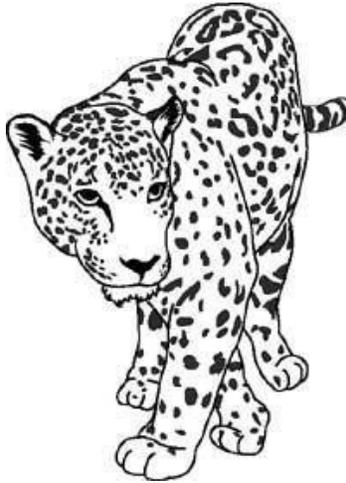


**Thomas R. Grover Middle School  
Student-Parent Handbook  
2023-2024 - School Year**



10 Southfield Road  
West Windsor, New Jersey 08550  
Phone: (609) 716-5250  
Fax: (609) 716-5270

School closings or delays, press 1 Main office, press 3 or ext. 5251

Nurse's office press 5 or ext. 5266

**To report a student absent, call: Tel-Safe 609-716-5250 ext. 5260**

District website: [www.ww-p.org](http://www.ww-p.org)

**Principal**

**Dr. Jonathan Dauber**

**Assistant Principals - Grades/Teams**

Evangelos Malakates - All 7th Grade; Teams 6M & 6S

Janet Bowes (Interim for start of school year) - All 8th Grade; Teams 6T & 6G

# THOMAS R.GROVER MIDDLE SCHOOL

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## THOMAS R. GROVER CLASS SCHEDULES

Primary Middle School Schedule - 2022-2023 School Year						
Start time	End Time	Pd. Mins.	Period	6th Grade	7th Grade	8th Grade
7:40 AM	8:24 AM	44	1	Team	Team	WL/E/PE/C
8:28 AM	9:08 AM	40	2			WL/E/PE/C
9:12 AM	9:52 AM	40	3	WL/E/PE/C	Team	Team
9:56 AM	10:36 AM	40	4	WL/E/PE/C		
10:40 AM	11:21 AM	41	5	Team Extension	Lunch	WL/E/PE/C
11:24 AM	12:05 AM	41	6	Lunch	WL/E/PE/C	Team Extension
12:08 AM	12:49 PM	41	7	WL/E/PE/C	Team Extension	Lunch
12:53 PM	1:17 PM	24	WIN	WIN - What I Need	WIN - What I Need	WIN - What I Need
1:21 PM	2:01 PM	40	8	Team	WL/E/PE/C	Team
2:05 PM	2:45 PM	40	9		WL/E/PE/C	

90-Minute Delay Schedule - 2022-2023 School Year						
Start time	End Time	Pd. Mins.	Period	6th Grade	7th Grade	8th Grade
9:10 AM	9:42 AM	32	1	Team	Team	WL/E/PE/C
9:46 AM	10:17 AM	31	2			WL/E/PE/C
10:21 AM	10:52 AM	31	3	WL/E/PE/C	Team	Team
10:56 AM	11:27 AM	31	4	WL/E/PE/C		
11:31 AM	12:12 PM	41	5	Team Extension	Lunch	WL/E/PE/C
12:15 PM	12:56 PM	41	6	Lunch	WL/E/PE/C	Team Extension
12:59 PM	1:40 PM	41	7	WL/E/PE/C	Team Extension	Lunch
1:43 PM	2:14 PM	31	8	Team	WL/E/PE/C	Team
2:18 PM	2:45 PM	27	9		WL/E/PE/C	
NO WIN ON 90 MINUTE DELAY				NO WIN	NO WIN	NO WIN

Planned Early Dismissal - 2022-2023 School Year						
Start time	End Time	Pd. Mins.	Period	6th Grade	7th Grade	8th Grade
7:40 AM	8:10 AM	30	1	Team	Team	WL/E/PE/C
8:13 AM	8:39 AM	26	2			WL/E/PE/C
8:42 AM	9:08 AM	26	3	WL/E/PE/C	Team	Team
9:11 AM	9:37 AM	26	4	WL/E/PE/C		
9:40 AM	10:06 AM	26	5	Team Extension	Lunch	WL/E/PE/C
10:09 AM	10:35 AM	26	6	Lunch	WL/E/PE/C	Team Extension
10:38 AM	11:04 AM	26	7	WL/E/PE/C	Team Extension	Lunch
11:07 AM	11:22 AM	15	WIN	WIN - What I Need	WIN - What I Need	WIN - What I Need
11:25 AM	11:51 PM	26	8	Team	WL/E/PE/C	Team
11:54 AM	12:20 PM	26	9		WL/E/PE/C	

## ACADEMIC PROGRAMS AND ACTIVITIES

<b>6<sup>th</sup> Grade Coursework</b>	<b>7<sup>th</sup> Grade Coursework</b>	<b>8<sup>th</sup> Grade Coursework</b>
<ul style="list-style-type: none"> <li>● Integrated Reading &amp; Language Arts</li> <li>● Social Studies</li> <li>● Science</li> <li>● Mathematics</li> <li>● World Language:                             <ul style="list-style-type: none"> <li>○ Chinese</li> <li>○ French</li> <li>○ German</li> <li>○ Spanish</li> </ul> </li> <li>● Physical Education</li> </ul>	<ul style="list-style-type: none"> <li>● Integrated Reading &amp; Language Arts</li> <li>● Social Studies</li> <li>● Science</li> <li>● Mathematics</li> <li>● World Language:                             <ul style="list-style-type: none"> <li>○ Chinese</li> <li>○ French</li> <li>○ German</li> <li>○ Spanish</li> </ul> </li> <li>● Physical Education</li> </ul>	<ul style="list-style-type: none"> <li>● Integrated Reading &amp; Language Arts</li> <li>● Social Studies</li> <li>● Science</li> <li>● Mathematics</li> <li>● World Language:                             <ul style="list-style-type: none"> <li>○ Chinese</li> <li>○ French</li> <li>○ German</li> <li>○ Spanish</li> </ul> </li> <li>● Physical Education</li> </ul>
<b>*PRISM (Accelerated &amp; Enriched)</b>	<b>*PRISM (Accelerated &amp; Enriched)</b>	<b>*PRISM (Accelerated &amp; Enriched)</b>
<b>6<sup>th</sup> Grade Cycle 35 Days</b>	<b>7<sup>th</sup> Grade Cycle 30 Days</b>	<b>8<sup>th</sup> Grade Cycle 60 Days</b>
<ul style="list-style-type: none"> <li>● Music</li> <li>● Art</li> <li>● Computer Literacy</li> <li>● Life Skills</li> <li>● Health</li> </ul>	<ul style="list-style-type: none"> <li>● Music</li> <li>● Art</li> <li>● Industrial Technology</li> <li>● Life Skills</li> <li>● Health</li> <li>● Computer Literacy</li> </ul>	<ul style="list-style-type: none"> <li>● Music</li> <li>● Art</li> <li>● Health</li> </ul>
<b>6<sup>th</sup> Grade Elective Courses 1 Elective out of 3 Ranked Choices</b>	<b>7<sup>th</sup> Grade Elective Courses 1 Elective out of 3 Ranked Choices</b>	<b>8<sup>th</sup> Grade Elective Courses 2 Electives out of 4 Ranked Choices</b>
<ul style="list-style-type: none"> <li>● Band</li> <li>● Choir</li> <li>● Orchestra</li> <li>● Communication Arts</li> </ul>	<ul style="list-style-type: none"> <li>● Art</li> <li>● Band</li> <li>● Choir</li> <li>● Orchestra</li> <li>● Creative Woodworking</li> <li>● Performing Arts</li> <li>● Broadcast Journalism</li> <li>● Computer Applications</li> <li>● Exploring Design &amp; Engineering</li> </ul>	<ul style="list-style-type: none"> <li>● Art</li> <li>● Band</li> <li>● Choir</li> <li>● Orchestra</li> <li>● Creative Woodworking</li> <li>● Performing Arts</li> <li>● Computer Graphics</li> <li>● Computer Programming</li> <li>● STEM</li> <li>● Creative Baking &amp; Cooking</li> <li>● Exploring Design &amp; Engineering</li> <li>● TV Productions</li> <li>● Foods Around the World</li> </ul>

