The Middle Schools of West Orange

STUDENT HANDBOOK 2026-2027

Liberty Middle School

Mr. Xavier M. Fitzgerald, Principal
Mr. Stephen Olshalsky, Assistant Principal

Roosevelt Middle School

Mr. Lionel O. Hush, Jr., Principal
Mrs. Olivia Betances, Assistant Principal

Edison Middle School

Mr. Steven Melendez, Principal
Dr. Keri Orange-Jones, Assistant Principal

Message from the Principals

We would like to welcome you to the Middle Schools of West Orange for the 2026-2027 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 making 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
Liberty Middle School

Steven Melendez, Principal
Edison 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.

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 a 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.

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 (Doctor's note required)
b. Absence to recover from an accident (Doctor'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. Work will not be provided for students whose absence is unexcused.

The middle schools of West Orange utilize the "School Messenger" program to notify parents/guardians 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 11:30 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. **We do not excuse tardiness except in the case of extreme emergencies, late bus arrival, or with a doctor's note.** 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. The 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.

CHROMEBOOKS

Each student in the West Orange Public Schools from grades 6-8 will have access to a district-provided Chromebook throughout the school day and a 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 carefully manage and use responsibly their assigned Chromebook every day. Students 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 contact in PowerSchool. 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.

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.

Please check the school website for information regarding available Sports, Clubs, Organizations, and Activities.

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 a 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 each month 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 permission, which can be obtained from their classroom teacher, counselor, or an administrator. Any student in the halls without staff knowledge or permission may face disciplinary action. It is imperative that students report to class to obtain permission before going to the nurse, counselor, or any other staff member. All students given a Hall Pass/Nurse's Pass/or LMC Pass must be logged through the electronic pass platform to issue the passes to students. This will ensure that restrooms are not overcrowded, and students' hallway usage is monitored in order to identify excessive patterns of misuse of hallway activity. 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 to contact a parent in cases when a child needs to go home or to the hospital, each family **MUST** submit up-to-date emergency contact(s) into their PowerSchool account. PowerSchool emergency information 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 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 authorization from both physicians and parents. Forms may be obtained from the nurse.

* Exceptions 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 7th graders and vision screenings for the 8th 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 should visit the Liberty/Roosevelt websites, specifically the Athletics tab for state annual athletic participation forms. Students 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.

ACCELERATED CLASSES

The purpose of an Accelerated 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 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, DVDs, 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.

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 missed work. For excused absences, students generally will have twice the number of days absent to make up their work. For example, if someone were absent for 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 period of time. Schools using the digital Agenda Book/Planner will see how it will interface with Google Classroom and will be a valuable tool for managing all assignments.

MEDIA RELEASE PERMISSION

During 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 unlocked lockers. This also applies to electronic items of a personal nature including cell phones, headphones and airpods.**

NJSLA ASSESSMENT

Middle school students are scheduled to take the fall NJ Start Strong Assessment which is intended to provide resources for class feedback and support based on a subset of prioritized prior-year academic standards. In addition, 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 the 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 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 or athletic footwear. ***Locker rooms, if available, for Physical Education will only be used for storing belongings and use of restrooms. Students WILL NOT be changing their clothes before and after P.E. class.*** As long as the weather permits, classes will also utilize outdoor facilities. A parental note is necessary if a student needs to be excused from physical activity. An extended excuse of more than three (3) days requires a note from the physician, who should also indicate when the student is ready to resume participation in physical activity.

PSYCHOLOGICAL SCREENING

In the event that a student's actions suggest that they are a threat to harm themselves or others, the school administration may require a psychiatric screening with a documented clearance letter in order to be readmitted to school. The school will provide referrals for health care services that provide such screenings. Threats of violence toward 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 counselor.

RETENTION

Any student who fails ELA or Math is subject to retention. To avoid retention, the failed subject may be taken at an approved out-of-district summer school program at the family's expense.

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.

