# VMS Student Handbook
# 2026-2027

## PHILOSOPHY FOR THE MIDDLE SCHOOL YEARS

Our school recognizes the fact that middle school students have many special interests and needs. It also recognizes that these interests and needs may differ widely among the students.

Since we are concerned about the overall development of every student, a wide variety of educational experiences are provided at the school. Our school program encourages the exploration, discovery and evaluation of many experiences, concepts, ideas, skills and information.

The school program emphasizes the following goals:

- To provide rich and varied educational experiences that will encompass student interest and develop in them a desire to learn.
- To help students to become increasingly self-directing, moving from dependent childhood to self-actualizing adolescence.
- To improve basic learning skills, the processes involved in thinking and decision making, and the most efficient ways of dealing with information.
- To guide students in assessing strengths and weaknesses, evaluating growth, and developing a positive concept of self and others.
- To offer a wide spectrum of exploratory opportunities through curricular and extra-curricular activities.
- To help students better understand various subject areas and their inter-relationships.
- To foster the development of the skills, understanding, appreciation, and attitudes necessary to live successfully in a democratic society.
- To help students adjust rapidly to middle school and make a smooth transition to high school.
- To enhance and encourage more parent and community involvement in the school.
- To help students recognize the importance of Digital Citizenship.

## ADVANCED COURSES

Students entering the eighth grade may be eligible for an Accelerated Algebra I course. This is a high school level program and follows the curriculum of Eastern Regional High School. At this time, students who take the course do not receive high school credit toward graduation. Successful completion of the pre-algebra program enables participation in this course. Specific questions about pre-algebra and Algebra I should be addressed to the School Counselor or Mr. Michael Weppler, Math Supervisor.

Spanish 1 and French 1 will be offered to qualifying students. This course is offered in lieu of developmental reading. This is a high school level program and follows the curriculum of Eastern Regional High School. At this time, students who take the course do not receive high school credit toward graduation. The school staff will use the Pimsleur Assessment and final grades in reading and language arts after the 1st and 2nd marking periods to determine eligibility into the Advanced Foreign Language Program.

Eighth grade students also can take an accelerated art program. Students must have an “A” average in art classes and have a portfolio evaluated by the art teachers to gain admission into the program.

## ANNOUNCEMENTS

Regular school announcements will be made daily during the homeroom. “Wake Up VMS” is our live morning announcement segment that plays during homeroom.

## ASSEMBLIES

Assembly programs will be presented by various school groups for the education and entertainment of all students. Students are expected to always extend courtesy to the performers and are to remain seated until dismissed.

## ATTENDANCE AND TARDINESS

Regular attendance is necessary if you are to be successful in your studies. **ALL ABSENCES MUST BE REPORTED TO THE SCHOOL NURSE (795-2025) ON THE MORNING OF ANY ABSENCE.** All students returning from an absence must present a note from home to the homeroom teacher**.** The note should include the date the note was written, the date(s) of absence, the reason for the absence, and a parent's signature.

If a student is absent for three (3) or more days, or if there is a question about the validity of an absence, the school nurse will check with the home to see what the problem is, and will also make a report to an administrator.

Parents can request homework when **extended** absences (3 days or more) occur by calling the Middle School grade level office **before 10:00 a.m**. Homework assignments should be picked up between 3:00 and 4:00. Students and parents may check the teachers’ Google Classroom, website and calendar for information as well.

*The grade-level principal is to be notified if a student is going to be absent for an extended period of time.*

Board of Education policy #5113 states that absences in excess of twenty (20) school days may be considered unsatisfactory and students may be considered for retention. Attendance letters will be sent home after your child has been absent 5, 10 and 18 days. Additionally, after 10 days absent, parents will be expected to participate in a meeting with school officials to create an Action Plan to improve their child’s attendance.

Students arriving at school after 8:30 a.m. for reasons other than family emergency, doctor appointment, or illness are considered to have earned an unexcused lateness. A note from a doctor or parent/guardian is required for each instance of lateness. Consequences for repeated lateness from academic classes are defined in the code of discipline.

**Guidelines for attendance are as follows:**

- Any student arriving between 8:30 AM and 10:30 AM will be marked tardy for the day
- Any student arriving after 10:30 AM will be marked absent- half day
- Any student leaving for early dismissal before 9:30 will be marked absent for the day
- Any student leaving for early dismissal between 9:30 and 1:30 PM will be marked absent half-day
- Students leaving for early dismissal after 1:30 will be marked early dismissal

## BAND & ORCHESTRA PROCEDURES

- Students will have scheduled lessons and rehearsals once a week, during the school year.
- Students must take all scheduled tests in class. It is the student's responsibility to inform the instrumental music instructor of any conflicts in order to be excused.
- Students missing three unexcused lessons, and/or rehearsals, in a marking period may be dropped from the program.
- Students are expected to attend a combination of lessons, rehearsals, and two evening concerts per school year in order to be eligible for: regional auditions, festivals, or additional performances outside of school.
- It is school policy that a student may not have lessons without rehearsals, or visa-versa.

## BELL SCHEDULES

### FULL DAY BELL SCHEDULE

| | |
|---|---|
| **8:13** | **Student Arrival** |
| **8:20** | **Warning Bell** |
| **8:21- 8:30** | **Homeroom** |
| **8:33- 9:20** | **Period 1** |
| **9:23- 10:10** | **Period 2** |
| **10:13- 11:00** | **Period 3** |
| **11:03- 11:33** | **Period 4/Lunch** |
| **11:36- 11:50** | **Period 5** |
| **11:53- 12:23** | **Period 6/Lunch** |
| **12:26- 12:40** | **Period 7** |
| **12:43- 1:13** | **Period 8/Lunch** |
| **1:16- 2:02** | **Period 9** |
| **2:05- 2:51** | **Period 10** |
| **2:52** | **Dismissal** |
| **3:25** | **Late Bus** |
| **4:10** | **Activity Bus** |

## EARLY DISMISSAL DAY BELL SCHEDULE

| | |
|---|---|
| **8:13** | **Student Arrival** |
| **8:20** | **Warning Bell** |
| **8:21- 8:30** | **Homeroom** |
| **8:33- 9:04** | **Period 1** |
| **9:07- 9:42** | **Period 2** |
| **9:45- 10:15** | **Period 3** |
| **10:18- 10:48** | **Period 4/5 - Lunch** |
| **10:51- 11:21** | **Period 5/6 - Lunch** |
| **11:24- 11:54** | **Period 7/8 - Lunch** |
| **11:57- 12:28** | **Period 9** |
| **12:31- 1:01** | **Period 10** |
| **1:02** | **Dismissal** |

## DELAY DAY BELL SCHEDULE

| | |
|---|---|
| **10:13** | **Student Arrival** |
| **10:19** | **Warning Bell** |
| **10:21-10:37** | **Homeroom (Extended time for inclement weather)** |
| **10:40-11:08** | **Period 1** |
| **11:11-11:39** | **Period 2** |
| **11:42-12:10** | **Period 3** |
| **12:13-12:43** | **Period 4/5 Lunch** |
| **12:46-1:16** | **Period 5/6 Lunch** |
| **1:19-1:49** | **Period 7/8 Lunch** |
| **1:52-2:20** | **Period 9** |
| **2:23-2:51** | **Period 10** |
| **2:52** | **Dismissal** |
| **3:25** | **Late Bus** |
| **4:10** | **Activity Bus** |

## BOOKBAGS AND BACKPACKS

Bookbags and backpacks are not permitted in school during the day. This rule is in the effect for all students to protect the safety and welfare of our school community. Students may use bookbags to carry their materials to and from school. Once in the school they must be left in the locker.

Gym bags are to be used exclusively for physical education clothing.

## BUS PROCEDURES

IN THE MORNING AND AT, THE BUS STOP:

- Be on time for your bus. Wait in an orderly and quiet manner until your bus comes.
- Do not get off or on at any bus stop other than your scheduled stop.
- Follow every school rule as if you were in Middle School.
- ***If there is an awareness of strangers and/or unsafe situations it is best to contact the police and school as soon as possible.***

ONCE YOU HAVE BOARDED THE BUS, THE FOLLOWING RULES WILL BE ENFORCED:

- Do not disturb the bus driver; if an emergency should arise notify the bus driver.
- Talking is permitted and must be done in a quiet manner.
- Stay seated whenever the bus is moving.
- You are not permitted to eat on the bus.
- No objects of any kind are to be thrown while on the bus.
- No hazardous objects will be permitted on the bus; if you must transport any object that is dangerous, have your parents take you or pick you up.
- Smoking, vaping and lighting matches and the carrying of these objects will not be permitted on the bus.
- Windows will be open to a level that is considered safe. (This will be determined by the bus driver, or teacher in charge.)
- No objects or any parts of your body are to be out of the window.
- Upon arriving at the school, you should go directly to your assigned area.

