



COMMUNITY MIDDLE SCHOOL

www.wvprsd.org/cms

PANTHERS

2008 – 2009

**55 Grovers Mill Road
Plainsboro, NJ 08536
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**Dr. Arthur C. Downs, Jr., Principal
Mrs. Donna Gibbs-Nini, Assistant Principal
Mrs. Stephanie Leroux, Assistant Principal**

This Book Belongs To:_____

Homeroom Teacher:_____

COMMUNITY MIDDLE SCHOOL
2008-2009 SCHEDULE

Regular Day Schedule – Grade 6

Teams 6A, 6D, 6E

1	7:40 -- 8:36
2	8:39 -- 9:31
3	9:34 -- 10:14
4	10:17 -- 10:57
5 Lunch	11:00 -- 11:40
6	11:43 -- 12:23
7	12:26 -- 1:18
8	1:21 -- 2:13
8 Flex	2:16 -- 2:46

Teams 6B, 6C

1	7:40 -- 8:36
2	8:39 -- 9:31
3	9:34 -- 10:14
4	10:17 -- 10:57
5 Lunch	11:00 -- 11:40
6	11:43 -- 12:23
7	12:26 -- 1:18
8 Flex	1:21 -- 1:51
8	1:54 -- 2:46

90-Minute Delay Grade 6

1	9:13 -- 9:53
2	9:56 -- 10:36
3	10:39 -- 11:10
4	11:13 -- 11:44
5 Lunch	11:47 -- 12:18
6	12:21 -- 12:52
7	12:55 -- 1:49
8	1:52 -- 2:46

Shortened Day Grade 6

1	7:40 -- 8:13
2	8:16 -- 8:46
3	8:49 -- 9:14
4	9:17 -- 9:42
5 Lunch	9:45 -- 10:10 (cafeteria closed)
6	10:13 -- 10:38
7	10:41 -- 11:25
8	11:28 -- 12:12

Regular Day Schedule – Grade 7

Teams 7A, 7D, 7E

1	7:40 -- 8:24
2	8:27 -- 9:07
3	9:10 -- 10:02
4	10:05 -- 10:57
5 Flex	11:00 -- 11:30
5	11:33 -- 12:25
6 Lunch	12:28 -- 1:08
7	1:11 -- 1:51
8	1:54 -- 2:46

Teams 7B, 7C

1	7:40 -- 8:24
2	8:27 -- 9:07
3	9:10 -- 10:02
4	10:05 -- 10:57
5	11:00 -- 11:52
5 Flex	11:55 -- 12:25
6 Lunch	12:28 -- 1:08
7	1:11 -- 1:51
8	1:54 -- 2:46

90-Minute Delay Grade 7

1	9:13 -- 9:44
2	9:47 -- 10:18
3	10:21 -- 11:10
4	11:13 -- 12:02
5	12:05 -- 12:53
6 Lunch	12:56 -- 1:27
7	1:30 -- 2:01
8	2:04 -- 2:46

Shortened Day Grade 7

1	7:40 -- 8:08
2	8:11 -- 8:36
3	8:39 -- 9:18
4	9:21 -- 10:00
5	10:03 -- 10:41
6 Lunch	10:44 -- 11:09 (cafeteria closed)
7	11:12 -- 11:37
8	11:40 -- 12:12

Regular Day Schedule – Grade 8

Teams 8A, 8D, 8E

1	7:40 -- 8:36
2 Flex	8:39 -- 9:09
2	9:12 -- 10:04
3	10:07 -- 10:59
4	11:02 -- 11:42
5 Lunch	11:45 -- 12:25
6	12:28 -- 1:08
7	1:11 -- 2:03
8	2:06 -- 2:46

Teams 8B, 8C

1	7:40 -- 8:36
2	8:39 -- 9:31
2 Flex	9:34 -- 10:04
3	9:34 -- 10:26
4	11:02 -- 11:42
5 Lunch	11:45 -- 12:25
6	12:28 -- 1:08
7	1:11 -- 2:03
8	2:06 -- 2:46

90-Minute Delay Grade 8

1	9:13 -- 10:01
2	10:04 -- 10:52
3	10:55 -- 11:44
4	11:47 -- 12:18
5 Lunch	12:21 -- 12:52
6	12:55 -- 1:26
7	1:29 -- 2:12
8	2:15 -- 2:46

Shortened Day Grade 8

1	7:40 -- 8:21
2	8:24 -- 9:02
3	9:05 -- 9:44
4	9:47 -- 10:12
5 Lunch	10:15 -- 10:40 (cafeteria closed)
6	10:43 -- 11:08
7	11:11 -- 11:44
8	11:47 -- 12:12

ACADEMIC PROGRAMS AND ACTIVITIES

Grade 6

Integrated Reading and
Language Arts
Social Studies
Science
Mathematics
World Language:
 Chinese/French
 German/Spanish
Physical Education

Grade 7

Integrated Reading and
Language Arts
Social Studies
Science
Mathematics
World Language:
 Chinese/French
 German/Spanish
Physical Education

Grade 8

Integrated Reading and
Language Arts
Social Studies
Science
Mathematics
World Language:
 Chinese/French
 German/Spanish
Physical Education

Cycle 6:

Music
Art
Computer Literacy
Life Skills
Health
Performing Arts
PRISM (Accelerated & Enriched)
Band, Choir, Orchestra

Cycle 7:

Music
Art
Industrial Technology
Life Skills
Health
Computer Literacy
PRISM (Accelerated & Enriched)
One Elective Course

Cycle 8:

