

CONSENT FORM
ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

I have received a copy of the Woodstown Middle School Handbook for 2009-2010. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this agenda booklet.

Name of Student

Signature of Student/Date

Signature of Parent/Guardian/Date

Homeroom Teacher

DIRECTORY INFORMATION NOTICE

Regarding student records, federal law requires that "directory information" on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the following:

- Student's name
- Address
- Photographs/Video Taping
- Awards received in school
- Date and place of birth
- Telephone number
- Dates of attendance

In exercising my right to limit release of this information, I have marked through the items of directory information listed above that I wish the District to withhold about my child.

Name of the Student

Signature of Parent/Guardian Date

Please see reverse side.

ACCEPTABLE USE PROCEDURES FOR TECHNOLOGY

The following are practices that are not permitted during the use of computer services provided by the Woodstown – Pilesgrove Regional School District.

1. Using the services without teacher supervision.
2. Sending or receiving offensive messages in any format.

3. Using or sending obscene language or images.
4. Harassing, insulting, or attacking other users.
5. Damaging computers, computer systems or computer networks.
6. Violating copyright laws.
7. Trespassing in the folders, works or files of other users including removable storage devices.
8. Employing the network for commercial purposes.
9. Intentionally wasting computer, network or any other resources. This would include downloading hacking software or other means of bypassing network safeguards via portable storage devices.

I have read the Acceptable Use Procedures for Technology. I understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences as outlined in the handbook.

Name of Student: _____

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

WOODSTOWN MIDDLE SCHOOL FLASH DRIVE INITIATIVE

Each student will be given a 1gig flash drive to be worn on the id lanyard at all times. The device is for appropriate educational use only. If lost or damaged, the replacement fee is \$7.00. The AUP must be signed and returned prior to distribution.

Complete and return to school office within 10 days.

Mr. John B. Fagnoli

Principal

Mr. William Connolly

Instructional Facilitator

Mr. Nathan Frey

Instructional Facilitator

Mrs. Susan Baum

Guidance Counselor

15 Lincoln Avenue

Woodstown, New Jersey 08098-1391

Telephone: (856) 769-0144, ext. 223

Fax: (856) 769-3872

<http://www.woodstown.org>

SCHOOL CALENDAR 2009 – 2010

September	2-3 7	School opens for teachers Labor Day
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	8	Schools open for students
	16	WMS Back to School Night
	18	Picture Day
October	12	Schools Closed – Columbus Day
	26	Schools Closed – In-service Day
November	5 & 6	Schools Closed – NJEA Convention
	9	Veteran’s Day
	25	Early student dismissal – Thanksgiving Holiday
	26 & 27	Schools Closed – Thanksgiving Holiday
December	23	Early student dismissal – Winter Recess
	24-31	Schools Closed – Winter Recess
January	1	Schools Closed – Winter Recess
	15	Schools Closed – In-service Day
	18	Schools Closed – Martin Luther King’s Day
	25	Mid-Term Review Day
	26 - 29	Early student dismissal
	26 - 29	Grades 5 & 6 Parent Teacher Conferences
	26 - 29	Grades 7 & 8 Mid-term Exams
February	15	Schools Closed – Presidents’ Weekend
March	19	Schools Closed – In-service Day
April	1	Early student dismissal – Spring Recess
	2 - 6	Spring Recess
May	21	Schools Closed – In-Service Day
	31	Schools Closed – Memorial Day
June	10	Final Exam Review Day
	11-17	Final Exams
	11-17	Early Student Dismissal
	16	Eighth Grade Promotion Ceremony
	17	Eighth Grade Awards
	17	Last Day for Students

WOODSTOWN MIDDLE SCHOOL BELL SCHEDULE

Grades 5 & 6

1-2	7:35 a.m. - 8:57 a.m.	Homeroom & Academic 1
3	9:01 a.m. - 10:05 a.m.	Academic 2
4	10:08 a.m. - 10:58 a.m.	Recess/Lunch
5	11:01 a.m. - 11:36 a.m.	Gym/Cycle
6	11:39 a.m. - 12:43 p.m.	Academic 3
7	12:46 p.m. - 1:50 p.m.	Academic 4
8	1:53 p.m. - 2:35 p.m.	Flex

Grades 7 & 8

1	7:35 a.m. - 7:45 a.m.	Homeroom & Cycle 8 / gym 7
2	7:47 a.m. - 8:26 a.m.	
2	8:29 a.m. - 9:29 a.m.	Academic 1
3	9:32 a.m. - 10:32 a.m.	Academic 2
4	10:35 a.m. - 11:35 a.m.	Academic 3
5	11:38 a.m. - 12:17 p.m.	Cycle 7 / gym 8
6	12:20 p.m. - 12:50 p.m.	Lunch
7	12:53 p.m. - 1:53 p.m.	Academic 4
8	1:56 p.m. - 2:35 p.m.	Flex 7/8

HALF DAY SCHEDULE

Grades 5 & 6

7:35 a.m. - 8:33 a.m.	Homeroom & Academic 1
8:36 a.m. - 9:21 a.m.	Academic 2
9:24 a.m. - 9:55 a.m.	Flex
9:58 a.m. - 10:27 a.m.	Gym/Cycle
11:18 a.m. - 12:03 p.m.	Academic 4
12:03 p.m.	Early Dismissal
9:58 a.m. - 10:27 a.m.	Gym/Cycle
10:30 a.m. - 11:15 a.m.	Academic 3
12:03 p.m.	Early Dismissal

Grades 7 & 8

7:35 a.m. - 8:19 a.m.	Homeroom / Gym/Cycle
8:22 a.m. - 9:07 a.m.	Academic 1
9:10 a.m. - 9:55 a.m.	Academic 2
10:30 a.m. - 11:15 a.m.	Academic 3
11:18 a.m. - 12:03 p.m.	Academic 4

2 HOUR DELAY CLASS SCHEDULES

Grades 5 & 6

Homeroom	9:35 a.m. - 9:45 a.m.
Academic 2	9:48 a.m. - 10:08 a.m.
Homeroom	9:35 a.m. - 9:45 a.m.
Academic 2	9:48 a.m. - 10:32 a.m.

Grades 7 & 8

Dear Student:

The administration and faculty of Woodstown Middle School extend a warm welcome to those students entering our school for the first time, and a sincere welcome back to those returning for another school year. We are here to assist you in making your years with us constructive, meaningful and rewarding. We ask that you strive to do your very best. May your school year with us be one full of many rewarding experiences.

We have made a few revisions to our Procedures and Policies. It is very important that you and your parents read and familiarize yourselves with the information in the handbook.

WOODSTOWN MIDDLE SCHOOL HANDBOOK/PLANNER

In order to help you develop good organizational skills, we have provided you with a planner in which you will be able to keep track of your assignments and activities in school and at home. It will also be used as your pass during the school year and you must carry it with you at all times. It is a violation of the discipline code to tear out pages or deface it in anyway. Students who do so will be required to purchase a new one at the cost of \$5.00.

ID BADGES

To enhance the safety and security of our school, each student and staff member, grades 5-8, is required to wear an ID badge on a breakaway lanyard around their neck at all times, except for gym class. The ID badge must be visible at all times. The badges will contain your picture and a bar code. In times when student safety is a priority staff are able to quickly identify our students and place them in safe places. Also, students will be able to identify "safe" adults. ID badges and lanyards are the property of Woodstown Middle School and must be kept in good condition. It is a violation of discipline code to alter, decorate or deface the ID badge in any way. Students will be charged \$5.00 for a new ID badge and \$3.00 for a new lanyard.

POWERSCHOOL

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

POWERLUNCH

The barcode turns the ID badge into a debit card. Rather than students carrying cash everyday, parents and students are able to setup PowerLunch accounts. The barcode on their ID badge is scanned by the cafeteria staff during lunch and deducts the cost of lunch plus

any "a la carte" items. This system has led to a decrease in incidences of lost lunch money and an increase in the efficiency of serving lunch.

LIBRARY

The entrance and exit of students to and from the library is recorded through the use of the barcodes on the ID badges. They are also used for recording the borrowing of reference materials.

INFORMATION

We also have an information line that you may call for updated information on school activities and school closings. That number is 769-INFO (4636). For information concerning the athletic activities, please call 769-WINS. Another source of up-to-date information on school activities and closings is our webpage on the internet <http://www.woodstown.org>.

We encourage you to get involved in student activities and make the most of your time at Woodstown Middle School. Please contact me with any problems. We want you to feel safe and secure. Do not hesitate to speak with me. Together, we can make this a successful school year.

Sincerely,

John B. Fagnoli

Principal

Information in this handbook is subject to change due to changes in school board policies or administrative procedures.

WOODSTOWN – PILESGROVE REGIONAL SCHOOL DISTRICT MISSION STATEMENT

The Woodstown – Pilesgrove Regional School District, a collaborative partnership and educational leader, provides a secure, supportive environment with high quality resources to challenge and empower each individual to pursue his/her potential, to develop a passion for learning in a diverse and changing world, and to reach a high standard of achievement as defined by the New Jersey Core Curriculum Content Standards at all grade levels.

BOARD OF EDUCATION

Mr. Chapman Vail	President
Mr. Douglas Painter	Vice-President
Mr. Joseph Baum	Member
Mr. Kevin Crouch	Member
Mrs. Debbie A. Duffield	Member
Mrs. Eileen C. Miller	Member
Mr. George Rey	Member
Mr. Daniel Belisario	Member (Upper Pittsgrove)
Mrs. Debra Tierno	Member
Mr. Frank Frazier	Member
Mr. Richard Morris, Jr.	Member (Alloway Township)

DISTRICT OFFICES

Mr. Thomas A. Coleman, Superintendent
Mr. Howie O'Neil, Business Administrator
Mrs. Charlotte Harrison, Secretary to the Superintendent
Mrs. Gloria Mason, Secretary
Mrs. Deborah Lake, Secretary
Mrs. Ginger Jones, Secretary
Mrs. Carol Bowling, Transportation Coordinator

CURRICULUM AND INSTRUCTION

Mrs. Patricia Braxton, Director of Curriculum
Mr. William Connolly, Instructional Facilitator
Mr. Nathan Frey, Instructional Facilitator
Mr. Greg Pappas, Technology Coordinator
Mr. Gil Gonzalez, Technology Trainer
Mrs. Linda Williams, Secretary
Mrs. Jane Johnson, Community School Secretary

CHILD STUDY TEAM (EXT. 3149)

Mr. Dean Paolizzi, Supervisor
Mr. Tom McHugh, School Psychologist
Mrs. Kim Kienzle, L.D. Teacher, Consultant
Mrs. Diane Grennor, Social Worker
Mrs. Linda Cullen, Secretary

ATHLETICS (EXT. 232)

Mr. Glenn Merkle, Director

BUILDINGS AND GROUNDS

Mr. Dwayne Hickman, Supervisor

FOOD SERVICES (EXT. 233)

Ms. Diane Griscom, Director

WOODSTOWN MIDDLE SCHOOL MISSION STATEMENT

The Woodstown Middle School will provide a core academic program that will challenge students' abilities at their highest level, improve student awareness of a variety of educational opportunities including community involvement, and promote a safe environment fostering a productive, responsible student body.

