



PARENT/STUDENT HANDBOOK

WEST BROOK MIDDLE SCHOOL

HOME OF THE "WILDCATS"

Dr. Deirdre Spollen-LaRaia
PRINCIPAL

Mr. Michael DeRisi
VICE PRINCIPAL

Mr. Michael Engber
Ms. Myledy Romero
SCHOOL COUNSELORS

Ms. Jackie Emerson
CARE PLUS

Mr. Eric Wolf
STUDENT WELLNESS COORDINATOR

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West Brook Middle School
~Making Great Choices~
"Be Kind. Be Respectful. Be West Brook."

Welcome to West Brook Middle School. An important part of middle school is understanding our school expectations and your teachers' expectations for the remainder of your time in West Brook Middle School. Consult the student handbook for a detailed description of the "District's Expectations for Student Behavior" as well as on the school's website.

West Brook PTA Executive Board

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PTA Mission Statement

Our mission is to provide a voice for the children and families of West Brook, to support and advocate for our children by engaging families and the Paramus community, and to encourage a nurturing and safe environment where our West Brook students can succeed academically and personally.

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MESSAGE FROM OUR BUILDING LEADERS

No act of kindness, no matter how small, is ever wasted. -Aesop

Dear West Brook Families & Students,

We are excited to welcome you to West Brook Middle School for the 2023-2024 school year!

This handbook has been designed to provide basic information about West Brook Middle School. We hope that it will serve as a guide in answering many of the questions you may have about our policies and school procedures.

At West Brook, we are dedicated to expanding your child's horizons, focusing on academic excellence, and building strong character. Our mission is to support our students in responding to challenges, encouraging and inspiring them to reach their potential, and encouraging our students to be problem-solvers, and critical thinkers. We encourage on-going communication between home and school, so we may work collaboratively to meet the needs of your children. We promote the building of those partnerships between parents, teachers and staff, and students because we realize the middle school years are a combination of learning, social engagement, and personal discovery.

As you move through West Brook Middle School, you will experience strong student advocacy programs, diverse teaching styles, varied assessments to accommodate learning styles, and academic specialists to monitor your child's progress in their academic courses. We encourage all families to be active and involved in their child's learning. Join the PTA, volunteer for extracurricular or community building events!

We are positive that this will be a productive school year for you and your child. Remember our motto in all that you do, "Be Kind, Be Respectful...Be West Brook." Remember that you have the power to make great choices and choose kindness. In the words of Henry Ford, coming together is a beginning; keeping together is progress; working together is success. We look forward to working together this school year to ensure your child's success!

Yours in Education,

Dr. Deirdre Spollen-LaRaia
Principal

Mr. Michael DeRisi
Vice Principal

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 the Director of Human Resources, at 201-261-7800, ext. 3005, or Mr. Michael DeRisi, Vice Principal of West Brook Middle School, at 201-261-7800 ext. 8212.

Inquiries regarding compliance with Title IX, affirmative action or educational practices may be directed to the Assistant Superintendent, at 201-261-7800, ext. 3000.

2023-2024 District CALENDAR

Total Days*
Student Days: 184
Teacher Days: 187
New Teacher Days: 190

Paramus Board of Education School Calendar 2023-2024

Please visit our website for a complete list of state-recognized religious holidays:
www.paramus.k12.nj.us

22 New Staff Orientation
23 New Staff Orientation
24 New Staff Orientation

AUGUST 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

10 Day of Interest (Lunar New Year)
14 Day of Interest (Ash Wednesday)
16 Minimum Day for Students & Staff
19 Schools Closed (Presidents' Day)
20 Schools Closed (February Break)

Total Student Days (Month) = 19
Total Student Days (Year to Date) = 111

4 Schools Closed (Labor Day)
5 Professional Development
6 Professional Development
7 First Day of School for Students
16 Day of Interest (Rosh Hashanah)
17 Day of Interest (Rosh Hashanah)
25 Schools Closed (Yom Kippur)

SEPTEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Total Student Days (Month) = 16
Total Student Days (Year to Date) = 16

MARCH 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

29 Schools Closed (Good Friday)
31 Day of Interest (Easter)

Total Student Days (Month) = 20
Total Student Days (Year to Date) = 131

OCTOBER 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Total Student Days (Month) = 22
Total Student Days (Year to Date) = 38

APRIL 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

8 Schools Closed (Spring Recess)
9 Schools Closed (Spring Recess)
10 Schools Closed (Eid al-Fitr)
11 Schools Closed (Spring Recess)
12 Schools Closed (Spring Recess)

Total Student Days (Month) = 17
Total Student Days (Year to Date) = 148

7 Professional Development (Election Day)
9 Schools Closed (NJEA Convention)
10 Schools Closed (NJEA Convention)
11 Day of Interest (Veterans Day)
12 Day of Interest (Diwali)
22 Minimum Day for Students & Staff
23 Schools Closed (Thanksgiving)
24 Schools Closed (Thanksgiving Recess)

NOVEMBER 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Total Student Days (Month) = 17
Total Student Days (Year to Date) = 55

MAY 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 Day of Interest (Orthodox Good Friday)
5 Day of Interest (Orthodox Easter)
27 Schools Closed (Memorial Day)

Total Student Days (Month) = 22
Total Student Days (Year to Date) = 170

22 Minimum Day for Students & Staff
25 Schools Closed (Christmas Day)
26 Schools Closed (Winter Recess)
27 Schools Closed (Winter Recess)
28 Schools Closed (Winter Recess)
29 Schools Closed (Winter Recess)

DECEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Total Student Days (Month) = 16
Total Student Days (Year to Date) = 71

JUNE 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

16 Day of Interest (Eid al-Adha)
19 Middle School Commencements
20 Minimum Day for Students & Staff
Last Day of School; PHS Graduation
21 Day of Interest (Juneteenth)

Total Student Days (Month) = 14
Total Student Days (Year to Date) = 184

1 Schools Closed (New Year's Day)
15 Schools Closed (Martin Luther King, Jr. Day)

JANUARY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Total Student Days (Month) = 21
Total Student Days (Year to Date) = 92

DAY TYPE LEGEND

First Day of School for Students
Schools Closed
Minimum Day
PD Day (Schools Closed for Students)
Day of Interest

DESIGNATED SCHOOL CLOSURE HOLIDAYS (IF OCCURRING ON A WEEKDAY)

Labor Day
Martin Luther King, Jr. Day
Rosh Hashanah (2 Days)
Lunar New Year
Yom Kippur
Presidents' Day
Diwali
Good Friday
Thanksgiving
Eid al-Fitr (First Day)
Christmas Day
Memorial Day
New Year's Day
Juneteenth (State Holiday)

*The length of the school year will be no fewer than 180 days and no more than 181 days.

If district utilization of emergency closing days would leave fewer than 180 student days, then make-up days will be taken from the Spring Recess, beginning with Monday, April 8.