Music
Art
Health
PRISM (Accelerated & Enriched)
Two Elective Courses

Grade 7 Elective Courses

Art, Band, Broadcast Journalism,
Choir, Computer Applications,
Exploring Design & Engineering,
Creative Woodworking,
Orchestra, Performing Arts,
Understanding the Power of
Media, Fashion and Fun
Creations

Grade 8 Elective Courses

Art, Band, Choir, Computer Applications,
Computer Graphics, Computer Prog.,
Creative Baking & Cooking, Orchestra,
Exploring Design & Engineering,
Creative Woodworking,
Performing Arts, Rhythm CO.,
TV Production, TV/FX,
Foods Around the World

Grading System

The following symbols are used to represent grades:

SUBJECT GRADE	NUMERICAL VALUE	EFFORT GRADE	
CONDUCT			
A	93% - 100%	O – Outstanding	O - Outstanding
A-	90% - 92%	S – Satisfactory	S - Satisfactory
B+	87% - 89%	N – Needs Improvement	N – Needs Improvement
B	83% - 86%		
B-	80% - 82%		
C+	77% - 79%		
C	73% - 76%		
C-	70% - 72%		
D+	67% - 69%		
D	60% - 66%		
F	59% & BELOW		
MX	Medical Excuse		
INC	Incomplete		
P	Passing		

HONOR ROLL

To be eligible for the honor roll, students must attain the following grades:

Principal’s Honor Roll: One grade in the “B” range is permitted in any subject. A grade of “A” must be achieved in all other subjects.

Honor Roll: A grade in the “B” range or above must be achieved in all subjects.

Progress Reports

Progress reports will be sent at the middle of each marking period. Additionally, our teaching staff will provide comments and other information to parents to keep them apprised of student progress as necessary.

Report Cards

Grades will be distributed four times a year at the end of each marking period. The final report card will be mailed home.

ATTENDANCE

A goal of the West Windsor-Plainsboro Board of Education is to provide an appropriate educational program for every student enrolled in the schools of the district. Pupil participation in all regularly scheduled classroom activities is essential if the Board is to accomplish this goal. In addition, frequent absences from regularly scheduled classes disrupt the learning process and will not allow a student to receive the maximum benefits of the district's educational program. Therefore, to acquire a thorough and efficient education, each enrolled student shall attend the entirety of each class, each day when school is in session or shall be engaged in other approved school activities, unless legally absent.

Students are expected to have regular attendance and to be on time for school. Missing classes due to lateness or absence is not consistent with a successful school experience and is in violation of district attendance policies. Also, students who are absent from school may not participate in any after-school activities on that day.

Absences and Early Dismissals

Students who will be absent or late to school must be reported by their parent or guardian to Tel Safe (716-5300, ext. 5310) before 9:00 a.m. Parents/guardians should give the student's name, grade level, reason for absence, and date. TEL-SAFE IS AVAILABLE 24 HOURS PER DAY.

Students who need to be dismissed before the end of the day must submit their notes to the attendance office at the beginning of the school day. Students will receive passes to be excused from classes at the appropriate time. In the event of an unexpected early dismissal, parents must report to the attendance office to pick up children. Adults must sign out all students who are to be dismissed early in the attendance office.

Students who need to be absent due to family vacation must obtain a Vacation Request Form from the attendance office and submit it to the same office. Please note that absences due to vacations are unexcused.

Students who are tardy to school for any reason must report to the attendance office. Repeated incidents of unexcused tardiness may result in disciplinary action.

Tel-Safe

When a student will be out of school, notify Tel-Safe. For a prolonged illness of three or more days, a doctor's note is required for admittance into school. Please dial 716-5000 or 716-5300 and then extension 5310 for the CMS Tel-Safe line.

School Closings

In the event school is closed because of inclement weather, students will be notified through the district web page www.ww-p.org and through local radio stations such as, WPST 94.5 FM, WBUD 1260 AM, WKXW 101.5 FM, WCTC 1450 AM, WMGQ 98.3 FM and WWPH 107.9 FM. Please do not call the school for information regarding closing as these calls tie up telephone lines, which are needed for emergencies.

Should it become necessary to close school during the day, parents will be notified in the same manner as for a full day closing. Parents are discouraged from driving to the school to pick up their children. All students should be riding home on their assigned buses. Please plan for this type of emergency with your children and, if necessary, with their care providers. Parents may receive automatic e-mail alerts by enrolling in the district's **List Serve** program. Information may be found on the district's home page under the heading **Join a List Serve**.

HEALTH SERVICES

The nurses of the West Windsor-Plainsboro Regional School District would like you to be aware of procedures that are to be followed in helping to safeguard your child's health.

Accidents

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

Accident Insurance

An insurance program approved by the board of education is open to all students. An insurance brochure is available that explains Plan 1 (24 hour protection) and Plan 2 (at school protection). The insurance forms are distributed at the beginning of each school year. **It is strongly advised that you take advantage of this purchase, especially if you do not have any other medical insurance coverage.**

Emergency Cards

A white emergency card will be issued to each student for a parent to sign and complete. These cards are used to update the emergency contact for your child if he or she should become ill or in case of any emergency. It is also used for Tel-Safe. It is important to update the emergency information if changes occur.

The following information must be included on the cards:

- The student's home phone number
- Work phone numbers and e-mail addresses for parents
- Two names and phone numbers of people who can care for your child in your absence

Guidelines for Keeping a Child Home

DO NOT SEND A STUDENT TO SCHOOL WHO IS COMPLAINING OF FEELING ILL OR WHO HAS HAD A FEVER THE NIGHT BEFORE SCHOOL. Children must be fever-free (WITHOUT TYLENOL) for 24 hours before they return to school. Children who feel badly before school invariably feel ill in class and must be sent home. It is unfair to the other children in the class, as well as the teacher, to be exposed to a student with a possible contagious illness.

