

I Imagine
I Believe
I Achieve
I am a Giant

Peyton Gardner-Knauer, grade 7

STUDENT/PARENT HANDBOOK 2019 - 2020

Student Name: _____

Homeroom: _____

Schedule

- _____
- _____
- _____
- _____
- _____
- _____
- _____

www.westamptonschools.org

**WESTAMPTON TOWNSHIP PUBLIC SCHOOLS
700 RANCOCAS ROAD
WESTAMPTON, NEW JERSEY 08060**

Superintendent of Schools – Dr. Anthony Petruzzelli
Confidential Secretary to the Superintendent – Mrs. Marianna Logue
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Confidential Secretary of Child Study Team - Mrs. Kathy Pagdon
Phone Number - (609) 267-2722, Ext. 1008

The District Compliance Officer for No Child Left Behind - Mrs. Jennifer Murray

WESTAMPTON MIDDLE SCHOOL

Grades 6 - 8

Principal – Mrs. Yashanta Holloway-Taluy
Vice Principal – Mr. Anthony Browning
Confidential Secretary to the Principal - Mrs. Kathy Comegno
Phone Number - (609) 267-2722 Fax - (609) 702-9017
School Nurse - Mrs. Patricia Herriman
Phone Number - (609) 267-2722, Ext. 1010
www.westamptonschools.org

WESTAMPTON INTERMEDIATE SCHOOL

Grades 4 - 5

Principal - Dr. Rachel Feldman
Confidential Secretary to the Principal - Mrs. Sandra Pruss
Phone Number - (609) 267-2722 Fax - (609) 702-9017
School Nurse - Mrs. Patricia Herriman, Ext.1010

HOLLY HILLS ELEMENTARY SCHOOL

Grades Pre-K - 3

Principal – Mrs. Jennifer Murray
Confidential Secretary to the Principal - Mrs. Karen Mumbower
Phone Number - (609) 267-8565 Fax - (609) 702-9744
School Nurse - Mrs. Danielle McNally
Phone - (609) 267-8565, Ext. 2006

Westampton Township School District is an Equal Opportunity Employer

**WMS Motto: To provide educational experiences for our students that are rich
and stimulating which will foster a life-long love for learning.**

Dear Students and Parents,

We would like to take this opportunity to welcome you to Westampton Middle School. It is our desire that the current school year provide you with a variety of positive experiences. We ask that all students make a pledge to parents/guardians, teachers, administration and themselves to work to their fullest potential.

Our ultimate goal is to provide our students with the tools to make them productive citizens in high school, college, and career. The Administration and Faculty are committed to provide an excellent education that promotes learning and prepares our students for their future.

Mrs. Yashanta Holloway-Taluy,
Principal

DISTRICT VISION STATEMENT

To create a climate where the Community and District support the instructional process by incorporating an effective, comprehensive, communication system that incorporates the whole child as its driving force involving parents, staff, and the community by utilizing appropriate data to challenge the students and teachers to maximize each student's level of achievement.

DISTRICT MISSION STATEMENT

The Westampton School District, in partnership with its Community, shall do whatever it takes to ensure that every child achieves or exceeds proficiency in the current New Jersey Core Curriculum Content Standards.

Be open! Be creative! Be accountable!

WESTAMPTON TOWNSHIP BOARD OF EDUCATION

Mr. Justin Wright, *President*
Mr. Christopher Hamilton, *Vice President*

Mrs. Suzanne Applegate Mr. Alan Hynes
Mrs. Rayna Denneler Mr. Malcolm Whitley
Mrs. Jennifer Dinardo Mr. Ryan Fagon
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PROGRAM OF STUDIES

Core subjects (Grades 6-8): Language Arts/Mathematics/Social Studies/Science
Honors Placements (Grades 7-8): Language Arts & Math (Gr 8 Honors Algebra)

Criteria for Placement in Honors Classes (Grades 7-8):

1. Achievement Test(s) Results (M.A.P. and State Test)
2. Cognitive Skills Test Results (CoGat - Administered in Gr 6)
3. Grades
4. Teacher Recommendations

Honors Program (Grades 7-8): This program will provide enrichment experiences in Honors Math and/or Language Arts classes for students who meet certain academic criteria. *Students are expected to show initiative and ambition.* Lack of ambition may jeopardize future placement in the program.

Special Area Courses – (Grades 6 through 8)

Art/S.T.E.M., Music, World Language and Physical Education/Health
(Instrumental Music instruction is available upon request)

Individual Needs Programs – (Grades 6 through 8)

Basic Skills Improvement Program (BSIP): Review, remediation, development and enrichment experiences are included in this program. Students work specifically toward proficiency in exit level skills for reading, mathematics, and writing.

English Language Learners (ELL): Provided for students with who are learning the English language.

INTERNET REGULATIONS

Westampton Middle School offers our students access to the Internet through the District computer network. This access enables students to explore many resources and participate in communications with Internet users throughout the world. While student access will be limited by screening software and teacher supervision, the potential exists for students to access materials, which may be undesirable.

Despite this risk, the benefits to students of Internet access far exceed the potential misuse of this electronic media. During classes, and at other Internet access opportunities, teachers will guide students in making appropriate use of the resources available.

Inappropriate use by students will not be tolerated. Students must be made aware that the following activities are strictly prohibited:

- Chat rooms and/or social networking sites
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Trespassing in another's folders, work or files
- Intentionally wasting Westampton Middle School's limited resources
- Accessing e-mail in any manner that is contrary to Westampton Middle School policy
- Accessing sites that are restricted by district filtering software

The above regulations are displayed in each classroom with Internet access and are a part of the District discipline code. It is our expectation that all students will use their network access in accordance with the above rules and will abide by any relevant laws and instruction. Misuse by students will result in a loss of access, as well as other disciplinary or legal action.

SURVEILLANCE CAMERAS/PERSONALLY OWNED DEVICE (P.O.D.)

Our schools and grounds are equipped with surveillance cameras which are the property of the Westampton Township Board of Education.

Personal devices are the property and responsibility of each student. All personal devices must be used in accordance with the B.O.E. policy. Refer to the P.O.D. handbook located online.

SCHOOL EVENTS

Special events are scheduled throughout the school year. Be sure to visit our school website to view the monthly activities calendars. Your support and participation in these activities will make them meaningful for you and your fellow students.

September	Back to School Night, MAP Testing, Renaissance Rally, School Pictures
October	National Fire Prevention Week, National Week of Respect, National Bus Safety Week, Halloween PTO Ice Cream Social
November	American Education Week, Parent/Teacher Conferences, PTO Book Fair Thanksgiving Canned Goods Drive, Make-up School Pictures
December	Recognition of Holidays around the World, Canned Goods Drive
January	Winter Concert
February	Spirit Week, Brotherhood Month Activities, Valentine's Dance
March	National Nutrition Month, Read Across America, PARCC Testing, MAP Testing
April	Earth Day, Take Your Child to Work Day
May	Spring Concert, Staff Appreciation Week, Field Day, NJHS Ceremony, 8 th Grade Dance
June	Gr 8 Academic Awards Dinner/Trip/Graduation Ceremony, Student Council Elections

MORNING ARRIVAL

All students at Westampton Middle School are transported to school by bus. If a parent chooses to drop off a student, they may do so after 7:50 am. ***NO STUDENT MAY BE DROPPED OFF PRIOR TO 7:50 am!*** Students on the first five buses to arrive to school will report to the Gymnasium. The last three buses of students will report to the All Purpose Room. Students who wish to purchase breakfast items may do so in the Cafeteria/ All Purpose Room. All food must be consumed in the All Purpose Room. Food is not permitted in the classrooms.

HOMEROOM PROCEDURES

1. The school day begins at 8:00 AM. Homeroom begins at 8:05 AM. The "Pledge of Allegiance" will be conducted at the start of each school day. Students and staff are expected to stand and recite the pledge, or stand and remain quiet, respectful. Following the flag salute students must remain silent until the completion of morning announcements.
2. Attendance concludes homeroom procedures.