If district utilization of emergency closing days would leave more than 181 days, then additional school closure days will be incorporated into the calendar as follows:

3 extra days: Schools also closed on Friday, May 24, Tuesday, May 28, and Wednesday, May 29
2 extra days: Schools also closed on Friday, May 24 and Tuesday, May 28
1 extra day: Schools also closed on Friday, May 24

APPROVED: 03/13/2023

2023-2024 A/B DAY CALENDAR

SEPTEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7/A	8/B	9
10	11/A	12/B	13/A	14/B	15/A	16
17	18/B	19/A	20/B	21/A	22/B	23
24	25	26/A	27/B	28/A	29/B	30

OCTOBER 2023						
S	M	T	W	T	F	S
1	2/A	3/B	4/A	5/B	6/A	7
8	9/B	10/A	11/B	12/A	13/B	14
15	16/A	17/B	18/A	19/B	20/A	21
22	23/B	24/A	25/B	26/A	27/B	28
29	30/A	31/B				

NOVEMBER 2023						
S	M	T	W	T	F	S
			1/A	2/B	3/A	4
5	6/B	7	8/A	9	10	11
12	13/B	14/A	15/B	16/A	17/B	18
19	20/A	21/B	22/A	23	24	25
26	27/B	28/A	29/B	30/A		

DECEMBER 2023						
S	M	T	W	T	F	S
					1/B	2
3	4/A	5/B	6/A	7/B	8/A	9
10	11/B	12/A	13/B	14/A	15/B	16
17	18/A	19/B	20/A	21/B	22/A	23
24	25	26	27	28	29	30

JANUARY 2024						
S	M	T	W	T	F	S
31	1	2/B	3/A	4/B	5/A	6
7	8/B	9/A	10/B	11/A	12/B	13
14	15	16/A	17/B	18/A	19/B	20
21	22/A	23/B	24/A	25/B	26/A	27
28	29/B	30/A	31/B			

FEBRUARY 2024						
S	M	T	W	T	F	S
				1/A	2/B	3
4	5/A	6/B	7/A	8/B	9/A	10
11	12/B	13/A	14/B	15/A	16/B	17
18	19	20	21/A	22/B	23/A	24
25	26/B	27/A	28/B	29/A		

MARCH 2024						
S	M	T	W	T	F	S
					1/B	2
3	4/A	5/B	6/A	7/B	8/A	9
10	11/B	12/A	13/B	14/A	15/B	16
17	18/A	19/B	20/A	21/B	22/A	23
24	25/B	26/A	27/B	28/A	29	30

APRIL 2024						
S	M	T	W	T	F	S
31	1/B	2/A	3/B	4/A	5/B	6
7	8	9	10	11	12	13
14	15/A	16/B	17/A	18/B	19/A	20
21	22/B	23/A	24/B	25/A	26/B	27
28	29/A	30/B				

MAY 2024						
S	M	T	W	T	F	S
			1/A	2/B	3/A	4
5	6/B	7/A	8/B	9/A	10/B	11
12	13/A	14/B	15/A	16/B	17/A	18
19	20/B	21/A	22/B	23/A	24/B	25
26	27	28/A	29/B	30/A	31/B	

JUNE 2024						
S	M	T	W	T	F	S
						1
2	3/A	4/B	5/A	6/B	7/A	8
9	10/B	11/A	12/B	13/A	14/B	15
16	17/A	18/B	19/A	20/B	21	22
23	24	25	26	27	28	29

MINIMUM DAY	Sept 7: School Opens	Nov 23/24: Thanksgiving	Feb 19/20: February Break
	Sept 25: Yom Kippur	Dec 22: Minimum Day	March 29: Good Friday
	Sept 26: Minimum Day Back to School Night	Dec 25-29: Winter Recess	April 8-12: Spring Recess
SCHOOL CLOSED	Nov 7: Election Day	Jan 2: School Reopens	May 27: Memorial Day
	Nov 9/10: NJEA Convention	Jan 15: Martin King Luther Jr. Day	June 19: WBMS Commencement
	Nov 22: Minimum Day	Feb 16: Minimum Day	June 20: Minimum Day / Last Day

Marking Period Dates:**MP1:** September 7 - November 13, 2023 (44 days) - Interims Oct. 13**MP2:** November 14 - January 26, 2024 (45 Days) - Interims - Dec. 22**MP3:** January 29 - April 5, 2024 (47 Days) - Interims - March 8**MP4:** April 15 - June 20, 2024 (49 Days) - Interims - May 17**BELL SCHEDULE**

Opening Bell	7:45 A.M.
Homeroom Bell	7:55 A.M.
Tardy Bell	8:00 A.M.
Dismissal Bell	2:30 P.M.
Homeroom	8:00-8:12 A.M.

Team 5A		Teams 5B&5C		Grade 6	
Period 1	8:15-9:12	Period 1	8:15-9:12	Period 1	8:15-9:12
Period 2	9:15-10:12	Period 2	9:15-10:12	Period 2	9:15-10:12
Period 3	10:15 - 11:12	Period 3	10:15 - 11:12	Period 3	10:15 - 11:00
Period 4	11:15 - 12:00	Period 4	11:15-12:00	Period 4	11:03 - 12:00
Period 5	12:03 - 12:30	Period 5	12:03 - 12:45	Period 5	12:03 - 1:00
Period 6	12:33 - 1:15	Period 6	12:48 - 1:30	Period 6	1:03 - 2:00
Period 7	1:18 - 2:00	Period 7	1:33 - 2:00	Period 6 (EL)	1:03-1:30
Period 8	2:03 - 2:30	Period 8	2:03 - 2:30	Period 7	1:30-2:30
				Period 7 (EL)	2:03-2:30

Grade 7		Grade 8	
Period 1	8:15-9:12	Period 1	8:15-8:57
Period 2	9:15-10:12	Period 2	9:00-9:57
Period 2 (EL)	9:15-9:42	Period 3	10:00 - 10:57
Period 3	9:45-10:42	Period 4	11:00-11:57
Period 3 (EL)	10:15-10:42	Period 5	12:00-12: 30
Period 4	10:45-11:30	Period 6	12:33-1:30
Period 5	11:33-12:30	Period 7	1:33-2:30
Period 6	12:33-1:30		
Period 7	1:33-2:30		

Minimum Day Schedule 2023-2024	
Grade 5/Grade 6/Grade 7/Grade 8	Time
Homeroom	8:00-8:12
Period 1	8:15-8:52
Period 2	8:55-9:32

Period 3/Period 4/Period 3/Period 4	9:35-10:12
Period 5/Period 5/Period 5/Period 3	10:15-10:52
Period 6	10:55-11:32
Period 7	11:35-12:12

DELAYED OPENING SCHEDULE

Opening Bell	9:45 A.M.
Homeroom Bell	9:55 A.M.
Tardy Bell	10:00 A.M.
Dismissal Bell	2:30 P.M.

**HOMEROOM WILL MEET FROM 10:00-10:12 AM FOR ALL GRADES.
INDIVIDUAL GRADES MAY FURTHER MODIFY THEIR REMAINING CONTENT TIME.**

Team 5A			Teams 5B&5C	
Period 1	NA		Period 1	NA
Period 2	NA		Period 2	NA
Period 3	10:15 - 11:12		Period 3	10:15 - 11:12
Period 4	11:15 - 12:00		Period 4	11:15-12:00
Period 5	12:03 - 12:30		Period 5	12:03 - 12:45
Period 6	12:33 - 1:15		Period 6	12:48 - 1:30
Period 7	1:18 - 2:00		Period 7	1:33 - 2:00
Period 8	2:03 - 2:30		Period 8	2:03 - 2:30

Grade 6			Grade 7	
Period 1	NA		Period 1	NA
Period 2	NA		Period 2	NA
Period 3	10:15 - 11:00		Period 3	10:15 - 10:42
Period 4	11:03 - 12:00		Period 4	10:45-11:30
Period 5	12:03 - 1:00		Period 5	11:30-12:30
Period 6	1:03 - 2:00		Period 6	12:33-1:30
Period 6	1:03-1:30 EL		Period 7	1:30-2:30
Period 7	1:30-2:30			
Period 7	2:03-2:30 EL			