MAIN OFFICE (EXT. 223 OR 295)

Mr. John B. Fagnoli, Principal
Mrs. Lynn Miller, ext 295
Mrs. Susan Baum, Guidance Counselor, ext. 227
Mrs. Kelly Whitling, Secretary, ext. 223

HEALTH OFFICE (EXT. 230)

Mrs. Marybeth Weber, School Nurse
Mrs. Vester Bowens, Secretary

LIBRARIAN / MEDIA SPECIALIST (EXT. 296)

Mrs. MaryAnn Mazza

TEACHING STAFF

Grade 5

Mrs. K. Mullison, *Team Leader*
Mrs. J. Battaglia
Mrs. P. Gerber
Mrs. R. Schalick

Grade 6

Mrs. G. Donahue
Mr. R. Fiolkowski
Mrs. M. Gallagher
Mr. R. Savage

Grade 7

Ms. J. Barbagiovanni
 Mrs. C. Catalano
 Ms. S. Chiulli
 Ms. S. Conley
 Mr. R. Tencza
 Mrs. H. Vinciguerra

Special Education

Ms. C. Jennings
 Mrs. C. Kenvin
 Ms. G. Lightcap
 Mrs. E. Ortman
 Mrs. R. Gray
 Mrs. S. Serwan
 Mrs. D. Sexton
 Mrs. J. Sherburne
 Ms. K. Stark

Cycles

Mr. J. Allen
 Mr. M. Castro
 Ms. M. Gallagher
 Ms. P. Gorman
 Mr. A. Hyland
 Mrs. H. Vinciguerra

Mrs. A. Thomson

Grade 8

Ms. J. Decker, *Team Leader*
 Mr. J. Allen
 Mrs. M. Delaney
 Mr. D. Stech

Physical Education

Mr. J. Frassenei
 Ms. S. Mealey
 Mr. D. Hathaway
 Mr. D. Huck
 Ms. G. Remster
 Mr. E. Strozyk
 Ms. A. Stuzbach

Basic Skills Instruction

Mrs. K. Biel
 Mrs. J. Gloway
 Ms. K. Both

Instructional Aides

Mrs. M. Hill
 Mrs. B. Land
 Mrs. K. Lindenmuth
 Ms. M. Sharp
 Ms. M. Wurmbach

ACADEMIC COURSES

All middle school students are enrolled in academic courses that are challenging in accordance with the NJ Core Curriculum Content Standards and district policies. Our students will be assigned the following subjects: Language Arts, Mathematics, Science, Social Studies, Comprehensive Health/Physical Education and our cycle courses. Students may also be assigned a study hall to meet our challenging academic standards. Students that are enrolled in WMS for the entire school year may make schedule changes until September 18th, 2009. The Principal must approve all schedule changes. Any schedule changes after September 20th may only occur if the student is failing the subject area indicated by Progress Reports of the first marking period.

CYCLE SUBJECTS**Grades 5**

Cycle subjects for the fifth grade students will be: Art, Music, Pre-engineering, and World Language (Spanish). Grades of M, S, U will be issued for each course.

Grades 6

Cycle subjects for the sixth grade students will be Art, Pre-engineering, Music and World Language (Spanish). Grades M, S, U will be issued for each course.

Grade 7

Seventh grade students will have cycle classes, which include: Art, World Language (Spanish or French), Music, and Pre-engineering. Grades of M, S, U will be issued for each course.

Grade 8

Eighth grade students will have cycle classes which include: Art, Music, Pre-engineering, and World Language (Spanish). Grades of M, S, U will be issued for each course.

GRADING POLICY – GRADES 1-12 #2624

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to establish guidelines for grading and reporting to parents that will set high standards at every level.

1. Below is the marking system which is to be used to reflect academic achievement for all subjects except those listed in #2 below. Its use, coupled with wise instructional procedures and testing devices, will guarantee fair treatment in the area of marking for all students:

- A 93-100
- B 84-92
- C 77-83
- D 70-76
- F Below 70

2. Marking period grades:

a. Grades 1-4 special subjects (handwriting, Spanish, art, health, physical education, music)--marking period grades will be represented on the report cards as:

- M = Merit
- S = Satisfactory
- U = Unsatisfactory
- Inc = Incomplete

b. Grades 1-2 major subjects (language arts/literacy, writing, spelling, mathematics, social studies, science)--marking period grades will be represented by:

- A = Student consistently applies in a wide variety of learning situations, the strategies that have been taught.
- B = Student has an expanded use of concepts and applies them with some consistency and independence and less support.
- C = Student, with support, is beginning to apply concepts and strategies.
- N = Basic standards not met.

c. Grade 3 major subjects (language arts/literacy, writing, spelling, mathematics, social studies, science)--marking period grades will be represented by letter grades:

- A = 93 -100
- B = 84-92
- C = 77-83
- D = 70-76
- N = Below 70

d. Grades 4-8 major subjects (language arts, social studies, mathematics, science, grade 8 foreign language)--marking period grades will be represented on the report cards as a numerical average, rounded to the nearest whole number:

- (1) A student would not be able to receive a marking period grade lower than 55 for the first three marking periods nor for mid-terms or final exams in grades 5-12 (mid-terms or final exams are not given in grades 5-6).
- (2) A student would not be able to receive a marking period grade lower than 55 for any marking period in grade 4.
- (3) In grades 5-12 a student may receive a grade lower than 55 in the last marking period.

e. Grades 9-12--all subjects are major subjects and the above criteria (2d) for grade calculation applies.

3. Final averages:

- a. Grades 4-6--when determining final course grades, a numerical average will be computed using the four marking period grades.
- b. Grades 7-12--when determining final course grades, a numerical average will be computed using the marking period grades, the mid-term exam, and the final exam. Each marking period will carry the weight of 20% of the final average, and each exam will

carry the weight of 10% of the final average.

- c. Summer School, Grades 9-12--if a student repeats a subject in a district approved summer school, the letter grade from summer school will be averaged with the corresponding letter grade from the course being repeated. For transcript purposes, the student will receive the lowest numerical equivalent of the letter grade or his actual averaged numerical grade if it is higher. For example, if a student receives a 65 (F) at Woodstown and a 71 (C) from summer school, the letter average would be a D. The student would receive a 70 on his transcript even though the numerical average would be 68.
4. If a student has missed a significant part of the work or has not completed a course requirement because of legitimate absence, he must be given a period equal to the number of days he was absent in which to make up this work. If this is not possible before the close of the marking period, with administrative approval, an "I" for "incomplete" will appear on the report card.
The pupil should know how much time he has to complete the work. When the work is completed the teacher should change the mark. If the work is not completed within the given time and there is no excuse acceptable for failure to do so, the teacher should change the "I" to an "F" for the incomplete work. Parents are to be informed as to why a student receives an incomplete grade and what will be required to receive a completed grade.
5. In grades 3-12, interim reports to parents regarding failing work and below-potential work on the part of the students are to be sent at each mid-marking period and at any time as determined by the subject matter teacher. No interim report is to be sent home without comment regarding how to correct the deficiency. If there is evidence of pending failure, in lieu of an interim report in grades 1-2, a conference or a phone call by the teacher must be made. A record is to be kept by the teacher whenever a contact is made with a parent in this regard.
6. There will be four nine-week marking periods for which grades will be calculated and reported to parents. For grades 7-12, teachers are to have a minimum of nine marks for each report period in each major subject. For grades 1-6, teachers are to have a minimum of six marks for each major subject for each report period.
7. It is the intent of this policy to set high standards for grades and the awarding of grades should be, for the most part, based on achievement relative to grade level expectations. However, it is also the intent of this policy to use grades as a reward and motivation for students at all levels. Students working below grade level may earn "As" and "Bs" if their achievement for a given marking period is outstanding or excellent and they have made unusual and substantial growth towards the next instructional level. In the event that students working below grade level truly earn an "A" or "B" for two consecutive marking periods, they should be moved for a trial marking period to the next higher instructional level within that instructional setting.
8. In addition to grades for achievement, students in grades 5-8 may be also graded 1-5 for effort:
 - 1 = (working to best of ability)
 - 2 = (above average progress for ability)
 - 3 = (satisfactory progress for ability)
 - 4 = (below average progress for ability)
 - 5 = (unsatisfactory progress for ability)
9. Students in grades 1-4 may also be graded as follows on effort and participation:
 - (+) = outstanding performance
 - () = satisfactory performance
 - (-) = improvement needed
 - (NC) = not covered
10. Senior students with an "A" average in any subject through and including the fourth marking period will be provided with the option of not taking their final exam in that subject.

Adopted: 7/22/85

Revised: 12/21/87; 8/28/89; 7/22/91; 7/28/92, 9/21/92; 8/2/93; 5/9/94; 11/18/96; 3/17/97; 8/13/98; 10/15/98

DISSECTION OPT-OUT

P.L. 2005, Chapter 266 (C.18A:35-4.24 & C.18A:35-4.25) requires school districts to provide alternative education projects for those pupils who choose not to participate in dissection and related activities. Schools are required to notify students and their parents/guardians at the beginning of the school year of their right to refuse to dissect, vivisect, incubate, capture, harm or destroy organisms. Parents are then to inform the school, within two weeks of receipt of the notification, of their desire to exempt their child from participation in the stated activities. A student's grade may not be affected by his or her decision not to participate in the lab experience. A student will not be discriminated against, in grading or in any other manner, based upon a decision to exercise her or his rights to refuse to participate in the dissection and related activities. His or her grade may be impacted only if he or she does not master the agreed upon learning objectives and expectations.

advanced courses. These tests will be given April 27 – May 13, 2010.

PARENT-TEACHER CONFERENCES

Conferences will be held only once this year. They will take place on January 26, 27, 28, and 29 for students in grades five and six. All WMS students will have half days January 26, 27, 28 & 29.

STUDENT SAFETY HOTLINE

A student safety hotline has been installed in the office of the Chief of Police of Woodstown. You can call this number to report information anonymously about drugs and alcohol, weapons, or other potentially dangerous situations. The number is **769-9552**.

INFORMATION LINE – 769-INFO

For the latest information regarding events at the Woodstown Middle School and Woodstown High School, call our information line, **769-INFO**. Information regarding all events at the schools will be updated daily. Weather related and school emergency information will be available by calling this number also. Information is also posted on our website at <http://www.woodstown.org>.