**WESTAMPTON MIDDLE SCHOOL
BELL SCHEDULE
2019-2020**

<i>Full Day Schedule</i>								
Gr 8			Gr 7			Gr 6		
	<u>Start</u>	<u>End</u>		<u>Start</u>	<u>End</u>		<u>Start</u>	<u>End</u>
(HR)/P1	8:05	9:18	(HR)/P1	8:05	9:18	(HR)/P1 (Split)	8:05	8:57
P2	9:20	10:28	P2 (Split)	9:20	9:59	Specials	8:59	9:59
Lunch	10:30	11:00	Specials	10:01	11:01	P1 (End)	10:01	10:22
Specials	11:03	12:03	Lunch	11:03	11:33	P2	10:24	11:32
			P2 (End)	11:35	12:03	Lunch	11:33	12:03
P3	12:05	1:13	P3	12:05	1:13	P3	12:05	1:13
P4	1:15	2:23	P4	1:15	2:23	P4	1:15	2:23
P5	2:25	3:10	P5	2:25	3:10	P5	2:25	3:10
<i>Early Dismissal Schedule</i>								
Gr 8			Gr 7			Gr 6		
	<u>Start</u>	<u>End</u>		<u>Start</u>	<u>End</u>		<u>Start</u>	<u>End</u>
(HR)/P1	8:05	8:50	(HR)/P1	8:05	8:50	(HR)/P1	8:05	8:45
P2 (Split)	8:52	9:35	P2 (Split)	8:52	9:25	Specials	8:47	9:25
Lunch	9:37	10:05	Specials	9:27	10:05	P2 (Split)	9:27	10:05
Specials	10:07	10:45	P2 (End)	10:07	10:37	Lunch	10:07	10:35
P2 (End)	10:47	11:08	Lunch	10:39	11:08	P2 (End)	10:37	11:08
P3	11:10	11:54	P3	11:10	11:54	P3	11:10	11:54
P4	11:57	12:40	P4	11:57	12:40	P4	11:57	12:40
<i>2-Hour Delay Schedule</i>								
Gr 8			Gr 7			Gr 6		
	<u>Start</u>	<u>End</u>		<u>Start</u>	<u>End</u>		<u>Start</u>	<u>End</u>
(HR)/P1	10:05	10:57	(HR)/P1	10:05	10:57	(HR)	10:05	10:10
P2 (Split)	10:59	11:32	Specials	10:59	11:44	Specials	10:12	10:57
Lunch	11:34	12:04	P2 (Split)	11:46	12:04	P1	10:59	11:46
Specials	12:06	12:51	Lunch	12:06	12:36	P2	11:48	12:36
P2 (End)	12:53	1:08	P2 (End)	12:38	1:08	Lunch	12:38	1:08
P3	1:10	2:06	P3	1:10	2:06	P3	1:10	2:06
P4	2:08	3:10	P4	2:08	3:10	P4	2:08	3:10

ATTENDANCE & TARDY POLICY

This policy enforces New Jersey state statute (NJSA 18A-38:26), which requires students to attend school on a regular basis. Professional staff and administration believes that regular and prompt attendance affects the quality and depth of a student's education and develops healthy behaviors to enhance the future success of our students.

Attendance

Regular attendance at school is essential for students to make consistent progress and develop work habits needed to be successful in the future; therefore, please make every attempt to schedule doctor and dentist appointments after school hours.

When a student is absent, the parent/guardian is expected to call the Main Office (267-2722) as early as possible on the day of the absence and submit a note explaining the absence within one week of the student returning to school. When applicable, a doctor's note is expected to be submitted within one week of the students return to school. The student must have been seen by the doctor within the time period of the student's absence to justify an excused absence; otherwise the absence will be recorded as unexcused.

Consequences for Excessive Unexcused Absences

- a. The 5th absence in a marking period will result a letter home to parent/guardian.
- b. The 10th absence in a marking period will result in (1) after school detention and a mandatory parent conference with the principal and/or designee.
- c. The 20th absence in a school year will make the students ineligible for all activities for the remainder of the school year. *Note: Activities include but are not limited to athletics, clubs, intramurals, class/field trips, dances, evening functions, and the Renaissance Program.*
- d. The 20th absence in a school year may prevent the student from being promoted to the next grade level.
- e. A parent/guardian may request a review of the notes submitted and/or records. This review will be conducted by the principal and/or designee(s).

Make-up Assignments

- f. Please visit the teacher's website for missed assignments.
- g. When an absence is two days or more, a parent/guardian may call the office before 10 a.m. and request homework assignments. Assignments and materials will be available at the conclusion of the school day to be picked up by a parent/guardian after 3:15 pm.
- h. For extended absences, assignments may be given prior to absences, when available.
- i. The student is responsible for making up missed assignments and tests promptly.

TARDINESS

It is important to develop healthy behaviors to ensure the future success of our students. Please encourage them to be at the bus stop ten minutes before their scheduled pick-up time. Students arriving late to school must be escorted to the main office & signed in by a parent/guardian.

Consequences for Excessive Unexcused Tardiness to School

- a. The 5th offense in a marking period will result in (1) after school detention and a letter home to parent/guardian.
- b. The 10th offense in a marking period will result in (1) lunch detention, (1) after school detention and a mandatory parent conference with the principal and/or designee.
- c. At the 15th offense in a marking period, the student will be ineligible for extracurricular activities through the end of the next marking period.

Note: The student would regain eligibility should he/she be late less than 10 times in the next marking period.

- d. A review of a student's status may be requested by a parent/guardian. This review will be conducted by the principal and/or designee(s).
- e. Penalties for lateness will be enforced by the principal and/or designee(s).

Early Dismissal

- f. A student who needs to be dismissed before the end of the day should submit a note to his/her homeroom teacher in the morning *before* homeroom ends.
- g. When a student is released early, he/she must leave accompanied by a parent/guardian or person authorized by the parent/guardian, who has signed the student out through the office.
- h. Students must be present for a minimum of four hours of school to be eligible for the extracurricular activities offered that day.

BOOK BAGS

Students may carry a book bag only if the bag is clear plastic or see-through mesh. This is in the interest of the safety of all students. NOTE: To ensure the return of lost items, please write your child's name in permanent marker on all personal items (book bag, clothing items, school supplies, etc.).

BUS ASSIGNMENT

It is the policy of the Board of Education that every student must ride his/her assigned bus. Students are not permitted to switch from one bus to another. Students will be bused from their assigned bus stops to school and back to their assigned bus stops. Any deviation from this policy must have the approval of the Board of Education. Safety is our prime concern both at bus stops and while traveling to and from school. Please alert your student to this need.

NOTE: Courtesy busing for non-bused students will not be provided. Courtesy busing of students to and from a baby-sitter's house will be permitted providing there is no change in bus assignment or route run. A written request from the parents along with a signed legal authorization form is required. Courtesy busing must be utilized on every school day. (Ex. Students will not be dropped off at a baby-sitter's house only two or three days of the school week).

BUS CONDUCT

Cooperation between the students and the bus driver are essential to promote safety and the general welfare of all persons who ride a bus. Whenever a student is reported by the driver for a safety violation or multiple violations, the student's riding privileges may be revoked for a period of time depending on the severity of the infraction. All students who ride a bus are expected to behave in an attentive and responsible manner.

TITLE 18a-25-2 State Law:

“Teacher or other person in authority shall hold every pupil accountable for disorderly conduct on the way to and from school”.

EXPECTED BUS CONDUCT FROM ALL WESTAMPTON MIDDLE SCHOOL GIANTS!

