

MESSAGE FROM THE PRINCIPAL

Dear Parents,

Middle School is a bridge between the elementary and high school. It is also a time when students experience their own personal transition. The rigorous academics and social adjustments students are experiencing can be overwhelming. The school needs to be sensitive to the fact that although middle school is exciting is also very challenging at the same time.

Therefore, our work, which is grounded in middle school research, is done by nurturing the relationships among students, staff and parents while continuing our emphasis on academic excellence. Our goal is to continue to address the six components that middle schools provide for the education of young adolescents as outlined in the National Middle School Associations' position paper, "This We Believe: Successful Schools for Young Adolescents." Curriculum will be relevant, teaching styles will be diverse, assessments will be varied to ensure that all students experience success, teaming will continue and students' social and health needs will be met in conjunction with a strong student advocacy and guidance program. It is important to recall what William Butler Yeats said; "Education is not the filling of a pail, but the lighting of a fire."

I am confident that together, through the nurturing and support received at home and school, we can make our children successful. We welcome you as partners in the educational process.

Sincerely,

Joan Kelly Broe

EQUAL ACCESS TO EDUCATIONAL PROGRAMS AND ACTIVITIES

It is the policy of Paramus Public Schools not to discriminate in its education programs, activities, employment practices, or admission policies on the basis of race, color, national origin, sex, or handicap.

Inquiries regarding affirmative action and employment practices may be directed to Dr. Joseph Lupo, Director of Human Resources, at 201-261-7800, ext. 3005, or Mrs. Joan Kelly Broe, Principal of West Brook Middle School, at 201-261-7800 ext. 8202.

Inquiries regarding compliance with Title IX, affirmative action or educational practices may be directed to the, Assistant Superintendent for Curriculum and Instruction, at 201-261-7800, ext. 3040.

MESSAGE FROM THE PTA

The PTA hopes that you have a successful and enjoyable school year. The PTA supports many activities including the student directory and TGIF events. Please look for the school's monthly calendar in the newsletter, so you can participate in the available activities. Have a terrific year at West Brook Middle School!

Thank you,
Annette Molino

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STUDY PROGRAM

WHAT COURSES WILL I STUDY?

All students in grades 5-7 will study the following subjects:

Language Arts Literacy Science
Mathematics Social Studies
Physical Education and Health

A cycle of the Exploratory Areas, each for approximately six weeks, is required in grade five: Art, Music, Intro to Digital Photography, Foods/Nutrition, Personal Finance, Enrichment and Computer Literacy.

Required cycles for grades 6 and 7 are each one marking period in length:

Grade 6 — Art, Music, Library Skills and Computer Literacy.

Grade 7 — Art, Computer Art, Computer Literacy, Business.

All students in the eighth grade will study:

Language Arts/Reading
Mathematics
Science
Social Studies
World Language (if elected)
Individualized Reading
(if World Language not elected)
Physical Education and Health

In addition, students will take the following Exploratory Areas:

Foods
Music
Computer Technology
Digital Photography

*The anticipated Exploratory Areas are subject to change.

All students in each grade may also elect to take instrumental music lessons, as well as to participate in the Band/Orchestra/Chorus for the respective grade groups (5-6 and 7-8).

HOW WILL I BE GRADED FOR THE WORK I DO?

Every effort is made to report your individual progress fairly, accurately, and according to your ability, effort and achievement in each class. Your progress is measured by homework, tests and quizzes, class participation, projects, etc.

You receive a report card quarterly - in November, February, April and June. The marking system is based on the following:

Grades 5-8

| | | |
|----------------|------------|--------|
| A+ 97 -100 | C+ 77-79 | WD |
| Withdrawn | | |
| A 93-96 | C 73-76 | P Pass |
| A- 90-92 | C- 70-72 | ME |
| Medical Excuse | | |
| B+ 87-89 | D+ 67-69 | I |
| Incomplete | | |
| B 83-86 | D 65-66 | NA Not |
| Applicable | | |
| B- 80-82 | F Below 65 | |

Progress notices may be sent between marking periods.