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.**

SPECIAL SERVICES

The Child Study Team (CST) is part of the Department of Student Support Services. The CST consists 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. Constance Salimbeno, 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:
Ms. Michelle Martino
973-669-5400 x20519
mmartino@westorangeschools.org

504 Officer:
Dr. Derek Ressa
973-669-5400 x20530
dressa@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.

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.**

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

GENERAL EXPECTATIONS

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

1. Students are to speak to others (be it peers or adults) cordially using appropriate language at all times. Students should use proper voice levels indoors as well, no yelling or screaming in classrooms or hallways.
2. All students are to refrain from public displays of affection in and around the school. Incidents may result in disciplinary action.
3. Schools are gum and candy free. Therefore, no student is to bring those items to school or use them during the day. **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. 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.**
4. 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.

ACADEMIC DISHONESTY

All forms of academic dishonesty are unacceptable at the West Orange Middle Schools. These include cheating on tests, copying the work of others, copying from published works (plagiarism), unauthorized possession of testing materials, use of unauthorized technology during testing, attempts to modify grades and other records and similar activities and the use of artificial intelligence sites and platforms to complete assignments for the student. When a student participates in a form of academic dishonesty:

1. a zero is assigned as a grade.
2. parents are notified.
3. a disciplinary report may be recorded and disciplinary measures may be taken.

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.

ATHLETIC/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 including West Orange High School. 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.**

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 4:30 p.m., Monday – Thursday, 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 handbook for further clarification.)*

CAFETERIA REGULATIONS

Neither food nor beverages are to be taken from the cafeterias to any area not normally designated for eating without a note from the nurse or administration. The throwing of food or other items is forbidden and will result in the application of appropriate discipline.

Students are expected to:

1. display proper decorum; throwing of food is prohibited.
2. eat lunch in their assigned cafeteria.
3. report on time to the assigned cafeteria.
4. remain in the assigned cafeteria for the entire lunch period.
5. be seated at a table.
6. be orderly, polite and reasonable in speech and action.
7. be responsible for his/her table's cleanliness. If asked by a staff member to clean up, students are expected to cooperate, even if the debris is not theirs.
8. return chairs under the tables.
9. exit from the assigned cafeteria in an orderly manner.
10. extend courteous behavior, which includes not cutting the lunch line.

Please note that lunch seating may be assigned by the staff, and if seating is assigned, failure to sit where directed will result in disciplinary consequences. At the discretion of the staff and administration, lunch detentions may be assigned where appropriate in lieu of or in addition to other disciplinary consequences.

CELL PHONES, HEADPHONES. ELECTRONIC RECORDING DEVICES & WEARABLE TECHNOLOGY

General Policy
Students are prohibited from using or displaying cell phones, headphones, electronic recording devices—including audio recorders, cameras, and wearable smart technology (such as Meta/Ray-Ban smart glasses or any eyewear equipped with audio, video, or photo capabilities)—during the school day. All electronic devices must remain powered off and stored in the student's assigned locker from the start of the school day until dismissal. *Smartwatches **MUST BE WORN** in "School Mode" only*. Smartwatches are prohibited during state testing. Students who require prescription eyewear must wear standard, non-electronic glasses during school hours.

Privacy & Safety Prohibitions
Recording audio, video, or taking photographs of students or staff without explicit permission from a school administrator is strictly forbidden. Capturing media in private areas—including restrooms, locker rooms, changing facilities, and administrative offices—is a severe safety and privacy violation that will result in immediate disciplinary action and potential referral to law enforcement.

Academic Integrity
Using wearable smart technology or recording devices during quizzes, examinations, or standardized testing constitutes cheating. Any student caught with smart eyewear or recording devices during testing will face immediate score invalidation and academic discipline.

Note: Exceptions are permitted solely for students with documented accommodations under an approved Individualized Education Program (IEP), Section 504 Plan or Health Plan.

First Offense: Phone/Device is confiscated, submitted to the main office and returned to the student at the end of the day. Staff who confiscated the phone will call home.
Second Offense: Phone/Device is confiscated, submitted to the main office, and returned to the student at the end of the day. Staff who confiscated the phone will call home.
Third and Subsequent Offenses: Phone/Device is confiscated, parent is required to pick it up, and defiance of authority- code of conduct violation according to the student handbook. Subsequent offenses may require students to turn in their phone/device to the main office upon arrival to school each day for a period of 5 school days.