**\*PRISM (Performance Revealing Individual Student Magic)** “Gifted behavior is when high ability, creativity and task commitment intersect” (Renzulli). **PRISM** is not required, does not have a teacher directed curriculum and is not graded. **PRISM** offers a variety of individual and group activities (our **PRISM** “curriculum”) as well as state and national programs that allow students to use enriched and accelerated **research, creative problem solving/critical thinking** and **communication skills** (ROGATE, Cognetics, Future Problem Solving, National History Day). Students benefit by having a time and a place to interact with like-minded learners who are self-motivated. Students use academic Extension Time or their lunch periods to pursue their PRISM interests.

## AFTER SCHOOL SUPERVISION

Students may stay after school if they are participating in school-sponsored activities, meeting with a teacher, or completing a specific assignment in the Media Center under the supervision of a teacher. **STUDENTS MAY NOT BE IN THE BUILDING UNLESS THEY ARE SUPERVISED.**

### Attendance

Students are expected to have regular attendance throughout the day and to be on time for school. Please try to schedule doctor visits or appointments after the school day. In order to be eligible for co-curricular activities including sports, a student must be present for at least four hours of school.

For specific details, please refer to the WW-P District [Attendance Policy](#) or the [Attendance Policy FAQ Document](#).

**Reporting an Absence or Tardy Arrival** - Parents of students who will be absent or late to school must put it into Genesis (preferred) with the reason OR call Tel Safe (716-5250, ext. 5260) before 8:00 A.M. Parents must spell the student's name, team, reason for absence, and date through Tel Safe. **Both TEL SAFE/Genesis are AVAILABLE 24 HOURS PER DAY.**

**Absences/Tardy Arrivals** - With full-day absences, parents must put into Genesis the student's name and reason OR call Tel Safe (609-716-5250 ext. 5260) to notify the school when their child will be late to school. Upon arriving tardy for any reason, students **must** report to the attendance office. Your child will be marked absent until they arrive at school, even with a tardy. Once the student arrives at school, the attendance office will update Genesis with a tardy and the reason.

**Early Dismissals** - Students that need to be dismissed before the end of the day must submit their early dismissals through the pick-up release tab (available until 12pm) in Genesis OR give their parent notes to the **attendance office (not their first period teachers)** PRIOR to the start of school. Please do not put an early dismissal as a tardy. In the event of an unexpected early dismissal, parents need to advise the attendance office through Genesis or by phone before picking up students. Adults must go to the Eyes on the Door staff member to sign out all students leaving early.

**Extended Absences** - Regular attendance in school is of the utmost importance. Should students need to be absent for an extended period, parents should still input the students absences into Genesis. For absences that are more than ten days, parents will also receive an Extended Absence Form (after completing the absences in Genesis) to fill out that goes directly to central registration.

Students should not have more than 14 unexcused absences for the **entire school year**. If you have more than 14 unexcused absences, you may need to re-enroll with central registration. Students will be able to make up class work AFTER their return to school. Teachers will not give out work PRIOR to travel or long-term absences. In addition, there is no virtual programming/classes offered for student's traveling or absent from school due to illness, etc.

## SCHOOL CLOSING

**Cancellation** - In the event that inclement weather forces the cancellation of school, the decision to cancel will be made as early as possible. Please check the district website ([www.ww-p.org](http://www.ww-p.org)) or District App for up to date district information. The information will also be shared via email and text message from School Messenger (signup required for texts) and via the District's social media accounts. **In order to sign up for alerts, from WW-P, text "Y" to 67587 from your cell phone that is listed in the Genesis Parent Portal. For more information, use this link: [WWPRSD Communication System](#)**

**Early Closure** - Should it become necessary to close school during the day because of ice, snow, sleet, etc., an announcement will be posted on the district website and students will be sent home from school. Should it become necessary to close school during the day, parents will be notified in the same manner as for a full day closing. Parents are discouraged from driving to the school to pick up their children. All students should be riding home on their assigned buses unless parents have notified the school of other arrangements. Please plan for this type of emergency with your children and, if necessary, with their care providers. Once again, **PLEASE PLAN FOR THIS TYPE OF EMERGENCY.**

## ITEM DROP-OFF

**Item Drop-Off Procedures** - Should it become necessary to bring forgotten items to school, parents should follow drop-off procedures posted at the security station. Items should be brought to school before the student's assigned lunch period. Staff will not interrupt instructional time to inform students about the items. These items will only be distributed during their respective grade level lunch periods.

Electronic devices, money, and keys should be brought directly to the main office. **Chomebooks are available at Grover for students who need a daily loaner.** Please do not bring a Chromebook to school if it is forgotten at home. **GMS will not assume responsibility if electronic items are left in the bins, or if any items are lost, stolen or damaged.**

**Health Related Items** - Health related items such as eyeglasses, medicine, etc., and other emergency items should be brought to the nurse's office.

## DANCES & OTHER SCHOOL ACTIVITY GUIDELINES

- Any student who is absent from school or suspended on the day of a dance, practice, athletic event, or any other school activity may not attend.
- Students will not be permitted entry into a dance after the first hour unless previous arrangements have been made with an administrator or activity sponsor.
- If a student loses the ID, a dance pass must be obtained to attend the dance.
- Students who show up to the dance without an ID or a pass will be issued a warning on the first occurrence. A second occurrence will result in the student being denied admittance into the dance.
- Guests are not allowed at dances.
- Cell phones are held to the same standards as in the school day.
- Appropriate dress and behavior is expected as per the Code of Conduct.
- Students are not permitted to leave the dance before the designated time unless a parent comes in the building to meet them.

Any student who is not picked up within 15 minutes of the ending time may be excluded from attending the next scheduled grade level dance/activity night.

## DRESS CODE

The Board of Education recognizes each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preferences. The Board authorizes Building Principals at each level to adopt and enforce reasonable standards to ensure that pupil's dress and grooming does not affect the educational program of the schools.

Pupils wearing clothing or engaging in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; causes excessive wear or damage to school property; or prevent the pupil from achieving his/her own educational objectives because of blocked vision or restricted movement shall be subject to disciplinary action. N.J.S.A. 18A: 11-1; 18A:11-7; 18A:11-8; 18A:11-9

## EXPECTATIONS FOR ACADEMIC INTEGRITY

Grover students must recognize that integrity is an important personal attribute that extends to the preparation and representation of their academic work. As such, Grover students will:

- Work independently, without assistance from others and not give assistance to others unless permission is given by the teacher with regard to a specific assignment.
- Prepare themselves properly for a test or graded assignment without accepting information in advance from others who have already taken it. They must not disseminate information to anyone who has not yet taken a test or worked on a graded assignment.
- Follow teacher direction for the taking of tests or graded assignments without the use of notes or other sources of information unless specifically allowed to do so.

