

# **The Middle Schools of West Orange**

## **STUDENT HANDBOOK 2020-2021**

### **Edison Middle School**

**Mr. Xavier M. Fitzgerald, Principal  
Mr. Steven Melendez, Assistant Principal**

### **Liberty Middle School**

**Mr. Robert J. Klemt, Principal  
Mr. Stephen Olshalsky, Assistant Principal**

### **Roosevelt Middle School**

**Mr. Lionel O. Hush, Jr., Principal  
Mr. Marc J. Lawrence, Assistant Principal**

#### **West Orange Public Schools Mission Statement**

The West Orange School District is dedicated to meeting the needs of our diverse student body so that every West Orange student will be prepared for college and the workplace.

***This School Handbook belongs to:***

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Team: \_\_\_\_\_ Advisory Teacher: \_\_\_\_\_

## Message from the Principals

We would like to welcome you to the Middle Schools of West Orange for the 2020-2021 school year. Your middle school years will be filled with challenges, accomplishments, and personal growth.

West Orange Middle Schools have a rich academic and co-curricular tradition. Academic core teachers work together as a team to nurture you and advocate for your best interests. You will be guided and supported as you pursue academic and personal goals.

Our school community is committed to make your middle school years as rewarding as possible. We encourage you to actively participate in your classes and become involved in our co-curricular program.

This Student Handbook and Daily Agenda Book has been designed to provide information, policies, and procedures that govern the basic operation of our buildings.

**Parents and students should review this information together and become familiar with our school-wide procedures. Your Advisory Teacher will ask that you sign and return Page 4 of this Student Handbook and Daily Agenda Book signifying your understanding of an agreement to adhere to the stated procedures.**

We are committed to make your experience in middle school an enjoyable and rewarding one.

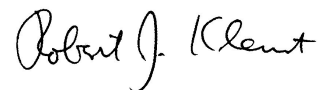
Sincerely,



Lionel O. Hush, Jr., Principal  
Roosevelt Middle School



Xavier M. Fitzgerald, Principal  
Edison Middle School



Robert J. Klemt, Principal  
Liberty Middle School

**Dear Parents/Guardian(s):**

**Welcome to Thomas A. Edison Central Six Middle School. We are very excited about working with you and your child for the 2020 2021 school year.**

**We ask that you review this student handbook/study guide with your child.**

**Please sign and detach this form and have your child return it to his/her Advisory teacher.**

My child, \_\_\_\_\_ and I have reviewed and understand  
*(please print)*

the procedures and information provided within this Student Handbook and agree to adhere to all the enclosed procedures and consequences.

**Parent/Guardian Name(s):** \_\_\_\_\_  
\_\_\_\_\_

**Parent/Guardian Home Number:** \_\_\_\_\_ **Mobile Number (s):** \_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Advisory Teacher's Signature**

\_\_\_\_\_  
**Date**

## AFTER SCHOOL TUTORIALS

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

**After-school tutorials have 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. Students who do not attend assigned tutorial sessions may be placed on Social Restriction.

## ASSEMBLIES

Assemblies take place periodically during the school year. They are intended for educational purposes as well as entertainment. Students will go to all assemblies with their class and sit as a group with their teacher. Entering and departing from the auditorium should be done quickly and quietly. Students are expected to be attentive and courteous at all times during the presentation. Anyone not adhering to proper assembly etiquette will be removed from the assembly and further discipline may be administered.

## ATTENDANCE

Students are permitted to enter the building at 8:00 a.m. In case of **inclement weather**, students are allowed inside of the building at 7:45 a.m. and directed by teams to designated areas, where they are supervised by a staff member until 8:00 a.m.

**According to state law, the West Orange Board of Education has an obligation to require that the pupils of this district maintain 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. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study.**

Therefore, the Board cannot condone, excuse, or encourage any non-approved absence by pupils. **Approved reasons for absences are as follows:**

- a. Absence due to illness with a Doctor's note
- b. Absence to recover from an accident
- c. Absence due to death in one's 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 recorded as unexcused absences.**

If a student is going to be absent, parents are to notify the Attendance Line (973-669-5360, ext. 28999) by 8:30 a.m. **Please do not use the Main Office extension for absence information.** It is the responsibility of the parent to inform the school of any extended absences. **When returning to school after an absence, a written excuse from a parent or guardian, stating the date and reason for the absence, is to be given to the Attendance Secretary.** Without proper parent notification, absences will be recorded as a cut/truancy.

**\*PLEASE NOTE – WHEN A PARENT/GUARDIAN CONTACTS THE ATTENDANCE LINE REGARDING THEIR CHILD'S ABSENCE OR LATENESS TO SCHOOL, AUTOMATED PHONE CALLS HOME WILL STILL BE MADE FROM THE DISTRICT OFFICE ACKNOWLEDGING THAT CHILD'S ABSENCE OR LATENESS FOR THAT DAY.**

**Additionally, if a student reports to school after 11:30 a.m. with or without a written excuse, he/she will be marked absent for the day.**

If a student is going to be absent **three or more days**, parents may contact the Guidance Secretary who will obtain homework assignments. **For requests received by 9:00 a.m., every effort will be made to have assignment sheets ready by 2:45 p.m. the same day.** Work will not be provided for students whose absence is unexcused. In cases where books are in a locker rather than at home, the student must give their locker number and combination to the adult who is picking up their assignments.

**Students who accumulate 18 unexcused absences and or 25 Tardies will face the possibility of their end of the year trip and activities being revoked. Revocation of end of the year activities will be determined after an administrative review of the student's attendance record.**

### **MAKE-UP WORK FOR ABSENCES**

It is the student's responsibility to make up work they missed as a result of being absent. Students should speak to each of their teachers upon returning from an absence of any duration to make arrangements to make up work missed. For excused absences, students generally will have twice the number of days absent to make up their work. *(For example, if a student is absent two days, they would have four days to make up any work missed)*; however, there are exceptions. In cases of extended illness, individual arrangements will be made for make-up work. Students taking days off for vacations during the school year are solely responsible for missed assignments and will not be given work in advance.

