



**Woodstown Middle School Student
Handbook
2021-2022**

15 Lincoln Avenue
Woodstown, NJ 08098

Acknowledgement of Handbook Receipt: Please complete the Power School form indicating you and your child(ren) have reviewed the handbook.

DIRECTORY INFORMATION NOTICE

Regarding student records, federal law requires that “directory information” on my child be released by the district to authorized agencies at the federal, state, and local levels as well as private institutions who request it with the approval of the district Custodian of Records unless I object in writing to the release of any or all of this information. This objection must be filed within ten (10) school days of the time this handbook was given to my child. I further understand that the district will release information to the media from time to time in regards to school related functions such as clubs, activities, organizations and athletics. It is also understood that students may be requested by the media to give interviews or comments for these related activities. I also understand that my son/daughter may have their photo published on our website via individual pages and Social Media that may belong to a teacher, an athletic team, club, or activity representing Woodstown Middle School for the purpose of promoting those activities and highlighting their accomplishments.

Directory information ordinarily includes the following:

- Student’s name
- Date and place of birth
- Address and telephone number
- Photographs
- Dates of attendance
- Awards received in school

For a more detailed explanation of your rights in regard to your child’s personal information, see the sections related to FERPA and PPRA.

Please complete this form in Power School.

1:1 Chromebook Guidelines (Please see complete 1:1 Chromebook Handbook for detailed information)

I.Vision

Woodstown-Pilesgrove Regional School District is preparing our students to work as responsible citizens and life-long learners by providing both students and teachers with technology tools and skills necessary for student-directed learning. The Woodstown-Pilesgrove Board of Education supports that our schools model 21st century learning with students, including but not limited to: learning opportunities, problem solving, information retrieval, strategy searching, research skills, critical and creative thinking skills, and continued life-long learning skills. Through purposeful Internet use, students, teachers, and staff are able to access current information, laws, news, resources from businesses, libraries, educational institutions, government agencies, research institutions, and a variety of additional supportive resources.

II. Goals

- a. Sustaining our whole community with a culture of life-long learning
- b. Engaging all students in authentic, real-world activities and projects
- c. Extending learning beyond the classroom and the school day

III. Terms of Chromebook Loan

All students enrolled in the Woodstown-Piles Grove Regional School District, in grades 6-12, will be issued a chromebook. The chromebook, charger and case will be assigned to individual students and serial numbers will be recorded. Students are responsible for bringing the chromebook to school, taking them home each day, and ensuring they are charged for use the following day. The chromebooks are not to be left unsupervised at home or at school in unsecured locations.

IV. Hardware and Software Issued

- a. Chromebook Computer
- b. AC Adaptor and Power Chord
- c. Carrying Case

USERS WILL NOT BE PERMITTED TO ADD SOFTWARE OF ANY KIND.

All activity on the chromebooks falls under the District Acceptable Use Policy and any violation of that policy will lead to discipline infractions. Damages to chromebooks will be the responsibility of the student and student's parents.

Please complete the Acceptable Use Policy form In Power School.

CELL PHONES AND OTHER DEVICES

Woodstown Middle School recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following:

- Cell phones, smart watches and all other mobile devices shall be TURNED OFF when entering the school building each day
- Cell phones, smart watches and all other mobile devices shall be kept in a student's backpack or locker – not in clothing pockets
- Cell phones, smart watches and all other mobile devices are not allowed to be used in a classroom, library, common areas, or restrooms
- Cell phones, smart watches and all other mobile devices can be turned back on at the end of school day and used to communicate directly with parents/friends who are assisting in transportation
- Cell phones, smart watches and all other mobile devices are not allowed to be used during transition times, at lunch or between classes
- If a student needs to make an emergency call during the day, they are to come up to the office
- If a parent needs to contact a student during the day, they are to call the office
-

Consequences for cell phone, smart watch or other mobile device use:

- **First Infraction:** device taken and kept in office until the end of the day
- **Second infraction:** device taken, parents notified, returned at the end of day
- **Third infraction:** device taken, must be picked up by a parent

- **Fourth Infraction:** student may no longer bring device to school

I have read the Acceptable Use Procedure for Technology and the Woodstown Middle School policy on cell phones and other devices. I understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences as outlined in the handbook.

Please complete the Power School form indicating that you and your child(ren) have read and understand the Woodstown Middle School Cell Phone Policy

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1)The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2)The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal {or appropriate school official}, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3)The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contacted as its agent to provide a service of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4)The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Woodstown-Pilesgrove School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure (or use of personal information for marketing, sales, or other distribution purposes). Woodstown-Pilesgrove School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Woodstown-Pilesgrove School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Woodstown-Pilesgrove School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Officer
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920**

The Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. §1232h, requires Woodstown-Pilesgrove School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis or evaluation that concerns one of more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyer doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the students or parents; or
8. Income, other than as required by the law to determine program eligibility.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Woodstown-Pilesgrove School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Woodstown Middle School

15 Lincoln Avenue

Woodstown, New Jersey 08098-1391

Telephone: (856) 769-0144, ext. 77223

Fax: (856) 769-3872

Website: <http://www.woodstown.org>

Facebook: <http://www.facebook.com/WoodstownWolverines>

Twitter: @WMS_Wolverines

Instagram: wms_wolverines

WOODSTOWN – PILESGROVE REGIONAL SCHOOL DISTRICT MISSION STATEMENT

Woodstown Pilesgrove Regional Schools embody a collaborative partnership that provides a secure, supportive environment with high quality resources based upon New Jersey's Student Learning Standards, committed to challenging and empowering each individual to see and pursue his/her potential and to develop a passion for life-long learning in our diverse and changing world.

BOARD OF EDUCATION

Mr. Nelson Carney	President	Mrs. Maricia Chiarelli	Vice-President
Mrs. Eileen Miller	Member	Mr. Travis Zigo	Member
Mr. Jeffrey String	Member	Dr. Richard Carr	Member
Mr. Robert Scardino	Member	Mrs. Shonta Thomas	Member
Mr. Richard Morris, Jr.	Member (Alloway)	Dr. Victoria Haddad	Member
Mr. Michael Kinney	Member (Upper Pittsgrove)		

DISTRICT OFFICES

- TBD Superintendent
- Mrs. Joyce Rose, Secretary to the Superintendent
- Mrs. Rose Wang Chin, Asst. Supt for Business/Board Secretary
- Mrs. Deborah Lake, Secretary
- Mrs. Lynn Hall, Secretary
- Mrs. Carol Bowling, Transportation Coordinator
- Mrs. Ginger Jones, Secretary

Woodstown Middle School

Mission Statement

The mission of Woodstown Middle School is to foster an educational community that inspires and empowers its students to become 21st century learners and leaders by instilling core values of confidence, perseverance and collaboration. These traits will guide our students toward excellence in academics as well as prepare them for success in a globally diverse society.

Students in the Woodstown-Pilesgrove Regional School District are part of our “Pack”!

- Pride- Students take PRIDE in being a Woodstown Wolverine
- Acceptance- Students practice ACCEPTANCE and inclusion of all individuals

Community- Students are an active, participating member of the Woodstown-Piles Grove Regional School District COMMUNITY

Knowledge- Student focus on gaining the KNOWLEDGE the need to succeed in the future

Main Office

Principal

Mrs. Allison Pessolano

Secretary

Mrs. Kelly Whitting

Director of Athletics

Mr. Joseph Ursino

Secretary to Athletic Director

Mrs. Kim Bokash

Guidance Department

Middle School Counselor

Mrs. Kim Micale

Health Office

School Nurse

Mrs. Karen Gillespie

Secretary

Mrs. Kim Bokash

Technology Office

District Chief Information Officer Technology Technician

Karlyle Adams

Tiffany Roback

Library Media Specialist

Mr. James Bracciante

TEACHING STAFF

Science Teachers

Mrs. Elizabeth DiRusso

Mrs. Cheryl Lowe

Mr. Ryan Tencza

Social Studies Teachers

Mr. Donald Stech

Mrs. Sharon Kremenz

Mrs. Tabatha Griffith

English Language Arts Teachers

Mrs. Jennifer Kelly

Mrs. Brandy Ragan

Mr. Michael Maxwell

Mathematics Teachers

Mr. Gary Lowden

Mr. Christopher Bialecki

Mrs. Heather Vinciguerra

Health and Physical Education Teachers

Ms. Kellilynn Clifford

Mr. Brandon Lyons

Special Education Teachers

Ms. Kaitlyn Bill

Mrs. Shirley Serwan

Mr. Donald Dunner

Ms. Colleen Black

Foreign Language Teachers

Ms. Diana Crespo (Spanish)

Music and Art Teachers

Ms. Paula Gorman (Music/Choir)

Mr. Jim Ludlam (Band)

Mr. Adam Hyland (Art, Coding)

Mr. James Bracciante (Concepts in Multimedia)

Important Phone Numbers

Woodstown Middle School office: 769-0144 x 77223

Guidance office: 769-0144 x 77237

Homework Information

Links to daily homework for each grade level are provided on the Woodstown Middle School website home page on the right-hand side under "Homework Links".