**FAILURE TO COMPLY WITH THE BUS RULES JEOPARDIZES THE SAFETY OF ALL STUDENTS AND WILL NOT BE TOLERATED. BUS SUSPENSIONS WILL BE GIVEN FOR ANY INFRACTION AND MAY RANGE FROM ONE DAY TO TOTAL LOSS OF RIDING PRIVILEGES.**

**STUDENTS MAY ONLY RIDE THEIR ASSIGNED BUS ROUTES. ANY PARENT HAVING A QUESTION ABOUT BUS ASSIGNMENTS OR ROUTES SHOULD CONTACT THE DISTRICT BUS COORDINATOR, Mrs. Andrea Graham at 751-8446 EXT 6124**.

AT DISMISSAL TIMES:

- When dismissed, leave the building by the assigned door.
- Walk directly to your bus; remember to stay on the sidewalk. Students who are eligible for bus transportation may not leave school premises unless transported by parents.
- If your bus has not arrived, wait in an orderly fashion until the bus comes to a complete stop. For your safety avoid standing, or stepping in the street while waiting.
- Go promptly to your seat and stay there until the bus reaches your stop.
- If you miss the bus, report to the main office. Office personnel will assign you to a supervising teacher.

**STUDENTS ARE THE RESPONSIBILITY OF THE SCHOOL FROM THE TIME THEY LEAVE THEIR HOME IN THE MORNING UNTIL THEY ARRIVE HOME THAT EVENING. ALL STUDENTS MUST ABIDE BY THESE RULES TO ENSURE A SAFE TRIP TO AND FROM SCHOOL. All BUSES HAVE BEEN EQUIPPED WITH VIDEO EQUIPMENT THAT SERVES AS AN ADDED SECURITY FEATURE.**

## LATE BUS

A late bus is provided for students who remain after school for extra work, extracurricular activities, or detention. The 3:25 late buses are for students staying for extra help, behavior modification, community service, etc. The 4:00 and 4:30 buses are for clubs and sport activities. A permission form must be filled in by the teacher responsible for your after-school activity. **This form must be signed by parents and returned to the assigned teacher.** Teachers may keep a student after school with parent notification via phone. Late buses provide transportation for the entire district; therefore, parents should expect their child to arrive home later than on a normal bus route.

**Since students are the responsibility of the school until they arrive home, it is imperative that students who stay after school go directly to their own homes. The school does not permit students to ride a late bus to another student's home or other locations. Any student who attempts to go to unauthorized locations may lose late bus privileges. Students are not permitted to cross Evesham Road after school.**

## CAFETERIA PROCEDURES

- Students should always walk into the cafeteria
- Students are assigned to cafeterias and switching is not permitted. Students who change assigned cafeterias without permission are cutting an assigned class.
- Students may sit at the table of their choice; once seated, students are not to go to another table or wander around the cafeteria without permission.
- Sixth graders will sit in their homerooms in September. After they have transitioned to VMS, they will be allowed to choose their table.
- Students may be assigned specific seats for leaving dirty tables, for excessive noise, or for any other reason that affects the smooth operation of the cafeteria.
- Student ID's are required in the cafeteria.
- While standing in the lunch line, students are to remain behind the line on the cafeteria floor until the student in front of them enters the serving area door.
- All food must be eaten while sitting at the tables.
- Students will be dismissed from the cafeteria only when their table and area is clean.
- Students are not to leave the cafeteria without permission or a smart pass.
- Students must always obey the cafeteria supervisors and staff.
- Parties are not permitted during the lunch periods. Students may not have catered food delivered to the school.

## CELL PHONE Policy

### VMS Cell Phone Policy

Policy and Regulation 5516 was approved by the Board of Education on 9/15/25. Under this policy, all students will be required to keep electronic recording devices, specifically cell phones and smartwatches, secured in their lockers during the school day. This policy will go into effect on Monday, September 22, 2025.

The policy also includes disciplinary consequences for non-compliance. These consequences are aligned with the "Defiance" category in our Code of Conduct.

- If a teacher sees a phone/smartwatch out, or the phone/smartwatch makes any noise, students will be directed to create a smart pass and put the phone/smartwatch in their locker. The teacher will write an office referral and First Offense Consequences will be given
- If the student has the phone/smartwatch out a second time, the teacher will write an office referral and Second Offense Consequences will be given
- If the student has the phone/smartwatch out a third time, the teacher will write an office referral and Third Offense Consequences will be given
    - At no time will teachers take possession of student phones/smart watches
    - Phones/Smart watches that are used for medical reasons are exempt.
    - Students who need to contact home during the school day should use the grade level office phone.

| **Defiance of Authority (Insubordination)** | |
|---|---|
| First Offense | Warning, and/or parent notification. |
| Second Offense | Principal conference(Grade Level Principal) , parent notification, counselor referral, and possible loss of extra-curricular activities/privileges.<br>Administrative detention |
| Third Offense | Principal conference, parent conference, counselor referral, possible loss of extra-curricular activities/privileges, and develop an individual behavior contract.<br>ISS or OSS |

**<u>COMPUTERS/iPADS</u>**

Students will have access to computers/iPads and parents must sign permission forms for them to use the online services that include access to the Internet. In addition, permission is also needed if your child's name (first only), picture, and/or work are to be displayed on the web. Computers/iPads have become part of the everyday life of a Voorhees Middle School student. They are available during the day and after school for student use. The following rules apply to students using computers.

- All computer/iPad users must log in under their ID number only.
- Students who use the library computers will sign in, designate computer use and receive a numbered computer pass.
- Students will remain at their assigned workstation during their stay in the library.
- Only students using the computers should be in the computer area.

Any student who is disruptive or misuses the computers/iPads in any location can be denied access to computer usage for a specified length of time. With access to the Internet, students

may be able to navigate into areas that may not be suitable for Middle School. *Students who willingly access inappropriate information are subject to the same disciplinary actions as if bringing the material from home. Students who originate inappropriate material via e-mail or instant messages will be subject to disciplinary actions that may include suspension from school. Students who forward such information are also responsible for their inappropriate behavior and subject to disciplinary actions.*

## DANCES

The purpose of school dances is to provide students with a social life, to acquaint them with rules of etiquette at this kind of affair, and to provide the students with the experience of planning, organizing and completing a project of this nature.

***Students must present their school photo identification to be admitted into evening school dances. No other form of identification will be accepted.***

Students who lose their photo identification may purchase a duplicate card for $5.00. The money should be given to the Main office and the ID will be printed and distributed in a timely manner to the student.

**Students must stay for the entire length of the activity. No one is permitted to leave the activity early unless a note from the parent is received and the parent comes in to pick up the student.**

The following rules will be in effect at all dances:

- Those attending must adhere to the dress code except for special dances; wherein it will be stipulated the type of clothing to be worn. However, no coats may be worn in any school sponsored activity.
- A **$5.00** admission fee will be charged in order to cover expenses.
- **Students are responsible for their own transportation and must be picked up within fifteen minutes of the conclusion of the dance. Students who are picked up more than 15 minutes late will be excluded from the next dance or student council activity. Students who are picked up more than 30 minutes late will be excluded from the next two student council sponsored activities.**
- School dances are limited to only students who attend our school.
- **Attendance at school the day of the activity is required for admittance to the evening dance.**
- Dances will be held in the Cafeteria and students may not leave the building until the activity has concluded.
- **Due to the ratio of chaperones to students, there are attendance limits for school dances. Once tickets are sold out, we can not sell additional tickets. Please plan accordingly.**
- The committee in charge of the dance will be responsible for removing decorations and cleaning up at the conclusion of the dance.
- All school dances shall be chaperoned by members of the school staff.
- No beverages of any kind may be brought into school dances.
- **Students may be excluded from dances at the discretion of the administration.**

## DETENTION

Detention will be scheduled for after school hours as needed. The teacher assigning the detention will be responsible for supervising those who remain after school. Detention may be given for disciplinary infractions, which a teacher feels are detrimental to the smooth operation of the school.

