

West Essex Middle School

Student Handbook 2011-2012

65 West Greenbrook Road
North Caldwell, New Jersey 07006

Telephone: (973) 228-1200
FAX (973) 228-5852

“Dedicated to Academic Excellence and Social Responsibility”

This agenda belongs to:

Name _____

Address _____

Town _____

Phone _____

Homeroom _____

I. GENERAL INFORMATION

BOARD OF EDUCATION

Marie Rosenberg President North Caldwell	Paul Rando Vice President Fairfield
--	---

Joyce Candido, Essex Fells
Frank Antonucci, Fairfield
Anthony Rubinich, Fairfield
Angela Gerken, North Caldwell
Diane Storey, North Caldwell
David Laible, Roseland
Dawn Smith, Roseland

ADMINISTRATION

Mrs. Barbara Longo	Acting Superintendent
Mr. Michael Falkowski	Business Administrator/ Board Secretary
Mr. David Montgomery	Principal
Mrs. Luisa Tamburri	Assistant Principal
Mr. Ryan Gupta	Supervisor of Science & Environmental Safety
Mrs. Anna Morse	Supervisor English, Reading & Libraries
Mr. Damion Macioci	Director of Athletics & Supervisor of Health & Physical Education
Mrs. Vincenzina Shane	Director of Guidance and Student Services
Mr. Derek Sica	Supervisor of World Language & Music
Mrs. Laura Drago	Supervisor of Social Studies, Home Economics, Business & Art
Mrs. Diana Schoenblum	Supervisor of Mathematics & Computer Science
Susan Vonsover	Interim Director of Special Services

PRINCIPAL'S MESSAGE

Welcome to West Essex Middle School!

West Essex Middle School is a school of excellence. The administration and staff are ready to assist you, and your parents/guardians, as you continue the next phase of your education.

The purpose of this handbook is to provide you with the information needed to become a successful member of an outstanding student body. Keep this handbook in your loose-leaf binder, and please read it carefully and refer to it often. If you have any

questions about its content, do not hesitate to ask your teachers, your counselor, or an administrator. West Essex Middle School provides not only an extensive and varied curriculum suited to the needs of all its students but also a host of interesting and enjoyable co-curricular activities.

Consider, also, the many opportunities offered by our music and athletic departments. The selections in these areas are extensive and are there for your choosing. Find at least one that is of interest to you and become involved in it. As an active member of our school community, you will be living your scholastic life to its fullest. What you derive from your middle school years is the direct result of what you put into them.

Consider this student handbook as a membership in our community of learners. It is this idea of "community" that is the driving force behind this handbook; the guidelines contained within are suggestions about how we can best contribute to an environment that is safe, friendly, and productive. It is about having an atmosphere in our school that fosters good work, good feelings, and good memories.

The more you involve yourself in school life, the more likely you will succeed academically and socially.

Have a great year!

ACCREDITATION

West Essex is approved by the State of New Jersey and accredited by the Middle States Association of Colleges and Secondary Schools.

MISSION STATEMENT

The mission of the WEST ESSEX REGIONAL SCHOOL DISTRICT is to produce self-sufficient citizens who are adaptable to change and who possess the self-esteem, motivation and skills:

- to continue life-long learning and individual growth
- to meet the challenges of the future both societal and technological
- to think both critically and creatively
- to communicate effectively
- to solve complex problems
- to make responsible decisions, and to respect cultural differences

Clearly focused quality educational experiences will be provided that promote excellence through an active and responsible partnership with the community, a visionary and innovative curriculum, and a dedicated and knowledgeable staff.

AFFIRMATIVE ACTION POLICY

United States Title IX and New Jersey Statutes Title 6:4 prohibit discrimination against students and employees in public schools K-12. Whereas Title IX prohibits discrimination based on sex, Title 6:4 goes further and prohibits it on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or

economic status. Both titles require that all policies, procedures and practices of the school district be non-discriminatory, and that there be no sex segregation in courses, educational programs or extracurricular activities. No course, including but not limited to, physical education, health, industrial arts, business education, vocational courses, home economics, and music shall be offered separately. If a student or member of the staff alleges a violation of such regulations, he or she may submit a grievance. The process begins by verbally notifying the Title IX Affirmative Action Officer, (West Essex Middle School Lisa Tamburri, Assistant Principal - Telephone (973 -228-1200 ex 331) of the alleged violation within ten (10) days of its occurrence. A detailed description of the grievance procedure is available in each district school and in the Superintendent's Office. The Affirmative Action Officers are available to answer any questions from the public concerning Title IX and Title 6:4 regulations.

SEXUAL HARASSMENT

Sexual harassment is conduct of a sexual nature that makes someone, male or female, uncomfortable or embarrassed. The conduct may include female to male, male to female, female to female, and male to male.

The Equal Employment Opportunity Commission (EEOC) expresses sexual harassment as sexual attention that is:

- a. Unwelcome and unwanted
- b. Harmful to a person's health and ability to perform one's job.
- c. Illegal according to federal law and also most state, county and local laws.

Any infraction should be reported directly to the Affirmative Action Officer, Lisa Tamburri, (973) 228-1200, extension 331.

VISITOR POLICY

All visitors must first report to the Principal's Office and obtain permission to visit the school and to obtain a visitor's pass. This is necessary for building security and so that courtesy may be extended to our visitors and proper arrangements made for their stay.

Student bringing a visitor: Middle School student must obtain a visitor form from the Assistant Principal. They must have the form completed and returned with a permission note from the parent/guardian of the middle school student and the visitor's parent.

Past experience has proven that visitors have disturbed the classroom learning environment;

therefore, students are not permitted to bring sisters, brothers, friends or relatives to school with them for the purpose of attending classes.

ACTIVITY FEE

There is an activity fee for middle and high school students, grades 7-12, who participate in extra and co-curricular activities including all sports, clubs and after school activities for the 2011-2012 school year.

At the middle school, the fee is \$75.00 per student, per year. All co-curricular activities will be included in the activity fee. Students eligible for free or reduced lunch are exempt from this fee and families experiencing financial hardships may request consideration in writing through the building principal.

The deadline for receiving student activity fee payment will be prior to the start of practice for sport seasons and prior to the start of participation in other co-curricular activities in September. Please send your activity fee and forms to West Essex High School and mark the outside of the envelope "Activity Fee." Any student who does not participate in any co-curricular activity is not required to pay the fee.

HEALTH INFORMATION

West Essex Middle School's health program is designed to appraise, protect, and promote optimum health among all students and school personnel. Your cooperation is necessary to achieve our goal.

Physicals:

To comply with NJAC 6a:16, students are required to have a medical examination:

1. Upon enrollment to school
2. Prior to participation in interscholastic or intramural sports (grades 6-12),
3. When applying for working papers
4. For the purposes of a comprehensive child study team evaluation

Sports Physical

Any student participating in an interscholastic sport or intramural sport (grades 6-12) must have a physical exam.

A physical exam completed up to 365 days prior to the first day of practice or the sports/activity will be accepted. The physician must complete the form in its entirety. Incomplete forms will be returned and will detain the student from participation in the sport/activity.