1. Obey the bus driver.
2. All electronic devices, to include cell phones, are prohibited on school buses
3. Report inappropriate behavior immediately
4. Every student must ride their assigned bus (see “Bus assignment” above).
5. Board/exit at your assigned bus stop only.
6. Sit in your assigned seat at all times with the seatbelt securely fastened around your waist.
7. No screaming or loud conversations.
8. No eating or drinking on the bus.
9. Keep all body parts and possessions inside the bus.
10. No throwing of objects on the bus.

CELL PHONE/ELECTRONICS/PERSONALLY OWNED DEVICES (P.O.D.)

Students are not permitted to carry or use a cell phone for any reason during school hours unless directed by a staff member. If a student brings a cell phone to school, then it is expected that the phone remain off and stored in the student’s locker until the end of the school day. Cell phones may not be used on school buses. Cell Phones are strictly prohibited in all bathrooms and locker rooms. When deemed necessary, the nurse, office personnel, or staff member will contact a parent/guardian on the student’s behalf. Students are not permitted phone calls and/or texts at any time during the school day. Please do not text/contact your child via cell phone during the school day.

Personal devices including, but not limited to: cell/smart phones, tablets, lap top computers, iPods, Smartwatches, are the property and responsibility of each student. The district assumes no liability for damage to or theft of personally owned devices brought into school. Inappropriate use by students will not be tolerated (See Internet Regulations, page 5). All personal devices must be used in accordance with the B.O.E. policy. Refer to the P.O.D. handbook located online.

CHAIN OF COMMAND REGARDING CONCERNS

1. Please contact the respective teacher with any concern or challenge.
2. Should you feel your concern has not been properly addressed, you may then contact the principal.

CODE OF STUDENT CONDUCT

The Westampton Township Board of Education supports a discipline policy which emanates from administrative, parental, teacher and student involvement. The Board of Education stresses the notion that good behavior is expected from each of its students. Ultimately, the District’s high expectations revolve around a system which utilizes and encourages parental involvement as well as student accountability and responsibility. The Board further supports the notion of a District-wide discipline management plan related to assertive discipline.

The goal of the District is to improve instruction and provide the best possible education for each of its students. This can ultimately be accomplished through the utilization of a District-wide discipline code. A copy of the Discipline Guidelines is issued to each student at the beginning of the school year. Teachers review all aspects of the code, in detail.

An accumulation of 11 or more discipline referrals will result in the loss of privileges (dances, trips, sports, activities, etc.) Students will be on probation for no less than 30 days. Eligibility will be restored if the student refrains from receiving an additional referral during the 30-day probation period.

Overview of System

Lunch Detention will be served with the principal or designee during the student's assigned lunch period. Any student wishing to purchase lunch will be escorted to the cafeteria to do so.

After School Detention will be held on Tuesdays and Thursdays from 3:15 PM until 4:25 PM. Students waiting for parental pickup will be dismissed at 4:25 pm. Please plan accordingly as students will not be dismissed early. Students assigned to After School Detention will not be dismissed early to attend extracurricular activities, including, but not limited to sports practices and games.

Lunch Detention/After School Detention will be considered the equivalent to an In-School Suspension program. The two detentions must be served on the same day.

Out-of-School Suspension requires the student to remain home from school, be marked as an excused absence, and necessitates a parent conference before the student returns to school. Written assignments should be completed and submitted for credit on the day the student returns to school from suspension. A provision will be made to take all make-up tests, etc. Any student assigned to an out-of-school suspension is considered ineligible to participate in extracurricular activities, including, but not limited to dances, trips, sports practices/games until the conclusion of the suspension.

Community Service: At the discretion of the administration, students may perform community service to reduce a limited number of received discipline referrals. Students may request community service assignments in writing within ten days of receiving a referral.

Due process shall be afforded all students before a suspension is imposed. This due process shall include:

- a. Inform the student of the charges against him/her
- b. Give the student a chance to respond to charges
- c. Parent/guardian of the student shall be notified by telephone and/or by letter
- d. Records of suspension shall be filed in a confidential file for reference

Disciplinary Consequences

Students are expected to behave in such a way that does not disrupt the learning environment for themselves or others. Below are guidelines to promote acceptable behaviors:

1. Attend school and class regularly.
2. Follow through with assigned consequences.
3. Respect others.
4. Do not jeopardize the safety and/or security of the building.
5. Respect yourself and avoid self-inflicted harmful behaviors.
6. Respect the learning environment and others' right to learn.
7. Refrain from causing, or threatening to cause physical/emotional harm to others.
8. Respect school property and the property of others.

Please carefully review the infractions and consequences listed on the next two pages.

CONSEQUENCES FOR DISCIPLINE

AAR - Affirmative Action Referral

ASD - After School Detention

AW – Administrative Warning

CR - Counselor Referral

LD – Lunch Detention

LD/ASD - Lunch Detention and After School Detention will be served in the same day (equivalent to In-School Suspension)

MPC – Mandatory Parent Conference with Principal

PC - Parent Contact

OSS - Out of School Suspension

SAC – Student Assistant Coordinator

TRC - Temporary Removal from class

WP – Westampton Police contact

****Consequences may be adjusted depending on the infraction**

BEHAVIOR EXPECTATIONS

I. Attend school and class regularly.

1. Cutting class, and/or failure to sign into an office when directed
 - a. 1st Offense = AW, PC
 - b. 2nd Offense = 1 LD, PC
 - c. 3rd Offense = 1 ASD, PC
 - d. 4th Offense = 1 LD/ASD, MPC
2. Leaving School Grounds Without Permission
 - a. 1st Offense = 1-2 LD/ASD, MPC
 - b. 2nd Offense = 1-3 OSS, MPC
 - c. 3rd Offense = 4 OSS, MPC
3. Unexcused Lateness to Class
 - a. 1st Offense = AW, PC
 - b. 2nd Offense = 1 LD, PC
 - c. 3rd Offense = 1 ASD, PC
 - d. 4th Offense = 1 LD/ASD, MPC

II. Follow through with assigned consequences.

4. Cutting Lunch Detention
 - a. 1st Offense = 2 ASD, PC
 - b. 2nd Offense = 1-2 LD/ASD, MPC
 - c. 3rd Offense = 1-2 OSS, MPC
5. Cutting After School Detention
 - a. 1st Offense = 1 LD/ASD, PC
6. Removal from After School Detention
 - a. 1st Offense = 1-3 LD/ASD, MPC
 - b. Subsequent Offenses = 1 OSS, MPC

III. Respect others.

7. General Misconduct/ horseplay
 - a. 1st Offense = AW, PC
 - b. 2nd Offense = LD, PC
 - c. 3rd Offense = ASD, MPC
 - d. 4th Offense = 1-2 LD/ASD, MPC
8. Major Disruption within school day or school activity
 - a. 1st Offense = Administrative Discretion
9. Bus Misconduct
 - a. 1st Offense = ASD, PC, Possible 3 Day Bus Suspension, Possible Seat Change
 - b. 2nd Offense = 1-2 LD/ASD, MPC, Mandatory Seat Change, Possible 5 Day Bus Suspension
 - c. 3rd Offense = Administrative Discretion

10. Obscene or Vulgar Language
 - a. 1st Offense = AW, PC
 - b. 2nd Offense = LD, PC
 - c. 3rd Offense = ASD, MPC
 - d. 4th Offense = 1-2 LD/ASD, MPC
11. Obscene/ Vulgar Language and/ or gestures directed toward any school employee
 - a. 1st Offense = 2 LD/ASD, MPC
 - b. 2nd Offense = 1-3 OSS, MPC
 - c. 3rd Offense = 4 OSS, MPC
12. Indecent Exposure, Including “Pantsing”
 - a. 1st Offense = 2 OSS, AAR, MPC
 - b. 2nd Offense = 4 OSS, AAR, MPC
13. Insubordinate or Defiant Behavior
 - a. 1st Offense = AW, PC
 - b. 2nd Offense = LD, PC
 - c. 3rd Offense = ASD, MPC
 - d. 4th Offense = 1-2 LD/ASD, MPC

