

# **The Middle Schools of West Orange**

## **STUDENT HANDBOOK 2019-2020**

### **Liberty Middle School**

**Mr. Robert J. Klemt, Principal  
Mr. Dwayne McNeil, Assistant Principal**

### **Roosevelt Middle School**

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

### **Edison Middle School**

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

## Message from the Principals

We would like to welcome you to the Middle Schools of West Orange for the 2019-2020 school year. Your middle school years will be filled with challenges, accomplishments, and personal growth.

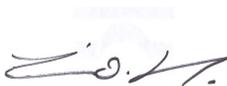
West Orange Middle Schools have a rich academic and co-curricular tradition. Academic core teachers work together as a team to nurture you and advocate for your best interests. You will be guided and supported as you pursue academic and personal goals.

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 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.**

We are committed to making your experience in Middle School an enjoyable and rewarding one.

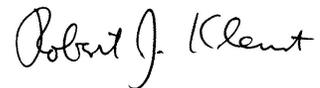
Sincerely,



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



Xavier M. Fitzgerald, Principal  
Edison Middle School



Robert J. Klemt, Principal  
Liberty Middle School

## **ACADEMIC STANDING**

Student's progress is monitored and indicated through marking period report cards. It is strongly recommended that parents subscribe to the ***PowerSchool Parent Portal*** to support and monitor their child's learning. Any student failing two (2) classes or with a combination of 3 D's and F's will be placed on social restriction, to be reviewed four weeks later.

## **ADVISORY**

Advisory will be split during lunch periods. This time period is designed to help build an open, trusting climate for our children to explore team-building activities along with conflict resolution, character education, and peer mediation skills. It is also a time where connection between student and teacher can be made. Throughout the school year, students will complete online course modules in character education, digital literacy/citizenship, and other meaningful and relevant activities.

## **AFTER SCHOOL TUTORIAL**

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

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. 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/TARDINESS**

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 (Dr.'s note required)
- b. Absence to recover from an accident (Dr.'s note required)
- c. Absence due to death in one's immediate family
- d. Absence for approved NJ State 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.**

If a student is going to be absent, parents are to notify the school prior to 8:30 a.m. by following the prompts when calling the school. 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, an absence will be recorded as a cut/truancy.

**All students must complete four (4) hours of instruction to be considered present for the day.**

If a student is going to be absent **three or more days**, parents may contact the Attendance Secretary who will obtain homework assignments. For requests received by 8:30 a.m., every effort will be made to have assignment sheets ready by 2:45 p.m. that 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 his or her locker number and combination to the adult who is picking up their assignments.

The middle schools of West Orange utilize the “School Messenger” program to notify parent/guardian of daily tardiness and absences.

**Please be aware that if a parent/guardian contacts the attendance office to report an absence or tardy to school, an automated phone call home will still be made acknowledging that child’s absence or tardy.**

**Please note: If a student reports to school after 11:00 a.m. with or without a written excuse, he/she will be marked absent for the day.**

**TARDINESS TO SCHOOL AND CLASS**

Students are permitted to enter the building at 8:00 a.m. Students are expected to be seated in their Homeroom/Period 1 by 8:10 a.m. **Students who fail to do so, must report to the attendance secretary and will be marked tardy. We do not excuse tardiness except in the case of extreme emergencies, late bus arrival, or with a doctor’s note.** Chronic cases (6 or more) will result in general detention and other disciplinary action for each additional offense. In case of an emergency, when the student arrives at school, they must provide a doctor’s note explaining the lateness. If absences or tardiness becomes chronic, more severe disciplinary and/or legal actions may be imposed. Attendance secretary communicates directly with the Office of the Registrar when absence or tardiness becomes chronic.