- Cite outside sources properly following MLA format and teacher direction as needed. Failure to do so would be considered plagiarism.
- Present work as their own without misrepresenting the truth in order to obtain special consideration or privilege.
- Use technology in an appropriate and legal manner.

**Violation of the Academic Integrity code will result in appropriate consequences including but not limited to a failing grade. (Specify sequence of discipline: First offense handled in class by teacher. Subsequent offenses handled by administration)**

**STUDENT RIGHTS**

- Be informed about expectations for their behavior
- Be treated with respect and dignity
- Attendance in safe and secure school environments
- Express their opinions and feelings appropriately
- Learn constructive means to settle disagreements or problems
- An education that supports students' development into productive citizens
- Due process and protections pursuant to law and code

**STUDENT RESPONSIBILITIES**

- Exhibit self-control on school premises, on the school bus, and at school activities
- Remain within the area assigned for a specific activity
- Demonstrate respect for the authority of all school personnel
- Maintain and respect school and private property
- Speak to and treat adults and other students with respect
- Avoid placing themselves or others in danger of physical harm
- Help keep the school clean and attractive
- Use constructive means to settle disagreements or problems

**FIRE AND SAFETY DRILL PROCEDURES**

As of October 2010, New Jersey school law requires one fire and one safety drill per month. Procedures for these drills will be reviewed with all students and posted in each classroom. Parents and guardians will receive an email notification upon completion of a safety drill.

**GENESIS**

Teaching staff will report student progress, grades, attendance, and comments through Genesis to keep students and parents apprised of on-going student progress and other pertinent information. Parents may access Genesis through the link on the school website, [www.ww-p.org](http://www.ww-p.org). Further instructions may be found by selecting "District Public Site" or "Genesis for Parents". **For support with Genesis, contact [WWPSIS@wwprsd.org](mailto:WWPSIS@wwprsd.org)**

**GRADING SYSTEM**

The following symbols are used to represent grades:

**EFFORT GRADE CONDUCT**

- O - Outstanding
- S - Satisfactory
- N - Needs Improvement

M - Medical Excuse

- NM - No Mark
- I - Incomplete
- P - Passing

**SUBJECT GRADE NUMERICAL VALUE**

- A 90% - 100%
- B 80%-89%
- C 70%-79%

- D 60%-69%
- F 59% & BELOW

## HEALTH SERVICES

**Health Office** - The nurse is available for treatment of minor injuries or illness and for discussion of any health concerns. Students must report to the health office with a pass from their teacher. Students will check in to the nurse's office via Chromebook upon entering and will check out when leaving.

**Physical Education Excuses** - Students may be excused from P.E. class for one to three days with parental notes submitted to the nurse. Notes must detail the reason for the excuse and be presented to the nurse at the beginning of the school day. Students who are unable to participate in P.E. class for more than three days must submit doctor's notes. Students **may not** participate in a sport if they did not participate in gym class that day.

**Medicines** - All medicines, which include those from over-the-counter, must be administered by the nurse and be accompanied by a doctor's order. Students who require one day of non-prescription medication may take it to the nurse's office with a note from a parent or guardian.

**Accidents** - The school attempts to provide an environment in which the student will be safe from accidents. If an accident or sudden illness occurs, first aid will be administered and the student's parents notified. No care beyond first aid will be given by the school physician or nurse.

## HOMEWORK

- Homework should be related to classroom lessons and be assigned to students when appropriate. Reading is a life skill and students should be reading daily. If other assignments are given, they should be related to the general or special area classroom lessons and should not exceed a combined total of 15 minutes in total per day.
- Teachers on each grade level or team will meet to review time estimates of homework to be assigned. Major tests that require substantial periods of preparation will be taken into consideration in determining the total estimated homework load. To the degree reasonably possible, teachers should announce long term assignments and assessments in advance so that students can plan accordingly.
- Each student must have a system for tracking homework assignments and upcoming assessments in each class; parents should be aware of this system. A student who has been absent from school will be given an opportunity to make up necessary homework assignments. The assignments are to be completed during a period equal to the length of his/her absence. That period may be extended for the completion of long term assignments.

## LIBRARY MEDIA CENTER

The Library Media Center is the hub of many school programs; it is open from 7:40 a.m. until 2:50 p.m. Its quiet atmosphere is conducive to reflective and productive learning. Students may enter the media center with a scheduled class or with a pass from a teacher. The media center is available for students to work on computers, complete assignments, study, research, read, peer tutor, consult magazines, scan documents, use the copy machine, etc. Students may check out a maximum of three books for a two-week lending period; overdue notices are sent via student and parent email.

## LOCKERS

Students are assigned hall and gym lockers. Students are assigned combinations and should not give their combinations to anyone else. Locks are issued for gym lockers, and students are responsible for maintaining these locks. Students should report any lockers that are in need of repair to the main office. Lockers may not be used to store any item that is dangerous, illegal, stolen, or not permitted in school. Lockers remain the property of the school and can be searched.

## LUNCHROOM (COMMONS)

Lunch is a time to **quietly** enjoy the company of friends. Students should exercise courtesy in going through the lunch lines. No more than six students should sit at each table. When students finish eating, they should clean tables of all trash. Students may use the bathrooms in the Commons. At all times, students should treat each other, the staff, and the supervisors with respect.

Students will be assigned to specific lunch and recess times by grade level teams. All students will participate in outdoor recess on days that are dry and above freezing; indoor recess will be held in the theater on inclement weather days. Students may choose their table assignments within their designated lunch. **STUDENTS MAY NOT SWITCH LUNCH/RECESS TIMES**

If students do not attend their assigned lunch/recess, it will be considered as class cutting, and appropriate consequences will be administered.

- Electronic devices may not be used during lunch/recess.
- Students may bring their lunch or purchase lunch and/ or snacks during their lunchtime. The District will continue to utilize PaySchools Central as the food service payment system. PaySchools Central provides families with easy access to meal account information, to make school lunch fund deposits, and to apply for free and reduced meals. Instructions on creating an account can be found [here](#). Payment for lunch is required at the time of purchase. Parents are expected to be aware of the status of their child's account. In the event of a negative balance, the account must be resolved before further lunch can be purchased.
- Payment for lunch is required at the time of purchase. Parents are expected to be aware of the status of their child's account. In the event of a negative balance, the account must be resolved before further lunch can be purchased.
- Deliveries of **outside purchases** by either parents or restaurants are discouraged and will not be accepted or permitted in the commons unless prior arrangements have been made through the office.
- **All food and drink must be consumed in the commons – no food or drinks may be taken out of the commons; purchases or use of vending machines may occur only during students' designated lunch periods.**

## OTHER SCHOOL INFORMATION

**Passes** - Students need passes every time they leave the classroom. Passes are issued for bathroom use, visiting another teacher, nurse, or guidance counselor. Students need passes to enter classes when they are tardy.

**Lost & Found** - Lost books, purses, eyeglasses, keys, jewelry, and money are secured in the main office. Clothing is stored in the Commons. All unclaimed items are donated to charity. Every effort should be made to claim items as soon as they are lost.

**Litter** - Students should take pride in the school and help keep the building and school grounds clean by depositing waste items in the wastebasket. Students should periodically clean out their lockers to reduce litter in the concourses and hallways.