A health history and Gold Athletic Emergency Card as well as parent consent and athletic code of conduct form must be completed for each sport/activity. Drug Screening consent is required for grades 9-12. Health Histories are valid for up to 60 days prior to the first day of practice. These forms can be obtained in the Main Office, or may be downloaded on the MS (nurse) or athletic website.

Students' Screenings:

Health Screenings that are done by the school nurse include vision, hearing, height, weight, blood pressure and scoliosis screenings. These screenings will be done at appropriate grade levels as per state guidelines and district policies. Parents must submit a written note to the nurse by September 15th of the school year to exempt their child from biannual scoliosis screenings and submit MD documentation with the result of the MD examination. Parents will be notified if a problem is detected with a referral to their private health care provider.

Medical Information & Emergency Card Form

Students must return this form to homeroom teachers on the FIRST DAY of school.

Illness and Accidents

If a contagious illness such as pink eye, flu, or strep throat is suspected or your child has a rash, please have the child examined by the doctor before sending them to school and submit a doctor's note to school upon their return. Also, if your child is vomiting or has a fever (over 100), they should be kept home for a full 24 hours after this subsides. This is done to promote a healthy school environment, but can only be done with the cooperation of the parents/guardians. If your child will be absent from school, please call the Attendance Office in the morning at 973-228-1200, ext. 332.

Students who become ill during the school day must report to their classroom teacher and obtain a medical pass to visit the nurse. The nurse will assess the student and contact the parent/guardian as needed. If the nurse ascertains that the student should not remain in school, the parent/guardian/emergency contacts will be notified and asked to provide the necessary transportation for the child.

In case of injury./accident./serious illness, the nurse will give emergency first aid treatment and the parent will be notified. If the parent cannot be contacted or if immediate medical treatment is necessary, the school physician or emergency transport will be contacted and necessary measures will be taken.

Physical Education Excuse

Students may be exempt from Physical Education up to three days by presenting a written note from the parent/guardian. For more than three days and for all medical excuses and restrictions, an MD note must be presented to the school nurse. Please contact the school nurse for form to be completed if student's exclusion from gym will comprise the whole school year.

Students may not participate in physical education with stitches/staples, splints or casts etc.

Crutches/Casts/Immobilizers/Stitches

Students with, crutches, walkers, canes and immobilizers will not be admitted to school without a physician's written authorization that they are required to use them in school and have been instructed in their use. MD documentation must include that the student has been instructed in using crutches on the stairs. When the student no longer needs the crutches, we do request that a note be submitted to school.

Elevator passes/keys and leave class early notes are available from the nurse. MD documentation should reflect the need for these. The student is responsible to return the elevator key when it's use is no longer needed. Students that have casts, splints or stitches/staples are not allowed to participate in gym.

An MD note is required for re-entry into physical education after the cast or stitches/staples are removed or if medical excuse from physical education is extensive. Please contact the school nurse with any further questions prior to reentry into school.

Medication

According to District Policy 5530, medication includes prescriptive and over-the-counter (non-prescriptive) medicine. It may only be administered in school by the school physician, a certified or non-certified school nurse, a substitute school nurse employed by the district, parent/guardian.*

Self administration of medication by the student is only permitted for life threatening illnesses such as asthma, diabetes, or severe allergic reaction.

Forms must be completed as per instructions on the forms and only one medication/form. Instructions on forms include the following documentation and must be presented to the school nurse prior to medication administration in school by the school nurse or by the student:

- a. Physician's order noting medication and purpose, route, dosage, frequency and time to be administered.
- b. Parent/guardian authorization of medication ordered by the physician (see "a" above)
- c. Medication must be brought to school in the original container with the pharmacy label.

*See nurse regarding special circumstances for Epipens

Students with Medical Conditions

Students may have medical conditions such as Diabetes, Asthma, Epilepsy, or Severe Allergic Reaction. The parents/guardians of these students are requested to contact the school nurse regarding special information and forms that need to be completed to better care for the student in the school setting. Physicians of these students are required to complete special plans of care as well as medication forms for any medication that may need to be administered in the school. Parents/guardians are requested to arrange a meeting with the school nurse prior to the first day of school and bring required forms and supplies/medication to school.

Forms:

1. Medication forms (as discussed above) and those specific to the medical condition
2. Parent Release of information authorization
3. And the appropriate Action Plan listed below:
 - Asthma: Asthma action plan
 - Diabetes: Medical Health plan (MD typically uses a plan specific to his/her practice) and Diabetic Action Plan
 - Epilepsy Seizure Action Plan
 - Severe Allergic Reaction: Allergy Action Plan
 - Other: Health Information for Special Needs and Emergency Care Plan.

GUIDANCE SERVICES

Guidance services are available to every student. Services include assistance in educational planning, interpretation of test scores, provision of occupational information, study aids, assistance with school-related problems and home and/or social concerns. Sign-up sheets are available in the Guidance Office for students who wish to confer with their guidance counselor.

Students are assigned to counselors based on their grade level. The guidance counselor stays with the grade for their 2 years in middle school.

A parent wishing to set up a parent/teacher conference should call the Guidance Office and speak to the student’s guidance counselor. The guidance counselor will then be able to schedule the conference at a mutually convenient time.

PUPIL RECORDS

Parents or legal guardians and adult pupils are informed that the district maintains records on all students. A parent, legal guardian or adult pupil has the right to inspect and question the contents of these records. Should a parent, legal guardian or adult pupil request, they have the right to prohibit the release of directory information. Copies of applicable federal and state laws, Board policy, and administrative regulations governing pupil records are available to the parent or legal guardians and adult pupils on request.

When the language of the parent or legal guardian or adult pupil is not English or the parent or legal guardian or adult pupil is auditorily impaired, the Superintendent shall, whenever possible, provide interpretation in the dominant language or assist in securing the services of an interpreter.

If the consent to release pupil record information is refused by a parent or legal guardian, the district

shall institute due process hearing procedures as indicated by Board regulation 8330.

Mandated records include the pupil’s personal descriptive data, daily attendance records, report card, and physical health records; records required for educationally disabled pupils; and all other records required by the State Board of Education.

All information in pupil records must be educationally relevant, objective, and based on the first-hand observation or personal knowledge of the originator. No record may be made or kept of a pupil’s religious or political affiliation or any indication of a pupil’s illegitimacy.

SCHOOL CALENDAR 2011-2012

Check website for Board of Education approved school calendar.

