

Walter O. Krumbiegel (WOK) Middle School

Parent-Student Handbook 2018 - 2019

145 Hillside Avenue
Hillside, New Jersey 07205

Ms. Joyce M. Caine
Principal

Mr. Ralph Rotando
Vice Principal

Telephone: (908) 352-7664 Ext. 4400

Fax: (908) 282-5840

Website: www.hillsidek12.org

This agenda belongs to:

Name _____

Address _____

City/Town _____

Phone _____ Grade _____

All Visitors Must Adhere to the Following District Policy:

- ALL VISITORS SHALL BE REQUIRED TO PROCEED THROUGH THE METAL DETECTOR AND REPORT TO THE MAIN OFFICE UPON ENTERING THE BUILDING.
- IN CASE OF THE EARLY RELEASE OF A STUDENT FROM SCHOOL, VISITORS MUST PRESENT PERSONAL PHOTO IDENTIFICATION IN ORDER FOR THE SCHOOL TO RELEASE THE STUDENT TO THE VISITOR. THE PERSON PICKING UP THE STUDENT MUST BE ON THE PARENT-APPROVED LIST IN GENESIS AND MUST BE OVER 18 YEARS OLD.

***The contents of this handbook are subject to change at any time during the school year.
In such a case, the changes will be posted on the school's website.***

August 2018

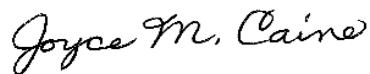
Dear Parents/Guardians and Students,

Welcome to the 2018-2019 school year! We want every student at WOK to succeed. The Parent-Student Handbook is a resource to help all of us in that effort. It includes information on our school operations, academic programs, expectations and procedures, and much more. This handbook is designed to assist you in understanding the policies and guidelines used at WOK. We ask parents and students to take time to review the pages in this handbook, which will help you and your student navigate the school year successfully. If you have any questions please call the main office to speak with the appropriate faculty/staff member.

After reviewing the handbook, please complete the back page and return it to your child's homeroom teacher. Please remember that you will be responsible for all information included in these pages. We trust that you will keep this booklet handy and refer to it during the school year. It can also be found posted on our website.

Our goal is to help every child learn and grow. We are eager to partner with you in this endeavor. Best wishes for a safe, enjoyable, and productive school year!

Educationally Yours,

A handwritten signature in cursive script that reads "Joyce M. Caine".

Joyce M. Caine
Principal

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I. Our Mission

Our mission at Walter O. Krumbiegel Middle School is to provide a supportive, dynamic environment in which students develop the academic and social skills needed to succeed in an ever-changing, global society. We will accomplish this mission by engaging families and the community, encouraging character development, and ensuring a rigorous, relevant curriculum and culture for all.

II. Our Administrators

Ms. Joyce M. Caine, *Principal*
Mr. Ralph Rotando, *Vice Principal*
Mrs. Lois Bohm, *Language Arts Instructional Supervisor*
Ms. Lisa Corona, *Science Instructional Supervisor*
Mrs. Nagwa Fayed, *Math Instructional Supervisor*
Mr. Matt Ricca, *Special Services Supervisor*

III. Middle School Faculty/Staff

Ackon, Vanessa	Social Studies Teacher
Aita, Nancie	Special Education Teacher
Awad, Krista	Language Arts Teacher
Bhullar, Gurpreet	Science Teacher
Binz, Lisa	Science Teacher
Boucher, Annalyse	Paraprofessional
Bourne, Michele	Computer Science Teacher
Bradley, Angela	Non-Uniformed Officer
Bradley, Shaniqua	Case Manager
Braga, Leandro	Custodian
Brandyberry, Ken	Strings Teacher
Brooks, Jo Aynn	Special Education Teacher
Brown, Joseph	Cafeteria Aide
Caine, Joyce	Principal
Cerqueira, Alexandrina	Mathematics Teacher
Cheung, Birdie	Language Arts Teacher
Durrant, Dr. Peggy	Psychologist – Guidance Department
Eisenberg, Dr. Henry	Science Teacher
Ellis, Dr. Tiffani	Guidance Counselor
Fanning, Jonathan	Physical Education/Health Teacher
Fulcher, Michael	Physical Education/Health Teacher
Garatino, David	Social Studies Teacher
Gayle, Natasha	Science Teacher
Goins-Morris, Khalilah	Language Arts Teacher
Grimes, Tami	Special Education Teacher
Gutwilik, Sabrina	Music Teacher
Jewell, Julie	Mathematics Teacher
Johnson, Keith	Security Officer
Johnson, Tehran	Classroom Aide
Keaton-Singleton, Dolores	Language Arts Teacher
Kelly, Thomas	Band Teacher
Langston, Conroy	Security Officer
Lebers, Kathy	Classroom Aide
Lokko, Noura	Mathematics Teacher
Mangold, Colleen	Physical Education/Health Teacher
Martinez, Ann	Nurse
Mathura, Aruna	Social Studies Teacher
Matten, Ian	Paraprofessional
McLaughlin, Justin	Security Officer
Morales, Priscilla	Special Education Teacher
Norman, Sherry	Secretary
Ojeda, Samuel	Spanish Teacher
Okumu, Edward	Case Manager
Osmond, Kimberly	Special Education Teacher
Palm, William	Art Teacher
Pegas-Duarte, Vanessa	Special Education Teacher
Pfund, Cathy	Child Study Team Member
Powers, William	Mathematics Teacher
Pryce, Ashley	Social Studies Teacher
Rotando, Ralph	Vice Principal
Russo, George	Mathematics Teacher
Scott-Jackson, Tracey	Language Arts Teacher
Servo, Angelo	Custodian
Shuler, Ronald	Security Officer
Sona, Elvis	Paraprofessional
Thomas, Bernice	Head Custodian
Thwreath, Judy	Security Officer
Veal, Donna	Principal's Secretary
Wiggins, Lula	Cafeteria Aide
Wilberforce, John	Mathematics Teacher
Williams, Ramona	Library/Media Center Teacher
Zamot-Giro, Lakisha	ESL Teacher

IV. Quick Phone Reference

Walter O. Krumbiegel (WOK) Middle School – 908-352-7664 X4400

Principal – Joyce M. Caine	X4401
Vice Principal – Ralph Rotando	X4429
Nurse – Ann Martinez	X4441
Secretary – Sherry Norman	X4412
Principal’s Secretary – Donna Veal	X4400
Guidance Counselor – Dr. Tiffani Ellis	X4450
Psychologist-Guidance Dept. – Dr. Peggy Durrant	X4455
Anti-Bullying Specialists – Dr. Ellis, Dr. Durrant	X4450, X4455
Mathematics Supervisor – Nagwa Fayed	X4456
Science Supervisor – Lisa Corona	X4463, X8226
Language Arts Supervisor – Lois Bohm	X8456
Special Services Supervisor – Matt Ricca	X8239
Case Manager – Shaniqua Bradley	X8250
Case Manager – Dr. Edward Okumu	X8250
Case Manager – Cathy Pfund	X8465

Central Office – 908-352-7664

Transportation/Food Services Coordinator – Matt Leonardis	X6453
Special Services Director – Dr. Sandy Mercedes	X8448
Athletics Director – Halim McNeil	X8440
Ed Technology/Ed Data Specialist – Kristy Weaver	X6709

Superintendent of Schools – **Dr. Antoine Gayles**

X6400 (Pat Session, Office Manager)

V. Bell Schedules

REGULAR – 50-minute periods – 7 hours, 2 minutes – 8:15am-3:17pm

Period	Time	Minutes	Passing Period
HR	8:15-8:25am	10m	N/A
1	8:25-9:15am	50m	4m
2	9:19-10:09am	50m	4m
3	10:13-11:03am	50m	4m
4A (7 th gr lunch)	11:07-11:41am	34m	4m
4B (8 th gr)	11:07-11:57am	50m	4m
5A (7 th gr)	11:45am-12:35pm	50m	4m
5B (8 th gr lunch)	12:01-12:35pm	34m	4m
6	12:39-1:29pm	50m	4m
7	1:33-2:23pm	50m	4m
8	2:27-3:17pm	50m	N/A

DELAYED OPENING – 10:15am-3:17pm

Period	Time	Minutes	Passing Period
1	10:15-11:02am	47m	4m
4A (7 th gr lunch)	11:06-11:40am	34m	4m
4B (8 th gr)	11:06-11:56am	50m	4m
5A (7 th gr)	11:44am-12:34pm	50m	4m
5B (8 th gr lunch)	12:00-12:34pm	34m	4m
6	12:38-1:28pm	50m	4m
7	1:32-2:22pm	50m	5m
8	2:26-3:17pm	50m	N/A

EARLY DISMISSAL – 8:15am-12:39pm

Period	Time	Minutes	Passing Period
1	8:15-8:50am	35m	4m
2	8:54-9:29am	35m	4m
3	9:33-10:08am	35m	4m
4/5	10:12-10:42am	30m	4m
6	10:46-11:21am	35m	4m
7	11:25am-12:00pm	35m	4m
8	12:04-12:39pm	35m	N/A

**Students are allowed to go to their lockers ONLY at the following times: Right before HR; right before their lunch period; right after 8th period*

VI. School Calendar

VII. School Operations

A safe, orderly climate is an essential foundation for student academic achievement and overall student growth. School policies and procedures exist to support the learning environment and to advance the development of every learner. It is with these purposes in mind that the following policies have been developed to govern daily operations.

A. Hours of School Operation

Classes begin at 8:15am and end at 3:17pm every weekday. Please review the bell schedules in this handbook. The Main Office will be open from 8:00am until 4:00pm every day school is in session. During the summer months when regular school is not in session, the main office will be open from 8:00am until 4:00pm (Mondays through Thursdays only), and registrations and transfers will be done from 9:00am until 2:00pm when the office is open.