HONOR ROLL

Each marking period, all students have the opportunity to attain recognition for either of two levels of academic achievement. The Honor Roll for each marking period will consist of the following:

High Honors

Those students who attained all As in all subjects..

Honors

Those students who attained all As and up to two Bs.

WHAT MUST I DO TO BE PROMOTED EACH YEAR?

Three main areas are considered in determining promotion. You should strive to:

1. Demonstrate progress in basic skills areas, particularly in reading, mathematics, and writing (composition).
2. Show satisfactory progress in all subject areas, as determined by your teachers.
3. Maintain a good attendance record, as defined by the Board of Education Attendance Policy.

If it seems you are not making satisfactory progress, your teachers and either the Vice Principal or I will review all of your work. We will make every effort to work with you during the remaining time in the year to help you achieve that goal. In some cases, you may be required to participate in a Summer School Remedial Course as an alternative, rather than having to repeat the grade.

It is very rare that a student is not promoted. Generally, your conscientious efforts and cooperation with the teachers to improve your work will be enough to ensure that you are promoted.

WHAT ARE THE HOMEWORK POLICIES AND REQUIREMENTS?

Homework is critical to the development of academic skills and is most effective when completed on time.

Grades 5-7 You may expect to be assigned homework regularly in Reading, Mathematics, Language Arts, Science and Social Studies. Homework is generally assigned nightly Monday through Thursday, with weekend and holiday assignments at the teachers' discretion. Occasionally, you may have assignments in one or more of the other courses.

Generally, homework on any given night will range from thirty (30) to sixty (60) minutes in grades five and six; from thirty (30) to seventy-five (75) in grade 7.

Grade 8 You may expect to be assigned homework regularly in the same academic subjects as noted for grades 5-7. In addition, those who elect a world language should expect regular homework in the chosen language. As with other grades, occasional assignments may be given in one or more other courses.

Homework for eighth graders generally ranges from thirty (30) to ninety (90) minutes nightly Monday through Thursday, with weekend and holiday work given at the teachers' discretion.

Homework assignments may be in any of several different formats. These include:

1. Overnight written assignments
2. Overnight reading assignments
3. Long-range projects and reports
4. Short-range projects and reports
5. Book reports
6. Research
7. Study for quizzes and tests

Homework is a very important part of the school program. Homework reinforces the work done in class with the teacher and provides an opportunity for the student to practice what they have learned. In addition, teachers are able to assess the understanding of the student by checking the homework each

day. Homework also teaches students responsibility and helps them learn skills that they will need throughout their lives and they earn credit for completing on time. Because of its importance to the learning process, teachers in grades 5 through 8 expect that all homework will be submitted on the date it is due.

Homework that is submitted late will not be given the same credit as homework submitted on the due date. To address their individual class needs, each teacher will share their homework rules and consequences with the students during the first day of school.

GENERAL SCHOOL POLICIES

WHAT SHOULD I DO BEFORE AND AFTER SCHOOL?

1. When you arrive in the morning, you should come into the school building immediately during inclement weather; grades 7 and 8 wait by the front door, and grades 5 and 6 by the cafeteria doors until you are admitted.
2. When you get to school, the first thing you should do is go to your locker, then report to your homeroom. If you have other things you should like to do, it will be best for you to ask your homeroom teacher.
3. After school is dismissed, you must leave the building unless a teacher asks you to stay or you are participating in a co-curricular activity. Students are not to remain after school unless under the supervision of a teacher.

WHAT SHOULD I DO IF I AM LATE TO SCHOOL OR TO CLASS?

1. If you are late to school, you must have a note from home explaining why. When you arrive at school, it is necessary for you to report to the office to get a late slip that will allow you to get into class. Students who are late more than three times during the same marking period will be required to make up this time after school.
2. If you are late to a class, the teacher will expect you to have a reasonable excuse. If the previous teacher dismissed you late, he or she will give you a note. If you are tardy for any other reason, you must make up the time after school.