I. SCHOOL OPERATIONS

BELL SCHEDULES

REGULAR

Warning Bell	7:37
HOMEROOM	7:42 - 7:45
Period 1	7:45 - 8:27
Period 2	8:31 - 9:13
Period 3	9:17 - 9:59
Period 4	10:03 - 10:45
Period 5 Lunch	10:49 - 11:31
Period 6 Lunch	11:35 - 12:17
Period 7	12:21- 1:03
Period 8	1:07 - 1:49
Period 9	1:53 - 2:35

HALF-DAY

Warning Bell	7:37
Homeroom	7:42 - 7:45
Period 1	7:45 - 8:12
Period 2	8:16 - 8:43
Period 3	8:47 - 9:14
Period 4	9:18 - 9:45
Period 5	9:49 - 10:15
Period 6	10:19 - 10:45
Period 7	10:49 - 11:15
Period 8	11:19 - 11:46
Period 9	11:50 - 12:17

DELAYED OPENING

Warning Bell	9:07
Homeroom	9:12 - 9:15
Period 1	9:15 - 9:43
Period 2	9:47 - 10:15
Period 3	10:19 - 10:47

Period 4	10:51 - 11:19
Period 5 Lunch	11:23 - 12:03
Period 6 Lunch	12:07 - 12:47
Period 7	12:51 - 1:31
Period 8	1:35 - 2:03
Period 9	2:07 - 2:35

SQUIRE HALL CAFETERIA

Students are scheduled into one of our two lunch periods and are expected to arrive promptly at Squire Hall. Lunch may be brought from home or purchased in the cafeteria. A menu is posted each day listing the hot lunch selection, the cold lunch selection, snacks, and beverages. Eating is to be confined to the cafeteria only. We also ask that:

1. Upon entering the cafeteria, all books and backpacks are to be placed behind the red line and tables set-aside for that purpose.
2. Students walk to a place in line; cutting in line is not permitted.
3. Money should be ready before approaching the cashier.
4. Whether lunch is purchased or brought from home, a tray must be used when eating.
5. Students are required to clear their tables and place garbage and recyclable items in the proper receptacles. Keeping the cafeteria clean is each student's responsibility.
6. Students will be polite to the cafeteria staff.
7. Permission must be granted to leave the lunchroom. Passes to the lavatory, telephone, nurse, library or office are issued by cafeteria supervisors. No passes will be issued during the last five minutes of the lunch period.
8. When weather permits, the courtyard will be open. After eating lunch, students may enjoy this open-air facility.
9. All food and drink must remain in the cafeteria unless students have special permission.

EMERGENCY CLOSING – LATE OPENING

In the event of late school closing due to weather or other emergency, the decision will be announced over AM radio stations 710 WOR and 1010 WINS at 5:30, 6:30 and 7:30 a.m. as well as Channel 5, GOOD DAY NEW YORK. Local fire sirens do not serve as signals for the middle school. Remember that there is a possibility that the Regional District may be open when other schools are closed. The reverse 911 procedure will be placed into effect advising your parents that the regional schools will open ONE HOUR AND A HALF later than the usual starting time. This means that the buses will arrive at each stop approximately ONE HOUR AND A HALF later than they usually arrive.

If the weather has not improved by 7:00 a.m., the Superintendent of Schools will cancel the delayed opening procedure and school will then be closed. A second telephone call will be made to advise your parents that school will be closed for the day.

BUS SCHEDULE

The school provides bus transportation for all students to and from school. Every summer new routes are planned. This information can be found on the school website the week before school opens.

Students are expected to conduct themselves on the buses just as they would in school. The bus driver is in complete charge and is authorized to handle all situations involving potential danger occurring in or outside the bus. Students should keep hands and heads inside the bus at all times. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Horseplay is not permitted. Any student who does not follow the proper procedures on the bus will be reported to the Discipline Office by the bus driver.

A student wishing to ride another bus must get written permission from the Assistant Principal.

TRANSPORTATION (Driving/Riding)

Since bus transportation is provided for all students, no student may ride to or from school between the hours of 7:30 a.m. and 2:45 p.m. on any school day with any person other than the student's parent/guardian.

SUBSTITUTE TEACHERS

Our school is fortunate to have capable people to help us whenever our regular teachers are ill or attending conferences. Please remember that a substitute teacher is assigned to continue the lesson as planned by the regular teacher. Let us be certain to make a good impression by being respectful, polite, cooperative, helpful and considerate.

CONDUCT AND COURTESY

Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all.

Students are expected to have respect for school property and to take good care of books, desks and other furniture and equipment.

FLAG SALUTE/PLEDGE OF ALLEGIANCE

1. New Jersey law requires students to show respect for the Flag of the United States of America (Title 18A36-3 New Jersey State Statutes, Pertaining to Education).
2. Students who are conscientiously opposed to the pledge or salute may abstain; however, all students **MUST**:
 - a. stand respectfully
 - b. remain silent

CONDUCT IN THE CORRIDORS

To provide a safe, orderly environment:

1. Students should not be in the corridors without a pass unless the student is with a teacher or with a class accompanied by a teacher.
2. Students should be quiet and considerate when passing rooms where classes are in session.
3. Students should not run, push or shout.
4. Unless a student is staying for an organized activity or has an appointment with a teacher, the student should leave the building promptly at dismissal.
5. Students should not loiter in the corridors or in any areas of the building.
6. Students should avoid inappropriate displays of affection.
7. Students should always stay to the right when in the halls.

STUDENT LOCKERS

Each student will be assigned a gym locker and a hall locker. The hall locker is assigned by the homeroom teacher and is equipped with a built-in combination lock. A student is required to memorize the combination of his/her assigned locker. Combination information and lockers must not be shared with other students. Any malfunction of the locker must be reported immediately to the Office of the Assistant Principal.

Each student will be responsible for keeping a neat and orderly locker. The locker must be locked when not in use. Students assume full responsibility for lost or stolen articles removed from lockers. For this reason, valuables should be checked at the Principal's Office and not placed in the locker.

Lockers are school property and may be inspected at any time by school authorities with or without students' presence.

ASSEMBLY ETIQUETTE

Proper behavior during assembly programs should include:

1. Being seated prior to the start of the assembly program.
2. Remaining quiet during the assembly performance.
3. Keeping feet on floor not on chair backs.
4. Applauding only at the appropriate time during the assembly presentation.
5. Not calling out, heckling, whistling, or waving to friends prior to or during program presentation.

DRESS CODE

West Essex Middle School recognizes the relationship between personal dress and personal attitude and, therefore, we encourage our students to dress in such a way as to demonstrate pride both in themselves and their school.

Articles of clothing which are too revealing, tattered or unkempt should not be worn. Attire that is unduly distracting is prohibited. Students must wear shoes, sandals, or boots at all times. Head coverings of any kind are not permitted in the building during school hours. Teachers have been instructed to confiscate all such items and turn them in to the Assistant Principal. Students may claim such items at the end of the school day after the first offense. Additional violations will result in longer periods of confiscation and a discipline consequence.

Due to safety and health concerns, chains of any kind, studded collars, or bracelets, or choke collars are prohibited.

STUDENT STORE

The school store will be open daily before homeroom. Articles such as school seals and pennants displaying our school colors of red, white and black are available. Pencils, decals, notebooks, book covers, heavy socks, sweaters, sweatshirts, jackets and gym suits may also be purchased.

FIRE AND SECURITY DRILLS

Fire and security drills are important exercises and are held at unannounced times during the school year. It is necessary that students learn how to conduct themselves in times of danger. Specific instructions for evacuating the building are posted in each classroom. Under the direction of the teacher, students will become familiar with these regulations and carry them out as directed.