HOMEWORK CONNECTION

After accessing our website <http://www.woodstown.org>, click the "Homework Connection" button and follow the directions to retrieve homework.

TEACHER VOICE MAIL

Dial 769-0144. After introductory greeting, enter Teacher Voice Mail number. Follow automated phone directions to leave a message.

WOODSTOWN'S WEB PAGE

www.woodstown.org

Locate the following information: calendar, map, homework, schedule, school rules, teachers' web pages, e-mail, etc., by browsing through the site 24/7.

SCHOOL ROUTINE

ABSENCE

Parents are to contact the main office (769-0144 ext. 223) the morning (before 8:00 a.m.) of their children's absence. Failure to do so three days in a row may result in legal action.

Upon returning to school, the student **MUST** bring to his homeroom teacher a note (signed by a parent or guardian) stating the reason for the absence.

A student who is legitimately absent will have the same amount of time he is absent to make up missed work. For example, if a student is absent two days, he has two school days to make up the work.

Parents making requests for homework while their child is out sick are to make these requests only if their child has been out for two days or more. Requests may be made by calling before 8 a.m. on the second day of an absence. This will allow all requests to be processed by the end of the day. Homework may be picked up in the office between 2:45 p.m. and 4:00 p.m.

Attendance Policy #5200

It shall be the policy of the Board of Education of the Woodstown-Piles Grove Regional School District to encourage student attendance. Absences increase teacher, administration, and student work load, create scheduling problems, and adversely affect the educational process. All students are therefore expected to strive for perfect attendance.

In line with the stated policy, the following guidelines are established:

1. More than 15 days absence from school in any one year shall result in an automatic failing grade in all subjects.
2. More than 7.5 days absence from school in any one semester shall result in an automatic failing grade in any semester course.
3. Parents will be notified in writing after five, ten, and twelve absences respectively according to the following guidelines:
 - a. Five absences – guidance counselor contact, phone call home, letter.
 - b. Ten absences – certified letter, phone call.

c. Twelve absences – certified letter, phone call.

A copy of this policy will appear on the back of the notification to parents.

4. The only exceptions to the above rules are those absences explained in a physician's certificate, exclusions certified by the school nurse, absences because of religious holidays as certified by a written excuse signed by the parent and as identified by the state Board of Education as recognized religious holidays, approved college visitations verified by attendance letter from college/university visited, and up to four days excused absence for the death of an immediate family member.
5. In unusual situations not anticipated by the above, the principal shall be permitted to grant an exception if the situation so warrants.
6. **This policy becomes effective with the 2006-2007 school year.**

Adopted 8/31/70

Reviewed 7/20/87

Revised 7/20/81; 4/19/93; 11/18/96; 11/17/05

EXTENDED ABSENCES

1. During an extended absence due to health difficulties, contact should be made with the guidance office to have work sent home. If the anticipated absence will be longer than two (2) weeks, a physician's request for home instruction should be submitted to the nurse.
2. Prior to an extended absence for a non-related reason, such as a family vacation, parents must inform the administration in writing at least one (1) week in advance. Advance notice allows the student the opportunity to complete work missed during the absence. However, the number of days absent must still fall within the allotted fifteen (15) days permitted by our attendance policy.
3. Vacation: Vacation during days when school is in session is not recommended. In the event that a vacation of three (3) days or longer is scheduled during a time when school is in session, it is the student's responsibility to have all work completed upon returning from vacation. Students must also turn in a vacation form to the main office one (1) week prior to leaving the area. Vacation forms can be acquired from the main office. All work missed during an extended absence for a non-related reason, as described in #2 above, is due the first day the student returns to school.

EMERGENCY CLOSING

If school is to be closed because of adverse weather conditions, the information will be available on most Philadelphia radio and TV stations. Our school number is **902**. Emergency closing information is also available by calling **769-INFO**, or on our school website, <http://www.woodstown.org>.

EVACUATION PROCEDURES

If students must be evacuated from a building for any kind of emergency during the school day, they will be dispersed with their teachers to various locations on school property, or to nearby public buildings and churches. When the building is determined to be safe, the normal school day will be resumed. The school day may be extended at the direction of the superintendent to make up for instructional time lost during the evacuation period. Parents will be informed by telephone when possible and through the information line, **769-INFO**.

STUDENTS WHO WALK TO SCHOOL

Students who walk to school are to arrive by 7:25 a.m. ***They are not permitted to ride any school bus with bus students, either to or from school.***

EXPECTATION FOR STUDENT CONDUCT #5500

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

RULES FOR BUS CONDUCT

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

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

NOTE: When bus students arrive at the school in the morning, they are NOT permitted to leave the school property. Designated areas in front of the school and inside the school will be provided for children to wait until the bell rings.

Disciplinary Actions for Violation of Bus Conduct Rules (Administrator has the authority to bypass any of the following steps if a student's conduct is serious enough to warrant such action.)

1st Violation Driver writes student up. Administrator talks to student. Administrator mails summary of incident to parent.

2nd Violation Administrator sends letter to parents with summary of incident. Student is off the bus to and from school for one week. A parent conference may be recommended.

3rd Violation Administrator sends letter to parents with summary of incident. Student is off the bus to and from school for two weeks. A parent conference may be recommended.

4th Violation Administrator sends letter to parents with summary of incident. Student is off the bus for an extended period of time. A parent conference will be required.

NOTE: In the case of VERY SERIOUS infractions such as fighting, inappropriate language, endangering the welfare of another student, etc., students will be subject to the same disciplinary actions (detentions, suspensions) that apply to the school system as a whole.

Adopted: 7/22/91

Reviewed 1/18/96; Revised: 8/19/91

SEXUAL HARASSMENT POLICY #5751

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

Definitions:

1. Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.

2. Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This Policy protects any "person" from sex discrimination; accordingly both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil's sexual orientation, may create a sexually hostile environment and therefore constitutes sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems.

The Superintendent, or designee, will take steps to avoid any further sexual harassment and to prevent any retaliation against the pupil who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The school district staff can learn of sexual harassment through notice and any other means such as from a witness to an incident, an anonymous letter or telephone call.

This policy and regulation on sexual harassment of pupils shall be published and distributed to pupils and employees to ensure all pupils and employees understand the nature of sexual harassment and that the Board will not tolerate it. The Board shall provide training for all staff and age-appropriate classroom information for pupils to ensure the staff and the pupils understand what type of conduct can cause sexual harassment and that the staff know the school district policy and regulation on how to respond.

In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other programs in the public schools. The Superintendent, or designee, will formulate, interpret, and apply the policy so as to protect the free speech rights of staff, pupils and third parties.

In addition, if the Board accepts federal funds, the Board shall be bound by Title IX of the Education Amendments of 1972 prohibiting sexual harassment of pupils. Title IX applies to all public school districts that receive federal funds and protects pupils in connection with all the academic, educational, extra-curricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school in a school building or at another location.

United States Department of Education - Office of Civil Rights Sexual Harassment Guidance: Harassment of Pupils by School Employees, Other Pupils, or Third Parties (1997)

Adopted: 29 March 2007

POSSESSION OF NON-SCHOOL ITEMS

Some students possess items that are not appropriate for use in school. Many times these items disrupt the educational environment maintained at Woodstown Middle School. Home electronic devices are not to be visible or in use during school hours. Examples include radios, cell phones, pagers, walkmans, laser pointers, I-pods, etc. Items will be confiscated and held in the office. Students may be subject to discipline. (See discipline code)

STUDENT DRESS

Standards of appearance are necessary to create and maintain a suitable environment for learning. Guidelines for school attire are designed to preserve this learning climate through acceptable standards of dress, to respect individual student rights of dress and grooming choices and to allow for changes in customs, styles and fashion.

1. Inappropriate, immodest or offensive clothing is not permitted. (We expect clean, not ragged, nor torn or ripped clothes).
2. Short pants, dresses, skirts and culottes must be no shorter than knee length.
3. Spandex (biker shorts) or skin tight clothing is not permitted.
4. Shirts and blouses will be long enough so that bare midriffs are not exposed. Also, dresses, skirts and blouses must completely

cover shoulders and cannot include plunging necklines. See through type clothing is not appropriate. Tank tops and spaghetti straps are examples of what is not acceptable.

5. Undergarments must not show and must not be worn as outer garments. Pants must be worn above the buttocks.
6. Backless shoes or sandals that stay on your feet may be worn; however, in certain settings such as Industrial Arts, Physical Education, etc., have additional standards and may require students to wear more protective footwear as necessary.
7. Clothing, book bags and jewelry imprinted with double meaning or crude phrases, or with drawings or slogans which appear to promote or condone the use of drugs or alcohol, or contain profanity or sexual references or advocate violence or are otherwise offensive, are inappropriate.
8. Hats, bandanas, sweatbands and sunglasses are not to be worn in the building. Students are not permitted to wear any type of headwear.
9. Pajamas and/or pajama pants are not appropriate school attire.
10. Any chains (other than thin lightweight wallet chains), metal spikes, or sharp objects on clothing or accessories will be considered inappropriate.

CAFETERIA CONDUCT

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

- Wait your turn patiently in line, recognizing the rights of others.
- Lower your voice when entering the serving line so lunch orders can be heard by the staff.
- Have your ID badge / money ready for the cashier.
- Eat in an orderly manner.
- Remain seated until finished eating.
- Clear the table and return your tray.
- No food or drink is to be taken outside.
- Students are not permitted to leave school property during the lunch period.
- No students will be permitted to charge their lunch in the cafeteria. See Principal for assistance.
- Students will exit cafeteria under direction of staff.

Student lunches are \$2.10. There is the opportunity to set up a PowerLunch account. Students who have established PowerLunch accounts may deposit money on Mondays and Wednesdays during homeroom in the Cafeteria.

HIGH SCHOOL/MIDDLE SCHOOL 2008-2009 STUDENT LUNCH PRICES*

Type A Lunch	2.20	Soup/5 Saltines	1.00
Salad Bar/Milk	2.20	Extra Saltines	.05
Meat Portion/Roll	1.70	Ice Cream	.75
Veg. / Fruit Portion	.65	Milk	.65
Sandwich	1.70	Fries with Cheese	1.75
Sub	2.20	Lance Snacks	.65

2009-2010 student lunch prices to be announced

RECESS CONDUCT

Our students have the opportunity to participate in a timed recess for appropriate social interaction with peers. Weather permitting, recess will be conducted outside, under the following guidelines:

5th / 6th Graders:

- 5th / 6th grade Teachers will dismiss students from their classroom at 10:12 a.m. to their designated area(s).
- Indoor recess shall take place in the cafeteria under teacher supervision.
- Duty teachers report to their designated outside stations for supervision.
- Students must walk through hallways and/or Stairwells quietly and in line.