3. Do not go to the office to get a late slip to class.

WHAT SHOULD I DO IF I AM ABSENT FROM SCHOOL?

The more days you miss school, the more difficult it is to achieve your potential. Therefore, you should be absent only if you are ill, if the weather is so bad that you can't travel safely or if there is a death in your family.

Parents are to call the nurse's office at West Brook as soon as you anticipate your child's absence. The nurse's phone number is (201) 261-7800 Ext. 8222. The nurse will only call home if a student is absent and the parent does not call.

Parents may wish to ask for any homework and/or missed school-work when they are calling in their child's absence. If not, we ask that any homework requests be made by 11:00 am.

If a note is needed it should include your name, date(s) of absence, reason for absence, and your parent's or guardian's signature.

If you are absent from school, you may neither attend nor participate in any school activity held on that day(s).

WHAT SHOULD I DO IF I HAVE TO LEAVE SCHOOL EARLY?

If you must leave school early, it is necessary to bring a note from home. When you get to school in the morning, you should go to the office and give the note to Mrs. DeFeo. When you leave the building, sign out at the office.

Parents are to come into school to sign you out when you leave the building.

WHAT IS THE POLICY ON VACATIONS WHEN SCHOOL IS IN SESSION?

Classroom participation is the most crucial ingredient of your total educational experience. We believe that absence from school for vacations (other than regularly-scheduled) is an obstacle to your progress and achievement. Thus, **parents are urged not to plan vacations during days when school is in session.**

If you will be absent from school for a vacation, due to extenuating circumstances, you will be expected to make up all homework and tests that you have missed during that period. The individual teacher's discretion will determine how much the absence and missed class

participation will count in the final evaluation of your grade.

In those rare cases where parents do plan a vacation while school is in session, they must notify the administration and your teachers at least two weeks in advance.

WHAT IS THE BOARD OF EDUCATION POLICY ON SCHOOL ATTENDANCE?

A student who is absent for more than twenty days may be retained in the same grade. Special provisions are made for situations of extended illness, but sporadic absences and/or absences for vacations will count toward the total. Parents will receive a letter alerting them of this potential retention when the student has missed ten, fifteen and twenty days. After that, a review committee in the building will consider each individual case and determine whether or not the student shall be retained. Note, also, that 4 tardies equal 1 absence!

Regular attendance is expected so that students may take full advantage of all educational opportunities.

WHAT SHOULD I DO IF I MUST LEAVE THE ROOM DURING CLASS?

1. Students are permitted in the halls without a pass only during the exchange of classes. A student pass indicates that your teacher has given permission to be out of your assigned class. Each teacher will establish his or her own rules for issuance of the pass, but all do so only for important reasons.
2. If the nurse or guidance counselor has given you a slip to be excused during a class, show it to the teacher when you enter. If your teacher should forget to dismiss you at the designated time, raise your hand to remind him or her.
3. If you must leave the class for health or personal reasons (restroom) raise your hand to ask permission. To get a drink of water is not a reason to leave the room.

WHEN MAY I LEAVE SCHOOL GROUNDS?

Except for those students who have special permission from the administration to go home for lunch, you may not leave school grounds from the time you arrive at school until dismissal. If you want to go home for lunch, you must have your parent or guardian send a written request to the administration before such permission will be granted.

WHAT SHOULD I DO IF I AM MOVING TO ANOTHER SCHOOL?

A written note is required at least one week before you intend to leave West Brook Middle School. The note should be brought to the office, where you will be given further instructions. You should also let your homeroom teacher know that you are planning to withdraw.

WHAT SPECIAL RULES ARE THERE FOR VISITORS TO OUR SCHOOL?

West Brook, of course, is always open for visits by parents and other authorized adult guests. However, you may not invite friends who do not attend West Brook to visit the school or any of your classes.