For safety reasons, students should never logjam the driveway, before or after school. Students should never play in the driveway or anywhere in the front or side parking lots, before or after school (play includes bouncing or tossing balls). In addition, students should move swiftly up the driveway, always being alert to traffic and moving immediately for vehicles. **Failure to adhere to these basic safety rules will result in consequences for students.**

During the regular school year, school doors will open for Walter O. Krumbiegel (WOK) Middle School students at 7:30am. At that time, students are welcome to enter the building and report immediately to the cafeteria for breakfast. Students who arrive at school before 7:30am must remain at one of our designated entrances, and students are not allowed to come upstairs or to go to their lockers before 8:05am. Cafeteria staff will stop serving breakfast at 8:00am; students will be dismissed from the cafeteria at 8:05am. **Please be aware that breakfast is free for every student, regardless of income.**

WOK will close for students at the end of the school day unless there are scheduled after-school events, detention, or evening programs like tutoring, athletics, or clubs. Students are expected to leave the campus within ten minutes of their last class unless they are involved in an organized sport or teacher-supervised activity. Students are never to be in the building past dismissal time without adult staff supervision.

B. Attendance

WOK operates in compliance with the attendance policy set forth by New Jersey State attendance laws, which require that students attend school regularly. Our educational program is predicated on the presence of the student and requires continuity of instruction and classroom participation. In order to grow academically, a student **MUST** be in school and on time. Poor attendance is a typical reason for poor academic performance. Prolonged or repeated absences deprive students of the classroom experience essential to learning and may result in retention in accordance with policies of the Board and the State.

Absences: If a parent/guardian knows his/her child will not be attending school, we ask that they please call the school before 9:00am; **in addition**, the parent/guardian **MUST** send a written note explaining the absence with their child upon his/her return to school. This note should be given to Ms. Norman in the main office. Please be advised that a parent call and/or note does not excuse the absence; it simply lets the school know not to send the robo-call saying the student is absent AND it lets the school know the parent is aware of the child's absence.

Excused: At WOK there are several types of excused absences: personal illness (verified by doctor's note), death in the immediate family, religious holiday, court appearances, administrative suspensions, and requirement of student's individualized education program (IEP). Excused absences **do not** count towards the State maximum allowed 18 days' absence for the school year. In order for an absence to be excused, it must fit the criteria above AND be supported with a note from a medical official, court, or other objective, verifiable entity with the appropriate date of the absence. Please note that after 3 consecutive days of absence from school, the student MUST present a physician's note before admission to class is granted. **ALL notes for absences, including those for illness, should be given to Ms. Norman in the main office. Ms. Norman will make a copy for our attendance files and give the original to the School Nurse.**

Students absent from school for any reason are responsible for the completion of assignments missed due to their absence. It is the student's responsibility to see teachers (during lunch or after school) **on the day they return from an absence** to get missing work, and it is the student's responsibility to complete and submit the work within the allotted time. Failure to see teachers or to submit work in the proper time will result in loss of opportunity to submit missed work. No student excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up an assignment given on the religious holiday.

Unexcused: Absences for personal or other reasons not listed above are counted towards the State maximum allowed 18 days' absence for the school year. Any student who accumulates more than 18 unexcused absences for the school year (9 for a semester course) will be retained.

Administrative Procedures and Truancy: The school will inform parents/guardians of the number of absences for their child by letter or progress reports and report cards.

On a student's 5th absence from school, the parent/guardian will receive a letter notifying them of the number of absences and requesting a conference with the vice principal to discuss reasons for the absences and develop an attendance plan.

On a student's 10th absence from school, any student between the ages of 6 and 16 will be considered truant, pursuant to N.J.S.A. 18A:38-27, and the principal or designee shall:

- A. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
- B. Make a reasonable attempt to notify the student's parent/guardian of the mandatory referral by letter;
- C. Continue to consult with the parent/guardian and the involved agencies to support the student's return to school and regular attendance;
- D. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
- E. Follow all procedures required by N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes.

On a student's 15th absence from school, a registered letter will be sent to the parent/guardian from the principal to schedule another conference and to document the fact that more than 18 unexcused absences will result in retention.

On a student's 19th absence from school, a registered letter will be sent from the principal to the parent/guardian recommending the student for retention due to excessive absences. Any parent/guardian wishing to appeal this recommendation must put such a request in writing to the principal within 3 days of receiving the letter.

Students entering school after the official start of the school year will receive pro-rated attendance allowances based on 1.8 days per month.

Tardiness/Punctuality: Students are expected to be in their seats, in uniform, and ready for class promptly at 8:15am. Students are considered late to school if they are not in their seats, in uniform, by 8:15am. Please be aware that **sufficient time should be made on the part of students and families to allow for a long morning line as students come through our metal detectors. Students' tardiness will not be excused due to having to come through the metal detector line. To ensure students are not hindered by metal detector lines, it is recommended that parents/guardians ensure students arrive to school by 7:30am.**

Students should also manage passing periods to gather class materials and take care of other business so they are in class **before** the bell rings to signal the end of the passing period and the start of a new class.

Students who are **late to school in the morning** should sign in at the first floor security desk to obtain an "Entrance to School" tardy slip. Parents will be called if a student arrives 30 minutes or more late. Students arriving 1 hour or more late must be signed in by a parent/guardian (exception: student has a written note, e.g., from a doctor or court, explaining their late arrival).

After 2 tardies **to school**, parents/guardians will be notified by a "Central Detention Assignment Slip" from the vice principal, which the student will be responsible to take home. Central detention is held Tuesdays, Wednesdays and Thursdays from 3:20-3:50pm. Upon the 6th tardy to school within a quarter, the student will not be allowed admittance to school unless accompanied by a parent/guardian. Parents/Guardians may be notified by letter and/or phone to schedule a conference with the vice principal. Thereafter, any additional tardiness by the student will result in other disciplinary actions by administration.

Early Dismissals: In the event that a student must leave school early, he/she must be picked up by a parent/guardian or agent of the parent/guardian. That person must **come to the Main Office to sign out the student**. ID will be required and must match emergency information on record in the school's database. **Students who leave the building early without WOK administrators' permission will be subject to discipline.** Students are responsible to make up all assignments missed due to an early dismissal.

Please note that an early dismissal or a late arrival to school may in fact be in absence if the student is not in school for the State-mandated four hours.

Hall Passes and Passing Periods: Students must always have a pass if they are in the hall for any reason. The pass must contain their name, their teacher's name, their destination, and the time they left class or cafeteria. Students are expected to exhibit appropriate behavior in the halls (no yelling, no running, no throwing anything). Students are encouraged to use the right side of the hall during passing periods due to congestion.

Students are allowed to go to their lockers only three times a day: first thing in the morning before entering Homeroom/Period 1, right before going to their own lunch, and right after Period 8. Bookbags are allowed in classrooms. Also, bathrooms will be locked during lunch with the exception of the ones in the basement.

Please note that students are NOT allowed to use the auditorium, the balcony, or the two halls adjacent to the auditorium. The only exceptions are when students are accompanied to the auditorium for an assembly or when students are going to their Library/Media Center class. In

the latter case, students cannot use the auditorium to access that class – just the hallway. Please note as well that 7th grade students are NOT allowed to use the 2nd floor and 8th grade students are NOT allowed to use the 1st floor (exception: 8th graders going to the main office). Violations of these rules will result in consequences.

C. Electronic Devices (including Cell Phones)

Cell Phones and All Electronic Devices and Equipment: Students will not be allowed to have cell phones and any electronic devices or equipment (e.g., chargers, earplugs) out. These items must be put away BEFORE entering the building and stored in the student's locker, book bag, or hidden on their person. Devices heard or seen during the school day (including breakfast and lunch times) will result in the following consequences being issued:

- First offense – verbal warning and parent call
- Second offense – parent call, confiscation until day's end, and Saturday detention
- Third offense – parent call, confiscation until parent pick-up, and additional Saturday detention

If or when it is necessary, parents/guardians should contact their child through the school's main office phone number (X4400).

Electronic Entertainment Devices: iPods, iPads, gaming toys, or any other electronic entertainment devices are **not permitted in the building at all**. If we see or hear such a device, it will be confiscated immediately and returned to a parent/guardian ONLY.

Please be advised that the school is not responsible for lost cell phones, electronic devices, jewelry, money, or other prohibited items that students bring to school!!! Students will be issued lockers and locks at the start of the school year. If a student's lock or locker is broken, it is the responsibility of that student to notify Mr. Rotando only, and he will either provide the student with a new lock immediately OR take the student's cell phone and store it in a lock box in the main office until dismissal.

D. Emergency Contact Information

For students' welfare, we ask parents/guardians to fill out and return the Emergency Contact Information Form. This information will be entered into Genesis and used to ensure the school is able to contact families immediately in the event of a medical or any other emergency. In addition, this information will inform the school of adults who have permission to pick up students early from school. Should this information change during the course of the school year, it is up to the parent/guardian to call the school with updated information. **Failure to keep the school updated on change of address or phone number information may result in delay in contacting families in emergency situations.**

E. Field Trips

Field trips are a part of our curriculum, but they are a privilege. Written permission is required in order for a student to go on a field trip. Prior to each trip a permission form will be sent home with the specifics of the trip. We will not accept faxed written permission or phone call permission for students to attend field trips. Students will not be allowed to go on a field trip if they have had recent conduct issues (including uniform violations, cutting class, or tardiness to school/class) or if they do not meet teacher-established criteria for a particular outing. **Please note that even the 8th grade class trip and social may be forfeited due to poor conduct (including repeated uniform violations, cutting class, or tardiness to school/class), poor attendance, or poor grades. No advance notice to**

parents/guardians or students is necessary to revoke these privileges, as this handbook serves as that notice.

F. Financial Obligations/Fines

A student who has financial obligations to the school district as the result of lost textbooks, damages to textbooks, lost locks, and damage to school property is responsible for payment for these damages and/or lost materials. Payments should be made as soon as possible, but all financial obligations must be paid at the end of the school year.

Students will not receive their progress report, report card, diploma, and future schedule until the outstanding financial obligation is paid. Fines may be paid by cash or money order (no checks) payable to Hillside Board of Education.