**Chronic/habitual tardiness can result in disciplinary action, such as loss of privileges and removal from end-of-the-year activities.**

**CAFETERIA**

Cafeteria services are provided for all students. Students may bring their own lunches or may purchase them in the cafeteria. Both hot and cold lunches are available for purchase. Sandwiches, snacks, and beverages are also available. **Credit will not be extended so please remember your money.**

During the first few days of school, students may sit at different tables with groups of friends with whom they wish to eat. After the first week of school, students must choose the table where they want to eat. This choice will become their permanent seat for lunch. These seating arrangements may only be changed with the consent of the teachers supervising the cafeteria.

Remember, all eating takes place in the cafeteria. **Food and drink 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.

Students must put books and personal items in their locker before entering the cafeteria.

### **CHROMEBOOKS**

Each student in the West Orange Public Schools from grades 6-12 is provided with a Chromebook and Google Apps for Education (GAFE) 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 email accounts are unable to contact anyone outside of the westorangeschools.org domain in order to protect students from unsolicited emails and communications.

***Students must bring their fully charged Chromebook to school every day.*** 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. Lost/stolen items must be reported to the administration immediately. Students are responsible for lost items, in the case of theft, a police report must be filed.

### **CITIZENSHIP**

As citizens of a school system with a solid educational heritage, it is imperative that each of us makes 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 SERVICES

Counseling services are offered to all students. Each student is assigned to a school counselor. Our counseling services are designed to provide each student support and advocacy throughout these unique and transitional middle school years. Among these services are individual and group counseling, parent/teacher conferences, classroom counseling sessions, coordination and interpretation of standardized testing, and program planning. Students are encouraged to make appointments with their school counselor.

Our counselors believe close communication between school and home is essential in helping each student reach his or 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 an early dismissal is necessary, the student **must** bring a note from home (signed by the parent/guardian and indicating the time of dismissal) to the main office **before Period 1**. The student will then receive an early dismissal pass. It is the student's responsibility to show this pass to his or her teacher and report to the office for pick-up.

**Note: Please realize we can only release a student to persons listed on the emergency card. Children will not be permitted to walk to their destinations. Please 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 at the school. Any person picking up a child that is not the parent/guardian will be asked for a valid driver's license.**

**Liberty Middle School** - Regular school dismissal is signaled by the sounding of our end-of-day bell whereby all students move towards front of school exits. Students who are walkers move towards the traffic light on Kelly Drive and await crossing guard directions. Our bus students move to either the bus circle or the sidewalk adjacent to faculty parking to await their scheduled bus. All bus students must use their designated bus route as no student is permitted to choose another route to return home.

## EXTRACURRICULAR ACTIVITIES

The academic program at school is supplemented by extracurricular activities which give 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.

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

### Sports

- Baseball
- Basketball - boys and girls
- Cheerleading
- Cross Country – boys and girls
- Soccer – boys and girls
- Softball
- Wrestling

## **Clubs, Organizations, Activities**

Academically Speaking  
African & Caribbean American Student Assoc. (ACASA - Liberty)  
Concerts (Vocal, Band, Instrumental)  
Chamber Chorus/Select Chorus  
Culture Club (RMS)  
Drama/Musical Production  
Explorers Club/Science Club  
Italian Club (Liberty)  
Jazz Band  
Junior Interact Club/Service Club  
Math Club  
Newspaper Club (Liberty)  
Peer Tutoring Club  
Science Club  
Select Strings (Liberty)  
STEM Club  
Strategic Gaming Club  
Student Council  
Totally Tech  
Yearbook  
Dances (Students of their 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 may be made before or after class or after school. Students should be with tutorial teacher by 3:00 p.m. **Students are encouraged to take advantage of this opportunity to support their learning and achievement.**

## **FIRE AND SECURITY 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 posted signs 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 and where they will wait outside the school building. Locks down drills are 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 may be 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, counselor or an administrator. Any student in the halls without a pass may face disciplinary action. It is imperative that students report to class to obtain a pass before

going to the nurse, 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. Students who abuse pass privileges may be placed on hallway restriction.