We encourage your parents to call or send a note in advance if they would like an appointment with one of your teachers, your counselor or another staff member. All visitors must report to the office and obtain a visitors badge before going anywhere else in the building.

WHAT SHOULD I KNOW ABOUT SMOKING?

Smoking on school property is prohibited by law and is grounds for suspension. You should not bring cigarettes, matches or lighters to school. If found in your possession, disciplinary action will be taken.

INTERRUPTION OF CLASSES

We cannot interrupt any classroom during the period. A student can only be called down at the beginning or end of a period, unless it is an emergency. Other special arrangements should be made before and after school hours.

PHYSICAL EDUCATION

THE PROGRAM

The Physical Education Department of West Brook welcomes you. This area will be an important and exciting component of your middle school experience.

In addition to the regular program, there are many after-school activities available as clubs or intramurals. These are explained in the handbook section entitled "Student Activities." Note that if you are excused from physical education, you are not permitted to

participate in a related club or intramural activity after school that day.

PHYSICAL EDUCATION CLASSES

The number of physical education classes per week varies by grade - fifth, 2; sixth, seventh and eighth, 3. The program may be modified to meet individual needs.

Uniforms for physical education may be purchased through the Physical Education Department.

CLASS AND INTRAMURAL UNIFORM

1. Navy T-shirt with no lettering except West Brook Wildcats - name stenciled on front.
2. Gray gym shorts preferred - name stenciled on outside.
3. Socks - white preferred.
4. Sneakers - to be used exclusively for physical education and stenciled on the outside with the student's name.
5. It is suggested that in late Fall and early Spring students bring warm-up suits to wear outside. These should be stenciled with your name for your protection. At other times a sweater or sweatshirt may be worn over your gym uniform when the weather is chilly. No jackets are allowed.

GYM REGULATIONS

1. No street shoes are permitted on the gymnasium floors during or after school hours.
2. No jewelry will be permitted in the gym class for safety reasons.
3. All gym equipment should be laundered each weekend.
4. You should bring in a strong combination lock from home. Be prepared to furnish your gym teacher with your combination and serial number in case the lock is lost or if there is an emergency.
5. You are expected to keep lockers locked at all times.
6. There is to be no sharing of lockers or of gym clothing.
7. If any student finds his or her lock or clothing missing, the P.E. teacher must be informed immediately.

PHYSICAL EDUCATION EXCUSES

1. A parent's note is sufficient to excuse you from physical education for one day only. After that, a doctor's note is needed.

2. All students with gym excuses (notes from home or from a doctor) should report to the nurse before school begins. In all but severe cases, the nurse shall direct you to dress for gym but not participate.

Students not prepared for gym will have to report after school for a make-up class or receive a zero.

SCHOOL SERVICES

In addition to the basic instructional program, many other school services are designed to meet your needs. There is a variety of help we offer to help you develop to your full potential. When you need assistance with a special problem, consult this section.

WHERE CAN I GET MATERIAL FOR REPORTS AND LESSONS?

Our school media center provides a variety of books, filmstrips, records, tapes, magazines, pamphlets, pictures, and other media to serve your needs and interests. The media specialist will be happy to assist you in finding resources and books to read for pleasure.

WHO CAN HELP WITH A PERSONAL PROBLEM?

The person closest to you, of course, is your teacher. He or she should be the first person to talk to about a personal problem.

Our guidance counselor and school psychologist are available to work with you and your teacher if you feel someone else may assist. You should also feel free to talk to the Vice Principal or me at any time about any concerns you have.

WHERE CAN I GO WHEN I AM NOT FEELING WELL?

If you feel ill or have an accident, you may consult the nurse in our clinic. Your teacher will give you a pass to go there. If you cannot return to class, the nurse will contact your parents or a person designated by them.

HOW WILL I KNOW ABOUT SCHOOL EVENTS?

Announcements are made by the West Brook "Spotlight" each morning. Many of these will give you the information of interest. Otherwise, the intercom system is used only for emergencies. Announcements are also posted in the hallway.