G. Food and Drink

Students are not allowed to eat or drink outside of the cafeteria or to have food or drink (including gum and candy) in their possession outside of the cafeteria with the exception of water in clear plastic bottles. Students should NEVER bring food or drink outside the cafeteria. In addition, outside food and drink are not permitted at WOK. This includes cupcakes and other items for birthdays (balloons, etc. are not allowed either).

H. Homeroom

Students are expected to be in Homeroom every morning by the time the 8:15am bell rings. Students should be seated and quiet. The Homeroom teacher will take attendance. Students must be present in homeroom to be counted as present. Announcements and the Pledge are read and recited during Homeroom. Additional information may be given at this time to announce assemblies or special activities.

I. Immunizations and Physical Examinations

New Jersey State statute requires all students' immunizations to be accurate and up-to-date before they can be admitted to or attend school. However, a student will be exempt from mandatory immunization if the student's parent/guardian submits to the school a written, signed statement requesting an exemption, pursuant to the requirements for religious exemption established at N.J.S.A. 26:1A-9.1, on "the ground that the...immunization interferes with the free exercise of the pupil's religious rights."

Every student entering or transferring into WOK, participating in interscholastic sports, or as otherwise required by law, must submit proof of a physical examination to WOK. Students participating in interscholastic sports must submit proof of a physical examination annually. Failure to do so will result in being barred from attending school and participating in athletics at WOK. Specific questions regarding immunizations should be directed to the School Nurse.

J. Internet Use Policy

Due to its great potential and educational value, students will be given access to the Internet in order to work on class assignments. Because of the wide variety of less than valuable web sites on the Internet, there is an Acceptable Use Policy for users of the Internet that must be signed by a parent/guardian and student before a student utilizes the Internet. This policy will be distributed at Back to School Night and it will be available on our school's website as well after that night. Misuse of the Internet will result in disciplinary consequences and loss of Internet privileges.

K. Intervention and Referral Service Committee (I&RS)

The I&RS Committee is comprised of administrators, teachers, and support staff. The purpose of this committee is to identify students who are academically at risk, and to develop strategies, interventions, and/or accommodations that will provide opportunities for these students to reach their full potential.

L. Lunch Program

Students are to go to their lockers if needed and then report directly to the cafeteria during their lunch periods. If they have to see a teacher or go to the main office during lunch, they must eat lunch first and then show their pass to report to a teacher (in the case of going to the main office, they will be given a pass from a staff person on lunch duty to go to the office).

Applications for free and reduced lunch may be obtained online or in the main office. A new application must be completed each school year. Lunch applications are due by October 1st. Once the application is completed and returned to the school, the student will be notified of his/her status and a lunch ID number will be issued. Fraudulent use of the ID number will subject the student to removal from the lunch program. Students who forget to bring their lunch money will be served a cold lunch. They will be expected to pay for lunch the next day. They will continue to receive a cold lunch until the outstanding balance is paid.

M. Lunchroom Conduct

Students are to conduct themselves appropriately in the cafeteria. Place all lunch wrappings, papers, and milk cartons into waste containers. It is inappropriate to apply cosmetics, comb or brush hair, or put feet on tables. All food and drinks should be consumed in the cafeteria, not halls or classrooms. Students are to remain in line while waiting to purchase food. Permission is required to leave the cafeteria and a pass must be given. Cafeteria staff and teachers on lunch duty are to be treated with respect. Students need to become quiet when faculty/staff are speaking to them. Nothing may be thrown at any time, there should never be any pushing or running or line-cutting in the cafeteria, and students are to speak in a conversational tone. Students or parents/guardians may not call for or send restaurant deliveries to the school. **Students who do not comply with these rules may lose cafeteria privileges.**

N. Media Waiver

Each student must have on file a permission slip, signed by their parent/guardian, indicating whether or not they have permission to be photographed or videotaped to be included in any newspaper, magazine, television show, or internet site. Students are given this waiver/permission slip the first month of school. It will also be posted on the district website after the first month of school.

O. Medication

Students are not allowed to have any medication on them at any time (prescription or over-the-counter – including an inhaler, Benadryl, or aspirin) unless required by a physician. Prescription medication must be stored in the nurse's office. In order to gain access to their medication, students must have a signed doctor's note indicating the medication, appropriate dosage, and the start and end dates. Teachers, office personnel, and even administrators may not dispense medications; the School Nurse is the only one who has the authority to do so.

P. Metal Detectors and Random Searches

The Hillside Board of Education may use metal detecting devices in all school buildings, on school grounds, and at all school activities. Persons entering a school building or attending a school activity at any time may be subject to screening with a metal detector. Persons that do not consent to a metal detection screening may be denied admittance.

The Board of Education has authorized school officials to carry out a random search plan to detect for illegal weapons in the schools. If selected, students and belongings in their possessions will be searched using hand-held metal detecting wands. Selection of students will be on a completely random basis with the selection method masked from the students to prevent students from being able to predict or accurately speculate when they may or may not be selected for a search. These random searches are instituted to act as a deterrent against students introducing weapons into the schools. Hand-held wands are also authorized for use in doing reasonable suspicion and probable cause searches. **Please note that on the rare occasions when these random hand-held wand searches will be conducted, no students will be marked tardy for that day.**

Q. Parent/Guardian Involvement

Parent Teacher Association (PTA)

Involvement of family members at WOK is heartily welcomed and strongly encouraged. When students see the adults in their lives united in supporting them and working for their success, they are more likely to take school seriously and to do well. As such, we invite family involvement at WOK in various forms.

One way in which families may participate in the school is to participate in the PTA, which meets monthly with the Principal throughout the school year. The PTA is a partnership of parents, teachers, and administrators dedicated to enhancing the education of our children. Parent volunteers are the heart of the PTA. Please refer to the PTA section on WOK's website for details about officers and monthly meetings.

There are numerous other ways in which families may become involved in the life of the school. Volunteering at the school, helping chaperone field trips, attending monthly assemblies that celebrate student achievement, attending sporting and club events, and helping judge student competitions and work exhibits are just a few.

R. Parent/Guardian Visits

Parent/Guardian visits are welcomed and encouraged. To maximize instructional time, parents/guardians are strongly urged to make an appointment with the teacher(s) they would like to meet at least one day ahead of time. Doing this will ensure teachers are available to meet. Parent conferences with administrators and teachers (outside of the two mandatory ones in winter and spring) are also available upon request.

Per Board policy, upon entering WOK, parents/guardians must always show ID, sign in at the lobby security desk, and then report to the main office after receiving permission to do so.

S. Safety and Security Drills

Safety and security drills are held for the purpose of practicing orderly exits, evacuations, and lockdowns in the case of any emergency. Whenever the fire bell sounds, all students, visitors, and staff are expected to proceed immediately and silently in an orderly fashion to the nearest

emergency exit. Teachers will review exit procedures with students at the beginning of the school year, as well as at the change of semester classes. Exit routes are posted in every room. If the customary exit is blocked, teachers and students should proceed to the nearest exit. It is important that students become familiar with the emergency exit zones for each of their classes. Students may not stop at their locker (not even to get a coat) and must remain with their classroom teacher in the designated area upon exiting the building. No fooling around or talking will be tolerated during a fire drill or evacuation drill.

Students are not allowed back in the building until instructed to do so. Students are expected to follow the instructions of the school faculty/staff (teacher, administrator, other instructional or non-instructional staff) at all times. Once students re-enter the building, they are to return to the class they were in when the bell sounded. A directive will dictate an “all clear” signal, at which time students will resume a regular school day. One fire drill and one other emergency drill will be held each month.

T. School Property

As a community, we share the responsibility of keeping our school in good working condition. In the event that a student’s action results in the damage to school property, he/she will be responsible for replacing or repairing the damaged goods.

School Lockers: Students will be issued a locker and a lock at the beginning of the school year; both are property of the school. Students are to return locks when transferring out of WOK or at the end of the school year. Sharing lockers is not allowed. Locker combinations should not be shared with other students. Students should not bring valuables to school. Lockers should not be pre-set for quick access. WOK is not responsible for any items stolen from lockers. A fee will be assessed for lost or stolen locks.

All lockers are the property of the Board of Education. School administration retains the right to inspect lockers. An individual locker search will be conducted whenever there is a reason to believe the locker is not being used properly and/or illegal items may be stored inside. Under special circumstances and in conjunction with the Police Department, the District may find it necessary to bring in police dogs to help ensure the safety and welfare of our student population.

Backpacks, musical instruments, or other items are not to be kept in the auditorium. The auditorium is not a secure location for personal items.

School Textbooks: Student textbooks also remain the property of WOK and must be returned when requested. A fee will be assessed for all lost or damaged books and must be paid immediately.

U. School Supplies

A major part of a student being prepared to learn is coming to school DAILY with proper school supplies. These supplies consist of the books for all courses, a binder with notebook paper, working writing utensils (pencils and pens), and any additional supplies required by the teacher. Students learn to take responsibility for their own education, and build habits for success in college and the workplace, when they come to school regularly with their tools for learning.

V. Student Complaint Procedures

Any student with a complaint has the right to voice his/her complaint to the appropriate school personnel. No student will be penalized as a result of his/her making a complaint in accordance with this procedure. The sequence for filing a complaint is:

1. Teacher
2. Guidance Counselor
3. Vice Principal
4. Principal

Students with complaints regarding Affirmative Action and Section 504 should consult with the appropriate coordinator, relative to the district's student grievance procedure.

Students with complaints regarding harassment, intimidation, or bullying (HIB) may report their concern to any faculty/staff member at WOK.

W. Student Life

Assemblies

Assemblies at WOK provide an opportunity for the student body to come together and share in an educational or culturally-enriching experience. It is expected that all students conduct themselves in an appropriate and courteous manner during all assembly programs.

School-sponsored Activities and Athletics Events

Students are responsible for their actions at all school-sponsored activities. Any breach of discipline will carry the same corrective measures as though school were in session. To attend any extra-curricular activity, students must be in school on the day of that activity if school is in session.