Voice Mail/Contacting Teachers

In order to leave a message for a teacher, please call the main office at (856) 769-0144 x77223 and leave a message with Mrs. Whitling who will get the message to the teacher who will return the call when they are able. The best way to contact teachers is through email. Please see the email list below by teacher:

Bialecki, C.	bialecki.c@woodstown.org
Bracciante, J.	bracciante.j@woodstown.org
Bill, K.	bill.k@woodstown.org
Clifford, K.	clifford.k@woodsotwn.org
Crespo, D.	Crespo.d@woodstown.org
DiRusso, E.	dirusso.e@woodstown.org
Dunner, D.	dunner.d@woodstown.org
Gorman, P.	gorman.p@woodstown.org
Griffith, T.	griffith.t@woodstown.org
Hyland, A.	hyland.a@woodstown.org
Kelly, J.	kelly.jd@woodstown.org
Krementz, S.	krementz.s@woodstown.org
Lowden, G.	lowden.g@woodstown.org
Lowe, C.	lowe.c@woodstown.org
Ludlam, J.	ludlam.j@woodstown.org
Lyons, B.	lyons.b@woodstown.org
Maxwell, M.	maxwell.m@woodstown.org
Micale, K.	micale.k@woodstown.org
Ragan, B.	ragan.b@woodstown.org
Serwan, S.	serwan.s@woodstown.org
Stech, D.	stech.d@woodstown.org
Tencza, R.	tencza.r@woodstown.org

Principal's Message

I would like to welcome all of our faculty, staff and students back to Woodstown Middle School for another year full of learning and growth! We hope your years with us are interesting, meaningful and rewarding. We encourage our students to always do their best, and we will work hard to make sure we support you every step of the way. We hope that you will take advantage of all of the opportunities your middle school years will have for you and we encourage you to be actively engaged in all we have to offer. I look forward to meeting all of our new students and their families and getting to know our returning students even better! I wish you success in the 2021-22 school year.

Woodstown Middle School Handbook

In order to help you be successful during your middle school years, we have developed this student handbook that will provide guidance for you about all things middle school related. This handbook will be available electronically on the middle school website.

Schedule

Please see the Woodstown Middle School website for updated daily schedule information

Woodstown Middle School House System (See Woodstown Middle School Website for more detailed information)

Woodstown Middle School uses the House system to build community and a sense of belonging amongst students and staff. All students will be randomly assigned to one of 11 houses and will remain in that house for their entire time in WMS. Houses will compete in various events throughout the year and will earn points based on the academic achievement, effort and positive behavior of all house members. The goal is to help our students develop a sense of belonging in the middle school in an effort to help them become the best person they can be while they are with us and in the future.

Home to School Technology/1:1 Chromebooks

Woodstown Middle School provides devices for students to use throughout the day to complete classwork, take notes, complete projects or perform any other school-related function (see 1:1 Chromebook Handbook). Students do not need to bring their own devices to school. Students will be required to follow the "Acceptable Use Policy" of the school district when using any school provided devices. Students in grades 6-8 will have individual Google Docs accounts with linked email addresses which they may access from home on their own devices. Their individual Google Docs accounts, including the use of their school email address, falls under the Acceptable Use Policy and any violation is subject to disciplinary consequences outlined in the discipline matrix.

Student Passes

To leave a class for any reason students must first be given permission by the teacher to leave the classroom. The student must sign the sign out sheet in the classroom, including the time they are leaving and their destination. To be admitted to the health office, students must obtain a health pass from their teachers. Anyone found in an unauthorized area with or without a pass has created a disciplinary infraction. To go to another classroom to work (for example, during EEE), students must first secure the permission of both teachers involved, the one with whom work is going to be done and the teacher from whose class the student wishes to be excused. Failure to follow the sequence of this procedure is in itself a disciplinary infraction.

Lavatory Use

1. To use the lavatory students must first obtain permission from their teacher and sign the sign out sheet.
2. Lavatories at the end of each of the middle school hallways are to be used by students throughout the day. Students using the 7th and 8th grade lavatories must sign in at the security desk.
3. Lavatories located in the Multi-Purpose Room are to be used only during lunch or during a PE period.
4. If any other lavatories are used, students may be subject to disciplinary action.

PowerSchool

We will continue to use the school information system called PowerSchool. It is a web-based program on the Internet that will enable you and your parents to access your attendance, grades and progress reports. Many parents and students already have their password so they can access the program. If you do not have a username and password, please contact the main office. There is also an app available for download to make access to grades easier.

Lunchtime

The ID number or student ID card is used to access the electronic accounting system for the lunchroom called Lunchtime. Rather than students carrying cash every day, parents and students are able to set up a Lunchtime account. This information is given to the students at the beginning of the year and we encourage our parents to use this system as their child's lunchroom account. The system is easily accessed from the district website and managed online and accepts credit cards for payment. Please make every effort to keep your child's account with a positive balance.

Academic Courses

All middle school students are enrolled in academic courses that are challenging in accordance with the approved New Jersey Student Learning Standards and school district policy. Our students will be assigned the following subjects: Language Arts, Mathematics, Science, and Social Studies and our cycle courses. Schedule changes may occur throughout the year for various reasons, and parents will be contacted any time a schedule change is proposed. Additional subjects offered for grades 6-8 will be: Spanish (M,S or U), Health and Physical Education (Numerical Grades). Our cycle courses this year will be music and coding for 6th grade, Concepts in Multimedia and Art for 7th grade and Concepts in Multimedia and coding for 8th grade. Each of these classes are meant to enhance the student's skill set in helping them to become well-rounded individuals. M, S or U grades will be issued for each course.

Failure to Complete Assignment (FTCA)

At Woodstown Middle School, the personal and academic success of our students is our main priority. When assigning work to students, either classwork or homework, teachers take great care in developing and choosing assignments that are meaningful, purposeful and enhance the information students are learning in class each day. It is the expectation that students will complete all assignments in a timely manner, as it does not benefit a student to complete an assignment long after it is due. When work is assigned to students, they have in most cases, several opportunities to complete it, including time in class, EEE, and as homework. We believe providing these opportunities creates a fair way to help students balance their extracurricular activities with required school work as well as reinforces the importance of any assignments that are given. Although we do not believe in assigning "zeros", and put forth every effort to make sure students are completing their assignments on time, there are cases in which students do not hand in required work. In this case, a zero will be placed in the grade book until the assignment is completed to the best of the student's ability and handed in. If not handed in within a week of the due date,

except for in cases of absences from school, the zero will remain in the gradebook. If an assignment is more than a day late, the students will be assigned to a “working lunch” to have additional time to complete the assignment.

Test/Re-test Policy

Each teacher will have a Test/Re-Test procedure wherein the students will be asked/allowed to retake certain assessments. Please see individual teachers for details.

Retention

If a student fails in several basic areas, i.e., two or more failures in the areas of language arts, social studies, math or science, he/she *may* be retained in the same grade or expected to attend summer school to complete the courses in order to be promoted. If a student exceeds the district attendance policy of 12 unexcused absences, they *may* be retained in the same grade.

Library Media Center

The library is open most days from a half-hour before school to a half-hour after school. The library media center is used for constructive research, independent reading, and collaborative projects. Misconduct in the library is a disciplinary infraction and may also result in the elimination of library privileges. To utilize the library media center, students must have a signed agenda book.

Physical Education

All students are required to participate in all physical education and health classes. Students are required to wear blue or orange shorts/sweatpants and blue or orange shirts/sweatshirts with appropriate sneakers. All jewelry is prohibited during class time. If a student does not have such attire, it may be purchased from the PE department. All excuses from participation in our PE program require a medical report from your child’s physician and documented through our school nurse. Students will learn and practice basic fundamental skills in team sports and some individual activities. They will also learn the terminology and safety requirements associated with each sport and activity in which they participate. Students will also acquire life-long skills that address a healthy and active lifestyle.

Absences

Parents are to contact the main office (769-0144 ext. 77223) the morning (before 8:00 a.m.) of their children’s absence. Failure to do so three days in a row may result in legal action. Upon returning to school, the student must bring to the main office a note (signed by a parent or guardian) stating the reason for the absence. A student who is legitimately absent will have the same amount of time they are absent to make up missed work. For example, if a student is absent two days, they have two school days to make up the work. For more information, please refer to Board Policy 5200.