## PERSONAL ITEMS

Students are asked to be extremely careful about bringing valuable items to school. Personal items should not be left unattended at desks, in classrooms, open areas of the school, or in unlocked lockers. **Personal items should be locked in the lockers provided (hallway and gymnasium).** School is not responsible for lost or stolen articles.

**Personal Electronic Devices** should be secured in student lockers (hallway and gymnasium) and not be utilized during the school day unless specifically directed by the teacher. Once again the school is not responsible for lost or stolen articles.

## RIGHTS OF ACCESS & ELECTRONIC DEVICES

**Privacy Issue** - Access to the District's Communication and Internet system is intended for educational purposes consistent with the terms of this policy and regulation. In order to ensure that the policy and regulation are being complied with, the district retains the right to search and access all computer files created or stored on District owned computers. The Board directs authorized personnel to monitor network activity, in any manner necessary, to maintain the integrity of the system and to ensure proper use thereof. All other users, however, shall respect the rights of others and shall not attempt to access files of others not intended to be for public or district wide inspection.

## ACADEMIC FREEDOM/SELECTION OF MATERIALS

When using the Internet for class activities, teachers will select materials that are appropriate in light of the age of the students and that are relevant to the course objectives. Teachers will preview any materials and sites they specifically require or recommend students access to determine the appropriateness of the material contained on the website. Teachers will provide guidelines to assist their students in channeling their research activities effectively and properly.

## **ELECTRONIC DEVICES**

Personal gaming systems, laser pointers, and other entertainment devices are not permitted in school at any time. Cell phones and smart devices capable of accessing the internet should be turned off and stored in the student's assigned locker during school hours (7:40 a.m. – 2:50 p.m.). Cell phones must be kept away and out of sight. A student having the phone on their person out of sight will not be considered a discipline concern unless it's a distraction to themselves or others.

**GMS will not assume responsibility if electronic items are lost, stolen or damaged. Students violating the rules for their use will have the items confiscated and will receive disciplinary action as stated in the discipline code.**

## **SCHOOL COUNSELING**

Our counseling program is an integral part of the middle school experience.

**Grade Level School Counselors** - Students are assigned to counselors who remain with them throughout their middle school years. School counselors are available to help students on an individual as well as group basis. Counselors assist students and their parents as they adjust to all facets of middle school life. Students may see their counselors at any time, but they are encouraged to stop by before school to obtain a pass. Students must see their counselors regarding schedule changes and withdrawal from school.

**Student Assistance Counselor (SAC)** - The Student Assistance Counseling Program addresses the non-academic needs of students, including, but not limited to, social and family issues, anxiety, stress, mental health, substance abuse, friendships, peer mentoring, leadership, grief/loss, eating disorders, sexual orientation, gender identity, and school culture. Student Assistance Counselors are confidential counselors who provide prevention and early intervention services to help students and their families receive the help and resources needed for improving overall well-being. The goal is to help students thrive socially, emotionally, and personally in order to live a healthy lifestyle and achieve their full potential.

### **Multi-Tiered Systems of Support/Intervention & Referral Services (I&RS) - [I&RS FAQ](#)**

The West Windsor-Plainsboro Regional School District mandates each school to possess a building-based process for maximizing student achievement and supporting students' social, emotional, academic, and behavioral needs from a strengths-based perspective. MTSS is a framework that proactively and preventatively integrates data and instructional strategies to support students. MTSS/I&RS teams at the school-level collaborate to gather and analyze student data, design tiered interventions to ensure student growth and create action plans to support students within the general education setting.

**Who sits on the MTSS/I&RS teams?** Team members vary depending on need but typically include a school counselor, teacher, administrator, interventionists, school nurse and a member of the Child Study Team.

**The 2<sup>nd</sup> Floor Youth Hotline** *The 2<sup>nd</sup> Floor Youth Hotline*® is a free, anonymous and confidential helpline available 365 days a year. Monmouth and Mercer County youth can call *2<sup>nd</sup> floor*® at 888-222-2228 to speak with Master's Level professionals and trained volunteers who listen carefully and compassionately to whatever is on their mind. Visit [www.2ndfloor.org](http://www.2ndfloor.org) for up-to-date information about contests, surveys, comprehensive resource links page and our NEW message board!

## **SCHOOL MASCOT AND COLORS**

The jaguar is the mascot of Thomas R. Grover Middle School. The jaguar symbolizes strength, courage, sophistication, and enthusiasm. The school colors are black and gold representing intelligence, dignity, and pride.

## **SCHOOL PROPERTY/TEXTBOOKS**

Students are responsible for the care of all school items they use. This includes textbooks, library materials, science and physical education equipment, life skills materials, and art and technology supplies. In order to prolong the life of textbooks, all textbooks should be covered with the student's name and class written on the cover. All obligations for lost or damaged property must be paid before the end of the school year. School computer privileges will be denied until obligations are met.

## STUDENT GOVERNMENT

Student Council organizes school activities and serves as a liaison to the school administration. The executive board is comprised of seventh and eighth grade students who are elected in the spring. Elections for three at-large members from each team are held in the fall. These members are responsible for reporting the decisions of the student council to their peers. The Student Council participates in the New Jersey Association of Student Councils.

## TECHNOLOGY

School computers and supporting technology are to be used exclusively for school assignments. It is the responsibility of the students to protect their personal identification numbers and passwords. Students who do not abide by the district computer use policy, risk losing their privileges on the school computers. A more detailed description of the computer use policy can be found near the end of this handbook. In addition, refer to BOE Policy #6142.10 for complete Communication/Internet Policy (available at [www.wv-p.org](http://www.wv-p.org)).

The use of personal mobile devices, such as laptops, cellular phones, tablets, pagers, or other electronic signaling devices, by students during the school day is subject to all applicable School and District policies and regulations concerning technology and personal mobile device use. A school day pertains to any on campus or off campus, school sponsored activity. Personal mobile devices may be used at the discretion of school staff for educational purposes. When not in use, it is expected that personal mobile devices brought to school by a student are to be turned off and remain in the student's locker throughout the school day. **Communication between students and parents/guardians should be made through the Main Office.**

### Basic Rules for Computer Use

1. Users are responsible for their own individual account.
2. Computers are a tool for all students to use.
3. Students may not modify hardware/software in any way. Tampering with or altering any system settings or an administrator account is prohibited.
4. Game playing and/or the installing a game are not permitted on any computer, unless it is part of a class assignment.
5. Food or drink should not be consumed while working on a computer.
6. Social networking is not allowed during school hours. Inappropriate comments, pictures, etc. on Facebook, Twitter, Tumblr, Instagram, etc., may result in disciplinary action (including possible referral to the Police).

**If you discover any problem with a computer, report it to a teacher immediately.** Any act, which makes computer hardware or software inoperative in any way, will be considered vandalism. Copying software and/or files from a school computer will be considered stealing and will be reported to the police. Copying files created by other students for personal credit will be considered cheating.

**COMPUTER USE POLICY** In **Board Policy 6142.1 OR (2361R SEM)** Acceptable Use of Computer Network/Computers and Resources, the following guidelines for acceptable use of the district system are highlighted below (Please refer to discipline code for consequences for infractions):

### 1. Personal Safety (restrictions are for students only)

- A. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- B. Users will not agree to meet with someone they have met on-line without their parent's approval and participation.
- C. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

### 2. Prohibited Activities

- A. Users will not attempt to engage in “hacking” or otherwise seek to gain unauthorized access to the District system or to any other computer system through the District system or go beyond their authorized access. This includes attempting to log in through another person’s account or access another person’s files. These actions are illegal, even if only for the purpose of “browsing”.
- B. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal. c. Users will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

### 3. System Security

- A. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account.