In **most** cases, students will be given one day's notice before the detention period is in effect. The teacher will send the detention form home so that the parents will know that their child has detention. Failure of the students to remain for detention will result in further disciplinary actions. The parents will be notified, and a conference may be scheduled.

**Administrators may also assign after school detentions and Saturday detentions if a student is referred to the office for disciplinary reasons. All students assigned to an office detention must report to the assistant principal's office immediately after school and will be escorted to the lecture hall.**

## DRESS CODE

Dress Code Philosophy

The Voorhees Middle School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Our values are:

• All students should be able to dress comfortably for school and engage in the educational environment
• Student dress code enforcement should be consistent, but not result in unnecessary barriers to class attendance
• Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible

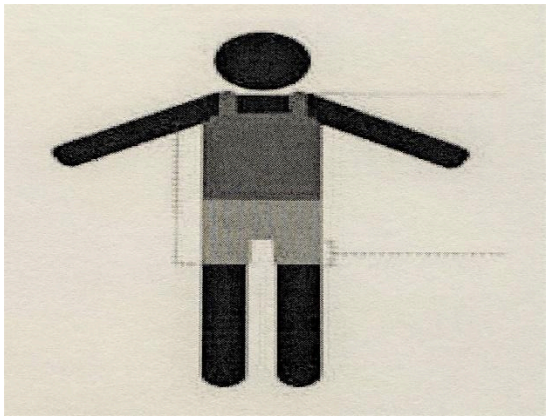
Our student dress code is designed to accomplish several goals:

• Maintain a safe and orderly learning environment
• Allow students to wear comfortable clothing to school
• Allow students to wear clothing that expresses their personal style
• Allow students to wear religious attire without discipline or discrimination

Dress Code

STUDENTS MUST WEAR:

1. Clothing must be worn in a way such that all private areas are fully covered by fabric that is not sheer or see-through
2. Clothing must cover areas from one armpit across to the other armpit down to approximately midway on the upper thigh (see image below)
3. All students must wear a shirt with fabric in the front, back, and on the sides under the arms and pants/jeans/leggings/sweatpants/shorts/skirt/dress and shoes



STUDENT MAY NOT WEAR:

1. Clothing or accessories with offensive images or language, including profanity, hate speech, and pornography
2. Clothing and accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal activities
3. Clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, double meaning, vulgar, or that contains fighting words, speech that incites others to imminent lawless action, defamatory speech, or speech that threatens others
4. Clothing that reveals visible undergarments
5. Swimsuits
6. Hats and hoods may ONLY be worn outside and are NOT ALLOWED to be worn inside
7. Accessories that can be considered dangerous or used as a weapon such as but not limited to heavy chains, spiked or sharp objects, large medallions, etc.
8. Clothing that interrupts the operation of school by disrupting the educational process
9. Students may not wear pajamas to school (ex. no pajama pants, no slippers, etc.)
10. No costumes and/or costume accessories of any kind are to be worn by students

STUDENTS MAY WEAR

1. Religious headwear as required by one's faith
2. Fitted pants including opaque leggings and skinny jeans
3. Ripped jeans, as long as undergarments do not show and rips or holes are not above the mid-thigh
4. Tank tops, as long as straps are approximately one finger wide
5. Athletic attire

Students will not be permitted to attend school functions or class unless properly attired.
*The school authorities reserve the right to determine the appropriateness of dress in accordance with the guidelines set forth above.

**EARLY DISMISSALS**

If it becomes necessary for a student to leave school before the regular dismissal time, a written request from the parent must be submitted explaining the reasons for, time of, and person designated to collect the student for early dismissal. These requests must be brought to the

office for permission prior to the morning homeroom period. Before leaving the building, the accompanying adult must sign the attendance log in the office. No student will be permitted to leave the building unless accompanied by an adult who has been properly identified.

Students will not be called for an early dismissal until the parent or authorized person arrives in the office to sign out their child.

## EMERGENCY SCHOOL CLOSING/DELAYED OPENING

In the event of a severe storm, or any other emergency, parents will receive a phone message notifying them of either a 2 hour delay or school closing. In addition, a special announcement will be made over the radio that schools are closed or opening on a delay. Our emergency number is 574. Please observe the following:

- District website
- KYW (1060) - Between 6:00 a.m. and 8:00 a.m.

## FIRE DRILL

- As required by law, fire/emergency drills will be held at a minimum of one time per month; the signal for a fire drill will be a **CONTINUOUS RING** of the fire bell and the emergency drill will be various alarms.
- Students are to walk in an orderly fashion and in a single line out of the building. Talking is not permitted so directions can be heard in the event of a blocked exit or other emergency announcements.
- Close all windows, turn the lights out, and close the door as you exit.
- Attendance will be taken after the entire class has reached their designated areas.
- Classes will return in an orderly fashion, maintaining silence once the “all clear” has sounded.

## EMERGENCY DRILLS DURING THE DAY

- During the year students will practice emergency school procedures.
- All doors will be locked, the police notified, and students will be directed to a safe area within the classroom.
- Students must be quiet so that emergency directives can be heard.
- An all clear announcement will be given when the drill has been completed.

## EMERGENCY EVACUATIONS

In the event of an emergency evacuation students will be directed to specific areas. Silence must be maintained so that directions can be heard over the public-address system. Whenever students are asked to leave the school premises they must move silently and quickly with their classroom teachers. Once assembled they may be re-located to another area of the school grounds, the high school, the hospital complex, or an elementary school.

PARENTS SHOULD CALL THE ADMINISTRATION BUILDING AT 751-8446 FOR ANY STATUS REPORTS IF THERE SHOULD BE ANY EMERGENCY EVACUATION.

In the event of an emergency where students may have to spend extra time in the school, we will practice a Room Clear drill. Students will be called to designated large group areas within the school. The school district will have a supply of fresh water and other essentials to maintain the students until the students can be sent home.

## EARLY DISMISSAL DAYS

Throughout the school year there will be times when students will be dismissed early. Lunch will be served on these days and students will depart the Middle School at approximately 1:03 PM.

## HALLWAYS

To make passage in the halls safe, pleasant, and orderly, there are certain rules by which the student body must abide.

- Always walk, do not run
- Do not push or shove
- Talk in a normal tone; do not shout or make excessive noise
- If a room is occupied and it is necessary for students to wait outside, line up silently outside the room, in a single file line close to the wall
- No food or drinks in the hallways
- No cell phone use in the hallways

## HARASSMENT

Harassment is something that cannot be tolerated at any level. The Middle School shall enforce the Board of Education policies that deal with harassment. If a student believes that he/she is a victim of harassment by another student it should be reported to a teacher, counselor, or administrator.

Bullying is a form of harassment that happens when someone uses his/her power unfairly to hurt someone. Bullying can be physical, verbal or indirect (rumors, exclusion). Bullying will not be tolerated at VMS. Bullying should be reported to a staff member. Appropriate follow up will be taken by VMS counselor/administration.

## 504 ACCOMMODATION PLANS

Some students have a need for special accommodations for them to receive a proper education in the public schools. For this reason, the Middle School will make *reasonable* accommodations for those students identified with special needs. There is a District policy that outlines the procedures for obtaining a 504 Accommodation Plan. The District 504 officer is Dr. Melody Alegria, Director of Special Services.

## HEALTH SERVICES

The Health Office is located near the Main Office. Students who need to see the nurse should get a pass from the teacher and then proceed to the nurse's office. If a nurse is unavailable, report to the main office.

The nurse is available for emergency situations and sudden illness. All school injuries are to be reported promptly. If a student requires further medical treatment, the parent or an authorized representative will be contacted, advised, and requested to provide transportation**. It is imperative that emergency parent contact information is current. Please update the school nurse with any changes.**

A school nurse will check students in grade six and eight annually for height, weight, hearing, vision, and scoliosis. Any parent who would prefer having this done by their family physician must submit a note to the nurse and have it completed as soon as possible.

A nurse cannot diagnose or prescribe. She is available for a conference with the student, or the parent, on matters pertaining to health or personal hygiene.

