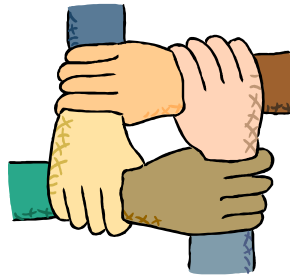


The Middle Schools of West Orange

Parent Handbook 2009-2010



Building Administration

Liberty Middle School

Mr. Robert J. Klemt, Principal
Mr. Corey J. Jones, Assistant Principal

Roosevelt Middle School

Mr. Frank A. Corrado, Principal
Mr. Lionel O. Hush, Jr., Assistant Principal

The Middle Schools Of West Orange Parent Handbook

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It is the policy of the West Orange Board of Education to provide equal educational opportunities to all students regardless of race, color, creed, religion, sex or handicap.

AFFIRMATIVE ACTION OFFICER

Dr. Donna Rando

504 COORDINATOR (HANDICAPPED)

Elizabeth Maddalena

BUILDING AFFIRMATIVE ACTION OFFICER

Liberty Middle School

Lisa Murad

Roosevelt Middle School

Jennifer DiFazio

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MISSION STATEMENT

West Orange Public Schools
(Adopted by the Board of Education
July 13, 1993)

The mission of the West Orange Public Schools is to engage in an energetic partnership with all components of this culturally-diverse community, to marshal resources that promote the highest-quality intellectual and human relations development of our pupils, and to instill in all students the knowledge and decision-making skills essential to make appropriate choices and successfully meet the challenges they will encounter as productive members of society.

Welcome to the West Orange Middle Schools

The staff at Liberty and Roosevelt Middle Schools would like to welcome you and your children to the 2009-2010 school year. We are all looking forward to working with you to provide your children, our students, challenging and exciting learning experiences.

The main focus of the middle school is student achievement. Our mission is to ensure success for all students as we prepare them for tomorrow's world. The staff strives to do what is in the best interest of each student to promote intellectual, social, emotional, physical and cultural growth. By working together as partners, the education of our students can be achieved.

We believe in close and open communication. Your comments, concerns, and success stories will always be welcome. Your children's future accomplishments and happiness depends on the education they receive today. The following information given to you in this handbook will help all of us guide each other in working with your child. Together as a learning community we can be successful.

“WORKING TOGETHER FOR A SUCCESSFUL TOMORROW”

Robert J. Klemt
Principal
Liberty Middle School

Frank A. Corrado
Principal
Roosevelt Middle School

Please Note:

The Parent Handbook mirrors the Student Agenda Book, however, the Agenda Book is the official governing policy in the Middle Schools.

GENERAL SCHOOL INFORMATION

1. The mailing address of Roosevelt Middle School is 36 Gilbert Place, West Orange, New Jersey 07052. Their telephone number is (973) 669-5373. The attendance telephone number is (973) 669-5373 then **press 1**. The school fax number is (973) 243-9807.

The mailing address of Liberty Middle School is 1 Kelly Drive, West Orange, New Jersey 07052. Their telephone number is (973) 243-2007. The attendance telephone number is (973) 243-2007 then **press 1**. The school fax number is (973) 243-2743.

2. The Middle Schools house two grade levels seven and eight.
3. The students at the Liberty and Roosevelt receive instruction in Reading, Mathematics, English, Science, Social Studies and World Language. In addition, all students are exposed to the related arts of music (instrumental and choral) Art, Life Skills, Family Skills, Career Education, Technology Education, Physical Education and Health.
4. The school day for students begins at 8:10 a.m. and ends at 2:53 p.m. Doors will be open at 8:00 a.m. Each student's day begins in a Homeroom/Period 1 setting where staff will take attendance during Homeroom 8:10 - 8:21 a.m. Period 1 will be an academic period with regular instruction beginning promptly at 8:21 a.m.
5. The Middle Schools offer all students a complete lunch at a cost of \$2.75, reduced \$.40, breakfast \$1.40, reduced \$.30, and student milk \$.60 (all are subject to change). A monthly lunch calendar is available. Students may bring checks to cafeteria to prepay lunches and set up an account with a personal id number (PIN) assigned. Checks should be made out to West Orange Board of Education Food Service. **If your child forgets their lunch money food service will extend credit for one day of lunch only. Money must be repaid before credit is extend a second time. For your convenience, you can manage your child's meal account by logging into www.mealpayplus.com.**
6. We maintain a lost and found box for lost books, materials and clothing outside the LMC, inside the Main Office, and in the Cafeteria. The main office lost and found box will be for eyeglasses, money, jewelry, etc. If articles are properly marked with the student's name, many articles could be promptly identified.
7. **Students should not bring valuables or excessive amounts of money to school. Money, watches, and valuable items should not be brought to the Physical Education classes or left in lockers that are not padlocked.**
8. Parents may gain access to the building by ringing the front door bell and wait for access to be granted. In order to maintain a safe and secure environment, all visitors to Liberty and Roosevelt must report to the school office upon entering the building and receive a visitor's pass. This pass must be visible and worn throughout the visit. All passes must be returned to the Main Office. Even if there is a pre-arranged teacher/parent conference you **must** report to the office first for a pass.
9. **To avoid disturbing classroom instruction, please do not call with messages for your child unless it is for an extreme emergency.**
10. Students are able to use the public phone in the main hall to call parents and guardians only (Roosevelt Middle only). The main office phone is to be used for **extreme emergencies only**.

MIDDLE LEVEL PROGRAM CONSIDERATIONS

Our middle level program provides a setting for learning specifically designed to meet the educational, social, and emotional needs of the 11 to 15 year old child. It provides a gradual transition between life in elementary school and high school but is a unique experience apart from both.

Our middle level program places high priority on the following goals:

1. Exploration
2. Individualization
3. Acquisition of basic skills and knowledge
4. Learning how to learn
5. Transition
6. Development of a positive self-concept

To achieve these goals the middle level program aims to incorporate the following program components.

1. Learning communities
2. Interdisciplinary team-teaching
3. Differentiated instructional strategies
4. Flexible scheduling and grouping
5. Teacher advisory system
6. Wide range of exploratory activities
7. Increased teacher and student decision-making
8. Community service

Our middle level program provides an increased opportunity for the students to learn about themselves and those around them. The instructional mode emphasizes the process of learning as well as the content. It is student-centered rather than teacher-centered. The major theme is learning how to learn.

Our middle level program should not only be effective and productive but should also be an attractive and pleasant part of the *in-between* age's life.

Characteristics of Emerging Adolescents

The following listing of characteristics was developed by Dr. George P. White of Lehigh University.

Physical Development

1. Accelerated physical development begins.
 - Girls and Boys are growing at varying rates of speed.
 - Bone growth is faster than muscle development.
 - Different parts of the body grow at different rates.
 - Bones may lack protection of covering muscles and supporting tendons.
2. Students show ravenous appetites and peculiar tastes, may over tax the digestive system with large quantities of improper foods. Developmental diabetes may occur.
3. Basal metabolism may fluctuate over a short period of time resulting in extremely restless behavior at times and extremely listless behavior at other times. These changes tend to be a result of body chemistry.
4. Most girls have entered the pubescent stage of development with secondary sex characteristics continuing to develop including the enlargement of the breasts and the onset of menstruation. Boys are typically at the pre-pubescent stage of development.