### 4. Plagiarism and Copyright Infringement

- A. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- B. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

### 5. Inappropriate Access to Materials

- A. Users will not use the District system to access material that is profane or obscene (pornography), that advocates illegal acts or that advocates violence or discrimination towards other people (hate literature). For students a special exception may be made for hate literature if the purpose of such access is to conduct research, and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research. The Director of Technology may provide access to staff to sites blocked by filtering agents for purposes of research.
- B. The district will install and maintain filtering agents or other technical measures designed to block access to sites that contain visual depictions that are obscene, pornographic, and harmful to minors.
- C. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

**District Limitation of Liability** The District makes no warranties of any kind; either expressed or implied that the functions or the services provided by or through the district system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of services. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system.

### Due Process

1. The District will cooperate fully with local, state, or federal officials in any reasonable investigation concerning or relating to any illegal activities conducted through the district system.
2. All students suspected or accused of violating the District’s Acceptable User Regulation shall be provided with due process appropriate to the infraction and to the penalty for same, all in accordance with the District’s disciplinary code.
3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the disciplinary code, the violation will be handled in accordance with the applicable provision of the disciplinary code.
4. **GMS will not assume responsibility if a student’s personal items are lost, stolen or damaged.**

## **TRANSPORTATION**

**Bus Assignments** - Each student is assigned to a bus, which is to be ridden to and from school. Students **must** ride their designated buses unless parents have asked the school for other arrangements. Only in the event of an emergency and with the authorization of an administrator and the Transportation Department may a student be granted permission to ride a different bus.

**Bus Behavior** - Students are expected to cooperate with the bus driver while traveling to and from school. Students who do not behave appropriately will receive a warning for a minor offense. Disciplinary action will be taken for a major offense and parents will be contacted. If a second major offense occurs, students may be excluded from bus transportation. Bus transportation is a privilege; continuous infractions may lead to longer suspension of these privileges.

**Walking/Bicycles** - Students who would like to ride bicycles or walk to/from school must have parental letters on file in the main office. Bicycles should be parked in the designated racks and should be locked. Students are responsible for the care of the bicycles and must follow bicycle safety procedures.

## **STUDENT DISCIPLINE/CODE OF CONDUCT**

All district policies may be reviewed in their entirety on the district's website ([www.ww-p.org](http://www.ww-p.org)) and in the Board of Education policy manual, a copy of which is available for inspection and copying in the Board of Education office during normal business hours.

**District Philosophy** - The Code of Student Conduct has been developed to foster the health, safety, social, and emotional well-being of students, as well as support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments. The West Windsor-Plainsboro Regional School District promotes the achievement of high academic standards and the prevention of problem behaviors that would impede the educational progress. Parameters for the intervention and remediation of student problem behaviors at all stages of identification have been established. School responses to violations of the code of student conduct will take into account the severity of the offenses, the developmental ages of the student offenders and students' histories of inappropriate behaviors.

**GMS Philosophy** - When students exhibit unacceptable behavior or when they make poor decisions, it becomes necessary for them to accept responsibility for their actions. In some situations, the classroom teacher/team will address the unacceptable behavior. More serious situations will require the attention of an administrator. Disciplinary consequences may take many forms. Both the student and circumstances will be considered when determining the most effective and appropriate course of action. Administrators will use their professional judgment in each situation and will strive to act with consistency and fairness.

### **Restorative Practices**

The aim of restorative practices is to develop community and to manage conflict and tensions by repairing harm and relationships. The fundamental hypothesis of restorative practices is that human beings are happier, more cooperative, more productive and more likely to make positive changes in their behavior when those in positions of authority do things *with* them rather than *to* them or *for* them. The goals of restorative practices that respond to wrongdoing include:

- Fostering understanding of the impact of the behavior
- Repairing the harm that was done to people and relationships
- Attending to the needs of the victims and others in the school
- Avoiding imposing on students intentional pain, embarrassment and discomfort
- Actively involving others as much as possible

Restorative practices allow for a dialogue to occur that encourages children not only to take responsibility for their behavior but see their role as integral to finding a solution that repairs the relationship through conflict resolution. Outcomes are optimal for everyone involved and provide the opportunity for reflection, repair, and positive growth. WWP is committed to ensuring students assume responsibility for their actions and providing strategies for students to repair, restore, and rebuild relationships within our learning community.

**Conduct Off-Campus** - The Building Principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. Consequences shall be handled in accordance with district Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7.2, 6A:16-7.3, or 6A:16-7.5.

**Examples of Disciplinary Action** The following actions represent potential interventions that may be employed to address behavior inconsistent with a strong, functioning learning environment:

- Behavioral Contracts
- Administrative Conference
- Restorative Practices
- Repair the Harm
- Conflict Resolution
- Parental Contact/Conference
- Referral to Guidance/Special Services
- Detention (Lunch, P.M., Saturday)
- Removal from class
- Suspension (In-School or Out of School)
- Restriction from extra-curricular activities
- Restriction from grade-level activities
- Police Notification

**Out-of-School Suspension** - Out-of-school suspension will be used for serious violations of school rules or accumulations of several minor offenses. Students suspended from school are permitted the opportunity to make up assignments or tests missed while suspended from school. A reasonable amount of time for make-up work will be provided. Students suspended from school may not participate in or attend school activities, nor may they be on school property during the time of suspension. Students and their parents may be required to attend a re-entry conference before the student is permitted to return to school.

**Due Process** - In all areas of discipline, students are afforded the rights of due process. Students must be informed of the behavior for which they are given a consequence and be advised of the rule that has been violated. However, in regards to social events and class trips, Board Policy 5850 states, "Social events or class trips are not part of the thorough and efficient system of Education provided by the Board. Participation in them is therefore not a right and may be denied to any pupil without the due process of notice and an opportunity to be heard. A pupil who demonstrates disregard for school rules may summarily be denied participation in social events and class trips."

**Police in School** - Police may enter the school:

- a) if asked by school officials,
- b) if they suspect a crime has been committed
- c) if they have a warrant for search or arrest.

If a student is questioned by the police, school authorities must see that all questioning takes place privately, in the presence of the principal or his/her designee. If at all possible, a parent should also be present at the questioning. A student is not required to answer any questions other than those concerning one's name, age, address, or business in the school until a parent or lawyer is present. A student has the right to be informed of legal rights, to be protected from unnecessary force, and to remain silent, just as if he/she were not in school.

## **CODE OF CONDUCT INFRACTIONS and ASSIGNED CONSEQUENCES**

### **TIER 1: Ethics & Responsibility**

These offenses generally include behaviors that do not comply with the WWPRSD expectations of **ethics and responsibility**. Teachers are encouraged to provide interventions for first and second offenses unless initially perceived as egregious.