## **HARASSMENT, INTIMIDATION AND BULLYING**

In accordance with district policy the Middle Schools of West Orange will not permit nor tolerate acts of harassment, intimidation or bullying. It 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. BOE Policy 5131.00 and N.J.S.A. 18A:37-15.

Sexual Harassment shall, include, but not 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 to be harassment. Internet and/or electronic harassment is included in this definition. It is the policy of the W.O. 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.

## **HARASSMENT INTIMIDATION AND BULLYING POLICY # 5331.10**

The West Orange Public Schools have designed an Anti-Bullying policy that is consistent with the 2011 New Jersey Anti-Bullying Bill of Rights Act. 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 district website.

## **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 order 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 any and all daytime phone numbers so that the nurse may reach a parent quickly. **Please realize we can only release your child to persons listed on the emergency card or Power School contact. Please update all of your phone numbers as soon as these change, especially cell phones.**

### **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.**

\* Exception made for students with asthma and other life threatening diseases.

### **Illness/Injuries**

Care of illness or injuries which occur at home or outside school remains the responsibility of parents or

guardians. 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 getting sick.

### **Screenings**

Students in Grade 7 will be screened for scoliosis, unless exempt by parental note. The nurse will conduct hearing screenings for 7<sup>th</sup> graders and vision screenings 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. All students who wish to participate in Interscholastic or Intramural athletics such as: Please visit Liberty/Roosevelt websites, the Athletics tab for state annual athletic participation forms. must complete a physical before any team practices begin.

### **HOMEWORK**

Homework is a necessary and 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.

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.

### **HONOR ROLL**

Academic success is the primary expectation at all West Orange Middle Schools. Therefore 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 High Honor Roll by earning "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 Honor Roll Assemblies during the school year. (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.

Once a student qualifies for an honors class/accelerated class 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 earning a grade less than a “B” during the 1st or 2nd marking period will be placed in the appropriate grade level program. 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 a change of placement to the regular grade level program.

### **LIBRARY MEDIA CENTER (LMC)**

The Library Media Center houses and dispenses information from a variety of media formats including books, pamphlets, periodicals, DVD’s, and online computer services. All LMC resources are cataloged on OPAC (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, and Internet accessibility. Instruction in the use of these resources is provided in group sessions and individually by the Media Specialist, who is always on hand to render assistance.

Open according to a weekly schedule distributed to all advisories for posting, 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 behaviors are 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.** 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 also be given a combination lock. Locks and lockers should be treated with care. 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 to other students, or failing to lock the lockers. Locks are the property of each Middle School. They will be collected at the end of the school year. Any student losing a lock will be charged **\$8.00** for a new lock. Students must use the school locks as they are specially keyed for each building.

### **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 with the secretaries in the Main Office.

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

It is the student's responsibility to make up work he or she missed as a result of being absent. Students should contact 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 someone were absent two days, he or she 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. Students should regularly check Google Classroom for assignments when absent for an extended. Our new digital Agenda Book/Planner will interface with Google Classroom and will be a valuable tool for managing all assignments.

## **MEDIA RELEASE PERMISSION**

At new student registration and periodically, parents complete and submit a Media Release Form that either provides or denies 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 form, you should send it back to your child's principal and the old form will then be discarded.

## **MONEY AND VALUABLES**

It is not wise to bring valuables or large sums of money to school and 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 including cell phones.

## **NJSLA ASSESSMENT**

Middle school students are scheduled to take the NJSLA Assessment in the spring. Please visit <https://nj.mypearsonsupport.com/> for more detailed information and resources. This computer based assessment will be administered during two different testing windows provided by the state. Schools will schedule testing dates within these time frames in order to ensure efficient administration of this state mandated assessment. Please note that administration of NJSLA may change year to year based on NJDOE requirements.

## **POWERSCHOOL 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. Parents and guardians are strongly encouraged to monitor their child's academics and attendance via this site. 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. Parents or Guardians may acquire access to the Parent Portal on the District Website at <http://www.woboe.org/Page/412>***

## **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. ***Students must change their clothes before and after P.E. class.*** 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.

