2 days
2. 3 OSS
3. 4 OSS & Police notifications as appropriate, and any other administrative action as appropriate.

**1300 NON-COMPLIANCE WITH ADULT DIRECTIONS** – Student resisting to comply with directions of an adult.

1. AD
2. ISS 2 days
3. OSS – 3 days

**1310 INSUBORDINATION/CONFRONTATIONAL BEHAVIOR DIRECTED TOWARDS A STAFF MEMBER**

– Student refusing to comply with directions of a staff member and challenging staff authority.

1. OSS – 4 days

**1315 INSUBORDINATION/DURING EMERGENCY SITUATION** – Student refusing to respond to the direction(s) of a staff member during an emergency situation or action.

1. OSS – 2 days
2. 4 OSS

**1400 THEFT OR POSSESSION OF PROPERTY WITHOUT PERMISSION &/OR KNOWLEDGE OF OWNER**

1. OSS
2. 4 OSS – 4 days
3. 10 OSS – Police notification

**1410 WILLFUL DESTRUCTION OF PERSONAL &/OR SCHOOL PROPERTY** – Supplies, equipment, structures, material, etc.

1. 2 OSS, restitution
2. 4 OSS, restitution, Police notification
3. OSS AH, restitution, Police notification

**1420 TAMPERING WITH &/OR MISUSE OF PERSONAL &/OR SCHOOL EQUIPMENT &/OR SOFTWARE** – Computer, athletic, drama, music, home economics, shop, sciences, et al.

1. ISS
2. OSS

**1430 INAPPROPRIATE USE OF INTERNET, PROXY SERVERS AND/OR VIOLATION OF ACCEPTABLE USAGE POLICY (AUP)**

1. OSS – 2 -10 days

**1500 POSSESSION OR USE OF FIREWORKS/INCENDIARY MATERIALS/CHEMICAL DEVICES** – Firecrackers, lighters, matches, stink bombs, smoke bombs, et al.

1. 4 OSS
2. 10 OSS

**1501 BOMB THREAT/UNAUTHORIZED GENERATION OF FALSE ALARM/TERRORISTIC THREATS**

1. 10 OSS, Police notification and other administrative action as appropriate.

**1600 FAILURE TO POSSESS, PRODUCE AND DISPLAY I.D. BADGE**

1. AD
2. 2-ISS
3. 3-OSS

**1620 DRESS CODE VIOLATION**

- 1-Warning
2. OSS

**1630 PUBLIC DISPLAY OF AFFECTION**

1. AD
2. ISS

**1640 FOOD AND/OR DRINK OUTSIDE OF CAFETERIA INCLUDING BUS**

1. 1 AD
2. 1 ISS
3. 1 OSS

**1700 UNSAFE CONDUCT: PUSHING, TRIPPING, RUNNING, ROUGHHOUSING, SLAPBOXING** – Endangering self &/or others by inappropriate behavior.

1. ISS – 2 days
2. OSS – 4 days

**1705 RECKLESS ENDANGERMENT** – Placing student or staff in serious likelihood of harm

1. 4-10 OSS Police notification as appropriate

**1720 GANG RELATED BEHAVIOR AND/OR RECRUITMENT ACTIVITY** – A group of two (2) or more persons joined together for destructive &/or violent purposes. Any display of gang symbols, signs and/or colors.

1. 3 OSS
2. 4 OSS
3. 10 OSS

**1800 LEWDNESS / SEXUALLY EXPLICIT ACTION / INDECENT EXPOSURE / INVOLVEMENT IN SEXUAL ACTS / INAPPROPRIATE TOUCHING** – Including deliberate actions intended to embarrass or offend others, e.g., “PANTSING”.

1. 5 days OSS, Police notification
2. 10 days OSS
3. 10 days OSS + 45 days Alternative Learning Placement

**1810 VIOLATION OF SUSPENSION POLICY: OUT-OF SCHOOL OR IN-SCHOOL SUSPENSION** – Student attends school &/or school activities, is within school building, &/or on school grounds during assigned suspension period.

1. 2 days OSS
2. 4 days OSS
3. 5-10 days OSS

**1820 ARSON** – Willful intent to destroy or endanger by use of fire or explosive.

1. 10 OSS, Police notification, and other administrative action to include possible expulsion.

**1830 FORGERY** – Creating replica absence notes, early dismissal notes, vacation notes, hall passes, false signatures, et. al. and presenting same as authentic.