Medication

Administration of medication during school hours is not encouraged. However, if a physician determines that failure to take medication would jeopardize the health or school attendance of a student, the medication will be given by the school nurse only. When specific guidelines are followed, certain students may self-administer medication. Grades 6-12: A student may self-administer medication for life threatening illnesses/conditions (as defined in the WW-P Board's Medication Policy).

The following procedures must be followed if any medication (including inhalers) is to be administered during school hours:

- A prescription form, found in the nurse's office, is required to be completed and signed by the student's physician and signed by the parent.
- The form and container with the pharmacist's label designating patient's name, instructions, name of drug and name of physician must be given to the nurse by the parent.

Specific guidelines are in place for overnight field trips. No medications other than those deemed necessary for life-threatening illness/conditions (as defined in the WW-P Board's Medication Policy) shall be administered on field trips.

Physical Education Excuses

If a student cannot take physical education classes due to illness or injury, a note stating the reason for the excuse must be sent by the parents to the nurse. If a prolonged physical education absence is necessary, a note from a physician is required.

Immunizations

In order to attend school, state law states that each student's immunization requirements must be fulfilled. These requirements are stated on the school calendar and in the school registration packets.

Screenings

All students are screened for vision, hearing, blood pressure, height, weight, and pediculosis. Screenings occur throughout the year. Referrals are sent home to the parents if there is a problem.

Further information regarding school health services is provided in registration packets and school calendar. If you have any questions regarding the above information, please call the school nurse. The main thrust of our efforts is the well being of your child in a healthy school environment. Only through parent-school cooperation can this be accomplished.

STUDENT ACTIVITIES

School Mascot and Colors

The panther is the mascot of Community Middle School. The panther symbolizes quick thinking, fierce competition, and strength. The school colors are black, red, and white.

Student Government

Student Council organizes school activities and serves as a liaison to the school administration. The executive board is comprised of seventh and eighth grade students who are elected in the spring. Elections for student council members from each team are held in the fall. These members are responsible for reporting the

decisions of the student council to their peers. The Student Council participates in the New Jersey Association of Student Councils.

Athletics

Seventh and eighth grade students are eligible to participate in all Interscholastic and Intramural sports. Sixth grade students may participate in Cross Country, Wrestling, Track, and in the Intramural Program. The Interscholastic schedule and directions to away games can be obtained on the district website.

Interscholastic

Fall

Soccer: Boys/Girls
Field Hockey: Girls
Cross Country: Co-ed (6-8)

Winter

Basketball: Boys/Girls
Wrestling: Boys (6-8)

Spring

Baseball: Boys
Softball: Girls
Track: Co-ed (6-8)
Tennis: Co-ed
Lacrosse: Boys/Girls

<p><u>Intramurals (6-8)</u> may include: Soccer Field Hockey Basketball Flag Football Ultimate Frisbee Weightlifting Golf Softball Kickboxing Games</p>

Requirements to participate in sports include parental permission and a comprehensive physical examination during the current school year prior to the first practice. Forms can be obtained in the nurse's office.

Clubs/Intramurals

Community Middle School offers a wide variety of after-school clubs and an intramural program. Clubs provide students with the opportunity to meet other students while participating in something of interest to them. Students will receive information and directions for enrolling in fall and spring clubs. In order for students to participate in the intramural program, a parental permission form and a comprehensive physical must be completed prior to the first session.

After School Supervision

Students may stay after school only if they are participating in school-sponsored activities, meeting with a teacher, or completing a specific assignment in the Media Center. Students who wish to attend an after-school athletic event must report to and remain in the commons until the event begins. Students who were participating in another activity prior to the athletic event will be permitted to attend with a pass from the teacher. Students who remain after school without authorization may be subject to disciplinary action. STUDENTS MAY NOT BE IN THE BUILDING UNLESS THEY ARE SUPERVISED. Also, students may not be on the campuses of other schools after school unless they are authorized to do so.

Dance/Other Activity Guidelines

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

- Students are not permitted to leave the dance before the designated time unless a parent comes in the building to meet them.

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

SCHOOL PROCEDURES

Affirmative Action

Community Middle School will provide information, resources, and training to prohibit discrimination of employees and students because of sex, race, color, religion, national origin, or non-applicable handicap.

Any student who has a question or complaint regarding affirmative action should see the assistant principal, who will assist in referring the matter to the district affirmative action officer, Alicia Boyko, 716-5000. Questions or complaints regarding the rights of the handicapped should be referred to the Director of Special Services, Susan DiDonato, 716-5550.

Guidance

Our counseling program is an integral part of the middle school experience. Students are assigned to counselors who remain with them throughout their middle school years. School counselors are available to help students on an individual as well as group basis. Counselors assist students and their parents as they adjust to all facets of middle school life. Students may schedule an appointment with their counselors at any time. They must also see their counselors regarding schedule changes and withdrawal from school.

Library Media Center

The Media Center is a valuable resource for students that supports and enriches many school programs. Students may use the Media Center for reading, browsing, researching, and using the computers and copy machine.

The Media Center is open daily from 7:40 a.m. until 2:45 p.m. After school schedules are posted monthly. Students may borrow books for two weeks or for overnight reference. The atmosphere of the Media Center should be quiet, calm, and productive.

