

Ventnor Middle School Falcon Code of Conduct

Revised 8/24/11

DISCIPLINE: Discipline is everyone's responsibility. Any disciplinary action taken by a school official is intended to effect a favorable change in student behavior. We try to provide an atmosphere that is conducive to learning and one which encourages proper conduct.

Our Code of Conduct outlines the basic expectations of each student and includes the following:

Yellow Flag Offense (1-Letter):

At the start of the school year, the teacher will attempt the following interventions prior to sending an initial yellow flag referral to the office:

- a. First Violation-
 - a. The teacher will instruct the student on the code of conduct that was violated and how the student can correct the behavior in the future. The student will also be informed by the teacher at this time that his/her parent/guardian will be notified the next time a yellow flag code of conduct is violated.
- b. Second Violation-
 - a. The teacher will again instruct the student on which code of conduct was violated and what is expect in future behavior
 - b. To the best of the teacher's ability, he/she will make an attempt to contact the parent/guardian by phone to inform him/her that a yellow flag code of conduct has been violated. At this time, the teacher will also inform the parent/guardian that any future yellow flag code of conduct violation will result in a yellow flag referral to the office
 - i. Any Exemptions from this parent/guardian phone requirement are listed below
 - ii. This parent/guardian phone call attempt only applies the 1st Marking Period
 - c. A copy/summary of the above parent/guardian notification will be forwarded to the middle school principal (email for example). This will be used as supporting documentation in any future communication with the parent/guardian in the event that a yellow flag referral is submitted later in the year.

1. ***I will act appropriately so teachers can teach and students can learn-*** Students demonstrate this code of conduct by:

- a. Arriving to school on time at 8:05am
 1. Students will be allowed 4 unexcused lates per making period. On the 5th unexcused late the office will write a referral for that student and the progression of stages described below will be followed for the 5th and all other subsequent lates in that marking period
- b. Being where they're suppose to be, when they're suppose to be there, and with the materials they're suppose to have (books, notebooks, pencil/pen, binders, being on time, etc.)
 1. On the 5th violation of this particular code in a marking period the teacher will write a referral for that student and the progression of stages described below will be followed for the 5th and all other subsequent violations in that marking period
 2. There will be a simple checklist for teachers to use to keep track of this code (*an example is shown at the end of the FCC Policy below*)
 3. At some point between the 1st and 4th violations per marking period the teacher will make a phone call attempt home to inform the parent/guardian that a referral may be made in future if the student continues to violate this code
 - A copy/summary of the above parent/guardian notification will be forwarded to the middle school principal (email for example). This will be used as supporting documentation in any future communication with the parent/guardian in the event that a yellow flag referral is submitted later in the year.

- c. Complying with our Electronics Free School Zone policy (the full policy is described below under *Electronics Free School Zone Policy*)
1. First offense
 - Electronics device will be confiscated and immediately sent to the office
 - Parent/guardian must come into school to pick up the device
 - At this time the parent/guardian will be notified that the next time the student violates Electronics Free School Zone policy, he/she will receive a 1-day internal suspension.
 2. Subsequent offenses
 - Electronics device will be confiscated and immediately sent to the office
 - Parent/guardian must come into school to pick up the device
 - Teacher will submit referral (Yellow Flag 1.c)
 - Student will lose 1-letter
 - The student will receive automatic 1-day internal suspension.
- d. Being quiet, cooperative, and productive (i.e. making effort to complete class work) in class while politely contributing to discussions when appropriate
- e. Being honest and accepting individual responsibility for their decisions, actions, and academics (such as AR and academic honesty in general)
- f. Keeping hands, feet, and objects away from other students even when playing around
- g. Acting appropriately in the hallway, at lunch, at recess, in assemblies, on the bus ride to and from school, class trips, and anything else that occurs outside of the classroom:
1. A teacher who observes inappropriate conduct by a student at any of these areas listed will take the following steps in dealing with the situation prior to sending a referral to the office:
 - First, the teacher will notify the student that he/she is acting inappropriately and that he/she will be moved if it happens again
 - Second, if the student continues to act inappropriately, remove student from their present location to a more visible area preferably away from other students if possible (back of auditorium for example) where he/she can be better monitored
 - Third, if the student continues to act inappropriately even after been moved, he/she can then be sent to the office with a referral for violating Yellow Flag Code 1.g
 2. Bus drivers do not have to follow the three steps above. They will report offenders to the office immediately with a referral for Yellow Flag 1.g violation.
 3. NOTE- Violations of this code do not require that a teacher make a phone call attempt to parent/guardian
- h. Following written and verbal directions issued by supervising adults in a polite and courteous manner
- i. Obeying all school policies, procedures and rules

Essential Question: *Does what I am about to do affect the teacher's ability to teach or the ability of the other students to learn?*

Consequences for violating this code of conduct within a marking period:

1. First Violation:
 - Parent/Guardian notified
 - 1-letter is taken or 10 days added to ineligible period if all letters are lost
 - 1-lunch detention is assigned
 - 1 after school detention is assigned
 - For Electronics Free School Zone policy violations see below
2. Second Violation:
 - Parent/Guardian notified
 - At the administration's discretion, a conference with the parent/guardian may be required
 - 1-letter is taken or 10 days added to ineligible period if all letters are lost
 - 2-lunch detentions are assigned
 - 2-after school detentions are assigned
 - 1-Saturday detention is assigned

3. Third Violation:
 - Parent/Guardian notified
 - At the administration's discretion, a conference with the parent/guardian may be required
 - 1-letter is taken or 10 days added to ineligible period if all letters are lost
 - 3-lunch detentions are assigned
 - 3-after school detentions are assigned
 - 2-Saturday detentions are assigned
4. Subsequent Violations
 - Treated as a 2-letter offense (first violation) and will progress accordingly

* Administration reserves the right to increase the consequences at any of these stages depending on the infraction, history of behavior, and communication with referring teacher. If a pattern of inability to follow the above code exists, consequences can increase from additional after school or Saturday detentions up to and including internal and external suspensions at the discretion of the administration.