1. AD
2. ISS
3. OSS – 4 days

**1835 GAMBLING/PARTICIPATING IN GAMES OF CHANCE/POOLS WITH OR WITHOUT EXCHANGE OF MONEY** – Use of items associated with gambling, such as cards & dice, unless associated with classroom activities.

1. 1 ISS
2. 2 OSS
3. 4 OSS

## **SECTION 2: ACTIONS AGAINST THE RIGHTS OF A PERSON**

### **2100 HARASSMENT**

1. Depending upon severity and nature: ISS, OSS, Police notification as appropriate, and any other administrative action as appropriate.

### **2105 SEXUAL HARASSMENT**

1. OSS 4 days, Police notification
2. 10 OSS, Police notification required
3. 10 OSS + 45 days Alternative Learning Placement

**2110 HAZING** – Forcing other person(s) to do ridiculous, humiliating, or painful actions.

1. Depending upon severity: AD, ISS or OSS, Police notification as appropriate

**2111 SEXUAL INCIDENCE** – An act of sexual contact with the victim under any circumstances.

1. 10 OSS, Police notification

### **2115 RACIAL SLURS/ETHNIC SLURS/GENDER-RELATED BIAS**

**&/or INFLAMMATORY STATEMENTS** – Verbal, written, &/or graphic actions that are intended to insult or demean a person based upon race, gender or ethnicity.

1. ISS - 1
2. OSS -3

Any and all other administrative actions as appropriate.

**2200 ASSAULT (VERBAL)** – Any statement or comment implying Physical Harm or Danger to a person or property.

1. ISS
2. OSS, Police notification

**2205 ASSAULT ON STUDENT** – An unwanted, uninvited, &/or unprovoked hostile physical actions by one pupil upon a peer resulting in physical &/or emotional harm.

1. 10 OSS + 45 days in Alternative Learning Placement as appropriate

**2215 INCITEMENT** – Acting in a way to promote or encourage any confrontation or other prohibited act.

1. 4 OSS
2. 10 OSS

Any and all other administrative actions as appropriate.

**2300 FIGHTING** – Mutual participation in a physical altercation

1. 10 OSS – any and all other administrative actions as appropriate (May include 45-day placement in Alternative Learning Placement).

**2310 OBSTRUCTING STAFF MEMBERS BREAKING UP A FIGHT**

1. 4 days OSS
2. 10 days OSS

**2320 PHYSICAL ATTACK ON STAFF** – Physical actions by one pupil upon a staff member resulting in physical &/or emotional harm.

1. 10 OSS + 45 days in Alternative Learning Placement and possible expulsion.

**2330 VERBAL ASSAULT OF STAFF MEMBER** – Obscene &/or vulgar language, gestures, graphics, &/or threats toward ANY SCHOOL EMPLOYEE.

1. 4 OSS
2. 10 OSS

**2340 GUN-FREE SCHOOL ZONE ACT** – Any student who is determined to have brought a FIREARM to school.

1. EXPELLED FROM SCHOOL and Police notification

**2345 POSSESSION OF DANGEROUS OBJECT** – that may be used as a weapon or that may cause harm to student or staff.

1. 4 OSS, Police notification
2. 10 OSS, Police notification

**2350 POSSESSION OF WEAPON** – Instrument, knife, razor, pepper gas/ mace, bomb – chemical or explosive, etc. intended to cause harm.

1. 10 OSS, Police notification, confiscation of weapon and other administrative action as appropriate.

**2355 USE OF WEAPON** - Instrument, knife, razor, pepper gas/ mace, bomb-chemical or explosive, etc. intended to cause harm.

1. 10 OSS, Police notification, other administrative action as appropriate.

**2360 POSSESSION OF WATER PISTOL / TOY WEAPON** – An object that IS NOT easily mistaken for a real weapon.

1. 3 ISS
2. 4 OSS and other administrative action as appropriate.

**2365 POSSESSION OF IMITATION WEAPON / LOOK ALIKE FIREARM** – An object or device reasonably capable of being mistaken as a weapon or firearm.

1. 4 OSS, Police notification
2. 10 OSS, Police notification

### **SECTION 3: SUBSTANCE ABUSE**

#### **3100 USEs, ABUSE, AND/OR UNDER THE INFLUENCE OF INTOXICANTS OR NARCOTICS OR CONTROLLED DANGEROUS SUBSTANCES ON SCHOOL PROPERTY OR DURING A SCHOOL ACTIVITY**

1. 10 OSS, Immediate physician assessment, Police notification, and other administrative actions as appropriate.