### **\*Observe all safety rules\***

No jewelry - for example earrings, necklaces, anklets, rings or bracelets. Any student caught wearing jewelry in the gymnasium will be considered unprepared. Please consider this when planning any new piercing. Some jewelry cannot be removed for a period of time, thereby impacting participation in class. If you are unprepared for class, the following penalties will be in effect:

1<sup>st</sup> & 2<sup>nd</sup> unprepared - The student will not be allowed to participate on that day and uses up one "freebie"

3<sup>rd</sup> unprepared - 10 point deduction

4<sup>th</sup> unprepared - 10 point deduction

5<sup>th</sup> unprepared - 10 point deduction

6<sup>th</sup> unprepared - 10 point deduction

## **PSYCHOLOGICAL SCREENING**

In the event that a student's actions suggest that they are a threat to harm themselves or others, 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.

## **REPORT CARDS**

Report cards are posted in PowerSchool at the end of each marking period. These reports will be posted on Powerschool approximately one week after the close of the marking period.

- A. Grades are reported through a letter system: A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = 59-50. When explanations for grades are necessary they are indicated by comments.
- B. Students and parents should carefully analyze all report card grades and any accompanying comments. 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

Any student that fails two or more core content area subjects (Math, Science, Social Studies, Science) is subject to retention. If a student fails two core content area classes, one subject can be taken at a summer school program out of district at the family's expense to avoid possible retention.

## 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 by the Superintendent via an automated phone call or district web page posting concerning school closings in the morning. Please make sure that your contact information is up to date in the School Messenger program. The district homepage can be located at [www.woboe.org/Pages/Home.aspx](http://www.woboe.org/Pages/Home.aspx).
2. **90 Minute Delayed Opening:** Parents will be notified of this situation by an automated call from the Superintendent or district web page announcement. These calls will be made as early as possible. Bus students should go to their regular stop **90 MINUTES LATER THAN USUAL**. Walkers should arrive **NO EARLIER** than 9:30 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 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.
  - c. Make sure your child knows that he/she is not to change your pre-arranged plans.

## SCHOOL DAY

Our school doors open 10 minutes before the start of the first period which gives plenty of time for any student to go to his or her locker and be in their Homeroom/Period 1 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. In the event of inclement weather, students are brought into the auditorium as they arrive. **School rules are in effect upon entrance to the building.**

## SOCIAL RESTRICTION

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

Students can be placed on social restriction if:

- they fail two classes or
- earn any combination of 3 Ds and Fs or
- receive two 31's (poor self control) during a marking period or
- were suspended

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 4 week 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. Social restriction is maintained for a 4 week time period.

A student involved in extracurricular activities, or planning to attend school related field trip may be placed on academic probation in any class where his or her grade falls below a “C”. Restriction will continue until substantial improvement is evident.

### **SPECIAL SERVICES**

The Child Study Team (CST) is part of the Department of Student Support Services. The CST is comprised of a learning disabilities teacher consultant, a school psychologist, a speech therapist, and a school social worker. The CST is available to provide services for students in preschool through grade 12. Parents/Guardians will be notified if a referral to the Child Study Team is recommended to assist the student. For further information, contact Ms. Kristin Gogerty, Director of Special Services, at (973) 669-5400, Ext. 20530.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the West Orange Public School district has the duty to provide Free Appropriate Public Education (FAPE) to each qualified student with a disability and to prohibit discrimination on the basis of disability in its programs and activities. Further, the West Orange Public School district provides you, as the parent or guardian, with the following procedural safeguards in relation to your child.