IV. Do not jeopardize the safety and/or security of the building.

14. Insubordinate or Defiant Behavior During an Emergency or Emergency Evacuation
 - a. 1st Offense = 1-3 LD/ASD, MPC
 - b. 2nd Offense = OSS, MPC
15. Security Procedure Violation (e.g. opening locked doors)
 - a. 1st Offense = AW, PC
 - b. 2nd Offense = 1 LD, PC
 - c. 3rd Offense = 1 ASD, PC
 - d. 4th Offense = 1 LD/ASD, MPC

V. Respect yourself and avoid self-inflicted harmful behaviors.

16. Use of Tobacco Products and/ or Vaping Paraphernalia on School Property and/ or Buses
 - a. 1st Offense = 2 OSS, MPC, GR, Possible Bus Suspension (if a bus situation)
 - b. 2nd Offense = 3 OSS, MPC, GR, Possible Bus Suspension (if a bus situation)
 - c. 3rd Offense = MPC, GR, Possible Permanent Bus Suspension (if a bus situation)
17. Possession of Tobacco Products, Smoking Items and/ or Vaping Paraphernalia, on School Property and/ or on Buses
 - a. 1st Offense = 1 OSS, MPC, GR
 - b. 2nd Offense = 3 OSS, MPC, GR
 - c. 3rd Offense = 4 OSS, MPC, GR
18. Use, Abuse, Possession and/ or Under the Influence of intoxicants or narcotics or controlled foreign substance and/ or possession of paraphernalia, indicating possession of, or use of controlled foreign substance(s) on school property or during a school activity
 - a. Mandatory Drug Test, Medical Examination, MPC, 4 OSS, Counseling sessions as determined by SAC, WP (may result in official charges)
**Refusal to submit to a drug test/ medical evaluation will be an assumed positive test result leading to MPC, 4 OSS, WP*

19. Sale or Distribution of Intoxicants or Narcotics or Controlled Foreign Substance
 - a. MPC, Referral to Superintendent/BOE, WP

VI. Respect the learning environment and others' right to learn.

20. Unauthorized Cell Phone Use
 - a. 1st Offense = AW, PC
 - b. 2nd Offense = LD, PC
 - c. 3rd Offense = ASD, MPC
 - d. 4th Offense = 1-2 LD/ASD, MPC

**To prevent interference with the academic/ educational process, cell phones must be turned off and not visible during class, assemblies, or fire/ emergency drills. Additionally, any use of a cell phone during an assessment will be considered cheating.*
21. Forgery (attendance notes, early dismissals, hall passes, etc.)
 - a. 1st Offense = AW, PC
 - b. 2nd Offense = LD, PC
 - c. 3rd Offense = ASD, MPC
 - d. 4th Offense = 1-2 LD/ASD, MPC
22. Inappropriate Use of Technology (Chromebooks/Desktops)
 - a. Each Offense = Administrative Discretion, MPC, possible loss of privileges
23. Loitering Between Classes and/or After School; In an Unauthorized Area Without Permission and/or Supervision
 - a. 1st Offense = AW, PC
 - b. 2nd Offense = LD, PC
 - c. 3rd Offense = ASD, MPC
 - d. 4th Offense = 1-2 LD/ASD, MPC

VII. Refrain from causing, or threatening to cause physical/emotional harm to others.

24. Fighting/ Physical Altercation
 - a. 1st Offense = 1-3 OSS, MPC, WP
 - b. 2nd Offense = 4 OSS, MPC, WP
25. Obstructing Staff Members From Breaking Up Fight
 - a. 1st Offense = 1-3 OSS, MPC
 - b. 2nd Offense = 4 OSS, MPC
26. Congregating at Scene of Fight
 - a. 1st Offense = AW, PC
 - b. 2nd Offense = LD, PC
 - c. 3rd Offense = ASD, MPC
 - d. 4th Offense = 1-2 LD/ASD, MPC
27. Possession of "look-alike" weapons and/ or water guns
 - a. 1st Offense = MPS, OSS pending WP
28. Gun Free School Zone Act (Any student who is determined to have brought a weapon to school)

**Referral to Superintendent/BOE, WP*
29. Use of an Implement as a Weapon
 - a. OSS pending MPC, WP

**Any instrument which can be used to cause physical injury, harm, or destruction to another person or property is considered a weapon.*
30. Bomb Threat/ Generation of False Alarm/ Terroristic Threats
 - a. OSS pending MPC, WP

31. Abusive Conduct - any act of physical aggression toward any school employee
 - a. OSS pending MPC, WP
32. Any Comment or Statement Implying Physical Harm and Danger to Property and/ or Person(s)
 - a. Administrative Discretion, including, but not limited to OSS, MPC, WP
33. Possession or use of Fireworks/ Chemical Devices
 - a. OSS pending MPC, WP
34. Sexual Harassment (physical contact and/or verbal threat)
 - a. AAR, GR, MPC, Possible 1-3 OSS, WP
35. Harassment, Intimidation, and/or Bullying
 - a. Referral to Anti-Bullying Specialist, AAR, GR, MPC, Administrative Discretion, possible WP
36. Dating Violence
 - a. MPC, GR, TRC, Administrative Discretion, WP
37. Hazing - forcing another to do ridiculous or humiliating acts for membership to any group
 - a. OSS pending MPC, WP
38. Racial/ Ethnic Slurs/ Gender-Related Bias and/ or Inflammatory Statements
 - a. AAR, GR, MPC, Administrative Discretion, WP
39. Incitement and/ or Hostile Encounter (May or may not result in physical confrontation)
 - a. 1st Offense = 1 OSS, MPC, Possible WP
 - b. 2nd Offense = 2 OSS, MPC, Possible WP
 - c. 3rd Offense = 3 OSS, MPC, Possible WP

VIII. Respect school property and the property of others.

40. Eating and Drinking in an Unauthorized Area
 - a. 1st Offense = Confiscation, AW, PC
 - b. 2nd Offense = Confiscation, LD, PC
 - c. 3rd Offense = Confiscation, ASD, MPC
 - d. 4th Offense = Confiscation 1-2 LD/ASD, MPC
41. Stealing School Property or Property of Others and/or Possession of Stolen or Missing Items
 - a. 1st Offense = 1-3 LD/ASD, MPC, Restitution, WP
 - b. 2nd Offense = 1-3 OSS, MPC, Restitution, WP
42. Destruction and/or Defacing of School Property
 - a. 1st Offense = 1-2 OSS, Restitution, MPC, WP
 - b. 2nd Offense = 3 OSS, Restitution, MPC, WP

Additional Notes:

- Students waiting for parental pickup from After School Detention will be dismissed at 4:25 pm. Please plan accordingly as students will not be dismissed early.
- It is not possible for any list to cover all situations, therefore, do not assume that any behavior not specifically mentioned is permitted.
- Students who commit offenses after school hours and/or off school grounds may be subject to disciplinary action.