Attendance

ABSENCES – Refer to Board Policy 5200

Philosophy: The Woodstown-Piles Grove Regional Board of Education has a legal and moral obligation to ensure that all students attend school so they may be taught. Absence from school jeopardizes any student from satisfactorily completing the prescribed course of study. Unless students are present for all scheduled classes, the Board of Education cannot provide an education as proposed through the adopted curriculum. Regular attendance is a prescribed condition upon which all courses of study are predicated. The curriculum is designed to achieve maximum educational benefits for students within the allotted number of days. Therefore, the Board of Education can neither condone nor permit absences from school, and will not

issue credit for courses if required student attendance is not attained. The following rules and regulations have been prepared to ensure that the intent of the policy is implemented:

Absence Verification School attendance is a basic responsibility of the student and parent/guardian. It is expected that the parent will notify the school any time a student will be absent. Upon returning to school, a student should turn in a note/verification of the absence to the main office. It is the responsibility of the parent/guardian to provide original documentation to the main office of WHS in regard to student absences. Failure to provide this documentation within the 10-day requirement will result in the loss of an excused absence.

Acceptable reasons for absence: a. Illness: A physician's note only (must be received within 10 days of the absence). b. Religious holidays (as certified by a written note within 10 days of the absence). c. Exclusion certified by the school nurse. d. A physician's note is required when a student is absent from school for 3 or more days consecutively. e. In unusual situations not anticipated by the above, the principal shall be permitted to grant an exception if the situation so warrants. For the purpose of this policy, all other absences will be counted toward the maximum number of days.

Consecutive/Chronic Absences Any student who misses five (5) consecutive school days, or is chronically absent, and does not appear on home instruction, and/or is not medically verified as incapacitated, will be issued a written notification to report back to school within five (5) days. Failure to do so may result in legal action against the parent/guardian or the student (if 16 years of age or more). The administration is required by NJ state law to notify the police of a student's chronic absenteeism should they miss three (3) consecutive days from school without notification or without a doctor's note. NJ state law also requires the administration to file truancy charges after 12 unexcused absences. Any student that has missed 5 or more consecutive unexcused school days shall be reported to the superintendent for investigation and if it so warrants, the superintendent will notify the Division of Child Protection and Permanency (DCP&P). It is the responsibility of the parent/guardian to provide original documentation to the main office of WHS in regard to student absences. Failure to provide this documentation within the 10-day requirement will result in the loss of an excused absence.

Extended Absences

1. During an extended absence due to health difficulties, contact should be made with the guidance office to have work sent home. If the anticipated absence will be longer than two (2) weeks, a physician's request for home instruction should be submitted to the nurse. 2. **Prior to an extended absence for a non-health related reason, such as a family vacation, parents must inform the administration in writing at least one (1) week in advance.** Advance notice allows the student the opportunity to complete work missed during the absence. However, the number of days absent must still fall within the allotted twelve days permitted by our attendance policy.

Vacation: Vacation during days when school is in session is not recommended. In the event that a vacation of three (3) days or longer is scheduled during a time when school is in session, it is the student's responsibility to have all work completed upon returning from vacation. Students must also turn in a vacation form to the main office one (1) week prior to leaving the area. Vacation forms can be acquired from the main office. A vacation is not an excused absence and will count toward total days absent.

Attendance Procedures

5 Unexcused Absences from School

Guidance conference w/student

Mandatory Phone call home

Letter sent home

10 Unexcused Absences from School

Principal Conference w/student

Mandatory Phone call home

Letter sent home

Possible truancy charges filed

12 Unexcused Absences from School

Principal Conference w/student

Mandatory Phone call home

Letter sent home

Possible truancy charges filed

15 Unexcused Absences from School

Student is placed on Restricted List through remainder of school year

Letter sent home

Parent phone call home

Lateness

Lateness to school is not only an undesirable habit, but it also seriously detracts from the learning process.

1. Late to school

- a. The building opens at 7:15. At that time, students may report to the MPR until the ringing of the first bell at 7:35 am for students to enter, go to their lockers, and report to their first class.
- b. At 7:40, students must be present in homeroom and will be marked late if not.
- c. Students who arrive after 7:40 am and are considered late and subject to discipline after accumulating four (4) lates or more in a semester. Each lateness after the fourth (4th) during the semester is another violation of the lateness policy and further discipline can be expected each time. (See Discipline Matrix).
- e. Students who are consistently late during any semester may be placed on the restricted list.

Late to School- Discipline

Four lates to school = warning

Subsequently every late thereafter is a violation of the discipline code. Lateness tabulation will be reset to zero (0) at the end of the first (1st) semester.

5 lates = 1 lunch detention, 10 lates= 1 lunch detention, 15 lates and beyond for the semester- lunch detention each day the student is late.

2. Late to School-Missed Class(es)

- a. As in the attendance procedures, only a physician's note excuses a lateness. Circumstances which will cause lateness should be discussed with an administrator prior to the lateness. Parental/guardian notes will be considered but do not necessarily excuse the lateness of the student.

b. Students who arrive late after 11:00 am are considered absent one half day.

3. Late to Class

- a. Ample time is provided for students to move from one class to the next.
- b. Any student who enters a classroom late will be subject to discipline.

Reasons for Early Dismissal

The Woodstown-Pilesgrove Regional School District recognizes the following situations as legitimate reasons for an early dismissal from school:

- illness which manifested itself after having reported to school (the school nurse will review and verify conditions)
- verified appointment with a physician or dentist (upon return from an early dismissal the student must submit a physician/dentist note on the doctor's original stationery; copies cannot be accepted)
- approval from the principal

For all situations, a written note from the appropriate parent or guardian that has a contact number must be submitted prior to release from school. All students must turn in notes to the main office and must sign-out on the appropriate form before leaving the building.

Emergency Closing

If school is to be closed because of adverse weather conditions, the superintendent will send out a message to the parent/guardian home with instructions. Information will also be available on TV Channel 6. Emergency closing information is also on our school website, <http://www.woodstown.org>, our Facebook <http://www.facebook.com/WoodstownWolverines>.

Evacuation Procedures

If students must be evacuated from the building for any kind of emergency during the school day, they will be dispersed with their teachers to various locations on school property, or to nearby public buildings and churches. When the building is determined to be safe, the normal school day will be resumed. The school day may be extended at the direction of the superintendent to make up for instructional time lost during the evacuation period.

Students Who Walk to School

Students who walk to school are to arrive by 7:40 a.m. ***They are not permitted to ride any school bus with bus students, either to or from school.***

Possession of Non-School Items

Some students possess items that are not appropriate for use in school, such as speakers or other devices that make noise or are otherwise inappropriate to have in school. . Many times, these items disrupt the educational environment maintained at Woodstown Middle School. Home electronic devices are not to be visible or in use during school hours without permission. Items can be confiscated and held in the office as necessary. Students who violate this may be subject to disciplinary action.

Student Dress

Standards of appearance are necessary to create and maintain a suitable environment for learning. Guidelines for school attire are designed to preserve this learning climate through acceptable standards of dress, to respect individual student rights of dress and grooming choices and to allow for changes in customs, styles and fashion. The school administration has the authority to prohibit any attire that creates, lends, or adds to disruption in the school environment. Students who fail to comply with the dress code will be subject to disciplinary action.

1. Inappropriate, immodest or offensive clothing is not permitted. Ripped jeans will be permitted as long as the rips are not in inappropriate locations or are too revealing; rips deemed inappropriate due to their location or size will be addressed by the administration. Clothing and/or accessories may not be worn if they have indecent or offensive messages including alcohol/drug/tobacco advertisements or if they are offensive to any nationality, or ethnicity, (i.e. Confederate Flag), religious, sexual orientation or gender group. Clothing that has any obscene writing or promotes suggestive, indecent or unacceptable school behavior, whether stated or implied, will not be permitted.
2. Shorts, dresses, and skirts must not be shorter than three (3) inches above the knee regardless of any undergarments.
3. Shirts and blouses will be long enough so that bare midriffs are not exposed. Also, dresses, shirts, tee-shirts and blouses must include straps that are at least 2-inches wide and do not expose back, chest and area around the ribcage. See-through type clothing is not appropriate.
4. Undergarments must not show, including undergarments worn underneath showing through outer clothing, and must not be worn as outer garments. Pants must be worn above or at the waistline.

5. It is preferred that backless shoes, or “flip flops” not be worn, and they are not appropriate in certain classrooms (science lab, shop class, etc.) and Physical Education settings that have additional standards that require students to wear more protective footwear as necessary.
6. Hats, hoods, bandanas, sweatbands and sunglasses are not to be worn in the building. Students are not permitted to wear any type of headwear or sunglasses unless for religious customs or medical reasons with proper documentation.
7. Pajamas and/or pajama pants are not appropriate school attire with the exception of special spirit days.
8. Any chains (other than thin lightweight wallet chains), metal spikes, or sharp objects on clothing or accessories will be considered inappropriate.