1. You have the right to receive a copy of this notice upon the district’s identification, evaluation, refusal to provide an evaluation, educational placement, denial of educational placement, and any significant change in said placement of your child.
2. You have the right to an evaluation of your child if the district has reason to believe that your child has a mental or physical impairment that substantially limits learning or some other major life activity.
  - a. Before the initial placement
  - b. Before any subsequent significant change in placement.
3. You have the right to an opportunity to examine all relevant records for your child.
4. You have the right to an impartial hearing, with participation by you and representation by counsel, concerning the identification, evaluation, or educational placement of your child.
5. You have the right to appeal the final decision of the impartial hearing officer to a court of competent jurisdiction.

Affirmative Action Officer:  
Mrs. Eveny DeMendez 973-669-5400 x20515  
[edemendez@westorangeschools.org](mailto:edemendez@westorangeschools.org)

504 Officer  
Ms. Cheryl Butler 973-669-5301 x31611  
[cbutler@westorangeschools.org](mailto:cbutler@westorangeschools.org)

## **STUDENT CODE OF CONDUCT**

The West Orange Middle Schools are educational communities consisting of over 500 students and staff in each building. 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 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, assemblies, 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 extracurricular 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.**

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. 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 & 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 & 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 and school appropriate 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. Hallway 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. Students should use proper voice level indoors as well, no yelling or screaming in classrooms or hallways.
- b. All students are to refrain from public displays of affection in and around the school. Incidents may result in disciplinary action.
- c. Schools are gum and candy free. Therefore, no student is to bring those items to school or use them during the day.
- d. **No food, candy, or drink items can be brought in and/or sold to students. Due to known and unknown allergies present in the school building, it should be understood that outside food, either home baked or store made, is prohibited. Aside from selling of food items, NO items should be sold for individual profit by our students. In addition, trading items in school is also prohibited. Any items being sold or traded will be confiscated, not returned and disciplinary consequences may/will be imposed.**
- e. Coats, jackets, hats, scarves, bandannas, hoods, visors, skull caps, sweatbands, gloves and sunglasses may not be worn in the building. These items must be left in the lockers during the school day.
- f. We realize students may be unable to visit lockers as needed or may be carrying many items from class to class, therefore, it is optional for students to carry backpacks during the school day.
- g. We realize female students may need to carry personal items with them and as long as their pocketbook/handbag is used for this purpose it will be permitted.
- h. The following items listed below are considered to be inappropriate and are not to be worn:
  - Shirts or sweaters that show a bare midriff.
  - Strapless, see-through, one-shouldered, off-the-shoulder, halter tops, tank tops, tops with thin straps.
  - Pants worn below the waist. Pants must not be worn in a manner to expose undergarments or fall lower than the waist e.g. (sagging).
  - Tops that reveal underclothing
  - All flannel-type pants, sleepwear and robes.

- Articles of clothing that contain references to illegal substances, sexual innuendos, inappropriate language, and pictures, sayings or symbols that show affiliation with hate groups, gangs, or demeaning messages directed toward any individual, group or association.
- 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, sunglasses, etc) are unacceptable and are not to be worn by students.

*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. While we encourage individual expression, we also insist that a sound educational environment remains paramount. Students who choose not to comply with our dress code will be asked to change immediately. In the event that a change of clothing is not available, the student will be held in In-School suspension until appropriate clothing is provided by a parent or guardian.*

#### 5. **Outside Expectations**

- Running is not permitted on the sidewalks and pathways leading up to the school building.
- Loud exchanges and actions (such as slap boxing, wrestling, pushing, tripping, etc.) are unacceptable.
- Throwing of any objects such as balls, frisbees, snowballs, etc. is unacceptable.
- Students not staying after school must leave school grounds prior to 3:00 p.m.
- Proper conduct is expected for all late bus usage; waiting and boarding of buses must be done in a safe and responsible manner.
- 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:

- Cigarettes or any tobacco/nicotine products including electronic cigarettes or vaping products.
- Matches and cigarette lighters
- Drugs, drug paraphernalia, vaping paraphernalia, alcohol and other controlled substances
- Fireworks
- Weapons (guns, toy guns, knives, box cutters, stun guns, or any object that could be harmful) as per BOE Policy 5131.70
- Laser pointers or laser devices/ taser pens
- Any items chemical or gaseous in nature that exude an unpleasant odor or scent.
- Spray paint, spray deodorant, hairspray, perfume, cologne, body spray, nail polish.