WHAT SHALL I DO WITH MY BICYCLE WHEN I RIDE IT TO SCHOOL?

Racks are provided for you if you ride a bicycle to school. They must be kept in these racks and should be ridden only to and from school. You should provide your own lock. The school assumes no responsibility for these bicycles. Helmets are to be worn to and from school.

WHAT CAN I DO IF I LOSE SOMETHING?

The Lost and Found Department is in the office. Report any lost or found article to your homeroom teacher, who will then send you to the office. Lost articles, except valuables, are kept for only two months. If not claimed by then, they are discarded.

WHERE CAN I GO IF I NEED TO CALL HOME?

A public telephone is located near the main entrance for student use. Except in an emergency, students may not use the office phones because lines must be kept open for school business.

WHERE CAN I STORE MY BOOKS WHEN I AM NOT USING THEM?

You'll be assigned a locker for storing books and coats. It should contain only items needed for school. Lockers are provided by the school without charge. You keep that locker until the end of the school year. You should maintain it in good condition. Periodic inspections will be made by your teacher and administrators to see that they are kept in neat and orderly fashion.

You should memorize your combination as soon as possible. I also urge you not to give anyone else your combination. If you should forget your combination, see the Vice-Principal. At the end of each year, all combinations are changed.

WHAT STUDENT ACTIVITIES ARE PROVIDED?

Club/Intramural Program

We have a variety of clubs and intramural activities that provide an excellent opportunity for you to pursue talents and interests that extend the basic curriculum. Included in the offerings are such clubs as Art, Ski, Floor Hockey, Chef's and many others. I encourage you to participate in at least one activity in this wide selection. Meeting days are announced and posted.

Student Council

You help to elect the Student Council to represent your interest and make recommendations to improve the school. Each homeroom elects a representative. The four officers are elected schoolwide - President, grade 8; Vice-President, grade 7; Secretary and Treasurer, grades 6, 7 or 8.

Your homeroom representative has a key responsibility in representing your ideas and concerns. She/He should express ideas well, think logically, be fair in considering issues, and be concerned for the improvement of the school. You will also elect an alternate to attend in the absence of your representative. This person should also be selected carefully.

In addition to consideration of general topics of concern to students, the Council also charters all school clubs and organizations and determines the share of the budget each shall receive. The Council meets weekly to address its work. You will receive a copy of the Constitution to learn more about how it functions. Remember that support for your Council is your voice in helping to conduct school affairs.

Activity Participation

At the beginning of the year you will find out about available clubs and other activities and learn how you can participate. You should be aware that if you are absent on the day of an activity, you will not be permitted to participate in it that day.

Late Buses

Since most activities are after school, late buses are available Tuesday through Friday for students who participate and are assigned to regular buses. These buses leave West Brook at 3:30 and 4:00 PM on Tuesday, Wednesday, and Thursday and 4:00 PM only on Friday, and usually complete rounds by 4:20 PM. These buses are to be used by these students only. Students should not be staying after school and using the late buses for any other reason. Students are expected to leave school grounds promptly at 3:00 PM if they are not participating in a scheduled activity.

ARE THERE SPECIAL HELP PERIODS?

Extra help is available after school. Check with your teachers on the day(s) they will be

available for remedial help, enrichment and/or counseling.

WHEN MAY I USE THE MEDIA CENTER?

The Media Center is open from 8:15 A.M. to 3:30 P.M. Tuesday and Thursday. You may use it before school begins in the morning, after school, during study periods, or with special permission from a teacher. You do not need a pass to use it after school or when your class is doing work there.

WHAT ARE THE PROCEDURES FOR BORROWING LIBRARY MATERIALS?

1. Books may be borrowed for two weeks.
2. Pamphlets may be borrowed for 1 week.
3. Special reserve books may be taken out overnight only. They must be returned before the first class period the following school day. No books are to be taken from the library without being charged at the desk.
4. You are responsible for the cost of replacing A.V. material or library books if you lose them.