CLASSROOM EXPECTATIONS

1. After passing-time, be in seats, with appropriate materials, and prepared to work.
2. Use courteous and school appropriate language at all times.
3. Respect others' right to work, and avoid unnecessary noises or distractions.
4. Be independent and honorable in doing work.
5. Show respect for **all** authority figures including substitutes and practice teachers.
6. Use the pass system to be excused from class only when necessary.
7. Refrain from writing, reading and passing personal notes.

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:

1. Cigarettes or any tobacco/nicotine products including electronic cigarettes or vaping products.
2. Matches and cigarette lighters.
3. Drugs, drug paraphernalia, vaping paraphernalia, alcohol, and other controlled substances.
4. Fireworks

5. Weapons (guns, toy guns, knives, box cutters, stun guns, or any object that could be harmful) as per BOE Policy 5131.70
6. Laser pointers or laser devices/ taser/shocking pens.
7. Any items chemical or gaseous in nature that exude an unpleasant odor or scent.
8. Spray paint, spray deodorant, hairspray, perfume, cologne, body spray, nail polish.

DISRUPTIVE/UNAUTHORIZED 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.

1. Water pistols.
2. Novelty devices that may cause injury, toys, trading cards.
3. Airpods and headphones
4. Any electronic or battery-operated device not utilized in the educational process.

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 the item at school.

DRESS CODE

The West Orange Middle Schools, in the absence of a requirement that all students wear school uniforms, expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities while maintaining a professional and business-like appearance to the greatest extent possible.

The West Orange Middle Schools take the education, safety, and security of its students seriously and encourages them to approach their education, and therefore their appearance during the school day, in a serious and professional manner so that the learning environment is optimized.

The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile, offensive, or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity. School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students. Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. To ensure effective and equitable enforcement of the dress code, school staff shall enforce the dress code consistently and shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

Students are also required to adhere to health and safety standards in their mode of dress and personal appearance. Students are urged to use good judgment in the consideration of their overall appearance. The following guidelines are established to assist in maintaining the proper dress for school:

- ➢ Hats, hoods, visors, sweatbands, bandanas/flags, wave caps, do-rags, hair bonnets and all other non-religious headgear are strictly prohibited and may not be worn in school. Additionally, combs or hair picks, etc. may not be worn during the school day.
- ➢ Sunglasses may not be worn in school. Prescription sunglasses may be worn in school only if indicated by a doctor's note, which must be submitted to the school nurse. Cosmetic sunglasses may not be worn even when placed on the head.

- ➢ Students may not wear apparel that promotes or endorses illegal substances (i.e., drugs, alcohol or tobacco products) or violence (i.e., weapons). In addition, students may not wear clothing with messages deemed offensive, profane or inappropriate as judged by the administration.
- ➢ Clothing that depicts or suggests images of violence, sexual content, profanity or inappropriate references to race, gender, or religion may not be worn in school.
- ➢ Students may not wear see-through garments, bustiers, tops with cut outs or shirts that allow the midriff to be over-exposed.
- ➢ Ripped jeans should not be ripped in areas which could be considered inappropriate as judged by the administration.
- ➢ Students may not wear sleepwear, beachwear or clothes designed to look like underwear. Proper attire should include undergarments. No undergarments should be visible or worn as outerwear. Pants and shorts must be fastened at the waist.

The school administration has the right to judge the appropriateness of dress and grooming on an individual basis. Students who fail to dress in an appropriate manner may be sent home to change. Failure to comply with this policy is a violation of the West Orange Middle Schools Discipline Code and is subject to penalties as written in the Student Handbook under the section "Levels of Disciplinary Action".

FEES/FINES FOR DAMAGED/LOST ITEMS

Students are responsible to return all school property (i.e. locks, textbooks, athletic equipment, chromebook, etc.), and make sure all fees/fines, including fines/restitution for damaged property (i.e. chromebooks) are paid prior to the end of year due date. Failure to do so may result in the student being placed on Social Restriction and may result in the forfeiture of pre-paid trip fees if the infraction occurs after the established refund deadline.

HALLWAY EXPECTATIONS

1. Obtain permission to leave the room during class periods.
2. Do not run, walk at all times.
3. Stay to the right in halls and stairways.
4. Avoid loitering or congregating in ways that block the movement of other students and staff.
5. Keep the level of voices at a normal range; do not yell or scream.

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 **$13.00** for a new lock. Students must use the school locks as they are specially keyed for each building.