There are marked individual differences in physical development among and between boys and girls.

Social/Emotional Development

1. Affiliation base broadens from family to peer group. Not a rejection of parents.
2. These are the “Puppy love years” –shows extreme devotion to a particular boy or girl friend, but may transfer allegiance to a new friend overnight.
3. A strong belief that the will of the **group** must prevail.
4. Strong concern for what is right and for social justice. High level of concern for the less fortunate.
5. Is influenced by adults—attempts to identify with adults other than their parents.
6. Despite a trend toward heterosexual interest, same-sex affiliation tends to dominate social friendship/relationships.

7. Strong desire for direction and regulation but reserves the right to question or reject suggestions of adults.
8. Is easily offended and sensitive to criticism of personal shortcomings.
9. A tendency to exaggerate simple occurrences and believe that problems are unique.

Intellectual Development

1. Exhibit a wide range of skills and abilities unique to their developmental patterns.
2. Intellectual development ranges from the concrete-manipulatory stage to the ability to deal with abstract concepts.
3. Attention spans are short but can be expanded.
4. Intensely curious and growing in mental ability.
5. Prefer active over passive learning activities.
6. Prefer interaction with peers during learning activities.
7. Relevance of learning is of great importance. "How will this help me in real life?"

Needs of the Adolescent

Some of the more specific needs of the 12-15 year old:

1. **Understanding physical and emotional changes which occur during puberty.** These are very personal and frequently troublesome matters. The child needs help in understanding himself/herself during this period of change and understanding the idea that it is healthy to grow and evolve.
2. **Self-acceptance.** Resolving the conflict between what he/she is and what he/she wishes they were. Beginning to establish life goals and making reasonable plans to attain them.
3. **Acceptance of and by others.** Developing acceptable relationships with peers of both sexes. Making friends. Getting to know others and understanding their differences. Realizing how he/she affects others and how they want to affect others. Understanding the dynamics of peer pressure.
4. **Acceptance, understanding, approval and love from significant adults.**
5. **Learning responsibility to others.** Not completely self-centered. Learning self-control.
6. **Independence.** Learning to make decisions, assume responsibility, use independent judgment, recognize and take the consequence of his/her actions.
7. **Learning to deal with feelings.** Becoming aware that others experience similar feelings.
8. **Developing a personal value system.**

Dr. George P. White
Lehigh University

Interdisciplinary Teaming

Interdisciplinary teaching teams at the middle level are highly recommended by The National Middle School Association. Teaching teams were developed in response to the needs of pre and early adolescents as identified by teachers and administrators at the middle level.

ORGANIZATION: The organization of the teaching teams can vary from school to school. The factors involved here include staff size, enrollment, certification of teachers, classroom space, and school philosophy. Teams can be composed of two to six, or even more, teachers and counselors depending on the individual situation at a given school. We have a minimum of two teams per grade in the middle schools. However, due to the expanded large enrollment some students may cross teams in some subjects.

Teachers on the teams will share a common body of students. Teams also share a common schedule, common “blocks” of teaching time, and a common planning period.

Rationale

Teaming assists the early adolescent from the physical, intellectual, social and moral standpoints. This approach is designed to break down the artificial curriculum barriers and create skill reinforcement for the student. This approach forms an effective bridge from the elementary school to the secondary school with continued provisions for the departmentalization of subject matter.

Goals

1. To help pupils make the transition from the elementary classroom to the departmentalization of the middle school.
2. To help students see the wholeness that exists in learning, both in content and in content skills.
3. To provide consistency to an age group that desperately needs structure and consistency.
4. To create a family-like atmosphere in an age where fewer and fewer students know the true meaning of family.
5. To facilitate various grouping arrangements for students.
6. To enable teachers to subdivide blocks of time to best meet the unique needs of students.
7. To provide for increased professional growth of teachers through cooperative planning, sharing, and teaching.
8. To provide more opportunities for resource personnel to be directly involved in the instructional program.
9. To provide for the unique guidance needs of early adolescents.

Benefits

1. Students have subject matter specialists for each subject but there is coordination of the total instructional program.
2. Beyond the standard curriculum guides, thematic interdisciplinary units as well as specific activities can be planned to meet the needs of students.
3. Teachers can work as a team to focus on the needs of pupils.
4. Content, skills, and personnel development activities can be correlated.
5. Planning periods can be used for pupil and parent conferences.
6. A discipline code for an entire team can be consistently implemented.
7. Students can change classes at times decided by a team of teachers when special activities are planned.
8. Regrouping of students is less restrictive.

MEDIA RELEASE PERMISSION

In the past, and as recently as last year, parents have completed and submitted a Media Release Form that either gave or denied permission for your child's name and/or photograph to be used in public relations events or media stories. This form will remain in your child's status with regard to this matter; you must request to do so in writing to the principal. Upon sending in your request to change your child's media release status, you will be sent a new form. Once you have filled out the new form, you would send it back to your child's principal and the old form would then be discarded.

ATTENDANCE

According to state law, the West Orange Board of Education has an obligation to require that the pupils of this district have regular and punctual attendance.

Pupil participation in all regularly scheduled classroom-learning activities in each area of study is essential in order for each pupil to receive the maximum benefits of a thorough educational program. Effective education requires continuity of instruction, classroom participation, involvement in interdisciplinary team activities and independent study.

The Board will not condone, excuse, or encourage any non-approved absence by students. Approved reasons for absences are as follows:

- a. Absence due to illness
- b. Absence to recover from an accident
- c. Absence due to death in immediate family
- d. Absence for approved religious holidays

- e. Absence due to suspension
- f. Absences authorized by the administration (for emergencies only).

All other absences (including extended vacations) will be considered to be unexcused.

If a student is going to be absent, parents must notify the school prior to 9:00 a.m. by calling our attendance voice mail service for Liberty at (973) 243-2007 then press 1, and for Roosevelt at (973) 669-5373 then press 1. Please do not use the regular office phone for absence information.

When returning to school after an absence, a written excuse from a parent or guardian, stating date and reason for absence is to be given to the Main Office. Students must complete 4 hours of instruction to be considered present for the day.

ATTENDANCE POLICY

It is extremely important that students arrive to school on time and maintain a consistent pattern of attendance to school. Frequent tardies and inconsistent school attendance has a direct and significant impact on your child's academic performance. We understand and are sympathetic to medical issues that are preexisting or arise during the course of the school year, and we advise parents to provide medical documentation for tardies and absences that are medical related. In monitoring school attendance our guidance office will send attendance letters as a standard protocol once your child has reached 10, 15, and 20 absences. If there is a pattern of consistent unexcused absences the student may eventually be referred to the West Orange School District Attendance Officer who will initiate court proceedings to address the matter.

Frequent tardies will be addressed with a general detention once a student has exceeded more than 5 tardies to school. Parents will receive a letter in the mail regarding the number of tardies accumulated and the date of the detention. Parents should be aware that although your child may have arrived to school on time they will be recorded as tardy if they do not report to their 1st period class by the morning bell. We encourage students to minimize excessive social behavior to ensure that they arrive to class on time, and would ask that parents reinforce that same message at home. Once a student exceeds 15 tardies they will be assigned a 1 day In-School Suspension (ISS).