Grade 8	
Period 1	NA
Period 2	NA
Period 3	10:15 - 10:57
Period 4	11:00-11:57

Period 5	12:00-12: 30
Period 6	12:33-1:11
Period 7	1:13-1:52
Period 2*	1:54-2:30

ADVISORY SCHEDULE

Morning Advisory Schedule 2023-2024

<u>Period</u>	<u>Grade 5A</u>	<u>Grade 5 B&C</u>	<u>Grade 6A</u>	<u>Grade 6B</u>	<u>Grade 7A</u>	<u>Grade 7B</u>	<u>Grade 8</u>
HR	8:00-8:12	8:00-8:12	8:00-8:12	8:00-8:12	8:00-8:12	8:00-8:12	8:00-8:12
Advisory/Period 1	8:15-8:45	8:15-8:45	8:15-8:45	8:15-8:45	8:15-8:45	8:15-8:45	8:15-8:42
Advisory/Period 1	8:48-9:12	8:48-9:12	8:48-9:12	8:48-9:12	8:48-9:12	8:48-9:12	8:45-9:15
2	9:15-10:12	9:15-10:12	9:31-10:12	9:31-10:12	9:15-9:42	9:15-10:12	9:15-10:07
3	10:15-11:12	10:15-11:12	10:15-11:00	10:15-11:00	9:45-10:42	10:15-10:42	10:10-10:57
4	11:15-12:00	11:15-12:00	11:03-12:00	11:03-12:00	10:45-11:30	10:45-11:30	11:00-11:57
5	12:03-12:30	12:03-12:45	12:03-1:00	12:03-1:00	11:33-12:30	11:33-12:30	12:00-12:30
6	12:33-1:13	12:48-1:30	1:03-2:00	1:03-1:30	12:33-1:30	12:33-1:30	12:33-1:30
7	1:15-2:00	1:33-2:00	2:03-2:30	1:33-2:30	1:33-2:30	1:33-2:30	1:33-2:30
1-continued	2:03-2:30	2:03-2:30					

***please note-advisory time is highlighted**

Afternoon Advisory Time Schedule 2023-2024

West Brook Middle School

Team 5A			Team 5B & 5C		
Period 1	8:15-9:07	(52)	Period 1	8:15-9:07	(52)
Period 2 CA/PE	9:10-10:02	(52)	Period 2 CA/PE	9:10-10:02	(52)
Period 3	10:05 - 10:57	(52)	Period 3	10:05 - 10:57	(52)
Period 4 LUNCH	11:00-11:45	(45)	Period 4 LUNCH	11:00-11:45	(45)
Period 5 SPAN/ENRICH	11:48-12:10	(22)	Period 5	11:48-12:25	(37)
Period 6	12:13-12:50	(37)	Period 6	12:28-1:05	(37)
Period 7	12:53-1:30	(37)	Period 7 SPAN/ENRICH	1:08-1:30	(22)
Period 8	1:33-1:57	(19)	Period 8	1:33-1:57	(19)
Advisory	2:00-2:30	(30)	Advisory	2:00-2:30	(30)

TEAM 6A			Team 6B		
Period 1	8:15-9:07 (52)		Period 1	8:15-9:07	(52)
Period 2	9:10-10:02 (52)		Period 2	9:10-10:02	(52)
Period 3 LUNCH	10:05- 10:50 (45)		Period 3 LUNCH	10:05- 10:50 (45)	
Period 4	10:53-11:45 (52)		Period 4	10:53-11:45 (52)	
Period 5 CA/PE	11:48-12:40 (52)		Period 5 CA/PE	11:48-12:40 (52)	
Period 6	12:43-1:35 (52)		Period 6 SPAN/ENRICH	12:43-1:02 (19)	
Period 7 SPAN/ENRICH	1:38-1:57 (19)		Period 7	1:05-1:57 (52)	
Advisory	2:00-2:30 (30)		Advisory	2:00-2:30 (30)	

Team 7A			Team 7B		
Period 1	8:15-9:07	(52)	Period 1	8:15-9:07	(52)
Period 2 SPANISH/EL	9:10-9:32	(22)	Period 2	9:10-10:02	(52)
Period 3	9:35 - 10:27	(52)	Period 3 SPANISH/EL	10:05 - 10:27	(22)
Period 4 LUNCH	10:30-11:15	(45)	Period 4 LUNCH	10:30-11:15	(45)
Period 5	11:18-12:10	(52)	Period 5	11:18-12:10	(52)
Period 6	12:13-1:05	(52)	Period 6	12:13-1:05	(52)
Period 7 CA/PE	1:08-1:57	(49)	Period 7 CA/PE	1:08-1:57	(49)
Advisory	2:00-2:30	(30)	Advisory	2:00-2:30	(30)

Grade 8		
Period 1 WL	8:15-8:57	(42)
Period 2	9:00-9:52	(52)
Period 3	9:55 - 10:47	(52)
Period 4 CA/PE	10:50-11:42	(52)
Period 5 LUNCH	11:45-12:15	(30)
Period 6	12:18-1:07	(49)
Period 7	1:10-1:57	(47)
Advisory	2:00-2:30	(30)

Advisory Lunch Schedule

Grade 6	10:05-10:30 RECESS	10:30-10:50 LUNCH
Grade 7	10:30-10:50 RECESS	10:50-11:15 LUNCH
Grade 5	11:00-11:15 RECESS	11:15-11:45 LUNCH
Grade 8	11:45-12:15 LUNCH	

STUDY PROGRAM

WHAT COURSES WILL I STUDY?

All students in grades 5-8 will study the following subjects: Language Arts Literacy, Mathematics, Science, Social Studies, Physical Education and Health, Enrichment, and World Language (Spanish for **grades 5-7** and choice of Spanish, German, or Italian in grade 8). A cycle of the Exploratory Areas, each for one marking period, is required in grades 5-8: Art, Music, **21st Century Digital Skills and S.T.E.M.**

MUSIC PROGRAM

Students have the unique opportunity to be a member of the West Brook Orchestra, Chorus, and Band as well as String Ensemble, Flute Ensemble, and Jazz Band. By choosing one or more of these performing groups, you will be exposed to the sounds of the string, woodwind, brass or percussion instruments. Instrumental music lessons for all grade levels will be given once a week on a rotating schedule for those students enrolled in music programs.

PHYSICAL EDUCATION

Physical education, along with your other subjects, will be an important part of your daily schedule. All students will be scheduled for a number of periods of physical education each week. State law requires that every student take physical education. 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 UNIFORM

The Paramus Board of Education regulation makes it mandatory that all pupils must wear proper physical education apparel. Appropriate physical education clothing includes sneakers and comfortable clothing. The physical education department sells proper physical education clothing in September.

PHYSICAL EDUCATION EXCUSES

A parent's note is sufficient to excuse you from physical education for one to two days. After that, a doctor's note which includes the length of time to be excused should be turned in to the nurse. An alternate assignment will be provided for the excused period of time. A doctor's note is needed to return to physical education class. All students with gym excuses (notes from home or from a doctor) should report to the nurse before school begins. Any student without a note is expected to dress for class. **Students not prepared for gym will lose points towards their grade according to the grading policy.**

PHYSICAL EDUCATION LOCKERS

All students are responsible for the security of their own belongings in the locker rooms. Students in grades 7 and 8 will be assigned a locker by the teacher in the appropriate locker room. Locks will be provided to each student. Only school locks will be used to secure locker contents. Teachers, administration and office staff will securely maintain locker assignments and combinations. Lockers are not to be shared with anyone.

PHYSICAL EDUCATION REGULATIONS

1. Street shoes are not permitted on the gymnasium floors during or after school hours.
2. For safety reasons, no jewelry will be permitted in the gym class.
3. All gym clothing should be laundered weekly.
4. Any student excused or unprepared for gym class cannot participate in after school sports activities for that day.
5. Students are not to use any equipment in the gym without the permission of the teacher.
6. Students are expected to utilize the locker room expeditiously and should exit the locker room once they have finished changing.
7. For privacy reasons, use of electronic devices in the locker room is strictly prohibited.

HOW WILL I BE GRADED FOR THE WORK I DO?