- Students have access to basketball court, playground, and yard area.
- No students are allowed in the creek or perimeter of the greenhouse.
- Students will line-up by signal from staff member on duty to enter building quietly to cafeteria for lunch.

7th / 8th Graders:

- Indoor recess shall remain in the Cafeteria under the supervision of staff members on duty.
- Teachers on duty must report to designated area for supervision.
- Students may be dismissed by staff member on duty from the Cafeteria and exit to designated area if finished eating.
- No food and/or drinks are to exit the Cafeteria.
- Students must walk quietly to their designated area.
- Students have access to basketball court, playground, and yard area.
- No students are allowed in the creek or perimeter of the greenhouse.
- Students assigned to period 8 classes in Rooms 20, 21, 22 are to enter the building using the Cafeteria side entrance.
- Students assigned to period 8 classes in Rooms 23, 24, 25 are to enter the building using the office side entrance.
- Students assigned to period 8 classes in Rooms 1, 2, 4, 15 are to enter the building using the elevator side entrance.

HALL CONDUCT

Students may not be in the halls for any reason before 7:35 a.m. without a pass. At 7:35 a.m. students are to go to their lockers to deposit their coats and get the books needed for their morning classes. Students are to be out of the halls and in their homerooms by **7:40 a.m.**

Everyone should remain respectful of classes in session and remain quiet while passing in our hallways and stairwells. Students should go directly from one class to another keeping to the right. Students are allowed to go to their lockers during the change of classes. Students are to be in class on time. Students are not to be in the halls or lockers during class time without a valid pass written in their agenda booklets.

LOCKERS

Students are assigned lockers at the beginning of the school year for the purpose of storing school materials. The locker is and remains the property of the Board of Education throughout the school year. Once the locker has been assigned, the student is responsible for its condition and contents. Some student lockers do not contain built-in combination locks. Students who wish to put a lock on their locker are to obtain one from the physical education department. **No private locks are to be placed on the lockers.** Locks not purchased or rented from the PE Department will be cut off and students will not be reimbursed for the lock. This applies to band room lockers as well. The lock combination for the locker is a valuable item. Keep the combination to the locker secure and secret.

For the health and safety of the students and staff of Woodstown Middle School, lockers will be searched periodically. If any drugs, alcohol or weapons are discovered in any of the lockers, they will be turned over to the police and the student(s) assigned to that locker will be subject to the appropriate disciplinary action as determined by policy.

Desks and cloakrooms are also subject to inspection by the administration and the teachers. The teachers and the administration will examine the desks and the cloakrooms periodically for the safety and welfare of the students. This is in conformance with Board Policy #5145.2.

BOOKS

The Board of Education supplies the student with the necessary textbooks. Students are then responsible for the proper care and usage of these books. Books must be properly covered.

If a student loses his book, he should report it to the teacher immediately. After giving him reasonable time to locate the book, the teacher will issue the student another book until the proper disposition of the lost book has been made. If the book is not found within a reasonable time, the teacher reports this to the office and the student is responsible for restitution of the lost book. The above procedures are true for all reusable school materials issued for student use.

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

STUDENT OBLIGATIONS

Students in grades 5-8 who owe money for books or for any other reason may not participate in or attend any school activity until all obligations are met. In addition, students in grade 8 who owe money for books, etc., may not participate in promotion rehearsals and the ceremony itself. Students in grade 8 will not receive their Certificate of Promotion until all obligations are met.

FIRE DRILLS

Fire drills will be conducted twice a month. **We insist on an orderly, silent clearance of the building.** Students exit one class at a time, in line, staying with their teachers at all times. Roll is taken. **Students should re-enter the building quietly, returning to their room assignment.**

ASSEMBLIES

We feel that the auditorium is a special place where we gather for our most enjoyable and impressive formal occasions. Students are to move to their assigned places in an orderly and quiet line, filling in all possible seats under the direction of their teacher. Common courtesy limits applause to hand clapping. We expect our students to be at their best behavior in assemblies and to all guests at the Woodstown Middle School.

HOMEWORK

It is expected that all students devote time to home study. All students will have homework assigned to them on a daily basis. One and one-half hours per evening is a reasonable expectation in this regard. Students are required to do all homework as assigned by the teacher and will be held responsible for its completion.

Purposes for homework include:

- To expand interest
- To develop responsibility
- To maintain home/school relationships
- To meet individual needs
- To review material previously taught
- To provide introduction to new work
- To motivate students to think about the topic being taught
- To provide for discussion of assignment in class
- To supplement classroom instruction
- To provide opportunities for students to functionally apply theories learned in class
- To review the lesson for that day
- To cover more specialized areas not covered in class
- To develop the ability to solve problems outside of class
- To develop the ability to find materials and to organize them from many different sources
- To stimulate individual initiative and opinions
- To coordinate class activities to empirical experiences
- To provide practice to work covered in class

STUDY HALL/STUDY SKILLS

Students assigned to a study hall and/or study skills period are expected to use the time productively, follow staff rules and seek help as needed for academic success.

PHYSICAL EDUCATION

All students are required to participate in all physical education and health classes. Students are required to wear royal blue or orange shorts/sweatpants and blue or orange shirts/sweatshirts with appropriate sneakers. Students in gym classes that are scheduled for less than 43 minutes, may only be required to wear appropriate sneakers. All jewelry is prohibited during class time. If a student does not have such attire, it may be acquired from the PE department or the WMS Student Council. All excuses from participation in our PE program require a medical report from your child's physician and documented through our school nurse. Students will learn and practice basic fundamental skills in team sports and some individual activities. They will also learn the terminology and safety requirements associated with each sport and activity in which they participate. Students will also acquire life-long skills that address a healthy and active life style. This course runs the duration of three marking periods.

USE OF THE TELEPHONE

A public telephone located outside the cafeteria is provided for students' convenience, at their cost. Students must report to the office for a pass to use the **pay phone before each use**. Any student using the telephone without an office pass will be subject to disciplinary action. **Students are not permitted to use the office telephone and are not permitted to receive telephone calls during the school day.**

HEALTH OFFICE

The health office, located between the High School and Middle School, is maintained to provide our students with first aid in emergencies, health counseling, disease control, and periodic physical examinations. Students who are ill must secure a pass from their teacher before reporting to the nurse.

All accidents and injuries occurring during school hours must be reported to the teacher in charge and to the nurse. Doctor's written verification is required for all injuries that occurred outside of school hours that mandate changes to the student's daily school routine and/or program.

GUIDANCE

The middle school Guidance Office is prepared to help you in many ways. Students will be counseled regarding course selection and course changes, poor academic achievement, and personal problems. The counselor also conducts the testing program, works with teachers, makes referrals to the proper agencies, and keeps the student records up to date. You may find the counselor in the classroom discussing study habits, character education, or adolescent problems. The guidance counselor is always ready to listen to any problem that you may have and try to make your school life more pleasant.

CHILD STUDY TEAM

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

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

Mr. Dean Paolizzi – *Supervisor of Spec. Education*

Mr. Tom McHugh – *School Psychologist*

Mrs. Kimberly Kienzle – *Learning Disabilities Teacher/Consultant*

Mrs. Diane Grennor – *School Social Worker*

Mrs. Linda Cullen – *Secretary*

Our Child Study Team may be reached at 769-0144 extension 3149.

LIBRARY

The library is open to all students from 7:35 a.m. – 2:45 p.m., provided they are in possession of an authorized pass, as an instructional and recreational reading resource. Students may sign out up to three books at any one time. Books circulate for two-week periods. Students are responsible for the return of all books when they become due. Students not returning books will be held responsible for replacement of these items.

EXTRACURRICULAR ACTIVITIES

STUDENT COUNCIL

The Student Council, which represents our student body, consists of four officers and a representative from each homeroom. It is the representatives' duty to discuss all problems brought up in Student Council meetings with their homerooms. In order to keep the Student Council effective, it must have the full support and cooperation of every student in the school. WMS student council sponsors a variety of activities for all students, provide financial support for charity organizations and assists community endeavors.

SCHOOL PUBLICATIONS

Our school newspaper, the *Midstonian*, reports on events that occur within the school. It also gives an opportunity for students to share their ideas and opinions. Anyone interested in creative writing, editing, etc., should become a member of the *Midstonian* staff.

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

WMS BAND AND WMS CHORUS

The band and chorus are open to any student in the middle school. The programs provide both the school and the community with excellent musical entertainment and opportunities in the performing arts.

ACADEMIC STANDARDS AND STUDENT ELIGIBILITY #2430

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to establish standards for all extra-curricular activities.

This policy states the eligibility requirements for all students participating in all extra-curricular activities. Students (grades 5-12) who wish to participate in these student activities must comply with this policy and any other policies and directives issued by national, state, and local governing bodies.

I. Student Activities – Definition

- A. Student activities include all interscholastic sports sanctioned by the Woodstown-Pilesgrove Regional Board of Education and/or the New Jersey State Interscholastic Athletic Association.
- B. Student activities also include, but are not limited to the following (others may be included as approved by the Board of Education):
 - 1. Intramural sports.
 - 2. Office aides (nurse, library, office).
 - 3. AVA.
 - 4. FFA.
 - 5. Debate team.
 - 6. National Honor Society.
 - 7. Art National Honor Society.
 - 8. Marching band.
 - 9. Concert band.
 - 10. Middle school Chess Club.
 - 11. Newspaper.
 - 12. Yearbook.
 - 13. Literary magazine.
 - 14. School plays.
 - 15. Stage crew.
 - 16. AM Woodstown.
 - 17. Clubs or organizations
(e.g., foreign language clubs, drama club).
 - 18. Chamber choir.
 - 19. Concert choirs.
 - 20. Middle school select choir.
 - 21. Mock Trial
 - 22. Academic League.
 - 23. Junior TIGS.
 - 24. TIGS.
 - 25. SADD.
 - 26. ROGATE.
 - 27. REBEL.
 - 28. Math Counts.
 - 29. Student/class government.
 - 30. Student relations.
 - 31. Student alliance.
 - 32. Peer tutors.
 - 33. Peer leaders.
 - 34. Odyssey of the Mind.

II. General Eligibility Requirements

- A. Grades 9-12:
 - 1. To be eligible for athletic competition and/or student activities during the first and second marking periods of the 10th grade or higher, or the second year of attendance in the high school, a pupil must have passed 27.5 credits during the immediately preceding academic year.
 - 2. To be eligible for athletic competition and/or student activities during the third and fourth marking periods of the 9th grade or higher, a pupil must have passed the equivalent of 13.75 credits at the close of the preceding semester. Full-year courses shall be equated as one half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.
 - 3. To calculate credits passed for the first semester (September to January), three grades will be used: the first marking period grade, the second marking period grade, and the mid-term exam grade. The mid-term exam grade will carry one half the

weight of a marking period grade in determining the semester average for a course. Each marking period grade is weighted as 40% of the semester average. The mid-term exam would be worth 20% of the semester average.