#### 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.

- Water pistols
- Novelty devices, toys, trading cards.
- Any electronic or battery operated device not utilized in the educational process.
- At the discretion of the teacher, cellphones may be used only during class (a) for educational purposes and (b) with teacher permission. At all other times and in all other circumstances, cellphones may be confiscated if used inappropriately. This includes those that are in view in a classroom, the hallways, or other areas of the school building.**

- e. Taking of inappropriate pictures/video with your cell phone or taking cell pictures/video of written test/materials will face disciplinary actions.

Any items confiscated will be returned the first time with Administrative warning, subsequent violations will require parent visit to retrieve items. Continued violations will result in a 1 week hold of item at school. General detention will also be assigned.

## 8. **Substance Abuse**

Students are prohibited from possession, consuming, or distributing drugs, tobacco products 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. Students are further prohibited from smoking cigarettes or using other tobacco products in any form in school buildings, school grounds, in co-curricular and extracurricular programs, and when attending a school-related function on or off campus.

The Board of Education recognizes that, in addition to introducing and maintaining a comprehensive Substance Abuse Program at all grade levels, a policy must be adopted committing the school district to establish a procedure to aid students to seek help to correct possible substance dependency and/or abuse problems. For purposes of this policy, “substance” shall mean alcoholic beverages, anabolic steroids, controlled dangerous substances as defined in *N.J.S.A. 24:21-2* or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in *N.J.S.A. 2A.170-25.9*. “Substance abuse” shall mean the consumption or use of any substance as defined herein for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Violation of substance abuse policy will result in suspension, possible referral to the West Orange Police (Juvenile Bureau), and referral for immediate drug screening. Additionally, students may be required to meet with the school Student Assistance Counselor (SAC).

For further clarification of the WEST ORANGE BOARD OF EDUCATION SUBSTANCE ABUSE POLICY on our district website or click [here](#)

## 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 or attempt to bypass the district's internet filter/firewall. 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, all procedures must be followed for the well-being and safety of all students. Please note the following:

- a. Students who disregard the rules of safe transportation can expect to lose the privilege of riding the bus for an extended period of time.
- b. Students are reminded that there are late buses at 3:45p.m., Monday – Thursday and 5:00p.m., bus routes daily for athletes or extended club participation. 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.
- c. Students who are caught vandalizing school buses will face discipline consequences and restitution.

*(Please refer to the Bus Rider Safety Handbook provided in 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. Academic work represents the overall learning process; therefore, it would be 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. The faculty assumes students will be honest in their academic work; therefore, cheating will not be tolerated.

Cheating may include, but is not limited to the following: copying homework, copying and/or passing information during a test, using illegal information stored on electronic devices during a test, submitting false or forged notes, and completing another person's assignments.

**What is wrong with cheating?**

Cheating negatively impacts the learning environment in the following ways: (1) Cheating does not best represent a student's understanding of the content and further gives the cheater an unfair advantage over those who demonstrate academic integrity. (2) Cheating produces false results, which makes it difficult for a teacher to identify the strengths and weaknesses of the student. (3) Cheating creates an atmosphere of distrust.

**Consequences of Cheating**

If a student is caught cheating or plagiarizing, the teacher will speak to the student; contact the student's parent(s)/guardian(s), and a "zero" will be awarded for the assignment. The "zero" grade will be calculated into the student's grade regardless of weighted value. The student may be able to make up the assignment, and/or complete an alternative assignment depending on the circumstance. Staff members

will work collaboratively to ensure that each student maintains academic integrity; therefore, any staff member other than the teacher who issued the assignment, may report the incident. In addition, the faculty and administration reserve the right to conference and pursue further disciplinary action should it be deemed necessary.