Dances/Parties are scheduled throughout the year for the personal and social development of WOK students. Rules and regulations for dances/parties are as follows:

- No one will be admitted to the dance/party without a signed permission slip.
- Outside guests are not approved for attendance at dances/parties.
- Loitering will not be permitted in the parking lot.
- No smoking, drugs, or alcohol is permitted. Anyone who appears under the influence of cigarettes, drugs, or alcohol –
 - Will be refused admission
 - Will have their parent/guardian called to pick them up
 - Will be scheduled to meet with the substance abuse counselor and parent/guardian
 - Will be disciplined by school administration
- Chaperones will be identified by name tag.
- School security officers will be identified by their district uniforms.
- Once a student leaves the activity, he/she may not return.
- Exit information will be announced in accordance with N.J.A.C. 5:18-3-1.
- Metal detectors will be used.
- Any admissions charge is the student's responsibility.
- All students will be appropriately dressed and will adhere to WOK's dress code policy.
- All students will abide by WOK's code of conduct even during dances/parties.
- Administration reserves the right to prohibit any student from attendance.
- Classroom parties require the approval of the principal.
- No birthday parties for individual students are allowed.
- Only store-bought food items will be allowed at parties/dances due to food allergies and other concerns.

Extra- and Co-Curricular Activities, Clubs, and Sports

WOK offers students a wide variety of extra- and co-curricular activities in which to participate. In addition to Band and Chorus, the following is a list of clubs, activities, and sports offered at WOK.

100 Voices	Nat'l Junior Honor Society	Cross Country (Co-ed)/Track
Art Club	Newspaper Club	Boys Soccer
Book Club	Robotics Club	Girls Soccer
Jazz and Blues Ensemble	Student Gov't Association	Intramural Basketball
Junior Engineering	World is Our Classroom Club	Boys Basketball
Multicultural Club	Yearbook Club	Girls Basketball
My Sister's Keeper		Girls Softball

X. Student Records

Parents/Guardians have the right to inspect their child's file. If a parent or guardian wants to inspect their child's records, they should call ahead and set an appointment for this inspection. Parents/Guardians can request changes to the record by submitting a request in writing to the Principal. This written request will become part of the student's file. The decision to make requested changes is in the complete discretion of the administration.

Y. Substance Abuse

In accordance with statute and code, penalties shall be assigned for use, possession, and distribution of prescribed substances. The penalties shall be graded according to the severity of the offense. Infractions shall be reported to the local law enforcement agency in accordance with district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law. In addition, referrals for substance abuse counseling and to appropriate district support personnel will be made for any student suspected of drug/alcohol use.

Z. Weather Related School Closing and Emergency Early Dismissal

Inclement weather may force the closing of Hillside Public Schools. Announcements will be made over the radio stations WINS-1010 AM, WJDM – 1530 AM, WOR – 710 AM, and NJ 101.5 FM. The school website will also post information regarding school closings. A Global Connect message will also be sent to parents/guardians when there is a delay or school closing.

In the event of an emergency early dismissal, the District will implement the following procedures:

1. It is the parents' responsibility to instruct their children as to procedures to be followed and destination to which children are to go in the event of an early dismissal. Parents are also responsible for notifying individuals who will receive their child.
2. Information regarding emergency school closings will be made via the automated system/Global Connect. In addition, please check the school website.

VIII. Academic Policies

A. Grading Scale

Assessment and evaluation are essential pieces of the learning process. At WOK, we view assessments as opportunities for all school community members (students, parents/guardians, and staff) to learn how students are progressing toward mastery of the material. Evaluations are used to determine levels of expertise.

A numerical grading system will apply for each marking period. The interpretation of the grades is as follows. A grade below 65 is a failure (F).

90-100%	A	Excellent
80-89%	B	Above Average
70-79%	C	Average
65-69%	D	Below Average/Passing
Below 65%	F	Failing

B. Grade Criteria

The school year is divided into four marking periods (or cycles or quarters). Marking period grades are based on the following criteria:

- Tests – 40% -- Students should be given a minimum of two tests per marking period. Tests should be given to measure mastery of the units in each academic subject area.
- Quizzes – 25% -- Students should be given at least two quizzes per marking period. Quizzes are generally given to help students keep track of their progress in a course unit. As such, they generally focus on smaller blocks of information.
- Homework – 10% -- Credit for homework will be given only for work that a student does at home or outside of class. Work in class will fit into the other criteria categories.
- Class Participation – 15% -- Students' daily participation in groups, discussions, and class work will be counted in their final grade. Student notebooks may also be counted to show their daily, in-class participation.
- Special Assignments – 10% -- Students will be given the opportunity to explore, expand, and demonstrate their knowledge in each specific academic area through projects, essays, and other activities and assignments. **Language Arts and Social Studies classes must have one essay and one project per quarter in this category.**

C. Guidelines for Level Placement

Guidelines for placement are based on student performance and academic readiness. Not all students develop and/or display academic readiness at the same time. WOK believes in allowing students the opportunity to develop and mature without adding undue academic stress. Therefore, placement in accelerated courses is predicated on demonstrated performance, not student potential. Placement procedures continue to be reviewed. Other assessments may be incorporated into the process. For Language Arts, math, science, and social studies, honors classes will be offered for qualifying students.

D. Awards

We celebrate excellence within our community. Our school-wide awards recognize high academic achievement and acknowledge the central importance of hard work and dedication. WOK awards the following honors every quarter:

Principal's Scholars:	90% or higher GPA
High Honor Roll:	85-89% GPA
Honor Roll:	80-84% GPA

E. National Junior Honor Society

The National Junior Honor Society (NJHS) was founded to recognize and encourage academic achievement while also developing the characteristics essential to citizens in a democracy. The NJHS ideals of scholarship, character, service, citizenship, and leadership are still relevant today. These qualities are four criteria for NJHS membership, in addition to the academic standard.

NJHS membership is highly regarded as a valid indicator that the student will succeed, particularly in studies at the secondary and post-secondary level. Having a chapter is also a mark of a school whose focus is fostering and nurturing the very best of a student and setting a standard of excellence for their students to achieve.

Each spring, WOK faculty members will nominate students for membership in the NJHS. A special committee will recommend the very best from its list. New members will be inducted at the April/May awards ceremony. A minimum 88% GPA, teacher recommendations, and community service are required to be considered for membership.

F. Homework Expectations

Homework is considered to be an important part of the educational process at WOK. Homework can involve some of the following types of tasks that extend learning from school to home:

- Practice of various problem-solving approaches in math
- Reading and note-taking in content areas
- Rehearsal of newly-acquired vocabulary and language constructs in language classes
- Ongoing reading of literary works
- Completion of writing tasks, including essays, lab reports, and open-ended math questions
- Completion of projects
- Ongoing review of course material
- Preparation for assessments

The time allocated for homework should be reasonable and allow students to have necessary recreation, rest, and family time. These are other important goals for pre-adolescents in our community, and we must walk the line between offering a rigorous educational experience while not providing unnecessary additional stress for our pupils. The average amount of time spent on completing homework per night should be approximately two hours for seventh graders and two and a half hours for eighth graders. Time spent completing assignments will vary by individual students.

Homework is an essential part of a student's education. It is planned as an extension of classroom learning experiences and does have a significant impact on a youngster's learning and academic performance. It aides in the continued development of organizational skills, promotes student responsibility, and reinforces previously taught subject matter. Homework helps our scholars develop good study habits and acquire greater self-reliance, independence, and maturity. Each assignment, therefore, is critical to students' learning and development. The successful and timely completion of homework is essential for academic success. Therefore,

- Students are expected to read, study, and do their homework every day.
- Parents/Guardians are expected to provide an appropriate place to study and to monitor their children to ensure that students sit down to study and complete their homework.
- Teachers are expected to provide adequate homework and written directions for students to be successful with assignments.
- Administration is expected to provide adequate resources to further enable students, teachers, and parents/guardians to carry out this homework policy.

G. Academic Integrity

One of the cornerstones of our community is that we pursue academic excellence with integrity. This requires that we submit work based on how it was assigned, and that we are honest about the work we submit.

The faculty and staff at WOK are committed to providing students with all the extra help they need to succeed in their courses. Students must turn to their teachers when having difficulty. **Cheating/Academic dishonesty is *NOT* an option.**

There are many forms of cheating, and **none of them will be tolerated.** Cheating in any form is a serious offense. Cheating will result in a grade of zero for the assignment in addition to other consequences. This policy includes both **the giver and the receiver** of the work, since we are not in a position to determine students' intent when it comes to cheating. Cheating involves giving or receiving inappropriate aid on a graded assignment. Students should check in with their individual teacher if they are not sure if a particular act is considered cheating. The following is a partial list of acts that are considered academic dishonesty.

Plagiarism:

- Copying of a phrase, sentence or a longer passage from a source and passing it off as one's own.
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own.
- Buying/stealing/borrowing a paper and handing it in as your own.

Cheating:

- Obtaining a copy of tests or scoring devices.
- Copying off another student on a test, quiz, or homework assignment.
- Allowing a student to copy off your work/Providing another student questions or answers to, or copies of, test questions.
- Using notes, cheat sheets, or other reference materials during a quiz or exam without the instructor's permission.
- Students in an early class telling student in a later section of the same class what is on a quiz or exam.
- Improperly obtaining, distributing, or receiving advanced copies of an assignment.

H. Academic Support System

At WOK we have designed a system of academic support so that students who are struggling in their studies will have the extra help necessary to succeed and parents will be notified of student progress.

Academic Assistance: Per teacher's available time, students may receive academic assistance before or after school or during lunch. Students and parents/guardians may check teachers' websites and syllabi for specific times when teachers provide academic assistance outside of class.

Progress Reports: At the middle of every quarter/marking period, progress reports will be accessible in Genesis for parents/guardians using the Parent Portal. In these updates, each teacher will summarize the student's progress, including performance on quizzes, tests, projects, and homework. The school will report on students' attendance at this time as well.