Students who are dressed inappropriately for school will remove the items and/or replace them with either clothing they have with them or clothing that the school will loan them. Parents will be contacted to request other clothing and to share the information.

The dress code shall serve as the minimum code. The building principal or designee may institute school rules and regulation which he/she deems necessary and/or appropriate.

Cafeteria Conduct

The school cafeteria is maintained for the convenience of the students. We ask that the students abide by the following rules of courtesy:

- Wait your turn patiently in line, recognizing the rights of others.
- Lower your voice when entering the serving line so the staff can hear lunch orders.
- Have your ID or ID number/money ready for the cashier.
- Eat with appropriate manners and conduct yourself in an appropriate way.
- Clear the table and return your tray.
- No food or drink is to be taken outside of the cafeteria.
- No students will be permitted to charge their lunch in the cafeteria.
- Students will exit cafeteria under direction of staff.

Hall Conduct

Students may not be in the halls for any reason before 7:35 a.m. without a pass. At 7:35 a.m. students are to go to their lockers to deposit their coats and get the books needed for their morning classes. Students are to be out of the halls and in their first class by **7:40 a.m.** Everyone should remain respectful of classes in session and remain quiet while passing in our hallways and stairwells. Students should go directly from one class to another keeping to the right. Students are allowed to go to their lockers at times designated by the grade level teams. Students are to be in class on time. Students are not to be in the halls or lockers during class time without a valid pass written in their agenda books.

Student Conduct on School Buses

The following list of rules governing bus conduct in the Woodstown-Pilesgrove Regional School District and the sequence of disciplinary actions for violations of bus conduct rules shall be utilized:

Rules for Bus Conduct

1. Students shall wait in an orderly fashion at the approved stops.
2. Students must wait on the sidewalk or completely off the highway until the bus comes to a full stop before attempting to get on the bus.
3. Students shall form a single line to board the bus.

4. Students must go to their seats and stay there until the bus comes to a complete stop at the school or the stop where the student gets off. There shall be no standing at any time.
5. Students shall never put hands, arms, legs, or any part of their bodies out of the window.
6. No loud talking or yelling is permitted on the school bus.
7. Tobacco products and eating are prohibited on the school buses.
8. No horseplay or fooling around is permitted on the school buses.
9. Students shall not spit or throw trash in, around, or out of the bus.
10. Students shall not tamper with the bus or any of its equipment.
11. Students shall ride on the buses assigned to them. Students are not permitted to ride any other bus for the purpose of traveling to another bus stop.
12. If it is necessary to cross the street after getting off the bus, students shall cross in front of the bus.
13. Students shall respect the authority of the bus driver by obeying him/her at all times. Drivers have the authority to assign seats.
14. Students shall always act as courteous and safe travelers.
15. Students shall sit three (3) on a seat in accordance with the state law unless the bus permits otherwise.
16. Damage to the bus by a student will be assessed and be the financial responsibility of the student involved and could result in possible disciplinary action.

NOTE: When bus students arrive at the school in the morning, they are **NOT** permitted to leave the school property. Designated areas in the WHS gymnasium are for students to wait or the students may report to the cafeteria to eat breakfast via outside entrances until the first (1st) bell rings at 7:35 am.

Students are subject to the Woodstown Middle School Discipline Matrix consequences aligned with the school bus violation.

Anonymous Bullying Reporting System

The Woodstown Middle School website has a designated area for students and parents to report incidents of HIB (harassment, intimidation and bullying) through a google form. Incidents may also be reported to any WMS staff member at any time.

Health Office

The health office is available for students in need of medical attention and for personal health conferences. To be admitted to the health office, students must obtain a pass from their teacher. The school nurse makes all determinations of student health status. If the nurse determines that a student is too ill to remain in school, contact with the parent will be made. The student must then wait in the health office for transportation home.

Frequently Asked Questions:

What needs to be done for my child to take medication in school?

A doctor's note specific as to when in school the medication is to be given and this includes all over-the-counter medications. Inhalers and epipens are the only medications that students may carry in school. The student will be given a personal pass to go to the nurse if the medication is daily.

My child was injured, how can he/she get a gym excuse?

A parent or guardian note or phone call to nurse will allow your child to be out of gym until doctor's appointment can be made. Medical follow up and a medical note is needed for gym excuse for an extended period of time.

If my student is ill during the school day, what do they need to do to see the nurse?

A student who wishes to visit the health office needs to request a health office pass from their teacher or a signed pass in their agenda book if one is not available. The health office will then notify parents if their child needs to go home.

My child wants to go out for a sport and needs a physical, what do I need to do so they can participate in a sport?

Students participating in sports need to complete paperwork including a current sports physical completed by their medical “home” (family physician, NP or AP) and submit it to the health office. Please contact the health office if the student is currently without a medical “home”.

Please contact the health office for additional information. Students need to register online to participate in sports.

Karen Gillespie. Gillespie.k@woodstown.org 856-769-0144 ext. 55230

Health Alert

Due to allergic reactions Woodstown Middle School strives to maintain a latex free environment. As a result, latex balloons and other latex products are not permitted in the WHS/WMS buildings.

Books

The Board of Education supplies the student with the necessary textbooks. Students are then responsible for the proper care and usage of these books. Books must be properly covered. If a student loses their book, they should report it to the teacher immediately. After giving a reasonable amount of time to locate the book, the teacher will issue the student another book until the proper disposition of the lost book has been made. If the book is not found within a reasonable time, the teacher reports this to the office and the student is responsible for restitution of the lost book. The above procedures are true for all reusable school materials issued for student use.

(Students owing money for books or any other student obligation will not receive their Certificate of Promotion. Lost books that are found should be turned in to the main office.)

Student Obligations

Students in grades 6-8 who owe money for books or for any other reason, such as a lunch balance, may not participate in or attend any school activity until all obligations are met. In addition, students in grade 8 who owe money for books or other obligations, may not participate in promotion rehearsals and the ceremony itself. Students in grade 8 will not receive their Certificate of Promotion until all obligations are met.

Fire and Security Drills

Periodic fire drills are required and are part of an overall safety program. **We insist on an orderly, silent clearance of the building.** Students exit one class at a time, in line, staying with their teachers at all times. Roll is taken. **Students should re-enter the building quietly, returning to their room assignment.**

Security drills are required and essential to the school district’s overall security plan. Students should listen carefully to their instructors during any security drill and await directions. These drills are conducted under “lockdown” conditions requiring all students to remain quiet, calm and follow specific instructions. Staff members will receive a directive from the main office when the security drill is over.

Guidance

The middle school Guidance Office is prepared to help our students in many aspects of their lives. Students will be counseled regarding course selection and course changes, poor academic achievement, and any personal issues. The counselor also conducts the testing program, works with teachers, makes referrals to the proper agencies, and keeps the student records up to date. You may find the counselor in the classroom discussing study habits, character education, or adolescent problems. The school counselor

is always ready to listen to any problem that you may have and try to make your school life the best it can be. Should you have any questions or concerns, please contact Mrs. Kim Micale, WMS School Counselor. Below are listed a variety of Counseling Resources available to you should you need outside assistance:

NJFAST (Families and Schools Together):	856-935-7510 x 8315
Healthcare Commons, Inc. (Counseling):	856-299-3200
PerformCare (Mental and Behavioral):	877-652-7624
Robins Nest, Inc.	856-881-8689
Big Brothers Big Sisters	856-692-0916
Division of Child Protection and Permanency	877-NJ-ABUSE
Family Promise of Salem County	856-678-3772
Salem Family Success Center	856-935-0944
Riverview Family Success Center	856-452-0361
Teen Pregnancy Prevention Hotline	800-843-5437

Child Study Team

The Child Study Team (CST) consists of a school psychologist, school social worker, and a learning disability teacher/consultant. The team is supported in their assessment of students by the school physician, school nurse, speech therapists, and guidance personnel. In addition, teacher observations and feedback from school administrators are routinely included in the evaluation process.

It is the primary function of the Child Study Team to determine whether a child has a classifiable educational handicap, and whether a specialized instructional program would be in the child's best interest.

EXTRACURRICULAR ACTIVITIES

Student Council

The Student Council, which represents our student body, consists of four officers and a representative from each homeroom. WMS Student Council sponsors a variety of activities for all students as well as providing financial support for charity organizations and assists in community endeavors.

School Publications

Our yearbook is published each year. It provides a pictorial representation of the students, staff and school events. Anyone interested in photography and layout should become a member of the Yearbook Club.

Clubs/Activities

Woodstown Middle School offers a variety of clubs and activities for our students. Below is just a selection of some of the clubs we offer and more are added each year. Information about clubs is included in daily announcements and is shared with students in the beginning of the school year.