4. Newly placed ninth grade students are automatically eligible during the first semester.
5. If a student transfers from a school district out of state and does not have 27.5 credits during the immediately preceding academic year, that student will become immediately eligible if he/she would have been eligible in the state of previous residence.

NOTE: A high school student who becomes ineligible for participation in a student activity by virtue of failing to meet the academic standards detailed above, shall be prohibited from further participation in that activity until eligibility is re-established in accordance with Section A above.

B. Grades 5-8:

1. Fifth to eighth grade students are eligible for student activities and/or athletics. To remain eligible, a student must pass all courses each marking period.
2. An eighth grade student must have passed all courses taken during the preceding academic year to be eligible during the first marking period. To remain eligible in the eighth grade, the student must continue to pass all courses each marking period.

NOTE: A student in grades 5 to 8 who becomes ineligible for participation in a student activity by virtue of failing to meet the academic standards detailed above shall be prohibited from further participation in that activity. Ineligibility will last for the duration of one marking period or until eligibility is re-established in accordance with Section B above. Note that eligibility in grades 5 to 8 is determined by **marking period**, not semester as is the case in the high school.

Adopted 8/27/84

Reviewed 11/16/87; 11/18/96

Revised 12/15/86; 2/23/87; 1/17/89; 3/19/90; 6/1/92; 9/19/94; 6/12/95; 3/11/96; 6/26/03; 5/25/06

WOODSTOWN MIDDLE SCHOOL STUDENT CODE OF CONDUCT

OVERVIEW

This student code of conduct identifies roles and responsibilities for students to insure the best possible learning environment for all. It sets forth the offenses and consequences for those students who do not follow the rules. Discipline, however, is one part of our overall school climate. Our goal is to promote self-discipline and a school climate that will make the listing of offenses and consequences necessary for a small percentage of our students. It is our hope that this disciplinary code will assist parents, students and teachers in the identification of unacceptable behaviors and provide a clear and consistent explanation of consequences such behavior will merit.

This discipline code is not intended to be all inclusive. Certain situations may warrant measures different than those prescribed herein. In such instances, administrative discretion will prevail. This administration and our Board of Education will have the power to enforce the discipline code for any offense, which is in violation of law, school district policy, administrative procedures, or in violation of what is deemed acceptable standards of conduct for students in the Woodstown-Piles Grove Regional School District. It should be noted that these procedures also apply to all school sponsored events that may take place beyond the regular school day.

PHILOSOPHY

The Woodstown Middle School's family believes that an effective instructional program requires an orderly school environment. The effectiveness of the educational system is, in part, reflected in the behavior of students. We believe that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. Furthermore, we believe that parents are an integral part of their child's education and the most effective instructors of self-discipline.

The Board requires each student of this district to adhere to clearly defined and publicized rules established by the administration and to submit to such disciplinary measures as are appropriately assigned for an infraction of those rules.

STUDENT CODE OF CONDUCT

All students will demonstrate:

- a) Their rights as a member of the school family;
- b) Their responsibility to behave in an acceptable manner;
- c) Their responsibility to respect the person, property, and rights of others.

Those students who strive to achieve these acceptable behaviors will be rewarded, while those who choose not to will be dealt with firmly and consistently.

It is our firm belief that adherence to our school's Student Code of Conduct will ultimately lead to a sense of pride in Woodstown Middle

School.

UNIFORMITY AND CONSISTENCY IN ADMINISTRATION OF DISCIPLINE

The principal and teachers shall make every effort to apply the disciplinary measures outlined herein consistently, giving fair and equal treatment to all students, while exercising judgment with respect to individual circumstances. In exercising such judgment, a guiding principle in taking corrective action should be one of progressive discipline. Repeated offenses by the same student, particularly where the offense is a serious one, may be dealt with by more severe punishment for successive offenses.

SUSPENSION PROGRESSION

The Woodstown-Pilesgrove Regional School District has an obligation to implement a plan for safe schools and the orderly process of education. Our schools will provide each student experiences to recognize the essential worth of the individual, to adjust personal behavior to the welfare of the group, and to respect the rights and property of others. Procedures must be developed which enable our schools to provide an atmosphere for the development of effective citizens for the society in which they exist.

Students must take responsibility for their actions and behavior. Negative behavior will not be tolerated and sometimes results in a suspension from school. Multiple offenders must learn to modify their behavior or forfeit privileges, and/or activities. See chart below:

Suspension	Consequence
1	Parent Conference with Administration
2	Parent Conference with Administration Guidance Conference
3	Parent Conference with Administration Guidance Conference Ineligible for all extra-curricular activities (including trips) for 90 days
4	Parent Conference with Superintendent. Ineligible for all extra-curricular activities (including trips) for the remainder of the school year
5	Board of Education hearing for possible expulsion

DETENTION

Administration detention is held after school Monday through Thursday, from 2:40 p.m. to 3:20 p.m. in Room 126. The assignment of detention is an extension of the regular school day. Therefore, on days a student is assigned detention, he/she may not leave the building between 2:35 p.m., the end of the regular school day, and 2:40 p.m., the start of detention. Students who do so can expect disciplinary action.

1. Transportation from detention sessions must be arranged by the student and parent.
2. Students are not admitted to administrative detention late.
3. During administration detention, students must do school related work.
4. No sleeping, talking, eating, radio playing or other disruptive actions are permitted in office detentions.
5. **If a student misses detention without administrative permission, the student may not return to school until a parent conference is held.**
6. In addition to the regularly scheduled discipline, those students who have been placed in detention for the ten discipline infractions and continue to violate the Student Code of Conduct, will be assigned a day in Internal Suspension. At this point, a letter from the principal will be sent home to the parent(s) or guardian(s). A parent conference with the principal will be scheduled.

INTERNAL SUSPENSION

Woodstown Middle School has an internal suspension program. Sessions are held Monday through Friday from 7:45 a.m. – 2:35 p.m. in Room 9. Failure to comply with all the procedures of internal suspension results in further disciplinary action.

1. If a student does not earn credit for being in internal suspension, he/she will be assigned an additional day in internal suspension and will not be permitted to return to school until a parent conference takes place.
2. Upon the third assignment of internal suspension for a discipline offense during the school year, the guidance department will conduct a parent conference.
3. Upon the fourth assignment of internal suspension for a discipline offense, the guidance department and the I&RS Committee will establish a parental conference date to conduct a review of the student's attendance, discipline, health and academic record, etc. Options may include: SAC, outside services, Crisis Intervention or CST Evaluations. If a student already has an IEP, the guidance department and the Child Study Team will establish a parental conference date to conduct a review of present IEP services. At this time the I&RS Committee and the Child Study Team will notify parents the steps that will be taken should their son or daughter be involved in additional discipline infractions requiring placement in internal suspension.
4. Upon the fifth assignment of internal suspension for a discipline offense, the guidance department will establish a parental conference date with the I&RS Committee or the CST to review services.

EXTERNAL SUSPENSION

Students who are continually involved in serious school violations or involved in extreme misbehavior, or have been assigned internal suspension for five (5) or more internal suspensions may be removed from the school community for a predetermined period of time.

BOARD OF EDUCATION SUSPENSION & EXPULSION HEARINGS

(Policy #5114.2 is Currently Under Review and Subject to Change)

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to promote good citizenship and appropriate student behavior and establish a procedure for Board involvement in cases of unacceptable behavior.

Referral of the case to the Board of Education is required when a student commits a HIGHLY SERIOUS violation of acceptable behavior such as:

1. Assault on a staff member (N.J.S.A. 18A: 37-2.1).
2. Weapons offenses as per Policy #5131.8.
3. Distribution of drugs (Policy #5131.6).
4. Any other offense deemed serious enough by the administration to be referred to the Board of Education. Examples might include but are not limited to breaking and entering, threatening a staff member, and /or certain drug and alcohol offenses.

Referral to the Board of HIGHLY SERIOUS cases will be expedited. In such cases, the building principal in concurrence with the superintendent of schools will suspend a student immediately, after an appropriate hearing, until the next regular Board meeting. At the next regular meeting, a report will be presented to the Board by the building principal and/or the superintendent of schools which provides details of the incident(s) in question, the student's records, and an evaluation by the school psychologist. Following a review of the report, the Board may/will* authorize a hearing of the case before its full membership or before a sub committee of the Board as appointed by the president. The power to reinstate, continue the suspension, or institute expulsion proceedings shall be vested in the Board as per N.J.S.A. 18A: 37-5.

No suspension of a pupil shall be continued longer than the second regular meeting of the Board of Education after such suspension unless continued by action of the Board. In the case of assault on an employee or Board of Education member, any expulsion proceedings before the Board of Education shall take place no later than 30 days following the suspension (N.J.S.A. 18A:37-2.1).

In addition, there may be a referral of the case to the Board of Education when a student has committed repeated SERIOUS violations of acceptable behavior resulting in five SERIOUS violation suspensions. SERIOUS violations include infractions of the rules and regulations of the school such as, but not limited to:

1. Fighting.
2. Failure to follow the rules of internal suspension.
3. Refusal to attend an internal suspension assignment.
4. Extreme disrespect toward or defiance of a staff member.

5. Repeated violations of the rules and regulations.

6. Any other deemed serious enough by the administration to be referred to the Board of Education.

Upon receiving the fifth SERIOUS violation suspension in a school year, the superintendent of schools may conduct a hearing with the appropriate administrators. Should the circumstances and conditions warrant, the student may be readmitted to school after the administrative hearing or referred to the Board of Education for a Board hearing.

Disciplinary procedures for handicapped pupils shall be in accordance with Policy #6171.43.

- A hearing before the full Board is required for certain weapons offenses (see Policy #5131.8) and must be held no later than 30 days following the day the pupil is removed from the regular education program.

Adopted 3/8/76

Reviewed 11/18/96

Revised 4/4/77; 1/14/85; 7/20/87; 1/17/89; 1/22/90; 8/22/94; 1/22/96

SUBSTANCE ABUSE #5530

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

Definitions N.J.S.A. 18A:40A-9
N.J.A.C. 6A:16-1.3; 6A:16-4.1

For the purposes of this policy:

“Substance” means alcoholic beverages, controlled dangerous substances, including anabolic steroids, as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4 and over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

“Substance abuse” means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

“Evaluation” means those procedures used by a certified or licensed professional to make a positive determination of a pupil's need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the pupil or the pupil's family.

“Intervention” means those programs, services, and actions taken to identify and offer help to a pupil at risk for learning, behavior, or health difficulties.