Students may enter the Media Center in several ways:

1. with a scheduled class
2. individually with a pass from a teacher
3. in small groups for projects or research with a pass from a teacher
4. by signing up in the morning for lunch recess

Transportation

Each student is assigned to a bus, which must be ridden both to and from school. Students must ride their designated buses. In the event of an emergency, permission may be granted to ride another bus, but only after permission is received from the transportation department. Students are expected to cooperate with the bus driver and to follow the rules of conduct as outlined in **Board Policy 5600 and the Community Middle School Code of Conduct** at the bus stop and on the school bus.

Students who do not behave appropriately will receive a warning for a minor offense. Disciplinary action will be taken for a major offense, and parents will be contacted. If a second major offense occurs, a student may be excluded from bus transportation. Bus transportation is a privilege; continuous infractions may lead to longer suspension of these privileges.

Fire Drill Procedures

New Jersey school law requires two fire drills per month. For these drills:

1. Everyone must leave the building through the nearest exit.
2. Everyone must follow the evacuation plan posted in the room and exit **SILENTLY** and rapidly.

3. All doors and windows must be closed and lights turned off.

4. Everyone will wait in designated outside areas until allowed to return to building.

5. Teachers will take attendance to be sure all students are present.

Lunchroom (Commons)

Students are able to purchase lunch and/or snacks using the Comalex computerized system where parents deposit money periodically into individual student accounts. This safe and secure system also allows parents to view the items that students are purchasing to ensure that they are eating properly. Refer to the district website to determine the procedure for establishing accounts.

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

While in the commons, students are expected to exercise courtesy in going through the lunch lines, remain at their selected tables, maintain cleanliness at their tables and in their eating areas, and act respectfully toward each other and the lunchroom staff and supervisors. All food and drinks must be consumed in the commons—no food or drinks may be taken out of the commons. Students may bring their lunch or purchase a lunch from the cafeteria; purchases or use of vending machines may occur only during students' designated lunch periods. **Deliveries of outside purchases** by either parents or restaurants (i.e. pizza, fast foods, hoagies) are discouraged and will not be accepted or permitted in the commons unless previous arrangements have been made through the office.

Telephones

After-school plans and transportation arrangements should be finalized prior to leaving for school. Students should also come to school prepared for the day. Only in emergency situations will students be permitted to use office telephones during school hours. Urgent messages will be given to students at the parent's request; however, students will not be called out of class to receive phone calls. Student cell phones must be turned off and stored in school lockers while school is in session.

Lockers

Students will be issued designated lockers and locks in the school hallways and locker rooms which they are expected to utilize; they may not switch locker locations or bring their own locks. Lock combinations should not be shared with anyone. Students are responsible for maintaining their locks; a fee will be assessed for those that are lost or damaged. Any lockers in need of repair should be reported to the main office. Also, students should periodically clean out their lockers.

Hallway lockers are 10" deep and 7" wide. Backpacks should be sized accordingly. THE SCHOOL IS NOT RESPONSIBLE FOR ANY PERSONAL ITEMS THAT ARE LEFT UNSECURED.

Lockers may not be used to store anything that is dangerous, illegal, stolen or not permitted in school. By law all students are protected from unreasonable search and

seizure. However, since lockers are school property, they can be searched by an administrator when a "reasonable suspicion" exists. Items taken from student lockers can be confiscated and/or turned over to the police. Searches of students' purses, book bags, or other belongings may be conducted when a "reasonable suspicion" exists that contraband items are being concealed.

Lost and Found

Lost books, purses, eyeglasses, keys, jewelry and money are held in the attendance office. Clothing is stored in the Commons, and unclaimed items will be donated to charity at the end of the school year. Every effort should be made to find items as soon as they are lost.

Passes

Students need hall passes whenever they leave their assigned classroom for another destination. Students must also obtain a pass to enter a class when tardy.

School Property/Textbooks

Students are responsible for the care of all school items, classroom materials, computers and other equipment that they use in all school programs. All obligations for lost or damaged property must be paid before final report cards are issued at the end of the school year. In order to prolong the life of textbooks, textbooks should be covered and the name of the student and teacher written inside the cover.

CODE OF CONDUCT

Philosophy

The middle school community believes in creating and fostering a learning climate that ensures the health, safety, and welfare

of all of its members. To that end, we strive to assist students in learning sound decision-making skills and in developing a sense of responsibility for their attitudes and actions. It is expected that students will assume their roles in meeting behavior

expectations with the support of parents, school personnel, and peers.

School Community Expectations

1. All members of the school community are expected to act as positive role models.
2. Students are expected to follow the directions of all staff members.
3. Students are expected to demonstrate appropriate, respectful, and courteous interactions, behaviors, and language at all times and in all areas of the school building, school grounds, and during all school-sponsored activities both on and off campus.
4. Students are expected to respect the property and space of others.
5. Students should use peaceful and reasonable means to resolve disputes.
6. Students are expected to follow established school-wide and classroom procedures, routines, and guidelines.
7. Students are expected to demonstrate academic integrity by not cheating or plagiarizing.
8. Students are expected to conform to reasonable standards of socially acceptable behavior.
9. Students are expected to promote and support a safe and orderly learning environment.

Academic Integrity

1. Cheating is a violation of academic integrity.
2. Cheating is taking credit for any work that is not one's own and violates teacher guidelines for the production of assignments.
3. Students who cheat, including those who help others cheat, will receive no credit for the activities in question.
4. Teachers may require the student to make up work for educational purposes even though the student does not receive credit.
5. Parents or guardians will be contacted by the teacher.