### **EMERGENCY INFORMATION**

#### **School Nurse Assistance Program (SNAP) Health Portal**

Parents are encouraged to create a PowerSchool Parent Portal account. By creating an account parents/guardians will be able to access the SNAP Health Portal. The **SNAP Health Portal** is a web-based system that is an easy, secure, and an effective way to review and update important health information, emergency contacts, medical documents and to communicate with the school nurse. Please contact your School Counselor for assistance with the Parent Portal Program.

The SNAP portal has replaced the use of the "**Blue Card**" that was distributed each year to collect contact and health information. It is vital that the information listed on SNAP is up to date. Any person(s) picking up a student **MUST** be listed in SNAP/Emergency Contacts. All persons **NOT** listed in the SNAP/Emergency Contacts **MUST** provide a valid Driver's License or Picture ID upon the pickup of any student.

### **CAFETERÍA**

Cafeteria services are provided for all students. Students may bring their own lunches or may purchase lunch in the cafeteria. Both hot and cold lunches and a full salad bar are available for purchase. Sandwiches, snacks, and beverages are also available.

**\*As per the West Orange Food Services Department, credit for school lunch will not be extended so please remember your money.**

Remember, all eating takes place in the cafeteria. Food and drinks **are not permitted** to leave this area. Students are expected to demonstrate good table manners and talk in low conversational tones at all times. All garbage is to be disposed in the many trash containers located throughout the cafeteria. Tables and surrounding areas are to be left clean. Remember that fellow students use the cafeteria also, so keep it clean.

**NOTE: STUDENTS ARE NOT PERMITTED TO CHEW GUM OR EAT CANDY ANYWHERE OR AT ANY TIME IN THE BUILDING.** Students must put all books and personal items in their locker before entering the cafeteria.

## **CITIZENSHIP**

As citizens of a school system with a solid educational heritage, it is imperative that each of us make our school worthy of the great name it bears. Therefore, it is expected that all students entering our building will demonstrate:

### **SELF-DISCIPLINE and COMMITMENT**

to their school work and studies,  
will take **OWNERSHIP**  
for their behavior and will always be  
**RESPECTFUL, COOPERATIVE**  
and **COURTEOUS**  
to all fellow students and adults.

It is important for all people to recognize and acknowledge that  
**WITH RIGHTS, COME RESPONSIBILITIES.**

Have pride in yourself and in your school, and everyone will benefit.

## **COUNSELING AND GUIDANCE SERVICES**

School Counselor Services are offered to all students. Each student will be assigned to a counselor. Our counseling services are designed to provide each student with support and advocacy throughout these unique and transitional middle school years. Among these services are individual and group counseling, parent/teacher conferences, classroom guidance sessions, coordination and interpretation of standardized testing, and program planning.

Our counselors believe close communication between school and home is essential in helping each student reach his/her academic potential. To that end, students and parents are encouraged to make appointments to discuss issues that may interfere with the learning process.

## **EARLY DISMISSAL**

In the event that an early dismissal is necessary, the student **must** bring a note from home (*signed by the parent(s) and indicating the time of dismissal*) to the Security Desk **during Period 1**. The student will then receive an Early Dismissal pass. It is the student's responsibility to show this pass to his/her teacher.

**Upon the parent arrival**, the student will be called to the Main Office for pickup. **(Please be advised - we can only release your child to the person(s) listed in the Emergency/SNAP section of the Parent Portal) \*Please make sure to update all phone numbers (including cell phones) in the SNAP Portal as soon as there are any changes.**

## **PARENT PICKUP**

Students **will not** be called down for a parent pick up after 2:45 p.m. Any parent/guardian picking up his/her child after 2:45 p.m. **must wait until the dismissal bell at 2:53 p.m.** The purpose of this is to ensure that your child receives his/her assignments (i.e., homework, additional classwork, etc.) from the teacher before the close of the day.

**Please Note - Children may not leave the school property during the school day without a responsible adult picking them up inside the Main Office. We cannot allow children to walk to their destinations.**

We ask that parents/guardians make every attempt to make medical appointments after school. A full school day is four or more hours of actual class time. **Students will not be called from their classes for an early dismissal until parents arrive to the school.**

### **AFTERCARE PROGRAM**

The **Aftercare Program** involves a longer time of supervision to allow parents an opportunity to pick up their child at a later time. All remaining students will gather in the Gymnasium with the option of participating in a sport or to use the computers in the Library Media Center. This program will run Monday – Friday from 3:00 pm – 6:00 pm. **No Late Buses are provided at 6:00 pm. Parents must pick up their child(ren) from the EMS Library Media Center.**



For more information regarding the program outlines and fees, please visit the Edison Middle School website at:  
WOBOE.ORG

### **EXTRACURRICULAR ACTIVITIES**

The academic program at school is supplemented by extracurricular activities, which give students an opportunity to expand their 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.



**Please note - If a student is absent from school, he/she will not be able to participate in any extracurricular activities on the day of the absence.**

### **Clubs / Organizations / Activities**

- After School Sports
- Concerts (*Vocal, Band, Instrumental*)
- Art Club
- Film Club/Photography
- Student Council
- Unity Club
- Science/STEM Club
- Environmental/STEM Club
- Jazz Band
- Honor Band
- Graphic Novel Club
- Bridge Club
- Edison Singers
- Bible Club
- Chambers Orchestra Club
- Peer Mediation Club
- School Drama Club
- Homework Club
- Math Club
- Jr. Interact Club
- Newspaper Club
- Yearbook Club
- Academically Speaking Club
- Dances (**Students of the school ONLY!**)

## **EXTRA HELP**

Our teachers are available after school for tutorial classes for all students. Tutorial sessions offer one-half hour of assistance every Monday, Tuesday, Wednesday, and Thursday, except for days before vacation periods, and the days when teachers must attend meetings or conferences. If students need special assistance, they should talk to their teachers and set up an appointment for a mutually convenient time. Arrangements must be made before, after class, or after school. Students should be with their tutorial teacher by 3:00pm. **Students are encouraged to take advantage of this opportunity to support their learning and achievement.**

## **FIRE DRILLS/EMERGENCY DRILLS**

Fire drills are held periodically to aid in the orderly and safe evacuation of the building in the event of emergencies. In each classroom, there are signs posted that detail the exits to be used by students in that room when the fire alarm sounds. Teachers will guide students to the proper exit where they will wait outside the school building.