SOCIAL RESTRICTION POLICY

Students may be placed on Social Restriction for disciplinary reasons. This status limits a student's ability to engage in non-essential school activities to provide them with the time and focus needed to improve their standing.

Consequences of Social Restriction: While on Social Restriction, students cannot participate in:

- After-school sports, clubs, or activities
- Non-Academic School assemblies
- Non-curricular Field trips or any other off-campus school-sponsored events

Reasons for Placement: A student will be placed on Social Restriction for a two-week period if they meet any of the following criteria:

- Receive two in-school and/or two out-of-school suspensions.
- Commit a serious disciplinary infraction (Level 8-10) as determined by the school administration.

Social Restriction will begin upon return from suspension for any student placed on social restriction for disciplinary reasons.

Extended Restriction & Financial Information

***End-of-Year Trip*:** A student placed on Social Restriction for more than four (4) two-week periods (eight weeks total) during the school year will lose eligibility for the end-of-year trip.

Forfeiture of Fees: Placement on Social Restriction may result in the forfeiture of pre-paid trip fees if the infraction occurs after the established refund deadline at administrative discretion.

STUDENT ID POLICY

All students are required to be in possession of their school-issued photo Identification Card (ID) while on school grounds. IDs are required for lunch, snack, LMC, transportation, school events, and overall safety. IDs must be **WORN and VISIBLE** at all times while on school grounds.

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, vaping 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. Any student caught with any type of vaping device (ie nicotine, THC/CBD, etc) will be sent for a drug screening. Additionally, any student that is suspected to be under the influence of drugs/alcohol during the school day will also be sent for a drug screening before being able to return to school.

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).

TEXTBOOKS

During the first few days of school, textbooks may be distributed by subject area teachers that utilize hardcover books. 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.

USE OF OFFICE TELEPHONE

The telephone is located on the first floor in the Main Office. Permission from the main office must be obtained. Students' cell phones MUST be turned off and stored in their lockers during school hours. Parents and students are urged to utilize the school phone to relay any messages that may be urgent in nature to their child.

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. Student may be placed on social restriction and may result in the forfeiture of pre-paid trip fees.

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. The 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.

EMS/LMS/RMS 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

- Daily use of a protective mask to be worn at all times.
- 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. Students 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 or nicotine vaping products and/or paraphernalia.
- 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.

BUS BEHAVIOR GUIDELINES AND CONSEQUENCES

<u>OFFENSES</u>

- 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 identity 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 or vaping substances.
- 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

LEVELS OF DISCIPLINARY ACTION

Listed below are the various levels to be used in a disciplinary case. Each circumstance is considered independent of any other. These levels are guidelines. A student will move to succeeding steps for subsequent occurrences of misconduct that require disciplinary action. Infractions, with numbers in (parentheses), may, at the discretion of the disciplinary officials, be entered at any level indicated by those numbers.

Level 1 Conference/Parent-Guardian Contact/Teacher Detention

A. Aggressive interaction with other student(s)
B. Classroom Disruption
C. Disrespectful Behavior (2-5)
D. Eating or drinking in class (2-5)
E. Failure to follow the Dress Code Policy (i.e. headgear use), p. 15, 3rd offense (2-5)
F. Failure to follow the Cell Telephone, Electronic Devices, Headphones, Meta Glasses, Smart Watch and Other Unauthorized Items Policy, p. 14, 2nd offense (2-5)
G. Inappropriate use of school technology/security (2-5)
H. Late to class - 1st, 2nd, 3rd, 4th offense
I. Refusal to follow directions
J. Use of Inappropriate Language

Level 2 Lunch Detention, Multiple Lunch Detentions, or Administrative Detention

A. 5th unexcused tardy (per marking period)
B. Cutting class, including advisory (3-5)
C. Failure to clean up after oneself in the Cafeteria at breakfast or lunch. (3-5)
D. Failure to follow the Cell Telephone, Electronic Devices, and Other Unauthorized Items Policy, p. 14, 4th+ offense (3-5)
E. Failure to follow the Dress Code Policy, p.15, 4th offense (3-5)
F. Failure to follow Locker Policy (i.e. sharing of lockers), p. 16
G. Failure to follow Student ID Policy, 2nd offense (3-5), p. 15
H. Multiple students in a restroom stall, 1st offense (4-6)
I. Possession of toys in school (3-5)
J. Laser Optic Devices (3-5)
K. Missing Teacher Detention
L. Repeated failure to follow directions and requests of teachers OR other staff (3- 6)
M. Riding/Attempting to board a bus other than as properly assigned. (3-5)
N. Unauthorized use of elevator (3-5))
O. Unauthorized access to another's belongings (3-5)
P. Unauthorized sales of merchandise (i.e. candy, clothes, etc.)