EXPECTATIONS OF STUDENT BEHAVIOR

Positive student commitment and behavior are essential to effective learning. By observing the expectations shown below, each of you can contribute both to a good school environment and to a high success potential for you and others. We expect you to:

BE PREPARED PHYSICALLY AND MENTALLY FOR LEARNING

- Come to school prepared to learn
- Be nourished, rested, clean and properly dressed and groomed
- Do not smoke or use other drugs or alcohol

DEMONSTRATE RESPECT FOR PEOPLE AND PROPERTY

- Be honest, courteous and respectful
- Respect the property of others
- Accept others' rights to their opinions
- Settle differences peacefully
- Display good sportsmanship
- Assist in maintenance and cleanliness of school facilities and property

TAKE RESPONSIBILITY FOR YOUR OWN BEHAVIOR AND LEARNING

- Complete all assignments and in-class work
- Study for examinations
- Accept constructive criticism and disagreement
- Accept the consequences of your actions

PERSONAL APPEARANCE

- Students' dress and grooming must be appropriate to school.
- Hats, coats and jackets may not be worn indoors.
- In hot weather, shorts may be worn, length to mid-thigh. Shirts, blouses and tee shirts should cover the shoulders to the waist.
- If a student is not dressed appropriately for school, a parent will be called to bring other clothing or to take the student home.

GUIDANCE PROGRAM

West Brook has two guidance counselors; one for grades 5 and 7 and a second counselor for grade 6 and 8. The guidance counselors work closely with teachers and members of the Child Study Team to provide counseling services for students. A list of community-based health and social service agencies are available upon request in the Guidance Office.

MEET UNIQUE REQUIREMENTS OF EACH CLASS

- Participate actively in class activities and learning experiences
- Observe class rules and procedures
- Come to each class with materials, clothing, etc. necessary for successful participation
- Observe safety rules for procedures and handling equipment

STUDENT SUSPENSION

Students should be familiar with West Brook's Code of Conduct and realize that certain infractions will lead to a school suspension. In all cases of suspension, a parent will be notified. Any student suspended is not allowed to be on school property or attend any school-sponsored activity sponsored by the Paramus Public Schools for the length of the suspension. A parent may formally appeal a suspension first to the Principal. If not resolved at this level, the parent may appeal the decision to the Superintendent of Schools.

Students may be disciplined or suspended for behavior occurring off school grounds, including, but not limited to, behavior on a school bus or at a school-sponsored activity. This will occur when necessary for a **student's or other's safety, security, and well-being** or when the conduct materially and substantially interferes with the operation of the school.

COMMUNICATE REGULARLY WITH YOUR PARENTS AND WITH SCHOOL PERSONNEL

- Work with parents and teachers to outline educational goals for the year
- Discuss learning/progress with parents and school personnel
- Transmit information to parents and return responses to the school when requested
- Know whom to involve/seek help from when a problem occurs

Following is some additional guidelines for expected behaviors and procedures for dealing with non-compliance.

GUIDELINES FOR EXPECTED BEHAVIOR IN ASSEMBLIES

At assemblies it is necessary for you to:

- Avoid talking and making loud noises during performances.
- Avoid whistling and yelling. Clapping is appropriate.
- Respect the person or group performing, whether the performance is good or bad.
- Be attentive at all times.
- Enter and leave the auditorium in an orderly fashion.

SCHOOL PROPERTY

You are responsible for all school property assigned to you. You will be charged for any lost or damaged books, equipment or other school property.

CLASSROOMS

Individual teachers will establish additional procedures and rules for their classes, and these are to be observed.

BUS SAFETY

Enter and leave in an orderly way. Ride only on your assigned bus. Do not distract the driver by unsafe behaviors or noises. Observe safety rules and other procedures and obey driver directions. Repeated or serious violations of bus safety rules may result in your

transportation privileges being suspended for part and or all of the year. A bus pass will be issued. Keep it with you at all times.

RESTROOMS

Observe the rules of cleanliness. Put paper, towels, etc., into trash cans. Please see School Property and General Behavior and Board Policy.