Emergency drills are also held periodically to aid in the orderly and safe security procedures in the event of threatening emergency. **Students are expected to behave in a silent and orderly manner, so that directions given are heard by everyone. Any student not adhering to this policy can expect a disciplinary consequence.**

## **HALL PASSES**

When students are in the hallways during class time, they are **required to have a pass**, which can be obtained from their Classroom Teacher, Guidance Counselor or an Administrator. Any student in the halls without a pass can expect disciplinary action. **It is imperative that students report to class to obtain a pass before going to the School Nurse, Guidance Counselor, or any other staff member.** Students should not report to these areas without a written pass. All students given a Hall Pass/Nurse's Pass/or LMC Pass must be logged on a classroom sign out sheet. Times leaving and entering must be noted.

## **GOOGLE ACCOUNTS/CHROMEBOOKS**

Each student in the West Orange Public Schools from grades 6-12 is provided with a Google Apps for Education (GAPE) account. This account provides access to student email accounts as well as the many Google Apps used for educational purposes such as Google Classroom. Students will have the ability to communicate with students, teachers, and administrators through their Google accounts. Student Google accounts are usually set up as follows: [firstname.lastname@westorangeschools.org](mailto:firstname.lastname@westorangeschools.org) Student email accounts are unable to contact anyone outside of the westorangeschools.org domain in order to protect students from unsolicited emails and communications.

### **Chromebooks**

Students are responsible for their assigned Chromebook and are subject to the acceptable use policy for internet usage as outlined by the Board of Education policy. Any student violating the terms of use will have their accounts suspended at the discretion of building administration.

In accordance with the 1:1 Chromebook agreement form and West Orange Public Schools 1:1 Chromebook Parent/Student Handbook, parents are responsible for the replacement cost of a lost Chromebook, PowerPack, and Protective Sleeve issued to their child during the school year.



### **Chromebook 5.1 Parent/Guardian Responsibilities:**

The parent/guardian is responsible for the cost of repair or replacement of the Chromebook if it is intentionally damaged, lost because of negligence, or stolen but not reported to school and the police.

### **HARASSMENT, INTIMIDATION, & BULLYING POLICY (BOE Policy #5331.10)**

The West Orange Public Schools have designed an Anti-Bullying policy that is consistent with the recently adopted state legislation (*effective September 2011*). This policy has been implemented to address incidents involving harassment, intimidation, and bullying behaviors. **Information regarding this policy will be provided to staff, students, and parents at the beginning of the school year and can also be found on the West Orange district website.**

In accordance with the district policy, the Middle Schools of West Orange will not permit nor tolerate acts of Harassment, Intimidation or Bullying (H.I.B.). H.I.B. occurs when someone keeps hurting, frightening or leaving someone out intentionally. It is any word or action, physical, mental or written act that hurts or threatens to hurt another person.

**Sexual Harassment** shall, include, but not be limited to unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. Whenever such conduct has the purpose or effect of intimidation or tends to make the educational environment intimidating, hostile or offensive, that conduct will be considered harassment. Internet and/or electronic harassment are included in this definition. It is the policy of the West Orange Public Schools to maintain an instructional working environment that is free of harassment of any kind. Students and staff should report any incidents of these kinds to the administration.

### **HEALTH SERVICES**

All Middle Schools have a full-time nurse. In cases of illness during the school day, a student should ask for permission to go to the Nurse's Office. If the student has a fever or serious injury, a parent or guardian will be notified. No student may be sent home to an empty house. In the event that we may contact a parent in cases when a child needs to go home or to the hospital, each family **MUST** submit an up-to-date emergency card. This card will be kept on file and should include

all daytime phone numbers so that the nurse may reach a parent quickly. **(Please be advised - we can only release your child to persons listed on the emergency card.)**

### **Medications**

**ALL MEDICINES (prescription and non-prescription) brought to school MUST be left in the medical office. These medications must have a written statement and instructions from your doctor. STUDENTS MAY NOT CARRY ANY FORM OF MEDICATION. Students are permitted to use and carry inhalers during school hours providing they supply an authorization from both physician and parents. Forms may be obtained from the nurse.**

*\*Exceptions are made for students with asthma and other life threatening diseases. Please see the School Nurse for further information.*

### **Illness/Injuries**

Care of illness or injuries which occur at home or outside school remains the responsibility of the parent/guardian(s). Please have your child see a healthcare provider to address your child's health problem. Do not send your child to the school nurse to diagnose them. If your child has a fever or vomiting, or is feeling ill in the morning, please keep your child at home.

### **DO NOT SEND YOUR CHILD TO SCHOOL SICK.**

**Call the school and report it.** Let your child return to school when their fever has diminished or vomiting has ceased for 24 hours and they are feeling better. This will help keep the other students or staff from becoming ill.

### **Screenings**

Students in Grade 6 will be screened for hearing. Students in Grade 7 will be screened for scoliosis, unless exempt by a parental note. The nurse will conduct a hearing and vision screening for the 8<sup>th</sup> graders.

### **Pupil Health Examination**

It is good practice to have your child receive a complete physical exam once a year. This form should be completed by the primary care provider and returned to the School Nurse. The information will be used to update your child's medical record. The physical forms may be completed when your child is examined for camp or at any other routine visit during the summer. Since a physical is required by students in pre-kindergarten, kindergarten, fourth, seventh and ninth grades, plus new enrollees in other grade levels, documentation is needed in September. The school physician or nurse practitioner will examine those children who have not completed their physical examination. Problems identified as a result of school physicals will be communicated to you by the School Nurse. All students who wish to participate in Interscholastic or Intramural athletics must complete a physical before any team practices begin.

### **PARENT PORTAL**

The Parent Portal is an easy to use, web-based system that is intended to provide parents and teachers with a tool to communicate student academic performance and attendance. The Parent Portal may be accessed from any place the parent/guardian can access the Internet (**local libraries can offer you with Internet access if you do not have access in your home.**)

Logging into this site is testimony to agreeing to the Acceptable Use Practices of the system.

Parent/Guardians may gain access to the Parent Portal on the district website: <http://www.woboe.org>.

