



STUDENT/PARENT HANDBOOK 2026 - 2027

*I am Gracious
I am Inclusive
I am Accountable
I am Neighborly
I am Trustworthy*

I am a GIANT

**WESTAMPTON TOWNSHIP PUBLIC SCHOOLS
700 RANCOCAS ROAD
WESTAMPTON, NEW JERSEY 08060**

Superintendent of Schools – Mr. James DiDonato
Confidential Secretary to the Superintendent – Mrs. Marianna Logue

Business Administrator/Board Secretary - Mrs. Karen Greer
Confidential Secretary to the Business Administrator/HR Personnel - Mrs. Allison Grimm

Payroll Clerk/Transportation Coordinator - Mrs. Maureen Pasquarello
Board of Education Phone Number - (609) 261-1969 Fax - (609) 267-2760

Supervisor of Special Services - Mrs. Jean Zitter
Secretary - Mrs. Laura Popovich
Phone Number - (609) 267-2722, Ext. 1008

District 504 Coordinator - Dr. Rachel Feldman
Secretary- Mrs. Karen Mumbower
Phone Number - (609) 267-8565 Ext. 2000

Director of Curriculum and Instruction - Mrs. Jennifer Murray
The District Compliance Officer for No Child Left Behind - Mrs. Jennifer Murray
Confidential Secretary to the Director of Curriculum and Instruction - Mr. Areef Ali
Phone Number - (609) 267-2722, Ext. 1507

**WESTAMPTON MIDDLE SCHOOL
Grades 4 - 8**

Phone Number - (609) 267-2722
Fax - (609) 702-9017

Principal – Mrs. Yashanta Holloway-Taluy
Vice Principal – Mr. Gerald Tenebruso
Vice Principal - Mr. Eric Butler
Secretary - Mrs. Natasha Harper Ext. 1003
Secretary - Mrs. Vincenza Kukon Ext. 1002
Attendance Office - Mrs. Terri Robinson Ext. 1001

School Nurse - Mrs. Kathleen O'Sullivan
Phone Number - (609) 267-2722, Ext. 1010

School Counselor (Grades 5, 7 & 8) - Mrs. Susan Ho
Phone Number - (609) 267-2722, Ext. 1023
School Counselor (Grades 4 & 6) - Mrs. Danica Carmichael
Phone Number - (609) 267-2722, Ext. 1025

Westampton Township School District is an Equal Opportunity Employer

DISTRICT MISSION STATEMENT

We empower every student to achieve their academic and personal goals through educational expertise, dynamic programs, and influential kindness in a safe, challenging, and inclusive learning environment.

OUR CORE VALUES

In our Westampton Township Public Schools, we deeply value:

- Our families and their trust in us to teach their children.
- Our partnership with families and the community.
- Meaningful relationships where we recognize feelings and show empathy.
- The cultural diversity of our community, staff, and students.
- A sense of belonging.
- Student-centered learning.
- The dedication and contributions of our staff.
- It is our responsibility to prepare our students for their future.

Be open! Be creative! Be accountable!

WESTAMPTON TOWNSHIP BOARD OF EDUCATION

Dr. Beverly Hutton, *President*

Mr. Allan Forsyth, *Vice President*

Ms. Lori Baynard

Ms. Kourtney Bridges

Dr. Qiana Brown

Mr. Christopher Hamilton

Ms. Janice Mount

Ms. Dannielle Reyes

Ms. Andrea Sargent

SCHOOL MASCOT AND COLORS

We are the Westampton “GIANTS” | Our School Colors are Green & White

The Giant symbolizes achieving our utmost potential in achievement, self respect, dignity, pride, and talents. The expectation is for ALL Students to be a “GIANT” by embodying the traits below.

G

GRACIOUS

TO ACT WITH KINDNESS, COMPASSION, AND POLITENESS,
ESPECIALLY IN DIFFICULT SITUATIONS OR TOWARDS OTHERS.

I

INCLUSIVE

TO ACTIVELY SEEK AND EMBRACE DIVERSITY. CREATING AN
ENVIRONMENT WHERE EVERYONE FEELS WELCOMED, RESPECTED,
AND VALUED REGARDLESS OF THEIR DIFFERENCES.

A

ACCOUNTABLE

TO TAKE RESPONSIBILITY FOR YOUR ACTIONS, DECISIONS, AND
BEHAVIORS. OWNING UP TO YOUR MISTAKES, ACKNOWLEDGING THE
IMPACT OF YOUR ACTIONS ON OTHERS, AND FULFILLING YOUR
OBLIGATIONS AND COMMITMENTS RELIABLY AND CONSISTENTLY.

N

NEIGHBORLY

TO BE FRIENDLY, HELPFUL, AND CONSIDERATE TOWARDS OTHERS.
FOSTERING A POSITIVE SCHOOL CULTURE THROUGH ACTS OF
KINDNESS, SUPPORT, AND COOPERATION.

T

TRUSTWORTHY

TO BE HONEST, DEPENDABLE, AND CONSISTENT IN YOUR WORDS
AND ACTIONS, ALLOWING OTHERS TO FEEL CONFIDENT AND
COMFORTABLE IN THEIR INTERACTIONS WITH YOU.

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**WESTAMPTON MIDDLE SCHOOL
BELL SCHEDULE
2026-2027**

Full Day Schedule						
Gr 4				Gr 5		
	Start	End			Start	End
Breakfast Morning Meetings	7:55	8:18		Breakfast Morning Meetings	7:55	8:18
Period 1	8:21	9:06	Grade 4 Specials Grade 4 Teacher Prep	Period 1	8:21	9:06
Period 2	9:09	9:54	Grade 5 Specials Grade 5 Teacher Prep	Period 2	9:09	9:54
Period 3 / W.I.N	10:00	10:45	Unified Specials	Period 3 / W.I.N	10:00	10:45
Period 4	10:48	11:33		Period 4	10:48	11:33
P5: Recess / Lunch	11:36	12:25	G4 Recess 11:40-12:00 Lunch 12:02-12:27	Period 5	11:40	12:26
Period 6	12:30	1:15	G5 Lunch 12:30-12:55 Recess 12:55-1:15	P6: Lunch / Recess	12:30	1:15
Period 7	1:18	2:03		Period 7	1:18	2:03
Period 8	2:06	2:51		Period 8	2:06	2:51
Announcements Pack Up / Dismissal	2:52	3:10		Announcements Pack Up / Dismissal	2:52	3:10

Full Day Schedule										
Gr 6				Gr 7				Gr 8		
	Start	End			Start	End			Start	End
Breakfast	7:55	8:10		Breakfast	7:55	8:10		Breakfast	7:55	8:10
Period 1	8:10	9:00		Period 1	8:10	9:00		Period 1	8:10	9:00
Period 2	9:02	9:52		Period 2	9:02	9:52		Period 2	9:02	9:52
Period 3 / W.I.N.	9:54	10:40		Period 3 / W.I.N.	9:54	10:40		Period 3 / W.I.N.	9:54	10:40
P4 Lunch / Recess	10:41	11:31		P4 Recess / Lunch	10:44	11:32		Period 4	10:41	11:32
Period 5	11:34	12:24		Period 5	11:34	12:24		P5 Lunch / Recess	11:34	12:24
Period 6 / Specials	12:27	1:17		Period 6	12:27	1:17		Period 6	12:27	1:17
Period 7	1:20	2:10		Period 7 / Specials	1:20	2:10		Period 7	1:20	2:10
Period 8	2:14	3:04		Period 8	2:14	3:04		Period 8 / Specials	2:14	3:04
Lockers / Dismissal	3:04	3:10		Lockers/ Dismissal	3:04	3:10		Lockers/ Dismissal	3:04	3:10



Early Dismissal Schedule

Gr 4			Gr 5		
	Start	End		Start	End
Morning Meeting	7:55	8:08	Morning Meeting	7:55	8:08
Period 1 / Specials	8:11	8:41	Period 1	8:11	8:41
Period 2	8:44	9:14	Period 2 / Specials	8:44	9:14
Period 3	9:17	9:45	Period 3	9:17	9:45
Period 4	9:46	10:14	Period 4	9:46	10:14
Transition Period	10:15	10:19	Transition Period	10:15	10:19
Period 5 / Lunch	10:20	10:50	Period 5	10:20	10:50
Period 6	10:53	11:23	Period 6 / Lunch	10:53	11:23
Period 7	11:24	11:52	Period 7	11:24	11:52
Period 8	11:53	12:21	Period 8	11:53	12:21
Dismissal / Pack Up	12:21	12:35	Dismissal / Pack Up	12:21	12:35

Early Dismissal Schedule

Gr 6			Gr 7			Gr 8		
	Start	End		Start	End		Start	End
Breakfast	7:55	8:10	Breakfast	7:55	8:10	Breakfast	7:55	8:10
Homeroom	7:55	8:10	Homeroom	7:55	8:10	Homeroom	7:55	8:10
Period 1	8:10	8:40	Period 1	8:10	8:40	Period 1	8:10	8:40
Lunch	8:42	9:12	Period 2	8:42	9:12	Period 2	8:42	9:12
Period 2	9:14	9:44	Lunch	9:14	9:44	Period 3 / W.I.N.	9:14	9:44
Period 3 / W.I.N.	9:46	10:16	Period 3 / W.I.N.	9:46	10:16	Lunch	9:46	10:16
Period 5	10:18	10:48	Period 5	10:18	10:48	Period 4	10:18	10:48
Period 6 Specials	10:51	11:21	Period 6	10:51	11:21	Period 6	10:51	11:21
Period 7	11:24	11:54	Period 7 Specials	11:24	11:54	Period 7	11:24	11:54
Period 8	11:57	12:27	Period 8	11:57	12:27	Period 8 Specials	11:57	12:27
Lockers/ Dismissal	12:27	12:35	Lockers/ Dismissal	12:27	12:35	Dismissal to Bus	12:27	12:35



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TO ACT WITH KINDNESS, COMPASSION, AND POLITENESS, ESPECIALLY IN DIFFICULT SITUATIONS OR TOWARDS OTHERS.