LOST AND FOUND

Items such as books and clothing can be found in the Office of Attendance and Discipline. Articles of value, such as glasses, watches, etc., should be turned into the Principal's Office where they may be claimed upon identification. If something is lost, report this immediately to your teacher or the Assistant Principal's Office. Unclaimed articles will be disposed of quarterly. It would be reasonable for students to place their name

in items of outerwear, gym clothing and purses for easy identification and return.

II. ACADEMIC PROGRAM

STUDY SKILLS

A student who studies well:

1. Brings a notebook, paper, pen or pencil and other materials necessary for class.
2. Is an active participant in the classroom, listens well and takes part in discussions.
3. Asks questions if he/she doesn't understand the discussion or if he/she has a problem.
4. Plans his/her work and schedules time for homework, each day; makes sure he/she understands the assignment before he/she leaves class.
5. Uses what he/she learns, sees how each subject applies to the others.
6. Strives to do his/her part, not just enough to get by.

HOMEWORK POLICY

Administrators, teachers, parents, and students working together can implement a realistic and effective homework program that enhances school based educational experiences and promotes student growth.

Administration and staff at West Essex Middle School recognize that homework contributes toward building student responsibility, self-discipline, and life-long learning habits. Time spent on homework directly influences students' abilities to meet the district's academic standards. Students, parents/guardians, and staff members are expected to view homework as a routine and important part of their educational experience. Therefore, the West Essex faculty will assign homework on a regular basis and will expect students to complete and submit the homework to their teachers.

Homework will be assigned in accordance with the needs and abilities of individual students and in support of the particular curricular area. In making homework assignments, consideration will be given to school events and other subject area requirements. Homework will be done outside class time, not during the instructional period.

Rationale

- To practice and reinforce skills.
- To prepare for new topics by reading or doing other activities requiring the gathering or organizing of information before a class discussion or demonstration.

- To encourage individualized and creative learning by emphasizing student initiative and research.
- To develop independent study skills and self-discipline.

Purpose:

Homework is an independent activity for practicing skills and should be completed outside of the allotted class time; however, homework may require some parental help. Homework may be used as part of the student's overall evaluation and to identify difficulties in a student's progress.

Administrators will:

- Implement the provisions of the homework policy as appropriate to the school and ensure that the school's policy is published and distributed to all students and parents.
- Plan for the periodic evaluation of homework policies.

TEACHER RESPONSIBILITIES

Effective Homework Assignments:

- Reinforce and support classroom instruction
- Preview upcoming topics to prepare for subsequent lessons
- Extend classroom topics to transfer new skills or concepts to new situations
- May include creative activities to integrate many skills toward the production of a product (i.e., Projects)

Total Time Dedicated to Homework Each Night:

- **7th grade: 1 – 1 ½ hours**
- **8th grade: 1 ½ - 2 hours**

If a student is consistently spending more than the time allotted on homework, we encourage parents to contact the teacher(s) involved.

Total Number of Tests to Be Given Per Day:

- Two major tests
- The school calendar for testing will be used by teachers to indicate when a test is being given so as to avoid more than two major tests per day.
- Homework will be posted by 3:30 p.m. daily on the teacher websites.

School Holiday and Weekend Homework:

- Homework may be given over the weekend.
- Homework assignments will not be assigned immediately before school vacations with a due date immediately after vacations; however, assignments may be given over a long period of time, which may encompass a vacation.

- Tests will not be given on the first day back from a vacation.

Make-up Work:

- A student will have one day for every one day absent to complete work assigned during their absence. Work assigned prior to absence(s) will be due on the first day a student returns unless other arrangements have been made in advance with the teacher.
- For extended absence due to illness or family emergency, parents may e-mail the teachers directly. If the student will be out for more than two days, the parent may contact the guidance counselor to request work from the teachers. The teachers will be given 24 hours to send the work to guidance for parent pick-up.
- For absence due to unexcused vacation, students should present a note to the attendance office at least one week prior to their vacation. Students may check the teacher websites for work while they are gone. The teacher may give the student upcoming work if it is available. Students will have the same number of school days as they missed to make up tests and quizzes and get extra help if needed.

Parents/Guardians

A critical factor in making homework a successful and beneficial experience for students is supportive family involvement. Parents/guardians should act as the facilitators of homework. As partners in the education of their children, parents/guardians help make homework a meaningful experience for children. Their interest in homework and helpful attitudes towards assignments encourage their children to succeed.

PARENT RESPONSIBILITIES/GUIDELINES

Parents Will:

- Take an active interest in homework and encourage the students to complete all assignments.
- Set a specific time and place for doing homework.
- Monitor student’s organization and daily list assignments.
- Provide guidance, not answers.
- Emphasize the importance of homework when prioritizing activities.
- Utilize teacher websites to verify homework assignments when needed.

- Check student grades through Genesis regularly and review any concerns with the student and teachers as necessary (see Genesis parent guidelines).

STUDENT RESPONSIBILITIES/GUIDELINE

Students:

As the person who benefits most from successful completion of effective homework assignments, the student assumes more personal responsibility for homework with each year in school

Students Will:

- Record and understand the homework assignment before leaving class.
- Ensure that homework is completed.
- Set aside a regular time for studying.
- Work on homework independently whenever possible so that it reflects the students’ ability.
- Ask for assistance and extra help from their teachers when needed.
- Manage their time on long-term projects, effectively.
- Complete homework on time.
- Understand the final responsibility for homework rests with them.
- Find out what work has been missed due to absence.
- Check homework on the teacher website when absent or unclear of an assignment.
- Utilize teacher websites to verify homework assignments when needed.

Procedures To Follow When Absent

- When a student is absent, he/she is afforded the same number of days he/she is absent to make up the homework.
 - Students should check teacher websites for missed work and handouts.
 - Students are encouraged to form a buddy system and to call his/her buddy to obtain assignments when absent.
 - In the event that a student will be absent two or more days, the parent/guardian may call the Guidance Office at (973 228-1200) extension 311 and request assignments from each academic teacher or they may e-mail the teacher for work.
- Reasonable consequences will be assigned for failure to complete or turn in homework.

UNIFORM GRADING SYSTEM

The grading system at West Essex is as follows:

GRADE	NUMERICAL EQUIVALENT
A+	98 - 100
A	93 - 97
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72

D+	67 - 69
D	63 - 66
D-	60 - 62

MID-PERIOD PROGRESS REPORTS

Academic warning notices, Progress Reports are posted on Genesis, the student information system, and can be accessed, midway through each marking quarter via the Parent Portal.. If in the opinion of the teacher the student is working below capacity, a notice may also be sent. This gives parents an opportunity to check on their child's work and help the student avoid a failing grade at the end of the quarter. Progress reports may be sent at other times during the marking period at the discretion of the teacher. Commendation forms are also used to inform the student and parent of notable improvement or outstanding achievement.

If parents have any questions regarding their child's academic program, they should take the initiative and contact the guidance counselor. A policy statement in the middle high school indicates that any student failing the final marking period of work or who received failing grades for three of the four marking periods may fail a course, but only after consultation with the teacher, the supervisor of the discipline and the principal. Parent or guardian consultations with teachers concerning a student's progress may be arranged by contacting the Guidance Office and speaking with the student's counselor.