AWARDS/HONORS

Students can earn various awards/honors throughout the year by working diligently in their academic endeavors, demonstrating outstanding citizenship and participating in our activities program. The following are awards that are given out each year.

Academic Excellence Award –Given to the 8th grade student with the highest grade point average throughout both years.

Academic Achievement Awards –Given to 8th grade students who have achieved “all A’s” in one subject for both years. These awards may also be given out on the 7th grade level in the areas of Mathematics, English, Reading, Social Studies, Science and World Languages.

Art Award –Given to students who excel and demonstrated creativity, talent, and expression in the arts.

Citizenship – Given out for demonstrating an unfailing willingness to regularly go above and beyond for others.

Attendance – Perfect Attendance Awards are given to students who have attended school each day of the year and have **no more than** one excused tardy.

Honor Roll

Regular Honor Roll – Students who earn grades of A or B at the end of a marking period will receive honor roll recognition. These students will be recognized for their accomplishment at the end of the year at which time parents or grandparents can request a bumper sticker.

High Honor Roll – Students who earn the grade of A in all subject areas will be recognized for high honors and receive their recognition at the end of the year. They will also attend a luncheon in their honor.

Honor Classes

The purpose of an Honors subject area program is to enrich and challenge the learning experiences of those students who have indicated through standardized testing, qualifying tests, past performance and teacher recommendation, their ability to qualify for this program.

Once a student qualifies for an honors class in 8th grade algebra, he/she must maintain a report card grade of “B” or “A” to remain in the program during the 1st and 2nd marking periods. Any student receiving a grade less than a “B” during the 1st or 2nd marking period will be placed in the pre-algebra program.

With regard to top classes in mathematics and reading in the 7th grade program, a similar policy applies. A grade of “C” will be under review and may lead to placement in the regular program. A grade of “D” will automatically result in change of placement of the regular program.

Music Awards

We have a comprehensive music program that encompasses choral, band and orchestra programs. Awards are given in several areas for talent and performance in the arts. Drama Club presentations are also included in this category.

P.T.A. Citizenship Award

This award is given to one student from each grade in recognition of outstanding contributions made to a positive learning environment through volunteerism, active school spirit and good citizenship during the academic school year.

Physical Fitness Awards

This award is given to those students who meet specific criteria on the Presidential Physical Fitness regimen. Students may also earn awards based upon performance in the various sports/athletics teams.

President’s Educational Award Program

Awards are given to students who are graduating middle school and meet specific high standards of criteria. These include grade point average, standardized achievement test scores, and demonstrated initiative, integrity and intellectual depth.

Volunteer/Service Award

This award is given to students who perform service to the school or district community, volunteer for participation in activities, and service above self.

CAFETERIA

The cafeteria in the middle school is to be regarded in the same manner as your dining room at home.

In September, all students will be advised as to cafeteria rules and regulations. Any student who fails to comply with cafeteria regulations will receive appropriate disciplinary action. The cafeteria should have a neat, clean and pleasant atmosphere at all times.

CELL PHONE POLICY

If a student brings a cellular telephone to school, the telephone **must be deactivated** during instructional hours and stored in **their lockers**. Telephone calls **cannot be received or sent during instructional hours**.

If an emergency arises and the cell phone must be used during the school day, **the student must go to the school office to receive permission to use it.**

Non-compliance of the above policy will result in confiscation of the cellular telephone. Devices that are confiscated may be returned only with a note from the parent or legal guardian (first offense)

Subsequent offenses of the above policy will result in confiscation of the cellular to be returned to parent or legal guardian.

The Middle Schools and West Orange Board of Education will not be liable for lost or stolen cell phones. Cellular telephones are carried at the sole risk of the owner.

CHARACTER EDUCATION

The Middle School's Character Education Program will be in its seventh year during the academic cycle of 2009-2010. The goal of the program is to help enhance the atmosphere in the school, and thus in the community as a whole. In recent years, schools have begun to realize the ramifications of bullying and teasing. To prevent some of these consequences from happening, schools are implementing anti-bullying programs. The Middle Schools have decided to take the idea and look at the whole character of all students, not just how to prevent bullying and teasing. While this will include dealing with the bullying issue, it also will address many other components.

With the district's support this program will enable students and teachers to help build the character that occurs not only in the confines of the school, but also in the community at large. We have already begun talking with other schools in the district to make sure that those students who will be coming into our school in the future are aware of the atmosphere that we will develop. Montclair State University's "Portrait of a Teacher" states "...believe in the educability of all children and seek to ensure equal learning opportunities for every student." This is what we are trying to promote through the character education program.

The program will utilize students, teachers, administration and parents to make sure that all viewpoints are heard. Through the use of guest speakers, organized classroom activities, teacher-student interactions and any other suggested programs from those involved, this will allow students to be included in the program in many ways, thus reaching more of the student population. One of the aspects that we as a school realize is that for students to demonstrate strong character traits they must experience strong character atmosphere. Thus it is vital that we get the entire community involved.

Character Education is a vital part of the Agenda for Education in Democracy. It discusses how students are “prepared for participation in our emerging political and social democracy...extends to making good judgments,...the rights of individuals versus the majority, to respect the rights of others, to tolerate differences, and how to engage in civil discourse.” This is what we would like to achieve through our Character Education program. These skills will be used while the students finish their education, including college, and then once they go out to join society.

COUNSELING DEPARTMENT

The Counseling Department is available to help students and/or parents with any questions or problems that they may have. Students may see their counselor before school, after school, or during the school day with permission from their teacher. Some of the services counselors provide are listed below.

1. Promote congenial relationships among students.
2. Review academic schedules with students.
3. Provide assistance with student academic problems.
4. Provide assistance with student personal problems.
5. Coordinate the guidance curriculum within the school.
6. Facilitate programs for special needs students.
7. Coordinate all student testing.
8. Hold individual conferences with parents to review high school schedules.
9. Offer suggestions to parents concerning academics, discipline and socialization.
10. Provide assistance to teachers in handling certain classroom situations.

DRESS CODE AND GENERAL EXPECTATIONS

The West Orange Middle Schools are educational institutions and all students are expected to act and dress appropriately for this environment.

- a. Students are to speak to others (be it peers or adults) cordially using appropriate language at all times.
- b. All students are to refrain from romancing and public display of affection in and around the school.
- c. **Schools are gum and candy free. Therefore, no student is to bring those items to school or use them during the day. No gum chewing is permitted at anytime.**
- d. Coats, jackets, hats, scarves, bandanas, skull caps, sweatbands, gloves, sunglasses, fanny packs, draw string bags and backpacks may not be worn in the building. These items must be left in the lockers during the school day.
- e. We realize female students may need to carry personal items with them and as long as their pocketbook/handbag are for this purpose and not to transport books it will be permitted.

f. The following items of clothing are considered to be inappropriate and are not to be worn:

- (1) Blouses or sweaters that show a bare midriff, halter tops, bandanas, tank tops, tops with thin straps, short shorts, short mini skirts, clinging or form fitting spandex leggings without shorts or a skirt, and pants worn below the waist. All flannel-type pants and sleepwear are not permitted.
- (2) Articles of clothing that contain references to illegal substances, sexual innuendos and pictures, sayings or symbols that show affiliation with hate groups, gangs, or demeaning messages directed toward any individual, group or association.
- (3) Any accessory that can be dangerous and/or disruptive to the learning environment, (i.e. heavy metal chains, or any visible chains, chain wallets, locks, spiked collars, hats, or cuffs, and inappropriate belt buckles, etc) are unacceptable and are not to be worn by students.
- (4) Appropriate and safe footwear must be worn at all times. “Flip flops” sandals, high heel shoes and slippers are not to be worn due to the safety factor when using stairs. All sandals must be secured at the heel or ankle for safety.