DRESS CODE

All students are required to dress in a manner that reflects good taste, modesty, and appropriateness. Choice of garments should be made according to the health, safety, and welfare of all students. Clothing which may cause a distraction to the educational process is prohibited. Some of the regulations are:

1. Clothing and accessories containing inappropriate pictures or words (examples: reference to alcohol, drugs, gangs, sex or words/phrases with double meaning) are not to be worn in school.
2. No undergarments should be visible or worn as outer garments. This includes boxer shorts, sleeveless undershirts and "muscle" shirts. Students must not wear revealing clothing, including but not limited to items that are: tight fitting, strapless, sheer, or low-cut.
3. Sleep wear (pajamas) and slippers are prohibited except when Student Council celebrates "Pajama Day".
4. All pants and shorts are to be worn at the waist. Ripped, distressed, and/or destroyed pants are prohibited unless leggings, yoga, or stretch pants are worn underneath.
5. Shorts must be modest, mid-thigh length (should extend below the students fingertips when standing up straight which is about 2-3 inches above the knee); no short shorts, no see through shorts and they may not be rolled up. This is true whether or not tights are worn underneath.
6. Elastic, tight stretch, or spandex shorts or pants are not allowed for all grades.
7. Skirts and dresses need to be at least mid-thigh length even if tights are worn underneath.
8. A crew neck short sleeved T-Shirt should be worn. All shirts must reach below the waistband of the shorts and long enough not to show midriff when arms are raised. All tops should have at least a cap sleeve, cover undergarments, and be long enough not to show midriff when arms are raised. Tube tops, sleeveless tank tops, mesh, "fishnet" styles, cold shoulder tops, spandex-type materials, muscle shirts or clothing which expose the back or midriff are not to be worn in school.
8. Outdoor shoes or sneakers must be worn at all times. All footwear should have a back support to keep the foot in place to include "Tasmin" slippers with back support. "Wheelies" are not permitted. Students may wear sandals as long as they do not pose a threat to safety. (Slippers, flip-flops, sliders, or thong type foot wear are not permitted for safety reasons).
9. Hats, sweatbands, bandannas, head covers or picks are not to be worn in the building. The only exceptions are for medical and religious reasons. Both exceptions require official documentation and a conference with the Principal.
10. Sunglasses or glasses with dark lenses may not be worn in the building without a doctor's recommendation.
11. Outdoor garments, coats, jackets, windbreakers, hats, gloves, and **hooded sweatshirts** may **not** be worn in the building. Sweaters and sweatshirts without hoods are permitted; students are encouraged to keep these in their lockers for colder days.
12. Items made from rubber are not to be worn on a student's wrist or other extremity (Rubber/Silly bands, advertisements, slogans, etc).
13. Students may not have beepers, radios, tape recorders, cameras, toys, or water pistols in their possession on school property. These items may be confiscated.
14. Students may not wear rings which encompass several fingers and/or have protruding spikes, or large necklaces and large hoop earrings which are a potential safety hazard. Students are

encouraged not to wear expensive jewelry to school since items may be lost while changing for physical education classes.

15. Physical Education Attire – In order for our students to take full advantage of our activities, we require, for safety, modesty, and hygienic reasons, the following guidelines for dress code in all physical education classes. We believe that students can reach their full potential when they are dressed appropriately for activity.

The acceptable and appropriate uniform for all students in physical education class must consist of the following:

1. Athletic shorts (modest, mid-thigh length; no shorts-shorts, no see-through, no cargo, or jean shorts) Length of the shorts must not be more than 2-3 inches above the knee. Elastic, tight, stretch, or spandex are not allowed for all grade levels. Undergarments cannot be visible. Waistbands are to be worn at the waist.
2. A crew neck short sleeved T-shirt. All shirts must reach below the waistband of the shorts. All blouses must be long enough not to show midriff when arms are raised.
3. Socks
4. Athletic sneakers with laces that are secure (i.e. slip-ons, work boots, UGGS, and flip flops are not acceptable).
5. Unsafe jewelry (spike earrings, hoops, large rope type necklaces, bracelets) must be removed.
6. Perfumes, colognes, and spray deodorants are prohibited for safety and allergy reasons.

Students will change into their physical education clothing in the locker room prior to the start of class. This clothing, except sneakers, is not to be worn to other classes or home after school. This requirement promotes personal hygiene.

The administration retains the authority to determine if a clothing item or accessory not specifically covered in this dress code is appropriate for school attire, or distracting to the classroom environment.

Any student in violation of the dress code will be required to obtain suitable attire. In addition, repeated violations of the above code may be treated as a disciplinary violation of insubordinate/defiant behavior and be subject to disciplinary procedures. Your cooperation in maintaining this code is appreciated.

Please include student's name on all personal items (Book Bags, School Supplies, and all Clothing items).

DRILLS: FIRE/EMERGENCY MANAGEMENT/BUS EVACUATION

Fire and Emergency Management drills are necessary for the safety of the students, staff and faculty. They are conducted monthly as required by New Jersey School Law. For fire drills:

1. Leave the building through the nearest exit.
2. Follow the evacuation plan posted in the room and exit SILENTLY and rapidly.
3. Close all doors and windows and turn off lights.
4. Wait in designated outside areas until given clearance to return to the building.
5. Teachers will take attendance to be sure all students are present.
6. Return to the building when directed by the teacher.
7. Do not talk during the drill.

Bus evacuation drills are held twice a year. This will teach you how to react in any emergency that may occur while on the bus.

EARLY DISMISSAL - PERMISSION SLIPS

If it is necessary for you to take your child out of school during the day, please call the office or send a note saying that you will call for your child at a specified time.

No student will be permitted to leave the building unless he/she is signed out by the parent or guardian in the main office.

Permission slips are also requested from parents and guardians in the following instances:

1. Permission to attend religious instruction.
2. Permission to participate in extra-curricular activities.
3. Permission for class trips and similar events.

Students who leave school before 12:35 PM or do not attend a minimum of four hours of school may not participate in any extra-curricular activities scheduled for that day (i.e. school dances, athletic events, chorus, band, etc.). Doctor appointments have to be verified with a note from the doctor stating the date and time of the appointment and returned that same day if the student wishes to attend the extracurricular activity scheduled for later in the day.

Please note: Parents picking up students for early dismissal should do so prior to 2:45 PM. From that time until the dismissal bell at 3:10 PM, no calls will be made from the office to dismiss students.

EMERGENCY SCHOOL CLOSINGS

If it becomes necessary to close school because of a storm or an emergency, a global call to all families will occur as soon as a decision is made to close school. Please ensure your emergency contact information is current and accurate. Visit the middle school website for information regarding a text message alert system.

BIRTHDAY CELEBRATIONS/FOOD/GUM

Students are not permitted to eat, drink, or chew gum throughout the school building, with the exception of eating lunch in the cafeteria.

Due to state food regulation, items to acknowledge birthday celebrations are available for purchase through our food service program. Forms are available online or in the main office. Please do not send cakes, cookies, donuts, or snacks etc. in with your child as these items will not be distributed to other students at anytime.

GRADING SCALE AND EVALUATION

Grading Scale:	A = 93 - 100	C = 77 - 84	F = 0 - 69
	B = 85 - 92	D = 70 - 76	

Grading Guidelines:

A. Each grade on the report card will be comprised of four components:

1. Tests/Projects/Book Reports/Etc.
Projects worth a test/quiz grade will be accepted late with a 10-point deduction each day late.
2. Quizzes
3. Classwork/Participation
4. Homework

*** Marking period grades will be calculated as follows:

Tests 40%, Quizzes 30%, Classwork/participation 20%, Homework 10%

***Academic dishonesty (cheating) will incur a grade of zero and a disciplinary consequence. Students are encouraged to take initiative, be prepared, and do their best.

B. Minimum Grade:

The minimum marking period grade on a report card is a "50."

Homework:

Homework will be assigned that reflects classroom instruction and the District's curriculum. Students who have medically documented or excused absences will be given an opportunity to complete missed homework based on the length of their absence. Ongoing issues with missing homework may lead to disciplinary action.

Homework is due on the day specified by the classroom teacher. If a student turns the assignment in (1) day late, then the teacher may accept it and assess a penalty of up to 25 points. Homework will not be accepted after 1 day late.

Honor Roll Criteria:

The student's education is the number one priority. We hope that through the combined efforts of us all, and particularly the student's effort, the student will achieve success. Honor Roll status is an added incentive. It is recognition for academic excellence. To achieve honor roll status:

1. High Honor Roll status is equivalent to a grade of **A** in all Academic Subjects and Related Arts Classes (Art, S.T.E.M., Music, World Language, PE, and Health).
2. Honor Roll status is equivalent to **A's** and **B's** in all Academic Subjects and Related Arts Classes (Art, S.T.E.M., Music, World Language, PE, and Health).