***A nurse will administer prescription and/or over the counter medications provided the following conditions are met:***

- ***Medication must be in the original container.***
- ***Medication must be labeled with the child's name, medication name, and dosage.***
- ***A note from the physician and parent giving directions for dose of medication, time of administration, purpose of the medication, and termination date.***

**Please contact the school nurse for information and forms about self-medication.**

## 2NDFLOOR® New Jersey's Youth Helpline

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit **www.2NDFLOOR.org** for more information and try the message board!

## HOMEROOM PROCEDURES

**WHEN STUDENTS GET OFF THE BUS, THEY MUST GO TO THEIR LOCKERS AND THEN TO HOMEROOMS. A TONE WILL RING ONE MINUTE BEFORE THE OFFICIAL START OF MORNING HOMEROOM. ANY STUDENT ENTERING AFTER THE 8:27 TONE IS LATE TO HOMEROOM.**

Passes will be issued by the homeroom teacher to those students with legitimate reasons for visiting other rooms or leaving the homeroom for any other purpose. This includes visits to the rest rooms. During homeroom, the teacher will take attendance. Morning exercises consisting of the Pledge of Allegiance and National Anthem will be conducted by members of the student body. After this, announcements will be made and matters concerning the homeroom section will be discussed.

## HOMEWORK

Homework is an important part of every student's learning experience. It is given by teachers to practice and reinforce skills taught in the classroom and work on independent research projects. Generally, a student should spend between one hour and two hours on homework each night while in Middle School. Each student is encouraged to get his/her homework assignments from a reliable friend whenever absent. This can be done by checking the teacher's website or each student's iPad calendar.

## HONOR ROLLS

The purpose of the Honor Roll is to distinguish those students who do outstanding work during each marking period.

*The Principal's Honor Roll recognizes those students who received all A's (and least a B- in Related Arts) on their report card.* The *Honor Roll* recognizes students earning all A's and B's. Instrumental music lessons earn a letter grade, but because it is not a required course, it is not part of the honor roll system.

Eighth grade students who earned all A's in every subject including, related arts and Health/PE, for 11 consecutive marking periods are recognized by the Principal, the 8th grade Assistant Principal and the counselors with an award ceremony in the theater and student luncheon.

## INSURANCE/ ACCIDENTS

Every attempt is made to prevent accidents. If a student is injured, he/she must report the injury immediately to the teacher in charge. The school nurse oversees all accident reports.

The school carries an accident insurance policy for all students. This policy will cover expenses beyond your personal insurance. Forms are available through the school nurse.

## LIBRARY MEDIA CENTER

The Library serves the school as an information and instructional center. All students are encouraged to make use of it. It has an excellent selection of books, periodicals, audio-visual aids, and materials needed for both group and individual study.

Students may visit the library at any time during the school day, provided he/she has a pass from his/her teacher. Groups of students working on special projects may also visit, provided they have their teacher's permission and the library is not too crowded. Since the library is an extension of the school program, it is governed by the same rules that prevail in the classroom. Students will be held responsible for all items borrowed from the library and are expected to return them when due or satisfy payment of lost, damaged, or items not returned. Students are encouraged to use the library after school for research, however, late bus passes or permission forms to stay must be signed by a teacher granting said permission. Additional information is located on the school library web page.

## LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds once they arrive. Students who are transported to school must leave the grounds via bus or parent transportation. Walkers must go directly home after dismissal. Students who choose to leave school grounds under other circumstances will earn a consequence as per code of conduct.

## LOCKER PROCEDURES

A locker will be assigned to you by the teachers and a physical education locker will be made available for your use. The locker is the property of the Board of Education; its use is a privilege extended to you, subject to inspection and random searches by the administration at any time. You are cautioned not to disclose your combination to anyone. Never bring valuables or large sums of money to school. **The school will not be responsible for the loss of personal belongings.**
You will be allowed to use your hall locker during the school day as designated by the grade level administrator.

**DO NOT** bring locks from home for use on lockers. If they appear, the custodians will remove them. Your lockers are only large enough for clothing and books.

- Keep your locker neat and clean
- Do not leave food in your locker
- Use no other locker except the one assigned to you
- No pictures or signs are to be posted inside or outside lockers
- No private locks are to be placed on lockers
- Close lockers quietly; spin the combination dial to ensure proper closing of the locker (Many items are lost because a significant number of students do not lock their lockers.)

## LOST AND FOUND

Check for lost articles in the "lost and found" box in the Old Cafeteria. Every few months the lost and found items are given to charity after announcements have been made over the public-address system.

Students often carelessly leave personal belongings in the cafeteria, on a bench in the locker room, or in the desk of their previous class. When this occurs, an immediate reaction to the lost articles is the assumption that they have been stolen. You must assume responsibility for your belongings; no one else can do that for you.

If you find an article of significant value, please take it to your grade-level office.

## PHYSICAL EDUCATION

If a student is to be excused from the gym because of illness, an accident, or a parent's request, a written excuse must be presented to the nurse between 8:15 AM and 8:35 AM and signed by the parent. If a student is to be excused for three or more classes, a note from a doctor must be provided explaining the reason for non-participation. Students medically excused from physical

education or students who are unprepared and do not participate are not eligible to participate in interscholastic sports or an after school physical activity.

In order to participate in the diversified program planned by the physical education department, it is necessary that students be properly prepared for this activity. The wearing of jewelry is a safety hazard and may not be worn during Physical Education class.

All personal clothing used in the physical education program must be supplied by the individual. All valuables must be locked up in the lockers. You alone are responsible for your possessions. It is imperative that students lock their valuables in the gym lockers.

Clothing for Physical Education includes the following:

- Athletic sneakers that are secure to the foot
- VMS Gym Uniform or a plain white T-shirt and shorts
- Athletic Socks

It is recommended that all students' possessions are labeled, T-shirts (front and back), and it is strongly recommended that students secure their valuables during gym classes. V-61 Locks may be purchased in the Viking Shop at a nominal fee. *The school is not responsible for lost articles, so lock your locker.*

## PLAGIARISM

Students at Middle school are taught that plagiarism is considered stealing. The following are considered plagiarism: turning in someone else's work, copying words or ideas from someone else without giving credit, failing to put a quotation in quotation marks, or copying sentence structure but changing words without giving credit.

***The school authorities reserve the right to determine the appropriate disciplinary action.**

## PROMOTION AND RETENTION POLICY

Failures in three major academic areas may result in a recommendation for retention of that student.

***PARTICIPATION IN 8TH GRADE ACTIVITIES IS A PRIVILEGE. ACTIVITIES SUCH AS THE 8TH GRADE PICNIC, 8th GRADE DANCE, BBQ AND GRADUATION ARE UNIQUE ACTIVITIES THAT REQUIRE APPROPRIATE BEHAVIOR. PARTICIPATION IN THESE EVENTS MAY BE REVOKED AT THE DISCRETION OF THE ADMINISTRATION.***

## REPORTS TO PARENTS

Teachers may request a conference with parents or guardians at any mutually agreed time. Also, parents or guardians can make the same request of teachers. Report card dates will be sent home for students that do not have access to the parent portal. Such notices are issued to keep both parents and students informed of the student work being done and to suggest ways and means of correcting any deficiencies.

## REVIEW OF THE MARKING PERIODS AND MARKING SYSTEM

Interim reports will be available to the parents of all students at the mid-point of every marking period. Interims may also be sent at any other time a change in academic work occurs. Report cards and interims will be posted on-line through the parent portal 4 times during the school year.

### FIRST MARKING PERIOD

Marking period ends *November 11th*
Report cards posted *November 18th*

### SECOND MARKING PERIOD

Marking period ends *January 27th*
Report cards posted *February 3th*

### THIRD MARKING PERIOD

Marking period ends *April 11th*
Report cards posted *April 19th*

### FOURTH MARKING PERIOD

Marking period ends *June 15th*
Report Cards posted *Last day of school*

### THE MARKING SYSTEM IS:

**100-92=A** **73-65=D**
**91-83=B** **64 AND BELOW=F**
**82-74=C**

**Incomplete = I (10 days after the report cards are issued to make-up work)**

## DETERMINING GRADES

A student must be enrolled in our school for at least 25 school days to earn a grade for a specific marking period.