If students or parents are unsure as to the appropriateness of an article of clothing or specialty item please, ask for clarification. When dressing for school, remember an individual’s grooming and dress do have a bearing on how others react, so students are expected to dress in a manner that shows respect for themselves as well as for the school. Students who choose not to comply with our dress code will be asked to change immediately.

EXTRA-CURRICULAR ACTIVITIES

The academic program in the Middle Schools is supplemented by extra-curricular activities which gives students an opportunity to expand areas of interest. These programs are designed to be held after school and under the supervision of staff members. These programs are to provide an environment of social growth and promote positive attitudes.

Sports

Intramural –Seasonal and open to everyone who wishes to participate in both grades. Physical examination required. **Basketball, Aerobics, Weightlifting, and Track and Field are played for 3 or more week sessions. Announcements for signup are made over the PA system.**

Interscholastic – Is open to Grade 7 and Grade 8 students. Physical examination and tryouts required. Practices held Monday through Friday, throughout the season after school. Games held after school as well. 4:45 late buses available after practices. The program includes Soccer (boys and girls), Basketball (boys and girls), Girls Softball, Boys Baseball, Cross Country and Wrestling.

Cheerleading –The cheerleading squad is taught different cheers and dance routines to be performed throughout home basketball and wrestling games. Physical examination required. Tryouts for the cheerleading squad are held in early November. Approximately 15 girls are chosen for the squad.

Clubs, Organizations, Activities

All these clubs and activities are open to all children in both grades. Announcements are made over the PA system notifying children about signing up and attending these activities.

Art and Literary Magazine –(Available at Roosevelt) Meets throughout the year to produce “The Mind’s Eye” which is distributed to all staff and students at the end of the year. Art work, poetry,

and short stories may be submitted by all students.

Drama Club –The drama club is open to the entire school population. It meets once a week after school until 3:25 p.m. It is the support system for Drama Activities, leading to the spring musical production.

Explorers Club –The Explorers Club promotes interest in science and technology outside the school environment. The Club visits museums, factories, industrial plants, planetariums, fish hatcheries, mineral mines and other facilities that enable students to witness science at work. These trips take place after school.

Junior Interact Club –The purpose of the Junior Interact Club is to provide opportunity for young people to work together in a world of fellowship dedicated to community service and international understanding. It meets approximately once per month

Totally Tech Club – This club allows our students to enhance their skills in using the computer to create multi-media projects, learning to use a digital camera and to integrate media and technology equipment.

Jazz Band –Open to all students that play musical instruments popular to the Jazz/rock band: Trumpets, trombones, saxophones, piano, guitar, bass guitar, and drums. The band meets once a week after school in the band room. All grade levels are welcome. Students interested in the Jazz Band must pass an audition.

Honor Band-This group provides band students with an opportunity to perform in another band with students of all three grade levels. The group meets Wednesdays after school and performs at a variety of concerts and activities throughout the year. Auditions take place the first month of school.

Newspaper Club – (Available at Roosevelt) Meets periodically throughout the school year with the objective to publish 2-4 issues between September and June. The club is open to everyone. Articles include Roosevelt related news, features, sports and entertainment, and an opportunity for cartoonists to showcase their talents.

Peer Mediation – Grade 7 students apply in the spring and those who are accepted are trained to mediate student conflicts. They meet during the school day and after school. A high level of integrity and responsibility are required.

Student Council –Works for the welfare of the student body. It fosters good citizenship and stimulates interest in school spirit. It sponsors and organizes all student school activities such as: dances, bagel or bake sales, movie socials, talent shows, spirit days, bingo socials, and many other events. Student Council Officers meet with the Principal to present and discuss the questions, comments and concerns of the student body.

Yearbook –The Yearbook Club will meet throughout the year to help with the production of the “Class of 2009” yearbook. Activities include: creating portrait and activity pages, yearbook cover, taking photographs, planning and placement of photos and text for a yearbook full of memories, smiles and laughter.

Special Events

Spring Musical Production –Each year’s production is usually held in early April. Tryouts are in November and rehearsals are usually held after school several days each week and on Saturdays in January, February and March. Everyone who wants to be in the play is encouraged to participate. Responsibility is a requirement in maintaining involvement in the show. Also need backstage crew, and volunteers to help with costumes, props, and program design.

Winter and Spring Concert –Because of the large number of students involved in these activities and the limited seating capacity of the auditorium the Winter and Spring concerts are divided into 2 performances each. They consist of one concert featuring the chorus and a second concert featuring the various bands.

HOMework

Homework is an essential and vital part of your child's education. Parental supervision and support with our homework policy is necessary for your child to attain desired results from instruction. Regular assignments should serve two purposes:

1. The reinforcement of skills through additional practice of drill exercises; or by memorization of facts, spelling, poetry or other valuable materials.
2. The development of worthwhile educational and leisure time activities which consist of:
 - a) Educational and recreational reading, listening or observing.
 - b) Purposeful or creative writing, art or science activities.
 - c) Research activities involving the securing of information through various channels as reading, or actually engaging in educational projects.

Your child should be prepared to spend 50 to 90 minutes per night doing homework assignments. Long range assignments or projects, review of text readings, and studying for tests may require additional nightly or weekend time. If homework assignments are not handed in on the date requested, students may be kept after school so that these assignments can be completed.

All homework assignments will be relevant to the subject matter being taught, and completed homework will be checked.

The following conditions are most important for students to achieve academic success:

1. Positive expectation of parents.
2. A sense of order in approaching work.
3. A sense of purpose in accomplishment.
4. A pleasure in learning.

Students are responsible for all work missed while absent. In the event of an illness of **more than three days**, parents may call the school, to request homework assignments. Please allow **at least one full day** before picking up the assignments in the main office. It is your child's responsibility to obtain all assignments missed and to make up tests due to absence. Teachers, of course, will assist students in this process.

Remember: Homework is practice. To get better at anything, one needs to practice it. One cannot get better at sometime without practice.

LMC

The Library Media Center (LMC) provides both students and teachers with an organized and extensive collection of print and nonprint materials (i.e.: videocassettes, CD-ROMs, Prodigy, InfoTrac, and other electronic resources). The educational needs and interests of the students guide selection of these items. Our media specialist is a valuable resource person as well. Since our LMC has so much information to share, it is important to develop within students the necessary skills, positive attitudes, and sense of responsibility that lead to productive, successful, and fulfilling use of the media center. Students are encouraged to behave properly when in the LMC and to return borrowed items promptly so that other students may benefit from their use.