* In addition, if a student progresses through the stages listed above for two marking periods, that student will skip the "First Violation" stage and begin at the "Second Violation" stage for the subsequent marking periods/write-ups

Red Flag Offense (2-Letters):

2. ***I will respect others, their possessions and school property.*** Students demonstrate this code of conduct by:
 - a. Using appropriate language and speaking to other students in a respectful and polite manner
 - b. Refraining from any type of harassment, intimidation, or bullying related activity (*as per state law-New Jersey P.L.2010, Chapter 122, approved 1/5/2011*) such as but not limited to:
 1. name calling or teasing including, but not limited to, the use of racial or homosexual terms (or any similar derogatory terms)
 2. "spinning" or instigating
 3. Asking themselves the following questions before commenting about others: Is it true? Is it necessary? Is it kind?
 4. NOTE: The use of racial or homosexual terms (or any similar derogatory terms) will result in an automatic Red Flag 2.b and a 1-day internal suspension
 5. See Harassment, Intimidation, and Bullying Policy below for more details
 - c. Resolving conflicts with other students through polite dialogue which demonstrates maturity, particularly keeping their hands, feet, and objects away from other students when they are frustrated, aggravated, or upset
 - d. Treating and responding to all supervising adults with respect because they are here to teach and students are here to learn
 - e. Taking care of school property and the property of other students, in particular, leaving objects with their rightful owners (ex. theft)
 - f. Refraining from cutting school or cutting class
 1. Any student suspected of cutting school will be treated as a Red Flag 2.f violation and given an automatic 2-Day Internal Suspension

Essential Question: *Does what I am about to do demonstrate respect for others, their possessions, or school property?*

Consequences for violating this code of conduct within a marking period:

2. First Violation:
 - Parent/Guardian notified
 - 2-letters are taken or 20 days added to ineligible period if all letters are lost
 - 2-lunch detentions are assigned
 - 2 after school detentions are assigned

3. Second Violation:
 - Parent/Guardian notified and required to come in for conference with principal (and referring teaching if schedule permits)
 - 2-letters are taken or 20 days added to ineligible period if all letters are lost
 - 2-lunch detentions are assigned
 - 2 after school detentions are assigned
 - 1 Saturday detention is assigned
4. Third Violation:
 - Parent/Guardian notified and required to come in for conference with principal (and referring teaching if schedule permits)
 - 2-letters are taken or 20 days added to ineligible period if all letters are lost
 - 2-Days of Internal Suspension are assigned
 - This can be increased in duration or changed to External Suspension depending on severity of the offense at the discretion of administrator based on behavioral history of student and communication with referring teacher
 - 2-Saturday detentions are assigned
5. Subsequent Violations:
 - Parent/Guardian notified and required to come in for conference with principal and superintendent (and referring teaching if schedule permits)
 - 20 days added to ineligible period
 - 3-days Internal Suspension or External suspension depending on severity of the offense at the discretion of administrator based on behavioral history of student and communication with referring teacher
 - 2 Saturday detentions are assigned

* Administration reserves the right to increase the consequences at any of these stages depending on the infraction, history of behavior, and communication with referring teacher. If a pattern of inability to follow the above code exists, consequences can increase from additional after school or Saturday detentions up to and including internal and external suspensions at the discretion of the administration.

* In addition, if a student progresses through the stages listed above for two marking periods, that student will skip the “First Violation” stage and begin at the “Second Violation” stage for the subsequent marking periods/write-ups

3-Letter Offenses:

3. *Unfortunately violations can occur in a middle school setting beyond what is described above. When these violations occur they need to be dealt with more severely because of the implications they can have on others. 3-Letter Offenses include but are not limited to:*
 - a. Any type of major physical contact with the intent to cause bodily harm, such as an actual fight between two or more students
 - b. Sexual harassment or inappropriate contact
 - c. Possession of a dangerous object on school property
 - d. Explosive behavior in the school building that puts teachers or students at risk
 - e. Behavior that demonstrates a blatant, willful disregard for school policy and procedure.
 - f. Use of profanity towards a supervising adult/staff member

Consequences:

1. First Violation:
 - Parent/Guardian notified and required to come in for conference with principal
 - 3-letters are taken or 30 days added to ineligible period if all letters are lost
 - 3-days External Suspension or greater at discretion of administration
 - 2 Saturday detentions are assigned