50% Major Tests/Projects
40% Quizzes, Graded Assignments
10% Ungraded Assignments, Class work, Participation

## LATE GRADES

Responsibility and adherence to time limits are important work habits that students need to acquire. Students may be penalized for not complying with assignment deadlines.

## GENESIS STUDENT ACCESS PORTAL

All students will be provided a student portal to monitor their progress throughout the school year. The student portal is separate from the parent portal. The student will be able to view their grades. Students do not have the ability to change any settings or access on the portal and this includes the parent portal. Student portal access will not be permitted until parent portal forms are completed at the beginning of each school year. Students should never share their password with anyone. In person password reset requests during the school day will not be honored. If a student forgets their password, they should utilize the studenthelp@voorhees.k12.nj.us.

## SCHOOL PROPERTY

Please respect all school property. We are proud of our school and its grounds. Please do your part in helping us keep our school looking beautiful. The residents of our community have invested a great deal of money in providing you with a very up-to-date, comprehensive, and comfortable school. Please show your appreciation by taking care of the school.

## SCHOOL COUNSELORS

The school counselors are particularly interested in the wellbeing of all students. They are specially trained to help you in ways that pertain to your social, emotional, vocational, and academic life. Visit our website for more information.http://www.voorhees.k12.nj.us/domain/1545

As a middle school student, you are sometimes referred to as an "In-Betweener". That is, you are no longer considered a child, and not yet considered an adult. You are in the process of "Growing Up." Growing up is certainly a very interesting and exciting period of your life but it can also be a complex and difficult period. We are interested in helping you to better understand yourself. There may be times when you will be confused, upset, or undecided about the best way to handle a problem. When such a situation occurs, it is usually helpful to talk with your parents, counselors or teachers.

During the year, the counselors will meet with interested students, classes or small groups of students to help them better understand and cope with problems they may be experiencing. Groups that have been formed in the past have included study skills, self-esteem, divorce, etc. In addition, the school psychologist facilitates groups for students having special needs.

To request an appointment with the counselor, ask your teacher for a smart pass or email your Counselor to request a meeting.

The School Counselors are available for the following services to parents/guardians:

- Individual meetings regarding pupil progress or problems.
- Interpretation of standardized test results and pupil data.
- Information about sources of information regarding child growth and development.
- Information relevant to promoting academic/social growth.

6th Grade Counselor-Mr. Boianelli x5209
7th Grade Counselor- Ms. Conner x5208
8th Grade Counselor- Mrs. Wick x 5202

## SPORTS AND ACTIVITY PROGRAMS

The Voorhees Middle School takes pride in its sports and activity programs. Both boys and girls are encouraged to participate in the programs, for this helps instill the qualities of school spirit and leadership.

## STUDENT RESPONSIBILITIES/MISSING CLASS

During the regular school day, if a student is scheduled to participate in an extra-curricular activity during class time, he/she will be responsible for the following:

- The student must report to the regularly scheduled class/teacher prior to attending the activity.
- The student is responsible to find out about and make up any class work/homework for that day. All assignments will be due on the same day as for the rest of that class.
- If a test is being given during the class period in question, the student must take the test at the scheduled time unless permission is given by the teacher to take it at a different time.
- If new material or material that cannot be made up is being presented during that period, it is strongly suggested that students attend the class.

Remember that student participation in extra-curricular activities implies extra effort on the part of students so that continual academic progress can be maintained.

## SPORTS PROGRAM

I. Season Schedule

| | | |
|---|---|---|
| a. Fall Sports | Sept. - October | Field Hockey, soccer |
| b. Winter Sports | Nov. - March | Basketball, wrestling, cheerleading |
| c. Spring Sports | March- May | Baseball, softball, track |

Sport Participation Forms are available in the nurse's office and the Main office. Forms can be downloaded from the VMS website under Athletics. The student's physical examination must be completed by your own physician. This completed exam must be within 365 days prior to the first day of tryouts. Please listen to the daily announcements for sport meetings and tryout dates.

II. Grade Policy for all Co-Curricular Activities

The Board of Education recognizes that academics are the primary focus of the public school but encourages students to be active in co-curricular clubs and athletics. To help insure students a successful education, a grade policy for curricular activities has been adopted.

- Any student with two failures in major subjects on his/her report card is not eligible to participate in any co-curricular activity until a passing grade is achieved.

- Any student with one failure in a major subject will be placed on probation. This serves as a warning that participation in co-curricular activities are at risk.

III. Detention

Any student who fulfills his/her detention obligations will be permitted to practice and/or play in the games. Individual coaches may have additional rules that affect student eligibility on the team.

IV. Attendance

**A student must be in school the day of the activity to be able to participate in a sport or after school program. (This includes the drama production and the eighth-grade end of year activities).**

V. Transportation

Late buses are provided for after-school activities,which take the students home Parents who transport their child from practice and games should be sure to arrive promptly. Students will be placed on the late bus if a parent has not arrived by the time the bus is set for departure.

## STUDENT ACTIVITIES

Students who are involved in co-curricular activities while in the middle grades generally have higher achievement and improved attendance. They are less likely to experiment with drugs or participate in illicit behaviors, and they develop personal growth traits that enhance positive personal growth. Student activities promote achievement, citizenship, and service to the community while developing self-esteem, self-confidence, and social cooperation. We know that students who participate in activities in the middle grades are likely to continue to be active in high school, college, and beyond" (Arico and Rimmer, 1997).

| | | |
|---|---|---|
| Student Yearbook | Drama Club | Running Club |
| Student Council | Interact Club | Science Olympiad |
| School Newspaper | Reflections Magazine | Free to Be Club |
| Trailblazers | Environmental Science | Homework Club |
| Viking Shop | Adopt-a-Grandparent | Peer Tutors |
| Intramurals | Odyssey of the Mind | S.P.O.R.T. |
| School Bands | Stage Crew | E-Sport |
| School Chorus | Chess Club | Craft/Arts Club |
| Technology Club | Sign Language Club | |
| Math Club | Library Media Aides | |

## STUDENT IDENTIFICATION CARDS

All students will be issued a laminated ID card that must be in the student's possession while on school time (this includes to and from school). The purpose of the ID is to contribute to the overall safety of the students and staff within our school. By having our ID's, we are identifying ourselves as members of the Middle School Community. Students must always be able to produce their ID when requested by a staff member. In case of an emergency that requires outside response personnel, they will be notified that all students and staff can be readily identified with an ID card.

**Student ID's are used every day in the lunchrooms to identify students purchasing school lunches. Identification cards are also required for admittance into student council sponsored activities and after school attended events. Replacement fee for a lost student ID is $5.00.**

## STUDENT SPECTATORS

You are encouraged to attend after school interscholastic events. Students must have ID's and register with the after-school supervisor when staying after for sport activities. Bathroom passes are available from the supervisor. When the sporting event is outside the only entrance to be used is the E wing entrance. Transportation must be provided by a parent.

## STUDENT COUNCIL

The purpose of the Student Council is to help develop citizens who understand the importance of community involvement and the democratic process. The Council provides the student with the opportunities to voice opinions, make suggestions and develop policies for the good of the entire student body.

All students are welcome to apply for Student Council. Each homeroom will have a representative. Representatives must maintain a minimum of C- in all subjects. Experienced members can apply to be officers. Officers must maintain a minimum of B- in all subjects. The number of meetings, duties of officers, and governing rules are spelled out in the council's constitutions.

Good representation comes through an effort in five basic areas:

1. Maintaining an open membership policy
2. Scheduling a wide variety of activities
3. Developing communication with students
4. Maintaining a respectable council image
5. Active participation in school activities

Members who do not fulfill their responsibilities may be removed by the advisors.

## STUDENT PASSES

Since the school is liable by law for all students when they are under its jurisdiction, it is necessary that students be always accounted for, even after school. Therefore, students must always have a smart pass from a teacher whenever they are in the hallways. Students in the hallways without a pass during the school day or after school may receive disciplinary actions.

## STUDENT PICTURES

Each year the school engages a commercial firm to take color photographs of each student. This tradition is an accommodation to the pupils and the parents. This year all students will have the regular school pictures taken in September. Eighth grade students will **also** have their graduation pictures (with graduation robes) taken in November.

1. Make-ups are scheduled in November for those absent on the scheduled days.
2. Make-ups for 8th grade graduation pictures are scheduled for January
3. Purchase is optional and the cost is determined by the number of pictures purchased
4. A pupil's picture will be published in the school yearbook, regardless of whether the pictures are purchased.