INCLUSIVE

TO ACTIVELY SEEK AND EMBRACE DIVERSITY, CREATING AN ENVIRONMENT WHERE EVERYONE FEELS WELCOMED, RESPECTED, AND VALUED REGARDLESS OF THEIR DIFFERENCES.

ACCOUNTABLE

TO TAKE RESPONSIBILITY FOR YOUR ACTIONS, DECISIONS, AND BEHAVIORS. OWNING UP TO YOUR MISTAKES, ACKNOWLEDGING THE IMPACT OF YOUR ACTIONS ON OTHERS, AND FULFILLING YOUR OBLIGATIONS AND COMMITMENTS RELIABLY AND CONSISTENTLY.

NEIGHORLY

TO BE FRIENDLY, HELPFUL, AND CONSIDERATE TOWARDS OTHERS. FOSTERING A POSITIVE SCHOOL CULTURE THROUGH ACTS OF KINDNESS, SUPPORT, AND COOPERATION.

TRUSTWORTHY

TO BE HONEST, DEPENDABLE, AND CONSISTENT IN YOUR WORDS AND ACTIONS, ALLOWING OTHERS TO FEEL CONFIDENT AND COMFORTABLE IN THEIR INTERACTIONS WITH YOU.

2-Hour Delay Bell Schedule

Gr 4			Gr 5		
	Start	End		Start	End
<i>Morning Meeting</i>	9:55	10:10	<i>Morning Meeting</i>	9:55	10:10
<i>Period 1 / Specials</i>	10:13	10:47	<i>Period 1</i>	10:13	10:47
<i>Period 2</i>	10:50	11:24	<i>Period 2 / Specials</i>	10:50	11:24
<i>Period 3</i>	11:27	11:59	<i>Period 3</i>	11:27	11:59
<i>Period 4</i>	12:00	12:32	<i>Period 4</i>	12:00	12:32
<i>Transition Period</i>	12:33	12:38	<i>Transition Period</i>	12:33	12:38
<i>Period 5 / Lunch</i>	12:39	1:13	<i>Period 5</i>	12:39	1:13
<i>Period 6</i>	1:16	1:50	<i>Period 6 / Lunch</i>	1:16	1:50
<i>Period 7</i>	1:51	2:23	<i>Period 7</i>	1:51	2:23
<i>Period 8</i>	2:24	2:56	<i>Period 8</i>	2:24	2:56
<i>Dismissal / Pack Up</i>	2:56	3:10	<i>Dismissal / Pack Up</i>	2:56	3:10

2-Hour Delay Bell Schedule

Gr 6			Gr 7			Gr 8		
	Start	End		Start	End		Start	End
<i>Homeroom</i>	9:55	10:10	<i>Homeroom</i>	9:55	10:10	<i>Homeroom</i>	9:55	10:10
<i>Period 1</i>	10:10	10:43	<i>Period 1</i>	10:10	10:43	<i>Period 1</i>	10:10	10:43
<i>Lunch</i>	10:45	11:19	<i>Period 2</i>	10:45	11:19	<i>Period 2</i>	10:45	11:19
<i>Period 2</i>	11:21	11:55	<i>Lunch</i>	11:21	11:55	<i>Period 3 / W.I.N.</i>	11:21	11:55
<i>Period 3 / W.I.N.</i>	11:57	12:31	<i>Period 3 / W.I.N.</i>	11:57	12:31	<i>Lunch</i>	11:57	12:31
<i>Period 5</i>	12:33	1:07	<i>Period 5</i>	12:33	1:07	<i>Period 4</i>	12:33	1:07
<i>Period 6 Specials</i>	1:10	1:44	<i>Period 6</i>	1:10	1:44	<i>Period 6</i>	1:10	1:44
<i>Period 7</i>	1:47	2:21	<i>Period 7 Specials</i>	1:47	2:21	<i>Period 7</i>	1:47	2:21
<i>Period 8</i>	2:24	2:58	<i>Period 8</i>	2:24	2:58	<i>Period 8 Specials</i>	2:24	2:58
<i>Announcements Lockers/ Dismissal</i>	2:59	3:10	<i>Announcements Lockers/ Dismissal</i>	2:59	3:10	<i>Announcements Lockers/ Dismissal</i>	2:59	3:10

VISITORS

Upon entering the building via the main office, all visitors are **required** to present a **valid photo** identification. We appreciate your cooperation and understanding as we follow this procedure to help ensure the safety and security of all students, staff, and visitors.

REGISTRATION REQUIREMENTS

Children who are new to the Westampton School District should complete the online pre-registration process as soon as possible by visiting www.westamptonschools.org. After completing the online pre-registration, please call the main office at **609 267 2722** to schedule a screening appointment.

The following documents are required to complete the registration process:

1. **Birth certificate** with raised seal. (Original)
2. **Proof of township residency:** Deeds, agreements of sale, or rental leases, guardian's license and 2 current utility bills as proof of residency.
3. **All immunization records:** including MMR, at least four DPT, three polio, and three Hepatitis B immunizations.
4. **Current report card and current state test scores.**
5. **Child Study Team information and/or records.** (If Applicable)

EMERGENCY SCHOOL CLOSINGS / DELAYED OPENINGS / EARLY DISMISSALS

In the event of severe weather or another emergency, the school may operate on a delayed opening, dismiss students early, or close for the day. When possible, families will be notified as soon as a decision is made through our district's automated phone notification system. Updates will also be posted on the district website at www.westamptonschools.org and shared through local radio and television stations.

***Please ensure that the school always has your most current emergency contact information on file. Keeping this information accurate and up to date helps us communicate with you promptly in the event of an emergency.**

SURVEILLANCE CAMERAS

Our schools and school grounds are equipped with surveillance cameras owned and operated by the Westampton Township Board of Education to help promote the safety and security of our students, staff, and visitors.

EMERGENCY DRILLS

Fire and emergency management drills are conducted to help ensure the safety of all students, staff, and visitors. In accordance with New Jersey law, these drills are held monthly to prepare everyone to respond safely and efficiently during an emergency. Bus evacuation drills are conducted twice each school year to teach students how to safely exit a school bus in the event of an emergency.

During a Fire/Evacuation Drill:

- Exit the building through the nearest designated exit.
- Follow the evacuation route posted in the classroom.
- Walk quickly, quietly, and safely. Remain silent so that directions can be heard at all times.
- Report to the designated outdoor assembly area and remain with your class while attendance is taken.
- Return to the building only when directed by your teacher or a school administrator.

MORNING ARRIVAL/ AFTERNOON DISMISSAL

All students at Westampton Middle School have the option to be transported to school by bus. If a parent chooses to drive their child to school, they may do so starting at 7:55 a.m.

NO STUDENT MAY BE DROPPED OFF by a parent or guardian PRIOR TO 7:55 a.m. as there is no adult supervision available prior to 7:55 a.m.

A. Morning Drop Off Procedure for Parent / Guardian Drop Off:

- a. When dropping off your child, please follow the driveway that goes around the back of the middle school building (past the WMS Gym towards the back ball fields).
- b. Drop off will take place at the side entrance of the middle school, in front of the BOE building.
- c. It is imperative that all cars stay clear of the bus lane in front of the main entrance of the school until all buses have unloaded the students.
- d. Upon arrival, students are to report directly to their assigned Homeroom, unless purchasing Breakfast from the All Purpose Room. If purchasing breakfast, students should report to the APR to grab their breakfast first, then report to their lockers/homeroom.
- e. Breakfast will be served from 7:55-8:05 a.m. (Grab and Go Style Service)

B. Afternoon Pick Up Procedure:

- a. If you plan to pick-up your child at the end of the school day, please drive around the WMS building (past the WMS Gym towards the back ball fields) to the WMS building side entrance (just in front of the BOE building). Your child will be waiting for you there. Please communicate with your child when he/she will be picked up to avoid them unnecessarily missing their bus.

HOMEROOM PROCEDURES

1. The school day begins at 7:55 AM.
2. Morning announcements will begin at 8:05 AM.
 - a. The "Pledge of Allegiance" will be conducted at the start of each school day. Students and staff are expected to stand and recite the pledge, or stand and remain quiet, respectfully.

ATTENDANCE & TARDY POLICY

Regular attendance and punctuality are essential to a student's academic success and overall well being. In accordance with **New Jersey State Compulsory Attendance Law (N.J.S.A. 18A:38-25 and 18A:38-26)**, parents and guardians are responsible for ensuring that their child attends school regularly and arrives on time. Consistent attendance helps students develop strong academic skills, positive work habits, and routines that contribute to future success.

A full day of school consists of **four or more hours of instructional time**. To be considered present for a full day, students must be signed into school **before 11:00 a.m.** or signed out **no earlier than 12:00 p.m.**

Tardiness:

The instructional day begins promptly at **8:10 a.m.**

Students arriving **after 8:10 a.m.** are considered tardy and must be signed in to school by a parent/guardian through the Main Office entrance in the front of the building.

Reporting an Absence:

If your child will be absent, please notify the Main Office by **8:30 a.m.** on the day of the absence by emailing **wmsattendance@westamptonschools.org** or calling **609-267-2722**. Email is preferred.

Upon returning to school, a written note explaining the absence must be submitted to the school within **one week**. When applicable, a doctor's note must also be submitted within one week of the student's return. To qualify as an excused medical absence, the student must have been evaluated by a healthcare provider during the period of the absence. Without the required documentation, the absence will be recorded as unexcused.

The following are recognized reasons for an excused absence:

- Personal illness (doctor's note required when applicable)
- Family illness (doctor's note required)
- Death in the family (parent or guardian note required)
- Religious observance (parent or guardian note required)
- Court appearance (official legal documentation required)

Make Up Work:

Students are responsible for completing all missed assignments and assessments promptly upon returning to school.

Families are encouraged to check their child's **Google Classroom** or contact their child's teachers directly via email to be notified of the missed assignments.

For absences of **two or more consecutive days**, parents or guardians may request assignments by contacting the Main Office **before 9:00 a.m.** Assignments will be available for pickup at the end of the school day after **3:15 p.m.** For planned extended absences, assignments may be provided in advance when possible.

Excessive Absences:

Chronic absenteeism and repeated tardiness interfere with student learning and may result in administrative intervention.