NOTE: Student progress is accessible via the Westampton Township Parent Portal. Please visit the middle school website "Genesis Parent Portal" tab for more information. Teachers are expected to update student grades/ progress at a minimum three times per month. Contact the respective teacher and/or building administrator with any concerns.

GUIDANCE

The main purpose of guidance is to help students find solutions to their problems and aid in the development of their full potential as individuals. Emphasis is placed upon self-understanding and self-direction in academic and social environments.

Any student who is having difficulty coping with a problem, either in or outside of school, may see the guidance counselor. Parents who detect a problem or feel they can help in solving a problem are urged to contact the counselor as well.

Procedures

1. Procedures for appointments are coordinated by the guidance counselor and classroom teachers.
2. Should students have a pressing problem which requires immediate attention, they may request a pass from the teacher. If, in the teacher's judgment the student should be excused, the teacher will issue a pass to the guidance counselor. The student should make every effort, however, to request appointments at convenient times so that classes are not interrupted.
3. The counselor will request to see students from time to time during the school year.
4. Students should be sure to notify their teacher at the beginning of the period if they have a guidance appointment during that class period. If the teacher feels the student cannot be excused for a few minutes at the requested time, due to a test or other reasons, the teacher should call the office to inform them and a new appointment will then be arranged.

HALLWAY BEHAVIOR

1. Students are expected to walk at all times. Running is prohibited for safety reasons.
2. Students should walk on the right side of the hallway.
3. When passing between classes, quiet talking is permitted. Shouting or any other excessively noisy activity is not acceptable. Do not push or shove.
4. Students are expected to be in their assigned classes on time. Disciplinary consequences will be administered when a student is late to class.
5. If at any time a classroom is occupied and it is necessary for students to wait outside, line up quietly in a single file close to the wall.
6. Any time a student is in the hallway, other than change of classes, he/she needs to have a hall pass issued by a teacher.

HEALTH REGULATIONS/REQUIREMENTS & HEALTH SERVICES

Students may report to the health office before school, between classes or as needed during the day with permission and a pass from class. When needed, another student will accompany the child to the health office or the nurse may be called to the class to pick up a student. If a student goes to the health office and the nurse is not in, there are specific written instructions on the door to report to the main office for assistance.

The health office is a triage center, not an infirmary. The nurse will evaluate the child and determine the severity of illness or care needed. Based on that evaluation, the student will be treated, if indicated, and sent back to class, or an ambulance will be called for emergency care or a parent will be called to take a child home or for further care. Therefore, it is imperative that emergency information be kept up to date at all times. Since the health office is not set up as an infirmary, sick children cannot spend an extended period resting in the office and left unattended if the nurse is called out to the gym or field for an emergency. Provision should be made by parents for a child to be expeditiously picked up from school when indicated.

Please do not send your child to school with any sign of illness. This means also, that they must be fully recuperated before returning unless there are unusual circumstances. If they had a fever, they must be without a fever above 100 degrees for a full 24 hours (without fever reducing drugs) before they return. The best time to check that they are without a fever is late afternoon or early evening. A temperature will usually be lower in the morning.

When your child is absent due to sickness, please notify the school especially if they have a communicable disease. This is necessary not only because certain illnesses must be reported to the health department but also there may be individuals in school with compromised immune systems who must be notified. In certain cases, at the nurse's discretion, a doctor's certificate may be required for your child to return to school. A parental note is always required when they return.

Please encourage your child to report any injury to a supervising adult at once. The nurse will then be notified and the student will be evaluated. The Board of Education does not carry medical insurance on students and encourages parents to participate in the Bollinger Insurance Program or a similar program.

Immunization Requirements

1. DPT – 4 doses, the last on or after 4th birthday or any 5 doses
2. DTaP – 3 doses of Td or previously administered combination of DTP, DTaP, and DT.
3. Tdap – Entering Grade 6: 1 dose
4. Meningococcal – Entering Grade 6: 1 dose
5. Polio – 3 doses, the last on or after 4th birthday or any 4 doses
6. Measles – if born after 1/1/90 2 doses on or after the first birthday
7. Mumps and Rubella – 1 dose on or after the first birthday
8. Hepatitis B – if born after 1/1/90 – 3 doses

Medication

In order for your child to receive necessary medication in school, the following conditions must be met whether for prescription or over the counter medications:

1. A current prescription stating the drug, dosage, time of administration, diagnosis involved, and whether it may be withheld for field trip days.
2. Written permission from parent/guardian for the medication to be given. A medication form is available from the nurse.
3. Medication in a clearly labeled prescription bottle or original that must remain in school until medication is completed or discontinued.

The following is the procedure for the transportation of medication to school:

1. The school district prefers that medication be delivered to school by the student's parent or guardian.
2. In cases where this is not possible, due to work schedules, etc., the following procedure should be followed:
 - a. The parent should place the medication bottle in an envelope, paper bag, etc. and seal the bag with tape.
 - b. Include a note signed by the parent stating the number of pills and the date sent.
 - c. The child has to deliver the package to the nurse as soon as he/she gets off the bus.
 - d. The nurse will verify the number of pills and keep the parent note on file.
 - e. If these guidelines are not followed, the medication will be kept by the Nurse and the parents will be contacted.

If your child uses an inhaler or other emergency medication, a “Medical Release Form” has to be completed by your doctor and signed by you. This will enable your child to carry his medication on field trips or after school sports events.

Under no circumstances may a student have in his/her possession or administer to himself/herself any medication in school, on the playground, or on the school bus except for the above guidelines. Any medication brought to school in envelopes, plastic bags, etc. will not be given.

At the end of the school year, medication still in the health office should be picked up by a parent/guardian or it will be discarded.

Sports Teams and Intramurals Physicals

The State of New Jersey has guidelines for the administration of student medical examinations. They state that the examination must be conducted by a healthcare provider chosen by the student’s parent/guardian at that provider’s facility (the student’s “medical home”). The results must be documented on an approved school district form, dated and signed by the medical provider. If a student does not have a “medical home”, the district may provide the examination at the school physician’s office or other appropriately equipped facility. The medical examination must have been completed within 365 days of the first practice session to be valid.

The medical examination has to include a health history questionnaire, completed and signed by the parent/guardian. This will be provided by the school together with the required medical form for the doctor to document his findings. Each candidate for an athletic team whose medical exam was completed more than 60 days prior to the first practice session must provide an updated health history from the parent/guardian.

The State of New Jersey has a program called NJ Family Care to help meet the needs of children who may not have a “medical home” due to a lack of health insurance. Contact the school nurse for information regarding this insurance for those who meet income eligibility guidelines.

LOCKERS

Students will have two minutes of passing/locker time between each class. With the new bell schedule, the expectation is that students arrive to their scheduled classes prior to the ringing of the bell. Unexcused tardiness will result in disciplinary consequences. The administration will check lockers during the school year. These checks may be announced or unannounced. Individual students’ lockers or groups of lockers may be checked at the discretion of the Building Principal and/or designee.

LOITERING

Students shall not gather or linger in the school building after dismissal except under supervision of a staff member. In addition, students should immediately board their assigned bus at dismissal.

LUNCH

Our school participates in the National Lunch and Milk Program. The lunch is well-balanced and exceeds the minimum standards of the Federal Lunch Program. Menus are posted on the school website each month. Applications for free and reduced lunches are sent home the first week of school. Additional copies are available in the main office.

An electronic P.O.S. system that allows for pre-payment, monitoring of purchases, and provides a detailed summary of account activity is utilized. Student personal identification numbers (4 digits) transfer from the Holly Hills School. Student lunch accounts may be replenished online via www.schoolpaymentportal.com. Visit the WMS website "Lunch Menus" tab for additional information regarding this system.