“Referral for treatment” means those programs and services offered to a pupil or his or her family to help implement the recommendations of an evaluation or in response to the family's request for assistance with a learning, behavior, or health difficulty.

“School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land.

Discipline N.J.S.A. 18A:40A-10; 18A:40A-11
N.J.A.C. 6A:16-4.1(c)2.; 6A:16-6.3(a)

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, including on school buses or at school-sponsored functions according to N.J.S.A. 18A:40A-9, 10, and 11.

A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offenses, the nature of the problems and the pupil's needs. Discipline may include suspension or expulsion. The Board may establish consequences for a pupil not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The Superintendent and/or designee will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A:16-6.3(a).

Instruction N.J.S.A. 18A:40A-1 et seq.
 N.J.A.C. 6A:16-3.1

The Board shall provide a comprehensive program of prevention, intervention, referral for evaluation, referral for treatment, and continuity of care for pupil alcohol, tobacco, and other drug abuse.

Identification, Evaluation, and Intervention

N.J.S.A. 18A:40A-11 through 18A:40A-17
N.J.A.C. 6A:16-3.1; 6A:16-4.1; 6A:16-4.2; 6A:16-4.3

Any educational staff member or other professional to whom it appears that a pupil may be under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.

An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the pupil, the Building Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 - 4.3(a)8.

If the written report of the medical examination is not provided within twenty-four hours of the referral of the pupil, the pupil shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the physician.

If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the pupil's physical or mental ability to perform in school, the pupil shall be immediately returned to school. If there is a positive determination from the medical examination indicating the pupil's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the pupil shall be returned to the care of the parent(s) or legal guardian(s) as soon as possible and attendance at school shall not resume until a written report verifies the pupil's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.

Removal of a pupil with a disability shall be in accordance with N.J.A.C. 6A:14.

While a pupil is at home because of the medical evaluation or after the pupil returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the pupil and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.

The Board may provide additional intervention and referral services for the pupil according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-8.

Whenever any teaching staff member, certified or non-certified school nurse, or other educational personnel shall have reason to believe a pupil has used or may be using anabolic steroids, that person shall report the matter in accordance with N.J.A.C. 6A:16-4.3(b)1.

The Building Principal or designee upon receiving such report shall immediately notify the parent(s) or legal guardian(s) and Superintendent and shall arrange for an examination of the pupil as soon as possible to determine whether the pupil has been using anabolic steroids in accordance with N.J.A.C. 6A:16-4.3(b)2.

The Superintendent will disclose to law enforcement authorities the identity of the pupil pursuant to the requirements of N.J.A.C. 6A:16-4.3(b)3.

A written report of the examination shall be provided by the examining physician to the parent(s) or legal guardian(s), Building Principal, and Superintendent.

If it is determined the pupil has used anabolic steroids, an appropriately certified school staff member(s) shall interview the pupil and others to determine the extent of the pupil's involvement with and use of anabolic steroids and the possible need for referral for treatment in accordance with N.J.A.C. 6A:16-4.3(b)5.

If the results of a referral for evaluation have positively determined the pupil's involvement with and use of anabolic steroids represents a danger to the pupil's health and well-being, an appropriately certified school staff member(s) shall initiate a referral for treatment to agencies and/or private practitioners as outlined in N.J.A.C. 6A:16-4.3(b)6.

In-Service Training N.J.S.A. 18A:40A-15(b)

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of pupils. The Board will provide time for the conduct of the program during the usual school schedule. In-service training shall prepare teachers to instruct pupils on

Substance abuse and inform teachers about the nature of substances, the symptomatic behavior associated with substance abuse, the availability of rehabilitation and treatment programs, the legal aspects of substance abuse, and Board policy and regulations on substance abuse.

Outreach to Parents N.J.S.A. 18A:40A-16; 18A:40A-17
N.J.A.C. 6A:16-4.1(c)7.

The Board will provide an outreach program to parent(s) or legal guardian(s) of pupils that includes information on the district's substance abuse curriculum, the identification of substance abusers, and rehabilitation organizations and agencies. The Superintendent is directed to develop the program in consultation with local agencies recommended by the Commissioner and to offer the program at times and in places convenient to parent(s) or legal guardian(s) on school premises or in other suitable facilities.

Records §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 USC, and Implementing Regulations, 42 CFR Part 2
N.J.S.A. 18A:40A-7.1

Notations concerning a pupil's involvement with substances may be entered on his/her records, subject to Policy No. 8330 regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school. Information regarding a pupil's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C. 290ee-3, and implementing regulations, 42 CFR Part 2.

If an elementary or secondary pupil involved in a school-based drug or alcohol counseling program provides information during the course of a counseling session in that program which indicates that the pupil's parent(s) or legal guardian(s) or other person residing in the pupil's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only with the pupil's written consent, to another person or entity whom the pupil specifies in writing in the case of a secondary pupil, or to a member of the pupil's immediate family or the appropriate school personnel in the case of an elementary pupil; pursuant to a court order; to a person engaged in a bona fide research purpose, except that no names or other information identifying the pupil or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or to the Division of Youth and Family Services or to a law enforcement agency, unless the information would cause a person to reasonably suspect that the elementary or secondary pupil or another child may be an abused or neglected child.

Nonpublic School Pupils N.J.S.A. 18A:40A-5; 18A:40A-17c

The Board will lend to pupils attending nonpublic schools located in this district and to the parent(s) or legal guardian(s) of such pupils educational materials on substance abuse prepared and supplied by the Commissioner. The loan of such materials shall be at no cost to the district.

Civil Immunity N.J.S.A. 18A:40A-13, 18A:40A-14;
N.J.A.C. 6A:16-4.3(c)

No civil action of any kind shall lie against any employee, officer or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers and agents of the Board.

Any educational or non-educational school staff member who in good faith reports a pupil to the Building Principal or designee in compliance with N.J.A.C. 6A:16-4.3 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

Reporting Pupils to Law Enforcement Authorities

N.J.A.C. 6A:16-6.3(a)

The Superintendent, or designee, shall report pupils to law enforcement authorities if the staff member has reason to believe a pupil is unlawfully possessing or in any way involved in the distribution of controlled dangerous substances, anabolic steroids, or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3(a). The Superintendent will not report pupils who have voluntarily sought treatment or counseling for a substance abuse problem provided the pupil is not involved or implicated in a current drug distribution activity.

The Superintendent or designee may, but need not disclose to law enforcement authorities the identity of a pupil suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a pupil suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical evaluation, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as appropriate, for the purposes of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol or other drugs or has been using anabolic steroids, provided the pupil is not reasonably believed to be in possession of a controlled dangerous substance or drug paraphernalia, and is not reasonably believed to be involved or implicated in drug distribution activities.

Policy Review and Accessibility

N.J.S.A. 18A:40A-10; 18A:40A-11

N.J.A.C. 6A:16-4.2(a) & (b)

The Board will annually review the effectiveness of Policy and Regulation 5530 on pupil alcohol and drug abuse. The Board shall solicit parent(s) or legal guardian(s), pupil and community input, as well as consult in the review process with local alcohol or other drug abuse prevention, intervention and treatment agencies licensed by the New Jersey Department of Human Services.

This policy and regulation shall be made available annually, at the beginning of the school year, to all school employees, pupils, and parent(s) or legal guardian(s). Each newly hired employee and transferred pupil will be offered this policy and implementing regulations on his/her arrival in the district.

N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq.

N.J.A.C. 6A:16-4.1 et seq.

Adopted: 29 March 2007

Revised: 18 October 2007

First (1st) Offense	Second (2nd) Offense
*All substance abuse offenses are cumulative throughout a student's enrollment in Woodstown-Pilesgrove schools grades 9-12.	
Definition	
Substance Abuse/Under the Influence/Possession of Alcohol or of a Controlled Dangerous Substance. This includes possession of drug paraphernalia or inhalants.	
Administrative Action (1st)	Administrative Action (2nd)
<ul style="list-style-type: none"> • Ten (10) day external suspension • Referral to SAC or designated counselor • Urine drug screen required • Parent/Guardian notification • Conference with the asst. principal and the parent(s)/guardian(s) • Student is ineligible for all school related activities for ninety (90) days effective the first (1st) day the student 	<ul style="list-style-type: none"> • Ten (10) day external suspension • Referral to SAC or designated counselor • Urine drug screen required • Parent/Guardian notification • Conference with the asst. principal and the parent(s)/guardian(s), counseling must take place before the stu-

<ul style="list-style-type: none"> • returns to school • Referral to the Woodstown Police and appropriate charges filed • Superintendent notification • Possible BOE expulsion hearing • Follow up random screenings • Placement in appropriate treatment program(s) if deemed necessary • Referral to SBYS 	<ul style="list-style-type: none"> • Student is readmitted to school • Student is ineligible for all school related activities for the remainder of the school year • Referral to Woodstown Police and appropriate charges filed • Superintendent notification • Possible BOE expulsion hearing • Follow-up random screenings • Placement in appropriate treatment program(s) • Referral to SBYS
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***All substance abuse offenses are cumulative throughout a student's enrollment in Woodstown-Pilesgrove schools grades 9-12.**

Definition

Possession/Sale/Distribution of a Substance on School Property/Activity

Administrative Action

- Ten (10) day external suspension
- Referral to student assistance counselor or designated counselor
- Parent(s)/Guardian(s) notification
- Conference with the principal, parent(s)/guardian(s), counselor
- Urine drug screen required
- Student is ineligible for all school related activities for the remainder of the year
- Referral to the Woodstown Police and appropriate charges filed
- Superintendent notification
- Board of Education expulsion hearing
- Interview with the school psychologist. A report will be sent to the asst. principal.
- Follow up random screenings
- Placement in appropriate treatment program(s)
- Zero tolerance policy invoked
- Referral to SBYS

**REMOVAL OF PUPILS FROM THE GENERAL EDUCATION PROGRAM
FOR WEAPONS/FIREARMS OFFENSES (Policy #5611)**

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to recognize that the presence or potential for presence of weapons and dangerous instruments in any school setting not only directly endangers the safety and well-being of all members of the school community but also undermines the educational environment and mission of the district. Appropriate and decisive response is necessary to minimize or eliminate these dangers and to ensure compliance with N.J.S.A. 18A:37-1, et seq. and the federal Gun-Free Schools Act.

PROHIBITION

A. The possession of any weapon and/or dangerous instrument by any person is prohibited on school properties or at any school-related activities. Students in possession of such weapons or dangerous instruments while en route to or from school shall also be subject to the conditions of this policy. This includes but is not limited to students who are being transported by bus or private passenger vehicle, who are walking, or who are riding bicycles to school. Furthermore, the conditions of this policy shall apply in cases where a pupil has been convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm.