### **Physical Education Policies and Procedures**

**For the Safety of our students there is absolutely No jewelry or body piercings of any kind permitted during PE class. New piercings will not be accepted as an excuse. Our Suggestion is to have the piercing done during the scheduled health marking period to give the earlobes proper time to heal. Failure to remove any jewelry will result in loss of the opportunity to perform. We appreciate your help in explaining this to your child.**

**Students must wear athletic shoes and socks. Shoes must be visibly laced and or secured at all times to ensure safety. Canvas or leather sneakers laced and tied completely must be worn(No open Backs, Platforms or slip-ons are permitted) Any unsafe footwear will preclude students from participating, resulting in non-participation. Also there should be no gum chewing during PE time.**

## HOMEWORK

Homework is a necessary and very important part of an educational experience. Students are required to complete all assignments and present them to their teachers when they are due. It is important to note that homework will be graded and included in the marking period grade.

Students should be prepared to spend 50 to 90 minutes per night doing homework. 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. Students will receive a 24 hour notice of detention. **It is the student's responsibility to notify their parents of any assigned detention.**

## HONOR ROLL

Academic success is the primary expectation in all West Orange Middle Schools. Therefore, in each marking period, students who demonstrate academic excellence in all subject areas are distinguished by being designated as honor students. Students are eligible for the Principal's List by earning all "A's" in every subject and for Honor Roll by earning all "B's" or a combination of "A's" and "B's" in all subjects. These students will be recognized at our Honors Assembly at the end of each semester and at our End of the Year Honors Breakfast.

**(Students who receive a conduct grade of "31" for poor self-control are ineligible for honor roll status.)**

## HONORS CLASSES

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

Students in an honors class, who have an average grade below 75% for marking periods 1 and 2, will be exited out of the honors class. Communication and interventions will happen throughout marking periods 1 and 2 to help the student make progress.

## LIBRARY MEDIA CENTER (LMC)

The Library Media Center houses and dispenses information from a variety of media formats including books, pamphlets, periodicals, VHS video cassettes, DVD's, CD-ROMs, and online computer services. All LMC resources are cataloged on the OPAC system (Online Public Access Catalog) so students may quickly and easily determine if the LMC has a particular resource and where to locate it. Circulation is similarly electronically monitored.

Computer-use is an integral part of the research process. Computer resources include periodical databases, electronic encyclopedias, topical CD-ROMs, and Internet accessibility. Instruction in the use of these resources are provided in group sessions and individually by the Media Specialist, who is always on hand to render assistance. The LMC maintains a quiet atmosphere in which individuals and/or entire classes may read or work with a minimum of distraction. The LMC is a resource center and a learning station. It is not a student lounge. Polite and purposeful behavior is expected.

All materials leaving the LMC must be properly checked out at the circulation desk and returned on time. **Overdue fines are charged and must be paid to avoid disciplinary action. Students who fail to return books or pay fines may lose their end of the year privileges to attend trips and participate in any end of year activities.** Other LMC policies are accessible online and are explained as part of the orientation process. Students are expected to be familiar with them and to comply with them. Students who do not comply, face parental notification, restriction of LMC privileges, and denied access to school events. Parental cooperation is greatly appreciated.

### **LOCKERS**

Each student will be assigned a corridor locker and will be given a locker combination. **Lockers should be treated with care. No stickers or tape should be utilized on lockers. Combinations should never be revealed to anyone.**

**No one is to share a locker. The locker MUST be closed and locked at all times.** Lockers are assigned for personal use but are the property of the West Orange Board of Education. Therefore, the school reserves the right to open, inspect or restrict usage. The staff and administration will not be responsible for items or books stolen or missing as a result of students sharing lockers, revealing their combinations, or failing to lock their lockers.

### **LOST AND FOUND**

If students lose anything in the building, they are responsible for checking each of their classrooms and the area(s) designated for lost and found within the building. If a student has lost any valuable items such as eyeglasses, wallets, pocketbooks, jewelry, etc., they should check in the Main Office.

### **MEDIA RELEASE PERMISSION**

In the past, 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 permanent folder. In the event that you decide to change 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 should send it back to the building principal and the old form will be discarded.

### **MONEY AND VALUABLES**

**It is not wise to bring valuables or large sums of money to school, as this is certainly discouraged.** If it is necessary to do so, ask the secretary in the Main Office to lock them safely away for the school day. These items are not to be left in the hallway lockers or gym lockers. The school will not be responsible for any money or valuables left unattended in lockers. This also applies to electronic items of a personal nature (i.e., I-pods, portable video game devices, etc.)

### **PHYSICAL EDUCATION**

All students are required by law to participate in Physical Education. For reasons of safety, health and ease of movement, the following are required attire for class participation: sneakers, athletic socks, T-shirts, shorts, and/or sweat suits. As long as the weather permits, classes are held outdoors.

**A parental note is necessary if a student needs to be excused from physical activity. An extended excuse of more than three (3) days requires a note from the physician, who should also indicate when the student is ready to resume participation in physical activity.**

## **PSYCHOLOGICAL SCREENING**

In the event that a student's actions suggest that they are a threat to harm themselves or others, the school administration may require a psychiatric screening with a documented clearance letter in order to be readmitted to school. The school will provide referrals for health care services that provide such screenings. Threats of violence towards others will result in disciplinary consequences and may warrant a referral to the West Orange Police Department.

## **PROGRESS REPORTS**

Progress reports are issued four times a year and are available via the Parent Portal. They are used to indicate a student's progress during the semester. Every student at Edison Middle School will receive progress reports for each marking period. **If there is a marked change in a student's academic performance (i.e., a two letter grade drop such as from A to C), parents will be informed of the change.**

## **REPORT CARDS**

Report cards are issued at the end of each marking period. **These reports will be available one week after the close of the marking period** via the Parent Portal.

**The ending dates for the 2019-2020 Marking Periods are 11/14/19, 2/3/20, 4/15/20 and 6/22/20.**

- A. Grades are reported through a letter system:  
A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = 59 and below. When explanations for grades are necessary they are indicated by comments.
- B. Students and parents should carefully analyze all progress reports, report card grades, and any accompanying explanations. This careful review should help the student understand and recognize their weaknesses and enable students and parents to develop a plan for areas needing improvement.
- C. Parents may request a conference to discuss their child's academic performance by calling the school to arrange for an appointment with a teacher, a team and/or a guidance counselor.