NOTE: Lunch account balances are expected to remain current. The district reserves the right to restrict, limit, and/or deny menu options for accounts with insufficient funds.

MEDIA CENTER

The Media Center is the center of many school programs. Students may use the Media Center for reading, browsing, researching, using magazines and newspapers, or using the computers. In addition to these activities, students may use selected materials and equipment. Students may enter the Media Center in several ways:

1. With a scheduled class
2. Individually with a pass from a teacher
3. In small groups for projects or research with a pass from a teacher

Students may borrow books for two weeks or for overnight reference. The atmosphere of the Media Center should be quiet, calm, and productive. Students will be responsible for lost books.

PARENT/TEACHER CONFERENCES

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Please remember to schedule a conference in advance so a time that is convenient for all can be established (i.e. before or after school, during teacher planning periods). Formal conferences are scheduled for November each year.

PASSES

Students must be issued a pass from the classroom teacher to be in the hallways, use the bathroom, visit a teacher other than the class assigned, see the nurse or guidance counselor, enter a class when tardy, or to go to the office. If a student does not have a pass they will be sent back to their assigned classroom to receive a pass from the teacher.

PHYSICAL EDUCATION PARTICIPATION

Students may be excused from physical education by a doctor's note. The note should detail the reason for the excuse and be presented to the nurse before homeroom. Students who do not have a doctor's note or appropriate physical education clothing will be assigned a written assignment on a topic relating to the physical education curriculum. This assignment will be graded and the grade will be recorded as a daily participation grade. This will allow the student to receive credit for that day's physical education class. Parental notes do not excuse a student from participation or the alternative assignment.

PARENT-TEACHER ORGANIZATION (PTO)

The PTO champions the success of all Westampton Township Public School students and stakeholders. The PTO promotes cooperation and communication between the schools and the community. Parents and staff are encouraged to attend PTO meetings and to be active members in PTO sponsored events/programs. All school volunteers/chaperones must successfully complete PTO Volunteer training and maintain "Active" status as defined by the PTO. For additional information, visit the "PTO" tab on the district website.

REGISTRATION REQUIREMENTS

Children transferring to our school from another school should bring a transfer card, proof of residency, birth certificate, immunization records, current report card, current state test scores, and CST information if applicable. The office shall request other records after the enrollment period.

REPORT CARDS/STUDENT PROGRESS

Student progress is accessible via the Westampton Township Parent Portal. Please visit the middle school website "Genesis Parent Portal" tab for more information. Teachers are expected to update student grades/ progress at a minimum of three times per month. Please contact the respective teacher with any concerns.

It is our goal to have every student represented by a parent/guardian present for parent/teacher conferences each November. The value of the parent/teacher conference cannot be overestimated. We are anxious to discuss your child's progress as well as his/her learning difficulties and behavior. Additional conferences are recommended when necessary, and are usually held during teacher preparatory periods.

Per the report card distribution dates below, report cards are provided **four** times annually. The school year report card envelopes will NOT be utilized. Please contact the respective teacher with any concerns.

Report Card Distribution Dates

November 22, 2019
February 7, 2020
April 20, 2020
Last Day of School

Parent/Teacher Conferences

November 4, 2018 1:15 – 3:30 pm
6:00 – 8:00 pm
November 5, 2018 1:15 – 3:30 pm
6:00 – 8:00 pm

RETENTION

Students who earn the grade equivalent to an 'F' (69 or below) in two or more subjects for the year in the following academic areas will be retained in their present grade:

Language Arts - Mathematics – Science – Social Studies

SCHOOL PROPERTY – TEXTBOOKS

Students are responsible for the care of all school items. This includes textbooks, library materials, science and physical education equipment, calculators, art and technology supplies. It is the student's obligation to inspect any book/school property issued to him/her prior to accepting the responsibility for the book/school property. In order to prolong the life of textbooks, textbooks should be covered and the name of student and teacher written on the cover. All books/school property are to be returned in

the same condition they were issued. All obligations for lost or damaged books/school property should be paid before the end of the school year.

SCHOOL RECORDS

Parents have the right to review their children's school records. New Jersey State Department of Education regulations relating to the maintenance of and access to pupil records (N.J.A.C. 6:3-2.2(d) provide that the local school district is required to notify parents annually in writing of their rights with respect to pupil records.

STUDENT ACADEMIC STATUS

CRITERIA FOR SUSPENSION OF EXTRA-CURRICULAR ACTIVITIES FOR ACADEMIC REASONS

A student with a report card indicating one or more failing grades or two D's in two major academic areas (Math, Language Arts, Science, Social Studies) will be placed on academic probation.

1. Academic probation means that the student will not be permitted to participate in any extra-curricular activity for a five week time period.
2. At the end of the five week period, written notes from all teachers who issued unsatisfactory grades, stating that the student has a minimum of a "C" average in their subject, will be required for the student to be reinstated to extra-curricular activities for the remainder of the marking period. If the student has not maintained a "C" average, he/she will be suspended from extra-curricular activities for the remainder of the marking period.
3. Activities included in this policy include clubs Drama, World Language, Yearbook, School Newspaper, Band, Chorus, Student Council, Sports, and all evening social activities.
4. Students who are on academic probation or suspension will be permitted to try out for teams and/or activities while on probation but may not participate in practices, games or meetings until their probation or suspension is over.
5. A student who has one or more failing grades or two D's in major subjects for two or more consecutive marking periods will be suspended from participation in extra-curricular activities for the entire marking period.
6. Restriction of participation in extra-curricular activities for behavioral reasons will be governed by the school's code of conduct. Students may try-out for sports, but may not participate until the period of restriction is over.

VANDALISM

Students shall not deface or damage school building, equipment, or supplies. These actions are cause for suspension. All such damage shall be paid for by the student and/or family either in cash or in work.

VISITORS

Arrangements to visit the school can be made by contacting the respective teacher or main office personnel. Upon entering the building, all visitors must present photograph identification. Your cooperation and understanding with this procedure is appreciated as the safety of all students and staff is a priority. To prevent interruptions to the learning environment, visitors are requested not to engage in conversation with the teacher during classroom time.

VOLUNTEER AIDES

The Westampton Township Public Schools are proud to have a volunteer aide program in partnership with the PTO. Any interested Westampton resident should contact Mrs. Jennifer Murray, Principal at Holly Hills Elementary School, Ms. Rachel Feldman, Principal at the Westampton Intermediate School,

or Mrs. Yashanta Holloway-Taluy, Principal at the Westampton Middle School. We welcome volunteer aides. Parents/Guardians are encouraged to participate in this capacity. There is a need for classroom parent(s), media center aides, Nurse's Office aides, and retired individuals to work with our children.

WATER BOTTLE POLICY

Students are encouraged to drink water, and are therefore permitted to carry a clear refillable bottle throughout the school day. Water bottles should be labeled with the student's name and must have a secure cap. Water fountains with bottle refill access are available at designated locations in the building.

WESTAMPTON STUDENT ACTIVITIES

Students are encouraged to participate in all activities that peak their interest. Bear in mind, however, that the academic curriculum is of first importance and an acceptable standing must be maintained in order to participate in the various programs available. The acceptable levels are outlined in the section on grades and evaluation.

SCHOOL MASCOT AND COLORS

We are the Westampton Middle School "GIANTS." The giant represents growing to the greatest heights our abilities in achievement, self-dignity, pride, and talents. Our school colors are green and white.

ENRICHMENT ACTIVITIES

Band

Students in Grades 6 - 8 who have had or are taking instrumental instruction are selected for this activity. Practices occur during FLEX period and after school.

Chorus

All students in Grades 6 - 8 may participate in this activity. Meetings are held during FLEX period and occasionally after school.

Drama Club

All students in Grades 6 - 8 may participate in this activity. The students will perform a play in the spring.