- Mind Stretchers
- Jr. Academic League
- Agriculture Club
- Art Club
- Band
- Builders Club
- Choir (Select/Women's/Men's/Tri M Honor Society)
- Drama Club
- Junior Future Educators of America (JFEA)
- LEGO Robotics
- Math Counts

- Math Showcase
- Odyssey of the Mind
- Science Fair
- STAND

WMS Jr. Wolverine Code of Conduct

Behavior Mission Statement

Students' character and behavior are extremely important and are at the core of creating a positive learning environment in which all students are safe, and are provided the opportunity for positive social and academic growth. Positive behavior qualities at WMS are defined by the Jr. Wolverine Code of Conduct, which is posted in all hallways, stairwells, the cafeteria, and classrooms, and is expected to be adhered to in all areas of WMS including outside the building, on school sponsored functions, and on school buses.

WMS Jr. Wolverine Code of Conduct

- I. Courtesy and respect for everyone:
 - A. Jr. Wolverines treat everyone as they themselves wish to be treated
 1. Jr. Wolverines do not harass or embarrass others on purpose
 2. Jr. Wolverines do not make threats against others
 3. Jr. Wolverines do not use foul language, obscene gestures or any other disrespectful language
 4. Jr. Wolverines follow all rules about respect in individual classrooms
- II. Concern for the safety of everyone:
 - A. Jr. Wolverines act appropriately and ensure no one else is in danger anywhere on school grounds
 1. Jr. Wolverines do not fight, hit or assault others
 2. Jr. Wolverines do not engage in dangerous horseplay
 3. Jr. Wolverines do not possess dangerous objects (weapons, fireworks, etc)
 4. Jr. Wolverines do not leave school property
 5. Jr. Wolverines do not use drugs, alcohol or tobacco products
 6. Jr. Wolverines follow all rules regarding safety in individual classrooms
- III. Respect for personal property:
 - A. Jr. Wolverines treat everyone's personal belongings in the same way they want their own belongings treated
 1. Jr. Wolverines do not vandalize
 2. Jr. Wolverines do not steal
 3. Jr. Wolverines follow all rules regarding respect for property in individual classrooms
- IV. Respect for the right to learn and teach without disruption:
 - A. Jr. Wolverines behave appropriately and are not disruptive in the classroom
 1. Jr. Wolverines get to school and class on time, ready to learn
 2. Jr. Wolverines respect the cell phone/device policy and do not use devices at unauthorized times

3. Jr. Wolverines follow all rules regarding respect for the right to learn and teach without disruption in individual classrooms.
- V. Appropriate responses to the reasonable direction of staff members:
- A. Jr. Wolverines follow the directions of adult members of the school community
 1. Jr. Wolverines listen and respond appropriately to adults
 2. Jr. Wolverines follow all rules regarding responding appropriately in individual classrooms.

All staff will have the Jr. Wolverine Code of Conduct posted in their classrooms and these rules will serve as classroom rules for each classroom in the building.

Consequences for not following the Jr. Wolverine Code of Conduct:

Classroom Consequences for Violations of the School Rules (Jr. Wolverine Code of Conduct):

These consequences should be posted in every room for students to view

- 1) Verbal warning or cue issued by teacher
- 2) Possible relocation of students' seat or timeout in another classroom.
- 3) Parent **email, phone call or in person meeting** addressing the conduct violation.
- 4) Teacher issued after school detention (until 2:55) or other similar consequence.
- 5) Referral to Guidance (if warranted) for repeated non-serious behaviors.
- 6) Referral to the main office.

Discipline Referral

When a problem exists and the student misbehavior continues after the teacher has used other interventions, the student may be referred to the principal. Consequences will be assigned following the discipline matrix. Based on the student's disciplinary history, the administration will assign consequences depending upon the number of offenses the child has had. An administrator or teacher will notify parents either in writing or by telephone any time a disciplinary consequence is assigned to their child. This administration and our Board of Education will have the power to enforce the discipline code for any offense, which is in violation of law, school district policy, administrative procedures, or in violation of what is deemed acceptable standards of conduct for students in the Woodstown-Pilesgrove Regional School District. It should be noted that these procedures also apply to all school-sponsored events that may take place beyond the regular school day, such as dances and other after school events.

Administrative Consequences for Violations of the Code of Conduct:

Administrative Warning - Student will have a conference with the building Principal and an administrative warning letter will be sent home with the student to be signed and returned to the office the next school day.

Lunch Detention - Students will forfeit his/her free lunch and recess time due to a behavior infraction. Students must report to the lunch detention site at his/her designated lunch time and will eat lunch in the detention area.

After-School Detention - A student who is assigned after-school detention will report to the Main Office at the close of the school day where the detention monitor will pick them up. Detention is served from 2:40 PM until 3:40 PM. Parent/guardian is responsible for providing transportation home from detention. Students will also be prohibited from participating in extracurricular or after-school activities on the day of his/her detention.

Restricted Study (RS) - A student who receives an internal suspension will remain in one supervised room or area for the entire school day and will not be allowed to leave the room or area without supervision. Upon arrival at school, the student will report to the Main Office and then will be taken to the RS room. Students will continue with assigned work and will eat lunch in the room or designated area until dismissal.

External Suspension (ES) - A student assigned an external suspension is neither permitted to attend school nor be on school property for the duration of the suspension. Students are also prohibited from attending any school or district sponsored events that may occur during this time, and are prohibited from participating in extracurricular or after-school activities for the duration of the suspension. Every attempt will be made to provide the student with classwork during this time. Students are, however, responsible for making up all classwork, homework, tests and quizzes that were missed during their suspension.

Restricted List - Students on the Restricted List are not permitted to attend any extracurricular event or activity. "Extracurricular" is defined in this instance as any activity or event not essential to the student's progress toward mastery of the report card standards in a given marking period. This includes, but is not limited to: building wide parties, concerts, dances, clubs, sports, etc. Exceptions to any activity will only be at administrative discretion. **Note: Exclusion from major events is not part of general restriction, and will be determined on a case-by-case basis. Major events are defined as: School social events (including dances), all school trips, promotion and awards ceremonies. Restriction will be determined by the administration and will be dependent on the severity of the behavior infraction, student's number of prior infractions, and how close the behavior infraction occurs to the event in question.**

Immediate Referral (I.R.)- A disciplinary infraction that rises to the level of a student being immediately referred to administration. I.R. infractions supercede classroom consequences and must immediately be brought to the attention of administration.

Restorative Remedies: Restorative practices is a social science that studies how to improve and repair relationships between people and communities. The administration, in conjunction with the Guidance Office or Child Study Team, may present students with the option of pursuing a restorative remedy as part of remediation and attempting to solve the root cause of student behavior infractions. In exchange, students *may* be given the opportunity to have their consequences lessened if they are willing to accept

the restorative remedy rather than serve the full term of their consequences. For more information on restorative practices, please see the following resources:

<http://schottfoundation.org/restorative-practices>

(See below for WMS Code of Conduct Discipline Matrix)

Woodstown Middle School
Code of Conduct Discipline Matrix

All discipline is subject to administrative discretion and infractions are cumulative in terms of consequences issued. Infractions beyond the 5th offense, where not otherwise indicated, will have consequences at the discretion of the administrator. Total days restricted refers to school days and restriction includes all school sponsored extracurricular activities both during and beyond the school day. (See above on “restriction.”)

Important note: Administration reserves the right to make the final decision in the context of each student’s infraction when assigning consequences within the matrix, and may reduce or exceed the chart’s recommended level of consequences.

Note regarding Restorative Remedies: The administration reserves the right to make the decision as to whether offering a restorative remedy as an option to reduce student consequences is appropriate in each circumstance. If the student accepts, administration will determine what reduction in consequences the student will receive, if any, following successful completion of the restorative remedy which will be unique to each circumstance.