Behavior	Logical Consequences
<ul style="list-style-type: none"> <li>● Disrespect towards peers/staff (verbal)</li> <li>● Dress Code</li> <li>● Misuse of Cell Phone</li> <li>● Tardiness to Class</li> <li>● Profane Language</li> <li>● WIN Cut</li> </ul>	<ul style="list-style-type: none"> <li>● Restorative Conference</li> <li>● Letter of Apology</li> <li>● Communication with parents, phone call recommended</li> <li>● Removal of technology use</li> <li>● Alternative Assignments</li> <li>● Restitution</li> </ul>

**TIER 2: Social & Self-Awareness**

These offenses generally infer a lack of **self and/others**. All of the consequences below are to be considered minimal guidelines and may be modified depending on specific circumstances. Minor Infractions and Consequences.

#	MINOR INFRACTIONS	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1	Insubordination to teachers or other school staff. Disregarding instructions or demonstrating lack of respect for their authority; (includes failure to report to administrative detention)	Administrative Detention(s)	Saturday Detention	One day ISS
2	Continued and willful disobedience: A repeated pattern of failing to abide by school rules	Administrative Detention(s) or Saturday Detention	One day ISS	One day OSS

3	Creating disorder or disruptions on school premises; (examples: attire, vocal expressions)	Administrative Conference and/or Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
4	Acting recklessly as to endanger the safety of others (example: chair pulling prank)	Administrative Conference and/or Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
5	Inappropriate behavior that violates established school-wide and classroom procedures and routines.	Administrative Conference and/or Administrative Detention(s)	Administrative or Saturday Detention	One day ISS/OSS
6	Inappropriate contact that does not conform to reasonable standards of socially acceptable behavior	Administrative Conference and/or Administrative Detention(s)	One day ISS	1-3 days ISS/OSS
7	Use of foul, abusive, derogatory or demeaning language, including racial and ethnic remarks	Administrative Detention(s) or Saturday Detention	One day ISS	1-3 days ISS/OSS
8	Use of profanity directed toward a staff member	One day ISS	2 days ISS/OSS	4 days ISS/OSS

9	Engaging in illegal gambling - any activity or "game" with object of winning favors, money or other valuable	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS/OSS
10	Possession/Viewing of pornographic material	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS/OSS
11	Unauthorized use of electronic devices such as portable music players, mobile phones, or electronic games are prohibited. Laser pointers are prohibited.	Confiscation /Parental notification	Administrative Detention	Administrative or Saturday Detention
12	Convey information about other pupils or staff members known to be false (examples: rumors, slander, etc.)	Administrative Detention(s)	Administrative Detention(s)	Administrative or Saturday Detention
13	Filming, audio recording or picture taking without consent	Administrative Conference and/or Administrative Detention(s)	Administrative or Saturday detention and/or Police notification	One day ISS and/or Police notification
14	Filming and/or sharing disruptive/inappropriate school behavior.	1-2 days ISS	1-3 days ISS/OSS	4-10 days OSS

15	Be truant from school or cutting class(es)	Administrative Detention	Administrative or Saturday Detention	One day ISS
16	Leaving the building without permission of administration or school nurse	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
17	Enter school premises or any specific portion of the premises without permission and without authority (students found on district property other than his/her home school during the school day)	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
18	Unauthorized occupancy	Administrative or Saturday detention and Police notification	One day ISS and Police Notification	1-3 days ISS/OSS and police notification
19	Vandalize school property, real, personal, or digital; (destruction, marring, defacing, or rendering permanently or temporarily unusable school or personal property)	1-4 days OSS Restitution for damaged property and/or Police Notification		

20	<p>Modifying computer hardware or software in any way, changing/tampering with any computer system settings and/or administrator accounts;</p> <p><i>(See Basic Rules for Computer Use as described in the Technology section of the Student Handbook)</i></p>	1-2 days ISS, restitution, and police notification	1-3 days ISS/OSS, restitution, and police notification	4-10 days OSS, restitution, and Police notification
21	<p>Installation of games or applications on any school computer or laptop</p> <p><i>(See Basic Rules for Computer Use as described in the Technology section of the Student Handbook)</i></p>	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
22	<p>Logging onto unauthorized computer websites</p> <p><i>(See Basic Rules for Computer Use as described in the Technology section of the Student Handbook)</i></p>	Administrative Conference and/or Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
23	<p>Inappropriate behavior on bus, including insubordinate responses to directions from bus driver</p>	Administrative Conference and Verbal warning	Administrative Detention	Administrative or Saturday Detention and/or Suspension of bus privileges
24	<p>Create litter on school property</p>	Administrative Detention	Administrative or Saturday Detention	One day ISS

25	Falsify an excuse (Parental notes, hall passes, etc.)	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
26	Smoke (or use tobacco products) on school property	Saturday detention	1 day ISS or OSS and court fine	4 days ISS/OSS and court fine
27	Possession of tobacco-related products (lighters, pipes, etc.) Electronic smoking devices, vapor pens or other similar devices	Confiscation; 1 day ISS/OSS, Mandatory SAC referral	Confiscation; 2 day ISS/OSS, Mandatory SAC referral	Confiscation; 4 day ISS/OSS, Mandatory SAC referral
28	Violation of building rules or policies not specifically mentioned		Will be determined according to the seriousness of the offense	

**TIER 3: Jeopardizing Safety of Self or Others**

These offenses are of a serious nature, illegal and/or health threatening. These behaviors should be referred immediately to administration.

#	MAJOR INFRACTIONS	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
1	Falsify any school document (official school documents or online records such as grades, report cards, transcripts, recommendations, etc.)	Up to 10 days OSS	
2	Possess or explode a firecracker or other explosive device on school premises	1-4 days ISS/OSS and Police notification	
3	Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others (terroristic threats)	Up to 10 days OSS, Referral to Superintendent for further disciplinary action	

		Police notification
4	Assault	<p><u>First Offense:</u> up to 10 days OSS, Police notification, EXP/H</p> <p><u>Second Offense:</u> OSS pending EXP/H, Police notification</p> <p><u>Third Offense:</u> OSS pending, EXP/H, Police notification</p>
5	Fighting	<p><u>First Offense:</u> 1-4 days OSS</p> <p><u>Second Offense:</u> 10 days OSS</p> <p><u>Third Offense:</u> OSS pending EXP/H, Police notification home</p>
6	Inappropriate use of physical force	<p><u>First Offense:</u> 1-3 days OSS</p> <p><u>Second Offense:</u> 3 days OSS</p> <p><u>Third Offense:</u> 1-10 days OSS</p>
	<p><b><u>Drugs, Alcohol and Illegal Substances:</u></b> Possess, use, or distribute (including look-alikes) a controlled dangerous substance, including but not limited to alcohol/drugs, in violation of Policy No. 5530</p>	

<p>7</p>	<p><b><u>If a student is found to be UNDER THE INFLUENCE of alcohol or drugs:</u></b></p>	<p>Four-day suspension; probation for remainder of school year; thirty calendar day suspension from school activities (as of student's return to school); behavioral contract; counseling</p> <p>(Policy No. 5530)</p>	<p>Ten-day suspension; probation for remainder of school year; one-semester suspension from school activities (as of student's return to school); counseling</p> <p><u>In the event of subsequent offense(s):</u> Referral to the superintendent for further action, which may result in referral to the Board of Education to consider expulsion.</p> <p>(Policy No. 5530)</p>
<p>8</p>	<p><b><u>If a student is found to be IN POSSESSION of alcohol or drugs:</u></b></p>	<p>Ten-day suspension from school; probation for remainder of school year; sixty calendar day suspension from school activities (as of student's return to school); police notification; counseling</p> <p>(Policy No. 5530)</p>	<p><u>In the event of subsequent offense(s):</u> Referral to the superintendent for further action, which may result in referral to the Board of Education to consider expulsion.</p> <p>(Policy No. 5530)</p>