Other Behavior Guidelines

1. Backpacks must remain in lockers.
2. Gum chewing is not permitted in the building.
3. Food and drink must be purchased and consumed only in designated areas and at designated times. Students may not carry bottles in the building.
4. Skateboards are not allowed on the bus or in the school.

Electronic Devices

Electronic games, laser pointers, and DVD players are not permitted in school. Although strongly discouraged, if cell phones and music players are brought into the building, they must be turned off and stored in the student's locker during school hours.

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

Dress Code

Appropriate choice of clothing and good grooming are expected. Clothing that disrupts or inhibits education or endangers the safety of the individual or the safety of others is not permitted. The types of clothing listed below are considered not proper for school and will not be permitted in school.

- Outdoor clothing (hats, coats, gloves, heavy jackets, etc.) unless climatic conditions warrant exceptions
- Clothing that is designed especially for highly physical or out-of-school activities (tank tops, leotards, headbands, bandanas, swimwear, pajamas, etc.) unless required for an activity
- See-through clothing without undergarments or clothing that obviously displays undergarments

- Clothing that exposes any part of the midriff (belly shirts, shrinks, halters, bra tops, etc.) or is inappropriately revealing
- Clothing with offensive/inappropriately suggestive writing, symbols, illustrations
- Apparel that draws attention to illegal substances, violence, and weapons
- Accessories with chains, spikes or protruding studs
- Any apparel or item which interferes with the identification of a student, i.e. sunglasses, hoods, etc.
- Gang affiliated apparel, colors, or accessories

Breaking the Code of Conduct

When students exhibit unacceptable behavior or when they make poor decisions, it becomes necessary for them to accept responsibility for their actions. In some situations, the classroom teacher/team will address the unacceptable behavior; however, other situations are more serious in nature and require the attention of an administrator. Administrative consequences may take many forms. Both the student and circumstances will be considered when determining the most effective and appropriate course of action. Administrators will use their professional judgment in each situation and will make every effort to treat each student fairly and consistently.

The Building Principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence

materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with **Policy and Regulation 5600**, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Types of Remediation/Consequences

- Behavioral Contracts
- Administrative Warning (Admonishment)
- Removal from class
- Parental Contact
- Conflict Resolution
- Referral to Guidance/Special Services
- Administrative Detention (Lunch, P.M., Saturday)
- Restitution/Restoration
- Suspension (OSS)
- Loss of building privileges and/or extra-curricular activities inclusive of end-of-the-year activities
- Police Notification
- Expulsion

Out-of-School Suspension

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

Due Process

In all areas of discipline, students are accorded the rights of due process. Students must be informed of the behavior

for which they are being punished and be advised of the rule that has been abused. However, in regards to social events and class trips, Board Policy 5850 states, "Social events or class trips are not part of the thorough and efficient system of Education provided by the Board. Participation in them is therefore not a right and may be denied to any pupil without the due process of notice and an opportunity to be heard. A pupil who demonstrates disregard for school rules may summarily be denied participation in social events and class trips."

Police in School

Police may enter the school if asked by school officials, if they suspect a crime has been committed, or have a warrant for search or arrest. If a student is questioned by the police, school authorities must see that all questioning takes place privately, in the presence of the principal, or his/her designee. If at all possible, a parent should also be present at the questioning. A student is not required to answer any questions other than those concerning one's name, age, address, or business in the school until a parent or lawyer is present. A student has the right to be informed of his/her legal rights, to be protected from unnecessary force, and to remain silent, just as one would if one were out of school.

Relevant Board of Education Policies

All district policies may be reviewed in their entirety on the district's website and in the Board of Education policy manual, a copy of which is available for inspection and copying in the Board of Education office during normal business hours.

Listed below are examples of unacceptable behavior for which school staff are expected to take preventative and/or corrective action.

Repeated violations or a pattern of inappropriate conduct will result in greater consequences.

The minimum consequences for the offense are listed. Behavior contracts and/or referral to counseling may be requested for any student infractions during the course of the school year.

Pursuant to **Board Policy 5600**, Pupil Discipline, pupils shall not:

- Persistently refuse to complete homework and other assignments; **Teacher discretion** as set forth in classroom rules.
- Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority; (examples: disrespectful behavior, defiance of authority, failure to report to administrative detention) **Adm. Det. (PM or Sat.)**
- Continued and willful disobedience: A repeated pattern of failing to abide by school rules **1 day OSS**
- Create disorder or disruptions on school premises; (examples: attire, vocal expressions, cell phone use) **Adm. Det. (PM or Sat.)**
- Act so recklessly as to endanger the safety of others (example: food throwing) **Adm. Det. (PM or Sat.)**
- Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks **Saturday Detention**
- Use of profanity directed toward a staff member **1 day OSS**
- Steal, damage, or deface the property of other pupils, staff members, or the district; (examples: theft of tests or other teacher property **1-4 days OSS**; items from dining hall **Sat. Det.**; possessing stolen property **1-4 days OSS**; assuming another individual's identity **1 day OSS**). **Police Notification as warranted**
- Threaten, intimidate or incite the use