The administration may grant prior permission for persons to possess certain weapons and dangerous instruments for theater production, security purposes, maintenance purposes, and/or other legitimate purposes pertaining to the operation and function of the schools. However, any person granted such permission who uses said weapon or instrument to assault or threaten another individual shall be subject to the conditions of this policy.

B. Definitions:

1. As used in this policy, the term "weapons and dangerous instruments," shall refer to any object readily capable of lethal use or of

- inflicting serious bodily injury. The term includes, but is not limited to, (1) all firearms, as defined by statute, N.J.S.A. 2C:39-1f and 18USC 921, even though not loaded or lacking a clip or other component to render them immediately operable; (2) components which can be readily assembled into a weapon; (3) gravity knives, switchblade knives, daggers, dirks, stilettos, or other dangerous knives, billies, blackjacks, bludgeons, sand clubs, metal knuckles, slingshots, leather bands studded with metal filings, razor blades imbedded in wood; (4) pen knives or regular pocket knives; and (5) stun guns or any weapon or other device which projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air. The term shall also include destructive devices, explosives, and fireworks as defined or described by statute, imitation firearms, and toy guns used with intent to threaten.
2. As used in this policy, the term, "possession" shall mean having, holding or carrying any weapons or dangerous instruments. Possession may be open or concealed. Possession includes possession of any carrying case or other container which has weapons or dangerous instruments in it or on it. Possession includes the ability to exercise control over weapons or dangerous instruments. Possession includes but is not limited to having the weapon or dangerous instrument on one's person as well as in areas such as lockers, closets, automobiles, book bags, coat pockets, and so on.

RESPONSE

A. Penalties:

1. Any district student in violation of this policy will be:
 - a. Suspended from school for a period of time as determined by Board of Education and school policies and New Jersey school law. If the violation involves firearms (reference N.J.S.A. 18A:37-1, et seq.), the suspension shall be no less than one calendar year. Suspension for other violations shall be up to one calendar year. The superintendent may recommend to the board of education modification of the suspension on a case-by-case basis.
 - b. Referred to the appropriate legal authorities, i.e. DYFS, police, prosecutor's office, etc. Persons in possession of an imitation firearm on school property, even if not used in a threatening manner, may be charged with a disorderly persons offense (N.J.S.A. 2C:39-5, et al).
 - c. Referred for a possible Board of Education expulsion hearing (Policy #5114.2).
2. Students who are readmitted after a period of suspension shall be on probation for a period of time during which time they will be banned from attendance at or participation in all extra-curricular activities.
3. As a condition of reinstatement, the Board of Education may also require that the student, along with his/her parents, be actively involved in family counseling.
4. Any person other than a district student in violation of this policy will be prohibited from school grounds and will be referred to the appropriate law enforcement agencies for prosecution.

B. Procedure:

1. Any person in violation of this policy shall be controlled to the extent safely possible. The person shall be taken to the principal's office where appropriate action shall be taken by the principal or designee.
2. The principal or designee shall immediately report any incident involving violent or threatening behavior and weapons and dangerous instruments to the police.
3. The principal or designee shall immediately report the incident to the superintendent or designee. The violence and vandalism incident report is to be completed according to time lines established by state law.
4. If a student is involved, the principal or designee shall immediately notify the parents.
5. Disposition of weapons and dangerous instruments:
 - a. The principal or designee shall immediately secure in the principal's office all weapons and dangerous instruments which have either been voluntarily relinquished to, or confiscated by, school employees.
 - b. The principal or designee will dispose of any and all confiscated or voluntarily relinquished weapons and dangerous instruments by turning them over to the police.
6. In the case of a student where the violation involves firearms (reference N.J.S.A. 18A:37-1, et seq.) or an assault upon a school employee (reference N.J.S.A. 18A:37-2.2, et seq.), school official, or another student with a weapon other than a firearm (reference N.J.S.A. 18A:37-2.2, et seq.), the student shall be removed immediately from the school's regular education program and placed in an alternative education school or program pending a required hearing before the district Board of Education:
 - a. The hearing shall take place no longer than 30 days following the day the pupil is removed from the regular education program.
 - b. The decision of the Board of Education must be made within five days of the hearing. An appeal to the Commissioner must

be within 90 calendar days of the Board of Education's decision.

- c. The superintendent may modify removal and alternative placement requirements on a case-by-case basis pending the Board of Education hearing.
7. In the case of a student where the violation does not involve a firearm or an assault with a weapon other than a firearm, the action shall be suspension and referral to the Board of Education as per Policy #5114.2.
8. The superintendent shall determine whether a pupil is prepared to return to the regular education program. This decision must be in accordance with N.J.A.C. 6:26, Intervention and Referral Services for General Education Pupils, in consultation with the principal of the alternative school program, and in accordance with the conditions resulting from the Board of Education hearing.
9. If the pupil is educationally disabled, the principal may remove him/her for a period of up to ten days without child study team involvement. Decisions as to suspension, expulsion, alternative placements, etc. shall be according to IDEA and N.J.A.C. 6:28, et seq.

Adopted 8/22/94

Revised 1/22/96; 11/18/96; 7/28/05

HARASSMENT, INTIMIDATION AND BULLYING #5512.01

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to prohibit acts of harassment, intimidation and bullying.

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students 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 harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

1. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. by any other distinguishing characteristic; and
3. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
4. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The Board of Education expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board of Education believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

The Board of Education believes that the best discipline is self-imposed and that it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

Based on broad community involvement (i.e., the use of a process that includes representation of parents/guardians and other community representatives, school employees, volunteers, students and administrators for the purpose of providing input regarding the development and content of the policy that is based on accepted core ethical values), the Board of Education shall develop general guidelines for student conduct and shall direct development of detailed regulations suited to the age levels of the students and the mission and physical facilities of the individual schools. Board policy requires all students in the district to adhere to the rules and regulations established by the school district and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules.

The Superintendent of Schools shall provide annually to students and their parents/guardians the rules of the district regarding student

conduct, and the policy shall appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for schools within the school district, including the student handbook. Provisions shall be made for informing parents/guardians whose primary language is other than English.

The policy shall:

1. Describe student responsibilities, including the requirements for students to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority;
2. Address appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success;
3. Explain student rights; and
4. Identify disciplinary sanctions and due process.

In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, school administrators should consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the case law, federal and state statutes, regulations and policies, and district policies and procedures. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

At each school, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the principal of each building or available at the school district office. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The principal and/or the principal's designee is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principals' designee shall conduct a prompt, thorough and complete investigation of the alleged incident.

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

In considering whether a response beyond the individual level is appropriate, the administrator should consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student behavior and the consequences of such actions and to involvement of law enforcement officers, including school resource officers.

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations and district policies and procedures.

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. A school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

The policy shall be disseminated annually to all school staff, students and parents, along with a statement explaining that it applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus. The Superintendent of Schools shall develop an annual process for discussing the school district policy on harassment, intimidation and bullying with students.

Adopted 6/26/03

**WOODSTOWN MIDDLE SCHOOL
DISCIPLINE CODE
2009 - 2010**

Code	Infraction	Occurrence					
		1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	Clarification
110	Aggravated assault	10 days ES Parent Conf. Possible charges	10 days ES Board hearing Charges				Unprovoked violence against another student causing bodily harm
925	Bus violation	Warning letter	1 week off bus Principal Conf.	2 weeks off bus Principal Conf.	3 weeks off bus		See policy 5131.1 in handbook for more info.
1010	Cell Phones	1-IS Confiscate return to parent only	2 IS Confiscate return to parent only	3 - IS- Confiscate return to parent only	4 IS/Principal Conf. Confiscate return to parent only	ES/Principal Conf. Confiscate / return to parent only	Visible or in use during the normal school day Cell phones may be used after normal school hours.
200	Cheating	1 detention Parent Notification	2 detentions Parent/Counselor Mtg.	1 IS Principal Conf I&RS Ref.	2 IS Principal Conf. I&RS Ref.	3-5 ES Principal Conf. I&RS Ref.	
800	Creating a disturbance	2 IS 2 detentions Principal Conf	3 IS 3 detentions Principal/Counselor Conf.	3 ES Principal Conf. I&RS Ref.	4 ES Principal Conf. I&RS Mtg.	5 ES Principal Conf. CST Ref.	
810	Creating a major disruption	1 ES Principal Conf.	2 ES Principal/Counselor Conf.	3 ES Principal Conf. I&RS Ref.	4 ES Principal Conf. I&RS Ref.	5 ES Principal Conf. Child Study Team Ref.	

500	Cutting administrative detention	2 detentions Parent conf. before returning to class	3 detentions Parent Conf. before returning to class	1 IS 1 detention Parent Conf. before returning to class	2 IS 2 detention Parent Conf. before returning to class	3 IS 3 detention Parent Conf. before returning to class	
300	Cutting class	2 detentions No credit for work missed	3 detentions No credit for work missed	IS Principal Conf.	2 IS Principal/Counselor Conf.	1 ES Principal Conf. I&RS Ref.	
510	Cutting teacher detention	2 detentions Parent Notification	3 detentions Principal Conf.	1 IS 1 detention Principal/Counselor Conf.	2 IS 2 detentions Principal Conf. I&RS Ref.	3 IS 3 detentions Principal Conf. I&RS Ref.	
820	Dangerous horseplay	2 IS 2 detentions Parent Notification	3 IS 3 detentions Principal Conf.	3 ES Principal Conf.	4 ES 3 IS Principal Conf.	5 ES Superintendent Conf.	Slapping, chasing
	Defacing or Damaging Agenda Book	1 detention Pay \$5 to replace book Parent Notification	2 detentions Pay \$5 to replace book Parent Notification	1 IS Parent Notification Pay \$5 to replace book	2 IS Parent Conf. Pay \$5 to replace book	1 ES Parent Conf. Pay \$5 to replace book	
600	Disrespect to a staff member	3 ES Principal Conf.	4 ES Principal/Counselor Conf.	5 ES Principal Conf. I&RS Ref.	10 ES Principal Conf. CST Ref.		Inappropriate language, gesture directed toward staff member
310	Disrupting classroom	1 detention Parent Notification	2 detention Parent Notification	3 detention Parent Notification	IS Principal Conf.	2 IS Principal Conf. I&RS Ref.	
900	Dress code violation-see handbook for additional guidelines	Warning Parent Notification	1 detention Parent Notification	2 detentions Parent/Counselor Mtg.	3 detentions Principal Conf. I&RS Ref.	IS Principal Conf. I&RS Ref.	All headgear, head covering, hats- worn or carried, bandanas and so on
320	Eating, drinking or chewing gum in class	1 detention Parent Notification	2 detention Parent Notification	3 detention	IS Principal Conf.	2 IS Principal Conf.	For the protection of technology, carpeting, furniture and health standards