9	<p><b><u>If a student is found to be SELLING OR DISTRIBUTING alcohol or drugs:</u></b></p>	<p>Ten-day suspension from school; probation for remainder of school year; referral to superintendent, which may lead to expulsion; suspension from all school-related activities for entire school year; police notification; counseling</p> <p>(Policy No. 5530)</p>
10	<p><b><u>Bias/hate actions:</u></b> Any unprovoked behavior designed to intimidate a person or a group via spoken/ written language or gestures. NJ law defines bias/hate crimes as those involving race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, or disability</p>	<p>1-4 days ISS/OSS and</p> <p>Police notification</p>
11	<p><b><u>Theft:</u></b> Steal, damage, deface, or possess without permission the property of other pupils, staff members, or the district; (examples: theft of tests or other teacher property; items from dining hall; possessing stolen property; assuming another individual's identity).</p>	<p>1-4 days ISS/OSS</p> <p>Appropriate restitution for stolen/damaged property</p> <p>Police Notification as warranted.</p>
12	<p><b><u>Threatening of a staff member: (statement, gesture, or action)</u></b>Threaten or incite the use of physical force against staff members or visitors to the school; Procure the property of others by way of threat or extortion</p>	<p><u>First Offense:</u> 4-10 days suspension</p> <p>Police Notification as warranted.</p> <p><u>In the event of subsequent offenses:</u> 10 days suspension; police notification; referral to the superintendent for further action, which may result in a referral to the Board of Education to consider expulsion</p>

13	<p><b><u>Threatening of a student: (statement, gesture, or action)</u></b>Threaten or incite the use of physical force against a student of the school; Procure the property of others by way of threat or extortion</p>	<p><u>First Offense:</u> 1-4 days suspension</p> <p><u>Second Offense:</u> 5-10 days suspension</p> <p><u>In the event of subsequent offenses:</u> 10 days suspension; police notification; referral to the superintendent for further action, which may result in a referral to the Board of Education to consider expulsion</p>
14	<p><b><u>Harassment, Intimidation, Bullying:</u></b> engage in the sexual and/or other harassment, intimidation, bullying, or hazing of pupils or staff members; inappropriate touching; cyberbullying</p>	<p>1-4 days ISS/OSS; assault up to 10 days OSS with police notification as warranted</p>
15	<p>Distribution of any form of pornography</p>	<p>1-4 Days of OSS, Police Notification</p>
16	<p><b><u>Weapons:</u></b> Possess or use weapons or any implement intended to harm others; (includes look-alikes)</p>	<p>Up to 10 days OSS and Police notification</p>
17	<p><b><u>Fire:</u></b> Sets a fire on school premises</p>	<p>Up to 10 days OSS and Police notification</p>

18	<p><b><u>Gang Behavior:</u></b> A group or association of three or more persons who may have a common identifying sign, symbol, or name and who individually or collectively engage in, or have engaged in, criminal activity which creates an atmosphere of fear and intimidation. Criminal activity includes juvenile acts that if committed by an adult would be a crime.</p> <p>Actions by students that are designated to promote gang behavior or membership, loyalty, and/or activity are prohibited. Any person who solicits or recruits another to join or participate in a gang will be subject to school disciplinary action and possible criminal charges. Actions which are prohibited include but are not limited to, using gang hand signs, wearing gang affiliated apparel, colors or accessories, using gang slang and/or terminology, and/or producing gang graffiti on school district property. Taking pictures on school property and posting them on internet sites in a fashion that suggests gang affiliation is detrimental to the safety and security of students and staff and is prohibited.</p>	<p>Saturday detention</p> <p>Parental Conference</p> <p>Police notification</p>	<p>1-4 days ISS/OSS</p> <p>Parental Conference</p> <p>Police notification</p>
19	<p><b><u>Gang like actions:</u></b> Any activity, in which more than one person verbally or physically harms, threatens</p> <p>or intimidates another or others.</p>	<p>1-4 days ISS/OSS and</p> <p>Police notification</p>	

**EYES ON THE DOOR AND CLASS III OFFICERS** - "Eyes on the Door" officers greet our parents and school community members while monitoring visitors as they enter and exit our buildings. A Class III Officer is present at Grover to support the daily operations of the school and works closely with both the Plainsboro and West Windsor Police Departments.

**Assault or Fighting by Party Other Than Student** - Any person other than a student of the West Windsor-Plainsboro Regional School District who engages in an act of assault or fighting on school grounds or during a school activity shall be subject to criminal prosecution. The principal of the school shall file charges of disorderly conduct and/or any other criminal offense committed by such a person.

## **DRUGS, ALCOHOL, ILLEGAL SUBSTANCES**

The Board prohibits the use, possession, and/or distribution of a substance on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board.

For the purpose of this policy, the term “**Substance**” will mean:

- Alcoholic beverages
- Controlled and dangerous substances as defined at N.J.S.A. 24:21-2
- Anabolic steroids
- Any chemical or chemical compound that 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 (N.J.S.A. 2a:170-25.9)

For the purpose of this policy, the term “**Substance Abuse**” will mean:

- The consumption or use of any substance for the 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

For the purpose of this policy, the term “**Prescription Drug**” will mean:

- A drug authorized by a medical prescription from a licensed physician and shall not be considered a violation of this policy when to that effect, or a prescription label is presented
- All prescription medication must be registered and consumed in the health office

For the purpose of this policy, the term “**Possession**” will mean any alcohol or other drug found:

- On the student’s person
- In the student’s personal effects or belongings, e.g. purse, etc.
- In any object or area within the control of the student, e.g. locker, desk, automotive vehicle, etc., and that the student either knowingly procured or received
- That the student was aware of his/her control thereof for a sufficient period to have been able to terminate his/her possession

**Any student taking part in school sponsored field trips, shall along with his/her parent(s)/guardian(s), sign an agreement indicating their understanding of the district’s substance abuse policy**

For the purpose of this policy, the term “**School Property**” will mean:

- All public buildings, premises, and property owned, rented and/or operated by the board, and all spaces within them

### **Under the Influence**

Whenever it shall appear to any teaching staff member, school nurse or other district personnel that a student may be under the influence of alcohol or other drugs, he/she shall report the matter as soon as possible to the building principal or his/her designee, to the substance awareness coordinator, and to either the school nurse or medical inspector.

School administrators as mandated by the State Commissioner of Education have no discretion in deciding when a student is to be examined if a teacher or other staff member suspects alcohol or other drug uses. Therefore, the West Windsor-Plainsboro School District must order an immediate medical examination and drug and/or alcohol screening of any student suspected to be under the influence of alcohol or other drugs during the regular school day or at any time while on school property or at school sponsored activities. This examination shall be performed within one hour by a physician selected by the parent/guardian. If such a physician cannot assure completion of such examination within one hour, the school shall make a referral to a designated medical examiner or the emergency room of the nearest hospital.

An examination conducted, at parental request; by a physician other than the school medical inspector shall not be at district expense. Treatment will not be at Board expense.

A student, who undergoes an examination including alcohol and/or drug screening tests, may not return to school until the principal has received the physician's verification form provided by the district, which verifies that the student is physically and mentally able to return to school. If the exam results are positive, a suspension of up to 10 days may be assigned. Additionally, the parent/guardian will be required to meet with a school administrator and the Substance Abuse Coordinator.