The following steps may be taken in response to excessive unexcused absences and/or Tardiness:

- **5th unexcused absence/tardy:** Parent or guardian notification letter.
- **10th unexcused absence/tardy:** Mandatory conference with the principal or designee.
 - **Additionally, upon reaching 10 tardies within a marking period**, a student will become ineligible to participate in extracurricular activities through the end of the following marking period. Eligibility may be reinstated if the student demonstrates improved attendance by having fewer than 10 tardies during the next marking period.
- **15th unexcused absence during the school year:** Possible truancy complaint and court involvement.
- **20th unexcused absence during the school year:** The student may be considered for retention and not promoted to the next grade level unless summer school credit recovery coursework is successfully completed.

Parents and guardians may request a review of attendance records and submitted documentation by contacting the principal or designee.

Whenever possible, parents and guardians are encouraged to schedule medical and dental appointments outside of school hours to minimize missed instructional time.

Westampton Middle School is committed to partnering with families to promote excellent attendance habits and ensure every student has the greatest opportunity for academic success. Early communication between home and school is the best way to address attendance concerns before they become barriers to learning.

Early Dismissal and Student Sign Out

If a student needs to leave school before the end of the instructional day, a parent or guardian should notify the Main Office by phone or send a written note with the student to be given to their homeroom teacher before the start of the school day.

Parents or guardians picking up a student for an early dismissal must report to the Main Office entrance in the front of the building and present a valid photo ID before the student will be released into their custody. For the safety of our students, only individuals listed as authorized contacts in the student's emergency information may sign a student out of school.

To avoid disrupting end of day dismissal procedures, students **will not be signed out between 2:45 p.m. and 3:10 p.m.** Parents and guardians requiring an early dismissal should arrive **prior to 2:45 p.m.**

Students must attend school for a minimum of **four hours** to be eligible to participate in extracurricular activities scheduled that day. Students leaving early for a medical appointment must provide documentation from the healthcare provider verifying the date and time of the appointment. The documentation should be submitted upon the student's return to school if they wish to participate in an extracurricular activity later that day.

Scheduled Early Dismissal Days

Throughout the school year, there are scheduled early dismissal days due to holidays, professional development, and other district events. These dates are included on the district calendar and posted on the district website. On early dismissal days, buses will arrive at WMS approximately **two and one half hours earlier than the regular schedule**, and all students should be picked up by **12:40 p.m.**

The school is unable to provide supervision after dismissal. Parents and guardians are responsible for making appropriate childcare and transportation arrangements. If a student is not picked up and school staff are unable to reach an authorized emergency contact before the office closes, the appropriate authorities may be contacted to ensure the student's safety. This does not apply to students in Grades 4 through 6 who are enrolled in the After Care Program.

Please Note: The **8th Grade Dance** is held on a regular full day of school. Students must attend school for a minimum of four hours to be eligible to attend the dance.

PROGRAM OF STUDIES

Core subjects (Grades 4-8): Language Arts/Mathematics/Social Studies/Science
Honors Placements: Language Arts (Grades 6-8)
Math (Grades 6 & 7)
Algebra 1 (Grade 8)

Criteria for Placement in Honors Classes (Grades 7-8):

1. Achievement Test(s) Results
2. Report Card Grades
3. Teacher Recommendations

Criteria for Placement in Honors Classes (Grade 6):

1. Teacher Recommendations

Honors Program (Grades 6-8): This program provides academically enriching experiences in Honors Mathematics and Honors Language Arts for students who meet established eligibility criteria. Students are expected to demonstrate consistent initiative, motivation, and a strong commitment to learning. Continued participation in the program is based on maintaining these expectations, as a lack of effort or engagement may affect future placement.

Special Area Courses – (Grades 4 through 8)

Art, Band, Chorus, General Music, Library/Media, Physical Education and Health, and World Language

Instrumental Music instruction is also available for interested students. Families may contact the school for additional information about enrollment and participation.

Individual Needs Programs – (Grades 4 through 8)

- **Basic Skills Improvement Program (BSIP)**
The Basic Skills Improvement Program provides targeted instruction to support students in reading, mathematics, and writing. Through review, remediation, skill development, and enrichment activities, students work toward achieving grade level proficiency and strengthening essential academic skills.
- **English Language Learner (ELL) Program**
The English Language Learner (ELL) Program provides specialized instruction and support for students who are developing English language proficiency. The program is designed to help students build the language skills necessary for academic success while supporting their overall growth in the classroom.

GRADING SCALE AND EVALUATION

Grading Scale:	A = 90 - 100	C = 70 - 79	F = 0 - 59
	B = 80 - 89	D = 60 - 69	

Grading Guidelines:

Student achievement is measured using multiple indicators of academic performance throughout each marking period. Report card grades are based on the following four categories:

- Tests, Projects, Book Reports, and Major Assessments | weighted at 40%
- Quizzes | weighted at 30%
- Classwork and Participation | weighted at 20%
- Homework | weighted at 10%

The minimum marking period grade recorded on a report card is 50%.

Projects that are weighted as a test or quiz grade may be submitted late; however, 10 points will be deducted for each day the assignment is late, unless otherwise specified by the teacher.

Academic integrity is an essential expectation at Westampton Middle School. Students found engaging in academic dishonesty, including cheating or plagiarism, will receive a grade of zero for the assignment and may also be subject to disciplinary action.

Students are encouraged to come to class prepared, demonstrate initiative, complete assignments on time, and always give their best effort.

Homework:

Homework is an important part of the learning process and is designed to reinforce classroom instruction, practice essential skills, and encourage student independence and responsibility. Assignments will align with the district curriculum and will be assigned based on student needs, abilities, and instructional goals.

Students are expected to complete and submit homework assignments by the due date established by the classroom teacher. If an assignment is submitted one day late, the teacher may accept the work with a possible deduction of up to 25 points. Homework will not be accepted beyond one day late unless there are extenuating circumstances approved by the teacher.

Students with medically documented or excused absences will be provided an opportunity to complete missed assignments based on the length and circumstances of the absence. If a student is absent and a parent or guardian would like to request missed work, the request should be included in the absence notification email to the attendance office by 8:30 a.m. This allows teachers adequate time to prepare materials, which may be picked up in the Main Office at the end of the school day. Requests received after 9:00 a.m. may not be available for same day pickup.

If a student is experiencing difficulty completing homework assignments, parents and guardians are encouraged to communicate with the classroom teacher so appropriate support can be provided.

Honor Roll Criteria:

Student achievement and academic growth are top priorities. Through the combined efforts of students, families, and staff, we strive to support every student in reaching their full potential. Honor Roll recognition serves as an incentive and acknowledgment of a student's dedication, effort, and academic excellence.

Students may qualify for Honor Roll status based on the following criteria:

High Honor Roll: Students must earn all A's in Academic and Special Area Classes.

Honor Roll: Students must earn all A's and B's in Academic and Special Area Classes.

Note: Student grades and academic progress are available through the Westampton Township Genesis Parent Portal. Families can visit the middle school website and select the "Genesis Parent Portal" link for additional information and access instructions. Teachers will update student grades and progress at least three times each month, typically on or around the 10th, 20th, and 30th. Parents/Guardians with questions or concerns regarding grades should communicate directly with the appropriate teacher via email.

Retention:

Students who earn a final grade equivalent to an **"F" (59 or below)** in two or more core academic subjects, including Language Arts, Mathematics, Science, Social Studies, Math Lab, or Writing Lab, may be retained in their current grade level unless they successfully complete the required summer school credit recovery coursework.

Parents/Guardians may be responsible for the cost of the required online summer school course, which is **\$195 per course**. When available, Westampton Middle School may offer an in person summer instruction.

PHYSICAL EDUCATION PARTICIPATION

Students may be excused from physical education with a parental note for up to two consecutive school days. If additional time is needed, a doctor's note will be required. All notes should detail the reason for the excuse and be presented to the school nurse.

SCHOOL PROPERTY – TEXTBOOKS

Students are responsible for properly caring for all school property assigned to them, including textbooks, library materials, science and physical education equipment, calculators, art supplies, technology equipment, and other instructional materials.

Students are expected to inspect any materials provided to them and report any existing damage before accepting responsibility. All school property must be returned in the same condition in which it was issued. Students and families are responsible for any lost or damaged items, and all outstanding obligations must be resolved before the end of the school year.



PARENT/TEACHER CONFERENCES

November 23, 2026

November 24, 2026

Open and consistent communication between families and teachers is an essential component of a successful educational experience. Parents/Guardians are encouraged to maintain regular communication with their child's teachers regarding academic progress, behavior, and overall growth.

Westampton Middle School values parent/teacher conferences and encourages every student to have a parent or guardian participate in the scheduled conference opportunities each November.

Additional conferences may be requested throughout the school year when needed and are typically scheduled during teacher planning periods. Strong partnerships between families and staff help support student success.

REPORT CARDS

Report cards for students in Grades 6 through 8 will be available electronically through the Genesis Parent Portal at the conclusion of Marking Periods 1, 2, and 3. Students in Grades 4 and 5 will receive printed report cards sent home at the end of each marking period.

A printed report card will be sent home with all students (Grade 4-8) at the conclusion of Marking Period 4 on the last day of school. Parents/Guardians with questions or concerns regarding student progress are encouraged to contact their child's teacher(s).

Report Card Distribution Dates

November 20, 2026

February 5, 2027

April 16, 2027

Last Day of School

CHAIN OF COMMAND REGARDING CONCERNS

Parents/Guardians are encouraged to first contact the appropriate teacher regarding any classroom, academic, or behavioral concerns. If additional support is needed or the concern has not been resolved, please contact the Vice Principal that is assigned to your child's grade level. The Principal should be the last point of contact for further assistance, if needed.

SCHOOL RECORDS

Parents/Guardians have the right to review their child's school records in accordance with New Jersey Department of Education regulations regarding the maintenance and access of pupil records (**N.J.A.C. 6A:32**). The district is required to notify parents/guardians annually of these rights.

SCHOOL COUNSELORS

Mrs. Danica Carmichael (Grades 4 and 6)

Mrs. Susan Ho (Grades 5, 7, and 8)

The primary role of the school counselor is to support students in identifying solutions to challenges and developing the skills needed to reach their full potential academically, socially, and emotionally. Counseling services focus on promoting self awareness, personal growth, decision making, and positive choices within both school and personal environments.