2. Subsequent Violations:
 - Parent/Guardian notified and required to come in for conference with principal and superintendent
 - 3-letters are taken or 30 days added to ineligible period if all letters are lost
 - 5-days External Suspension or greater at discretion of administration
 - 2 Saturday detentions are assigned
3. Administration reserves the right to increase the consequences at any of these stages depending on the infraction, history of behavior, and communication with referring teacher. If a pattern of inability to follow the above code exists consequences can increase from additional after school or Saturday detentions up to and including internal and external suspensions at the discretion of the administration

4-Letter Major Offenses:

4. *On rare occasions in a middle school setting the most serious of violations can occur. 4-Letter Major Offenses include but are not limited to:*
 - a. Possession of drugs on school property
 - b. Possession of a dangerous object on school property with intent to harm
 - c. Sexual assault
 - d. Physical contact against a supervising adult/teacher/administrator
 - e. under the influence of illegal substances
 - f. Any other extreme circumstance relating to school

Consequence:

1. Parent/Guardian notified
2. 4-letters are taken or 40 days added to ineligible period if all letters are lost
3. BOE policy followed

Harassment, Intimidation, and Bullying Policy (NJ P.L.2010, Chapter 122, approved 1/5/2011)

The policy prohibits harassment, intimidation or bullying of a student. N.J.S.A. 18A:37-15(b)(1) Students who in any way, shape, or form participate in (or allow to occur) any harassment, intimidation or bullying related activity against another member of our VMS community will be treated under our Harassment, Intimidation, and Bullying Policy. The referring staff member will write a “Red Flag 2.b Bullying” on the referral, note the offense that occurred, and submit it to the office (with the offending student if possible). Harassment, intimidation or bullying related activities carry an automatic consequence of a 1-day suspension and parent/guardian notification as well BOE notification. This policy is in effect even if the Harassment, intimidation or bullying related activity takes place off school grounds so long as the act(s) substantially disrupts or interferes with the orderly operation of the school or the rights of other students.

Harassment, intimidation or bullying means any gesture, any written, verbal or physical act, or any electronic communication***, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents, that is:

- a. 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
- b. by any other distinguishing characteristic; and that
- c. takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
- d. a reasonable person should know, under the circumstances, that the act(s) 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 person or damage to his property; or
- e. has the effect of insulting or demeaning any student or group of students; or
 - f. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

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

Students who are experiencing any harassment, intimidation or bullying related activity will:

- a. State the person's name who is doing the harassment, intimidation or bullying loud and clear
- b. Clearly state to that person the behavior that he/she is doing that is bothersome
- c. Firmly tell them to stop
- d. The victim remove himself/herself from the situation and seek help from the closest adult

Chronic Referrals and SIRS (Student Intervention and Referral Services)

Despite the best efforts of teachers, our FCC policy and administration, some students continue to engage in unproductive behavior. The Ventnor Middle School possesses a SIRS committee in order to develop a plan for students' success and refocuses learning. Teachers are encouraged to use the SIRS team whenever possible.

1. A teacher who writes up the same child three times is required to complete a referral to the VMS SIRS team (assuming a referral wasn't already completed in the current academic year)
2. Filling out a SIRS referral after the third write-up will have no bearing on the FCC and its enforcement. The FCC will remain in effect for this student before, during, and after the SIRS referral process.

Electronics Free School Zone Policy:

1. Any visible or audible electronic device (cell phone, iPod/MP3 player, camera or any other type of unnecessary electronic device), regardless of whether it is ON or OFF, will be confiscated whether it is on the student's body at the time or in the student's book bag/locker/etc. Any confiscated device will be sent immediately to the office and a parent/guardian must come into school and pick it up.
 - a. First offense
 - i. Electronics device will be confiscated and immediately sent to the office
 - ii. Parent/guardian must come into school to pick up the device
 - iii. At this time the parent/guardian will be notified that the next time the student violates Electronics Free School Zone policy, he/she will receive a 1-day internal suspension.
 - b. Subsequent offenses
 - i. Electronics device will be confiscated and immediately sent to the office
 - ii. Parent/guardian must come into school to pick up the device
 - iii. Teacher will submit referral (Yellow Flag)
 - iv. Student will lose 1-letter
 - v. The student will receive automatic 1-day internal suspension.
 - c. Defiant Use of Cell Phone
 - i. Actual use of cell phone at school, such as in the bathroom will result in an automatic Yellow Flag 1.i and a 1-day internal suspension on first offense (even if it is the student's first offense). Cell phone will still be sent to office for parent pick-up and observing staff member will note on referral Yellow Flag 1.c and also note that the student was engage in using the cell phone, not just possessing it.
 - ii. Refusal to turn over cell phone/electronic device will result in an automatic Red Flag 2.d and a 2-day internal suspension

Lateness Policy

Code of Conduct **1-A** in our discipline policy addresses the issue of lateness. Students are to arrive at school on time at 8:05am. Students will be allowed 4 unexcused lates per making period. On the 5th unexcused late the office

will write a referral for that student and the progression of stages described in the Code of Conduct (Yellow Flag) will be followed for the 5th and all other subsequent lates in that marking period