Report Cards: At the end of every quarter/marking period, report cards will be shared with parents via Genesis to inform of student progress in relation to grade-level expectation, as well as effort made by the individual (four times a year).

Telephone Calls: Calls are made by teachers and guidance counselors to discuss a particular concern or to make arrangements for a parent-teacher-student conference.

Parent Conferences: Parents are welcomed and encouraged to come to school to meet with teachers. Appointments must be made to coincide with the teachers' schedules. This can be

done by calling the school office during school hours or by emailing the teacher. The dates for district conferences are provided on the School Calendar in this handbook. Please make every effort to adjust your schedule to facilitate attendance on your conference day.

The Guidance Department: WOK's guidance team is committed to students' academic and social success and is an integral part of the total school environment. The team's approach consists of guidance-led classroom lessons, group and individual counseling, and referrals for academic and social-emotional programs and services. Our team's multi-faceted approach addresses the needs of all students as they develop. Our team strives to assist each student as he/she discovers and enhances unique gifts and grows in self-confidence to meet academic and personal challenges. Our guidance counselors believe the home-school partnership is vital in assisting all students through the middle school years. Students are periodically contacted by their counselors for an interview to check on their progress and plans. If a pupil does not wish to wait for his/her regular interview, he/she may request one.

I. Promotion/Retention

Retention of a pupil at a grade level shall be considered when one or more of the following conditions prevail:

- The pupil has failed two or more academic subjects requiring the pupil to repeat the grade.
- The pupil has a record of more than 18 unexcused absences from school.

In February/March of each school year, teachers identify students who are at risk for possible retention. Parents/Guardians are notified and conferences are held to develop interventions that will assist the student in becoming academically successful. Student progress is continuously monitored and documented through progress reports, report cards, and home contact.

IX. Student Code of Conduct

WOK believes that appropriate behavior and discipline is crucial in the ability of our students to attain academic and personal success. We use our Non-Negotiables as the core of our school-wide discipline policy and this ensures the safety of our students and staff and enhances the learning environment. In addition, we have a detailed Code of Conduct that outlines attitudes and actions that are to be avoided, as they negatively impact school culture and climate and inhibit student learning. Our discipline policy will be communicated to parents and students through this written handbook.

A. Non-Negotiable Behaviors

1. We attend all classes every day except in situations of personal illness, death in the immediate family, family emergency, religious holiday, court appearances, administrative suspensions, medical appointments, individual education program (IEP) requirement, or special absence approved by the Principal.
2. To be early is to be on time, to be on time is to be late, and to be late is unacceptable. We arrive early to school and class prepared and ready to work.
3. We follow the uniform policy every day. We wear our uniform to school every day and we adhere to the uniform policy at all times.
4. We turn off our cell phones and all electronic devices BEFORE entering the building and we put these items in our lockers or bags right away and keep them there until dismissal (includes breakfast and lunch times).
5. We eat and drink only in the cafeteria during breakfast and lunch; we never bring food (including candy and gum) outside the cafeteria, with the exception of water in clear plastic bottles.
6. We show equal respect to all adults in the building – all faculty and staff, parents, and visitors. We do what we are asked the first time.
7. We treat our peers with respect and resolve conflict appropriately. We keep our hands to ourselves at all times and leave horseplay for outside school time. We refrain from fighting or harassment of others, including sexual harassment and bullying.
8. We respect instructional time. We do not leave class the first 10 minutes or the last 10 minutes of the period, and we do not use class time to conduct any personal business.
9. We respect all school property and the surrounding community. We refrain from writing on or damaging desks, books, doors, signs, and other postings throughout the building. We dispose of all litter properly and pick up any litter we see inside or outside our building. We keep close track of our books and school equipment.
10. We use Standard English throughout the school day and during school-sponsored events. We refrain from using foul and degrading language.
11. We speak softly and considerately in hallways. We move swiftly, quietly, and independently during transition times between classes.
12. We take responsibility for our own negative behavior, accept consequences, and take active steps to correct destructive situations.

We encourage positive school culture by the giving of **rewards** and **consequences**.

B. Rewards

Rewards are awarded monthly, quarterly, and yearly. They are used to encourage students to achieve our mission and to put forth their best effort to grow academically and socially. Attendance, academics, and conduct are the areas in which rewards are given. Awards are given at our monthly assemblies and posted on our website and central bulletin boards. Our School-wide Rewards Program includes:

- Monthly homeroom and individual student awards for attendance
- Student of the Month
- Quarterly grade-level rewards

- Quarterly honor roll, high honor roll, and Principal’s Scholars recognition
- Annual academic and conduct awards

At the end of the school year, awards will be given to the student with the highest GPA in each subject at each grade level. Teachers will collaborate with their academic associates to choose one award for each subject area. Attention will be given to ensure special education students are included in the awards.

C. Consequences (Progressive Discipline)

Definition of Terms

Teacher Detention: A student is assigned detention by a teacher for infractions of the school rules. The student will report before or after school (or lunch) to that classroom teacher. Teacher detentions will be no more than 15 minutes in length. Teachers are required to notify parents/guardians of teacher detentions. If a student fails to show up, this will be reported to the Vice Principal, and the teacher detention will become a central detention.

Central Detention: A student is assigned Central Detention by an administrator for infractions of the school rules. Central Detention is held from 3:20-3:50pm with faculty supervision. Central Detention is held on Tuesdays, Wednesdays, and Thursdays. Students who do not attend Central Detention will be assigned Saturday Detention. A notification letter will be given to the student. **It is the vice principal’s responsibility to inform a parent/guardian of a Central Detention.**

Saturday Detention: A student is assigned Saturday Detention by an administrator for infractions of the school rules. A notification letter will be given to the student to give to the parent by the vice principal and the vice principal will also call the parent. Saturday Detention is a disciplinary program that is held on Saturday mornings from 8:00am to 12:00pm at WOK with faculty supervision and may be used as an alternative to Out-of-School Suspension. Students who are assigned but do not attend Saturday Detention will receive an automatic Out-of-School Suspension.

QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES

These consequences are the **minimum** for the infraction listed; however, the principal or vice principal may enhance the penalty as necessary, in the reasonable exercise of their discretion, to reflect the severity of the offense. In exercising discretion whether to enhance the minimum penalty the Administration may consider the entirety of a student’s disciplinary record throughout his or her enrollment in the school system, to the extent relevant to the proper consequence for the infraction at hand.

OFFENSE	1 ST	2 ND	3 RD
Arson – crime of intentionally starting a fire or causing an explosion in or on school grounds BOE Policy 2415.06 & 5615	→ Parent notification → Possible expulsion → Police complaint		
Assault on a school employee – crime of violence against another person BOE Policy 5612	→ Parent notification → Long-term suspension → Police notification → 45 day interim placement out of district	→ Parent notification → Police notification → Possible expulsion	
Assault on a board			

<p>member – crime of violence against a board member</p> <p>BOE Policy 5612</p>	<ul style="list-style-type: none"> → Parent notification → Short-term suspension → Police notification 	<ul style="list-style-type: none"> → Parent notification → Police notification → Possible expulsion 	
<p>Assault with weapon – crime of violence against a person with weapon</p> <p>BOE Policy 5613 & 8467</p>	<ul style="list-style-type: none"> → Parent notification → Police notification → Possible expulsion 		
<p>Bomb Threats – crime of initiation or accomplice to the execution of bomb threats on school grounds</p> <p>BOE Policy 8420</p>	<ul style="list-style-type: none"> → Parent notification → 45 day interim placement out of district → Police complaint → Meeting with counselor 	<ul style="list-style-type: none"> → Parent notification → Police complaint → Possible expulsion 	
<p>Bullying, Harassment & Intimidation/Hazing –any gesture or written, verbal or physical act perceived as motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap or by any other distinguishing characteristic that takes place on school grounds, at any school sponsored function or while traveling on school transportation.</p> <p>BOE Policy 5512</p> <p>(See full definition in the policy in the district website for additional consequences)</p>	<ul style="list-style-type: none"> → Parent notification → Counseling, Intervention → Conference with Juvenile Officer → Detention → Short-term suspension 	<ul style="list-style-type: none"> → Parent notification → Counseling, Intervention → Short-term suspension → Conference with Juvenile Officer 	<ul style="list-style-type: none"> → Parent notification → Long-term suspension → Counseling, Intervention → Conference with Juvenile Officer → Police complaint → School transfer
<p>Bus Conduct – causing any disruption while traveling on school transportation which is against the school and student transportation guidelines. (See School Bus Rules and Safety guidelines listed on the district’s website.)</p> <p>BOE Policy 8631</p>	<ul style="list-style-type: none"> → Parent notification → Warning 	<ul style="list-style-type: none"> → Parent notification → Assigned seat → Central detention → Short-term removal from bus 	<ul style="list-style-type: none"> → Parent notification → Indefinite removal from bus → Short-term suspension
<p>Cheating – lying, deceiving, fraud, trickery, imposture or imposition to create an unfair advantage in one’s own interest and often at the expense of others.</p> <p>BOE Policy 5701</p>	<ul style="list-style-type: none"> → Parent notification → Short-term suspension → Counseling/ Intervention → Loss of academic credit 	<ul style="list-style-type: none"> → Parent notification → Short-term suspension → Counseling/ Intervention → Loss of academic credit 	<ul style="list-style-type: none"> → Parent notification → Long-term suspension → Counseling/ Intervention → Loss of academic credit
<p>Cyber-Bullying – harassment by computer on school grounds or any off-campus activity that has adverse effect on the safety and well-being of a student</p>	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Conference with Juvenile Officer 	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Central detention → Short-term 	<ul style="list-style-type: none"> → Parent notification → Long-term suspension → Police complaint → Possible