Every effort is made to report the individual progress of each student fairly and accurately. Pupil's academic progress will be measured by homework, tests and quizzes, class participation and other evaluative methods. Report cards are issued four times a year in November, February, April and June. Progress reports are sent mid marking period. Parent conferences will be scheduled in the fall.

The marking system is based upon the following:

A+	97-100	A	93-96	A-	90-92
B+	87-89	B	83-86	B-	80-82
C+	77-79	C	73-76	C-	70-72
D+	67-69	D	65-66	F	Below 65/Fail
P	Pass	I	Incomplete	ME	Medical Excuse

A failing grade for the quarter in any subject will result in the student forfeiting the privilege of participating in co-curricular activities and special events for that particular quarter.

WHAT IS THE GRIEVANCE PROCEDURE REGARDING PENALTIES OR GRADES?

The procedure for registering complaints or grievances regarding penalties or grades that the student feels are unjust or unwarranted is as follows:

1. *Discuss / Email the problem with your TEACHER.*
2. *Discuss / Email the problem with your School Counselor or with the Department Area Supervisor.*
3. *Discuss / Email the problem with your Vice-Principal.*

If the problem is not resolved at this point, you may make an appointment to speak with the Principal.

MIDDLE SCHOOL GRADING POLICY

***** In 8th grade classes where a final exam is given, the exam will count for 10% of the grade. *****

In the area of World Language Grade 5-8:

- Process 75%
- Product 25%

In the area of Language Arts, grades 5-8:

- Process 75%
- Product 25%

In the area of Math, grades 5-8:

- Tests 40%
- Quizzes and Independent Classwork 30%
- Classwork and Participation 15%
- Homework 15%

In the area of Science, grades 5-8:

- Tests 40%
- Quizzes/Classwork 35%
- Participation/Preparation 10%
- Homework 15%

In the area of Social Studies, grades 5-8:

- Process 75%
- Product 25%

Visual Arts grades 5-8:

- Art Work, Individual and Group/Projects 50%
- Classwork/Written Work/Quizzes/Assessments 25%
- Class Preparation and Class Participation 25%
- The Visual Arts will follow the Middle School's class participation rubric. Class participation will include "proper and effective use of materials"

STEM grades 5-8:

- Process 70%
- Product 30%

21st Century Digital Skills in grades 5-8:

- 80% Projects
- 20% Class Participation

General Music in grades 5-8:

- Written Work 50%
- Class Participation 50%

Band/Orchestra

- 50% Preparation and participation for ensemble, including performances
- 25% Tests/Quizzes/Homework
- 25% Participation/Preparation for group lessons

Chorus

- 75% Preparation and participation for chorus, including performances
- 25% Tests/Quizzes/ Homework

Theater in grades 6-7:

- Rehearsal 20%
- Participation 30%

- Performance 30%
- Feedback 20%

Dance in grade 7:

- Class participation/classwork 60%
- Written Work 20%
- Assessment/quizzes 20%

Physical Education in grades 5-8:

- Daily participation 60%. Each student starts with 60 pts.
 - Daily preparation 20%. Each student starts with 20pts.
 - Skill tests/Written tests 20%. 20 pts to be earned.
- Unacceptable locker room behavior. (-5 to -10)
 - Not dressed properly: shorts, sweatpants, T shirt, sneakers (-3) jewelry, gum (-1)
 - Not active as soon as they enter the gym (-1)
 - Does not participate to the best of their ability
 - In Warm Ups (-2 to -5)
 - In Activities (-2 to -5)
 - Is late for class (unexcused) (-2)
 - Inappropriate use of equipment (-2 to -10)
 - Displays of unacceptable behavior
 - Language (-5)
 - Sportsmanship (-5)
 - Inappropriate contact with other students (-5 to -10)

Students can request to earn make up points (i.e. leading exercises, morning make up class, helping others, to improve their grade.

Health, grades 5-8:

- Class work/Assignments 70%
- Preparation/Participation 30 %

Guidelines for the posting of grades will be as follows:

- Short assignments, Quizzes, 5 school days
- Long assignments, Labs, Projects, Tests, Writing Assignments, 15 school days

Middle School Participation Rubric

Student's Name _____ Assessment Date _____ Score: _____

100 - 90	<ul style="list-style-type: none"> • Participates actively in all activities • Very attentive and focused • Follows directions and sticks to the assignment during group or pair work • Always begins class assignments promptly and has all necessary supplies
89 - 80	<ul style="list-style-type: none"> • Usually participates actively • Usually attentive and focused • Usually follows directions well and is ready to begin class assignments promptly • Usually prepared for class • Usually sticks to the assignment during group or pair work
79 - 70	<ul style="list-style-type: none"> • Participates occasionally • Occasionally inattentive or not focused • Occasionally late in starting class assignments due to lacking necessary supplies • Not always sticking to the task • Occasionally needs to be redirected or prompted
69 - 60	<ul style="list-style-type: none"> • Seldom participates voluntarily • Often inattentive and distracting to others

	<ul style="list-style-type: none"> • Often off-task • Must often be redirected or prodded to begin assignments • Often unprepared for class
59 - 50	<ul style="list-style-type: none"> • Inattentive and distracting to others • Off task • Late in starting assignments and does not follow directions • Unprepared for class

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** for those students who attained all A's in all subjects and **Honors** for those students who attained all A's and up to two B's. There is no distinction between grades (i.e. a B includes B+ and B- grades). All subjects count equally (no exceptions to exploratory subjects (cycles), physical education, band or chorus and no grade elevation for high level classes such as math).

WHAT MUST I DO TO BE PROMOTED EACH YEAR?

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

Administrative reviews are held for those students who achieve less than satisfactory progress or have a record of poor attendance. Your teachers, Vice Principal and Principal will make every effort to work with you during the remaining portion of the school year. If progress is not seen, these students may be required to attend Summer School or may be retained.

WHAT ARE THE HOMEWORK POLICIES AND GUIDELINES?

Homework is critical to the development of academic skills and is most effective when completed on time. Although homework is assigned to all students regularly, it should be noted that emphasis on developing a program to fit individual needs can and will cause a variation in the time each student spends doing homework each day. Homework assignments may be in any of several different formats. These include: overnight written assignments, overnight reading assignments, long-range projects and reports, short-range projects and reports, research, and studying 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, helps them learn skills that they will need throughout their lives, and they earn credit for completing it 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 guidelines with the students during the first days of school. (This may also be reviewed with parents on BTSN).**

Students can expect to be assigned homework in Language Arts, Mathematics, Reading, Science, Social Studies, World Language and Health. It is realistic to expect homework to range between forty-five (45) and seventy-five (75) minutes in the fifth and sixth grades, and between sixty (60), and ninety (90) minutes in the seventh grade, Monday through Thursday. Weekend and holiday assignments will be given at the discretion of the teacher. The academic expectations placed on the eighth grade student in preparation for his/her high school experience require additional homework and study time. It is realistic to expect between sixty (60) minutes and ninety (90) minutes, Monday through Thursday. Weekend and holiday assignments will be given at the discretion of the teacher. **Research has shown the most beneficial activity to foster student success is daily independent reading. Teachers will assign independent reading as homework**

ACADEMIC INTEGRITY

The purpose of education is to develop students who are lifelong learners; dishonesty undermines and inhibits this process. As a result, plagiarism or any form of cheating is unacceptable. Representing someone else's work as one's own, using commercially prepared work (including the use of AI or ChatGPT-generated work) in any form when none is permitted, collaborating with others when individual effort is required (copying homework, cheating on tests/quizzes, plagiarizing papers or reports), or the resubmission of one's own work if it was originally written and submitted for a previous class or assignment are a disservice to one's own educational progress as well as that of others.