General

During the course of the school year, various types of competitions directly relating to the school program are offered at the local, county, and State level. Students are encouraged to participate in any and all areas in which they have an interest. To cite some examples: the Annual Spelling Bee, various civic and State essay and art competitions, Annual Spring Concerts, Festival of Arts, and Teen Arts Festival.

Newspaper

This program will help to develop journalistic skills for those who have an interest in writing. A paper will be published for students in both school buildings during the school year. All students in Grades 6 - 8 may participate in this activity.

Sports

Students in Grades 6 - 8 may have the opportunity to participate in the following interscholastic sports: Soccer, Field Hockey, Basketball, Baseball, and Softball.

At times it may be necessary for students to be dismissed early for games when there is a distance to travel, or a bus availability concern. Every effort will be made to minimize these occurrences.

Student Council

Student Council elections are held in June. Meetings are held once a month. Officers may meet more frequently. Homeroom representatives will be invited to serve on the committees.

- I. Purpose
 - A. To teach and develop citizenship through democratic practices.
 - B. To provide an opportunity for active participation in the management of school affairs.
 - C. To promote interest in all school activities and the welfare of the school community.

- II. Membership
 - A. Each homeroom from Grades 5-8 shall elect one representative, who meets established citizenship standards, by popular vote in the fall of the school year. A second representative will be appointed from each homeroom.
 - B. Student Council officers will be elected by popular vote in June.
 - C. A staff member serves as advisor.
 - D. All officers and representatives must attend 75% of all scheduled meetings to remain a member of this organization. Removal from this activity will be governed by the District's academic and discipline policies.

Yearbook

The Year Book Committee is composed of students from Grades 7 and 8. Activities begin in October and continue through to June. Meetings vary according to the scheduled activities.

Battle of the Books (grades 6 - 8)

Battle of the Books is an extracurricular reading enrichment club. The book list changes every year. This is a fast-paced reading enrichment program. There are assessments given throughout the year to test reading comprehension. The top 6 students in each competition bracket will be sent to the Burlington County competition in the spring.

Digital Media Literacy (grade 6)

How do we evaluate information in a digital world? Students in this program will acquire skills to critically evaluate sources, differentiate source criteria, interpret raw and sorted data, and participate in special projects with multimedia, such as podcasting. Students are selected for this program based on teacher recommendation, grades, and test scores as part of the PACE program.

Junior Model United Nations (grades 7-8)

In this World Affairs Council program, participants will: "(1) explore the mission, structure and function of the United Nations; (2) learn how to write, amend and defend a policy resolution; (3) apply their research and critical thinking skills to specific global issues; (4) understand the role of diplomacy and deliberation in international affairs; and (5) develop skills in conflict resolution, problem solving and cross-cultural communication." Students are selected for this program based on teacher recommendation, grades, and test scores as part of the PACE program.

National Junior Honor Society (Gr 7-8)

The Westampton Township Middle School Chapter of the Junior National Honor Society was established to create enthusiasm for scholarship, desire to render service, promote leadership, develop character, and encourage good citizenship.

Students must have been enrolled in the Westampton Middle School for at least one full semester, *earned a cumulative grade point average of 90% during his/her time at WMS*, and be a member of the seventh or eighth grade in order to be eligible for consideration. Candidates must demonstrate scholarship, service, leadership, character, and good citizenship. A majority vote of the 5-member

Faculty Council is required for selection. Note: many of the standards for admission are set by the National Organization and its guidelines.

Upon being inducted to the National Honor Society, NJHS Members must continue to demonstrate the qualities described above to maintain membership.

TRANSPORTATION TO AND FROM EXTRA-CURRICULAR ACTIVITIES

1. Students/Athletes may be transported by a school bus to any athletic competition or extra-curricular activity that is not held at the Westampton Middle School. The only exceptions are all-star games or activities that do not include the entire team or group participating in that special activity.
2. Families may be responsible for return transportation after all athletic competitions.
3. Parents/Guardians/adult family representatives may choose to take their child home after an activity if they wish. Please identify yourself as the parent of a specific student to the coach/advisor and explain that you will be taking the child home. Sign the release form the coach or advisor will provide you with.
4. No parent/guardian is permitted to transport anyone other than their own child without a written note from the other child's parent that includes the following information:
 - a. Name of person providing transportation
 - b. The name of the activity and date.
 - c. The destination the student is being transported to.
 - d. Granting permission for the transportation.
 - e. The note should be addressed to the coach or advisor and be turned into the homeroom teacher during the homeroom period.
***The parent providing the transportation must follow Step #3.
5. Parents must send a note with the adult family member authorizing them to take their brother, sister, grandchild, niece, or nephew home. The adult family member will then sign the release form.
6. A parent who has sole legal custody of his/her child must send a note to the coach or advisor stating the specific names of people who may pick up the student. A copy of the court order should be sent to the school office. A copy will be placed in the student's cumulative folder.

ALCOHOL/DRUGS

It is unlawful for any person to manufacture, possess, have under his/her control, sell, purchase, prescribe, administer, or dispense any narcotic drug on school property. A student suspected of drug or alcohol abuse shall be reported directly to the administration. Positive action will be taken through parental involvement and medical referral. Any clothing, behavior, or actions that promote the use of drugs and alcohol will not be tolerated. The principal will render appropriate disciplinary action reflecting the type of offense.

ASSAULT

Pupils who commit a physical assault upon a teacher, administrator, board member or other employee of the Board of Education, acting in the performance of his/her duties or in a situation where his/her authority to so act is apparent, shall be immediately suspended from school consistent with procedural due process.

HARASSMENT, INTIMIDATION, AND BULLYING (H.I.B.) - Policy No. 5512.01

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil and/or staff member. 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 should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus... Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g. bullying)... This policy may also impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds... NOTE: The complete H.I.B. Policy may be found on the Westampton Middle School Website menu or you may request a copy in the main office.

SEXUAL HARASSMENT **Policy No. 5751**

It is the policy of the District (Policy No. 5751) to maintain an educational environment free from sexual harassment. Any person who alleges sexual harassment by any staff member or student should notify his/her Building Principal or the Superintendent of Schools.

WEAPONS

Weapons offenses will be handled as per New Jersey Statute 2C:39-5E.

2019-2020 Westampton Township Public Schools Calendar

September (18) Student Days

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October (21) Student Days

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November (17) Student Days

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December (15) Student Days

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January (21) Student Days

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February (18) Student Days

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March (21) Student Days

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April (16) Student Days

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May (20) Student Days

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June (13) Student Days

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Early Dismissal for Students

- Sep. 5 – 1st day of School
- Sep. 6
- Nov. 4, 5 – P/T Conferences
- Jan. 17
- April 9
- June 4
- June 18, 19

Early Dismissal Students/Staff

- Oct. 31
- Nov. 6
- Nov. 27
- Dec. 20
- May 22

NOTE: 2 Snow Days are built in. Last day may move to earlier than June 19. If a 3rd day is needed, March 13 will be a full day for staff and students. Additional days would be added to the end of the year. Last 2 days of school will be early dismissal days.

School Closed for Students/Staff

Sept. 2	Labor Day	Dec. 23-31	Winter Recess	March 13	Closed
Oct. 14	Columbus Day	Jan. 1	New Year's Day	April 10-17	Spring Recess
Nov. 7, 8	NJEA Convention	Jan. 20	Martin Luther King Day	May 25	Memorial Day
Nov. 28, 29	Thanksgiving Break	Feb. 17	President's Day		

School Closed / Staff Reports

- Sep. 3, 4
- Oct. 11
- Feb. 14

School Times: Holly Hills Elementary School 8:35 – 3:35 PM | Westampton Intermediate School 8:35 – 3:35 PM | Westampton Middle School 8:00 – 3:10 PM
Early Dismissal Times: Holly Hills Elementary School and Westampton Intermediate School 1:05 PM | Westampton Middle School 12:35 PM
 BOE APPROVED 6-10-19