<p>while on school grounds. Consequences may be adjusted based on nature of message.</p> <p>BOE Policy 5512.02</p>	<ul style="list-style-type: none"> → Detention → Short-term suspension → HIB Investigation 	<ul style="list-style-type: none"> suspension → HIB Investigation 	<ul style="list-style-type: none"> Prosecution → HIB Investigation
<p>Dating Violence – pattern of behavior where one person threatens to use, or uses physical, sexual, verbal, or emotional abuse to control a dating partner.</p> <p>BOE Policy 5519</p>	<ul style="list-style-type: none"> → Affirmative Action investigation → Parent notification → Counseling → Police report → Short term suspension 	<ul style="list-style-type: none"> → Affirmative Action investigation → Parent notification → Counseling → Long term suspension 	<ul style="list-style-type: none"> → Affirmative Action investigation → Parent notification → Counseling → Police report → Parent notification → Counseling → 45 day interim placement out of district
<p>Open Defiance/ Insubordination – Bold resistance, disrespect and disregard for authority</p> <p>BOE Policy 5610 & 5560</p>	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Central Detention 	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Community service → Saturday Detention 	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Long-term Suspension
<p>Disorderly Conduct/ Disruption of School – any act or behavior that disrupts the orderly conduct of the school function, learning environment, poses a threat to health, safety and/or welfare of students, staff or others.</p> <p>BOE Policy 5520 & 5560</p>	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Central Detention or Saturday Detention 	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Community service → Short-term suspension 	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Long-term Suspension → 45 day interim placement out of district
<p>Electronic Devices – open display or use of any electronic device not sanctioned by the school district.</p> <p>BOE Policy 5516</p> <p>Acceptable Use Policy</p>	<ul style="list-style-type: none"> → Parent notification → Silenced and put away 	<ul style="list-style-type: none"> → Parent notification → Silenced and confiscated until end of day → Saturday Detention 	<ul style="list-style-type: none"> → Parent notification → Silenced and confiscated for parent pick-up → add'l Saturday Detention
<p>Extortion – Taking or attempting to take property or money from another individual by force or intimidation.</p> <p>BOE Policy 5615</p>	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Conference with Juvenile Officer → Police complaint 	<ul style="list-style-type: none"> → Parent notification → Central detention → Counseling/ Intervention → Police complaint → Short-term suspension 	<ul style="list-style-type: none"> → Parent notification → Long-term suspension → Police complaint → 45 day interim placement out of district
<p>False Allegations – claim made from deliberate falsehood against another. The age and developmental maturity of the student should be considered.</p> <p>BOE Policy 5701</p>	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Conference with Juvenile Officer 	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Central Detention → Short-term suspension 	<ul style="list-style-type: none"> → Parent notification → Long-term suspension → Possible expulsion
<p>Fighting – initiating or responding to physical</p>	<ul style="list-style-type: none"> → Parent notification 	<ul style="list-style-type: none"> → Parent notification 	<ul style="list-style-type: none"> → Parent notification

confrontation. BOE Policy 5600 & 5560	→ Counseling/ Intervention → Short-term suspension	→ Counseling/ Intervention → Short-term suspension	→ Counseling/ Intervention → Long-term suspension
Fire Alarms – tampering of district fire alarms. BOE Policy 5600 & 5560	→ Parent notification → Counseling/ Intervention → Short-term suspension → Police complaint	→ Parent notification → Counseling/ Intervention → Long-term suspension → Police complaint	→ Parent notification → Police complaint → 45 day interim placement out of district
Fireworks/Chemicals – criminal possession or activation of explosives or chemicals on school grounds BOE Policy 5560	→ Parent notification → Short-term suspension → Police complaint → Possible prosecution	→ Parent notification → Long-term suspension → Police complaint → 45 day interim placement out of district → Prosecution	
Food Fighting – inappropriate handling of food anywhere on school grounds BOE Policy 5513	→ Parent notification → Counseling/ Intervention → Short-term suspension	→ Parent notification → Counseling/ Intervention → Short-term suspension	→ Parent notification → Counseling/ Intervention → Long-term suspension
Forgery – alterations made on any type of school material, e.g. Passes, notes, grades, etc. BOE Policy 5701	→ Parent notification → Counseling/ Intervention → Teacher Detention	→ Parent notification → Counseling/ Intervention → Central Detention or Saturday Detention	→ Parent notification → Counseling/ Intervention → Short-term suspension
Gambling – wagering of money or something of material value with the primary intent of winning additional money or material goods BOE Policy 5600 & 5560	→ Parent notification → Counseling/ Intervention → Saturday Detention	→ Parent notification → Counseling/ Intervention → Short-term suspension	→ Parent notification → Counseling/ Intervention → Short-term suspension
Gang/Group Fighting – a group of loosely organized individuals controlling a territory or turf with the readiness to use violence against others BOE Policy 5615	→ Parent notification → Counseling/ Intervention → Short-term Suspension → Possible police charges	→ Parent notification → Counseling/ Intervention → Long-term suspension → Police complaint → 45 day interim placement out of district	
High Tech Tampering – willful and deliberate access and tampering with district databases including any violations to the Acceptable Use Policy. BOE Policy 7523 Acceptable Use Policy	→ Parent notification → Counseling/ Intervention → Supervised computer usage → Police notification	→ Parent notification → Counseling/ Intervention → Supervised computer usage → Short-term suspension → Police notification	→ Parent notification → Counseling/ Intervention → Supervised computer usage → Long-term suspension → Police notification → Possible prosecution
Inappropriate Dress - wearing clothing or engage	→ Parent notification	→ Parent notification	→ Parent notification

<p>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; cause excessive wear or damage to school property; or prevent the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement.</p> <p>BOE Policy 5511</p>	<p>→ Written warning</p>	<p>→ Central Detention</p>	<p>→ Counseling → Central Detention → ISS or Saturday Detention</p>
<p>Plagiarism –representation of the words or ideas of another as one's own without their permission or knowledge</p> <p>BOE Policy 5701</p>	<p>→ Parent notification → Counseling/ Intervention → Short-term suspension → Loss of academic credit</p>	<p>→ Parent notification → Counseling/ Intervention → Short-term suspension → Loss of academic credit</p>	<p>→ Parent notification → Counseling/ Intervention → Long-term suspension → Loss of academic credit</p>
<p>Profanity/Inappropriate Language – use of obscene language, gesturing, profanity, suggestive comments, either written or verbal</p> <p>BOE Policy 5610</p>	<p>→ Parent notification → Counseling/ Intervention → Teacher Detention</p>	<p>→ Parent notification → Counseling/ Intervention → Central Detention or Saturday Detention</p>	<p>→ Parent notification → Counseling/ Intervention → Short-term suspension</p>
<p>Sexual Harassment – any unwelcome sexual advances or suggestions, request for sexual favors, and verbal or physical contacts of a sexual nature</p> <p>BOE Policy 5751</p>	<p>→ Parent notification → Counseling/ Intervention → Conference with Juvenile Officer → Short term suspension</p>	<p>→ Parent notification → Counseling/ Intervention → Short-term suspension → Police complaint → Long term suspension</p>	<p>→ Parent notification → Counseling/ Intervention → Long-term suspension</p>
<p>Smoking/Possession of Tobacco Products – criminal possession or use of tobacco products, electronic cigarettes or vaporizers on school grounds</p> <p>BOE Policy 5533 & 7437</p>	<p>→ Parent notification → Short-term suspension → Counseling/ Intervention</p>	<p>→ Parent notification → Short-term suspension → Counseling/ Intervention</p>	<p>→ Parent notification → Long-term Suspension → Counseling/ Intervention</p>
<p>Snowball Fighting – throwing of snowballs anywhere on school grounds</p> <p>BOE Policy 5560</p>	<p>→ Parent notification → Short-term Suspension → School service → Counseling/ Intervention</p>	<p>→ Parent notification → Short-term Suspension → School service → Counseling/ Intervention</p>	<p>→ Parent notification → Long-term Suspension → School service → Counseling/ Intervention</p>
<p>Selling/Distributing of Alcohol or other Drugs – criminal possession,</p>	<p>→ Parent notification → Counseling/</p>	<p>→ Parent notification → Counseling/</p>	<p>→ Parent notification → Counseling/</p>

consumption or distribution of drugs or alcohol in any form anywhere on school grounds, while attending school sponsored activities or while traveling on school transportation BOE Policy 5530 & 7435	Intervention → Short-term suspension → Police notification	Intervention → Short-term suspension → Police complaint	Intervention → Long-term Suspension → Police complaint
Substance Abuse – criminal possession, consumption or distribution of drugs or alcohol in any form anywhere on school grounds, while attending school sponsored activities or while traveling on school transportation BOE Policy 5530	→ Parent notification → Short-term Suspension → Testing → Counseling/ Intervention → Police notification	→ Parent notification → Short-term Suspension → Testing → Counseling/ Intervention → Police notification	→ Parent notification → Long-term Suspension → Testing → Counseling/ Intervention → Police notification
Terrorist Threats – criminal threat to commit one of the following offenses, homicide, assault, sexual assault, robbery, kidnapping or arson with the purpose of placing others in imminent fear BOE Policy 2415.06	→ Parent notification → Counseling/ Intervention → Short-term Suspension → Police complaint → Possible prosecution	→ Parent notification → Counseling/ Intervention → Police notification → Possible expulsion	
Truancy – being present on school grounds without signing in or being away from school or class without authorization BOE Policy 5200	→ Parent notification → Counseling/ Intervention → Central Detention	→ Parent notification → Counseling/ Intervention → Saturday Detention	→ Parent notification → Conference with Principal and Counselor/ Intervention → Referral to truant officer
Vandalism – deliberately damaging or defacing of school property or any individual's property BOE Policy 5560 & 7610	→ Parent notification → Counseling/ Intervention → Short-term Suspension	→ Parent notification → Counseling/ Intervention → Short-term Suspension → Police notification	→ Parent notification → Counseling/ Intervention → Long-term suspension → Police notification
Weapons and Dangerous Instruments – criminal possession or transmitting of any kind of weapon on school grounds BOE Policy 8467	→ Parent notification → Counseling/ Intervention → Short-term Suspension → Police notification	→ Parent notification → Police notification → Counseling/ Intervention → Possible expulsion	
Wrongful entry – any person present in a school building on a school day during the hours school is in session, other than those persons whose presence is required by their enrollment in the school or employment by the Board and includes, but need not be limited to, parents or legal guardians,	→ Removal from premises → Written warning → Parent notification	→ Removal from premises → Police complaint → Persona non-grata	

family members, district residents, guests, educational researchers, and members of the Board BOE Policy 9150			
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D. Suspension/Expulsion Policy

Hillside Public Schools believes that holding everyone to a high standard of personal conduct will help set an academic tone and ensure a safe and peaceful learning environment for all. In an effort to improve the climate of our schools, the Hillside Board of Education amended its Student Discipline/Code of Conduct Policy, #5600. Please refer to this policy on the district website to review the amendments, which are highlighted.