## **RETENTION**

Students who fail 2 or more core academic subjects (Mathematics, Science, Social Studies, English Language Arts) may be retained. An Administrative meeting with the parent, Principal, teachers and school counselors will be held to determine if a student will be retained. Students who fail 2 core academic subjects will be provided the opportunity to attend summer school at one of the out of District Summer School locations at parent cost.

## **SCHOOL CLOSING**

In the event that a regular school attendance day must be altered due to inclement weather or any other unforeseen emergency, the following should be noted:

1. **Full Day Closings** Parents will be notified via our School Messenger system. These calls will be made as early as possible. You can also tune in to radio 1010 WINS (AM) for school closing information, Channel 36 for Comcast cable television subscribers or on the internet at **www.woboe.org**

2. **Delayed Opening** Parents will be notified via our School Messenger system. These calls will be made as early as possible. The radio station 1010 WINS (AM) will also carry this information as well as Channel 36. Bus students should go to their regular stop 90 Minutes **LATER THAN USUAL**. Walkers should arrive **NO EARLIER** than 9:40 A.M.
3. **Early Dismissal** In the event that a decision is made to close school early due to weather or some other emergency condition, the following preparation should be in place by the first day of school:
  - a. **Your child is to know whether he/she is to go directly home (do they have a key?) or are to go to a friend's or a relative's home.**
  - b. **Do not call the school's Main Office and ask to speak with, or have an individual message delivered to your child.** With hundreds of students in our building, such requests cannot be granted for obvious reasons.

**All messages (if necessary) must be given to your child's Guidance Counselor in a timely manner.** Make sure your child knows that he/she is not to change your pre-arranged plans.

### **SOCIAL RESTRICTION/ACADEMIC PROBATION**

**Students placed on Social Restriction or Academic Probation are not permitted to participate in any after-school 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 may be placed on Social Restriction if they receive two 31's, "poor self-control," during a marking period, or they are suspended. Students may be placed on Social Restriction if they commit serious infractions of discipline as determined by the Administration.

Student status will be reviewed at the middle of each marking period. The building administration, after consultation with the teachers, will make any final determination concerning removal from the Social Restriction list. A student involved in extracurricular activities, may be placed on Academic Probation in any class where their grade falls below a "D". Restriction will continue until a grade of "C" is achieved.

### **SCHOOL DAY**

Our school doors open 10 minutes before the start of first period, which gives plenty of time for any student to go to their locker and be in their Period 1 class by the required time. Students entering the building prior to 8:00 a.m. must have obtained permission in writing from a teacher or administrator the day before.

### **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)** lunch detention(s), **(b)** teacher-assigned detentions after school, **(c)** administrator assigned General Detention(s) or, In or Out-of-School Suspension. **Please note - any suspension will automatically place you on Social Restriction.** Social Restriction status will be reviewed (midway through the student's social restriction period). Students can be removed from Social Restriction after a review showing satisfactory progress. **(Social Restriction affects the student's participation in all extracurricular activities (i.e., clubs, intramurals, concerts, student**

**council, plays, dances, musical performances, as well as all non-academic class trips, and end of the year trips/activities. i.e. Frogbridge**

**Students who repeatedly disregard our Code of Conduct place themselves in a position to have the privilege of participation in extracurricular activities and class outings/trips denied.**

**Please be advised that once the privilege of attending these extracurricular activities has been denied, no exceptions will be made.**

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 West Orange Police Department involvement. Terroristic threats and threats to others/self/building will result in mandatory psychiatric clearance to return to school. Students engaging in acts of bullying, physical contact, terroristic threats, or sexual harassment will be provided remedial measures in the form of the following:

- **Restitution and restoration**
- **Mediation**
- **Peer support group**
- **Supportive student interventions, including participation of the Intervention and Referral Services team**
- **Behavioral assessment or evaluation, including but not limited to, a referral to the Child Study Team, as appropriate**
- **Behavioral Management Plan**
- **Involvement of school disciplinarian**
- **Parent conferences**
- **Individual Counseling**
- **Group Counseling**
- **Administrative conferences w/ student**
- **Character Education activities/lessons**

**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. Walk - do not run.
- 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 displays 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, bandanas, skull caps, sweatbands, gloves, sunglasses, fanny packs and backpacks may not be worn in the building. These items must be left in the lockers during the school day.
1. Clothing should fully cover chest, shoulders and torsos. Any top without full shoulder coverage must have at least 2 inch straps. Skirts, shorts and pants should sit at the waist and be at least mid-thigh length. Attire should be sufficient to conceal undergarments and be without rips above the mid-thigh. **All flannel-type pants and sleepwear are not permitted.**
  2. Articles of clothing, jewelry and accessories 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 jewelry or accessory that can be dangerous to the student in the learning environment, such as pocket chains or large hoop earrings, are unacceptable and are not to be worn by students.
  4. Appropriate and safe footwear must be worn at all times. No open-toed sandals, flip flops, high heel shoes or any shoes without a secure backing are not permitted for safety reasons.

We anticipate that by working together, we can maintain a level of appropriate dress that we are accustomed to here at Thomas A. Edison Central Six Middle School.

If students or parents are unsure as to the appropriateness of an article of clothing or specialty item, please ask for clarification. Students are expected to dress in a manner that shows respect for themselves as well as for the school. Students who do not comply with the dress code will be directed to his/her School Counselor and a parent will be contacted to bring in a change of clothes. In the event a student does not have an appropriate change of clothes in school; the student will remain in the guidance office until proper clothing is brought in by their parent/guardian(s).

#### 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 wrestling, pushing, and tripping, etc.) are unacceptable.
- c. Throwing of any objects such as balls, Frisbees, snowballs, etc., is unacceptable.
- d. Students must leave school grounds prior to 3:00 p.m.

#### 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/guardians.

**a. Radios, I-Pods, etc.**

**b. Water, pistols**

**c. Novelty devices, toys, electronic devices, trading cards**

**d. Any electronic or battery operated 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.**

**(Please note - Any items confiscated must be retrieved by the parent/guardian only.)**

8. **Substance abuse**

Students are prohibited from possessing, 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/chromebooks 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.