1. **First Violation (on the 5th Late in that marking period):**
 - Parent/Guardian notified
 - 1-letter is taken or 10 days added to ineligible period if all letters are lost
 - 1-lunch detention is assigned
 - 1 after school detention is assigned
2. **Second Violation (on the 6th Late in that marking period):**
 - Parent/Guardian notified
 - At the administration's discretion, a conference with the parent/guardian may be required
 - 1-letter is taken or 10 days added to ineligible period if all letters are lost
 - 2-lunch detentions are assigned
 - 2-after school detentions are assigned
 - 1-Saturday detention is assigned
3. **Third Violation (on the 7th Late in that marking period):**
 - Parent/Guardian notified
 - At the administration's discretion, a conference with the parent/guardian may be required
 - 1-letter is taken or 10 days added to ineligible period if all letters are lost
 - 3-lunch detentions are assigned
 - 3-after school detentions are assigned
 - 2-Saturday detentions are assigned
4. **Subsequent Violations (on all subsequent lates in that marking period):**
 - Treated as a 2-letter offense and will follow that procedure accordingly

Chronic Absences:

1. At 5 unexcused absences in the school year- warning letter sent home
2. At 10 unexcused absences in the school year – parent/student meeting with the principal
3. At 15 unexcused absences in the school year- truancy papers will be filed with the courts

Unexcused Detention Absences:

Students are expected to attend the detentions to which they are assigned. In the event that a student is absent for a detention without prior notification, that student will need to make-up that unexcused detention and will be assigned an additional detention.

1. **Example #1-** A student does not show for an after school detention. That student will need to make up that detention plus will be assigned an additional after school detention.
 - a. If a pattern of unexcused after school detention absences develops, the additional after school detention that is added will be replaced with an additional Saturday detention instead.
2. **Example #2-** A student does not show for a Saturday detention. That student will need to make up that Saturday detention plus will be assigned an additional Saturday detention
3. Chronic cutters of detentions can be given a Red Flag referral with the consequences being 3 days internal suspension and 2 letters taken (20 days added if no letters remain)

Behavioral Ineligibility Rules:

Students who become behavioral ineligible will be so for a period of 1-month from the day they lost their last letter. These students will not be allowed to attend the extravaganza for the marking period in which they become behavioral ineligible, regardless of when that extravaganza takes place. During their ineligible period they would not be allowed to participate in any activities (sports, clubs, etc), attend non-academic assemblies (fun assemblies, pep rallies, fundraisers, talent show, etc), or go on any class/club field trips during the school day.

1. Example- a student becomes behavioral ineligible November 3rd. That student is ineligible for a period of 1 month from the date of ineligibility. Therefore that student will become eligible again on December 3rd assuming he/she is not written up again within that marking period (see below)

If a student becomes behavioral ineligible during a marking period and receives additional write-ups, each subsequent write-up during that marking period would add additional time of ineligibility at a rate of 10-days per letter offense (Yellow Flag = 10 days, Red Flag = 20 days, etc)

At the start of the next period the process starts over and the student gets 4 more letters. The student, however, may still be behavioral ineligible at the start of the next marking period if his/her 1-month of ineligibility dictates.

Being Behaviorally Ineligible Means:

1. The student cannot attend the extravaganza for the marking period in which they are ineligible regardless of when that extravaganza takes place
 - a. For example, if an Extravaganza takes place prior to the official end of a marking period and/or before teachers officially enter their grades (ex. Field Day) teachers will formulate student averages/grades to determine eligibility prior to this extravaganza
2. The student cannot participate in any activities (sports, clubs, play, etc),
3. The student cannot attend non-academic assemblies (fun assemblies, pep rallies, fundraisers, talent show, school play, movie days, etc)
4. The student cannot go on any class/club field trips during the school day

Academic Ineligibility Rules:

A student will be considered academically ineligible if he/she receives 1-F in any subject at the end of the marking period. The student will also be considered academically ineligible if he/she receives 3 or more D's in any one marking period in any subjects.

1. Example: Student 1 receives an F in Math. Student 1 is academically ineligible for the next marking period and for the extravaganza from the previous marking period
2. Example: Student 2 receives a D in Math, a D in Reading, and a D in Science. Student 2 is academically ineligible for the next marking period and for the extravaganza from the previous marking period

All Academically Ineligible students will be reevaluated at the next marking period's interim. A student who is Academically Ineligible will remain ineligible if he/she receives a U, which is the equivalent of a D or F, in the subject(s) for which he or she was originally ineligible.

1. Example #1- A student receives a D in Math, Reading, and Science as his/her final grades for the 1st Marking Period. At the Interim of the 2nd Marking Period that student has a U in Math. This student would remain Academically Ineligible for the rest of the 2nd Marking Period
2. Example #2- A student receives an F in Reading as his/her final grades for the 1st Marking Period. At the Interim of the 2nd Marking Period that student has an S in Reading but a U in Math. This student would be removed from the Academically Ineligible list because he/she did not get a U in the subject for which he/she was originally ineligible.

Students who are not academically ineligible but receive one or more U's (D/F average) on their Interim are encouraged to attend the study hall/tutor sessions for the remainder of the marking period in order to help them achieve a C or better.

Being Academically Ineligible Means:

1. The student cannot attend the extravaganza for the marking period in which they are ineligible regardless of when that extravaganza takes place
 - a. For example, if an Extravaganza takes place prior to the official end of a marking period and/or before teachers officially enter their grades (ex. Field Day) teachers will formulate student averages/grades to determine eligibility prior to this extravaganza
2. The student cannot participate in any activities (sports, clubs, play, etc),
3. The student cannot attend non-academic assemblies (fun assemblies, pep rallies, fundraisers, talent show, school play, movie days, etc)
4. The student cannot go on any class/club field trips during the school day
5. Academically ineligible students who are OK/Eligible under PHRASE are eligible for all activities/assemblies/sports assuming they stay OK/Eligible, with the exception of Extravaganzas. PHRASE cannot make a student eligible for an Extravaganza (see PHRASE Program details).