#### **3101 USEs, ABUSE AND/OR DISTRIBUTION OF NON-PRESCRIPTION DRUGS (i.e. Tylenol, aspirin, ibuprofen, Advil, acetaminophen or any other Over-The-Counter drug).**

1. 4 OSS
2. 10 OSS

#### **3105 POSSESSIONs OF PARAPHERNALIA ASSOCIATED WITH CONTROLLED DANGEROUS SUBSTANCE(S) ON SCHOOL PROPERTY OR DURING A SCHOOL ACTIVITY –**

1. 4 OSS, Immediate physician assessment, Police notification
2. 10 OSS, immediate physician assessment, Police notification  
Any and all other administrative actions as appropriate.

#### **3110 POSSESSION, DISTRIBUTION OR SALE OF INTOXICANTS, NARCOTICS, OR CONTROLLED DANGEROUS SUBSTANCE**

1. 10 OSS, Immediate physician assessment, Police notification, and any other Administrative disciplinary actions/interventions as appropriate.

#### **3120 USEs, ABUSE, &/OR UNDER THE INFLUENCE OF ANABOLIC STEROIDS ON SCHOOL PROPERTY OR DURING A SCHOOL ACTIVITY**

1. 10 OSS, medical examination, including urinalysis &/or blood test to verify use & extent of use; clearance by physician assessment. Any and all other administrative actions as appropriate.

#### **3130 USE OF TOBACCO PRODUCTS/ELECTRONIC CIGARETTES ON SCHOOL PROPERTY, BUSES, &/OR ACTIVITIES**

1. 4 OSS
2. 10 OSS

#### **3135 POSSESSION OF TOBACCO PRODUCTS ON SCHOOL PROPERTY, BUSES, &/OR SCHOOL ACTIVITIES**

1. 4 OSS
2. 10 OSS

#### **SECTION 4: ACTIONS RELATING TO SCHOOL ATTENDANCE, CLASS ATTENDANCE, BUSES, &/OR ACTIVITIES**

**4100 UNEXCUSED LATENESS TO CLASS** - Arrival at classroom after bell stops sounding for the start of the instructional period.

1. AD
2. ISS
3. OSS

**4110 CUTTING CLASS - FAILURE TO ATTEND SCHEDULED COURSE PERIOD** - i.e., permission, (i.e., class, lunch, study hall, etc.) Loss of credit for all missed work.

1. 1 ISS
2. 1 OSS
3. 2 OSS

**4120 IN UNAUTHORIZED AREA WITHOUT PERMISSION &/OR SUPERVISION**

1. AD
2. ISS
3. 3 OSS

**4125 LOITERING BETWEEN CLASSES AND BEFORE, DURING OR AFTER SCHOOL**

1. AD
2. 1-3 ISS
3. OSS

**4130 WILLFUL FAILURE TO REPORT TO THE OFFICE WHEN REQUIRED-**

1. 1-3 ISS
2. OSS

**4140 TRUANCY** - The unauthorized non-attendance of the student's scheduled school program.

1. 1-3 ISS
2. 3-4 OSS, and any other Administrative disciplinary actions/interventions as appropriate.

**4150 LEAVING SCHOOL BUILDING &/OR GROUNDS WITHOUT PERMISSION**

1. 2 OSS
2. 4 OSS

**4155 LEAVING CLASSROOM WITHOUT PERMISSION**

1. AD
2. 1 ISS
3. 4 OSS

**4160 FAILURE TO SIGN AT THE ATTENDANCE OFFICE WHEN LATE TO SCHOOL**

1. AD or ISS
2. 1-3 ISS
3. OSS

**4170 CUTTING TEACHER OR ADMINISTRATIVE DETENTION**

1. ISS
2. OSS

#### **4180 CUTTING EXTENDED DETENTION**

1. ISS
2. OSS

### **SECTION 5: TRANSPORTATION**

#### **5100 BUS MISCONDUCT**

1. ISS
2. OSS
3. Removal from bus - depending on severity of behavior

### **SECTION 6: MISCELLANEOUS**

#### **6100 CHEATING AND/OR PLAGIARISM PARTICIPATING IN CHEATING &/OR PLAGIARISM SITUATIONS**

1. AD, loss of credit
2. ISS, loss of credit
3. OSS, loss of credit

**6150 MULTIPLE OFFENSES OR SEVERE OFFENDERS-** In cases of severe or multiple offenders, the Administration and the Board will consider both the magnitude and the totality of offenses in determining an appropriate disciplinary response.

**6190 OTHER** – i.e., an action by a student which is not specifically referred to in this policy. Discipline determined by severity of a single event or magnitude and number of repeat referrals.