Materials 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 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. **Students who disregard the rules of safe transportation can expect to lose the privilege of riding the bus for an extended period of time.** Students are reminded that there is a late bus at 3:30 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. *(Please refer to the Bus Rider Safety Handbook provided on pages 19-21 of this Agenda Book for further clarification)*

## 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.
- **Comprises 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 submit it as your 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 if necessary.

Grateful acknowledgement is made for the preceding material adapted from:

- Academic Honest: Misconduct – Stop and ThinkOhio University, Office of the 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.

### **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 a Lunch Detention (LD), 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 an In/Out of School Suspension will be placed on Social Restriction and will be excluded from ALL school activities for up to 4 weeks following the suspension based on infraction.**

*\*In all cases of an 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 readmission to school.*

### **TARDINESS TO SCHOOL AND CLASS**

**Students are expected to be seated in their Period 1 by 8:10 a.m.** Students who fail to do so must report to the Security Desk in the main lobby of the building to receive a late pass and will be marked tardy for the day. **We do not excuse tardiness except in the case of extreme emergencies or a late bus arrival.**

*In case of an emergency, when the student arrives at school, they must provide a parental note explaining the lateness.*

**If the lateness is due a scheduled medical appointment, the student must provide a doctor's note upon their arrival to school.** Chronic cases (*6 or more tardies*) will result in General Detention and other disciplinary action for each additional offense. **If tardiness becomes chronic, more severe disciplinary and/or legal actions may be imposed.** Students who accumulate 25 or more days of unexcused Tardies will face the possibility of their end of the year trip and activities being revoked. Revocation of end of the year activities will be determined after an administrative review of the student's attendance record.

### **Please adhere to the Tardy Policy below:**

For Each Semester:

- **3<sup>rd</sup> Tardy** will result in Verbal Warning & Letter being sent home to Parent/Guardian.
- **6<sup>th</sup> Tardy** will result in 1 day GD
- **12<sup>th</sup> Tardy** will result in 1 day ISS
- **15<sup>th</sup> Tardy** will result in 1 day OSS

### **TEXTBOOKS**

During the first few days of school, textbooks are distributed by each subject teacher. All textbooks used by the students in the school are the property of the Board of Education and each student is responsible for the proper care of these textbooks. It is expected that these books will be kept covered at all times. **Any lost or damaged books must be paid for by the student to whom the book was assigned. Another textbook will not be assigned until fine for lost or damaged book is paid in full.** Students also will be given this Agenda Book. Please ensure that this student's name is written in the agenda book on the first page and elsewhere. Agenda book replacements can be purchased for \$7.50 from the Guidance Secretary. **Any outstanding textbook fines, lunch payments or athletic fees will result in the withholding of report cards.**

### **USE OF OFFICE TELEPHONE**

The telephone for student use is located on the first floor in the Guidance Office. Students must receive permission from a member of the Guidance Staff in order to use the phone. **Students' cell phones MUST be turned off and stored in their lockers during school hours. The Guidance office telephone is to be used only for matters of urgency or in the event of an emergency.**

Acceptable emergency uses are:

- a) Students missed a bus and must make new transportation plan with parent.
- b) Sudden injury or illness occurring at the end of the day.

**THANK YOU FOR YOUR ANTICIPATED COOPERATION!**

# THOMAS A. EDISON MIDDLE SCHOOL BUS RIDER'S SAFETY HANDBOOK

## INTRODUCTION

The "Bus Riders' Handbook" is designed to help provide a safe and enjoyable experience for the bus rider. Riding the school bus is a privilege provided by the school district and should be treated as such. It is important to note that additional information will be provided to families via the West Orange transportation department regarding Bus Rider safety.

## TO THE BUS RIDER

Students who have the privilege of bus transportation to and from school are under the authority of West Orange School District and will obey and follow the instructions of the drivers as if they were a classroom teacher. The school bus is an extension of the classroom. All rules that apply in the classroom carry over to the bus. Discipline will be administered by the Principal, Transportation Supervisor, or Director of Transportation. All school board policies that apply to student conduct and other student related activities apply to the school bus. It is the student's responsibility to make the trip pleasant and safe for all riders.

**Note: Disciplinary action depends on the severity of the violation.**

## TO THE PARENT

The School bus is a key to better education. It means that your children can go to better schools, despite the distance. Riding a bus trains them in safety, responsibility, independence, and courtesy. Please go over the "Bus Rider Handbook" with your child so that he/she will know that you, as well as the West Orange School District, expect them to follow the rules.

## AT THE BUS STOP

- Students must be at the bus stop at least 10 minutes before the scheduled pickup time. Stand on the sidewalk or back from the roadway while waiting for the bus.
- In the event of inclement weather, please allow our vehicles extra time to get to their pick up points
- When the bus approaches, stand clear until the bus comes to a complete stop.
- If you miss the bus, go home immediately.
- It is the responsibility of the parent to get the child to or from school if the child misses the bus.

## LOADING THE BUS

- Form a single file line and board the bus.
- Use the handrail as you go up the steps.
- Go to your seat.
- All students may be placed in assigned seating at the bus driver's discretion.
- Students will not be allowed to leave the bus at any point other than your school or home bus stop.

## CONDUCT ON THE BUS

- Remain seated while the bus is moving. Student should face forward for the duration of the trip, and shall keep their feet on the floor in front of them and out of the aisle. Students must wear their seatbelts.
- The student will remain in their seat until instructed otherwise by the driver.
- Normal conversation is permitted. Any loud noises may distract the driver and create an unsafe condition.
- Scuffling, fighting, and the use of obscene, vulgar, or profane language or gestures are forbidden.
- Do not mark, cut or scratch any part of the bus. Vandalism costs will be paid by the person responsible.

**The cost may vary due to the damage.**

- The emergency door and exit controls should be used only during supervised drills or an actual emergency.
  - Students will not extend any part of their body or any article out the window of the bus whether the bus is in motion or not.
- NOTE:** The appropriate law enforcement agency will be called in regards to fighting on the school bus.

### **PROHIBITED ITEMS**

- Tobacco
- Glass Containers
- Matches or cigarette lighters
- Students are not allowed to eat, drink, or chew gum on any school bus. Bottles or cans whether full or empty will not be allowed on the school bus.
- Drivers and school officials are not responsible for articles left on the bus.