EXCEPTIONS FOR BEHAVIORAL/ACADEMIC INELIGIBILITY:

1. Academically ineligible students (not behavior) will be allowed to attend any Home and School related event that occurs outside of the school day such as school dances and Home and School fundraisers
2. Behaviorally and academically ineligible students who are in band will not be removed from band and band functions because that is an academic class for that student. The teacher of that class uses a combination of class and concert performances to formulate a grade for the marking period. Therefore students will need to remain a member of the band, regardless of eligibility, in order to reflect a more accurate assessment of the student.
3. On occasion there may be additional instances where a student's academic assessment in a particular class is affected by additional activities such as a field trip, performance, and/or project. In the event that this type of situation presents itself, the teacher of that class can make a request to the administration that a behaviorally or academically ineligible student be allowed to attend such a function. This final determination will be made by the administration and the referring teacher.
4. During certain occasions, by administrative approval, academically ineligible students who go "above and beyond" or engage in "Exemplary activities" can be exempt from ineligibility for a particular event (ex. BUG's). Such exemption should occur no more than once per school year for a particular ineligible student. This administrative exemption is limited to academic eligibility only, not behavior eligibility.
5. The 8th Grade end-of-the-year activities will be governed by a separate policy regarding academic eligibility due to the unique nature of these activities (see below).

Eligibility and PHRASE

Academically ineligible students who are OK/Eligible under the PHRASE program (see PHRASE Program below) will be allowed to attend any and all assemblies/activities as though they were never academically ineligible. The only exception would be the Extravaganza for the previous marking period which is only for students who were behaviorally and academically eligible at the end of a specific marking period.

1. Ex. Student A was academically ineligible for the 2nd MP and is now eligible under the PHRASE program during the 3rd MP. Student A cannot go to the 2nd MP extravaganza but can go to all other activities/assemblies/sports in the 3rd MP so long as he/she is OK/Eligible under PHRASE at the time of the assembly/activity/sport

Interim Guideline for Teachers:

In order to have an effective academic eligibility policy there needs to be some consistency in grading from one class to another. In order to have this consistency we've developed a few guidelines that teachers will need to follow as they determine Interim grades:

1. An interim grade of E, S, N must be given for and only for a student who has an average of 75-100% at the time of the interim (which equates to a C average or better)

- a. An interim grade of E, S, N does not require a teacher comment but comments are always encouraged particularly for grades of N so that the parent/guardian has an accurate depiction of his/her child's progress
2. An interim grade of U must be given for and only for a student who has an average of 0-74% at the time of the Interim (which equates to a D or F average)
 - a. An interim grade of U must have a teacher comment. This can come in the form of a teacher comment or the student's class average at the time of interim

Consecutive D's-

At the discretion of administration and the guidance counselor, students who have 2 or more consecutive D's in Math and/or Reading/English/LA may be required to participate in PHRASE in order to remain academically eligible even though technically they didn't fall below the academic eligibility requirements. This is an effort to help prevent the student from failing the subject for the year.

1. For example, a student earned a D in Math for the 1st and 2nd MP. Administration/Guidance can require this student to participate in the PHRASE in order to remain eligible even though they weren't technically ineligible for the marking period

Academic Eligibility in the 4th Marking Period:

A student who is academically ineligible in the 4th Marking Period would continue to be Academically Ineligible until the Interim of the 1st Marking Period of the following school year. At the Interim, academically ineligible students will be reevaluated using the same criteria mentioned above.

Super Extravaganza:

Any student who has not received a single discipline referral throughout the course of the school year will be eligible to attend the Super Extravaganza at the end of the school year. Therefore any academically ineligible student who has not received a single discipline referral will be able to attend the Super Extravaganza since they met this standard

Academic/Non-Academic Assemblies:

The list of scheduled assemblies/programs for the upcoming school year is usually completed in August. At the start of the school year, teachers/administrators will create an agreed upon list which will classify the year's upcoming assemblies/programs to determine which ones ineligible students should attend. This list will be distributed to the staff once it is completed. Our population of behaviorally ineligible students should attend certain assemblies/programs (gang/drug/motivational/etc) and while at these assemblies/programs will be seated in an open/visible area of the auditorium so that they may be better supervised.

The VMS staff and administration will work to provide grade level coverage for ineligible students prior to events taking place. Behaviorally ineligible students will be sent to Time Out Room (assuming numbers are within reason) while grade level teachers will account for academically ineligible students at their respective grade levels so that students can catch up on work.