- of physical force against other pupils, staff members, or visitors to the school **1-4 days OSS**
- Procure the property of others by threat or intimidation (extortion) **1-4 days OSS**
 - Engage in the sexual and/or other harassment, intimidation, bullying, or hazing of pupils or staff members **1-4 days OSS**; inappropriate touching **4 days OSS**; assault **10 days OSS with Police notification**
 - Engage in illegal gambling (any activity or “game” in which the object is the winning of money, favors, or other valuables) **Saturday detention**
 - Possession of pornographic material **Saturday detention**
 - Possession/Use of electronic devices such as iPods, cell phones, other electronic games, laser pointers during school hours **Confiscation**; 2nd offense - **Saturday detention**
 - Possess or use weapons or any implement intended to harm others; (and look-alikes) **10 days OSS and Police notification**
 - Convey information about other pupils or staff members known to be false (examples: rumors, slander, etc.) **Adm. Det. (PM or Sat.)**
 - Be truant from school or class (example: in school truancy) **Saturday detention**
 - Leaving the building without permission of administration or school nurse) **Saturday detention**
 - Enter school premises or any specific portion of the premises without permission and without authority (students found on district property other than his/her home school during the school day) **Saturday detention and Police notification**
 - Unauthorized occupancy **3 days OSS and Police notification**
 - Vandalize school property, real or personal; (destruction, marring, defacing, or rendering permanently or temporarily unusable school or personal property) **1-4 days OSS**
- restitution and Police notification**
- Create litter on school property; **Adm. Det. (PM or Sat.)**
 - Cheat or otherwise engage in academic dishonesty; **Saturday detention and Parent notification** (see academic integrity for more information)
 - Falsify an excuse (Parental notes, hall passes, etc.) **Saturday detention**
 - Falsify any school document (official school documents such as report cards, transcripts, recommendations, etc.) **10 days OSS**
 - Smoke (tobacco products) on school property **Saturday detention**; 2nd offense - **3 days OSS and court fine**
 - Possession of tobacco, lighters, pipes, etc. **Confiscation**; 2nd offense – **Saturday detention**
 - Set fire to or cause a fire in any way on school premises **10 days OSS and Police notification**
 - Possess or explode a firecracker or other explosive device on school premises **4 days OSS and Police notification**
 - Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others (terroristic threats) **10 days OSS, Referral to Superintendent for further disciplinary action and Police notification**
 - Possess, use, or distribute (including look-alikes) a controlled dangerous substance, including but not limited to alcohol/drugs, in violation of **Policy No. 5530**; **4 days OSS and Police notification**; With intent to distribute **10 days OSS, referral to Superintendent for further disciplinary action and police notification**; 2nd offense - **10 days OSS, referral to Superintendent for further disciplinary action and Police notification**
 - **Gang Behavior:** A group or association of three or more

persons who may have a common identifying sign, symbol, or name and who individually or collectively engage in, or have engaged in, criminal activity which creates an atmosphere of fear and intimidation. Criminal activity includes juvenile acts that if committed by an adult would be a crime. Actions by students that are designated to promote gang behavior or membership, loyalty, and/or activity are prohibited. Any person who solicits or recruits another to join or participate in a gang will be subject to school disciplinary action and possible criminal charges. Actions which are prohibited include but are not limited to, using gang hand signs, wearing gang affiliated apparel, colors or accessories, using gang slang and/or terminology, and/or producing gang graffiti on school district property. Taking pictures on school property and posting them on "myspace" or other internet sites in a fashion that suggests gang affiliation is detrimental to the safety and security of students and staff and is prohibited. **Saturday detention, Parental Conference, Police notification**

- **Gang like actions:** Any activity, in which more than one person verbally or physically harms, threatens or intimidates another or others. **1-4 days OSS and Police notification**
- **Bias/hate actions:** Any unprovoked behavior designed to intimidate a person or a group via spoken/written language or gestures. NJ law defines bias/hate crimes as those involving race, ethnicity, religion or sexual orientation. **1-4 days OSS**
- Pupils assigned to a **school bus** must obey all school rules and show respect for the driver at all times. Students should enter and leave the bus in an orderly manner and ride only the bus to which they have been assigned. Pupils must remain seated while the bus is in motion

and avoid reckless and boisterous activity at all times, including during waits at pickup points, talk in a reasonable tone of voice and avoid loud noises. Student should not extend any portion of the body or other object out a bus window; and keep aisles clear at all times. Students are not permitted to bring animals on the bus and should refrain from bringing bulky, unmanageable projects onto the school bus. Students should not eat and/or drink on the bus. **Verbal warning; 2nd offense – Adm. Det. (PM or Sat.) and/or Suspension of bus privileges**

Fighting/Assault

The Board of Education of the West Windsor-Plainsboro Regional School District directs staff to encourage students to learn to resolve differences without resorting to force. Students are urged to employ conflict resolution, peer mediation, peace-making, and other non-violent strategies at all levels of schooling. However, when students choose to ignore our teachings and resort to violence, the Board of Education is obligated to remove offenders in order to provide a safe environment for other students.

Any person who commits a violent act on school grounds or during a school activity shall be subject to discipline and/or criminal charges under this policy as follows:

1. **Assault** - Any middle school student who harms, injures, or recklessly strikes with intent to cause harm, or intends to harm or injure any person on school grounds or during a school activity shall be considered to have committed an assault. Any middle school student who is judged by the principal of his or her school to have committed an assault shall be immediately suspended from school and shall be brought before the Board of Education for an expulsion hearing. In addition, the principal shall file a police report.

2. **Fighting** - Any middle school student who engages in a physical confrontation with another party on school grounds or during a school activity in which both parties harm, injure, or strike with the intent to harm another, but in which instance both parties have substantial culpability for the physical confrontation, shall be considered to have committed an act of fighting.

First Offense: Any student who is judged by his or her principal to have committed an act of fighting shall be **suspended** from school for a **period of four (4) school days**. In addition, the principal may bring criminal charges and parents may be encouraged to obtain counseling services.