In addition, there are many times when our public information officer photographs or videos students engaged in the learning process. These photographs may be submitted to local newspapers. ***Please notify the office immediately if you do not wish to have your child photographed.***

## STUDENT RECORDS/TESTS

Any parent who wishes to review their child's records should contact the Counseling Office for an appointment.

Standardized department tests or exams do not routinely go home. However, parents may, at any time, request to review the results of any assessment by contacting and meeting with the teacher or guidance counselor.

## SUBSTITUTE TEACHERS' ROLE

Students must realize that a substitute teacher has the same authority as the regular classroom teacher. All students are to show respect and cooperation in working with the substitute teacher. Any infractions of the school rules will be treated according to school policy.

## TELEPHONES

If it becomes necessary for a student to use a telephone during school hours, students must request permission from one of the teachers to use a classroom phone or their personal cell phone.

***Parents are requested to limit telephone calls to the school for the purpose of relaying reminder messages for their children, as classes will not be interrupted during the school day. In addition, if forgotten items are delivered to the office such as lunches, gym clothing, or school work by the parent, it is the student's responsibility to check at the grade level office to see if the items have arrived. The secretaries will not interrupt a class to call students to the office to retrieve forgotten items.***

## TEXTBOOKS

It is the responsibility of the student to take care of all the textbooks, which have been issued to him/her. Rules to remember concerning textbooks are:

- The student's name must be written in the space provided.
- The student will be responsible for **putting covers** on the books, in order to protect them.
- Textbooks are not to be used as a filing place for papers, notes, or other matters, as it will break the binding.
- Lost or damaged books must be paid for by the student at replacement costs.
- Textbooks are the tools of learning and should be utilized to their utmost.

Students who fail to pay their outstanding debts will be denied privileges that include participation in clubs, activities, sports, and year-end activities, as well as possible retention of report cards. All privileges will be reinstated once outstanding obligations have been met.

## TRANSFERS

When a student is leaving our school district, he must notify the office at least **one week in advance**. He/she will be given a Withdrawal Form which must be filled out completely. Before final clearance is given, all books, fines and athletic equipment must be returned. Each teacher will sign the Withdrawal Form when the student has completed all the requirements. The Withdrawal Form must then be returned to the office before a transfer will be issued.

## VALUABLES

Large sums of money and items of value should **not** be brought to school. The school is not responsible for lost, damaged or stolen items, including electronics.

## VISITORS

All visitors must report to the Main office of the Middle School, sign in when visiting the building, and wear a visitor's badge. **Students who do not attend Voorhees Middle School are not permitted to visit our school during the regular school day. Anyone wishing to visit CER should enter the building at that entrance.**

## VOORHEES MIDDLE SCHOOL DISCIPLINARY CODE

For our school to attain our goals, it is necessary for a set of disciplinary rules and procedures to be followed by all students. If effective learning is to take place, students must be in attendance, their behavior must not be disruptive of the atmosphere for learning, and their actions must not jeopardize the rights, property, and wellbeing of others.

To help students develop the self-discipline necessary for living and learning, they have a right to know what is expected from them, and what the result of rule infractions will be. For this reason, the disciplinary code should be closely read and understood by all concerned parties.

As students enter Middle School it is expected that they will make errors in judgment as they mature. With each passing year, the expectations for making good decisions increases so that by the time a student leaves the school district they are more confident and self-assured.

The Voorhees Middle School may use surveillance devices and may use law enforcement resources to maintain a drug free and safe environment.

School, State, County, and local law enforcement authorities and resources, including, but not limited to drug sniffing dogs, may be utilized to inspect lockers, other school grounds, storage facilities provided by staff and students on an ongoing basis. 18A: 36-19:2.

School discipline records are cumulative and will become part of the student permanent record. They are required to follow the student to any school (transfers) and to the high school.

The school is required by county, state, and school board regulations to report the following:

**To the local police department:**

1. The possession of unlawful drugs, substances, or alcohol.
2. The possession of a gun or weapon.
3. The destruction of school property.
4. Harassment, including but not limited to sexual harassment.
5. Bias incidents/hate crimes.
6. Stolen items.
7. Presence of strangers
8. Unsafe conditions

**To the Department of Children and Families DCF Child Protection and Permanency (DCP&P):**

1. Any suspicion of child abuse.

**To the Superintendent of Schools**

1. All of the above.
2. Suspicion of non-residency.

**VOORHEES MIDDLE SCHOOL**
**DISCIPLINARY POLICY AND PROCEDURES**

Students are expected to always conduct themselves as responsible members of the school community including on the way to and from school, during school hours, in all activities supervised by the school, and on field trips. The District Discipline Policy, which sets forth and defines offensive conduct shall be in force at all times, it may be viewed on the District website. Any student behavior in conflict with the District Policy will be considered an offense and shall be dealt with in the following manner. However, this list of penalties is meant to serve only as a guideline for school staff when students have acted contrary to the District Discipline Policy, and is not all inclusive. Consequences including suspension or expulsion pursuant to N.J.S.A.

18A:37-2 may be changed depending on each incident, the developmental level of the student, and at the discretion of the administration. Repetitive violations of any school rule may result in more severe disciplinary actions.

## Offensive Conduct

| Violation | Middle School |
|---|---|
| **Arson** | |
| First Offense | Principal notification, parent notification, possible loss of extra-curricular activities/privileges, and counselor referral.,<br><br>Superintendent notification<br><br>Police notification<br><br>OSS |
| Second Offense | Principal notification, parent conference, loss of extra-curricular activities/privileges, and referral to an outside counseling agency.<br><br>Superintendent notification<br><br>Police notification<br><br>Medical clearance required.<br><br>OSS |
| Third Offense | Principal notification, parent conference, loss of extra-curricular activities/privileges, and referral to an outside counseling agency.<br><br>Superintendent notification<br><br>Police notification<br><br>Medical clearance required<br><br>OSS<br><br>Possible 90-180-day placement<br><br>Possible expulsion |
| **Assault** | |
| First Offense | Principal conference, parent conference, counselor referral, loss of possible extra-curricular activities/privileges<br>and develop an individual behavior contract. |

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| | Reflective behavior work completed by the student for follow-up with a counselor.<br><br>ISS or OSS |
| Second Offense | Principal conference, parent conference, loss of extra-curricular activities/privileges, consult with a BCBA (Board Certified Behavior Analyst), and review the individual behavior contract.<br><br>Reflective behavior work completed by the student for follow-up with a counselor.<br><br>Possible police intervention.<br><br>OSS |
| Third Offense | Principal conference, parent conference, loss of extra-curricular activities/privileges, referral to out of district counseling agency, and review the individual behavior contract.<br><br>Reflective behavior work completed by the student for follow up with a counselor.<br><br>Superintendent notification<br><br>Possible police intervention.<br>OSS |
| **Assault on a Staff Member** | |
| First Offense | Principal conference, parent conference, counselor referral, possible loss of extra-curricular activities/privileges<br>and develop an individual behavior contract.<br><br>Reflective behavior work completed by the student for follow-up with a counselor.<br><br>ISS or OSS<br><br>Superintendent notification |
| Second Offense | Principal conference, parent conference, loss of extra-curricular activities/privileges, consult with a BCBA (Board Certified Behavior Analyst), and review the individual behavior contract.<br><br>Reflective behavior work completed by the student for follow up with a counselor.<br><br>Possible police intervention.<br><br>OSS<br><br>Superintendent notification |
| Third Offense | Principal conference, parent conference, loss of extra-curricular activities/privileges, referral to an outside counseling agency, and review the individual behavior contract.<br><br>Reflective behavior work completed by the student for follow up with a counselor. |