Out-of-School Suspension – While the Board of Education believes a positive approach to acceptable behavior is usually more effective, it is sometimes necessary to penalize students for violations of school regulations to ensure the good order of the school and to teach students the consequences of disruptive behavior. Students who indulge in disruptive behavior may be suspended or expelled.

Suspension of pupils will be issued for repeated or gross disobedience, misconduct, or other violation of our conduct code. Please be reminded that suspension will be issued for ***repeated disobedience, typically signaled by repeated detentions, or for gross disobedience, which could be first time, serious acts of misconduct.*** Every such suspension shall be reported immediately to the parent or guardian of the pupil, with a statement of the reasons for such suspension. **Students who are suspended are not allowed to participate in any extra-curricular or co-curricular activities. Also, students will not be re-admitted to school without a parent/guardian conference with the appropriate school administrator.**

Any student who is suspended 4 days or less may have a parent/guardian (or their designee) pick up the child’s classwork the day after the suspension (in order to give teachers time to provide the material without interruption of instructional time for other students), or the parent/guardian may elect to have the student make up the classwork upon their return to school (a student has 1 day for every day suspended to make up missing work). In the former case, the parent/guardian is asked to call the Guidance Counselor to arrange pick-up time and to give 24 hours advance notice. **The suspended student is not allowed to return to school during the suspension for any reason, including retrieving classwork.**

For any suspension that is 5 days or more, the student will be provided home instruction on the 5th day of suspension, unless that student is referred to an alternative educational program to meet his/her educational needs. The Guidance Counselor will coordinate home instruction for the student.

Long-Term Suspension Hearings: Procedure, Protocol, and Appeal

Providing there is a suspension lasting beyond ten (10) school days, the parent/guardian has the right to appeal any such suspension to the local school board. Any suspension to continue beyond ten (10) school days must be approved by the Board.

Expulsion (Permanent removal from school) – The Board of Education shall consider expulsion only if:

- The chief school administrator, with his/her staff, has exhausted all means of bringing about correction of repeated misconduct; or

- The nature of a single act presents such a clear possibility of danger to others that immediate definitive action is indicated.

The parent/guardian of the student shall be interviewed, if possible, and advised of the reasons why expulsion is being considered, of the rights of the pupil to a full hearing which will afford him/her procedural due process, and the right of the parent/guardian to appeal to the chief school administrator. The student shall remain out of school until either:

- An appeal, made by the chief school administrator, is decided in the student's favor; or
- The appeal, if made, has been denied and the Board has met to hear the chief school administrator's recommendation.

If the Board determines that the charges, if true, may warrant expulsion, the Board will set a date for the hearing. The Board attorney will arrange for the giving of legal notice to all parties concerned for the preparation and presentation of evidence in support of the charges at the hearing. The student must receive:

- Notification of the charges against him/her;
- The names of adverse witnesses;
- Copies of the statements and affidavits of those adverse witnesses;
- The opportunity to be heard in his/her own defense;
- The opportunity to present witnesses and evidence in his/her own defense;
- The opportunity to cross-examine adverse witnesses; and
- The opportunity to be represented by counsel.

A student younger than 18 years of age that is expelled will be provided with an alternative program or home instruction.

Weapons – WOK will comply with the “zero tolerance” mandate on weapons. A student found with any type of weapon (including BB guns or weapon look-alikes) will be referred to the Hillside Police Department and suspended from school. There will be no exceptions! Should a student be found with a weapon, the school district will schedule a legal hearing for expulsion from Hillside Public Schools.

Discipline of Students with Disabilities – Unless specifically exempted from school discipline in his/her individualized educational plan (IEP), a pupil classified with an educational disability will be disciplined in the same manner as non-classified pupils. When a classified pupil faces a long-term suspension (over 10 days), he/she will be evaluated by the Child Study Team for a determination of whether the conduct alleged was primarily caused by the pupil's disability. The conclusion of the Child Study Team will be considered by the Board and/or the school district administration in determining the appropriate disposition of the matter.

In all disciplinary matters (until a student is officially dismissed), students' due process rights will be preserved and students will continue to receive an education through home instruction.

E. Harassment, Intimidation, or Bullying (HIB)

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. Harassment, intimidation, or bullying, like other disruptive and 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. Therefore, WOK will not tolerate acts of harassment, intimidation, or bullying.

New Jersey State Law defines “harassment, intimidation, or bullying” as “any gesture, any written, verbal or physical act, or any electronic communication,...whether it be a single incident or a series of incidents that 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; that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds... that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that:

- A. 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
- B. Has the effect of insulting or demeaning any pupil or group of pupils; or
- C. 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.” Actions fitting this description will not be tolerated at WOK, and will be punished severely.

Note: “Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Reporting Harassment, Intimidation, and Bullying Behavior

The Principal or her designee(s) shall be responsible for receiving complaints and alleged violations of this policy. **Note: At WOK Vice Principal Mr. Rotando or the Anti-bullying Specialists Dr. Ellis and Dr. Durrant receive HIB complaints/referral. If the Principal receives a complaint, she will direct it to the Vice Principal and the Anti-Bullying Specialists for parent notification and start of an investigation.**

The Board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, Board member, contracted service provider, student, visitor, or volunteer who has witnessed or has reliable information that a student has been subject to harassment, intimidation, or bullying must report the incident to the Principal or her designee(s).

The following procedures shall apply to the reporting of incidents of harassment, intimidation, and bullying:

- A. All acts of harassment, intimidation, or bullying shall be reported verbally to the Principal or her designee(s) on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
- B. The Principal or her designee(s) shall inform the parents/guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services (**note: at WOK the Vice Principal is the designated administrator who must inform the parents/guardians of all involved students and this must be done the same day an HIB referral/complaint is received**); and
- C. All acts of harassment, intimidation, and bullying shall be reported in writing to the Principal within two (2) days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

A Board member, school employee, contracted service provider, visitor, volunteer, or student who has witnessed, or has reliable information that a student has been subject to harassment,

intimidation, or bullying shall report the incident to the Principal or her designee(s), who shall immediately initiate the school's procedures concerning school bullying.

A Board member or a school employee who promptly reports an incident of harassment, intimidation, or bullying to the appropriate school official designated by the school's policy, shall be immune from a cause of action for damages arising from any failure to remedy the reported incident.

A school administrator who receives a report of harassment, intimidation, or bullying from a school employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying, may be subject to disciplinary action.

School Anti-Bullying Specialist – The Principal shall appoint a school anti-bullying specialist. The school anti-bullying specialist(s) shall:

- A. Chair the school safety team;
- B. Lead the investigation of incidents of harassment, intimidation, and bullying in the school; and
- C. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.

School Safety Team

WOK shall form a school safety team in each school to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school and to address school climate issues such as harassment, intimidation, or bullying. The school safety team shall meet at least two times per year.

The school safety team shall consist of the Principal (or her designee who, if possible, shall be a senior administrator); a teacher in the school; the school anti-bullying specialist; and other members to be determined by the Principal. The school anti-bullying specialist shall serve as the chair of the school safety team.

The school safety team shall:

- A. Receive any complaints of harassment, intimidation, or bullying of students that have been reported to the Principal or her designee(s);
- B. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- C. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- D. Review and strengthen school climate and policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- E. Educate the community, including students, teachers, administrative staff, and parents/guardians, to prevent and address harassment, intimidation, or bullying of students;
- F. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the school anti-bullying coordinator may request;
- G. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or anti-bullying coordinator.

Investigating Reported Harassment, Intimidation, or Bullying

All reported incidents of harassment, intimidation, or bullying shall be investigated promptly and in accordance with law and the following procedures:

- A. All investigations shall be thorough and complete, and documented in writing, and shall include but not be limited to:
 - 1. Taking of statements from victims, witnesses, and accused;
 - 2. Careful examination of the facts;
 - 3. Support for the victim; and
 - 4. Determination if alleged act constitutes a violation of this policy.
- B. The investigation shall be initiated by the Principal or her designee(s) within one school day of the report of the incident and shall be conducted by the anti-bullying specialist. The Principal may appoint additional personnel who are not anti-bullying specialists to assist in the investigation if there is a need.
- C. The investigation shall be completed as soon as possible, but not later than ten (10) school days from the date of the written report of the incident of harassment, intimidation, and bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.
- D. The results of the investigation shall be reported to the Principal within two (2) days of the completion of the investigation, and in accordance with law and Board policy. The Principal may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
- E. The results of each investigation shall be reported to the Board of Education no later than the date of the next Board meeting following the completion of the investigation, and include:
 - 1. Any services provided;
 - 2. Training established;
 - 3. Discipline imposed; or
 - 4. Other action taken or recommended by the Principal.
- F. The Principal or her designee shall ensure that parents/guardians of the students who are parties to the investigation shall receive information about the investigation. This information shall be provided in writing within five (5) school days after the results of the investigation are reported to the Board and include:
 - 1. The nature of the investigation;
 - 2. Whether the school found evidence of harassment, intimidation, or bullying; and
 - 3. Whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying.

Appeal Process

The parent/guardian may request a hearing before the Board after receiving the information from the Principal regarding the investigation. The hearing shall be held within ten (10) days of the request. The Board shall meet in Executive Session for the hearing to protect the confidentiality of the students. At the hearing the Board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.