130	Fighting	3 days ES Principal Conf. Possible charges	5 days ES Principal Conf. I&RS Ref. Possible charges	10 days ES Principal Conf. CST Conf. Supt. Conf. Possible Charges	10 days Board hearing	10 days Board hearing	
230	Forging or altering a pass	1 IS 1 detention Parent Notification	2 IS 2 detentions Parent Notification	3 IS 3 detentions Principal/Counselor Conf. I&RS Ref.	2 ES 1 IS Principal Conf. I&RS Mtg.	3 ES 2 IS Principal Conf. CST Ref.	From a teacher, administrator, parent or guardian
660	Gross Disrespect	5-10 ES Principal/Superintendent Conf. Possible Board hearing					Degrading comments made to a staff member
	Gross Insubordination	3 ES/Principal Conf.	4 ES 3 IS Principal Conf.	5 ES 4 IS Superintendent Conf.	5 ES 5 IS Board Hearing		Outright & gross defiance to follow teacher's directions after repeated warnings
	I.D. Badges *	No I.D. 4-9 times 1 detention Parent Notification	No I.D. 10-14 times 2 detentions Principal Conference	No I.D. 15-19 times 3 detentions Principal Conference	No I.D. 20-24 times I.S. Principal Conference	More than 25 times 2 I.S.	\$3 to replace lanyard \$5 to replace I.D. Badge At the end of each marking period IDCV will be set to zero.
210	Illegal note	1 IS 1 detention	2 IS 2 detentions	3 IS 3 detentions	2 ES 1 IS	3 ES 2 IS	Forging a parental note
410	In unauthorized area	1 detention	2 detentions	3 detentions	IS Principal Conf.	2 IS Principal conf	Areas where students are not permitted
610	Inappropriate behavior	1 detention	2 detentions	3 detentions	IS Principal Conf.	2 IS Principal Conf.	Any behavior that disrupts the educational process

650	Inappropriate displays of affection	Warning	1 detention	2 detentions	2 detentions	1 IS Principal Conf.	
620	Inappropriate language/gesture	1 IS 1 detention	2 IS 2 detentions	3 IS 3 detentions	2 ES 1 IS Principal Conf.	3 ES 2 IS Principal Conf.	Using profanity
630	Insubordination	1 ES Principal Conf.	2 ES Principal/Counselor Conf.	3 ES Principal Conf. I&RS Ref.	4 ES Principal Conf. I&RS Mtg.	5 ES CST Ref.	Failure to follow directions
905	Internal suspension violation	ES/IS Principal Conf.	2 ES/IS Principal/Counselor Conf.	3 ES/IS Principal Conf. I&RS Ref.	4 ES Principal Conf. I&RS Mtg.	5 ES Principal/Counselor Conf. CST Ref.	
400	Late to class more than 3 x	1 detention (4-9 late) Parent Notification	2 detention (10-14) Principal Conf. I&RS Ref.	3 detention (15-19) Principal Conf. I&RS Mtg.	IS (20-24) Principal/Counselor Conf. I&RS Mtg.	More than 25 ES Principal Conf. CST Ref.	
	Late to school	4-9 late 1 detention Parent Notification	10-14 late 2 detentions Principal Conf. I&RS Ref.	15-19 late 3 detentions Principal Conf. I&RS Mtg.	More than 20-24 lates ES Principal Conf. I&RS Mtg.	More than 25 lates ES Principal Conf. CST Ref.	Late to school past 8:10 2 detention
330	Leaving class without permission	1 detention Parent Notification	2 detentions Parent Notification	3 detentions Parent Notification	IS Principal Conf.	2 IS Principal Conf. / I&RS Referral	
1110	Leaving school without permission	1 IS Parent Notification	2 IS Principal Conf.	3 IS Principal / Counselor Conf. I&RS Ref.	3 ES Principal Conf. I&RS Mtg.	5 ES Principal Conf. CST Ref.	Includes not riding bus to and from SCVT
120	Making threatening remarks to a student (#'s 1-5) ----- To a staff member (#'s 4-5)	1 ES Principal Conf. Referred to authorities	3 ES Principal Conf. Referred to authorities I&RS Ref.	5 ES Principal Conf. Referred to authorities I&RS Ref.	5-10 ES Superintendent Conf. Referred to authorities CST Ref.	More than 10 ES Board hearing Referred to authorities	Making remarks threatening the emotional or physical well being of a student and/or staff member
420	Misuse of pass	1 detention	2 detentions	3 detentions	IS	2 IS	

		Parent Notification	Parent Notification	Parent Notification	Principal Conf.	Principal/Counselor Conf. I&RS Ref.	
350	Misuse of technology (Refer to acceptable use policy)	2 detentions Parent Notification	3 detentions Parent Notification	IS Principal Conf.	2 IS Principal/Counselor Conf. I&RS Ref.	1 ES Principal Conf. I&RS Ref.	Inappropriate use of Internet, printer, paper
220	Not following procedures/ unauthorized sign out	1 detention Parent Notification	2 detentions Parent Notification	3 detentions Parent Notification	IS Principal Conf.	2 IS Principal Conf. I&RS Ref.	
340	Not following teacher directions	1 detention Parent Notification	2 detentions Parent Notification	3 detentions Parent Notification	IS Principal Conf	2 IS Principal Conf. I&RS Referral	
1040	Possession of beeper/ pager	1 IS Confiscation File charges	2 IS Confiscation File charges	2 ES Confiscation File charges	5 ES Confiscation File charges Principal conf.	10 ES Confiscation	
1050	Possession of fireworks	2-10 days ES Confiscation of fireworks Parent Conf. Referred to authorities					
1000	Possession of non-school item	1 detention Confiscate return to parent only	2 detention Confiscate return to parent only	IS-Confiscate Return to parent only	2 IS Principal Conf. Confiscate ret. to parent	ES Principal Conf. return to parent	Possession and/or playing walkman, CD players, cards, radios, laser pointers, all other electronic devices, etc
1030	Possession of stolen property (major)	2 ES Principal Conf. Restitution Possible charges	3 ES Principal Conf. Restitution Possible charges I&RS Ref.	5 ES Principal/Parent Conf. Restitution Possible charges I&RS Mtg.	7 ES Superintendent Conf. Restitution Possible charges CST Ref.	10 ES Board hearing Restitution Possible charges	Items valued at more than \$50

1020	Possession of stolen property-minor	1 IS return or restitution Parent Conference possible charges	2 IS return or restitution Parent Conference possible charges I&RS Ref.	3 ES return or restitution possible charges Principal Conf. I&RS Mtg.	5 ES 3 IS return or restitution possible charges Principal Conf. CST Ref.	10 ES return or restitution Superintendent Conf. Possible Board Hearing	Items valued at less than \$50
1090	Possession of tobacco related items (matches, lighter, etc.)	IS	2 – IS	3 – IS	1-5 ES	1-5 ES	
920	Pulling fire alarm w/o cause	5 ES 5 IS 5 detentions Principal Conf. I&RS Ref.	10 ES Principal Conf. CST Ref.	ES Pending	Board Hearing	Board Hearing	
640	Sexual Harassment	1-10 ES Principal Conf Parent notified Affirmative Action notified Police notified	Same as 1st	1-10 ES Superintendent Conf Affirmative Action notified Police notified Parent notified			See sexual harassment policy for additional information
100	Simple assault	3 days ES Principal Conf. Possible charges	5 days ES Principal/Counselor I&RS Ref. Possible charges	10 days ES Superintendent Conf.	10 days Board Hearing	10 days Board Hearing	Unprovoked violence against another student attempting to do bodily harm
945	Tampering w/fire extinguisher	3 ES 2 IS Restitution or restoration Referral to authorities					
930	Terrorist Threats against staff, students and/or faculty	Immediate ES Possible Board Hearing	Hearing on Expulsion	Referral to police	Possible	Charges	
830	Throwing objects	1 detention Parent Notification	2 detentions Parent Notification	3 detentions Parent Notification	IS Principal Conf.	2 IS Principal Conf.	
950	Trespassing on school	3 ES					(while on suspension)

	grounds/activities						
1100	Truancy	2 IS 2 detentions No credit for work missed	3 IS 3 detentions Principal conf. No credit for work missed	2 ES Principal/Counselor Conf. No credit for work missed I&RS Ref.	3 ES Principal Conf. No credit for work missed I&RS Ref.		No such thing as half or partial day
1060	Use of fireworks	See weapons policy					
915	Use of tobacco product	3 ES Principal Conf Possible charges	4 ES Principal/Counselor I&RS Ref. Counseling Program Possible Charges	5 ES Principal Conf. I&RS Mtg. Counseling Program Possible Charges	10 ES Superintendent Conf. Possible Charges		To include possession of any/all tobacco products
700	Vandalism - Damaging school property-minor	1 IS restitution	2 IS restitution Principal Conf.	3 IS restitution Principal Conf. I&RS Ref.	4 IS restitution Principal Conf. I&RS Ref.	5 IS restitution Principal Conf. CST Ref.	
710	Vandalism-Damaging school property-major	2 ES restitution Possible Charges	3 ES restitution Principal Conf. Possible charges I&RS Ref.	4 ES restitution Principal Conf. Possible charges I&RS Mtg.	5 ES restitution Superintendent Conf. Possible charges CST Ref.	10 ES restitution Superintendent Conf. Board Hearing	
940	Violating the rights of another student	1-10 detention/IS/ES Parent contact Referral to authorities if necessary and/or referral to counseling					Provoking a fight, hazing, verbal abuse, threatening, harassing or bullying another student. Includes inappropriate comments or behavior which denigrates race, ethnicity, religion or gender

935	Weapons/explosives and dangerous instruments	Immediate ES Parent conf. Confiscation of weapon and referred to authorities Board. Of Ed hearing for possible expulsion	See weapons policy in student handbook				See Policy 5131.8 in student handbook for more information
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1. I.D. badges are to be worn at all times throughout the school day. The I.D. badge must be worn around the neck on a breakaway lanyard and must be visible at all times.
 - WMS will provide the lanyard and there will be a \$3.00 fee assessed to replace the lanyard.
 - If a student does not wear their I.D. badge, a warning will first be issued then subsequent infractions will result in discipline. (See I.D. Badges in the Discipline Code)
2. If a student loses their I.D. badge, a \$5.00 fee will be assessed for replacement of the badge.
3. The I.D. badge will allow the students to receive lunch via PowerLunch, access to the internet, library, school functions and other aspects that arise in the future. Examples of school functions are school dances, plays, athletic events, and any other school based function.
4. I.D. badges are property of the WMS and must be kept in good condition. The badge cannot be altered, decorated, or defaced in any way. Those found in violation of this rule will be subject to a fine and disciplinary action.