REPORT CARDS

This report is presented four times a year in order to keep parents informed of their child's progress. **Report Cards will no longer be mailed home and will be accessed via the Parent Portal.** Your best interest can be most adequately served when there is close cooperation between the home and the school. Parents are invited to confer with their youngsters' teachers as they see the need. Conferences are arranged through the Guidance Office.

Our marking system employs letters as follows:

A+, A, A-	work of superior quality
B+, B, B-	work of better than average quality, or very good work
C+, C, C-	work of average quality
D+, D, D-	work of below average quality
F	failure
I	incomplete

A student receiving an incomplete has a two-week period to make up the work after the marking quarter ends. In the event that the work is not made up, the incomplete becomes a failure.

A second set of symbols relates to the student's industry, effort, and attitude. These symbols and their meanings are as follows:

1. Positive, enthusiastic attitude toward learning
2. Diligent and cooperative; generally completes work
3. Should study and prepare in more diligent manner
4. Improve attitude/work habits to learn effectively
5. Conference recommended

ACADEMIC HONORS

The recognition of student achievement through the publishing of an honor roll is a time-honored tradition not only at West Essex but at most schools throughout America. Beginning in the fall of 1989 West Essex has promulgated two honor rolls for grades 7 through 12.

Honor Roll

Qualifications to be determined and announced in the Fall of the 2011-2012 school year.

High Honors

Qualifications to be determined and announced in the Fall of the 2011-2012 school year.

National Junior Honor Society

Eighth grade students who achieve a grade point average of 3.5 or higher during the first six marking periods of middle school and who demonstrate outstanding leadership, service, and character both in West Essex Middle School and in the community of West Essex become eligible for membership in the National Junior Honor Society. Students receiving 10 or more demerits for disciplinary reasons will not be considered a student in good standing and, as a result, will be disqualified from membership in the National Junior Honor Society.

STUDENT ASSESSMENT

Parents/Guardians shall be informed of the District Assessment Program, and of any special tests that are to be administered to their children

ROGATE

Resources Offered for Gifted and Talented Education is a program sponsored by the National Talent Network. Students identified in grade 7 will be invited to become members.

MARKING PERIODS

- 1st Marking Period
September 6 through November 9
- 2nd Marking Period
November 14 through January 25
- 3rd Marking Period
January 26 through April 2
- 4th Marking Period
April 3 through June 14

*Subject to change due to usage/non-usage of emergency days

CAREER CYCLES

Career Cycle I (T1) begins Sept. 6 & ends Dec. 7, 2011

Career Cycle II (T2) Begins Dec. 8 & ends March 12, 2012

Career Cycle III (T3) Begins March 16 & ends June 14, 2012

MID-MARKING PERIOD PROGRESS REPORT DATES

1st Marking Period

Thursday – October 6, 2011

2nd Marking Period

Friday– December 16m 2911

3rd Marking Period

Wednesday – February 29, 2012

4th Marking Period

Wednesday– May 11, 2012

STATE TESTING DATES

At this time the following dates are tentative pending NJDOE official notification:

Grade 7 NJASK 7

April 23,24,25, and 26, 2012-regular

April 30, 31, 32, and 33, 2012 – makeup

Grade 8 NJASK 8

April 23, 24, 25, and 26, 2012-regular

April 30, 31, 32, and 33, 2012 – makeup

MAP TESTING

FIRST SEMESTER MAP TESTING

January	26, 2012	Team	7A
January	27, 2012	Team	7B
January	30, 2012	Team	7C
January	31, 2012	Team	8A

February	1. 2012	Team	8B
February	2, 2012	Team	8C
Make-ups	February 3, 2012		

END-OF-YEAR MAP TESTING

May	29, 2012	Team	7A
May	30, 2012	Team	7B
May	31, 2012	Team	7C
June	1, 2012	Team	8A
June	4, 2012	Team	8B
June	5, 2012	Team	8C
Make-ups	June 6, 2012		

LIBRARY/MEDIA CENTER

The Library/Media Center has a collection of materials, which supplement and extend the curriculum of the middle school. These materials include approximately 16,000 books, 120

periodicals, numerous microfiche, and an extensive audiovisual software collection, computers, and Internet access.

The Library/Media Center, located opposite the Principal's Office, is open on school days from 7:42 a.m. to 3:30 p.m. Due to teachers' meetings, Monday hours are from 7:30 a.m. to 2:35 p.m.

All books, except those in the reference section, are circulated for a two-week period. Renewals may be made for an additional two weeks. Magazines and microfiche do not circulate. Audio-visual software is circulated to faculty; however, students may use those materials in the Library/Media Center under teacher supervision. Students are strongly encouraged to take full advantage of the opportunities that the Library/Media Center offers for reading, research and browsing.

It is essential that students return books promptly to allow others an opportunity to use the materials. A fine of five cents per school day will be assessed for overdue books. The charge for a lost book will be equal to its replacement cost. A fine shall be paid for any damage to a book other than ordinary wear and tear. If library materials are not returned after three overdue notices, administrative action will be taken.

No book, magazine or other Library/Media Center material may be taken from the room until it has been checked out at the charging desk. Each student is reminded that the use of his/her book card makes that student fully responsible for the borrowed item until it has been returned to the charging desk. Photocopies are available at 10 cents a page.

COMPUTER NETWORK

ACCEPTABLE USE POLICY

The West Essex Regional School District recognizes that computers are used to support learning and to enhance instruction. Computer information networks allow people to interact with many other computers and networks. It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner.

The West Essex Regional School District declares unethical and unacceptable behavior as just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action for any activity through which an individual:

1. Uses the information networks for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as those, which violate local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle;
2. Uses the information networks for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts.
3. Intentionally disrupts information network traffic or crashes the network and connected systems;

4. Degrades or disrupts equipment or system performance;
5. Uses West Essex Regional School District computing resources for commercial or financial gain or fraud;
6. Steals data, equipment or intellectual property;
7. Gains unauthorized access to the files of others; or vandalizes the data or files of another user;
8. Gains or seeks to gain unauthorized access to resources or entities;
9. Forges electronic mail messages, or uses an account owned by another user; invades the privacy of individuals;
10. Posts anonymous messages;
11. Possesses any data which might be considered a violation of these rules in paper, magnetic (disk), or any other form, or;
12. Misrepresents the school district without proper authorization.

A. Consequences of Violations

- Suspension of internet access;
- Revocation of internet access;
- Suspension of network privileges;
- Revocation of network privileges;
- School suspension;
- School expulsion; and
- Legal action and prosecution by the authorities

B. Remedies and Recourses

Anyone accused of any of the violations has all of the rights that would normally apply if such a person was accused of school vandalism or any other illegal activity.

The District has the right to restrict or terminate information network access at any time for any reason. The District further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network.

ACADEMIC DISHONESTY

Any attempt to obtain credit for work done by another is totally unacceptable in the West Essex Middle School. This includes cheating on tests, copying work of others, copying word-for-word from published works (plagiarism and theft), and similar activities.

When a student participates in a form of academic dishonesty:

1. The teacher will assign a zero for a grade.
2. No extra credit work will be given to raise the grade.
3. The teacher will contact the parents.
4. The teacher will notify the Assistant Principal.