Whether pursuant to a request for a hearing or not, at the next Board meeting following its receipt of the report, the Board shall issue a decision, in writing, to affirm, reject, or modify the Principal's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with law, no later than 90 days after the issuance of the Board's decision.

A parent/guardian, student, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination."

Throughout the school year, the school shall provide on-going age-appropriate instruction on preventing harassment, intimidation, and bullying, such as during monthly advisory time and during regular assemblies.

F. Restoration

Goals of student discipline include restoring the student and encouraging self-discipline. To that end, teacher detention, central (administrative) detention, and Saturday detention will be used whenever appropriate. In addition, when students violate school rules that require a suspension of 5 days or more, that student will not simply be given a consequence; they will reflect on wrong behavior and become restored to the school community.

X. Uniform Policy/Dress Code

On July 25, 2006, at its regular meeting, the Hillside Board of Education unanimously approved a mandatory uniform policy for all students in grades pre-K through 8. All students will wear the school's designated uniform as of September 7, 2005. Students must wear a uniform to school each day. Uniforms help create a communal and academic environment, which minimizes a sense of social competition and/or distractions from the learning process. Uniforms are to be neat, clean, and pressed daily. The uniform colors for WOK are burgundy and gray.

Unlike in years past, students are allowed to wear their gym uniform ONLY on gym days. Students must wear proper school uniforms on the days they do not have gym. Also unlike in years past, students are NOT allowed to wear jeans, pants that have jean-like material, jeggings, leggings, or the like.

GIRLS: **Burgundy or gray (solid color) or plaid skirts, skorts, or pants**
 Burgundy or gray (solid color) long-sleeved or short-sleeved polo
 shirts, with/without school name
 Burgundy or gray (solid color) sweaters, with/without school name
 Shoes or sneakers

BOYS: **Burgundy or gray (solid color) long-sleeved or short-sleeved polo**
 shirts, with/without school name
 Burgundy or gray (solid color) pants
 Burgundy or gray (solid color) sweaters, with/without school name
 Shoes or sweaters

Note: Due to the fluctuating temperature in our building, parents/guardians should purchase at least one sweater and one long-sleeved polo shirt for their child. These garments may be kept in the student's locker for use if needed.

In addition to the above uniform, students must also adhere to the dress code details below. School administrators reserve the right to contact parents/guardians and exclude any student who does not meet the dress code and uniform standard.

- Coats and hoodies should not be worn during the school day, including breakfast and lunch times. They should be stored in the student's locker.
- No jewelry is allowed, with the exception of small earrings (girls only) and bracelets.
- No long-sleeved underwear or long-sleeved clothing is permitted under short-sleeved uniform tops.
- Sneakers must be tied correctly with a bow on the outside of the shoe.
- The shirt and/or blouse must meet the pants and/or jeans, trousers, slacks, skirts.
- Open-toe shoes, slippers, and bare feet are not acceptable.
- Clothing that is not clean or is excessively soiled is not acceptable.
- Any item which displays indecent writing, indecent pictures, or indecent slogans is not permitted. Clothing that has any obscene writing or promotes suggestive, indecent, or unacceptable school behavior (whether stated or implied) is not permitted.
- **No fanny packs are allowed on school property at all. Any student with a fanny pack in their possession (even if they are not wearing it) will have it confiscated for parent pick-up, and a consequence will be issued.**
- Sunglasses without a prescription or medical excuse may not be worn in the school.
- No garments that reveal undergarments or buttocks, no pajama pants, no ripped jeans (even if leggings are underneath), no pants with any holes, and no pants or sweatpants with graphics or writing across the back are allowed. **No sagging is allowed. It is a uniform violation.**
- No clothing or accessories that have any association with illegal substances, violence, or gangs are allowed.
- No midriffs, tube tops, strapless tops/dresses, halter-tops, tank-tops, camisoles, see-through articles, or articles that expose cleavage or stomach are allowed.
- No clothing that is offensive to any nationality, ethnicity, religion, sexual orientation, or gender identity is allowed.
- Shorts are allowed ONLY from the start of school until October 15th and from May 15th through the end of school. No jean shorts or shorts with jean-like material are allowed. Shorts must be at least mid-thigh and only gray and burgundy solid color shorts are allowed (exception: shorts may have ONE white, gray, or burgundy stripe on them).
- Clothing that is skin tight or skirts that are too short are not allowed. Ripped hems are not allowed on any clothing.
- With the exception of headbands for girls that are NOT bandana headbands, no head gear is allowed (i.e., bandanas, bandana headbands, sports headbands, bows). Hats, scarves, or any type of head covering is not to be worn in the school unless it is for religious reasons (and prior approval by the principal is needed). Hats worn in school will be confiscated and returned to a parent.

Gym Uniform

- a) WOK logo only or plain burgundy or gray sweat pants/shorts and sweatshirts/t-shirt (no Hillside recreation or Hillside HS on tops or bottoms). Exception: Pants/shorts may have ONE burgundy, gray, or white stripe on them.
- b) Crew neck t-shirt or long-sleeved t-shirts only (burgundy or gray). No low-cut shirts (V-neck or scoop neck). No sleeveless shirts, tank tops, or cap sleeves. No belly shirts.
- c) Shorts or pants must have an elastic waist. No buttons or zippers.
- d) No lotion may be used in gym. No gum, food, or drink is allowed in the gym.

Please note that repeated violations of the school uniform or the gym uniform will result in loss of privileges to participate in school dances, field trips, and all 8th grade activities.

XI. Appendix

Parents/Guardians, please review, sign, and return the forms listed below.

A. WOK MS Assessment, Events, and Activities Calendar

B. Request for Emergency Information

C. Parent/Guardian Receipt of / Agreement with Parent-Student Handbook

Walter O. Krumbiegel (WOK) Middle School Assessment, Events, and Activities Calendar - 2018 – 2019

September

4-5	Staff Development
6	First Day of School - Students
10	Rosh Hashanah - Closed
11	PTA Meeting - 6:00pm
11-14	Achieve & Freckle Testing
15	National Hispanic Heritage Month Begins
17-21	MAP Testing
19	Yom Kippur - Closed
25	Back to School Night - 6:00pm

February

1	8 th Grade Snow Tubing Trip
1	7 th Q2 Reward Trip
4-6	Achieve & Freckle Testing
8	Valentine's Day Dance 6:30-8:30pm
12	PTA Meeting – 6:00pm
15	Club Photos & Retakes
18	President's Day - Closed
20	Parent Conferences* 1:15-3:15pm
28	Black History Month Celebration 6:30-8pm

March

12	PTA Meeting – 6:00pm
15	Staff Development – Early Dismissal
28	International Night 6:30–8pm

October

1-5	Week of Respect – Assembly Date TBA
8	Columbus Day – Closed
9	PTA Meeting & Family Movie Night for Hispanic Heritage Month – 6:00pm
15	National Hispanic Heritage Month Ends
15-19	School Violence Awareness Week
23-31	Red Ribbon Week
29	7 th Grade Picture Day
30	8 th Grade Picture Day/Yearbook Day

April

8-12	MAP Testing
9	PTA Meeting – 6:00pm
17	National Junior Honor Society Induction Ceremony – 6:00pm
18	Q3 Reward Trip – 7 th & 8 th Grades
19-26	Spring Recess – Closed

November

1	Fall Dance
6	Staff Development - Closed
8-9	NJEA Conference - Closed
13-14	Parent Conferences* 1:15-3:15pm
15	Parent Conferences* 6-8pm
15	Q1 Reward Field Trip – 7 th & 8 th grades
21	Early Dismissal 12:39pm
22-23	Thanksgiving Recess – Closed

May

7	Curriculum Night & PARCC for Parents – 6:30-8pm
13-14	8 th Grade Technology Assessment
15-22	PARCC Testing
27	Memorial Day - Closed
29-30	8 th Grade NJSL Science Assessment
31	Spring Concert – 6:30pm

December

11	PTA Meeting – 6:00pm
20	Winter Concert - 6:30pm
21	Early Dismissal – 12:39pm
24–Jan.1	Winter Recess - Closed

June

3-7	Achieve & Freckle Testing
4	Id al Fitr - Closed
6	8 th Grade Water Park Trip
11	Student Awards & Parent Appreciation Ceremony – 6:00-8:00pm
12	7 th Grade Field Day
14	8 th Grade Social - 6:30-10:00pm
19	8 th Grade Promotion Ceremony/ Last Day of School/Early Dismissal**

January

7-11	MAP Testing
8	PTA Meeting – 6:00pm
21	MLK Day – Closed

**Early Dismissal 12:39pm for parent conferences*
***Note: This date may change due to snow days*
ACCESS and DLM Testing – date(s) TBA

Request for Emergency Information

TO PARENTS/GUARDIANS: Occasionally children become ill while they are in school or they may meet with some accident (usually not serious). It is necessary for the school to have on file certain information which can be used should the need for it arise. Please supply the following information for emergency use. In the event that there is a change in this information, please notify the school promptly by phone or in writing.

Student's Name: _____

Address: _____

Parent/Guardian: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

If your child becomes ill or meets with an accident while in school and we are unable to reach you, please give the name of a relative or neighbor who can be notified.

Name: _____

Address: _____ Phone: _____

Relationship: _____ Cell Phone: _____

Please provide the name(s) and phone numbers of adults who have your permission to pick up your child early from school.

Name: _____ Phone: _____

Relationship: _____ Age: _____

Name: _____ Phone: _____

Relationship: _____ Age: _____

Name: _____ Phone: _____

Relationship: _____ Age: _____

**Parent/Guardian Receipt of and in Agreement with
Walter O. Krumbiegel (WOK) Middle School Parent-Student Handbook**

I, _____

(Parent Name Printed)

have received a copy of the Walter O. Krumbiegel (WOK) Middle School Parent-Student Handbook for the 2018-2019 school year. I understand and support all of the contents of the handbook and I will work with WOK staff to make sure _____,

(Student Printed Name)

lives up to the academic and conduct expectations it outlines.

Parent Signature

Date