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| | Possible police intervention<br><br>OSS<br><br>Superintendent notification |
| **Assault with Weapon** | |
| First Offense | Principal conference, parent conference, counselor referral, referral to an outside counseling agency, loss of extra-curricular activities/privileges, and develop an individual behavior contract.<br><br>Police intervention<br><br>Superintendent notification<br><br>Possible CST involvement<br><br>ISS or OSS<br><br>Possible expulsion<br><br>Medical clearance may be required |
| Second Offense | Principal conference, parent conference, counselor referral, loss of extra-curricular activities/privileges, and review the individual behavior contract.<br><br>Mandatory referral for out of district counseling<br><br>Superintendent notification<br>Police intervention<br><br>CST involvement<br><br>OSS<br><br>Possible expulsion<br><br>Medical clearance will be required. |
| Third Offense | Principal conference, parent conference, counselor referral, referral to an out of district counseling agency, loss of extra-curricular activities/privileges, and review of the individual behavior contract.<br><br>Superintendent notification<br><br>Possible CST involvement<br><br>OSS<br><br>Possible 90-180-day placement<br><br>Possible expulsion<br><br>Medical clearance will be required. |

| **Biased Language (Verbal or Written) (New)** | |
|---|---|
| First Offense | Principal conference, parent notification, and counselor referral.<br><br>Administrative detention, ISS or OSS<br><br>Police notification<br><br>Superintendent notification |
| Second Offense | Principal conference, parent conference, and counselor referral.<br><br>ISS or OSS<br><br>Police notification<br><br>Superintendent notification |
| Third Offense | Principal conference, parent conference, counselor referral, and referral to an out of district counseling agency.<br><br>OSS<br><br>Police notification<br><br>Superintendent notification |
| **Buying/ Selling/ Extortion** | |
| First Offense | Principal conference and parent notification.<br><br>Administrative detention or ISS |
| Second Offense | Principal conference, parent conference, and counselor referral.<br><br>Administrative detention or ISS<br><br>Possible police notification. |
| Third Offense | Principal conference, parent conference, counselor referral and possible referral to an out of district counseling agency.<br><br>Administrative detention or ISS<br><br>Possible police notification. |
| **Cheating** | |
| First Offense | Teacher intervention and parent notification. |
| Second Offense | Teacher intervention and parent notification, and counselor referral. |

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| | Principal conference |
| Third Offense | Teacher intervention and parent notification and counselor referral.<br><br>Principal conference<br><br>Administrative detention |
| **Cutting Class, Leaving Class, or Leaving Assigned Location Without Permission** | |
| First Offense | Principal referral and parent notification.<br><br>Administrative detention |
| Second Offense | Principal referral, parent conference, and counselor referral.<br><br>Administrative detention or ISS |
| Third Offense | Principal referral, parent conference, and counselor referral.<br><br>Administrative detention, ISS, or OSS |
| **Cutting Detention** | |
| First Offense | Reschedule detention. |
| Second Offense | Parent notification and reschedule detention. |
| Third Offense | Principal referral, parent conference and reschedule detention.<br><br>An additional detention may be assigned<br><br>Possible ISS |
| **Defiance of Authority (Insubordination)** | |
| First Offense | Warning, and/or parent notification. |
| Second Offense | Principal conference, parent notification, counselor referral, and possible loss of extra-curricular activities/privileges.<br><br>Administrative detention |
| Third Offense | Principal conference, parent conference, counselor referral, possible loss of extra-curricular activities/privileges, and develop an individual behavior contract.<br><br>ISS or OSS |
| **Destruction of School, Staff, or Student Property** | |
| First Offense | Parent notification and possible restitution.<br><br>Administrative detention |

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| Second Offense | Parent notification, possible restitution, and counselor referral.<br><br>Administrative detention or ISS |
| Third Offense | Parent notification, restitution, counselor referral, and possible referral to an outside counseling agency<br><br>ISS or OSS |
| **Disobedience** | |
| First Offense | Warning and/or parent notification.<br><br>Possible detention |
| Second Offense | Office referral and parent notification.<br><br>Detention |
| Third Offense | Office referral, parent conference, and counselor referral.<br>Detention, ISS, or OSS |
| **Disrespectful Behavior** | |
| First Offense | Warning and/or parent notification.<br><br>Possible detention |
| Second Offense | Office referral and parent notification.<br><br>Detention |
| Third Offense | Office referral, parent notification, and counselor referral.<br>Detention, ISS, or OSS |
| **Disruption** | |
| First Offense | Warning and/or parent notification.<br><br>Possible detention |
| Second Offense | Office referral and parent notification.<br><br>Detention |
| Third Offense | Office referral, parent notification, and counselor referral.<br><br>Detention, ISS, or OSS |
| **Distribution or Selling of Intoxicants** | |
| First Offense | Principal notification, parent conference, counselor referral, and referral to an outside counseling agency.<br><br>Medical clearance required<br><br>Police intervention<br>Superintendent notification<br><br>Possible ISS or OSS |
| Second Offense | Principal notification, parent conference, counselor referral, and referral to an outside counseling agency. |

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| | Medical clearance required<br><br>OSS<br><br>Police intervention<br><br>Superintendent notification<br>Possible 90-180-day placement |
| Third Offense | Principal notification, parent conference, counselor referral, and referral to an outside counseling agency.<br><br>Medical clearance required<br><br>Police intervention<br><br>OSS<br><br>Superintendent notification<br><br>90-180-day placement<br><br>Possible expulsion |
| **Failure to Wear Seatbelt on School Bus** | |
| First Offense | Warning and/or parent notification. |
| Second Offense | Parent notification.<br><br>Detention |
| Third Offense | Parent conference.<br><br>Detention<br><br>Possible bus suspension |
| **Falsifications** | |
| First Offense | Warning and parent notification.<br><br>Detention |
| Second Offense | Office referral, and parent notification.<br><br>Detention or ISS |
| Third Offense | Parent conference and counselor referral.<br><br>Detention, ISS, or OSS |
| **Falsifying a Fire or Security Alarm** | |
| First Offense | Parent notification and counselor referral.<br><br>OSS<br><br>Police notification |

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| Second Offense | Parent conference, possible loss of extra-curricular activities/privileges, and referral to an outside counseling agency.<br><br>OSS<br><br>Superintendent notification<br><br>Possible 90-180-day placement<br><br>Possible expulsion<br><br>Police notification |
| Third Offense | Parent conference, loss of extra-curricular activities/privileges, and referral to an outside counseling agency.<br><br>OSS<br><br>Superintendent notification<br><br>Possible 90-180-day placement<br><br>Possible expulsion<br><br>Police notification |
| **Fighting** | |
| First Offense | Principal notification, parent conference, and counselor referral.<br><br>ISS or OSS |
| Second Offense | Principal notification, parent conference, counselor referral, and possible loss of extra-curricular activities/privileges.<br><br>ISS or OSS |
| Third Offense | Principal notification, parent conference, counselor referral, referral to an outside counseling agency, and loss of extra-curricular activities/privileges.<br><br>Superintendent notification<br><br>OSS |
| **Forgery** | |

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| First Offense | Warning and parent notification.<br><br>Detention |
| Second Offense | Office referral and parent notification.<br><br>Detention or ISS |
| Third Offense | Parent conference and counselor referral.<br><br>Detention, ISS, or OSS |
| **Gambling** | |
| First Offense | Principal notification and parent notification.<br><br>Detention |
| Second Offense | Parent conference and counselor referral.<br>Detention |
| Third Offense | Parent conference, counselor referral, and referral to an outside counseling agency.<br><br>Police notification<br><br>Superintendent notification<br><br>ISS or OSS |
| **Harassment, Intimidation or Bullying** | |
| First Offense | Principal notification, parent notification, counselor referral, and referral to School Anti-Bullying Specialist.<br>Adhere to the guidance in the New Jersey Anti-Bullying Bill of Rights Act (ABR) |
| Second Offense | Principal notification, parent notification, counselor referral, and referral to School Anti-Bullying Specialist.<br>Adhere to the guidance in the New Jersey Anti-Bullying Bill of Rights Act (ABR) |
| Third Offense | Principal notification, parent notification, counselor referral, and referral to School Anti-Bullying Specialist.<br>Adhere to the guidance in the New Jersey Anti-Bullying Bill of Rights Act (ABR) |
| **Inappropriate Language** | |
| First Offense | Warning and parent notification.<br>Detention |
| Second Offense | Parent conference.<br>Detention |
| Third Offense | Parent conference.<br>Detention or ISS |
| **Leaving School Grounds** | |
| First Offense | Principal notification, parent notification, and counselor referral.<br><br>Detention |
| Second Offense | Principal notification, parent notification, and counselor referral.<br><br>Detention, ISS, or OSS |
| Third Offense | Principal notification, parent notification, and counselor referral. |