Infraction	1st Offense	2nd Offense	3rd offense	4th offense	5th offense
Academic Honesty Violation <i>Minor- Homework, classwork, and any other assignment designated by the teacher as a minor assignment.</i>	Teacher-level warning documented.	1 Lunch Detention Parent Notification by teacher Possible Restriction	1 After School Detention Administration contacts parent/guardian. 1-2 days restriction	1 day RS 3-5 days on the Restricted List	3 days RS 5-15 days on the Restricted List
Academic Honesty Violation <i>Major- Quizzes, tests, lab reports, essays, research projects, and any other assignments designated by the teacher as a major assignment.</i> I.R. Offense	Parent Notification by teacher Lunch Detention Redo assignment or complete alternative assignment 1-5 Days on restricted list	1-3 lunch Detention(s) assigned Administration contacts parent/guardian. Redo assignment or complete alternative 5-10 Days on Restricted List	1-2 days After school detentions No credit for assignment 10-20 Days Restricted List	1-2 days ISS No credit for assignment 20 days on the Restricted List	5 days ISS No credit for assignment 20-30 days on the Restricted List
Altercation - Verbal <i>A noisy argument or disagreement</i> <i>(Creating a major disruption)</i>	Administrative Warning/ 1-3 days of lunch Detention/ISS/ OSS (depending on severity) 1-10 days Restricted List	1-3 days of lunch Detention/After School Detention/ISS 5-10 days Restricted List.	Severity will determine ISS or OSS and the number of days. Restriction to be determined by administration		
Altercation - Physical <i>Pushing/shoving/ minor hitting/ minor kicking; such offenses that do not cause physical injury to the victim</i> <i>(Dangerous Horseplay)</i> I.R. Offense	1-3 days of After School Detention/ISS/ OSS (depending on severity) 1-10 days Restricted List	1-3 days ISS/ OSS 5-15 days Restricted List.	Severity will determine ISS or OSS and the number of days. Restriction to be determined by administration		

Infraction	1st Offense	2nd Offense	3rd offense	4th offense	5th offense
Assault On A Staff Member (Physically assaulting a staff member, ex-punching, throwing dangerous projectiles, etc) I.R. Offense	10 Days OSS Possible Board of Ed. Hearing to determine possible expulsion Placed on the Restricted List for period of time TBD by Administration. Police Notified Psychological assessment and clearance to return to school may be required.				
Assault On A Student <i>Victim does not retaliate in any manner.</i> I.R. Offense	3 - 5 days ES Police notified 10 – 20 Days Restriction Anger Management Counseling; possible psychological evaluation	5-10 days ES Police notified 20 – 30 Days Restriction Anger Management Counseling; possible psychological evaluation	Suspension until review and/or possible Board of Ed. Hearing. Police notified Placed on Restriction until BOE hearing results; Possible psychological evaluation; possible placement in an alternative school setting		
Attending Event or Activity while on Restricted List	1-2 days of After School Detentions/RS 5-10 days Restricted List	2-4 days of After School Detention/RS/ES 10-20 days Restricted List	5 - 10 days RS/ES 30 days Restricted List	ES to be determined by the Administration. Restricted from attendance of any future events until the end of school year.	
Attended School Event or activity while Suspended (RS or ES)	3 - 5 day RS/ES 30 Days on Restricted List Parent/Student Conference with the Principal	5 - 10 days ES 90 Days on Restricted List Parent/Student Conference with the Principal			

Infraction	1 st Offense	2 nd Offense	3 rd offense	4 th offense	5 th offense
<p>Bullying/Harassment or Intimidation (HIB) <i>This may also include falsely accusing an individual of an offense</i></p> <p>I.R. Offense</p>	<p>Severity will determine the number of days of Lunch Detention, ISS or OSS. Parent/Student Conference with Administration may be required. Student referred to support services as needed Possible referral to Affirmative Action Officer. Possible Police notification Mandatory Parent/Student Conference with Administration. Restriction to be determined depending on severity.</p>				
<p>Cafeteria Violation - <i>Failure to follow rules and directives of cafeteria Staff/Monitors.</i></p>	<p>Administrative Warning/ 1-3 days of Lunch Detention/ISS Change of seating, if necessary 1-5 days Restricted List.</p>	<p>1-3 days of lunch or after school Detention/RS Change of seating, if necessary 5-10 days Restricted List.</p>	<p>1-3 days RS/ES Change of seating, if necessary 10-20 days on the Restricted List Mandatory Parent/Student Conference with Administration.</p>	<p>3-5 days RS/ES Change of seating, if necessary 20 days on the Restricted List</p>	<p>Discipline will be at the discretion of the Administrator</p>
<p>Cell Phone/ Electronics Violation <i>(See details in WMS Cell Phone/Personal Device Policy)</i> <i>(Includes earbuds/headphones out during school day)</i></p>	<p>Student sent to office with phone/Device. Phone remains in office until end of day when student picks up. Offense documented</p>	<p>Student sent to office with phone/device. Parent notified. Student picks up phone at the end of day. Offense documented.</p>	<p>Student sent to office with phone/device. Parents notified. Phone/device remains in office until parent picks up. Offense documented</p>	<p>Student sent to office with phone/device. Parent notified. Phone/device remains in office until parent picks up. Student no longer allowed to bring phone/device to school. Offense documented.</p>	<p>Discipline will be at the discretion of the Administrator</p>

Infraction	1st Offense	2nd Offense	3rd offense	4th offense	5th offense
<p>Computer/Technology Offense (Misuse of technology/any violation of the Acceptable Use Policy)</p> <p><i>Note: The philosophy of the administration is that technology is a tool for learning. Only in the most severe of circumstances will technology use be restricted as a consequence for a technology violation.</i></p>	<p>Teacher Warning / Administrative Warning/1-3 days of Lunch Detention</p> <p>Possible restitution for damage or repair</p> <p>Possible restriction to be determined by administration</p>	<p>1-3 days of Lunch Detention/After School Detention/RS</p> <p>Possible restitution for damage or repair</p> <p>Possible restriction to be determined by administration</p>	<p>1-3 days After-School detention/RS</p> <p>Possible restitution for damage or repair</p> <p>Possible restriction to be determined by administration</p>	<p>3-5 days After-School detention/ RS/ES</p> <p>Possible restitution for damage or repair</p> <p>Possible restriction to be determined by administration</p>	<p>Discipline will be at the discretion of the Administrator</p> <p>Possible restriction to be determined by administration</p>
<p>Conduct unbecoming a student (General rudeness, defiance, or violation of any part of school code of conduct & expectations)</p>	<p>Administrative Warning/1-3 Lunch Detention/RS/ES</p> <p>1-5 days Restricted List</p>	<p>1-3 After-School Detention/RS/ES</p> <p>5-10 days Restricted List</p> <p>Possible required Parent/Student Conference with Administration</p>	<p>2-3 Days RS/ES</p> <p>10-20 days Restricted List</p> <p>Possible required Parent/Student Conference with Administration</p>	<p>3-5 Days RS/ES</p> <p>20-30 days Restricted List</p>	<p>3-5 Days RS/ES</p> <p>Restriction to be determined by Administration</p>
<p>Cut Office Assigned Lunch or After School Detention</p> <p><i>* Note: Detentions will not be rescheduled unless the student is absent or approval obtained by Administration. Approvals will only be granted for documented emergencies (death in family, documented illness, etc). Parent will need to bring in documentation of emergency in order for student to be rescheduled.</i></p>	<p>1 additional After School Detention (beyond what was originally assigned)</p> <p>1-5 days Restricted List</p>	<p>1 day RS</p> <p>5-10 days Restricted List.</p>	<p>2 Days RS/ES</p> <p>10-15 days Restricted List</p>	<p>3 days RS/ES</p> <p>15-20 days Restricted List</p>	<p>3-5 ES</p> <p>20-30 days Restricted List</p>

Infraction	1st Offense	2nd Offense	3rd offense	4th offense	5th offense
<p>Cut Class or Missing 3 or more minutes of a class due to lateness.</p> <p>(without staff or administration approval)</p>	<p>1 lunch detention</p> <p>1-5 days Restricted</p>	<p>1-2 after school Detentions</p> <p>5-10 days Restricted List</p>	<p>1 day RS</p> <p>10-15 days Restricted List</p>	<p>2 days RS</p> <p>15-20 days on the Restricted List</p>	<p>1-3 days of RS/ES</p> <p>20-30 days on the Restricted List</p>
<p>Cut Class/ Leaving School Property</p> <p>I.R. Offense</p> <p>(This includes leaving school property without permission)</p>	<p>1-3 days RS/ES</p> <p>10 days on the Restricted List</p>	<p>2-3 days RS/ES</p> <p>20 days on the Restricted List</p>	<p>3-5 days RS/ES</p> <p>30 days on the Restricted List</p>	<p>Discipline will be at the discretion of the Administrator.</p>	
<p>Dangerous Behavior/Dangerous Instrument</p> <p>I.R. Offense</p>	<p>Discipline will be at the discretion of the Administrator.</p> <p>Reference Board Policy and information listed below.</p>				
<p>Disrespect to Staff - (including substitutes and coaches) Examples:</p> <p><i>* Inappropriate - gestures, comments, language, drawings, writing directed at a Staff Member or indirectly referring to staff (Disrespectful backtalk, banter, inappropriate drawings of staff or referencing staff, etc)</i></p>	<p>1-3 days after school detention</p> <p>1-3 days RS/ES</p> <p>5-10 days on the Restricted List</p>	<p>1-5 days RS/ES</p> <p>10-15 days on the Restricted List</p>	<p>Discipline will be at the discretion of the Administrator</p>		
<p>Disrespect to Students</p> <p><i>* Inappropriate comments/language/gestures directed to another student.</i></p>	<p>Administrative Warning/1-3 days of lunch detention/after school detention//RS/ES</p> <p>1-5 days Restricted List</p>	<p>1-3 days of lunch or after school Detention/RS/ES</p> <p>5-10 days Restricted List</p>	<p>1-3 days RS/ES</p> <p>10-15 days Restricted List</p>	<p>3-5 days RS/ES</p> <p><i>Discipline may also be at the discretion of the administration.</i></p>	