Students who are experiencing difficulties, whether related to school or outside concerns, are encouraged to seek support from the school counselor. Parents/Guardians who have concerns about their child's well being or believe counseling support may be beneficial are also encouraged to contact the counselor.

Appointments are coordinated between the school counselor and classroom teachers to minimize disruptions to instructional time. The counselor may also request to meet with students throughout the school year as needed.

If a student has an immediate concern requiring attention, they may request permission from their classroom teacher to see the counselor. When appropriate, the teacher will provide a pass for the student to report to the counseling office. Students are encouraged to schedule appointments at appropriate times whenever possible to avoid missing classroom instruction.

Students with scheduled counseling appointments should notify their teacher at the beginning of the class period. If the teacher determines that the student cannot be excused at that time due to a test, assignment, or other instructional need, the teacher will communicate with the counselor or office to arrange an alternate appointment time.

MEDIA CENTER

The Media Center serves as a valuable resource for student learning, research, and exploration. Students may use the Media Center for reading, browsing, conducting research, accessing magazines and newspapers, using technology, and utilizing other available materials and equipment.

Students may access the Media Center in the following ways:

- During a scheduled class visit
- Individually with a pass from a teacher
- In small groups for projects or research with a teacher approved pass

Students may borrow books for a two week period or for overnight reference as needed. All materials must be returned by the due date and in the same condition in which they were borrowed. Students are responsible for any lost or damaged materials, and all outstanding obligations must be resolved by the end of the school year.

To ensure that all students can effectively use this resource, the Media Center environment should remain quiet, respectful, and focused on learning.

LUNCH

Westampton Middle School participates in the National School Lunch and Milk Program, providing students with nutritious, well balanced meals that meet or exceed federal program standards. Monthly menus are available on the school website. Applications for free and reduced price meals are distributed during the first week of school, with additional copies available in the Main Office.

The district utilizes an electronic point of sale (P.O.S.) system that allows families to prepay for meals, monitor purchases, and review detailed account activity. Student identification numbers remain the same from the previous school year. Lunch accounts may be replenished online through the district's designated payment system via www.schoolpaymentportal.com. Families can visit the WMS website under the "Dining" tab for additional information and instructions. ***Families are expected to maintain current lunch account balances. The district reserves the right to limit or restrict à la carte purchases, including items such as beverages, snacks, and ice cream, for accounts with insufficient funds or outstanding balances.**

WATER BOTTLE POLICY

Water bottles must be labeled with the student's name and have a secure, spill resistant cap. Bottle filling stations are available at designated locations throughout the building. The school nurse and Main Office will not provide individual cups for student use. **Beverages other than water are not permitted outside of the cafeteria.**

DRESS CODE

All students are required to dress in a manner that reflects good taste, modesty, and appropriateness. Choice of garments should be made according to the health, safety, and welfare of all students. Continued or habitual defiance of the dress code will result in disciplinary action. Clothing which may cause a distraction to the educational process is prohibited.

A. Bottoms - Pants/Shorts/Skirts/Dresses

- a. All pants and shorts are to be worn at the waist.
- b. Excessively ripped, distressed, and/or destroyed pants are prohibited.
- c. Shorts, skirts, and dresses must be modest, mid-thigh length. No short shorts or see-through shorts even if tights are worn underneath.
- d. Spandex or spandex type materials such as bike shorts, bike slacks, or bike outfits are not allowed.

B. Tops - Shirts/Hoodies/Sweatshirts

- a. All shirts must reach below the waistband of the pants and be long enough to not expose midriff when arms are raised.
- b. Shirts should not be so low cut as to expose the chest area.
- c. All tops should cover undergarments and not be see-through (includes mesh and fishnet styles), backless, strapless, or spaghetti straps.
- d. Sweaters and sweatshirts with hoods are permitted, **however, the hoods must remain down and off the head at all times.**

C. Undergarments

- a. No undergarments should be visible or worn as outer garments. This includes boxer shorts, sleeveless undershirts and "muscle" shirts.

D. Footwear

- a. Outdoor shoes or sneakers must be worn at all times.
- b. All footwear should have a back support to keep the foot in place (this includes Crocs). **Slippers (including UGG slippers), flip-flops, sliders, "Wheelies", or thong type foot wear are not permitted for safety reasons.**
- c. Students may wear sandals as long as they do not pose a threat to safety, and have back of heel support.

E. Outerwear

- a. Outdoor garments, coats, jackets, windbreakers, hats, and gloves must be stored in student lockers (Grades 6-8) or in their homeroom storage areas (Grades 4 and 5). Outerwear is not to be worn throughout the building except under special approved circumstances.

F. Accessories

- a. Clothing and accessories containing inappropriate pictures or words (i.e. reference to alcohol, drugs, gangs, sex or words/phrases with double meanings) are not to be worn in school.
- b. Hats, sweatbands, bandanas, head covers (except for religious reasons), picks, and sunglasses are not to be worn in the building. They may be stored in locker or classroom storage locations.
- c. Students may not wear rings which encompass several fingers and/or have protruding spikes, or large necklaces and large hoop earrings which are a potential safety hazard.
- d. Students are encouraged not to wear expensive jewelry to school.

G. Other

- a. Pajamas are prohibited except for school activities approved by the principal.
- b. **Slippers are always prohibited from school, even during approved pajama days.**
- c. Clothing worn while participating in PE class should not be worn in other areas of the school.



Physical Education Attire – In order for our students to take full advantage of our activities, we require, for safety, modesty, and hygienic reasons, the following guidelines for dress code in all physical education classes. We believe that students can reach their full potential when they are dressed appropriately for activity.

- d. Athletic shorts, pants, leggings (modest in length, no short-shorts, nothing see-through).
- e. All shirts must be long enough not to show midriff when arms are raised.
- f. Undergarments must not be visible.
- g. Athletic sneakers with laces that are secure (slip-ons, work boots, UGGs, Crocs, and flip flops are not acceptable). Socks must be worn with athletic sneakers.
- h. Unsafe jewelry (spike earrings, hoops, large rope type necklaces, bracelets) must be removed.
- i. Perfumes, colognes, and spray deodorants are prohibited for safety and allergy reasons.

Students in Grades 6-8 will change into their physical education clothing in the locker room prior to the start of class. **This clothing, except sneakers, is not to be worn to other classes.** This requirement promotes personal hygiene.

Note: The administration retains the authority to determine if a clothing item or accessory not specifically covered in this dress code is appropriate for school attire, or distracting to the classroom environment.

Any student in violation of the dress code will be required to obtain suitable attire. In addition, repeated violations of the above code may be treated as a disciplinary violation of insubordinate/defiant behavior and be subject to disciplinary consequences. Your cooperation in maintaining this code is appreciated.

BOOK BAGS

In the interest of the safety of all students, all book bags must be stored securely in the student's assigned locker or placed in the appropriate classroom storage location until dismissal.

NOTE: To ensure the return of lost items, please write your child's name in permanent marker on all personal items (book bag, clothing items, school supplies, etc.).

LOCKERS

(Grades 6 to 8)

Each student is assigned an individual locker for personal use. Lockers may be inspected at the discretion of the Building Principal or designee. Students are not permitted to share lockers under any circumstances.

Students are provided two to three minutes of passing and locker time between classes, depending on the time of day and class schedule. Students are expected to use this time responsibly and arrive at their assigned classrooms before the bell rings. Unexcused tardiness may result in disciplinary consequences.

RESPECT every person. Build RELATIONSHIPS with those around you. Take RESPONSIBILITY for your choices and actions. REPAIR situations quickly and honestly. REINTEGRATE into routine.

INTERNET REGULATIONS

Westampton Middle School provides students with access to the Internet and district technology resources to support teaching, learning, research, collaboration, and communication. These resources offer valuable educational opportunities that extend learning beyond the classroom and prepare students to become responsible digital citizens.

Student Internet access is monitored through district filtering software and staff supervision. While these safeguards significantly reduce access to inappropriate content, no filtering system can guarantee that all undesirable material will be blocked. Students are expected to use technology responsibly, ethically, and in accordance with all district policies.

Prohibited Uses of Technology

The following activities are strictly prohibited while using district technology, devices, or network resources:

- Accessing chat rooms or unauthorized social networking sites
- Creating, sending, receiving, or displaying inappropriate, offensive, threatening, or explicit messages, images, or videos
- Using profane, obscene, or offensive language
- Harassing, intimidating, bullying, or threatening others
- Damaging, attempting to damage, or interfering with computers, devices, software, or the district network
- Violating copyright laws, using another person's work without permission, or utilizing AI created work in an inappropriate manner
- Accessing another person's account, files, folders, or device without authorization
- Intentionally misusing or wasting district technology resources
- Using email or other communication tools in a manner that violates district policy
- Attempting to bypass district security measures or access websites blocked by the district's filtering system
- Using district technology for any unlawful, non educational, or inappropriate purpose

These expectations are part of the Westampton Township School District's Student Code of Conduct. Students are expected to use all district technology responsibly and comply with all applicable laws, district policies, and staff directions.

Misuse of district technology or Internet access may result in the loss of technology privileges, school disciplinary action, financial responsibility for damages when applicable, and, in certain circumstances, legal action.



CELL PHONE/ELECTRONICS/PERSONALLY OWNED DEVICES (P.O.D.)

To promote a safe, focused, and distraction free learning environment, students are expected to keep all personal electronic devices out of sight and powered off during the school day.

In accordance with **New Jersey state law** (P.L.2025, c.195), students are prohibited from using **internet accessible personal electronic devices during the instructional day, from the first bell until dismissal**. This includes, but is not limited to, cell phones, smart phones, smart watches, tablets, laptops, wireless earbuds, headphones, Meta glasses and other internet connected devices.