### **ZERO TOLERANCE**

The West Orange School District provides transportation for eligible students enrolled in the public schools from home to school each morning and from school to home in the afternoon. Eligible students must live 2 or more miles from the school in which they are enrolled or must cross a defined hazardous route to be eligible.

**The primary goal of the West Orange Board of Education is safe and orderly transportation of eligible students to and from school.** To accomplish this philosophy, the district will not tolerate misconduct while students are loading, unloading, or on the school bus. Students who have the privilege of the bus transportation also have the responsibility to make the trip safe, orderly, and pleasant for each student.

Riding the bus is a privilege and not a right. This privilege may be revoked for just cause. The privilege of being transported to and from school and on school trips depends on the rider's behavior and cooperation. This privilege may be withdrawn if the rider:

- Fails to observe proper safety rules.
- Disregards the authority of the bus driver or other adults in charge.
- Behaves in a disorderly, distasteful, or unsafe manner.
- Creates excessive noise, such as loud talking, screaming, or whistling, or by the playing of radios, tape players, or similar equipment.
- Abuses, defaces, and destroys property or equipment on the bus.
- Restitution may be required
- Handles the emergency equipment inside the bus. (Emergency doors, fire extinguishers, etc.)
- Throws articles within the bus, out the window of the bus, or at any other vehicle.
- Behaves in such a manner that he/she jeopardized the safe operation of the bus.

### **ASSIGNED BUSES ONLY**

Students are assigned to a bus and a bus stop. No change in either bus or bus stop is permitted without authorization. Students must have a bus riders' pass from the Transportation Office in order to ride any bus other than his/her assigned bus. Failure to ride the assigned bus from the bus stop or school may jeopardize the student's safety and could result in disciplinary action.

### **ACCIDENTS OR EMERGENCIES**

- **Follow the bus driver's instructions.**

- **If you must leave the bus, keep your hands free leaving everything behind. If you must jump from the bus, keep your knees bent slightly as you jump. Move quickly away from the exit and stay away from any point of danger.**

## **VIDEO**

**Video cameras will be used on each bus. Viewing will be by the Director, Supervisor, Principal, and any other personnel from the Administration. Videos may also be viewed by the local Law Enforcement Agency and may be subject to release through a court ordered subpoena.**

## **BEHAVIOR GUIDELINES AND CONSEQUENCES**

### **OFFENSES**

- Excessive noise
- Horseplay/mischief/distracting behavior
- Eating/drinking/littering on bus
- Leaving/standing without permission from driver
- Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
- False identification/refusal to identify oneself
- Riding unassigned bus or using unassigned bus stop
- Throwing objects out of window
- Riding or attempting to ride any bus during a bus suspension
- Disobedient to the driver/para-educator/bus patrol
- Other offenses as reported by the driver or principal
- Hanging out of windows
- Throwing/shooting of any object
- Bullying and/or physical aggression against any person
- Profanity/threats directed towards bus driver/para-educator
- Possession/use of tobacco or any controlled substance
- Vandalism to bus (restitution will be made)
- Holding onto or attempting to hold onto any portion of the exterior of the bus or any “Danger Zone” infringement
- Lighting of matches, lighters or any flammable object or substance
- Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
- Possession or threat of weapons/explosives/flammables
- Other offenses as reported by the driver or principal
- Possession/use of laser pens or pointers

**VIOLATION OF BUS CONDUCT POLICY MAY RESULT IN ANY OF THE FOLLOWING AT THE DISCRETION OF AN ADMINISTRATOR.**

- Warning
- Lunch Detention
- In School Suspension
- Out of school Suspension
- Loss of bus service for a specified number of days
- Possible loss of all bus service (Parent/Principal meeting/optional)

## Administrative Discipline Matrix

Code	Type of Incident	1st Offense	2nd Offense	3rd Offense	Subsequent Offenses
<u>Attendance Related</u>					
A1	Cutting Class/Advisory	A, I	A, L	A, O	
A2	Tardiness to School (after 8:10)-on 6th tardy 1 GD for each additional occurrence	A, H	A, L (15 tardies)	A, O (20 tardies)	
A3	Tardiness to class (5 in a marking period)	A, G	A, H	A, E	
A4	Leaving assigned area without permission	A, H	A, J	A, L	
A5	Leaving premises without permission	A, L	A, P		
A6	Truancy	A, H, L, DD	A, M, DD		
A7	Chronic Absenteeism (unexcused absences)	A, E	A, N	A, K	
<u>Rule Violation Incidents</u>					
R1	Dress Code Violation	A, F	A, J	A, L	
R2	Skipped Teacher Detention	A, G, H	A, J	A, L	A, O
R3	Skipped General Detention	A, I	A, L	A, O, K	
R4	Unauthorized Possession of Hall Passes	A, L	A, P		
R5	Inappropriate use of Computers/Internet	A, AA	A, L, BB	A, P, .CC	
R6	Cell Phone Violation	A, F	A, B, H	A, B, J	A, B, L
R7	Transmission of Inappropriate Content / Cell Phone / Social Media	A, D, L	A, D, M	A, D, P	
R8	Failure to Follow Cafeteria Procedures/Throwing Food, Garbage etc.	A, U	A, I	A, L	A, L, K
R9	Failure to Follow Cafeteria Procedures / Theft	A, I	A, M	A, P, S	A, C, Q, S
R10	Possession of Laser Pointer, Lighter, Matches	A, B, L	A, B, O	A, B, P, K	
R11	Academic Dishonesty/Plagiarism/Forgery	A, J	A, L	A, N, K	

### Action Legend

Documentation and parent contact is required for all violations requiring administrative action.