### 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.

The **SPECTATOR CODE OF BEHAVIOR** was developed in accordance with the rules and regulations of 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.**

### **SUSPENSION/DETENTION**

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 for offenses not listed or to adjust a particular penalty where the severity of the offense warrants. Students will receive 24 hours advance notice of detention.** A child with In- or 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.

**PLEASE REFER TO THE DISCIPLINE MATRIX on pgs. 24-26 for all disciplinary consequences for student actions.**

### **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. Any outstanding textbook fines, lunch payments, LMC fines, or athletic fees will result in the withholding of report cards.** Our students will also have access to a *new* Chromebook digital Agenda Book or Academic Planner app that will assist management of all assignments. This replaces prior use of a hard copy Agenda Book that was distributed to each student. Within this digital planner will be our school policies and Code of Conduct.

### **USE OF OFFICE TELEPHONE**

The telephone is located on the first floor in the Main Office. It is to be used to call home **only in times of emergency**. Permission from the main office must be obtained. **Students' cell phones MUST be turned off and stored in their lockers during school hours.**

**The office telephone is to be used only for matters of urgency or in the event of an emergency.**

**Acceptable emergency uses:**

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

**The office telephone may not be used for non-emergency situations. Examples of such are:**

- **Calling home to ask permission to go to a friend's house.**
- **Calling a parent to get permission to attend a trip because the student did not submit a form in a timely fashion.**
- **Calling to bring in a forgotten project, book, or lunch.**

**THANK YOU FOR YOUR ANTICIPATED COOPERATION!**

## **LIBERTY/ROOSEVELT MIDDLE SCHOOL BUS RIDER'S SAFETY GUIDELINES**

### **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 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 seat belts.
- 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 products
- 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 or Out of School Suspension
- Loss of bus service for a specified number of days or loss of all bus services

### 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, Failure to Clean 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, Electric charged items	A, B, L	A, B, O	A, B, P, K	→
R11	Academic Dishonesty/Plagiarism/Forgery	A, J	A, L	A, N, K	→
R12	Disruptive Behavior During Emergency Drills	A, I	A, L	A, L, N	→

#### Action Legend

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

A. Parent Contact/Conference	L. In-School Suspension (½ - 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. Referral to West Orange Municipal Court
J. General Detention (3-5 days)	U. Lunch Detention (3-5 Days)	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

Code	Type of Incident	1st Offense	2nd Offense	3rd Offense	Subsequent Offenses
<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)	A, L	A, E, L	A, E, O	A, E, K, N, P
D4	Disrespect to Staff	A, I	A, J	A, E, L	A, E, K, M, N
D5	Profanity-Use of insulting/obscene language	A, J	A, L	A, E, P	⇒⇒⇒
D6	Profanity (directed at staff member)	A, L	A, D, M	A, E, P	⇒⇒⇒
D7	Gambling	A, L	A, P	⇒⇒⇒	⇒⇒⇒
D8	Inciting a Disturbance	A, J	A, L	A, K, P	⇒⇒⇒
D9	Distribution/Sale of unauthorized materials	A, B, I	A, B, M	A, B, K, N, M	⇒⇒⇒
D10	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/Teasing	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, M, 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 Physical Contact	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/Language	A, D, L	A, D, E, P	A, D, E, K, Q	
P10	Assault/Physical Contact with Teacher	A, Q, S	A, Q, S	EE	