IV. ATTENDANCE AND TARDINESS

ATTENDANCE POLICY

New Jersey school law (18A:38-25+) mandates parents send their children to school. The law also specifies the conditions of attendance. The state expects that students will attend “all the days and hours that school is in session.” We believe that maximum educational achievement occurs when students adhere to our attendance policy. Failure to do so may result in the assignment of academic probation for 7th and 8th grade students.

The school cannot teach students who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual student.

Reasons for Absence

The West Essex Regional Board of Education accepts its responsibility in requiring all students to be regular in attendance and as a result has adopted the following policy dealing with attendance.

The state and the school district realize that there may be some legitimate exemptions. Therefore, all days of absence are counted toward the total with the following exemptions:

- a. A medically documented illness of two or more days. A note prepared on the letterhead of the attending physician will suffice as proper documentation.
- b. Religious holidays pursuant to NJSA 18A:36-14 thru 16.
- c. Family illness or death.
- d. School-sponsored activities.
- e. Pupil required attendance in court.
- f. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day. A note prepared on the letterhead of the attending physician will suffice as proper documentation.

Family vacations and visits to other schools, are not waived from the attendance policy. Parents are strongly urged to schedule family vacations to coincide with school vacations.

Recording of Absence

Absence for all students is recorded on a period-by-period basis. When a student is absent for the entire day, each of his/her courses is charged with one absence. A disciplinary removal from class counts as an absence from that period. Should a student check into school late, each course, which has been missed for more than half the period (21 minutes), will be charged

with an absence. The same holds true for students who check out of school prior to the end of the school day. However, should the student bring in a note from a doctor verifying an appointment during the period of check-in or checkout, the absence will not be charged to those classes missed. In addition, students will not be assessed a class absence if he/she is at the nurse, SAC, guidance/attendance/main office, and it is documented by the appropriate staff member.

Absence Limit

The number of chargeable absences in each course for all students may not exceed:

16 days in a full year course
8 days in a semester course

Should a 7th or 8th grade student exceed this number in any course, academic probation may be assigned to that student.

Parent Responsibility

1. Parents should notify the school by telephone on the morning of a student's absence. The Attendance Office telephone number is (973) 228-1200 extension 331 or 332.
2. Parents will be notified via a voice activated phone call if their child is absent from their homeroom/period 1 class.
3. Parents must also send a note explaining the reason for an absence upon the student's return to school. NOTE: Phone calls from parents/guardians will not be accepted in place of tardy/absence notes.

Student Responsibility

1. The student must present the note to the attendance secretary on the day of return.
2. Failure to present a note within two days will result in the issuance of one demerit.

Parent Notification

A letter informing parents/guardians of a student's attendance in each class will be mailed home upon the fourth chargeable absence in any course, as well as upon the ninth and fifteenth chargeable absence. Parents/guardians should call the Attendance office at extension 331 or 332 with any questions or concerns.

School Response to Unexcused Absences

1. For up to four cumulative unexcused absences, the building principal or his designee shall

- a. Make a reasonable attempt to notify the pupil's parent or legal guardian prior to the start of the following school day;
 - b. Conduct an investigation of the cause of each unexcused absence, including contact with the pupil's parent or legal guardian;
 - c. Develop an action plan in consultation with the pupil's parent or legal guardian designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance
2. For nine cumulative unexcused absences, the Building Principal or designee shall:
 - a. Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
 - b. Conduct a follow up investigation, including contact with the pupil's parent or legal guardian, to determine the cause of each unexcused absence;
 - c. Evaluate the appropriateness of the action plan developed pursuant to 1.c above;
 - d. Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance.

TARDINESS TO SCHOOL

The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the instructional program and may create disruptions in the academic process for themselves and other pupils. In an effort to maximize educational time and minimize disruption, the following guidelines have been implemented at the middle high level:

1. During any 45 day marking period, a student will be allowed three late arrivals without cause.
2. Beginning with a student's fourth late arrival during a given marking period, two demerits will be assigned for that late arrival and all subsequent late arrivals occurring up to the marking period's conclusion.
3. With the beginning of a new marking period, the above stated guidelines will apply once again.
4. All detentions will be served at the conclusion of the school week during which the infraction has occurred.
5. Athletics, activities, clubs, trips, etc. are not considered valid reasons for missing any assigned detention.

The following circumstances justify a pupil's late arrival. The list is not meant to be exhaustive:

1. The pupil's disability from illness or injury, resulting in a necessary visit to a physician or dentist. The student must

submit written verification on the letterhead of the attending physician to the Attendance office upon arrival to school.

2. A bona fide family emergency, approved by the Principal or Assistant Principal.
3. The observance of an approved religious holiday.
4. Religious instruction.
5. Medical or dental appointment that cannot be scheduled at a time other than during the school day. The student must submit written verification of the visit on the letterhead of the attending physician.
6. The pupils required attendance in court.

TARDINESS (Late Check-In)

1. A tardy student is one who is not inside his/her homeroom AND SEATED BEFORE the tardy bell STARTS to ring at 7:42 a.m. A warning bell will ring at 7:37 a.m.
2. Any student who is UNEXCUSED tardy to homeroom will be reported to the Assistant Principal.
3. Once the attendance scan sheet has been delivered to the Attendance Office, failure of the student to check in at the Attendance Office carries a 3-demerit penalty.
4. Any student who is tardy to homeroom or school and does not have a proper pass or tardy note at the time of check-in will be assigned one General Detention. The Assistant Principal may grant a one-day extension
5. Tardy notes must be clearly written and must have the: DATE, REASON, PARENT/GUARDIAN SIGNATURE

EARLY CHECKOUT

1. Students who wish to check out early must present a note to the Assistant Principal before homeroom on the day of checking out.
2. If a person other than the parent/guardian is transporting the student, a written verification from the parent/guardian is required, indicating the identity
3. No student will be released to someone other than the parent.
4. At the time of checkout, the person transporting the student will meet the student in the Attendance Office to complete the check out procedure.
5. Checkouts due to illness or injury will be confirmed by the school nurse, who will contact the parent/guardian. The student will then be met in the Health Office by the

person transporting the student to complete the checkout procedure.

6. Any student, regardless of age, who leaves the school grounds without following the proper checkout procedure, is considered truant.

III. DISCIPLINE

GENERAL POLICIES

1. The general rules of the school have been formulated to promote operation of the school in a manner beneficial to all students. It is expected that each student be familiar
2. with the information in this handbook concerning the rules.
3. Lack of knowledge regarding school rules will not be accepted as an excuse for breaking the school rules.
4. This handbook cites penalties for certain types of misbehavior and for violations of specific rules. It must be recognized, however, that all acts of misbehavior cannot be neatly catalogued and characterized into specific terms with specific penalties written for every offense, which may occur.
5. Each discipline case is treated individually
6. In cases where a student wishes to appeal a disciplinary penalty, the student should make arrangements to meet with the personnel listed in the order indicated and manner prescribed below:
 - a) The original teacher involved
 - b) The Assistant Principal
 - c) The Principal
 - d) The Superintendent of Schools (appeal in writing)

Hopefully, the information given in this handbook will keep acts of misbehavior and violations of school rules to an absolute minimum. When such acts and violations take place, every attempt will be made to discourage and prevent repeated incidents.