Along with input from subject Supervisors and building Administrators, the classroom teacher will determine whether or not cheating has occurred. Incidents of plagiarism must be judged by the teacher in light of what has been taught and what the teacher expects the student to know. The teacher will confiscate the materials and report all instances of cheating to the appropriate department supervisor. A referral will be sent to the student's Vice-Principal. The minimum penalty for cheating, plagiarism, or recycling is a zero for the submitted work. This applies to any and all students involved.

GENERAL SCHOOL PROCEDURES

We have all learned that the success of anything accomplished by several people depends on cooperation. In order to make sure that we all know how to cooperate, expectations for success must be stated. Some people think that rules take away their rights, but most know that rules allow us to enjoy equal rights. Our school expectations have four main purposes:

1. To help students learn and achieve as much as possible.
2. To make school an enjoyable and safe learning/social experience.
3. To make sure that personal property and school property are shared and cared for.
4. To assist the school to operate more successfully.

Let us all become acquainted with these expectations so that we will know what to expect of each other as we learn and grow at West Brook Middle School.

WHAT SHOULD I DO BEFORE AND AFTER SCHOOL?

1. Homeroom begins promptly at 8:00 am. Students may enter the building beginning at 7:45 am.

Arrival Procedures:

- *All car drop-off will be by the cafeteria doors.*

Bus Arrival and Walkers:

- *5th and 6th grade bus students and walkers will enter through the main entrance. (Front Doors)*
 - *7th and 8th grade students will enter through the side doors closest to Roosevelt Blvd.*
2. At 7:45 am, the first thing you should do is go to your locker, then report to your homeroom.
 3. School is dismissed at 2:30 pm. Students may remain in school ONLY when supervised in a classroom by a teacher. This may include after-school remediation, approved co-curricular or intramural activity, or the Champions program. Students may not remain in the hallways. There are designated locations near the auditorium and main office where students may wait for the late bus or parent pick-up.
 4. No student shall remain on school grounds after school hours (2:30) without the consent and supervision of a teacher. This includes the outdoor basketball and tennis courts from 2:00 - 3:30 pm.

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

School begins for students at **8:00 AM**. Unless you are in your homeroom at this time, you are considered tardy. Should you be tardy:

1. You must report to the main office to get a late slip after homeroom that will allow you to get into class. **For excessive unexcused tardiness, letters will be sent home to parents and detentions will be assigned.**
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 with your teacher. **Do not go to the office to get a late pass 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, there is a death in your family or other extenuating circumstances.

All schools within our district will now require parents/guardians to report student absences through the Genesis Parent Portal. A student's absence can be reported in advance up through 8:30 a.m. on the date of the absence. Parents/Guardians will receive an autoresponse to confirm the absence has been recorded. [Instructions here](#) can be accessed at any time on the district or school site under Parent Quicklinks.

If you are absent two or more days, parents may request assignments by contacting the teacher. When you return from an absence you should bring a note from home to your homeroom teacher which includes 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).** Please understand that it is not always possible to provide work in advance. In addition, all missed work must be completed within 2 weeks of the return from an extended absence.

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

Daily school attendance is essential. If you must leave school early, it is necessary for parents to report an early dismissal or tardy through the Genesis Portal. All parents or guardians must first report to security prior to entering the building.

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

Classroom participation is the most crucial ingredient of the total educational experience. We believe that absence from school for vacation purposes, other than the regularly scheduled holiday breaks, creates a serious interruption in the students' educational experience. **Therefore, parents are strongly urged to refrain from planning vacations when school is in session.** If a student plans to be absent for more than 10 consecutive days, the student will be withdrawn from the Paramus School District. The student will enroll in an educational program and the district will submit a list of course content to be covered during the period of absence. The student may re-enroll in the district upon return from the extended absence and will submit evidence of completion of assigned course content. These absences are unexcused.

WHAT IS THE BOARD OF EDUCATION POLICY ON SCHOOL ATTENDANCE? ([POLICY 5113](#) AVAILABLE ON WEBSITE)

The Paramus Board of Education has adopted a policy which limits the number of absences that may be accumulated during the course of a year before a student loses credit. All students in grades K-8 are expected to attend school regularly. Students with numerous absences will be considered excessively absent and will be subject to grade retention. **(See BOE approved state policy [5113](#) for updated policy information.)** 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 4, 8 and 12 days. After that, a review committee in the building will consider each individual case and determine whether or not the student shall be retained. Regular attendance is expected so that students may take full advantage of all educational opportunities. Please be mindful of your arrival time to school to ensure accurate, timely attendance.

The following absences, if appropriately verified, will not be counted toward the established limit:

1. Death in the immediate family
2. Observance of a religious holiday (state recognized)
3. Medical excuse verified by a doctor's note
4. School sponsored or approved event or activity

In the event a child needs to be out of school because of extenuating circumstances, it is the District's policy that all tests and homework must be made up. The individual teacher's discretion will determine how much the absence from class will count in the final evaluation of the grade.

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

1. Students are only permitted in the halls with a pass. 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 school counselor has given you a pass to be excused during a class, show it to the teacher when you enter class. If your teacher should neglect to dismiss you at the designated time, raise your hand to remind him or her. Students must sign-in to the nurse or counseling suite via Turnstile.
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. Students are permitted to carry a water bottle.

WHEN MAY I LEAVE SCHOOL GROUNDS?

No pupil is to leave the school grounds from the time he or she arrives at school until dismissal. **A parent or guardian must sign out students before leaving the building. If you are not directly engaged in an after-school activity or meeting with a teacher, you are expected to leave the building by 2:30 p.m. and leave school grounds as you go directly home or to a parent approved designated destination. Parents/guardians should notify the school for any alternate dismissal procedures. (This excludes changes in bus assignment).**

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

A note will be necessary at least one week before you intend to leave West Brook Middle School. The note should be taken to the School Counseling 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?

All visitors to West Brook Middle School must have a scheduled appointment. Visitors will be required to show ID and state the reason for their visit, their child's name, and grade level.

WHAT SHOULD I KNOW ABOUT SMOKING,VAPING, OR POSSESSION OF JUUL PODS VAPES?

Smoking/vaping on school property is prohibited by law and is grounds for suspension. You should not bring vapes, juuls, cigarettes, matches or lighters to school. If these items are 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.

HOW WILL I KNOW IF SCHOOL IS CLOSED OR IF THERE IS A DELAYED OPENING?

In this event, you will also receive a School Messenger Alert phone message. An announcement will be made on the following: WCBS News 880; WINS Radio (1010); WNBC Channel 4; WNYW Fox Channel 5; WABC Channel 7. A taped message will be available by calling 201-261-7800. You may also consult the Paramus School District website @ www.paramusschools.org.

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 GO IF I NEED TO CALL HOME?

If you have to call home, you may ask to use the office phone in an emergency only. Cell phones may not be utilized to make personal calls in the school or during school hours.

WHO CAN HELP WITH A PERSONAL PROBLEM?

At West Brook Middle School, the person closest to you is your homeroom teacher. You can approach him or her to help you with any personal problem you may have. Our School Counselors and School Psychologist are also available to assist the teacher with your problem and/or counsel you. You should also feel free to come to the main office to speak with an administrator. We will always try our best to lend a hand or answer any questions or concerns.

WHERE CAN I GO IF 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.

ARE THERE SPECIAL HELP PERIODS?

Teachers are available for after-school assistance and remediation Tuesday-Wednesday.

HOW WILL I KNOW ABOUT SCHOOL EVENTS?

Announcements are made by the West Brook News each morning. Announcements for clubs and special events are also posted in the hallway.

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

Racks are provided for students riding bicycles to school. Bicycles must be kept in the racks provided. Bicycles should not be ridden on the grounds except to and from school. Students are expected to provide their own lock as the school assumes no responsibility for bicycles ridden to school. No motor bikes are permitted. Students who ride bicycles to and from school must wear a helmet - this is state law!