The student shall not resume attendance at the school until he/she submits to the principal a written report from a physician certifying that he/she is physically and mentally able to return, and a drug and alcohol screening has been conducted. The physician who conducted the initial examination shall prepare such a report. If the physician's report states that the substance test has been tampered/altered, the student will be suspended a minimum of five days out of school suspension.

In the event of a refusal or failure by a parent to comply with the above procedure in reference to the provision of N.J.S.A. 18a:40a-12 shall be deemed a violation to the compulsory education (N.J.S.A. 18a:38-25 and 18a:38-31) and/or child neglect (N.J.S.A. 9:6-1) laws and shall be reported to the Division of Youth and Family Services.

At the conclusion of the suspension period, the student and parent/guardian will meet with the principal or designee and the Substance Awareness Coordinator prior to being readmitted to school. At this meeting:

- The student will be placed on probation for the remainder of the school year. This probation will include close supervision by school authorities and will include exclusion for all school social and extra-curricular activities for 30 calendar days
- The Substance Awareness Coordinator will meet with the student for a minimum of five appointments; the student and parent/guardian, when warranted, will be advised as to the appropriate community agencies through which they can receive assistance. The school's substance awareness coordinator will provide appropriate information upon request.
- In cases when the student may require treatment from outside agencies or placement in short-term residence programs, the counselor will contact the treatment agency to determine if it provides an educational program.

If a student is found to be under the influence of a substance for a second offense, a ten day out of school suspension will begin immediately; a one semester suspension of school activities, re-entry conference, and a minimum of five appointments with the substance awareness coordinator.

In severe or repeated cases, the student will be referred to the Child Study Team for a complete evaluation.

Subsequent offense(s) will be referred to the Superintendent for further action which may result in referral to the Board of Education to consider expulsion procedures.

**Possession, Sale or Distribution** - When a reasonable suspicion exists that a student is selling or providing others with alcohol or drugs/substances or look-alikes on or within 1000 feet of school property, in a school building, or at any time when the student is accountable to the school for his/her conduct, that student shall be reported to the principal or designee (**Policy R5530**).

The principal or designee will investigate the report. If the student is found to be selling or to have sold or distributed substances, the principal or designee will then:

- Inform the parent/guardian of the student.
- Inform the police and the superintendent of schools.
- The student shall be either released to the custody of law enforcement (who will contact the parent/guardian), or released to the custody of the parent/guardian if the law enforcement official so directs.
- Juvenile charges will be signed against the individual as determined by the memorandum of understanding and after consulting with the law enforcement.
- The student will be suspended from school for at least ten (10) school days.

- The case will be referred to the Superintendent, which may lead to expulsion proceedings.
- The student may be suspended from all school related activities for the school year.

### **HARASSMENT/ INTIMIDATION/ BULLYING/ HAZING**

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of student conduct and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the code of student conduct and N.J.A.C. 6A:16-7.

Consequences and appropriate remedial action for a pupil who commits one or more acts of HIB may range from positive behavioral interventions up to and/or including suspension or expulsion of pupils, as set forth in the Board of Education's approved code of student conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of HIB shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district Board of Education's approved code of student conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

The Superintendent has appointed an Anti-Bullying Coordinator for the district and each building principal has appointed an Anti-Bullying Specialist that has been approved by the Board of Education. In addition, each school has created a School Safety Team. Policies and Regulations are in place and are available online.

Under policy 5512 the definition for harassment, intimidation or bullying (HIB) is defined as "any gesture, any written, verbal or physical act, or any electronic communication\*", as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either 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 by any other distinguishing characteristic.
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils.
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property, or has the effect of insulting or demeaning any pupil or group of pupils.
4. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

\*Electronic communication "means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager."

**SEXUAL HARASSMENT** - In Board Policy 5751, the Board of Education directs the Superintendent of Schools to maintain an academic environment that protects pupils from sexual harassment. Accordingly, the Board of Education shall not tolerate sexual

harassment of pupils by staff members, other pupils or other individuals on school premises, school buses or at any school-sponsored activity. Sexual harassment is a form of prohibited sex discrimination.

Pupils who believe that they have been subjected to sexual harassment may file a formal complaint. The Affirmative Action Officer shall receive such complaints and carry out a prompt and thorough investigation. The Affirmative Action Officer shall protect the rights of both the person making the complaint and the alleged harasser. The Superintendent of Schools and his/her designee shall develop a regulation setting forth the procedure for the filing and processing of complaints of sexual harassment and ensure that appropriate training is provided to those staff members who have the responsibility for investigating complaints of sexual harassment.

Any staff member or pupil who is found to have engaged in sexual harassment shall be subject to appropriate discipline. Law enforcement shall be contacted when appropriate. The Superintendent of Schools shall submit an annual report to the Board of Education on the effectiveness of this policy.

### **Definitions of Sexual Harassment**

1. Quid Pro Quo sexual harassment occurs when a staff member explicitly or implicitly conditions a pupil's participation in an education program or activity or bases an educational decision on the pupil's submission to sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid pro quo sexual harassment occurs whether or not the pupil submits to the threatened harmful conduct.
2. Hostile environment sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature by a staff member, other pupil(s) or other individual(s) that is sufficiently severe or pervasive to have reasonably resulted in a limitation of the pupil's ability to participate in or benefit from an educational program or activity. For purposes of this policy, any of the aforementioned conduct by a staff member directed toward a pupil shall be considered "unwelcome."

### **The following are examples of conduct that can constitute sexual harassment:**

1. Slurs, epithets, threats, verbal abuse, derogatory comments, degrading descriptions or practical jokes of a sexual nature or about gender specific traits
2. Graphic verbal comments about an individual's body
3. Sexual jokes, stories, drawings, pictures or gestures
4. Spreading of sexual rumors
5. Teasing or sexual remarks about a student enrolled in predominantly single sex class
6. Touching of an individual's body or clothes in a sexual way
7. Nonverbal movements of a sexual nature
8. Displaying sexually suggestive objects or materials
9. Pressure or coercion involving proposed sexual activity
10. Leering, staring, overly personal conversation, sexual flirtations or sexual propositions that are repeated after the unwelcome nature of same are communicated to the individual committing the act.

### **Instigation and Response to Complaints**

1. The administration will:
  - a. Inform all staff, pupils, and parents that sexual harassment is prohibited in the educational setting.
  - b. Identify and train campus teams of professional staff members to respond to the concerns of students and/or staff.
2. The campus team will refer all concerns or complaints to the principal and the building Affirmative Action Officer.
3. The principal or designee shall report the allegation to the Superintendent and to the district Affirmative Action Officer.
4. If the individual or complainant is not satisfied with the building administrative decision, a formal grievance may be filed with the district Affirmative Action Officer.
5. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status, nor affect future grades or class assignment.

6. The complaint procedure shall be made available for pupils, parent/guardian, and/or staff member protesting alleged discriminatory or sexually or other harassing action. An immediate report of the allegation should be made to the Affirmative Action Officer or the Superintendent.
7. The Affirmative Action Officer will initiate a thorough investigation and will protect the rights of both the pupil or staff member making the complaint and the alleged harasser. Due process rights will be respected during any investigation activity. Appropriate confidentiality shall be maintained throughout the investigative process.