Level 3 Restorative Practice

A. Academic dishonesty (cheating/plagiarism/etc.), 1st Offense (4)
B. Altered passes, etc. (where a pass is properly issued by staff and not stolen) (4-6)
C. Attempting to ride/riding bus to which the student is not assigned
D. Cutting class, 2nd Offense
E. Dangerous roughhousing/irresponsible behavior (4-6)
F. Defiance of authority (4-6)
G. Derogatory comments/actions based upon race, creed, color, religion, ethnicity, sex or handicap (4-6)

H. Entry into an inappropriate student lavatory (4-6)
I. Failure to follow the Cell Telephone, Electronic Devices, Smart Watch and Other Unauthorized Items Policy, p. 14, 3rd offense (4-6)
J. Failure to follow the Dress Code Policy (i.e. headgear use), p. 15, 5th offense (4-6)
K. Failure to disperse when instructed to do so (4-6)
L. Harassment, Bullying/provocation including sexual harassment (4-6)
M. Inappropriate, insensitive and/or inflammatory language (4-6)
N. Multiple students in a restroom stall, 2nd offense (4-6)
O. Profanity (4-6)
P. Unauthorized use of computer/technology belonging to another. (4-6))
Q. Wandering/abuse of hall passes (4-6)

<u>Level 4</u> One to three day In-School Suspension

A. Academic dishonesty (cheating/plagiarism/etc.), 2nd Offense
B. Causing a disturbance on the bus (5-7)
C. Compromising security/opening doors / propping doors open (5-7)
D. Creating a disturbance (i.e. in hallway or classroom)(5-7)
E. Cutting class, 3rd or greater offense
F. Failure to follow the Cell Telephone, Electronic Devices and Other Unauthorized Items Policy, p. 14, 4th offense
G. False reporting of incidents (5-7)
H. Failure to follow the Dress Code Policy, p. 15, 6+ Offenses/ Defiance
I. Forgery of notes or other documents
J. Graffiti (Tagging) (5-8) ***Defacing property may result in criminal prosecution and/or restitution for the cost of repair/correction/replacement of defaced item.***
K. Hazing other students (5-7)
L. Inciting others to create a disturbance (5-7)
M. Inappropriate use of social media/Transmission of inappropriate content (5-7)
N. Leaving school building/grounds without permission, 1st offense (5-7)
O. Missing Extended Detention: ISS directly into General or Extended Detention (5-7)
P. Out of school building, 3rd offense (5-7)
Q. Overt or covert behavior of an obscene or profane nature (5-7)
R. Possession or display of inappropriate (non-pornographic) material (5-7)
S. Refusal to surrender any item, including hats, headgear, cell phones or electronic devices, when requested by a staff member (5-7)
T. Throwing any projectile/object out a school or bus window (Writing utensil, book, paper) (5-7)
U. Unauthorized use of recording devices in school (5-7)
V. Use of water toys (i.e. water guns, balloons, modified water bottles) (5-7)

<u>Level 5</u> One to Three Days Out of School Suspension

A. Altercation with other student / Behavior deemed dangerous and irresponsible (6-8)
B. Causing a disturbance at any school-related event (6-8)
C. Failure to follow the Dress Code Policy, p. 15, 5th offense
D. Failure to follow the Cell Telephone, Electronic Devices and Other Unauthorized Items Policy, p. 14, 5th offense
E. Failure to comply with directives during emergency/drills (i.e. lockdown, evacuation)
F. Gambling