At Westampton Middle School:

- For Grades 6 to 8, cell phones must be powered off and secured in the student's assigned locker upon arrival at school and must remain there until dismissal. For Grades 4 and 5, cell phones must be powered off and stored safely in the student's bookbag upon arrival at school and must remain there until dismissal. Students **may not** have their device on their person during the school day (such as in a pocket or purse).
- Wireless earbuds, AirPods, and other wireless headphones are not permitted during the school day. Students who require headphones for instructional purposes may borrow a wired set from their classroom teacher when available.
- Personal electronic devices, including smart watches, Meta glasses, tablets, laptops, and similar devices, may not be used during the school day. Only specific district authorized devices can be utilized during the day for an educational purpose.
- The use of personal electronic devices is strictly prohibited in bathrooms, locker rooms, and other private areas.
- Students are strongly discouraged from using cell phones on the school bus.

In rare cases, a student will be permitted to use their cell phone or other internet-enabled devices during the school day if there is a documented need to fulfill accommodations in the IEP/504, to monitor healthcare, or for translation services. Students who qualify will receive written permission from a school administrator to carry their cell phone on their person, however, the device shall only be utilized by the student for the purposes set forth in the accommodations.

If a student needs to contact a parent or guardian during the school day, they should report to the Main Office or School Nurse, where school staff will assist with communication when appropriate. Likewise, parents and guardians who need to reach their child during the school day should contact the Main Office rather than calling or texting the student's personal device. **Parents should not expect or encourage students to answer phone calls during the school day.**

All personal electronic devices brought to school remain the sole responsibility of the student. The Westampton Township School District assumes no responsibility for lost, stolen, or damaged personal property.

Students who violate this policy may be subject to disciplinary action in accordance with district policy, the Student Code of Conduct, and applicable New Jersey law. Parents and students are encouraged to review Policy 5516 Student Use of Internet-Enabled Devices, available on the district website, for additional information regarding expectations and procedures.

STUDENT CODE OF CONDUCT

The Westampton Township Board of Education is committed to maintaining a safe, respectful, and supportive learning environment through a collaborative approach to student discipline. Effective discipline is built upon the partnership between students, parents/guardians, teachers, and administrators. Students are expected to demonstrate responsible behavior, make positive choices, and accept accountability for their actions. Parent and guardian involvement is an essential part of helping students grow both academically and socially.

Students who accumulate **seven (7) or more discipline referrals which result in disciplinary action or lost class time** will be placed on **disciplinary probation**. While on probation, students will lose eligibility to participate in school privileges and extracurricular activities, including but not limited to dances, field trips, athletics, clubs, and special events. The probation period will remain in effect for **a minimum of 30 calendar days**. Eligibility will be restored only if the student does not receive any additional discipline referrals during the probationary period. Any new referral during probation will restart the 30 calendar day probation period.

Students also have the opportunity to demonstrate sustained positive behavior and further remove themselves from possible probation. For **every 20 consecutive school days without receiving a discipline referral, one (1) discipline referral will be reduced** from the student's accumulated probational counting total. This process recognizes students who consistently make positive choices and remain accountable for their behavior over time.

***Note** that the administration reserves the right to place a student on disciplinary probation or revoke participation in school privileges **immediately** for a serious disciplinary infraction or for multiple disciplinary incidents occurring immediately before a school sponsored event or activity.

The disciplinary consequences outlined in this handbook are intended to serve as guidelines. Because every situation is unique, school administrators will consider the nature, severity, frequency, and circumstances of each incident when determining an appropriate disciplinary response. While the consequences listed below provide a consistent framework for addressing student behavior, they are **guidelines rather than mandatory outcomes**. At the discretion of the building administration, disciplinary consequences may be modified or adjusted as appropriate, in accordance with Board of Education policy and the Westampton Middle School Student Code of Conduct.

Expected Behaviors

Students are expected to behave in such a way that does not disrupt the learning environment for themselves or for others. Below are guidelines to promote acceptable behaviors:

1. Attend school and class regularly.
2. Follow through with assigned consequences.
3. Respect others.
4. Do not jeopardize the safety and/or security of the building.
5. Respect yourself and avoid self-inflicted harmful behaviors.
6. Respect the learning environment and others' right to learn.
7. Refrain from causing physical/emotional harm to others.
8. Refrain from threatening to cause harm to others.
9. Respect school property and the property of others.
10. Refrain from utilizing cell phones or other internet enabled devices during the school day.



CONSEQUENCE TYPE

After School Detention. After School Detention is held from 3:10 PM until 4:25 PM following the conclusion of the regular school day. Parental pickup is required for students serving detention. Please plan accordingly as students will not be dismissed before 4:25 pm.

Students assigned detention are expected to attend for the full duration of the consequence and will not be released early to participate in extracurricular activities, including but not limited to athletic practices, games, clubs, or other school sponsored events. Families should plan accordingly to ensure transportation is available at the conclusion of detention.

In-School Suspension. In-School Suspension (ISS) may be assigned for a single class period, a half day, or a full school day depending on the circumstances and severity of the student's behavior.

Students assigned to ISS are expected to complete all assigned academic work, including class assignments and any additional tasks provided by their teachers or administration. Students will also complete a written reflection activity designed to encourage accountability and personal growth. A parent or guardian signature is required upon completion of the reflection assignment.

Students serving ISS are expected to follow all ISS expectations and use the time as an opportunity to reflect on their choices, understand the impact of their actions, and develop strategies for making more positive decisions moving forward.

Structured Day. A Structured Day is an alternative to an Out of School Suspension that allows students to remain in school and continue their academic learning while being held accountable for their behavior.

During a Structured Day, students will attend all of their regularly scheduled classes and complete their academic work. However, all nonacademic privileges will be suspended. Students will be escorted from class to class under the direct supervision of a staff member assigned to them. This supervision is intended to limit unnecessary interaction with peers and prevent further conflict or disruption while the student is serving the consequence.

Students serving a Structured Day will not eat lunch with their peers, participate in classroom rewards or incentive activities, or engage in other school privileges during the school day. They will complete alternative assignments when rewards or special activities are taking place. In addition, students will remain after school to complete an accountability and reflection project designed to help them understand the impact of their behavior and develop strategies for making better choices.

A Structured Day is considered complete only after the student has met all expectations and successfully fulfilled every requirement of the consequence.

Accountability Project. An Accountability Project is a reflective learning assignment designed to help students understand the impact of their actions, take responsibility for their behavior, and develop strategies for making better choices in the future. Rather than serving as a punishment alone, the project encourages students to make meaningful connections between their behavior at school and the real world.

Depending on the nature of the incident, students may be asked to research the legal, social, emotional, academic, or professional consequences of similar behaviors and present their findings through a Google Slides presentation, poster, or another administrator approved format. Students will also reflect on the choices that led to the incident, the effect their actions had on others, and the steps they will take to rebuild trust and prevent similar situations from occurring again.

The goal of an Accountability Project is to promote personal growth, strengthen decision making skills, and reinforce the importance of respect, responsibility, and accountability within the school community. Failure to complete an assigned Accountability Project by the established deadline may result in additional disciplinary consequences until the assignment has been satisfactorily completed.

Out-of-School Suspension. An Out-of-School Suspension requires the student to remain at home for the duration of the suspension and will be recorded as an excused absence. A parent or guardian conference with administration is required before the student may return to school.

Students are responsible for completing all assigned work during the suspension period and submitting completed assignments for credit upon their return. Arrangements will be made for students to complete missed assessments, including tests and quizzes, when appropriate.

Students assigned an Out of School Suspension are **not eligible to participate in extracurricular activities** during the suspension period, including but not limited to dances, field trips, athletic practices, athletic competitions, clubs, and other school sponsored events. Administration, coaches, and club advisors reserve the right to extend the loss of participation privileges beyond the suspension period based on the circumstances of the incident and the expectations of the activity.

Due Process: Due Process shall be afforded to all students before a suspension is imposed. This due process shall include:

- a. Inform the student of the charges against him/her
- b. Give the student a chance to respond to charges
- c. Parent/guardian of the student shall be notified by telephone and/or by letter
- d. Records of suspension shall be filed in a confidential file for reference

Community Service. Students may participate in approved community service activities to earn “Neighborly Points,” which can be used toward eligibility for special activities and events throughout the school year. These opportunities encourage students to demonstrate responsibility, kindness, and a commitment to supporting the school community.

Community service may also be assigned as part of a student's accountability process following a behavioral incident. These opportunities provide students with a meaningful way to take responsibility for their choices, contribute positively to the school environment, and help rebuild trust and relationships that may have been impacted by their actions.

When community service opportunities become available, students may sign up by completing the designated Google Form or submitting a paper registration form available in the main office. Students assigned community service will receive directions and expectations from administration or designated staff members at the appropriate time.

Please carefully review the infractions and consequences listed on the next Two pages.

KEY of CONSEQUENCES FOR DISCIPLINE

AAR - Affirmative Action Referral

ASD - After School Detention

AW – Administrator Warning

CR - Counselor Referral

ISS - In School Suspension

MPC – Mandatory Parent Conference with Principal

OSS - Out of School Suspension

PC - Parent Contact

SAC – Student Assistant Coordinator

TI - Teacher Intervention

TRC - Temporary Removal from class

WP – Westampton Police contact

Administration reserves the right to adjust consequences depending on the specific circumstances of the infraction

I. Attend school and class regularly.

1. Failure to sign into an office when directed, Unexcused Lateness to Class
 - a. 1st Offense = TI
 - b. 2nd Offense = 1-2 Different TI, PC
 - c. 3rd Offense = 1-2 ASD / ISS, MPC
2. Leaving School Grounds Without Permission
 - a. 1st Offense = 1-2 ASD, MPC
 - b. 2nd Offense = 1-3 OSS, MPC
 - c. 3rd Offense = 4 OSS, MPC

II. Follow through with assigned consequences.

3. Cutting class
 - a. 1st Offense = 1 ASD, PC
 - b. 2nd Offense = 1-2 ASD / ISS, MPC
 - c. 3rd Offense = 1-2 OSS, MPC
4. Cutting After School Detention
 - a. 1st Offense = Makeup ASD, PC
 - b. 2nd Offense = 2 ASD, PC
 - c. Subsequent Offenses = 1 OSS, MPC
5. Removal from After School Detention
 - a. 1st Offense = 1-3 ISS, 1 ASD, MPC
 - b. Subsequent Offenses = 1 OSS, MPC