LOCKERS

Students are assigned a locker in which to keep their books and outside clothing. The assignment of any student's locker may be changed if deemed necessary by the building administration. Some lockers have built-in locks and are automatically locked when the door is closed. Some lockers require that a combination lock be utilized (given to students by the school). Students should keep their lockers closed and clean at all times. **THEY ARE NOT TO GIVE THEIR COMBINATIONS TO FRIENDS OR SHARE THEIR LOCKER WITH ANY OTHER STUDENT.** Students are responsible for the contents in and condition of their lockers. Money or valuable personal property should not be left in your lockers. Lockers are the property of the West Orange Board of Education and therefore subject to inspection by the building administration during the course of the school year.

MEDICAL OFFICE

- A. Statutes of the State of New Jersey require full immunizations for all students in schools across the state. Parents are urged to contact the school nurse for Roosevelt at (973) 669-5373 ext. 207 and Liberty at (973) 243-2007 ext. 205, should they have any questions regarding these requirements.
- B. Hearing, vision and scoliosis screening are State mandated tests that are performed on all Middle School students. The results, if not within accepted normal range, will be referred to parents.
- C. Tuberculosis screening is done in accordance with State mandates. Parents will be notified of testing, when applicable so that there can be further medical follow up, if necessary.
- D. **Students are not to carry or ingest any medication without the knowledge of the school nurse. It is strongly requested that parents refrain from sending medications to school with their children for self-medication. If medication during the school day is necessary, a parent must send or bring the medication to the school nurse with the doctor's instructions and reason for the medication. The school nurse should be advised of any medication being taken at home, by your child that may in any way, affect his/her school performance.**
- E. **Emergency Cards:** - In order for the school nurse and main office to handle emergency situations it is imperative that parents return the **two** Emergency Cards which are mailed home along with a Pupil Health Examination Form. These should be returned to the Homeroom teacher who in turn will give them to the school nurse by September 12, 2008. **Please make sure that all telephone numbers are up to date and accurate.**

PARKING REGULATIONS/STUDENT DROP OFF

Roosevelt

Please remember that there are specific Parking Regulations in effect on Gilbert Place, Club Boulevard and in front of RMS. They are as follows: On the westerly, or odd numbered side of Gilbert Place, the new regulations will prohibit stopping and standing or parking between the hours of 7:00 a.m. and 9:00 a.m. and 2:00 p.m. and 4:00 p.m. on school days only. On the easterly side of Gilbert Place a bus stop is established along the school's frontage as well as the playground next to the school at Club Boulevard. No stopping or parking will be permitted in this area during the designated times by any vehicles other than a bus. A similar bus stop regulation is in effect on the northerly or odd numbered side of Club Boulevard, from the playground at Gilbert Place to just beyond Dartmouth Road at 15 Club Boulevard. This regulation is between the hours of 2:00 p.m. and 4:00 p.m. on school days only. Please be advised that these regulations will be strictly enforced. **Important: Students may not be dropped off across the street from the school anywhere on the entire block. Students must cross at corners or where the Crossing Guards are located. In other words, students cannot cross in the middle of the block along Gilbert Place at anytime.**

Liberty

Student drop off and pickup will occur in the lot adjacent to the auditorium wing. Parents will enter the lot and have their child exit the car alongside the striped handicapped parking lane. Car traffic and parking are restricted to the circle during the hours 8:00 a.m. – 4:30 p.m. Monday - Friday.

PERSONAL DELIVERIES TO THE SCHOOL

All personal delivery of items or packages to the school must first be brought to the main office. Before dropping off any packages, including student lunch bags, the package must be inspected by the person making the delivery, while being witnessed by a staff member. This policy will help us to continue to ensure the safety of everyone in the building and is endorsed by our School Resource Officer, a representative of the West Orange Police Department. If you have any questions, you can speak to our School Resource Officer at 669-5373 Ext. 227.

INSUFFICIENT FUNDS

Throughout the year we receive many checks from parents for fundraisers, field trips, and other situations. Every so often we are sorry to say we get checks returned to us for "insufficient funds". This causes us serious problems of time and effort to rectify this problem. We are also forced to charge you the bank returned check fee of \$15.00.

Our policy is that once we receive a "insufficient funds check" from any party, we will no longer accept a personal check and only accept a money order or cash from that person.

We thank you for your anticipated cooperation.

PHYSICAL EDUCATION

All students are required to participate in physical education as mandated by State law. A parental note is necessary if a student needs to be excused from physical activity. An extended excuse of more than 3 days requires a note from a physician who should indicate when the student is ready to

resume participation in physical activity. A note from a physician is also necessary if a student's physical education program needs to be limited, restricted or modified. In order to insure your child's safety it is imperative that he/she adhere to all rules and regulations established by the physical education teacher.

Each student's grade in physical education is based on the following criteria: participation, skill, exercise, effort, attitude, preparation, sportsmanship, cooperation, achievement, and safety awareness.

PROGRESS REPORTS

Progress reports, which are mailed to parents, are used to indicate that a student is doing work below grade level and that improvement is needed. Students who are achieving to their ability and are fulfilling course requirements would not necessarily receive any progress reports.

These reports are usually issued four times a year at the mid-point of the marking period. However, if there is a marked change in a student's academic performance (i.e. a 2 letter grade drop, example A to C) a report will be sent at any time during the marking period.

These progress reports will be discussed individually with each student and at that time the student will be required to sign the report before it is sent home.

We strongly recommend that you arrange for an immediate conference in any subject in which your child is receiving an unsatisfactory grade. In order to arrange such a conference, please call the guidance office.

REPORT CARDS - GRADING SYSTEM

The Middle Schools issue report cards 4 times a year and we use the following grading system:

Scholarship Key

A - Excellent

B - Good

C - Average

D - Poor, but passing

E - Excused

F - Failing

P - Passing

I - Incomplete

WP - Withdrawn passing

HONOR ROLL: Students are eligible for High Honor Roll if they receive all A's on their report card. They are eligible for Honor Roll if they receive at least all B's on their report card. They are ineligible for the Honor Roll if they receive the comment, "Improve Self-control" (#31) on their report card.

SMOKING

Smoking is categorically prohibited in New Jersey public buildings. All public schools are included.

Smoking by students is absolutely prohibited and is now enforced by state statute. Further, the statute establishes a procedure to be followed; "a complaint is to be filed against the student apprehended for smoking, with such complaint to be heard at either the municipal or juvenile court, with a fine of up to \$100.00 for each occurrence."

Please stress to your child the seriousness of this matter. If your child breaks the law, it could cost you a considerable amount of money.

TARDINESS TO SCHOOL AND CLASS

Students are expected to be seated in their Homeroom/Period 1 by the time the 8:10a.m. bell rings. Students who enter the building after 8:10 a.m. must report to the Main Office to sign in. (We do not excuse tardiness except in the case of an extreme emergency or a late bus arrival.) In cases of illness or emergencies, students must have a parental note explaining the reasons when they arrive at school. **All other lateness's are unexcused.** Each unexcused tardiness up to three (3) will result in a teacher held after-school detention. Each subsequent lateness will result in a general detention. More serious disciplinary consequences will follow if lateness issues are not addressed. Abusive absenteeism or tardiness will be reported to our district attendance coordinator. Continued neglect will result in court proceedings.

TEXTBOOKS

Textbooks are public property and are on loan to students. Please make sure your child keeps all textbooks in good condition for future use.