Action Legend

Administrative Consequences/Interventions

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

<ul style="list-style-type: none"> <li>A. Parent Contact/Conference</li> <li>B. Confiscation (when applicable)</li> <li>C. Restitution (when applicable)</li> <li>D. Referral to guidance/SAC counselor</li> <li>E. Attendance/Behavior Contract</li> <li>F. Verbal Warning</li> <li>G. Teacher Detention</li> <li>H. General Detention (1 day)</li> <li>I. General Detention (2 days)</li> <li>J. General Detention (3-5 days)</li> <li>K. Loss of Privileges (ex. End of the year activities)</li> </ul>	<ul style="list-style-type: none"> <li>L. In-School Suspension (1/2- 1 Day)+Social Restriction</li> <li>M. In School Suspension (2-3 Days)+Social Restriction</li> <li>N. Loss of Extra-Curricular Activities (1-30 Days)</li> <li>O. Out of School Suspension (1 Day)+Social Restriction</li> <li>P. Out of School Suspension (2-3 Days)+Social Restriction</li> <li>Q. Out of School Suspension (4-5 Days)+Social Restriction</li> <li>R. Community Service</li> <li>S. Referral to Juvenile Dept/WOPD</li> <li>T. Conflict Resolution Conference</li> <li>U. Lunch Detention</li> </ul>	<ul style="list-style-type: none"> <li>V. Bus-Verbal/Written Warning</li> <li>W. Bus- Bus Privilege suspended 1-5 days</li> <li>X. Bus- Bus Privilege suspended 10 days</li> <li>Y. Bus-10 Days Bus/School Suspension</li> <li>Z. Expulsion from Bus for remainder of school year</li> <li>AA. Suspension of computer privileges (2 weeks)</li> <li>BB. Suspension of computer privileges (4 weeks)</li> <li>CC. Suspension of computer privileges (8 weeks-plus)</li> <li>DD. Loss of Class Credit</li> <li>EE. Expulsion Request Sent to Superintendent/BOE</li> </ul>
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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

Code	Type of Incident	1st Offense	2nd Offense	3rd Offense	Subsequent Offenses
	<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 the 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	
B4	Eating/Drinking on the bus	A, I	A,W	A,Y	
	<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/Distribution of Illegal Substances/Nicotine/Tobacco/Vaping Products	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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<ul style="list-style-type: none"> <li>A. Parent Contact/Conference</li> <li>B. Confiscation (when applicable)</li> <li>C. Restitution (when applicable)</li> <li>D. Referral to guidance/SAC counselor</li> <li>E. Attendance/Behavior Contract</li> <li>F. Verbal Warning</li> <li>G. Teacher Detention</li> <li>H. General Detention (1 day)</li> <li>I. General Detention (2 days)</li> <li>J. General Detention (3-5 days)</li> <li>K. Loss of Privileges (ex. End of the year activities)</li> </ul>	<ul style="list-style-type: none"> <li>L. In-School Suspension (1/2- 1 Day)+Social Restriction</li> <li>M. In School Suspension (2-3 Days)+Social Restriction</li> <li>N. Loss of Extra-Curricular Activities (1-30 Days)</li> <li>O. Out of School Suspension (1 Day)+Social Restriction</li> <li>P. Out of School Suspension (2-3 Days)+Social Restriction</li> <li>Q. Out of School Suspension (4-5 Days)+Social Restriction (Possible 10 Day Suspension)</li> <li>R. Community Service</li> <li>S. Referral to Juvenile Dept/WOPD</li> <li>T. Conflict Resolution Conference</li> <li>U. Lunch Detention</li> </ul>	<ul style="list-style-type: none"> <li>V. Bus-Verbal/Written Warning</li> <li>W. Bus- Bus Privilege suspended 1-5 days</li> <li>X. Bus- Bus Privilege suspended 10 days</li> <li>Y. Bus-10 Days Bus/School Suspension</li> <li>Z. Expulsion from Bus for remainder of school year</li> <li>AA. Suspension of computer privileges (2 weeks)</li> <li>BB. Suspension of computer privileges (4 weeks)</li> <li>CC. Suspension of computer privileges (8 weeks-plus)</li> <li>DD. Loss of Class Credit</li> <li>EE. Expulsion Request Sent to Superintendent/BOE</li> </ul>
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