INTIMIDATION/BULLYING /HARASSMENT

Intimidation/Bullying/Harassment/Relational Aggression **will not be tolerated** at West Brook. One of our main goals is to make our school bully free. Bullying is a variety of hurtful or negative behaviors carried out once or repeatedly by an individual or a group against another person. If you intentionally try to upset or hurt someone by your behavior or actions then you have bullied or harassed.

Intimidation/Bullying/Harassment behaviors may include but are not limited to the following:

Physical: hitting, pushing, shoving, taking someone's possessions (e.g. money, lunch) damaging or destroying someone's property, physical acts that are humiliating but not bodily harmful....

Verbal: making fun of someone, name calling, hurtful teasing

Social: gossiping, starting or spreading rumors, writing hurtful notes about someone, excluding someone in a hurtful way from your group,

Racial/Ethnic: jokes about racial or ethnic groups, racial or ethnic slurs or put-downs, physical or verbal attacks against an individual or a group due to race or ethnicity

Sexual Harassment: Any unwanted or inappropriate physical or verbal behavior of a sexual nature.

Relational Aggression is defined as harming or threatening to harm relationships by removing the feeling of acceptance, friendships, or group inclusion. It includes any act in which a relationship is used as a weapon, including manipulation. It includes the silent treatment, damaging ones self-esteem, rumor spreading, ganging up against another, non-verbal gestures, or body language. (Simmons, pg. 43)

The consequences for relational aggression are cited in #10 of the school's Code of Conduct.

Any student who is a victim or target of intimidation/bullying/harassment/relational aggression is encouraged to get help from teachers, counselors, and administrators. Parents who have a concern that their child is being bullied should contact the school administrators or counselors for assistance.

HALLS

Keep to the right side of the corridors as classes are changing. Do not crowd, push or run. Keep the halls clean of paper and other litter.

CAFETERIA

You are expected to behave as you would in your own dining room. Teachers will review specific rules with all grades at the beginning of the year. Our lunch aides and teachers will oversee your behavior and their directions must be followed. Students whose cafeteria behavior is unacceptable will lose lunchtime privileges for a time in the cafeteria.

FIRE DRILLS

Fire drill procedures are the same as in elementary school. These - along with designated exits - will be reviewed with you by teachers in September.

LOCKERS

You may go to your lockers only in the morning before school, going to or coming from lunch, and at dismissal. Store materials so you can close lockers easily, and do not paste decals or other objects inside. Do not use another student's locker nor let anyone use yours. Keep your combination confidential.

RADIOS/CD PLAYERS/ MP3PLAYERS/ IPODS/ LASER POINTERS/BEEPERS/ CELLPHONES

Radios, CD players, IPods, and MP3 Players should not be brought to school unless requested by a teacher. Laser pointer ARE NEVER permitted in school.

Cellular phones are disruptive to the school and classroom environment and not permitted to be used during the school day. Cell phones may not be turned ON while in the school and they may NOT be visible to others in the school, (i.e. hanging cell phones on ones belt or pocket). Phones will be confiscated by any staff member and turned in to the Assistant

Principal. The phone will only be returned to the student's parents. In case of a second offense, students will additionally receive detention.

GENERAL BEHAVIOR AND BOARD POLICY

There are several major violations of behavior that may lead to immediate suspension from school, in accordance with NJ Statute 18A:37-2 and Board Policy. These include profanity, disrespect, disobedience, disruption, fighting and destruction of school property both in school and on school grounds, as well as coming to and going from school. In addition, the Board policy establishes that the possession, handling and/or transmission of a weapon or dangerous instrument by students while in school, at school-sponsored events, and enroute to and from school are expressly forbidden. Violations of these policies will result in appropriate disciplinary action, which can include suspension from school.