Second Offense: Any student who is judged by the principal to have committed a second act of fighting shall be **suspended** from school for a **period of ten (10) days**.

However, a student who has committed a second-offense act of fighting and who successfully completes a behavior management counseling program, accompanied by a parent and to the satisfaction of the principal, shall have the term of exclusion reduced to four (4) days.

Third Offense: Any student who is judged by the principal to have committed a third act of fighting shall be **immediately suspended** from school and shall be brought to the Board of Ed. for an expulsion hearing.

3. **Inappropriate Use of Physical Force** - Any middle school student who engages in reckless pushing or shoving with another student, thereby posing a substantial danger to self and others, in which both parties have substantial culpability, but in which neither party harms nor intends to harm the other, shall have committed an act of inappropriate use of physical force.

First Offense: Any student who is judged by the principal to have

engaged in an inappropriate use of physical force shall be **suspended** from school for a **period of not less than one (1) and not more than three (3) days**.

Second Offense: Any student who is judged by the principal to have engaged in a second instance of inappropriate use of physical force shall be **suspended** from school for a **period of three (3) days**.

Third Offense: Any student who is judged by the principal to have engaged in a third or more instance of inappropriate use of physical force shall be **suspended** from school for a **period of not less than four (4) and not more than ten (10) days**.

However, any student who has committed an act of inappropriate use of physical force and who successfully completes a behavior management counseling program, accompanied by a parent and to the satisfaction of the principal, may have the term of exclusion reduced or waived.

4. **Self Defense** - A student who employs physical force only as a last resort, only after having been struck by another party without immediate and clear provocation, who had good reason to believe he or she was in danger of serious physical harm, and who ceases to strike, or harm, or otherwise employ physical force at the first opportunity, shall be considered to have acted in self defense.

A student who is judged by the principal to have acted in self-defense under this strict definition of the term shall not be subject to punishment. A student who fails to meet any part of this definition shall be considered to have committed an act of fighting and shall be disciplined as stated above.

In order for a school administrator to render a decision of self-defense, it must be obvious that: 1) time was a factor in the incident; 2) the person was in

imminent danger of injury, and 3) the only option for the person was to physically protect himself/herself with the minimum amount of force appropriate to the situation until assistance could be obtained.

In cases, which have a history of communication between the individuals involved, administrators will use the following guidelines in determining self-defense:

1. Evidence of peer mediation
2. A contingency plan is in place
3. Assistant principal notification
4. Parent knowledge
5. A police report is on record

In cases of spontaneous aggression in which no prior interaction had occurred, administrators will use the following guidelines in determining self-defense:

1. The individual attempted to get away from the aggressor.
2. The individual called for assistance from adults and/or students.
3. Witnesses, if any, verify that the individual made obvious efforts to remove him/herself from a potentially violent encounter.
4. It should be obvious to all that the individual reluctantly engaged in force as an act of self defense after steps 1-3 were attempted.
5. The individual stopped using physical force at the first opportunity.

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

Substance Abuse

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

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

- alcoholic beverages;
- controlled and dangerous substances as defined at N.J.S.A. 24:21-2;
- anabolic steroids;
- any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes (N.J.S.A. 2a:170-25.9).

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

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

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

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

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

- on the student's person;
- in the student's personal effects or belongings, e.g. purse, etc;
- in any object or area within the control of the student, e.g. locker, desk, automotive

vehicle, etc; **AND**

- that the student either knowingly procured or received;
- that the student was aware of his/her control thereof for a sufficient period to have been able to terminate his/her possession.

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

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

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

Students Consuming or Under the Influence of any Substance

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

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

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

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

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

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

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

- the student will be placed on probation for the remainder of the school year. This probation will include close supervision by school authorities and will include exclusion

for all school social and extra-curricular activities for a 30 calendar days;

- the Substance Awareness Coordinator will meet with the student for a minimum of five appointments;
- the student and parent(s)/guardian(s), when warranted, will be advised as to the appropriate community agencies through which they can receive assistance. The school's substance awareness coordinator will provide appropriate information upon request;
- in cases when the student may require treatment from outside agencies or placement in short-term residence programs, the counselor will contact the treatment agency to determine if it provides an educational program;
- if appropriate, in severe or repeated cases, the student will be referred to the Child Study Team for a complete evaluation.

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

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

Students Possessing, Selling, or Distributing Substances

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

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

- Inform the parent(s)/guardian(s) of the student.
- Inform the police and the superintendent of schools.

The student shall be either released to the custody of the county prosecutor's law enforcement designee who will contact the parent(s)/guardian(s) or released to the custody of the parent(s)/guardian(s) if the designee so directs.

Juvenile charges will be signed against the individual as determined by the memorandum of understanding and after consulting with the law enforcement designee.

The student will be suspended from school for at least ten (10) school days and referral to the Superintendent which may lead to expulsion proceedings; suspension from all school related activities for the school year.

Harassment/Intimidation/Bullying/Hazing

The Board of Education has also adopted **Policy 5512**, which prohibits pupils from engaging in **acts of harassment, intimidation, bullying or hazing**. The policy also prohibits active or passive support of any of these prohibited acts.