1. All textbooks **must** be covered.
2. Academic teachers will issue textbooks, record serial numbers and note condition of each book.
3. Your child should let the teacher know immediately if any textbook is damaged when issued.
4. **Textbooks should not be kept in other students' lockers. The Board of Education will not be responsible for the loss or damage of textbooks that result from books kept in other lockers, books kept in unlocked gym lockers, books left in the Cafeteria, books that are loaned to other students, books left outside before school, at dismissal, or books left on buses.**
5. **In June, all textbooks issued will be collected with numbers and book conditions checked. Students will be charged for damaged or lost books, and final grades and report cards will be withheld until all charges are paid.**
6. **Each school year students are given a Middle School Agenda book. The student is to take this book to every class (except for physical education and music classes). If this book is lost the student must pay \$8.00 for an immediate replacement.**

STUDENT CODE OF CONDUCT

STUDENT CODE OF CONDUCT

The West Orange Middle Schools are educational communities consisting of over 500 students and staff. In order to maintain conditions conducive to learning, all students are expected to take responsibility for their own behavior. Self-discipline is a positive way to foster respect, responsibility, and cooperation.

It is important to understand that your individual adherence to the proper Code of Conduct begins the minute you leave your house in the morning (whether walking or riding a bus) until the minute you return home. Those who choose not to comply with the Middle Schools of West Orange Code of Conduct can expect to be required to attend: (a) teacher-assigned detention(s) after school, (b) administrator assigned General Detention(s) or, In or Out-of-School Suspension. Please note any out of school suspension will automatically place you on Social Restriction. **(Social Restriction affects the student's participation in all extracurricular activities (i.e., clubs, intramurals, concerts, interscholastics, student council, plays, dances, movie socials, musical performances, as well as all class trips, etc.)**

Students who repeatedly disregard our Code of Conduct place themselves in a position to have the privilege of participation in extra curricular activities and class outings/trips denied. Please be advised that once the privilege of attending these extra-curricular activities has been denied no exceptions to reinstate activity will be made.

Any student who exceeds (10) or more General Detentions will be placed on social restriction. Continued accumulation of General Detentions will result in sustained Social Restriction.

The following guidelines have been established to safeguard the physical and emotional well-being of all members of the Middle School community.

THESE GUIDELINES ARE ALIGNED WITH N.J.S.A.18A AND WEST ORANGE BOARD OF EDUCATION POLICY.

1. Zero Tolerance for Physical and Verbal Aggressive Behavior and Terroristic Threats

The West Orange Middle Schools cannot and will not tolerate the use of physical contact (be it fighting, hitting, pushing or shoving), terroristic threats or the use of obscenities in language or gestures and bullying or sexual harassment. Any student engaging in such behavior can expect to receive immediate disciplinary action. This can include In or Out-of-School Suspension and/or W.O. Police Department involvement. Terrorist threats and threats to others/self/building will result in mandatory psychiatric clearance to return to school.

2. Classroom Behavior Expectations

- a. After passing-time, be in seats, with appropriate materials, and prepared to work.
- b. Use courteous language at all times.
- c. Respect others' right to work, and avoid unnecessary noises or distractions.
- d. Be independent and honorable in doing work.
- e. Show respect for all authority figures including substitutes and practice teachers.
- f. Ask to be excused from class only when absolutely necessary.
- g. Refrain from writing, reading and passing personal notes.

3. **Hall Behavior Expectations**

- a. Obtain hall passes to leave the room during class periods.
- b. Do not run walk at all times.
- c. Stay to the right in halls and stairways.
- d. Avoid loitering or congregating in ways that block the movement of other students and staff.
- e. Keep the level of voices at a normal range; do not yell or scream.

4. **General Expectations and Dress Code**

The West Orange Middle Schools are educational institutions and all students are expected to act and dress appropriately for this environment.

- a. Students are to speak to others (be it peers or adults) cordially using appropriate language at all times.
- b. All students are to refrain from romancing and public display of affection in and around the school.
- c. **Schools are gum and candy free. Therefore, no student is to bring those items to school or use them during the day. No gum chewing is permitted at anytime.**
- d. Coats, jackets, hats, scarves, bandanas, skull caps, sweatbands, gloves, sunglasses, fanny packs, draw string bags and backpacks may not be worn in the building. These items must be left in the lockers during the school day.
- e. We realize female students may need to carry personal items with them and as long as their pocketbook/handbag are used for this purpose and not to transport books it will be permitted.
- f. **The following items of clothing are considered to be inappropriate and are not to be worn:**
 1. Blouses or sweaters that show a bare midriff, halter tops, bandanas, tank tops, tops with thin straps, short shorts, short mini skirts, clinging or form fitting spandex leggings without shorts or a skirt, and pants worn below the waist. All flannel-type pants and sleepwear are not permitted.
 2. Articles of clothing that contain references to illegal substances, sexual innuendos and pictures, sayings or symbols that show affiliation with hate groups, gangs, or demeaning messages directed toward any individual, group or association.
 3. Any accessory that can be dangerous and/or disruptive to the learning environment, (i.e. heavy metal chains, or any visible chains, chain wallets, locks, spiked collars, hats, or cuffs, in appropriate belt buckles, etc) are unacceptable and are not to be worn by students.
 4. Appropriate and safe footwear must be worn at all times. “Flip flop” sandals, high heel shoes and slippers are not to be worn due to the safety factor when using stairs. All sandals must be secured at the heel or ankle for safety.

If students or parents are unsure as to the appropriateness of an article of clothing or specialty item please, ask for clarification. When dressing for school, remember an individual’s grooming and dress do have a bearing on how others react, so students are expected to dress in a manner that shows respect for themselves as well as for the school. Students who choose not to comply with our dress code will be asked to change immediately.

5. **Outside Expectations**

- a. Running is not permitted on the sidewalks and pathways leading up to the school building.
- b. Loud exchanges and actions (such as slap boxing, wrestling, pushing, and tripping, etc.) are unacceptable.

- c. Throwing of any objects such as balls, frisbees, snowballs, etc., is unacceptable.
- d. Students not staying after school must leave school grounds prior to 3:00 p.m.
- e. Proper conduct is expected for all late bus usage, waiting and boarding of buses must be done in a safe and responsible manner.
- f. Skateboards are not to be used on school grounds during school hours.

6. **Dangerous/Destructive Items**

The following items are considered dangerous or destructive and may not be brought to school. Possession and/or use of any of these items are cause for suspension and/or referral to the Juvenile Bureau:

- a. Cigarettes and other tobacco products
- b. Matches and cigarette lighters
- c. Drugs, alcohol and other controlled substances
- d. Fireworks
- e. Weapons (guns, toy guns, knives, box cutters, stun guns, or any object that could be harmful) as per BOE Policy 5131.70
- f. Beepers and/or laser pointers
- g. Any items chemical or gaseous in nature that exude an unpleasant odor or scent.
- h. Spray paint, spray deodorant, hairspray.

7. **Disruptive Items**

The following items are not to be brought to school and will be confiscated by teachers and/or administrators and will be returned to parents/guardian.

- a. Radios, iPods, MP3 Players, personal digital cameras, etc.
- b. Water pistols
- c. Novelty devices, toys, electronic devices, trading cards
- d. Any electronic or battery operating device not utilized in the educational process.
- e. Cell phones must remain off and in lockers during school hours.
- f. Taking of inappropriate pictures with your cell phone or taking cell pictures of written test/materials will face disciplinary actions.