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| | ISS or OSS |
| **Loitering/Late to Class or Lunch** | |
| First Offense | Teacher/ Lunchroom Supervisor warning |
| Second Offense | Parent notification and principal conference.<br><br>Detention |
| Third Offense | Parent notification, principal conference, and counselor referral.<br>Detention or ISS |
| **Misuse of Computer Networks/ Computers** | |
| First Offense | Parent notification and possible loss of computer privileges.<br><br>Detention of ISS |
| Second Offense | Parent notification and possible loss of computer privileges.<br><br>Detention of ISS |
| Third Offense | Parent conference and loss of computer privileges.<br><br>ISS or OSS |
| **Physical Contact** | |
| First Offense | Principal notification, parent notification, and counselor referral.<br><br>Detention |
| Second Offense | Principal notification, parent conference, and counselor referral.<br><br>Detention, ISS, or OSS |
| Third Offense | Principal notification, parent conference, and counselor referral.<br><br>ISS or OSS |
| **Possession of Intoxicant** | |
| First Offense | Principal notification, parent conference, counselor referral, and referral to an outside counseling agency.<br><br>Medical clearance required<br><br>Police intervention<br><br>Superintendent notification<br><br>Possible ISS or OSS |
| Second Offense | Principal notification, parent conference, referral to a guidance counselor, and referral to an outside counseling agency.<br><br>Medical clearance required<br><br>OSS<br><br>Police intervention |

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| | Superintendent notification<br>Possible 90-180-day placement |
| Third Offense | Principal notification, parent conference, counselor referral, and referral to an outside counseling agency.<br><br>Medical clearance required<br><br>Police intervention<br><br>OSS<br><br>Superintendent notification<br><br>Possible 90-180-day placement |
| **Public Displays of Affection** | |
| First Offense | Warning |
| Second Offense | Principal notification, parent notification, and counselor referral.<br><br>Possible detention |
| Third Offense | Principal notification, parent notification, and counselor referral.<br><br>Detention |
| **Sexual Harassment** | |
| First Offense | Principal notification, referral to Affirmative Action Officer, counselor referral, and parent notification.<br><br>Possible police intervention<br><br>Detention, ISS, or OSS |
| Second Offense | Principal notification, referral to Affirmative Action Officer, counselor referral, and parent notification.<br><br>Possible police intervention<br><br>Superintendent notification<br><br>ISS or OSS |
| Third Offense | Principal notification, referral to Affirmative Action Officer, counselor referral, and parent notification.<br><br>Possible police intervention<br><br>Superintendent notification<br>ISS or OSS |
| **Smoking/Vaping** | |
| First Offense | Principal notification, parent conference, nurse referral, and counselor referral.<br><br>Police notification<br><br>Superintendent notification<br><br>ISS or OSS |

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| | Medical clearance required |
| Second Offense | Principal notification, parent conference, nurse referral, counselor referral, and referral to an outside counseling agency.<br><br>Police notification<br><br>Superintendent notification<br><br>OSS<br><br>Medical clearance required |
| Third Offense | Principal notification, parent conference, nurse referral, counselor referral, and referral to an outside counseling agency.<br><br>Police notification<br><br>Superintendent notification<br><br>Possible 90-180-day placement<br><br>OSS<br><br>Medical clearance required |
| **Substance Abuse** | |
| First Offense | Principal notification, parent conference, nurse referral, counselor referral, and referral to an outside counseling agency.<br><br>Police notification<br><br>Superintendent notification<br><br>ISS or OSS<br><br>Medical clearance required |
| Second Offense | Principal notification, parent conference, nurse referral, counselor referral, and referral to an outside counseling agency.<br><br>Police notification<br><br>Superintendent notification<br><br>OSS<br><br>Medical clearance required |
| Third Offense | Principal notification, parent conference, nurse referral, counselor referral, and referral to an outside counseling agency.<br><br>Police notification<br><br>Superintendent notification<br><br>Possible 90-180-day placement |

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| | OSS<br><br>Medical clearance required |
| **Terroristic Threats** | |
| First Offense | Principal conference, parent conference, counselor referral, possible loss of extra-curricular activities/privileges<br>and develop an individual behavior contract.<br><br>OSS<br><br>Police intervention<br><br>Superintendent notification<br><br>Possible 90-180-day placement.<br><br>Medical clearance required |
| Second Offense | Principal conference, parent conference, counselor referral, loss of extra-curricular activities/privileges<br>and review the individual behavior contract.<br><br>OSS<br><br>Possible CST intervention<br><br>Police intervention<br><br>Superintendent notification<br><br>Possible 90-180-day placement.<br><br>Medical clearance required |
| Third Offense | Principal conference, parent conference, counselor referral, loss of extra-curricular activities/privileges<br>and review the individual behavior contract.<br><br>OSS<br><br>CST intervention<br><br>Possible 90-180-day placement.<br><br>Police intervention<br><br>Superintendent notification<br><br>Medical clearance required |

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| **Theft/Damage** | |
| First Offense | Parent notification and possible restitution.<br><br>Administrative detention |
| Second Offense | Parent notification, possible restitution, and counselor referral.<br><br>Detention or ISS |
| Third Offense | Parent notification, restitution, counselor referral, and possible referral to an outside counseling agency.<br><br>ISS or OSS |
| **Truancy** | |
| First Offense | Parent notification and make-up missed time.<br><br>Detention or ISS |
| Second Offense | Parent conference and make-up missed time.<br><br>Detention or ISS |
| Third Offense | Parent conference, create a Student Attendance Success Plan, and referral to the Response to Intervention (RTI) Team.<br><br>Detention or ISS |
| **Unexcused Lateness** | |
| After 5 unexcused | Parent notification |
| **Use or Possession of an Exploding Device** | |
| First Offense | Principal notification and parent conference, counselor referral, and referral to an outside counseling agency.<br><br>Medical clearance required<br><br>Superintendent notification<br><br>Possible CST intervention<br><br>Police intervention<br><br>OSS<br><br>Possible 90-180-day placement<br><br>Possible expulsion |
| Second Offense | Principal notification and parent conference, counselor referral, and referral to an outside counseling agency. |

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| | Medical clearance required<br><br>Superintendent notification<br><br>CST intervention<br><br>Police intervention<br><br>OSS<br><br>Possible 90-180-day placement<br><br>Possible expulsion |
| Third Offense | Principal notification and parent conference, counselor referral, and referral to an outside counseling agency.<br><br>Medical clearance required<br><br>Superintendent notification<br><br>Police intervention<br><br>OSS<br><br>Possible 90-180-day placement<br><br>Possible expulsion |
| **Vandalism** | |
| First Offense | Parent notification and possible restitution.<br><br>Detention, ISS, or OSS<br><br>Possible police notification |
| Second Offense | Parent notification, possible restitution, and counselor referral.<br><br>ISS or OSS<br><br>Possible police notification |
| Third Offense | Parent notification, restitution, counselor referral, and possible referral to an outside counseling agency.<br>ISS or OSS<br><br>Possible police intervention |
| **Weapon Possession** | |
| First Offense | Principal notification and parent conference, counselor referral, and referral to an outside counseling agency.<br><br>Medical clearance required<br><br>Superintendent notification<br><br>Possible CST intervention<br><br>Police intervention |

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| | OSS<br><br>Possible 90-180-day placement<br><br>Possible expulsion |
| Second Offense | Principal notification and parent conference, counselor referral, and referral to an outside counseling agency.<br><br>Medical clearance required<br><br>Superintendent notification<br><br>CST intervention<br><br>Police intervention<br><br>OSS<br><br>Possible 90-180-day placement<br><br>Possible expulsion |
| Third Offense | Principal notification and parent conference, counselor referral, and referral to an outside counseling agency.<br><br>Medical clearance required<br><br>Superintendent notification<br><br>Police intervention<br><br>OSS<br><br>Possible 90-180-day placement<br><br>Possible expulsion |
| **Wrongful Entry** | |
| First Offense | Warning and parent notification.<br><br>Administrative detention or ISS |
| Second Offense | Parent conference.<br><br>Administrative detention or ISS |
| Third Offense | Parent conference and counselor referral.<br><br>Administrative detention or ISS |

**detention could be lunch detention, office detention, after school detention, or Saturday detention special celebration, have special lunch privileges, receive school store discounts, participate in raffles for gift certificates and other prizes.