OTHER DISCIPLINARY PROCEDURES

Minor infractions are handled initially by individual teachers. Penalties may include staying after school/during a part of your lunch, conferences with your parents, etc. Continuing violations will be reported to the office and may result in detention or an in-school suspension. Out-of-school suspension is a final action for chronic misbehavior, as well as for major violations above.

SKATEBOARDS, SCOOTERS, & ROLLERBLADES

Skateboards, scooters, and rollerblades are not permitted on school property at any time.

SPECIAL ACTIVITIES

During the year, special activities will be scheduled. Only students who meet their responsibilities will be permitted to participate during and after school.

BOARD OF EDUCATION POLICY

The Paramus Board of Education is dedicated to providing a healthy, safe, and productive environment for staff, students and citizens.

In compliance with state law and its policy, the Board, therefore, prohibits smoking in all school district buildings 24 hours a day, seven days a week, and on school grounds during school hours (7:30 a.m. – 4:00 p.m.). Students are not permitted to smoke on the way to and from school, on school property or at any school activity.

It is the policy of the Paramus Board of Education to maintain a learning environment that is free from harassment, including sexual harassment. No student or staff member shall be subjected to harassment by other students or staff members.

It shall be a violation of this policy for any member of the Paramus Public School staff or student body to harass another person through conduct or communication as defined in Board Policy #407-B.

Violations of these policies will result in appropriate disciplinary action, which can include suspension from school.

West Brook Middle School – Code of Conduct

| INFRACTION | CONSEQUENCES |
|---|---|
| 1. Class Cutting A. 1 st Offense B. 2 nd Offense C. Subsequent offenses | A. Parent contact & detention for each cut. B. Parent conference & detention. C. In-school suspension & parent conference or out-of-school suspension. |
| 2. Truancy from School A. 1 st offense B. 2 nd offense C. Subsequent offenses | A. Parent conference & detention for 1 week. B. Parent conference & in-school suspension. C. Out-of-school suspension & parent conference. |
| 3. Smoking A. 1 st offense B. Subsequent offenses | A. Parent contact & in-school suspension. B. Out of school suspension & parent conference. |
| 4. Use or Possession of Illegal Drugs and/or Alcohol | Out-of-school suspension for a minimum of three days & will return only after a parent conference. The police will be notified. |
| 5. Theft | Out-of-school suspension & parent conference. The police will be notified. |
| 6. Vandalism | Student and/or parent will be held responsible for the cost of the vandalism and may be suspended from school, depending upon the incident. |
| 7. Fighting | Student will be assigned two detentions or may be suspended from school, depending on the circumstances of the incident. |
| 8. Tardiness to Class | A. Teacher detention assigned. B. Repeated infractions parent conference and/or after-school detention. |
| 9. Hugging | Detention(s) or Suspension. |
| 10. Intimidation/Bullying/ Harassment/ Sexual Harassment/ Relational Aggression | <p><u>Defined as:</u> tormenting, annoying, teasing, unwanted and unwelcome sexual advances, requests, or demands for sexual favors, and/or other inappropriate verbal or physical conduct.</p> <p>Relational Aggression is defined as harming or threatening to harm relationships by removing the feeling of acceptance, friendships, or group inclusion.</p> <p>Consequence – parent conference and/or detention(s), and/or suspension, and/or referral to Affirmative Action Officer.</p> |
| 11. Disrespect Toward Authority A. 1 st offense B. 2 nd offense C. Subsequent infractions | A. School detention assigned & parent notified. B. In-school suspension AND parent conference. C. In-school or out-of-school suspension. |
| 12. Misuse of Computers A. Removing or disabling any part and/or component of a workstation (mouse, keyboard, speakers, etc.) B. Violating the privacy of another user. C. Storing improper files or altering applications. | Detention with parental contact and compensation for damage. Subsequent offenses: out-of-school suspension and possible loss of computer privileges. |
| 13. Weapons A. Bringing a weapon to school B. Possessing a weapon in school or on school | A. Following state code a student will be removed from school for 1 school year and the police will be notified. B. Following state code a student will be removed from school for 1 school year and the police will be notified. |

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