If the assembly/activity takes place during the grade level's lunch or prep, the special subject teachers/lunch duty teachers for that lunch/prep will provide the coverage for those students during their normal grade level class periods:

1. Ex. If gym, art, music, Spanish/etc are 2nd period for 7th Grade, those teachers will be responsible for splitting up the coverage of ineligibles and assembly/activity for 2nd period for the 7th grade

Academic Assemblies

Cherrydale Kick-Off (*or similar*)
Motivational Media Assembly (*or similar*)
Veterans Assembly
Picasso People (*or similar*)
Periwinkle Theatre (*or similar*)
The Energy Show – Franklin Institute Assembly (*or similar*)
The Macbeth Assembly (*or similar*)
Read Across America Assembly
AR Assembly
Our Home Planet Earth Assembly (*or similar*)
Visiting Author Assembly
Storytelling
Awards Assembly
Student of the Marking Period Assemblies

Non-Academic Assemblies*

VMS Holiday Concert
VMS Winter Concert
VMS Spring Concert
Play Performance
VMS Spring Recital
Laser Light Show (*or similar*)

*In the event that an assembly/activity occurs that is not relatable to assemblies on this list, a decision will be made by administration and organizing teacher/group as to whether it is considered academic or non-academic

PHRASE Program- (*Plan to Help Regain Academic School Eligibility*)

1. The VMS will offer the PHRASE program for all students who are academically ineligible and for any other students who may wish to join who are not academically ineligible
2. The goal of the voluntary program is to provide students who struggle academically with the tools they need to become more successful in their academics while at the same time allowing them to retain their eligibility for assemblies/activities/sports/etc.
3. This program will provide struggling students with the following:
 - a. Weekly Math Tutoring
 - b. Weekly LA Tutoring
 - c. 3 days of Study Hall per week
 - d. Teacher/Administrative advocates for each PHRASE student who will monitor their academics on a weekly basis, if not more frequently
 - e. Weekly meetings with the PHRASE Coordinator who, with input from teachers/advocates/administrators, will determine the PHRASE student's eligibility based on attendance, performance, work ethic, etc.
 - f. The incentive of being eligible to attend all activities, assemblies, participate in sports, etc, that take place during the marking period for which the student is academically ineligible
4. Students who sign up for PHRASE will:
 - a. Fill out a PHRASE plan
 - b. Find a teacher advocate to monitor their progress.
 - c. Avoid any Red Flag referrals (or higher)
 - i. Yellow Flag referrals will equate to being ineligible until the following PHRASE meeting
 - d. Attend three (3) days of Study Hall/Tutoring

- i. If ineligible because of Reading/English/LA the student must attend LA tutoring in order to be PHRASE eligible (LA tutoring is held on Tuesdays)
 - ii. If ineligible because of Math, the student must attend math tutoring in order to be PHRASE eligible (Math tutoring is held on Wednesdays)
 - iii. If ineligible because of a different subject, the student must attend 3 days of Study Hall in order to be PHRASE eligible (Study Hall is held Tuesday, Wednesday, and Thursday)
5. This program is most effective if the student takes the initiative to join, works his/her PHRASE plan in coordination with his/her advocate, attends all study hall/tutor session as required, and tries his/her best.

Activities and Absences:

In order to be eligible for any after school activity a student must be present in school on that day. Such after school related activities can include:

1. School sponsored sporting events
2. Music/Band recitals, etc.
3. Class/Group after school trips, etc.,

Administration would need to grant prior approval for a student to attend any of the above activities in the event that the student was absent with a legitimate reason (doctor's appointment for example)

3-Day Rule for Class Trips/Extravaganzas:

1. If a student is written up within 3 school days before a class trip/extravaganza that student will not be allowed to attend that class trip/extravaganza
 - a. Example 1- The trip is Thursday, a student cannot get written up Monday, Tuesday, or Wednesday of that week
 - b. Example 2- The trip is Tuesday, a student cannot get written up Thursday, Friday, or Monday leading up to the trip
2. The 3-Day rule will be:
 - a. Written on the permission slip for any class trip/extravaganza
 - b. Signed by parent
 - c. Returned to school before the 3-day period begins.
3. The organizing teacher/grade level team will be responsible for keeping track of who can and who cannot go on a class trip/extravaganza because of this 3-Day policy.
4. This policy will apply to any trips, academic and non-academic, in addition to extravaganzas.

Lunch and ID's:

1. All students are required to wear school issued ID's for the duration of the school day.
2. These ID's are to be worn around the neck at all times while on school grounds as that is our school's policy. A pattern of failing to adhere to this policy can be considered a Yellow Flag 1.i violation.
3. Students will be checked for ID's prior to entering the lunchroom on a daily basis.
4. Students who do not have the required ID at lunch will:
 - i. Go to the back of the lunch line so as to not impede the ability of the cashier to check out all of the students who have their ID's with them and therefore are following school policy
 - ii. Receive a lunch detention for that day and will eat in the time out room
 - iii. As with lateness policy, not having required ID will become a yellow flag offense on the 5th occasion as well as subsequent occasions for that marking period (it resets for the next marking period)

VECC Saturday Detentions:

1. 8-11am
2. Doors locked at 8:00. No one admitted after 8:00.
3. Bathroom break assigned at midpoint of detention
4. No transportation is provided. Parents are responsible.
5. Parents apprised of detention
6. Certified staff members sign up to supervise. Paid hourly rate 3 hours