In **Policy 5512**, the terms "harassment," "intimidation," "bullying" and "hazing" are defined as follows:

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

- a. is motivated (1) by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and

expression, or a mental, physical or sensory disability, or (2) by any other distinguishing characteristic; and

b. (1) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or (2) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

"Bullying" also means any repeated and intentional, aggressive physical, verbal or psychological act(s) that involves an imbalance of power of one student over another (not necessarily based on physical size), which occurs on school property, at any school-sponsored activity or on a school bus, including such actions as insulting, abusing verbally or physically, threatening, intimidating, humiliating or harassing, and that a reasonable person should know, under the circumstances, will have the effect of harming another student or damaging another student's property or has the effect of insulting or demeaning another student or group of students in such a way as to cause a substantial disruption in, or substantial interference with the orderly operation of the school.

"Hazing" means performing on or off school property any act, coercing another or attempting to coerce another to perform any act of initiation into any school class, school athletic team or any school organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent or assumption of risk by an individual subject to hazing shall not lessen the prohibitions contained in this policy.

In **Board Policy 5751, Sexual Harassment**, the Board of Education directs the Superintendent of Schools to maintain an academic environment that protects pupils

from sexual harassment. Accordingly, the Board of Education shall not tolerate sexual harassment of pupils by staff members, other pupils or other individuals on school premises, school buses or at any school-sponsored activity. Sexual harassment is a form of prohibited sex discrimination.

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

Any staff member or pupil who is found to have engaged in sexual harassment shall be subject to appropriate discipline. Law enforcement shall be contacted when appropriate.

The Superintendent of Schools shall submit an annual report to the Board of Education on the effectiveness of this policy.

Definitions of Sexual Harassment

1. Quid Pro Quo sexual harassment occurs when a staff member explicitly or implicitly conditions a pupil's participation in an education program or activity or bases an educational decision on the pupil's submission to sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid pro quo sexual harassment occurs

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

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

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

nature of same are communicated to the individual committing the act.

Instigation and Response to Complaints

1. The administration will: a) inform all staff, pupils, and parents that sexual harassment is prohibited in the educational setting. b) identify and train campus teams of professional staff members to respond to the concerns of students and/or staff.
2. The campus team will refer all concerns or complaints to the principal and the building Affirmative Action Officer.
3. The principal or designee shall report the allegation to the Superintendent and to the district Affirmative Action Officer.
4. If the individual or complainant is not satisfied with the building administrative decision, a formal grievance may be filed with the district Affirmative Action Officer.
5. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status, nor affect future grades or class assignment.
6. The complaint procedure shall be made available for pupils, parent/guardian, and/or staff member protesting alleged discriminatory or sexually or other harassing action. An immediate report of the allegation should be made to the Affirmative Action Officer or the Superintendent.
7. The Affirmative Action Officer will initiate a thorough investigation and will protect the rights of both the pupil or staff member making the complaint and the alleged harasser.

Due process rights will be respected during any investigation activity. Appropriate confidentiality shall be maintained throughout the investigative process.

Use of Computers

In **Board Policy 6142.1** OR (2361R SEM)

Acceptable Use of Computer Network/Computers and Resources, the following uses of the district system are considered acceptable:

1. Personal Safety (restrictions are for students only)

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

2. Prohibited Activities

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

threatening the safety of person, etc.

3. System Security

- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- b. Users will immediately notify a building administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. Users will avoid the inadvertent and intentional spread of computer viruses by following the District virus protection procedures if they download software.

4. Inappropriate Language or Graphics

- a. Restrictions against inappropriate language or graphics apply to public messages, private messages, and materials posted on Web pages.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, they must stop.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy
 - a. Users will not re-post a message that was sent to them privately without permission of the person who sent them the message.
 - b. Users will not post private information about another person.
6. Respecting Resource Limits
 - a. Users will use the system only for educational and professional or career development activities (no time limit), and limited, high quality, self-discovery activities.
 - b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.
 - c. Users will not pose chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
7. Plagiarism and Copyright Infringement
 - a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
 - b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
8. Inappropriate Access to Materials
 - a. Users will not use the District system to access material that is profane or obscene (pornography), that advocates illegal acts or that advocates violence or discrimination towards other people (hate literature). For students a special exception may be made for hate literature if the purpose of such access is to conduct research, and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research. The Director of Technology may provide access to staff to sites blocked by filtering agents for purposes of research.
 - b. The district will install and maintain filtering agents or other technical measures designed to block access to sites that contain visual depictions that are obscene, pornographic harmful to minors.
 - c. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

District Limitation of Liability

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

Due Process

1. The District will cooperate fully with local, state, or federal officials in any reasonable investigation concerning or relating to any illegal activities conducted through the district system.
2. All students suspected or accused of violating the District's Acceptable User Regulation shall be provided with due process appropriate to the infraction and to the penalty for same, all in accordance with the District's disciplinary code.
3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the disciplinary code, the violation will be handled in accordance with the applicable provision of the disciplinary code.

Rights of Access Files and E-mail Privacy Issues

Access to the District's Communication and Internet system is intended for educational purposes consistent in accordance with the terms of this policy and regulation. In order to insure that the policy and regulation are being complied with, the district retains the right to search and access all computer files created or stored on District owned computers. The Board directs authorized personnel to monitor network activity, in any manner necessary, to maintain the integrity of the system and to insure proper use thereof. All other users, however, shall

respect the rights of others and shall not attempt to access files of others not intended to be for public or district wide inspection.

Academic Freedom

Selection of Material

Student Rights to Free Speech

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

District Website

<http://www.ww-p.org>

The District established a Web site and will develop Web pages that will present information about the district. The Superintendent will designate the Webmaster responsible for maintaining the District Web site.

School or Class Web Pages

<http://www.wwprsd.org/cms>

Schools and classes may establish Web pages that present information about the school or class activities. The building principal will designate an individual to be responsible for managing the school Web site.