Any items confiscated will be returned the first time with a written parental note, second offense items will be returned upon parent visit to retrieve item. Each additional occurrence will result in a 15 day hold of item at school.

8. **Substance abuse**

Students are prohibited from possession, consuming, or distributing drugs or alcohol in any form while at school, on school grounds, attending a school related function on or off campus, and coming to and going from school on district provided transportation.

Violation of substance abuse policy will result in suspension, possible referral to the West Orange Police (Juvenile Bureau), and referral for immediate drug screening.

9. **Violation of Internet**

Students are encouraged to use the school's computers/network and Internet connection for teacher-assigned, educational work. Students using a school's computers are expected to abide by the following rules:

Students may only access the district network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.

Students may not download programs from the Internet on any portable device. Students may not install or delete programs on the school's computers.

The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content, or for any harassing or threatening material, trade secret protection, and/or any vulgar or obscene content.

10. **Vandalism**

Students who are found destroying, damaging, or defacing school property will be suspended from school and will be expected to pay for the damages or cost of repair, replacement, or cleaning of the defaced damaged property.

11. **Bus Behavior**

Bus students are under the authority of the West Orange Board of Education when riding on a school bus, therefore, the following procedures must be followed for the well-being and safety of all students.

- a. Students who are not assigned transportation passes from the Board of Education are **never** to get on a morning or afternoon bus.
- b. All buses are equipped with seat belts. All students must be seated with their belt on before a bus can move. Standing or walking around is not allowed.
- c. For safety reasons, putting one's head, arms or legs out of a window or throwing objects out of the windows are absolutely prohibited.
- d. All drivers and aides or monitors must be obeyed at all times. Disrespectful or obscene language will not be tolerated.
- e. **Students who disregard the rules of safe transportation can expect to lose the privilege of riding the bus for an extended period of time.**
- f. Students are reminded that there is a late bus at 3:45 p.m., Monday - Thursday. Only those students who have bus passes will be allowed to ride on the late buses. Students are expected to learn and follow all bus rules.

12. **Academic Honesty**

The West Orange Middle Schools Program recognizes that societal forces and academic pressures may tempt or even encourage students to cheat. It is our goal to encourage students to earnestly embrace a positive academic ethic. The faculty assumes students will be honest in their academic work. Academic work represents not only what we have learned about a subject, but also how we have learned it. Therefore, it is unethical and a violation of academic integrity to copy the work of others or to submit another person's work as one's own. Cheating, falsifying research, or stealing the words or ideas of another damages the educational process. As we strive

to reinforce ethical values and practices, the faculty will not tolerate cheating, and to this end, will minimize opportunities for students to cheat and will enforce serious consequences for students who are caught cheating.

Cheating includes, but is not limited to: copying homework, having parents or tutors write papers, plagiarizing, copying answers on a test, using illegal information stored on calculators and/or computers and/or phones during a test, passing information during a test, presenting false or forged excuse notes, re-using past papers for a new course, lying to teachers, (including substitutes), leaving a test paper exposed to others' view and doing others' assignments for them.

An ethic against cheating, like all values, is formed primarily at home; still, the school clearly has an interest in academic honesty and in students who are honestly committed to doing their own best work. The health of the school community and the integrity of each student's sense of self and accomplishment depend upon this ethic.

What is wrong with cheating?

In schools, cheating is wrong for several reasons.

Cheating:

- **Distorts educational priorities.**

Cheating is based upon the idea that competing for a grade, not mastering materials or skills, is what really matters. Nonetheless, cheating both destroys the basis and meaning of competition and gives the cheater an unfair advantage over those who are honest about their achievements.

- **Interferes with assessment and instruction.**

Cheating makes it harder for a teacher to identify students' real strengths and their real depth of knowledge and understanding. As a result, teachers are also less able to identify when and how to help their students master information and develop skills.

- **Destroys the educational experience.**

Cheating helps a student avoid real challenges – real learning and growth – thus defeating the whole purpose of schooling.

- **Compromises an atmosphere of trust.**

Cheating undercuts the trust and openness that underlie thoughtful collaboration and sincere debate, which are the basis of true education.

What is Plagiarism?

In its brochure, "Academic Honesty Misconduct – Stop and Think," Ohio University defines plagiarism as "the presentation of the ideas or the writing of someone else as one's own work."

It includes the following:

- Reproducing another person's work, whether published or unpublished, including using materials from companies that sell research papers.
- Submitting as your own any academic exercise prepared totally or in part by another.
- Allowing another person to alter or revise your work substantially and submitting it as our own.
- Using another's written ideas or words without properly acknowledging the source. If a student uses the words of someone else, he or she must put quotation marks around the passage and add an indication of its origin. Simply changing a word or two while leaving the organization and content substantially intact and failing to acknowledge study aids such as Cliff Notes or common reference sources constitute plagiarism.

- All sources, including the sources of ideas, must be acknowledged and cited in ways appropriate to one's discipline. Electronic sources, such as found in the Internet or on the World Wide Web, must also be cited.
- Failure to acknowledge sources is plagiarism, regardless of intention.

If a student is unsure about a question of plagiarism or cheating, he or she is obligated to consult his or her teacher on the matter before submitting the material.

Consequences of Cheating

The academic consequences for cheating and plagiarism are clear: Students will not receive credit for the work in question. Failure to acknowledge sources is plagiarism, regardless of intention. The teacher will speak to the student, contact the parents and a "zero" will be averaged into the student's grade. There will be no exception to a zero grade. A zero grade will be calculated into a student's grade regardless of weighted value, whether homework, quiz, test, project, term paper, mid-term, final or any form of assessment assigned by our faculty. Please be advised that the faculty and staff will work together in meeting the expectations detailed in this document. Therefore, a staff member other than the teacher who issued the assignment may report any incident. In addition, the faculty and administration reserve the right to conference and pursue further disciplinary action should it be deemed necessary.

Grateful acknowledgement is made for the preceding material adapted from:

- Academic Honest: Misconduct – Stop and Think:
- Ohio University, Office of Dean of Students/Office of Legal Affairs/Department of English
- Blind Brook High School
- Montclair Kimberley Academy
- University of Pennsylvania
- Randolph High School
- Glen Ridge Middle School

13. **Athletic Events/Social Events**

Appropriate behavior, good sportsmanship, and good citizenship are expected to be demonstrated **at all times**. This applies to events at school and/or at other schools. Any violation of said behavior may be reported by coaches, officials, parents and crowd control personnel. Inappropriate behavior embarrasses the school, the staff, the district, the student and his/her family.

We are a member of the Northern Hills Conference and Association. Please find below the Spectator Code of Behavior:

- Cheer for your team in a positive manner-not against your opponents.
- Do not use abusive remarks, obscene gestures, or profane or unduly provocative language or action toward officials, participants, or spectators.
- Noisemakers are not permitted at any indoor events.
 - All signs and banners shall be of a positive nature.
 - Spectators are not allowed on the playing area at any time during any scheduled event.
 - Display good sportsmanship at all times.

The **SPECTATOR CODE OF BEHAVIOR** was developed in accordance with the rules and regulations of the Northern Hills Conference and the New Jersey State Interscholastic Athletic Association (NJSIAA).