G. Intentional attempt to expose another's undergarments or private parts ("Pantsing")
H. Intimidation/Bullying/Harassment/HIB Retaliation or False Reporting
I. Leaving school building/grounds without permission (2nd offense)
J. Possession or display of pornographic material
K. Possession of fireworks or other incendiary devices (6-8)
L. Possession or use of any tobacco product, smoking/vaping device, 1st offense* (see note)
Because these smoking/vaping devices are commonly employed in drug use, students in possession of e-cigarettes or other types of vaping devices will be required to undergo a medical examination and will require medical clearance before returning to school in the same manner and extent as students who are suspected of being under the influence, and if the testing results in a positive result for illegal substances, further discipline may be applied. Additionally, students will be required to participate in a smoking cessation program and/or counseling
M. Profanity or obscenity which is intentional or directed toward any staff member (6-8)
N. Refusal to serve General Detention or Restorative Practice (6-8)
O. Tampering with fire alarm or fire extinguisher (6-8)
P. Theft (6-8) ** (see note)
Q. Throwing a projectile out of any window of school building or school bus, 2nd offense (6-8)
R. Throwing food or any object (while at any school-related activity, including when riding a school bus) (6-8) *Including restitution and possible referral to juvenile authorities
S. Unauthorized publication of recorded material online or elsewhere (6-8)
T. Vandalism (6-8)
U. Violation of In-school suspension rules and procedures

Level 6 Three to Five Days Out of School Suspension

A. Attempt to alter school (teacher or other) records/grades (7-8)
B. Compromising the integrity/safety of the school building or buses (7-8)
C. Dangerous and irresponsible behavior
D. Extortion (7-8)
E. Forgery of notes or other documents (9)
F. Fighting (7-8)
G. Inappropriate touching/contact (7-8)
H. Interference with/inappropriate access to staff member's desk and/or belongings (7-8)
I. Obstructing cameras/recording devices/safety devices in school or on a bus (7-8)
J. Possession or use of any tobacco product, smoking/vaping device, 2nd offense*
K. Trespassing on school grounds (7-8)
L. Unauthorized possession of hall or bus passes ((7-8)
M. Unauthorized possession of testing materials (7-8)

Level 7 Five Days Out of School Suspension

A. Assault of another student / Expectorating on another student or staff (8)
B. Detonation of fireworks or other incendiary devices to include, "stink bombs", or "smoke bombs" (8)
C. 2nd Fight or 2nd violent event during the school year. (8)
D. Failure to comply with the school substance abuse policy procedures
E. False Public Alarm
F. Inappropriate use of or tampering with school technology/security
G. Lewd and lascivious behavior
H. Physical assault of a staff member

I. Possession of a weapon as defined by N.J.S.A. 2C:39-1(r) or applicable federal law or any item deemed dangerous by WOHS administration. These include, but are not limited to, knives of any kind, any device which projects, releases, or emits any substance intended to produce temporary physical discomfort or permanent injury, metal knuckles, clubs, blackjacks. (8) (May include referral to WOPD)
J. Possession of drug paraphernalia
K. Possession of controlled substance, illegal drugs or alcohol
L. Possession or use of explosives or other ordnance (any device that can explode or ignite)
M. Possession of any anti-personnel liquid or aerosol (MACE/Pepper spray)
N. Student under the influence of illegal drugs or alcohol/Positive Result (1st offense)
O. Terroristic threat (8) (May include referral to WOPD)
P. Threats upon students or staff (8) (May include referral to WOPD)

<u>Level 8</u> Ten Days Out of School with Recommendation for Additional Disciplinary Action to the Board of Education*

A. Arson
B. Bomb Threat
C. 2nd Positive for alcohol or drugs / 2nd Possession of drugs, alcohol, or paraphernalia/ Failure to comply with substance abuse policy
D. The sale or distribution of alcohol or drugs
E. Possession of a firearm as defined by N.J.S.A. 2C:39-1(r) or applicable federal law or any item deemed sufficiently dangerous by WOHS administration. Note that New Jersey law defines the following items, among others, to be firearms: any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device or instrument in the nature of a weapon from which may be fired or ejected any solid projectable ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious thing, and includes any firearm which is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure a person.*** (see note) ***NOTE THAT POSSESSION OF A FIREARM, AS DEFINED BY N.J.S.A. 2C:39-1(f) OR APPLICABLE FEDERAL LAW WILL AUTOMATICALLY RESULT IN RECOMMENDATION FOR EXPULSION.***

***NOTE:** Because these smoking/vaping devices are commonly employed in drug use, students in possession of e-cigarettes or other types of vaping devices will be required to undergo a medical examination and will require medical clearance before returning to school in the same manner and extent as students who are suspected of being under the influence, and if the testing results in a positive result for illegal substances, further discipline may be applied. Additionally, students may be required to participate in a smoking cessation program and/or counseling.