III. Respect others.

6. General Misconduct/ horseplay, Obscene or Vulgar Language, Insubordinate or Defiant Behavior
 - a. 1st Offense = TI
 - b. 2nd Offense = 1-2 Different TI, PC
 - c. 3rd Offense = ASD, PC
 - d. 4th Offense = 1-3 ISS/ASD, MPC
7. Major Disruption within school day/school activity
 - a. 1st Offense = Admin Discretion
8. Bus Misconduct
 - a. 1st Offense = ASD, PC, Possible 1 Day Bus Suspension
 - b. 2nd Offense = ASD, PC, Possible 3 Day Bus Suspension, Possible Seat Change
 - c. 3rd Offense = 1-3 ISS/ASD, MPC, Mandatory Seat Change, 5+ Days Bus Suspension
9. Obscene/ Vulgar Language and/ or gestures directed toward any school employee
 - a. 1st Offense = 1-2 ASD, MPC
 - b. 2nd Offense = 1-3 OSS, MPC
 - c. 3rd Offense = 4 OSS, MPC
10. Indecent Exposure, Including "Pantsing"
 - a. 1st Offense = 2 OSS, AAR, MPC
 - b. 2nd Offense = 4 OSS, AAR, MPC

IV. Jeopardizing the safety and/or security of the building.

11. Insubordinate or Defiant Behavior During an Emergency or Emergency Evacuation
 - a. 1st Offense = 1-3 ASD, PC
 - b. 2nd Offense = 1 OSS, MPC
12. Security Procedure Violation (e.g. opening locked doors)
 - a. 1st Offense = AW, PC
 - b. 2nd Offense = 1 ASD, PC
 - c. 3rd Offense = 1-3 ISS / ASD, MPC
 - d. 4th Offense = Discretion / Poss. OSS, MPC

V. Respect yourself & avoid self-inflicted harmful behaviors.

13. Use of Tobacco Products and/ or Vaping Paraphernalia on School Property and/ or Buses
 - a. 1st Offense = 2 OSS, MPC, CR, Possible Bus Suspension (if a bus situation)
 - b. 2nd Offense = 3 OSS, MPC, CR, Possible Bus Suspension (if a bus situation)
 - c. 3rd Offense = OSS Pending Superintendent Meeting, MPC, CR, Possible Permanent Bus Suspension (if a bus situation)
14. Possession of Tobacco Products, Smoking Items and/or Vaping Paraphernalia, on School Property and/or on Buses
 - a. 1st Offense = 1 OSS, MPC, CR
 - b. 2nd Offense = 3 OSS, MPC, CR
 - c. 3rd Offense = 4 OSS, MPC, CR
15. Use, Abuse, Possession and/or Under the Influence of intoxicants or narcotics or controlled foreign substance and/or possession of paraphernalia, indicating possession of, or use of controlled foreign substance(s) on school property or during a school activity
 - a. Mandatory Drug Test, Medical Examination, MPC, 4 OSS, Counseling sessions as determined by SAC, WP (may result in official charges)
**Refusal to submit to a drug test/ medical evaluation will be an assumed positive test result leading to MPC, 4 OSS, WP*
16. Sale or Distribution of Intoxicants or Narcotics or Controlled Foreign Substance
 - a. MPC, Referral to Superintendent/BOE, WP

VI. Respect the learning environment, others' right to learn.

17. Unauthorized Cell Phone Use
 - a. 1st Offense = Phone taken & returned to student at the end of day, PC
 - b. 2nd Offense = Phone taken & required parent retrieval of phone at end of day, PC
 - c. 3rd Offense = Phone taken & required parent retrieval, 1-2 ASD, MPC

****To prevent interference with the academic/ educational process, cell phones must be turned off and stored away in lockers or bookbags during the school day.***

18. Forgery (attendance notes, early dismissals, hall passes, etc.), Loitering Between Classes and/or After School; In an Unauthorized Area Without Permission and/or Supervision
 - a. 1st Offense = TI, PC
 - b. 2nd Offense = ASD, PC
 - c. 3rd Offense = 1-2 ISS, ASD, MPC
19. Inappropriate Use of Technology (Chromebooks/Desktops)
 - a. Each Offense = Admin Discretion, MPC, possible loss of privileges
20. Academic Dishonesty
 - a. 1st Offense = 0 on Assignment, TI, PC
 - b. 2nd Offense = 0 on Assignment, ASD, PC
 - c. 3rd Offense = 0 on Assignment, 1-3 ISS, ASD, MPC

VII. Refrain from causing, or threatening to cause physical/emotional harm to others.

21. Fighting/ Physical Altercation
 - a. 1st Offense = 1-3 OSS, MPC, WP
 - b. 2nd Offense = 4 OSS, MPC, WP
22. Obstructing Staff Members From Breaking Up Fight
 - a. 1st Offense = 1-3 OSS, MPC
 - b. 2nd Offense = 4 OSS, MPC
23. Congregating at Scene of Fight
 - a. 1st Offense = TI, PC
 - b. 2nd Offense = Admin Discretion ,PC
 - c. 3rd Offense = ASD, MPC
 - d. 4th Offense = 1-3 ISS/ASD, MPC
24. Possession of "look-alike" weapons (i.e. water guns)
 - a. 1st Offense = MPC, OSS pending WP
25. Gun Free School Zone Act (Any student who is determined to have brought a weapon to school)
**Referral to Superintendent/BOE, WP*
26. Use of or Implement as a Weapon
 - a. OSS pending WP, MPC
**Any instrument which can be used to cause physical injury, harm, or destruction to another person or property is considered a weapon.*
27. Bomb Threat/ Generation of False Alarm/ Terroristic Threats
 - a. OSS pending WP, MPC
28. Abusive Conduct - any act of physical aggression toward any school employee
 - a. OSS pending WP, MPC
29. Any Comment or Statement Implying Physical Harm and Danger to Property and/ or Person(s)
 - a. Admin Discretion, including, but not limited to OSS, MPC, WP
30. Possession or use of Fireworks/ Chemical Devices
 - a. OSS pending WP, MPC
31. Sexual Harassment (physical contact and/or verbal threat)
 - a. AAR, CR, MPC, Possible 1-3 OSS, WP

32. Harassment, Intimidation, and/or Bullying
 - a. Admin Discretion, Referral to Anti-Bullying Specialist, AAR, CR, MPC, possible WP
33. Dating Violence
 - a. Admin Discretion, MPC, CR, TRC, WP
34. Hazing - forcing another to do ridiculous or humiliating acts for membership to any group
 - a. OSS pending WP, MPC
35. Racial/ Ethnic Slurs/ Gender-Related Bias and/ or Inflammatory Statements
 - a. Admin Discretion, AAR, CR, Referral to Anti-Bullying Specialist, MPC, WP
36. Incitement and/ or Hostile Encounter (May or may not result in physical confrontation)
 - a. 1st Offense = 1 OSS, MPC, Possible WP
 - b. 2nd Offense = 2 OSS, MPC, Possible WP
 - c. 3rd Offense = 3+ OSS, MPC, Possible WP

VIII. Respect school property and the property of others.

37. Eating and Drinking in an Unauthorized Area
 - a. 1st Offense = Confiscation, TI,
 - b. 2nd Offense = Confiscation, 1-2 Different TI, PC
 - c. 3rd Offense = Confiscation, ASD, PC
 - d. 4th Offense = Confiscation 1-3 ISS/ASD, MPC
38. Stealing School Property or Property of Others and/or Possession of Stolen or Missing Items
 - a. 1st Offense = 1-3 ISS/ASD, MPC, Possible Restitution, WP
 - b. 2nd Offense = 1-3 OSS, MPC, Restitution, WP
39. Destruction and/or Defacing of School Property
 - a. 1st Offense = 1-2 OSS, Restitution, MPC, WP
 - b. 2nd Offense = 3-5 OSS, Restitution, MPC, Possible Superintendent Meeting, WP

SERIOUS INFRACTIONS

Alcohol/Drugs

It is unlawful for any person to manufacture, possess, have under his/her control, sell, purchase, prescribe, administer, or dispense any narcotic drug on school property. A student suspected of drug or alcohol abuse shall be reported directly to the administration. Positive action will be taken through parental involvement and medical referral. Any clothing, behavior, or actions that promote the use of drugs and alcohol will not be tolerated. The principal will render appropriate disciplinary action reflecting the type of offense.

Assault

Pupils who commit a physical assault upon a teacher, administrator, board member or other employee of the Board of Education, acting in the performance of his/her duties or in a situation where his/her authority to so act is apparent, shall be immediately suspended from school consistent with procedural due process.

Harassment, Intimidation, and Bullying (H.I.B.) - Policy No. 5512.01

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil and/or staff member. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards.

Harassment, intimidation, or bullying, (HIB), like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate HIB.

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus... Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g. bullying)...This policy may also impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds...

NOTE: The complete H.I.B. Policy is posted on the District Website or a copy can be requested from the main office.

HIB Checklist

To be considered an act of HIB as defined by N.J.S.A.18A:37-14, the criteria below must be met. While not all investigations lead to findings of HIB, disciplinary consequences may be imposed for inappropriate behavior.

****All five components are mandatory to be considered an act of HIB***

1. Any gesture, any written, verbal or physical act, or any electronic communication whether it be a single incident or series of incidents.
2. Reasonably perceived as being motivated by an **actual or perceived characteristic**.
3. Race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity; gender expression; or mental, physical or sensory disability, or by **any other distinguishing characteristic**.
4. Takes place on school property; at any school function; on a school bus; or off school grounds.
5. **Substantially disrupts** or interferes with the orderly operation of the school; or the rights of others.

****AND one of the following two components must be met to be considered an act of HIB***

1. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; has the effect of insulting or demeaning any student or group of students.
2. Creates a hostile education environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

Loitering

Students shall not gather or linger in the school building after dismissal except under supervision of a staff member. In addition, students should immediately board their assigned bus at dismissal.

Sexual Harassment- Policy No. 5751

It is the policy of the District (Policy No. 5751) to maintain an educational environment free from sexual harassment. Any person who alleges sexual harassment by any staff member or student should notify his/her Building Principal or the Superintendent of Schools.