NEW JERSEY STATE LAWS (EXCERPT)

1. The following, an excerpt from New Jersey State Statutes, will serve as the guideline for the Middle School's discipline policy:

...BE IT ENACTED by the Senate and General Assembly of the State of New Jersey Section 18A:37-2 (amended). Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him or her, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

2. Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to any of the following:
 - a. continued and willful disobedience;
 - b. open defiance of the authority of any teacher or person having authority over him or her;
 - c. conduct of such character as to constitute a continuing danger to the physical well being of other pupils;
 - d. physical assault upon another pupil or upon any teacher or other school employee;
 - e. taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear;
 - f. willfully causing, or attempting to cause, substantial damage to school property;
 - g. Participation in an unauthorized occupancy by any group of pupils of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility.

RESPECT FOR AUTHORITY

We expect every staff member to be treated with respect and dignity just as the student should receive the respect of the staff. It is most important that the teacher be in charge of the class and corridors at all times. Anything less would lead to a poor educational opportunity for those students who have a desire to succeed! A show of disrespect towards a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated.

The following, an excerpt from New Jersey State Statutes, will serve as the Middle School standard when dealing with disrespect for authority:

...BE IT ENACTED by the Senate and General Assembly of the State of New Jersey Section 18A:37-2 (amended). Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him (or her), or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

LEVELS OF DISCIPLINE

Demerit system penalties:

- In class punishment = Teacher detention
- 3 demerits = 1 day general detention
- 5 demerits = 1 Extended Day or Saturday detention
- 10 demerits = 2 Extended Day or Saturday detentions
- 15 demerits = 3 days out-of-school suspension, possible social probation, and referral to the I & RS Committee
- 20 demerits = 5 days out-of-school suspension and recommended for home-bound and/or referral to Child Study
- 25 demerits = 7 days out-of-school suspension
- 30 demerits = 10 days out-of-school suspension

Teacher Detention

1. Students may be assigned teacher detention for infractions within the classroom that affected the teaching/learning situation.
2. Proper notification (24 hours) will be provided by the teacher so that misunderstandings will be kept at a minimum.
3. Failure to report carries a penalty of two (2) demerits and notification to the Assistant Principal

General Detention

1. General Detention will be assigned by the Assistant Principal for the following reasons:
 - a) After a teacher has assigned one (1) teacher detentions
 - b) The accumulation of (3) demerits
 - c) Gum chewing
 - d) Second offense regarding cell phones, electronic devices and head gear
 - e) Student removed from class
2. General Detention will be for a period of approximately one hour on an assigned Wednesday or Thursday.
3. Students will report to Room 121 with school-related work or reading material.
4. Students will not be permitted to leave the detention room.
5. Failure to report carries a penalty of two (2) detentions and/or extended detention.

EXTENDED DAY DETENTION

1. Extended Day Detention will be assigned by the Assistant Principal when a student accumulates 5 demerits
2. Two Extended Day Detentions will be assigned by the Assistant Principal when a student accumulates 10 demerits.
3. Extended Day Detentions will be held on Wednesday and Thursday from 2:45 p. m. to 5:00 p. m.
4. Students are required to be prompt and to have school-related work with them such as homework, study materials or reading material.

5. Failure to report is “refusal to obey the authority of the school” and will result in a one day OSS.
6. When dismissed, students are to report to the assistant principal’s office until the parents or legal guardians arrive to transport students home.

OUT-OF-SCHOOL SUSPENSION (OSS)

1. Suspension will temporarily preclude a student from taking advantage of whatever the school may have to offer.
2. During the OSS period, the student must remain away from the school grounds until the day after the suspension terminates.
3. A suspension hearing is an informal meeting between the Principal/Assistant Principal and the student(s) involved.
4. Students will return with a post suspension meeting with the Assistant Principal and parent.

OSS will be instituted for offenses specified in the above excerpt from the law, for offenses listed below and for any other offenses which are judged by the Principal to be seriously detrimental, disruptive or destructive.

1. Offenses which will also involve the police:
(A minimum of three (3) days suspension)
 - a. Fighting/assault
 - b. Gambling
 - c. Possession of firecrackers/fireworks
 - d. Stealing
 - e. Alcohol/drug policy
 - f. Misuse of fire extinguishers
 - g. Possession of stolen goods
 - h. Setting off false alarms
 - i. Verbal harassment
 - j. Truancy/three or more days
 - k. Vandalism
 - l. Bomb threats/terrorist threats
2. Other suspendable offenses:
 - a) Abusive language
 - b) Throwing food
 - c) Illegal checkout
 - d) Smoking policy
 - e) Accumulation of demerits
 - f) Throwing snowballs, food, etc.
 - g) Forgery
 - h) Possession/lighting matches or lighters
 - i) Open defiance of authority
 - j) Continued and willful disobedience
 - k) Failure to report to an extended day detention

SOCIAL PROBATION

- Social probation prohibits a student from attending certain school-related activities. That student may not participate in any extra-curricular activities and athletic activities. The co-curricular functions that are affected by the policy are overnight field trips, day field trips, and school sponsored functions such as dances, teen center, and other social events. In addition, athletic participation may be denied.
- The penalty is assigned by the Principal for a period of up to one school year at the time the student is suspended. It is based on the student’s demonstrated social behavior.
- Coaches are prohibited from permitting students on athletic teams to engage in any athletic activities for the period of time the Principal assigns the student to social probation.
- Schedule B advisors for extra curricular or club activities are prohibited from permitting students on social probation to be members of these activities for the period of time. Therefore, participation in such functions is a privilege extended to those students who exhibit appropriate acceptable behavior. Some basic reasons for Social Probation may include the following:
 - a. Assault
 - b. Disruption at a school function
 - c. Open defiance
 - d. Defacing school property
 - e. Use or possession of drugs/alcohol
 - f. Accumulation of excessive demerits
 - g. Willful disobedience
 - h. Use of explosive devices
 - i. Bomb threats/terrorist threats
 - j. Other reasons deemed inappropriate
- A student placed on Social Probation a second time may be placed on that status permanently at the discretion of the Principal.
- Students who are denied participation in co-curricular functions because of any of the above infractions may request an appeal through the Principal’s Office.

Students will not be allowed to participate in extra curricular functions or in athletics as follows:

- a. When 10 or more demerits have been accumulated
- b. When placed on social probation as determined by the Principal
- c. When suspended for any reason

NOTE: A student may be suspended or be moved to the next level of discipline for various serious individual offenses based on New Jersey State Law and/or local determination that an offense is serious in nature, i.e., fighting, transportation, drugs, etc.

ALCOHOLIC BEVERAGES AND DANGEROUS SUBSTANCES

1. Any student, regardless of age, who is apprehended using, selling, possessing alcohol, a controlled substance or who have tested positive on a school initiated drug test while

under the jurisdiction of the school, will be suspended for up to ten (10) days, placed on social probation for one (1) year and recommended to participate in an out-of-school rehabilitation counseling-program .