Infraction	1 st Offense	2 nd Offense	3 rd offense	4 th offense	5 th offense
<p>Dress Code Violation ***See Student Dress Code</p> <p><i>(Refusal to remove item or change clothing as requested will be considered "Insubordination" - See discipline code.)</i></p>	<p>Possible Restriction</p> <p>Administrative Warning</p> <p>Student will be requested to change/remove the inappropriate item</p> <p>If appropriate clothing is unavailable in the middle school, a parent/guardian will be contacted to bring a change of clothing, if possible.</p>	<p>5-10 days Restricted List</p> <p>1-2 lunch Detentions</p> <p>And as noted in 1st offense</p>	<p>10-20 days Restricted List</p> <p>1 day after school detention</p> <p>10 days Restricted List</p> <p>* Mandatory Parent-Student Conference with Administration And as noted in 1st offense</p>	<p>3 days after school detention</p> <p>30 days on the Restricted List</p> <p>* Mandatory Parent-Student Conference with Administration And as noted in 1st offense</p>	<p>1 day RS 15 days Restricted List</p> <p>* Mandatory Parent-Student Conference with Administration</p> <p>And as noted in 1st offense</p>
<p>Drugs/Alcohol – possession or influence</p> <p>I.R. Offense</p>	<p>See Board Policy</p> <p>Discipline at discretion of administration</p> <p>Possible referral to Superintendent for conference and/or Board Review</p> <p>Police notified</p>				
<p>Drugs/Alcohol – sale or distribution</p> <p>I.R. Offense</p>	<p>See Board Policy</p> <p>Discipline at the discretion of Administration</p> <p>Possible referral to Superintendent for conference and/or Board Review</p> <p>Police notified</p>				

Infraction	1st Offense	2nd Offense	3rd offense	4th offense	5th offense
<p>Fighting (Whether or Not the Aggressor)</p> <p><i>Counseling is available to students to resolve interpersonal conflicts before they reach the confrontational stage. The maximum suspension penalty is possible if counseling is refused prior to an altercation</i></p> <p>I.R. Offense</p>	<p>3 days RS/ES</p> <p>Student referred to support services</p> <p>30 days on the Restricted List</p>	<p>3-5 days ES</p> <p>45 days on the Restricted List</p>	<p>5-10 days ES</p> <p>60 days on the Restricted List</p> <p>Possible Board Hearing</p>	<p>Suspension pending board hearing.</p>	
<p>Unauthorized Food/Drink in Hall or Classroom</p>	<p>Administrative Warning/1-2 lunch detentions</p> <p>1-5 days Restricted List</p>	<p>1-2 days of lunch or after school Detention/RS</p> <p>5-10 days Restricted List</p>	<p>1-3 days RS</p> <p>10-20 days Restricted List</p>	<p>1 day ES</p> <p>20-30 days Restricted List</p>	<p>Discipline will be at the discretion of the Administrator</p> <p>Possible Parent/Student Conference with Administration.</p>
<p>Forged Pass or Parent Note</p> <p>I.R. Offense</p>	<p>Administrative Warning/1-2 lunch Detentions</p> <p>1-5 days Restricted List</p>	<p>Administrative Warning/1-2 days of lunch Detention/RS</p> <p>5-10 days Restricted List</p> <p>Mandatory Parent/Student Conference with Administration.</p>	<p>1-3 days of after school detention/RS/ESS</p> <p>10-20 days Restricted List</p>	<p>1-3 days RS/ES</p> <p>20-30 days Restricted List</p>	<p>Discipline will be at the discretion of the Administrator</p>
<p>Found in Inappropriate Area</p>	<p>Administrative Warning/1-3 days of lunch or after school Detention/RS</p> <p>1-5 days Restricted list</p>	<p>1-3 days of lunch or after school Detention/RS</p> <p>5-10 days Restricted List</p>	<p>1-3 days of RS</p> <p>10-15 days Restricted List</p>	<p>1-3 days of RS/ES</p> <p>15-20 days Restricted List</p>	<p>Discipline will be at the discretion of the Administrator</p>

Infraction	1st Offense	2nd Offense	3rd offense	4th offense	5th offense
Hallway/Stairway/Bath room,etc Rule violation (Violation of posted rules in Hallways, Stairways, etc., including running, horseplay, etc.)	Administrative Warning/1-3 days of lunch or after school Detention/RS 1-5 days Restricted list	1-3 days of lunch or after school Detention/RS 5-10 days Restricted List	2-3 days of RS 10-20 days Restricted List	3 days of RS/ES 20-30 days Restricted List	Discipline will be at the discretion of the Administrator
Inappropriate Conduct in Lunch Detention or After School Detention	1-3 day of lunch or after school Detention/ RS/ES 5-10 days Restricted List	2 days RS/ES 10-20 days Restricted List	3 days RS/ES 20-30 days Restricted List	<i>Discipline is at the discretion of the Administration.</i>	
Inappropriate Conduct in Restricted Study (RS) <i>(Violation of rules in RS)</i> I.R. Offense	3-5 days RS 10 days Restricted List	5 days RS/ 2-5 days ES 20 days Restricted List	3 days RS 30 days Restricted List	<i>Discipline is at the discretion of the Administration.</i>	
Inappropriate Conduct at Sporting Events and other School Functions <i>Conduct which includes name-calling, profanity, booing, trash talk or extremely loud screaming and yelling at our opponents, their fans or officials is unacceptable</i>	1-3 days of after school detention/ RS/ES 5-10 days Restricted List Possible ejection from the activity and student will receive a written warning.	1-3 days of RS/ES Possible ejection from activity and restriction from attending any school function/activity for 30 days. 10-30 days Restricted List	3-5 days RS/ES Possible ejection from activity and restriction from attending any school function/activity for 60 days. 60 days Restricted List Mandatory Parent/Student Conference with Administration.	<i>Discipline to be determined by Administration. Restricted from attendance of any future events until end of school year.</i>	
Inappropriate/ Unacceptable Display of Affection Including, but not limited to: inappropriate touching, kissing, embraces, etc.	Administrative Warning/1-3 days of Lunch Detention 1-5 days Restricted List	1-3 days of Lunch or After-School Detention/RS 5-10 days Restricted List Mandatory Parent/Student Conference with Administration.	1-3 days RS/ ES 10-20 days Restricted List	3-5 days RS/ES 20-30 days Restricted List	

Infraction	1 st Offense	2 nd Offense	3 rd offense	4 th offense	5 th offense
<p>Inappropriate Non-Violent Conduct of a Serious Nature</p> <p>Examples include but are not limited to: <i>Instigating a fight, Blocking a staff member from a fight or altercation, Verbal altercations/confrontations, etc.</i></p> <p>I.R. Offense</p>	<p>Administrative Warning/1-3 days of Lunch or after school Detention/RS/ES</p> <p>5-10 days on the Restricted List</p>	<p>1-3 days of after school Detention/RS/ES</p> <p>10-20 days on the Restricted List</p>	<p>2-3 days RS/ES</p> <p>20-30 days on the Restricted List</p>	<p>3-5 days RS/ES</p> <p>30 days on the Restricted List</p>	<p>ES to be determined by the Administration.</p> <p><i>Days on restricted list to be determined by administration</i></p>
<p>Insubordination- Failure to follow a directive/willful disobedience.</p> <p><i>Examples include, but are not limited to: not doing as requested by staff member, leaving the classroom without permission</i></p>	<p>Administrative Warning/1-3 days of lunch or after school Detention/RS/ ES</p> <p>1-5 days Restricted List</p>	<p>1-3 days of Lunch or After-School Detention/RS/ ES</p> <p>5-10 days Restricted List</p>	<p>1-3 days RS/ ES</p> <p>10-20 days Restricted List</p> <p>Mandatory Parent/Student Conference with Administration.</p>	<p>2-5 days RS/ES</p> <p>20-30 days Restricted List</p>	
<p>Late to School (Arrival after the late bell). Students must obtain a pass from the main office when signing in late.</p> <p>In addition to code of conduct consequences, chronic lateness and absences will be referred to the building I&RS Committee and will be handled in accordance with district policy and state law.</p>	<p>4th unexcused lateness to school during that semester-administrative warning.</p> <p>Parent/guardian is contacted by administration.</p> <p>Possible Restriction</p>	<p>10th Unexcused lateness to school during that semester- 1 lunch detention.</p> <p>Parent/guardian is contacted by Administration.</p> <p>Student is referred to I&RS due to chronic lateness.</p> <p>Possible Restriction</p>	<p>15th unexcused lateness and beyond during that semester-lunch detention that day, each day student is late</p> <p>Mandatory parent conference with Administration and Guidance.</p> <p>I&RS process will continue.</p> <p>Possible Restriction</p>		
<p>Possession of Inappropriate Item Possession of water balloons, noise making devices and other toys/items deemed inappropriate by administration for the school setting.</p>	<p>Administrative Warning/1-3 days of lunch or after school Detention/RS/ES</p> <p>1-5 Days Restricted List</p>	<p>1-3 days of after school Detention/RS/ ES</p> <p>5-10 Days Restricted List</p>	<p>1-3 days of RS/ES</p> <p>10-20 Days Restricted List</p> <p>Mandatory Parent/Student Conference with Administration</p>	<p>3-5 days RS/ES</p> <p>20-30 Days Restricted List</p>	