Any person failing to comply with this code or the spirit of these rules is subject to ejection and may be prohibited from attending further athletic events.

DETENTION/SUSPENSION

While the administration of the school realizes that no list of offenses will ever be complete, the following offenses will be punished by either general detention (GD), in school suspension (ISS) or out of school suspension (OSS), depending upon the severity of the problem. The administration reserves the right to assign penalties of offenses not listed or to adjust a particular penalty where the severity of the offense warrants. A child with Out of School Suspension will be placed on Social Restriction and will be excluded from **ALL** school activities for a minimum of 4 weeks following the suspension, based on infraction.

*In all cases of Out-of-School suspension, a parent meeting with the Assistant Principal along with the possible participation of the student's counselor or case manager will be required before re-admission to school.

Abusive Language (Profanity)/Disrespect to staff/Insubordination-[A-C]

- (A) 3 days GD with parent/guardian notification
- (B) 1 day ISS + GD
- (C) 2 days OSS*

Cafeteria/Throwing Food or Objects-[A-C]

- (A) 5 days lunch detention with parent notification
- (B) 1 day ISS +GD with parent conference
- (C) 1 day OSS*

Calling the 911 Number

Immediate suspension, referral to West Orange Police Department, Juvenile Department

Cutting Class/Advisory - [A-C]

- (A) 2 day GD with parent/guardian notification
- (B) 1 Day ISS + GD with parent/guardian conference
- (C) 1 day OSS *

Disruptive Behavior-[A-C]

- (A) 1 day GD + Teacher/parent/guardian conference
- (B) 3 day GD with parent notification
- (C) 1 day ISS + GD

Failing to report to Teacher's Detention-[A-D]

- (A) 1 day GD with parent notification plus make-up teacher detention
- (B) 3 day GD with parent/guardian notification
- (C) 1 day ISS + GD with parent notification
- (D) 1 day OSS*

Failure to Comply with Dress Code-[A-C]

- (A) 1 day GD + Teacher/parent/guardian Conference
- (B) 3 day GD with parent notification
- (C) 1 day ISS + GD

Failure to Comply with Substance Abuse Policy

(Any offense) 10 days OSS* with immediate medical clearance required

Failure to Follow Cafeteria Procedures-[A-C]

- (A) 3 days lunch detention
- (B) 5 days lunch detention
- (C) 10 days lunch detention

Failure to Identify Self to Staff-[A-C]

- (A) GD with parent notification
- (B) ISS + GD
- (C) 2 days OSS*

Fighting/Assault

- (A) 4 days OSS*

Forgery/Cheating/Plagiarism [A-B]

- (A) 3 days GD
- (B) 1 day ISS + GD

Harassment/Bullying/Endangering the Health, Safety and/or Welfare of Others/Bias Incidents-[A-D]

- (A) 3 days GD with parent notification
- (B) 1 day ISS + 1 GD with Parent/Guardian notification
- (C) 2 days OSS*

Inciting or creating a disturbance-[A-B]

- (A) 3 days GD
- (B) 1 day ISS + GD
- (C) 2 days OSS

Leaving School Property Without Authorization - [A-B]

- (A) 1 day ISS + GD with parent/guardian notification
- (B) 2 days OSS*

Possession of a Dangerous Weapon

(Any offense) 5 days OSS* with referral to the West Orange Police (Juvenile Department) and possible Board of Education review.

Possession of a Laser Pen/Lighter, Matches [A-B]

- (A) 1 day ISS, conference with parent, confiscation of item
- (B) 2 days OSS*

Pulling a Fire Alarm, Bomb Threat, or Arson

Immediate 5 days OSS*
Referral to Juvenile Department, West Orange Police

Sexual Harassment

- (A) 3 Days OSS potential referral to WOPD
- (B) 5 Days OSS with referral to WOPD

Smoking on School Property-[A-C]

- (A) 1 day ISS + GD w/ Parent Guardian Notification
- (B) 2 days OSS*

Tardiness to School

After 5th occurrence
1 day GD/for each additional occurrence during the school year (upon 6th GD begins)
15th Tardy will result in 1 day ISS
20th Tardy will result in 1 day OSS

Terroristic Threats

- (A) 5 days OSS*

* All threats to self/others/building will require psychiatric clearance to return to school.

Theft or Possession of Stolen Property-[A-B]

- (A) 2 days OSS* Include restitution and possible referral to juvenile authorities
- (B) 4 days OSS* Include restitution and possible referral to juvenile authorities

Truancy-[A-B]

- (A) 1 day ISS + 1 GD with parent notification and loss of class credit for any work missed on date of cut.
- (B) 2 days ISS* and loss of class credit

Unauthorized Possession of Hall Passes-[A-B]

- (A) 1 day ISS + GD
- (B) 2 days OSS*

Use of Cell Phones/electronic devices during school hours-[A-C]

- (A) 2 Days GD with parent notification
- (B) 4 days GD
- (C) 1 Day ISS & GD

* Devices will be confiscated and will require parental retrieval.

Vandalism-[A-B]

To be determined by degree/includes restitution/possible referral to juvenile authorities-OSS*

- (A) 2 days Community Service/GD
- (B) 1 day ISS + GD
- (C) 3 days OSS*

Violation of ISS [A-B]

- (A) 1 day OSS*
- (B) 2 days OSS*

Violation of General Detention-[A-C]

- (A) 2 days GD with parent notification
- (B) ISS + GD
- (C) 2 days OSS

Violation of Internet-[A-C]

- (A) Suspension of student account for 2 weeks and parent notification
- (B) 1 day ISS + GD + 4 weeks suspension of account
- (C) 2 days OSS* + 8 weeks suspension of account

Academic Probation

Any student receiving an F in any subject will be placed on Academic Probation. A student placed on Academic Probation is required to attend after-school tutorial from 2:55 p.m. - 3:23 p.m. on the day(s) assigned by the teacher of the course failed.

If a student fails more than one course in a marking period, the interdisciplinary team will assign an after-school tutorial schedule.

After-school tutorial has first priority over any sports, activities or clubs. Only a written note approved by the Principal, Assistant Principal, team leader or teacher will excuse a student from the tutorial. If a student misses the tutorial without an approved excuse, it must be made up. When a second tutorial is missed, the matter will be referred to the Assistant Principal for administrative follow-up. Students who do not attend assigned tutorial sessions may be placed on social restriction.

When the teacher determines that the student is performing acceptably, the after-school tutorial requirement may be suspended. The teacher will monitor student progress and has total discretion in determining student status.

A team may place a student on Academic Probation at any time.

Social Restriction

Students placed on social restriction are not permitted to participate in any after-school sports, activities or clubs, or to participate in field trips or any other activities which occur off school grounds that are directly related to our program.

Students will be placed on social restriction if they receive two 31's, ("poor self control") during a marking period, were suspended, or accumulated 10 or more general detentions. Students may be placed on social restriction if they commit serious infractions of discipline as determined by the Assistant Principal. Social restriction for more than two marking periods will result in loss of end of the year trip. Realize placement on social restriction may result in the forfeiture of pre-paid trip fees if incident occurs after established refund date.

A student involved in extracurricular activities, may be placed on academic probation in any class where their grade falls below a "C". Restriction will continue until a grade of "C" is achieved.