2. A second offense while on probation may result in expulsion.
3. The following procedure will be followed in accordance with P.L. 1970, Chapter 226, Section 2 (c.24:21-2):
 - a. The North Caldwell Police will be notified.
 - b. The parents/guardians will be notified.
 - c. The student will be released to the police if a dangerous substance is involved. All evidence will be turned over to the police.
 - d. The parent/guardian will be advised of any school penalties assigned.

18A:40A-12. Reporting, examining and treating pupils. Whenever it shall appear to any teaching staff member, school nurse or other educational personnel of any public school in this State that a pupil may be under the influence of substances as defined pursuant to section 2 [18A-40A-9] of this act, other than anabolic steroids, that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be, or to a substance awareness coordinator, and to the principal or, in his absence, to his designee. The principal or his designee shall immediately notify the parent or guardian and the superintendent of schools, if there be one, or the administrative principal and shall arrange for an immediate examination of the pupil by a doctor selected by the parent or guardian, or if that doctor is not immediately available, by the medical inspector, if he is available. If a doctor or medical inspector is not immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination accompanied by a member of the school staff designated by the principal and a parent or guardian of the pupil if available. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil is under such influence. A written report of that examination shall be furnished within 24 hours by the examining physician to the parent or guardian of the pupil and to the superintendent of schools or administrative principal. If it is determined that the pupil was under the influence of a substance, the pupil shall be returned to his or her home as soon as possible and shall not resume attendance at school until the pupil submits to the principal a written report certifying that he or she is physically and mentally able to return thereto, which report shall

be prepared by a personal physician, the medical inspector or the physician who examined the pupil pursuant to the provisions of this act.

In addition, the pupil shall be interviewed by a substance awareness coordinator or another appropriately trained teaching staff member for the purpose of determining the extent of the pupil's involvement with these substances and possible need for treatment. In order to make this determination the coordinator or other teaching staff member may conduct a reasonable investigation, which may include interviews with the pupil's teachers and parents. The coordinator or other teaching staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate. If it is determined that the pupil's involvement with and use of these substances represents a danger to the pupil's health and well-being, the coordinator or other teaching staff member shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Health.

DISCIPLINARY ACTION

1st Offense

- 10 day out-of-school suspension
- Week on-site program with SAC and screenings

2nd Offense

- 10 day suspension
- Off-site assessment/Recommendation
- Social Probation (not to exceed 90 days)

3rd Offense

- 10 day suspension
- Social probation (not to exceed 90 days)
- Recommended for expulsion

USE OF TOBACCO

The use of smoking and chewing tobacco has been determined to pose serious health risks. Scientific evidence has established that smoking and exposure to secondary smoke causes disease and is life threatening.

The Board recognizes that middle school students are very impressionable. They often view teachers, coaches, administrators and other adults as role models. Therefore, it is most important the adults working within and visiting the West Essex Regional School

District set an appropriate example for our students in their behaviors.

For these reasons, the Board of Education hereby prohibits the use of tobacco in any form on district property and during school sponsored programs by students, district employees and visitors.

Students found in violation of this policy are subject to the following consequences:

1st Offense: 2 days Out-of-School Suspension; or mandatory participation in a alcohol intervention program.

2nd Offense: 3 days Out-of-School Suspension, in addition to a referral to the Board of Health where a complaint will be filed resulting in at least a \$50 fine; Participation in N.I.P. plus voluntary participation in a nicotine intervention program.

3rd Offense: 5 days Out-of-School Suspension, in addition to a referral to the Board of Health where a complaint will be filed resulting in at least a \$100 fine. Participation in N.I.P., plus participation in a nicotine intervention program.

Laws governing these actions:
NJSA 2C: 33-13
P.L. 1987.Chapter 423
NJSA26 L:3D-17

BULLYING, HARASSMENT AND INTIMIDATION POLICY

As a result of the latest New Jersey Statute related to harassment, intimidation and bullying in the public school setting which will take effect on September 1, 2011, West Essex Middle School will be sending home a separate harassment, intimidation and bullying statement of policy and regulation for all students and parents to read, sign, and return on the first day of school.

The policy can also be accessed on the District website.

THREATS AND PHYSICAL VIOLENCE

1. The following definitions apply:
 - a. ASSAULT - any act placing another in fear by threat of physical violence, or physical violence itself.
 - b. ASSAULT with a WEAPON – any act that puts another in fear of injury by employing a weapon, or any act, which inflicts injury upon another, by employing a weapon.
 - c. BATTERY – an unlawful beating or other wrongful physical violence or constraint inflicted upon another without his/her consent.
 - d. WEAPON – any instrument used to place another in fear of injury, or any instrument used to inflict injury upon another.
2. Any student engaging in threats or physical violence will be reported to the North Caldwell Police.
3. Threats and physical violence are suspendable for a period of up to ten (10) days.

TRANSPORTATION (RIDING/DRIVING)

Parents/guardians who wish to have another person transport their child or to car pool with another driver, to or from school, they must contact the Principal or his/her designee and obtain permission.

RADIOS, IPODS, AND PLAYTHINGS

1. Radios, walkmans, and distracting items, are not permitted to be used at anytime during the school day.
2. Teachers have been instructed to confiscate all such items and turn them in to the Assistant Principal.
3. Students may claim such items at the end of the school day after the first offense. Additional violations will result in longer periods of confiscation.

PAGING DEVICES

Possession of paging devices (beepers, cell phones, walkie-talkies) on school grounds, on a school bus, or at any school activity is prohibited by New Jersey state law.

Any paging device brought into the school building will be confiscated and turned over to the

North Caldwell Police Department in accordance with New Jersey Law P.L. 1989, c. 232, Art 2, Section F. Students who violate this law are subject to suspension up to five (5) days.

CELL PHONES

Cell phones are not ever to be used in the school. While we recognize parents' concern for knowing their children's whereabouts at all times, cell phones cannot be used inside the building. Any student who violates this rule will have the cell phone conf



PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the
United States of America,
And to the Republic for which it stands,
One nation under God, indivisible,
With liberty and justice for all.

THE STAR-SPANGLED BANNER

Oh, say! Can you see by the dawn's early light,
What so proudly we hailed at the twilight's last
gleaming;
Whose broad stripes and bright stars, through the
perilous fight,
O'er the ramparts we watched were so gallantly
streaming?
And the rocket's red glare, the bombs bursting in
air,
Gave proof through the night that our flag
Was still there:
Oh, say! Does that star-spangled banner yet wave
O'er the land of the free
And the home of the brave?

WESSEX CREST

(Alma Mater Lyrics)

**Verse: O knights in shining armor
Great knowledge to us yield
And to future generations
You pass on the Wessex shield
Of chivalry and valor
You teach to us so fine
To use through our entire life
And be with us through time.**

**Verse: The Wessex ways forever
Will affect the days to come
With leaders rising from the ranks
To insure we're number one.
O knights of the roundtable
Who keep the kingdom strong
And speak of lore and magic
Will eternally belong.**

**Chorus: Wessex Alma Mater
You take away our fears
And help us to remember
Our bold and noble years.**

**Lyrics by Ryan Greene
Class of 1994**