<p>A. Parent Contact/Conference                      B. Confiscation (when applicable)                      C. Restitution (when applicable)                      D. Referral to guidance/SAC counselor                      E. Attendance/Behavior Contract                      F. Verbal Warning                      G. Teacher Detention                      H. General Detention (1 day)                      I. General Detention (2 days)                      J. General Detention (3-5 days)                      K. Loss of Privileges (ex. End of the year activities)</p>	<p>L. In-School Suspension (1/2- 1 Day)+Social Restriction                      M. In School Suspension (2-3 Days)+Social Restriction                      N. Loss of Extracurricular Activities (1-30 Days)                      O. Out of School Suspension (1 Day)+Social Restriction                      P. Out of School Suspension (2-3 Days)+Social Restriction                      Q. Out of School Suspension (4-5 Days)+Social Restriction                      R. Community Service                      S. Referral to Juvenile Dept/WOPD                      T. Conflict Resolution Conference                      U. Lunch Detention (3-5 Days)</p>	<p>V. Bus-Verbal/Written Warning                      W. Bus- Bus Privilege suspended 1-5 days                      x. Bus- Bus Privilege suspended 10 days                      Y. Bus-10 Days Bus/School Suspension                      Z. Expulsion from Bus for remainder of school year                      AA. Suspension of computer privileges (2 weeks)                      BB. Suspension of computer privileges (4 weeks)                      CC. Suspension of computer privileges (8 weeks- plus)                      DD. Loss of Class Credit                      EE. Expulsion request sent to Superintendent/BOE</p>
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**The discipline matrix sets forth the guidelines for assessing consequences for violations of School Board policies. School administrators have the discretion to deviate from these guidelines by assessing an appropriate consequence other than those stated in the matrix if he or she determines that there are mitigating and/or aggravating circumstances.**



**Administrative Discipline Matrix- Continued**

<b>Code</b>	<b>Type of Incident</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>Subsequent Offenses</b>
	<u>Disruptive/Behavioral Incidents</u>				
D1	Disruptive (Unruly) Behavior / Horseplay	A, H	A, J	A, E, L	A, L, K, N
D2	Disobedience/Insubordination	A, I	A, L	A, E, P	A, E, K, N, P
D3	Defiance of Authority (habitual)/ Disrespect to Staff	A, L	A, E, L	A, E, O	A, E, K, N, P
D4	Profanity-Use of insulting/obscene language	A, J	A, L	A, E, P	
D5	Profanity (directed at staff member)	A, L	A, D, M	A, E, P	
D6	Gambling	A, L	A, P		
D7	Inciting a Disturbance	A, J	A, L	A, K, P	
D8	Distribution/Sale of unauthorized materials	A, B, I	A, B, M	A, B, K, N, M	
D9	False Fire Alarm/911 call/Pulling a Fire Alarm	A, Q, S			
	<u>Acts Against Persons</u>				
P1	Bullying (Found to be HIB)	A, D, L	A, D, Q		
P2	Endangering the Health, Safety and/or Welfare of Others/Racially Charged Language	A, D, J	A, D, E, L	A, D, E, K, P	
P3	Fighting-Major (mutual altercation)	A, Q, T	A, Q, T	EE	
P4	Physical Altercation	A, I, T	A, E, M, T	A, K, P, T	A, K, Q, T
P5	False Accusation Against School Staff	A, D, L	A, E, O		
P6	Inappropriate Touching	A, L	A, D, O		
P7	Sexual Misconduct/Indecent Exposure	A, D, O	A, Q, S		
P8	Sexual Harassment	A, D, P, S	A, D, Q, S	EE	
P9	Threatening Behavior	A, D, L	A, D, E, P	A, D, E, K, Q	
P10	Assault	A, Q, S	A, Q, S	EE	

**Action Legend**

**Administrative Consequences/Interventions**

Documentation and parent contact is required for all violations requiring administrative action.

A. Parent Contact/Conference	L In-School Suspension (1/2- 1 Day)+Social Restriction	V Bus-Verbal/Written Warning
B. Confiscation (when applicable)	M In School Suspension (2-3 Days)+Social Restriction	W Bus- Bus Privilege suspended 1-5 days
C. Restitution (when applicable)	N Loss of Extra-Curricular Activities (1-30 Days)	X Bus- Bus Privilege suspended 10 days
D. Referral to guidance/SAC counselor	O Out of School Suspension (1 Day)+Social Restriction	Y Bus-10 Days Bus/School Suspension
E. Attendance/Behavior Contract	P Out of School Suspension (2-3 Days)+Social Restriction	Z Expulsion from Bus for remainder of school year
F. Verbal Warning	Q Out of School Suspension (4-5 Days)+Social Restriction	AA Suspension of computer privileges (2 weeks)
G. Teacher Detention	R Community Service	BB Suspension of computer privileges (4 weeks)
H. General Detention (1 day)	S Referral to Juvenile Dept/WOPD	CC Suspension of computer privileges (8 weeks- plus)
I. General Detention (2 days)	T Conflict Resolution Conference	DD Loss of Class Credit
J. General Detention (3-5 days)	U Lunch Detention	EE Expulsion Request Sent to Superintendent/BOE
K. Loss of Privileges (ex. End of the year activities)		

**The discipline matrix sets forth the guidelines for assessing consequences for violations of School Board policies. School administrators have the discretion to deviate from these guidelines by assessing an appropriate consequence other than those stated in the matrix if he or she determines that there are mitigating and/or aggravating circumstances.**

## Administrative Discipline Matrix- Continued

<b>Code</b>	<b>Type of Incident</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>Subsequent Offenses</b>
	<u>Bus/Behavior Incidents</u>				
B1	Failure to sit as instructed by bus driver	A, V	A, W	A, X	A, Y
B2	Disrupting, distracting, disobeying bus driver. Getting out of seat while bus is in motion.	A, W	A, X	A, Y	A, Z
B3	Placing head, arms, legs outside of bus window. Opening emergency door while bus is in motion. Threats against bus driver. Throwing objects outside of bus window. Vandalism. Attempting to board a bus other than the student's assigned route.	A, W	A, Y	A, Z	
	<u>Property Incidents</u>				
PR1	Theft or Possession of Stolen Property	A, C,P,S	A, C, E, Q, S	EE	
PR2	Vandalism	A, C, R, I	A, C, L	A, C, K, P	
	<u>Other Criminal Incidents</u>				
C1	Possession of Dangerous Weapon	A, Q, S	A, Q, S, EE		
C2	Possession of Illegal Substances	A, D, Q, S			
C3	Suspected Under the Influence / Under the Influence	A, D, Q pending results			
C4	Terroristic Threats *All threats to self/others/building will require psychiatric clearance to return to school	A, Q, S	A, Q, S, EE		
C5	Bomb Threat (Placing or False Reporting), Arson	A, Q, S	A, Q, S, EE		
C6	Trespassing (automatic 10-day suspension)	A, S, EE			

### Action Legend

#### Administrative Consequences/Interventions

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