Vandalism

Students shall not deface or damage school buildings, equipment, or supplies. These actions are cause for suspension. Restitution for all such damage shall be paid for by the student and/or family in cash or in work.

Weapons

Weapons offenses will be handled as per New Jersey Statute 2C:39-5E.

BUS ASSIGNMENT

It is the policy of the Westampton Township Board of Education that students may ride **only their assigned school bus** to and from school. Students are not permitted to ride a different bus or change buses for any reason unless specifically authorized by the Board of Education.

Students will be transported from their assigned bus stop to school and returned to the same assigned bus stop at the end of the school day. Any exception to this policy requires prior approval from the Board of Education.

The safety of our students is our highest priority. Families are encouraged to review these expectations with their child and emphasize the importance of following all transportation procedures to help ensure a safe and orderly ride to and from school.

BUS CONDUCT

Safe and respectful behavior on the school bus is essential to protecting the well being of all students and staff. Cooperation between students and the bus driver helps ensure that every student arrives at school and returns home safely each day.

In accordance with **N.J.S.A. 18A:25-2**, school officials have the authority to hold students accountable for disorderly conduct while traveling to and from school. The school bus is considered an extension of the school environment, and all school rules and expectations remain in effect during transportation.

Students are expected to:

- Follow all directions given by the bus driver promptly and respectfully.
- Ride only their assigned bus and board and exit only at their assigned bus stop.
- Remain seated in their assigned seat at all times, especially while the bus is in motion.
- Use appropriate language and speak at a reasonable volume.
- Keep all hands, feet, objects, and personal belongings inside the bus at all times.
- Keep the bus clean by not eating or drinking while riding.
- Report unsafe or inappropriate behavior to the bus driver or a school administrator.
- Treat all students, staff, and the bus driver with respect.

The following behaviors are strictly prohibited while riding on a school bus:

- Fighting, pushing, shoving, or any form of physical aggression.
- Bullying, harassment, intimidation, or the use of racial slurs or other demeaning language.
- Throwing objects on or from the bus.
- Standing, changing seats, or moving around while the bus is in motion.
- Any behavior that distracts the bus driver or compromises the safety of others.

Any violation of these expectations will result in school disciplinary consequences. Depending on the nature, frequency, or severity of the behavior, students may also lose their bus transportation privileges for a period of time as determined by school administration. Our goal is to ensure that every bus ride is safe, respectful, and conducive to the well being of all passengers.

PARENT TRANSPORTATION

Parents and guardians transporting students to and from school are asked to exercise extreme caution while on school property to help ensure the safety of all students, staff, and visitors.

When dropping off or picking up students, please follow the designated traffic pattern by proceeding around the back of the building to the Middle School side entrance. Obey all posted speed limits, follow staff directions, and remain alert for students and pedestrians at all times.

Your patience and cooperation during arrival and dismissal help maintain a safe and efficient environment for everyone.

HALL/BATHROOM PASSES

Students must have permission from their classroom teacher before leaving class for any reason. Before entering the hallway, students must either be issued a teacher generated Live School Hall Pass or create a **LiveSchool Hall Pass** with teacher approval. **A hall pass is required for any student who is:**

- Using the restroom
- Visiting another teacher
- Reporting to the nurse or school counselor
- Going to the Main Office
- Entering class after arriving late
- Traveling anywhere else in the building during instructional time.

Students found in the hallway without a valid pass will be directed to return to their assigned classroom immediately. Failure to follow the school's hall pass procedures or misuse of the LiveSchool Hall Pass system may result in disciplinary consequences.

These expectations help maintain student safety, accountability, and a productive learning environment throughout the school day.

HALLWAY BEHAVIOR EXPECTATIONS

Students are expected to conduct themselves in a safe, respectful, and orderly manner while traveling throughout the building. The following expectations help maintain a positive and safe learning environment for everyone:

- Arrive at each class on time. Students have **between a 2 and 3 minute passing period** between classes. Students who are not inside their classroom when the bell rings will be considered tardy and may receive disciplinary consequences.
- Walk at all times. Running is prohibited for the safety of all students and staff.
- Walk on the **right side of the hallway** to help maintain an orderly flow of traffic.
- Keep voices at an appropriate level. Quiet conversation is permitted during transition times, while shouting or other disruptive behavior is not.
- Keep your hands, feet, and personal belongings to yourself at all times. Pushing, shoving, horseplay, or physical contact is not permitted.
- If you arrive at a classroom before the teacher is ready to admit students, wait quietly in a single file line along the wall until directed to enter. **Do Not Enter the classroom without the teacher.**
- Students who are in the hallway during instructional time must have a valid teacher issued LiveSchool hall pass or an active **LiveSchool Hall Pass**.
- The use of cell phones or other personal electronic devices is prohibited in the hallways during the school day.

SCHOOL EVENTS

Westampton Middle School offers a variety of special events and activities throughout the school year to enrich the student experience and build a strong sense of school community. Families are encouraged to visit the school website and check their email regularly to view the monthly activities calendar and stay informed about upcoming events. We encourage all students to participate whenever possible. Your involvement, enthusiasm, and school spirit help make these events enjoyable and meaningful for everyone.

September	Back to School Night, Benchmark/Diagnostic Testing, School Pictures, Back To School Night, Soccer and Field Hockey Tryouts
October	National Fire Prevention Week, National Week of Respect, National Bus Safety Week, School Violence Awareness Week, Harvest Parties
November	American Education Week, Parent/Teacher Conferences, PTO Book Fair, Thanksgiving Canned Goods Drive, The Cool School Challenge, Basketball Tryouts
December	Benchmark/Diagnostic Testing, Canned Goods Drive, Giantpalooza, Winter Parties
January	Winter Concert
February	National School Counseling Week, 100th Day of School, Valentine's Day Dance, National African American Read In
March	National Nutrition Month, Read Across America Week, Baseball and Softball Tryouts, Spring Musical, Book Fair, Family Game Night, Rock Your Socks for Down Syndrome
April	Take Your Child To Work Day, Talent Show, Autism Awareness Month, Benchmark/Diagnostic Testing
May	Mental Health Awareness Week, Spring Concert, Staff Appreciation Week, NJHS Ceremony, NJSLA Testing, WTPD/WMS Community Basketball Game, Class Field Trips, 3rd Grade Orientation, Grades 4-5 School Dance
June	Student Award Ceremonies, 8th Grade Graduation Ceremony, Student Council Elections, 8 th Grade Dance, Field Day, Class Field Trips,

STUDENT ACTIVITIES

Students are encouraged to participate in extracurricular activities, clubs, athletics, and other school sponsored programs that match their interests and talents. These opportunities help students build friendships, develop leadership skills, and become active members of the school community.

While participation is strongly encouraged, academic success remains each student's highest priority. Students are expected to maintain satisfactory academic performance, demonstrate appropriate behavior, and meet all eligibility requirements in order to participate in extracurricular activities and school sponsored events.

Clubs/ Activities

All meetings / rehearsals are held after school unless otherwise noted.

Art Club (Grades 5-8)

Art Club provides young artists the opportunity to work with mediums and processes that extend beyond the classroom experience. Members of the club work on individual art work as well as school and community projects.

WMSTV (Grades 4-8)

Students involved will read the morning announcements.

Baking/Cooking Club (Grades 5-8)

Cooking/Baking club members learn new techniques, skills and create tasty recipes. Students also get to participate in challenges like those found on their favorite cooking shows, and get a chance to share their creativity and culinary creations with their peers. No previous cooking experience is necessary!

Math Club (Grades 4-8)

All students in Grades 6 - 8 may participate in this activity. The Math Club provides an opportunity for students to further develop math skills and knowledge with the use of games and activities. There will be a focus on enrichment and extension of Mathematical topics using hands-on activities and real-world applications to explore Math within the context of students' interests.

Drama Club (Grades 5-8)

This is an audition based activity. The students will showcase their theatrical talents in a spring play/musical. Students may also join and choose to participate with the Drama club as stage crew members, learning and displaying their talents in production components of design, lighting and sound.

Newspaper Club (Grades 5-8)

All students in Grades 5 - 8 may participate in this activity. This program will help to develop journalistic skills for those who have an interest in writing. A paper will be published each month during the school year.

Gaming Club (Grades 4-8)

All students who love gaming are welcome to join our club to take part in the games, tournaments, and fun times! Gaming club is a club focused on all things video games and board games! We play all sorts of games, from video games on many different consoles to board games and card games.

Westampton Unified Club (Grades 5-8)

This club's primary focus is to create a school environment that is positive, inclusive and accepting of all. Club members will develop leadership skills in which they will use to promote inclusion and acceptance throughout the school community.

Sports (Grades 5-8)

Students have the opportunity to participate in the following interscholastic sports:

Soccer (CoEd), Field Hockey, Basketball (Boys and Girls), Baseball, and Softball.

ESports (Grades 4-8)

The Unified Esports Club is an inclusive program that brings together students with and without intellectual disabilities through teamwork, communication, and friendly competition.

Students play a variety of age appropriate video games on multiple gaming consoles while participating in both in house tournaments and virtual competitions against other schools. The club promotes sportsmanship, collaboration, and meaningful friendships in a fun and welcoming environment where every student has the opportunity to participate and succeed.

Flag Football (Grades 5-8)

Fundamental skills of the game of Flag Football will be reviewed and then friendly pick up games will be played against evenly divided teams composed of club members. This is a CoEd club.

Yearbook (Grades 7-8)

Activities begin in October and continue through to June. Meetings vary according to the scheduled activities.

Homework Club (Grades 4-8)

Students attending this club, which meets twice a week, can receive extra time/help with homework, class assignments and make-up work.

Enrichment Activities

Band / Advanced Ensemble (Grades 4-8)

Students who have had or are taking instrumental instruction are selected for this activity. Practices occur after school or as a chosen elective.

Chorus / Advanced Ensemble (Grades 4-8)

Meetings are held after school or as a chosen elective.

Student Council

Elections are held in June. Meetings are held once a month. Officers may meet more frequently.

I. Purpose

- A. To teach and develop citizenship through democratic practices.
- B. To provide an opportunity for active participation in the management of school affairs.
- C. To promote interest in all school activities and the welfare of the school community.