7. If a rule is broken, a warning is given and the student's name is written on the board. A second offense will require a check mark be placed next to the student's name. For a third offense the student is dismissed and has to repeat the following Saturday plus an additional Saturday detention.
8. If a student misses a Saturday detention then they are assigned 2 (the one missed + 2nd one)
 - a. Chronic cutters of Saturday detentions will be given a Red Flag referral with the consequences being 3 days internal suspension and 2 letters taken (20 days added)
9. Custodians are assigned for Saturday so the building will be open. In addition, teacher ID cards are programmed for teachers to gain access on Saturday
10. During the 3 hour Saturday Detention students will:
 - a. Complete Character Education/Project Wisdom packets
 - b. Read AR book
 - c. Complete school related work
 - d. Remain seated and silent

Homework Assignment Forms:

A parent/guardian can request that a teacher fill out a Homework Assignment Form only after the student has missed 3 days of school. It is expected that students who receive a Homework Assignment Form complete the assignments described therein. If a Homework Assignment Form is completed, teachers will hold the students accountable for that work. Teachers will follow their normal classroom policy if the work is not turned in upon the student's return.

A Homework Assignment Form will not be completed by the teacher for students who miss 2 days of school or less. These students will complete the work when they return to school. These students will also have the same number of days to complete work as they were absent. For example, if a student is absent 2 days that student will have 2 days when he/she returns to complete the work.

If a student is going on vacation which will last 5 or more days, a request can be made by the parent/guardian for a Homework Assignment Form to be completed by the teachers of that student provided at least one week's notice is given to the teachers to complete such a form.

Getting Report Cards/Interims/Important Documents Signed

It is school policy that students are expected to return report cards, interims, and other important documents deemed necessary by the administration in a timely manner. Failure to return these important documents within the timeline established by the administration will result in a Yellow Flag 1.i (*Obeying all school policies, procedures and rules*). Extenuating circumstances will be considered at the discretion of administration

Students and Homework:

- Here are several suggestions that the staff developed to deal with students who do not complete homework
 1. No homework Counts as a "0"
 2. 3 strikes (a pattern of non-completed homework) = a call to the parent
 3. When a pattern is formed of not doing homework, this sequence of steps will be:
 - Call Parent
 - Parent teacher conference
 - After school homework class
 - Guidance counselor involvement
 - Principal involvement

What to Do If a Student Misses Class:

When a student misses class, for any reason (absence, activities, school play, etc), the student is responsible for making up the work that was covered while they were out. Sometimes that's not always easy to do, so here are some guidelines that a student can follow when he/she has was out and needs to make up work on his/her own:

1. Check with his/her teacher to see what was missed (homework, assignments, notes, etc)
2. Check eBoard (or other class website if available) for all classes

3. Read any lessons that may have been missed. Go through it carefully, and make notes. Copy down any definitions, graphic organizers, formulas, properties, etc. into the appropriate notebook/binder
4. Work through any examples that may be available in the textbook. The examples may show how to do the problems, create a graphic organizer, answer section questions, chapter reviews, etc. In math you can look at the solution in the book for each example, and make sure they make sense to you.
5. In math, do some of the practice problems to make sure you grasp the material.
6. Get any notes that were missed from someone who was in class that day. Check what they have in their notes against the notes you've taken, the examples you've done, and the practice problems you've tried. Add anything that they have in their notes that you might be missing into your notes.
7. The student should write down any questions or problems that he/she encountered when going through this work. He/She should ask these questions in class, at the appropriate time, to make sure that he/she understands everything that was missed.
8. For Math, Reading, English, Language Arts: If the student is still having difficulty with the lesson/material that was missed after doing all of these things or if he/she just wants to make sure he/she really understands the material, find out when the next Math/LA tutoring session will be and plan on going

Strategies for Student Motivation:

The following are strategies for how we can increase student motivation:

1. Get input from students via a survey as to how they could be motivated differently/better.
2. Extravaganzas more frequently (timely) and on a smaller scale. Students know well in advance what each extravaganza is and how they can work toward it.
3. Reinstitute the Acts of Kindness or "Caught Ya" w/student names being posted/announced weekly or monthly.
4. Students of the MP being broadcast during announcements.
5. Students can participate in school service activities (hall cleanup, outdoor trash pick-up, lost & found items, etc...)
6. Having daily announcements taped and shown throughout the school on the classroom TV's
7. Discipline consequences being served and then focusing on not repeating behaviors either through participation in mediation, conflict resolution or other
8. Developing a program where students can nominate other students for doing something good
9. Referral to SIRS committee.

Parent/Guardian Involvement:

Parent/Guardian involvement is a vital factor in a student's success in school. The following are some situations in which we would like to achieve parent/guardian involvement:

- 1) Parents need to have meetings with the administration and teachers when their child is in danger academically or behaviorally.
- 2) Parents of chronic offenders need to work with guidance and come up with a solution for their child's behavior and have a behavior contract.