Infraction	1 st Offense	2 nd Offense	3 rd offense	4 th offense	5 th offense
<p>Profanity, Obscene Language or Actions</p> <p>Not directed to staff member (could be overheard or directed to another student)</p>	<p>Administrative Warning/1-3 days of Lunch or After-School Detention/RS/ES</p> <p>Possible Restrictions</p>	<p>1-3 days of After School Detention/RS/ES</p> <p>5-10 Days Restricted List</p> <p>Mandatory Parent/Student Conference with Administration.</p>	<p>1-3 days RS/ ES</p> <p>10-20 Days Restricted List</p>	<p>2-5 days RS/ES</p> <p>20-30 Days Restricted List</p>	
<p>Pulled Fire Alarm or 911 False Alarm Call</p> <p>I.R. Offense</p>	<p>5 Days ES</p> <p>40+ days on the Restricted List</p> <p>Police Notified</p> <p>Mandatory Parent/Student Conference with Administration.</p>	<p>10 days ES pending a Superintendent's Hearing/Board Hearing</p> <p>100 days Restricted List</p> <p>Police Notified</p>			
<p>Smoking/Possession / Use of Tobacco or Vapes</p> <p>Law and/or Board of Education Policy do not allow smoking on school property. This also includes while a student is participating in a school-sponsored event/field trip. The use of tobacco in any form is prohibited.</p> <p>TOBACCO BROUGHT INTO THE BUILDING IN ANY FORM WILL BE CONFISCATED</p> <p>I.R. Offense</p>	<p>See BOE Policy</p> <p>Conference with Guidance Counselor</p> <p>Mandatory Parent Meeting with the building Principal</p> <p>Discipline and Restriction will be at the discretion of the Administration</p> <p>Police Notified</p>				
<p>Substance Abuse</p> <p>(Includes use/possession of a vaping device or paraphernalia)</p> <p>I.R. Offense</p>	<p>See Board Policy</p> <p>Conference with Guidance Counselor</p> <p>Mandatory Parent Meeting with the building Principal</p> <p>Discipline and Restriction will be at the discretion of the Administration</p> <p>Police Notified</p>				

Infraction	1 st Offense	2 nd Offense	3 rd offense	4 th offense	5 th offense
<p>Theft</p> <p><i>This includes but is not limited to cafeteria food and drink, money, school equipment, staff member's belongings and/or another student's belongings. Theft may occur on or off school grounds if directly involved in a school event. Items such as cell phones, iPads, cameras, etc. must be kept in a secured locked location. Lockers should be kept in locked position at all times when not in use.</i></p> <p>I.R. Offense</p>	<p>1-3 days RS/ES</p> <p>10-20 days Restricted List</p> <p>Police Notified</p> <p>Restitution for item stolen if valid receipt is presented.</p>	<p>3-5 days RS/ES</p> <p>30 days Restricted List</p> <p>Police Notified</p> <p>Restitution for item stolen if valid receipt is presented.</p>	<p>Discipline and Restriction will be at the discretion of the Administration.</p> <p>Police Notified</p> <p>Restitution for item stolen if valid receipt is presented.</p>		
<p>Threat To A Staff Member</p> <p><i>A verbal, written, text, email, or social media post that threatens to harm a staff member</i></p> <p>I.R. Offense</p>	<p>3-5 days ES</p> <p>Police Notified</p> <p>Possibly long-term suspension, Homeschooling, or alternative placement; possible Board of Ed. Hearing.</p> <p>30-90 days on Restricted List.</p> <p>Psychological assessment and clearance to return to school may be required.</p>				
<p>Threats to Students</p> <p><i>A verbal, written, text, email, or social media post that threatens to harm another student and that which is found to interfere with the school environment.</i></p> <p>I.R. Offense</p>	<p>3 days ES</p> <p>20-30 Days Restricted List.</p> <p>Referral to Guidance for Counseling</p> <p>Police Notified.</p> <p>Mandatory Parent/Student Conference with Administration</p>	<p>3-5 days ES</p> <p>30 Days Restricted List.</p> <p>Police Notified.</p> <p>Referral to Superintendent</p>	<p>Discipline and Restriction will be at the discretion of the Administration</p> <p>Psychological assessment and clearance to return to school may be required.</p> <p>The matter may be reviewed at the next meeting of the Board of Education</p> <p>Police Notified.</p>		

Infraction	1st Offense	2nd Offense	3rd offense	4th offense	5th offense
Unauthorized Use of Pass	Administrative Warning/1-3 Lunch Detentions 1-5 Days Restricted list	1-3 days of After School Detention/RS 5 Days Restricted List	1-3 days of After School Detention/RS/ES 10 Days Restricted List	1-3 days RS/ES 20 Days Restricted List	
Vandalism/ Defacing School Property Depending on the severity of the infraction, discipline will be at the discretion of the school administration. This includes inappropriate conduct in bathrooms, cafeteria, hallways, etc. I.R. Offense	1-3 days RS/ES 10 Days on Restricted List Possible Police Notification Mandatory Parent/Guardian Conference with Administration	2-3 days RS/ES 20 Days on Restricted List Possible Police Notification Restitution for item(s) damaged	3-5 days ES 30 Days on Restricted List Possible Police Notification Restitution for item(s) damaged Possible BOE Hearing	Discipline will be at the discretion of the Administration.	
Violence (General violence-not directed at any person. Examples include: throwing objects, slamming things etc), I.R. Offense	Discipline will be at the discretion of the Administration Referral to Guidance as necessary.. Possible referral to Superintendent for conference and/or review.				
Weapons Offenses I.R. Offense	See Board Policy				

External Suspension Progression (Board Policy 5600)

1. Principal/Parent conference
 2. Principal/Parent conference
 - Guidance counselor will be present
 - Ineligible for all extra-curricular activities and school related functions for forty-five (45) days (effective the day the student returns to school)
 3. Principal/Parent conference
 - Guidance counselor will be present
 - Ineligible for all extra-curricular activities for ninety (90) days (effective the day the student returns to school)
 - Possible I&RS referral
- *** Principal Probation may be recommended due to serious discipline issues, a combination of multiple infractions, or for poor attendance. The following requirements must be met during this probationary period but may be altered upon the Principal's discretion.
- No disciplinary infractions resulting in suspension
 - Positive attendance – less than 15 unexcused absences

- Positive academic progress – no grade below a “C”
- Exclusion from all extracurricular activities (to be determined)
- Recommendation for appropriate counseling services.

Failure to adhere to these guidelines will result in a meeting with the Superintendent.

4. Superintendent/Parent conference

- Superintendent Probation
- Refer to CST if warranted
- Ineligible for all extra-curricular activities for the remainder of the year

5. Board of Education hearing for possible removal to an alternative program, BOE probation or another placement as prescribed by the BOE.

Restricted List

Woodstown Middle School maintains a Restricted List for those students who may not participate or attend any of our events, athletics, or other activities that are held inside or outside of the school during the school year. Students may be placed on this list due to academics, attendance or disciplinary consequences for a period of time as prescribed in this student handbook. See the discipline matrix for further information regarding restriction for specific disciplinary consequences.

Alcohol and Other Drugs

Refer to Board Policy 5530

Definition: Substance abuse/Under the Influence/Possession of Alcohol or of a Controlled Dangerous Substance. This includes possession of drug paraphernalia or inhalants and vapes.

First Offense:

Drug screen completed within first 2 hours of suspicion

Administrative Action:

- 4-day external suspension
- Referral to counselor
- Added to random drug screen list
- Parent/Guardian notification
- 90-day restricted list
- Referral to WP Police as necessary
- Superintendent notification
- Possible BOE hearing
- Follow up random screenings
- If necessary, placement in treatment program

Second Offense

Drug screen completed within 2 hours of suspicion

- 10-day external suspension
- Referral to counselor
- Added to random drug screen list
- Conference with parent encouraging counseling
- Restricted list for remainder of school year
- Referral to WP Police as necessary
- Superintendent notification

- Possible BOE hearing
 - Follow up random screenings
 - Placement in treatment program, if necessary
- *** All substance abuse offenses are cumulative throughout a student's enrollment in WMS.