II. Membership

- A. Student Council officers will be elected by popular vote in June.
- B. A staff member serves as advisor.
- C. All officers and representatives must attend 75% of all scheduled meetings to remain a member of this organization. Removal from this activity will be governed by the District's academic and discipline policies.

Battle of the Books (Grades 7-8)

Battle of the Books is a reading enrichment elective. The book list changes every year. This is a fast-paced reading enrichment program. There are assessments given throughout the year to test reading comprehension. The top 6 students in each competition bracket will be sent to the Burlington County competition in the spring.

National Junior Honor Society (7-8)

The Westampton Township Middle School Chapter of the Junior National Honor Society was established to create enthusiasm for scholarship, desire to render service, promote leadership, develop character, and encourage good citizenship.

Students must have been enrolled in the Westampton Middle School for at least one full semester, **earned a cumulative grade point average of 90% during his/her time at WMS**, and **be a member of the seventh or eighth grade** in order to be eligible for consideration. Candidates must demonstrate scholarship, service, leadership, character, and good citizenship. A majority vote of the 5 member Faculty Council is required for selection. **Note:** Many of the standards for admission are set by the National Organization and its guidelines.

Upon being inducted to the National Honor Society, NJHS Members must continue to demonstrate the qualities described above to maintain membership.

STUDENT ACADEMIC STATUS

Criteria for Suspension of Extra-Curricular Activities for Academic Reasons

A student with a report card indicating one or more failing grades in major academic areas (Math, Language Arts, Science, Social Studies) will be placed on academic probation.

- A. Academic probation means that the student will not be permitted to participate in any extracurricular activity for a five week time period.
- B. Activities in this policy include all after school sports, clubs and activities, as well as evening events.
- C. Students who are on academic probation or suspension will be permitted to try out for athletic teams and/or activities while on probation, but may not participate in practices, games, or meetings until their probation or suspension is over.
- D. A student who has one or more failing grades in major academic areas for two or more consecutive marking periods will be suspended from participation in extracurricular activities for the entire marking period.
- E. Restriction of participation in extracurricular activities for behavioral reasons will be governed by the school's code of conduct. Students may try-out for sports, but may not participate until the period of restriction is over. Coaches / Advisors of the athletic teams reserve the right to enforce additional disciplinary restrictions in accordance to their own team's policies.

TRANSPORTATION TO AND FROM SPORTING EVENTS

- A. Students/Athletes may be transported by a school bus to any athletic competition or extra-curricular activity that is not held at the Westampton Middle School or the Westampton Sporting Complex.
- B. In the case that bussing cannot be provided, families of the student athlete will be responsible for the transportation to all athletic practices and competitions that are not occurring on school property.
- C. Parents/Guardians/adult family representatives may choose to take their child home after an away activity instead of allowing the student to return to the school via bus if they wish. Please identify yourself as the parent of a specific student to the coach/advisor and explain that you will be taking the child home. Sign the release form the coach or advisor will provide you with before leaving.
- D. No parent/guardian is permitted to transport anyone other than their own child without a written note from the other child's parent that includes the following information:
 - a. Name of person providing transportation
 - b. The name of the activity and date
 - c. The destination the student is being transported to
 - d. Granting permission for the transportation
 - e. The note should be addressed to the coach or advisor and be given directly to the coach

A parent who has sole legal custody of his/her child must send a note to the coach or advisor stating the specific names of people who may pick up the student. A copy of the court order should be sent to the school office. A copy will be placed in the student's cumulative folder.

PARENT-TEACHER ORGANIZATION (PTO)

The PTO champions the success of all Westampton Township Public School students and stakeholders. The PTO promotes cooperation and communication between the schools and the community. Parents and staff are encouraged to attend PTO meetings and to be active members in PTO sponsored events/programs. All school volunteers/chaperones **must** successfully complete PTO Volunteer training **and** maintain "Active" status as defined by the PTO. For additional information, visit the "PTO" tab on the district website.

HEALTH REGULATIONS/REQUIREMENTS & HEALTH SERVICES

Students may report to the health office before school, between classes or as needed during the day with permission and a pass from class. When needed, another student will accompany the child to the health office or the nurse may be called to the class to pick up a student. If a student goes to the health office and the nurse is not in, the student should report directly to the main office for assistance.

The health office serves as a triage center rather than a place for extended care. Our school nurse will assess your child's condition to determine the appropriate level of care needed. Based on this assessment, students may receive treatment and return to class, or, if necessary, an ambulance may be called or a parent contacted to pick the child up for further care. To ensure prompt assistance, it's essential that emergency contact information is always up to date. Please note that the health office is not equipped for long-term rest; therefore, students cannot remain unattended for extended periods, especially if the nurse is called away for emergencies. Parents should be prepared to pick up their child from school quickly when needed

Please do not send your child to school with any sign of illness. This also means that the student must be fully recuperated before returning to school unless there are unusual circumstances. **If the student had a fever, they must be without a fever above 100 degrees for a full 24 hours (without fever reducing drugs) before they return.** The best time to check that the child is without a fever is late afternoon or early evening. The temperature will usually be lower in the morning.

When your child is absent due to sickness, please notify the school, especially if they have a communicable disease. This is necessary not only because certain illnesses must be reported to the health department but also there may be individuals in school with compromised immune systems who must be notified. In certain cases, at the nurse's discretion, a doctor's certificate may be required for your child to return to school. A parental note is always required when they return.

Please encourage your child to report any injury to a supervising adult immediately. The nurse will then be notified and the student will be evaluated. The Board of Education does not carry medical insurance on students and encourages parents to participate in the Bollinger Insurance Program or a similar program.

Immunization Requirements

1. DPT – 4 doses, the last on or after 4th birthday or any 5 doses
2. DTaP – 3 doses of TD or previously administered combination of DTP, DTaP, and DT.
3. Tdap – Entering Grade 6: 1 dose
4. Meningococcal – Entering Grade 6: 1 dose
5. Polio – 3 doses, the last on or after 4th birthday or any 4 doses
6. Measles – if born after 1/1/90 2 doses on or after the first birthday
7. Mumps and Rubella – 1 dose on or after the first birthday
8. Hepatitis B – if born after 1/1/90 – 3 doses

Medication

In order for your child to receive necessary medication in school, the following conditions must be met whether for prescription or over the counter medications:

1. A current prescription stating the drug, dosage, time of administration, diagnosis involved, and whether it may be withheld for field trip days.
2. Written permission from parent/guardian for the medication to be given. A medication form is available from the nurse.
3. Medication in a clearly labeled prescription bottle or original that must remain in school until medication is completed or discontinued.
4. Under no circumstances may a student have in his/her possession or administer to himself/herself any medication in school, on the playground, or on the school bus except for the guidelines listed below. Any medication brought to school in envelopes, plastic bags, etc. will not be given.
5. At the end of the school year, medication still in the health office should be picked up by a parent/guardian or it will be discarded.

The following is the procedure for the transportation of medication to school:

1. The school district prefers that medication be delivered to school by the student's parent or guardian.
2. In cases where this is not possible, the following procedure should be followed:
 - a. The parent should place the medication bottle in an envelope, paper bag, etc. and seal the bag with tape.
 - b. Include a note signed by the parent stating the number of pills and the date sent.
 - c. The child has to deliver the package to the nurse as soon as he/she gets off the bus.
 - d. The nurse will verify the number of pills and keep the parent note on file.
 - e. If these guidelines are not followed, the medication will be kept by the Nurse and the parents will be contacted.

Inhaler / Emergency Medication Permission

If your child uses an inhaler or other emergency medication, a "Medical Release Form" has to be completed by your doctor and signed by you. This will enable your child to carry the medication on field trips or after school sporting events.

Sports Teams and Intramural Medical Physicals

The State of New Jersey has guidelines for the administration of student medical examinations. They state that the examination must be conducted by a healthcare provider chosen by the student's parent/guardian at that provider's facility (the student's "medical home"). The results must be documented on an approved school district Medical Eligibility Form and be dated and signed by the medical provider. If a student does not have a "medical home", the district may provide the examination at the school physician's office or other appropriately equipped facility. The medical examination must have been completed within 365 days of the first practice session to be valid.

The medical examination has to include a health history questionnaire, completed and signed by the parent/guardian. This will be provided by the school together with the required medical form for the doctor to document their findings. The documents can also be found online, either on the district website or in Genesis under the parent portal. Each candidate for an athletic team whose medical exam was completed more than 60 days prior to the first practice session **must provide an updated health history from the parent/guardian for the form to be valid.**

The State of New Jersey has a program called **NJ Family Care** to help meet the needs of children who may not have a "medical home" due to a lack of health insurance. Contact the school nurse for more information regarding this insurance. There are income eligibility guidelines associated with this Family Care.

G

GRACIOUS

TO ACT WITH KINDNESS, COMPASSION, AND POLITENESS,
ESPECIALLY IN DIFFICULT SITUATIONS OR TOWARDS OTHERS.

I

INCLUSIVE

TO ACTIVELY SEEK AND EMBRACE DIVERSITY, CREATING AN
ENVIRONMENT WHERE EVERYONE FEELS WELCOMED, RESPECTED,
AND VALUED REGARDLESS OF THEIR DIFFERENCES.

A

ACCOUNTABLE

TO TAKE RESPONSIBILITY FOR YOUR ACTIONS, DECISIONS, AND
BEHAVIORS. OWNING UP TO YOUR MISTAKES, ACKNOWLEDGING THE
IMPACT OF YOUR ACTIONS ON OTHERS, AND FULFILLING YOUR
OBLIGATIONS AND COMMITMENTS RELIABLY AND CONSISTENTLY.

N

NEIGHBORLY

TO BE FRIENDLY, HELPFUL, AND CONSIDERATE TOWARDS OTHERS.
FOSTERING A POSITIVE SCHOOL CULTURE THROUGH ACTS OF
KINDNESS, SUPPORT, AND COOPERATION.

T

TRUSTWORTHY

TO BE HONEST, DEPENDABLE, AND CONSISTENT IN YOUR WORDS
AND ACTIONS, ALLOWING OTHERS TO FEEL CONFIDENT AND
COMFORTABLE IN THEIR INTERACTIONS WITH YOU.