Checks and Balances for Discipline Policy:

1. Discipline Record Book (see example below):
 - i. A Discipline Record Book will be created for each grade level each marking period
 - ii. In this record book, all referrals will be documented and tracked. On the rare occasion that the discipline policy could not be enforced as written (ex. special ed) a special notation will be made
 - iii. Teachers/administrators can refer to this record book to monitor behavioral progress/patterns/history.
 - iv. The following information will be available for teachers/administrators to see:
 1. which students were written up
 2. what the violations/offenses were (Yellow Flag, Red Flag, etc)
 3. How many letters were already lost

4. How many letters are being taking for this offense
 5. "Ineligible Until" date will be shown if necessary.
 - v. It also provides an accurate account of the enforcement of our discipline policy as well as keeping an accurate account as to which level of offense a student is assigned (First, Second, Third, etc)
 - vi. Discipline information will be placed into a network folder (read-only files)
 - vii. This would allow for "open book" policy in all discipline matters (within the law)
2. If a discrepancy appears in the administration of discipline, there are two remedies:
- i. The referring teacher can personally speak with the administrator to discuss the discrepancy and work out an acceptable compromise
 - ii. The referring teacher can ask the school liaison to speak to the administrator on his/her behalf

IMPORTANT 8th GRADE INFORMATION

8th Grade Graduation Policy:

1. Academic Requirement-

- a. 8th Grade students who have an F as their final average for two academic classes will not be allowed to participate in the graduation ceremony

2. Behavioral Requirement:

- a. 8th Grade students who lose two letters in addition to the 4 letters that they receive in the 4th marking period will not be allowed to participate in the graduation ceremony

8th Grade Final Exam Exemption Policy:

Any student who receives an A in his/her academic subjects for marking periods 1, 2, and 3 and who has an A average for his/her 4th marking period at the time of final exams will have the option of being exempt from the final exam in that subject.

8th Grade End-of-the-Year Activities:

Due to the unique nature of these 8th grade activities, a different set of criteria will be used to determine who is and who is not allowed to attend:

1. Beach Barbecue-

- a. All behaviorally ineligible students will not be allowed to attend
- b. Any student who has an F as a final average in two or more academic subjects
- c. Any student who violates the 3-Day Rule will not be allowed to attend

2. 8th Grade Dance-

- a. All behaviorally ineligible students will not be allowed to attend
- b. Any student who has an F as a final average in two or more academic subjects

3. Great Adventure Trips (or similar)-

- a. All behaviorally ineligible students will not be allowed to attend
- b. Any student who violates the 3-Day Rule will not be allowed to attend
- c. Any student who has an F as a final average in one or more academic subjects
- d. NOTE- The 8th grade team may need to revisit this aspect of the policy depending on the future trip guidelines/regulations. If so, it will be done at the start of the school year in the event that there are any changes that need to be made.

4. Field Day-

- a. This will be treated as a normal marking period extravaganza (4th marking period)
 - i. Teachers will formulate student averages/grades to determine eligibility prior to this extravaganza in the event that it is held before the end of the marking period (as described in the "" section above)
- b. All behaviorally ineligible students will not be allowed to attend
- c. All academically ineligible students will not be allowed to attend
- d. Any student who violates the 3-Day Rule will not be allowed to attend

5. Yearbook Signing Party-

- a. All behaviorally ineligible students will not be allowed to attend
- b. Any student who has an F as a final average in two or more academic subjects
- c. Any student who violates the 3-Day Rule will not be allowed to attend

By signing below you are indicating that you have read the above information and understand what is expected from the student in order to participate in graduation and attend the various 8th grade activities

Student Name _____ Signature _____ Date _____

Parent Name _____ Signature _____ Date _____

DRESS AND GROOMING

The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect the educational program of the schools. Inappropriate dress is that which may be disruptive to the educational process; that is, distracts students from their work or may be considered potentially dangerous or harmful.

In most instances if students dress appropriately, they perform better in school; therefore, a distinction between school clothes and play clothes must be made. The following dress standards are designed to serve these purposes and are expected to be followed.

Clothing that is unacceptable and should not be worn to school include the following:

- Shirts advertising alcoholic beverages, tobacco or those with obscene or questionable printing on them depicting violence or weapons.
- Outerwear such as coats, vests, jackets, gloves, hats, scarves, bandana headwear and sunglasses.
- Oversized Hoodies: no hoods covering the head.
- Tank tops for girls and boys; strapless tops, low cut tops, or spaghetti straps; mid-riffs or “see through” clothing.
- Low cut pants that expose students’ underwear; leggings, yoga pants, stretch pants and pajamas.
- No ripped or torn pants.
- Clothing that is ragged or soiled.
- Shorts: any type of bathing suit, running or jogging shorts, cut-offs, short shorts, hot pants, spandex or bicycle shorts. Shorts, skirts, or skorts must come within 4 inches above the knee
- Shoes/Footwear such as beach sandals, flip flops, slides (Adidas or Nike), high-heeled shoes and slippers or slipper-like shoes.
- Earring hoops cannot be larger than the size of a quarter.

Any standard of dress that would need separate consideration will be at the principal’s/ administrator’s discretion.

It is understood that it is everyone’s responsibility to enforce the dress code. The following procedures are to be followed for those students whose dress habits are inappropriate:

Consequences for Violating Dress Code Policy

1st Violation - Student sent to the office, given a warning, calls home for a change of clothes

2nd Violation - Yellow Flag Offense 1.i- Obeying all school policies, procedures and rules. The parent is notified that the student is in violation of the Dress Code

3rd Violation - Red Flag Offense 2.d. Parent is notified that the student is in violation of the Dress Code and is without a change of clothes.

3rd Violation - Yellow Flag 1.i Offense - Parent is notified that the student is in violation of the Dress Code and is without a change of clothes. The student will remain in the Time Out room until suitable clothing can be brought to him/her. If suitable clothing is unable to be brought to school the student will remain in the Time Out room for the remainder of the school day.