****NOTE:** Any student caught stealing is required to make restitution. It is recommended that students put their names or identification mark on every article of value. Students should not bring large amounts of money or expensive jewelry articles to school. Students should not give anyone a locker combination and use someone else's locker. All gym lockers must have a lock.

*****NOTE:** POSSESSION OF A FIREARM, AS DEFINED BY N.J.S.A. 2C:39-1(f) OR APPLICABLE FEDERAL LAW WILL AUTOMATICALLY RESULT IN RECOMMENDATION FOR EXPULSION.

These guidelines and procedures are intended to maintain an orderly educational environment. Students will be held accountable for actions that negatively affect the good order of the school community and/or the health and safety of its members. Furthermore, school authorities may discipline a student for conduct occurring off school property where "such is reasonably necessary for the student's physical or emotional safety and well being, or for reasons relating to the safety and well-being of other students, teachers or public school property."
Unusually severe breaches of discipline or repeat offenses of a serious nature can result in a student being brought before the Board of Education for additional discipline which could include an alternative educational setting or expulsion. An appeal to the Board of Education can be made to contest a suspension.

The levels of disciplinary action 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.

DEFINITIONS

Detention by Teachers

- A teacher may detain a student after school for disciplinary reasons.

Lunch Detention

- Assignments to Lunch Detention may be made by a teacher or administrator. See Levels of Disciplinary Action for specific instances.
- Lunch detentions are held during a student's lunch and may be for the entire period (lunch and advisory).
- Students are required to be prompt; silent during the detention session; and to have work, reading or study assignments to occupy their time.
- Students are not allowed to leave the detention area except in an extreme emergency.
- Failure to report is "refusal to obey the authority of the school" and will result in the assignment of multiple detentions, RESTORATIVE PRACTICE or in-school suspension.
- Inappropriate behavior in detention will result in additional disciplinary consequences
- Students, when dismissed at 3:23 p.m., are directed to immediately leave the building and proceed home.

Administrative Detention

- Assignments to Administrative Detention are made by the Administration. See Levels of Disciplinary Action for specific instances.
- Administrative detentions are held after school from 2:55 p.m. to 4:00 p.m.
- Students are required to be prompt, to be silent during the detention session and to have work, reading or study assignments to occupy their time.
- Students are not allowed to leave the detention area except with the consent of the detention moderator.
- Failure to report will result in further disciplinary consequences.
- Inappropriate behavior in detention will result in additional disciplinary consequences

Restorative Practice

- Restorative Practice is for a period of time determined by the Principal or his designee.
- Students are assigned to Restorative Practice by the Principal or his designees only.
- Students may not leave the room except with the permission of the Restorative Practice moderator.
- Students will receive assignments from their teachers which are to be completed during the Restorative Practice session. Students are to bring textbooks, pens, pencils, etc., with them.
- Inappropriate behavior in the Restorative Room will result in additional disciplinary consequences.

In-School Suspension (ISS)

- Students are assigned to ISS by the Principal or his designees only.
- Students may not leave the room without the permission of the Suspension Coordinator and under proper supervision.
- Students will receive assignments from their teachers which are to be completed during the ISS session. Students are to bring textbooks, pens, pencils, etc., with them. Students are encouraged to bring additional work as well.
- Inappropriate behavior in ISS will result in additional disciplinary consequences.
- Any student who is assigned an In-school suspension is prohibited from participating in school or extracurricular activities or practice for the duration of the suspension.

Out of School Suspension (OSS)

- Out of School Suspensions are determined by the Principal or his designee according to the nature and severity of the offense committed.
- Students who are suspended out-of-school are not allowed to participate in any school or extracurricular activities or practice for the duration of the suspension. The student is further prohibited from being on school property during the length of his/her suspension. Violations may result in trespassing charges being lodged with the West Orange Police Department.