WHAT CAN I DO IF I LOSE SOMETHING?

The Lost and Found is located in the cafeteria and in the main hallway. Report any lost or found article to your homeroom teacher. All lost articles, except valuables, are kept for only two months. If not claimed by then, they are donated to community organizations which service families in need. Should you find anything, turn it in to the main office.

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

You will be assigned a locker for storing books and coats. This locker should only contain items needed for school. Lockers are school property and are provided without charge. They are to be used until the end of the school year and are to be kept in the same condition as when they were assigned. Periodic inspections will be made by the homeroom teacher or an administrator to ensure that they are kept neat and orderly. You will be given a combination lock for your locker. You should memorize your combination as soon as possible. **DO NOT share this combination with anyone.** If you should forget your combination, see the Vice-Principal. At the end of each year, all combinations are changed.

WHERE AND WHEN CAN I GET MATERIALS FOR REPORTS AND LESSONS?

Our school media center provides a variety of reference materials to serve your needs and interests. The media specialist will be happy to assist you in finding resources and books to read for pleasure, in addition to assisting students with chromebook devices.

The Media Center is open from 8:00 AM until 3:00 PM on Tuesdays, Wednesdays, and Thursdays. Students do need a pass to use the media center after school or when their class is scheduled to be there.

WHAT ARE THE PROCEDURES FOR USING THE MEDIA CENTER AND BORROWING MATERIALS?

1. Be reasonably quiet at all times. The Media Center is a place for work as well as pleasure.
2. Books may be borrowed for two weeks.
3. Pamphlets may be borrowed for 1 week.
4. Magazines may be borrowed overnight.
5. Special reference and reserved books may be taken out overnight only. They must be returned before the first class period the following school day.
6. No books are to be taken from the library without being charged at the desk.
7. **You are responsible for the cost of replacing materials or library books if you lose them.**

Media Center (Logins): Students may use the following login procedures

World Book Online username: westbrook1 password: media	Britannica Online username: westbrookms password: westbrookms	Gale Reference username: westbrook password: westbrook	EBSCO username: westbrook password: westbrook	Culture Grams username: westbrookms password: welcome	Follett e-Shelf username: first name + last name password: password
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WHAT STUDENT ACTIVITIES AND TRANSPORTATION SERVICES 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 beyond the basic curriculum under the guidance of teaching staff. Students are encouraged to participate in at least one activity in this selection.. A co-curricular assembly is held each September to review the available activities, their goals, and their meeting days and times.

Activity Participation

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

Student Council

Our Student Council is elected by student vote to represent your views and make recommendations to improve the school. Each homeroom elects a representative. The four officers are elected school-wide - 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. The Student Council meets weekly to address its work. Remember that support for your Council is your voice in helping to conduct school affairs.

Late Buses

Since most activities meet after school, late buses will be available for assigned bus students who stay for extra help or one of the co-curricular activities. Late buses leave at 3:30 PM, Tuesday thru Thursday, as well as on Monday and Friday for bus students participating in music programs on a Board approved bus route only, which is posted by the main office.

There is only one late bus at 3:30 for students approved for after school activities and remediation. All other students are to go directly home after dismissal. No student is permitted to linger on school grounds for personal reasons, unless approved by the principal or vice principal.

EXPECTATIONS FOR STUDENT BEHAVIOR

West Brook Middle School Pledge:

At West Brook Middle School, we follow these core expectations:

- **I will engage in productive work**
- **I will maintain a safe and clean environment.**
- **I will share space effectively and treat others respectfully.**
- **I accept my responsibility to work with others and to foster a positive school climate.**

By observing these expectations, we each contribute to a successful school environment. We expect you to be respectful in your language and actions and to follow the guidelines listed below:

BE PREPARED PHYSICALLY AND MENTALLY FOR LEARNING

- Come to school prepared to learn
- Be nourished, rested, clean and properly dressed and groomed
- Smoking, vaping, or using drugs or alcohol is not permitted

DEMONSTRATE RESPECT FOR PEOPLE AND PROPERTY

- Be honest, courteous and respectful
- Respect school property and the property of others
- Be understanding of others' religious beliefs and cultural differences
- 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

SCHOOL COUNSELING PROGRAM

West Brook has 2 school counselors; for grades 5-8, in addition to a Student Wellness Coordinator. The school 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 School Counseling Office. West Brook also works closely with Care Plus and has a full-time Care Plus Clinician.

MEET THE UNIQUE REQUIREMENTS OF EACH CLASS

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

COMMUNICATE REGULARLY WITH YOUR PARENTS AND WITH SCHOOL PERSONNEL

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

GUIDELINES FOR EXPECTED BEHAVIOR IN SPECIFIC SITUATIONS/AREAS OF THE SCHOOL

	Safe	Respectful	Responsible
BUS	Walk calmly to and from bus Stay seated Keep windows closed Keep everything inside of the bus Use an appropriate volume Keep seatbelt fastened Keep your hands to yourself	Use appropriate language with peers and adults Maintain personal space Avoid touching/damaging others' property Refrain from eating/drinking Take all items, including garbage off the bus	Listen to & follow directions Take and keep all belongings with you Exit only at your designated bus stop
ARRIVAL	Maintain personal space Report to locker and proceed directly to homeroom	Walk quietly and calmly into school and through halls Use appropriate voice volume/language	Arrive to homeroom on time with all necessary items Move from your locker quickly
LOCKERS	Maintain personal space Keep items off of hallway floor Keep your locker clean and organized Lock your locker at all times when not in use	Utilize and handle only your assigned locker space Move from your locker quickly and quietly Empty locker of food and drinks each afternoon	Keep your locker clean, organized, and free of trash Keep your locker combination to yourself Utilize your locker only at designated times - only before homeroom, before lunch, after lunch, end of day
HOMEROOM	Remain in your seat Maintain personal space Remain in your homeroom only	Maintain personal space Use an appropriate voice volume and language Listen to all announcements	Be seated before the 8 AM bell Listen to all announcements Come prepared with all necessary items
CLASSROOM	Follow classroom expectations and procedures Use materials appropriately Use furniture & equipment appropriately Maintain personal space	Maintain personal space Be honest Actively listen & stay on task Use equipment & materials as directed/intended Food or drink not permitted Utilize your supplies and Chromebook only Speak considerately, courteously, and kindly to your teachers and classmates	Be prepared with all required supplies Stay on task Give your best effort Complete assignments Remain in class to optimize learning Keep cell phones and smartwatches in lockers
HALLWAYS	Walk on the right side of the hallway Maintain traffic flow Move from your locker quickly	Walk quietly so others can continue learning Maintain personal space Use appropriate voice volume and language	Return to class promptly when changing classes Sign out and in to the classroom Utilize appropriate time limits

	Safe	Respectful	Responsible
CAFETERIA	Walk calmly and quietly Maintain personal space Choose a seat and stay seated Cell phones are not permitted and should be stored in lockers Stay in cafeteria until dismissed by adults	Eat and touch only your food Maintain personal space Maintain one line, personal space on line, and wait your turn Use food for eating only Use a courteous tone and language when speaking to lunch staff and peers Follow instructions of lunch staff the first time	Use proper table manners Clean up your items Discard any trash in the appropriate bins Take all personal items with you at the end of the lunch period.
RECESS	Walk to and from designated recess areas Maintain personal space Use equipment for intended purposes Remain in assigned recess areas	Enter & exit building quietly Share equipment and use it appropriately Maintain personal space Use appropriate language Follow instructions of lunch staff the first time Speak politely to staff & classmates Conduct all activities in a fair and courteous way	Listen to and follow all directions given Keep track of your personal and school belongings Discard of any trash in appropriate bins Keep cellphones and smartwatches in locker
DISMISSAL	Walk quietly through the hallways and out of the building - use the designated exit Keep the flow of traffic moving Move quickly from your locker	Use appropriate volume and language Maintain personal space Clean up your belongings from the hallway Walk out of the building	Ensure you have a plan to get home safely, or report to a teacher or club advisor promptly Lock your locker Take home all items needed for homework
BATHROOM	Wash hands with soap and water Keep water in sink One person per stall Two in the bathroom at a time Report safety concerns Sign out of your classroom and in to your classroom	Allow for privacy Respect school and personal property Flush toilet Wash and dry hands Discard towels in the garbage cans Maintain personal space Use our school bathroom like you would use your home bathroom	Return to class promptly Clean up after yourself Report cleanliness concerns Leave all items/materials in the classroom when you leave to use the bathroom
CELL PHONES	Cell phones and smart watches are turned off and stored in lockers during the school day	Only used to communicate with family at appropriate times. Follow directions of the staff member if utilizing cell phones at an inappropriate time.	Keep cellphones and smartwatches in locker Phones are only checked at appropriate times. Phones are turned off or silent when stored.
COMMUNICATION	Appropriate language is used to communicate with peers and adults. Report negative interactions to an adult.	Interact with peers and staff in a respectful manner. Refrain from utilizing derogatory comments or bias-driven slurs.	Ask for assistance when navigating difficult situations. Be an advocate and/or upstander for those around you.

Assemblies

We will *Share Space Effectively* when we:

- Avoid talking, making loud noises, whistling and yelling during performances.
- Clap at appropriate times.

- Be attentive at all times and respect the person or group performing.
- Enter and leave the auditorium in an orderly fashion.

Backpacks, Cell Phones and all Relevant Technology:

In order to maintain a ***Safe and Productive Environment***, the wearing or carrying of backpacks during school is not permitted. Laser pointers ARE NEVER permitted in school. For all grade levels, cell phones and smart watches should be turned off or set to *silent* and stored in lockers for the duration of the school day. Students are permitted to check their cell phones to communicate with family only during the appropriate locker use times (before homeroom, before lunch, after lunch, and at the end of the school day). Picture taking, posting to social media or making calls in school is not permitted. If a student must call home, they can do so from the main office.

Technology, Books and Other School Resources

The Paramus Board of Education will provide you with Chromebooks, textbooks and various resources. In order to ***Engage in Productive Work and Share Space Effectively***, you will be responsible for taking care of the items assigned to you by:

- Maintaining and caring for all technology and resources assigned to you.
- Checking numbered books issued to you for damage and reporting such damage to your teacher.
- Handling resources in a way that will allow them to be used by your fellow students.
- Fines will be collected from those who have damaged or lost school property including technology.

Classrooms

While each grade and subject will have their own expectations, building expectations will include:

Engaging in Productive Work by:

- Entering the classroom and taking your seat without disruption and on time.
- Have all materials, including charged Chromebooks, readily available. The chromebook is your responsibility.

Maintaining a Safe and Clean Environment and Share Space Effectively by:

- Maintaining and caring for classroom resources.
- Respecting class time and maintaining appropriate arrival and dismissal times.
- Not chewing gum in the building.
- Respecting the property of others.

Halls

Follow the building expectations of ***Maintaining a Safe and Clean environment*** and ***Sharing Space Effectively*** by:

- **WALKING** on the right in the halls and;
- Respecting the learning environment of others by walking quietly while classes are in session.
- Respecting personal space as you avoid crowding or pushing.
- Respecting our shared environment by keeping the halls clean and free from paper/debris.

Cafeteria

Follow the building expectations of ***Maintaining a Safe and Clean Environment*** by:

- Leaving tables and chairs clean for the next class.

Share Space Effectively by:

- Placing trash and recyclable items in designated containers.
- Avoiding running and shoving
- Entering and leaving the cafeteria only as directed by an adult.
- Avoid taking food from the cafeteria (no food or drink may be ordered or delivered to the school by an outside vendor).
- Parents may drop off lunches at designated area outside the security office.

Follow the building expectation of ***Engaging in Productive Work*** by returning immediately to the assigned classrooms at the end of their scheduled lunch period.

Restrooms

Follow the building expectations of ***Maintaining a Safe and Clean Environment*** by:

- Observing all the rules of cleanliness.
- Be considerate of your fellow students by putting towels, trash, etc., into the trash.

Share Space Effectively by:

- Being reasonably quiet and orderly.
- Engage in productive work by making your stay as short a time as necessary.

Safety Drills

Safety Drills are required by law and must be done at regular intervals. To follow our building expectation of ***Maintaining a Safe and Clean Environment*** it is necessary for your own safety and the safety of others during all drills by following all procedures.

- Close windows/door and turn off lights.
- Form a single line with your classmates as you leave the room.
- Students nearest to the door should exit first.
- Walk quickly in an orderly line, but do not run and avoid crowding or pushing.
- Move quickly and orderly to the next available exit should your assigned exit be blocked.
- Walk out quietly, standing far enough away from the building to ensure safety. Remain silent so that any instructions can be easily heard and your teacher can check the roll.
- Walk silently back into the building at the end of the drill.

Lockers

To ***Maintain a Safe and Clean Environment*** and ***Share Space Effectively*** at West Brook be sure to:

- Limit unnecessary visits to your locker.
- Organize your locker to allow easy opening and closing of the locker.
- Use only the locker assigned to you.

- Locker exteriors should be kept clean of all objects and pictures.
- Maintain a confidential locker combination.
- Only utilize lockers during appropriate locker use time - before homeroom, before lunch, after lunch, and at the end of the school day.

All students are issued a master lock. Students must use school locks at a fee of \$5.00 per lock if lost or stolen. Student lockers may be visited periodically by the principal, vice-principal or teacher during the school year.

PERSONAL APPEARANCE

The Board of Education of Paramus strongly believes that student dress and grooming must be appropriate for the educational setting. Consequently, standards of dress and grooming for the Public Schools of Paramus must protect the health and safety of students and must avoid those extremes which tend to disrupt a school or to interfere with the orderly conduct of school business. In keeping with this policy, the following is applicable:

1. Parents and students should consider appropriate weather/seasonal related school attire.
2. The following garments are not permitted to be worn in school: gloves, hats, hoods, baseball caps, doo-rags. Jackets, gloves and hats may be stored in the students' locker.
3. Garments that contribute to undue or unnecessary exposure of a student or are excessively short are considered inappropriate for school wear. Shorts & skirts of reasonable length are defined as "not less than finger length when arms are down at one's side".
4. Any clothing that displays offensive language or reference to violence, drug, and/or alcohol use is prohibited in school.
5. Shoes or appropriate footwear are to be worn at all times.
6. If a student is not dressed appropriately, alternative clothing must be worn, or a parent will be called to bring other clothing or to take the student home to change.

Skateboards, Scooters, Rollerblades

To *Maintain a Safe and Clean Environment*, the use of skateboards, scooters, and rollerblades are not permitted to be used on school property.

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.

- School expectations are in effect at all school functions, trips, and special events.
- Students exhibiting poor behavior in school may lose the privilege of attending school functions and special events.
- Students who are not in attendance at school during the day may not be able to participate in a school-related function held after school or at night.

Bus Safety

Those students who are eligible for transportation will be notified by the Board of Education. Only those students assigned to a specific bus number may ride the buses to and from school, including late buses. Due to insurance reasons no other students will be permitted to ride the buses. Additionally, students must ride their designated/assigned bus. (This includes students going to a friend's house after school.) There are after school late buses at 3:30 p.m. for eligible bus riders who stay with a teacher or for a school sponsored activity.

For the safety and welfare of yourself and to follow the building expectation of ***Maintaining a Safe and Clean Environment for others***, it is necessary for you to:

1. Maintain bus schedules provided by the transportation department.
2. Enter and leave the bus in an orderly manner.
3. Remain seated while the bus is in motion (seat belts must be fastened at all times).
4. Avoid distracting the driver in any way.
5. Know the location and operation of emergency equipment carried on each bus.
6. Keep your head, arms, and hands inside the bus at all times.
7. Refrain from picture taking and posting to social media while the bus is in motion.

Appropriate student expectations also apply to buses. Video and/or audio monitoring devices are used on school owned and contracted vehicles and may be monitored at any time.

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.

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/vaping in all school district buildings 24 hours a day, seven days a week, and on school grounds during school hours. Students are not permitted to smoke/vape on school property or at any school activity. Students are prohibited from having cigarettes/vapes on school property.

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. Any harassment based on race, sex, ethnicity, national origin, or sexual orientation is strictly prohibited.

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

HARASSMENT, INTIMIDATION AND BULLYING

(FULL [POLICY 5131.1](#) AVAILABLE ON DISTRICT WEBSITE)

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

The Board of Education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. The standards of character education are an essential component of the Paramus Public School District's Code of Conduct. The board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults; support and assistance of students in school, the community and home; our students will achieve the above standards of character education.

The board prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The chief school administrator shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the chief school administrator shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The chief school administrator has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff

or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and 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. The board directs the chief school administrator or his or her appropriately trained and qualified designee to develop detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

Bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. “Harassment, intimidation or bullying” is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either 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 by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

B. Has the effect of insulting or demeaning any student or group of students; or

C. Creates a hostile educational environment for the student by interfering with the student’s education or by severely or pervasively causing physical or emotional harm to the student.

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

**Paramus Middle Schools
Code of Conduct - Infractions & Consequences Chart
Code of Conduct**

Students at West Brook Middle School will be responsible for maintaining a school environment that is caring, trusting, and respectful.

All consequences are at the discretion of school administration.

West Brook Middle School

4 Level Tiered Protocol/Code of Conduct

Tier One: Non-Violent, Uncooperative, Non-Compliant Behaviors

- Teacher implements classroom-based student support interventions: e.g. re-state classroom expectations; verbal warning of next step; loss of privilege
- Teacher/staff member holds an individual conference with the student
- Conference with student maintained by the teacher
- Teacher contacts the parent/guardian via telephone and/or email. Record of contact maintained by the teacher (via Google Doc/Form)

LEVEL I MISBEHAVIORS:

- Disruptive behavior (not preemptively addressed by classroom management)
- Not following classroom/school norms & expectations
- Missing assignments/unprepared for class
- Low-level disrespect/disobedience
- Repeated tardiness to class
- Profanity (not directed at staff), including inappropriate negative insults
- Inappropriate language/gestures
- Hall pass misuse
- Leaving class early, being in your assigned location/room
- Inappropriate Chromebook/Cell phone use (see Tech agreement)
- Peer concerns/conflicts
- Minor insubordination
- Public Displays of Affection (Hugging/Touching)
- Repeated Issues/Non-responsive to interventions

Examples of Classroom Level Interventions and Consequences

- | | |
|--|--|
| • Warning (written or verbal) | • Letter of apology |
| • Behavior contract | • Loss of privileges |
| • Teacher conference with the student | • Seat change |
| • Mentoring | • Written reflection about the incident |
| • Guidance referral for individual and/or small group intervention | |
| • Parent contact (phone, letter, conference) | • Suggest short break (under 5 min) |
| • Before or after school detention (Teacher) | • Reinforcement of appropriate behaviors |
| • Peer Mediation | |
| • Confiscation of device (subsequent offenses - parent must retrieve device) | |

Tier Two: Non-Violent, Disruptive, Disorderly Behaviors (or >5 Tier 1 Incidents)

- Restorative Practices/Assignments
- Teacher reviews classroom-based student support interventions and implements additional supports and/or loss of privileges
- If additional support is needed, referral to counselor/nurse/case manager/social worker or Intervention & Referral Services (I&RS) team
- Teacher/staff member holds a conference with parent/guardian to collaborate on how best to support student's success. Record of the conference with parent/guardian maintained by the teacher (via Google Doc/Form)
- Possible in-school disciplinary consequences, e.g. detention, denial of participation in extracurricular activities, and/or school functions

LEVEL II MISBEHAVIORS:

- Habitual Defiance/Disruption
- Skipping/cutting class/Leaving the cafeteria during assigned lunch
- Hurtful Teasing/Conflict
- Cheating/Plagiarism
- Stealing
- Lying to an Adult
- Defacing Property, including vandalism
- Aggressive Physical Behavior
- Extreme Disrespect
- Explicit Profanity
- Consistent Misuse of Chromebook/Cell Phone
- Abuse of Internet Etiquette
- Public Displays of Affection
- Verbal Fighting
- HIB

Examples of Classroom Level Interventions and Consequences

- | | |
|--|---|
| • Warning (written or verbal) | • Letter of apology |
| • Behavior contract | • Loss of privileges |
| • Teacher conference with the student | • Seat change |
| • Mentoring (Peer or Adult) | • Written reflection about the incident |
| • Guidance referral for individual and/or small group intervention | |
| • Parent contact (phone, letter, conference, email) | • Confiscation of device & sent to the office |
| • Before or after school detention (Teacher or Central) | |
| • Reinforcement of appropriate behaviors | • Conference with Counselor (Notification) |
| • Complete Presentation/Report on topic | • Complete Student problem-solving worksheet |
| • Replacement of damaged items. | • Community Service/Restorative Practice |

Tier Three: Injurious, Harmful, and/or Habitual Behaviors

- Teacher/staff member refers the incident to the principal or designee; request assistance from office or SRO
- Possible referral to counselor/nurse/case manager/social worker/Intervention & Referral Services (I&RS) team
- Parent/guardian contacted by the principal or designee
- Parent/guardian conference with the principal or designee. Record of contact and/or conference with parent/guardian maintained by the principal or designee
- Possible in-school disciplinary consequences
- Referral to mediation if appropriate and/or a restorative conference with affected parties

LEVEL III MISBEHAVIORS:

- Threats of Violence
- Vandalism
- Physical Violence
- Drug/ or Weapon Possession (including any object that could function as a weapon)
- Harassment/Bullying
- Cheating/Plagiarism
- Fighting
- Outright Insubordination (refusal to comply with adult directions)

Examples Interventions and Consequences

- Letter of apology
- Behavior contract.
- Teacher conference with the student
- Parent contact (phone, letter, conference)
- Before or after school detention (Central or Administrative)
- Reinforcement of appropriate behaviors
- Complete Presentation/Report on topic
- Complete Student problem-solving worksheet
- Guidance referral for individual and/or small group intervention
- Community Service/Restorative Practice
- Loss of privileges
- Written reflection about the incident
- Confiscation of device
- Mentoring
- Replacement of damaged school items

Tier Four: Infractions that are highly serious or cause imminent danger to self or others

- Immediate referral to principal or designee
- Parent/guardian contacted by principal or designee
- Parent/guardian conference with principal or designee
- Mandatory referral to counselor/nurse/case manager/social worker/Intervention & Referral Services (I&RS) team
- In-school disciplinary consequences
- Contact police/fire department, if appropriate
- Referral to mediation if appropriate and/or a restorative conference with affected parties
- Consider restitution
- Possible suspension or expulsion (at the discretion of administration)

LEVEL IV MISBEHAVIORS:

- Weapon possession
- Harmful threats
- Smoking/Vaping
- Drugs/Alcohol
- Truancy
- Theft
- Fighting

Examples of Interventions and Consequences

- At the discretion of school and district administration