Dear Student and Parents/Guardians:

The purpose of our student agenda book is to help both students and parents understand the middle school philosophy, operations, and expectations. Parents/guardians are encouraged to review this handbook with their children and keep it handy for reference.

This book may not answer every inquiry; therefore, we encourage you to contact the school for assistance at any time. We encourage parents/guardians to be involved with the school and meet with the administrators, counselors, or teams if they have any questions or concerns.

Our goal is to address the ever-changing needs of an ever changing society. With your help, support, and cooperation, Wallace Middle School will provide a sensitive, caring, supportive learning environment that will assist your child in making the transition from late childhood to adolescence.

We look forward to a prosperous school year and encourage you to take part in our family nights, PTO and school activities that will be sponsored during the school year.

Have a great school year,
Ms. Debra Quinn, Principal
WALLACE MIDDLE SCHOOL MISSION STATEMENT

The goal of Thomas Wallace Middle School is based on the belief that everyone has a chance to learn and do well in school. All, including parents, teachers, and students, need to be involved for the children to learn. The students are challenged to do well and to make it happen. The school should be safe, allow creativity, and basically just be a good place to learn. Students should be encouraged to do their best and consequently feel better about themselves. This would allow the students to learn more and help make a difference in our world by changing the things around us. Students have always been encouraged to do their best, so why stop now.

MISIÓN DE LA ESCUELA INTERMEDIA WALLACE

La meta primordial de las Escuelas Públicas de Vineland se basa en la firme creencia de proveer las oportunidades para que todas, los estudiantes aprendan y hagan un buen trabajo escolar. Todos, las padres maestros y estudiantes necesitan colaborar para que de este modo los estudiantes puedan ampliar sus conocimientos. A los estudiantes se les reta para hagan buen trabajo escolar y se auto-realicen. La escuela debe desarrollar un ambiente seguro, que fomente creatividad y básicamente debe ser un lugar óptimo para el aprendizaje. Se debe encaminar a los estudiantes para que trabajen a su máximo potencial y así sentirse bien respecto a sí mismos. Todo esto ayudará para que los estudiantes aumenten su conocimientos y mejoren el mundo a su alrededor efectuando cambios positivos. Siempre hemos exhortado a los estudiantes para que trabajen a su máximo potencial más alto, porque no seguir haciéndolo.

ADMINISTRATIVE OFFICE

The Wallace School Administrative Office is open each day from 8:00 a.m. until 3:30 p.m. It is here that contact between home and school is made and all other record keeping and regular school business take place. Students must have a pass from a teacher to visit the office during class time. While in the office, students are to remain quiet and courteous. Our office is a place of business; therefore please do not bring your friends with you.

Administration:

- Ms. Quinn, Principal - Ext. 6000
- Mr. Sullivan, Assistant Principal - Ext. 6007

Secretarial Staff:

- Mrs. Maggie Marrero, Principal Secretary - Ext 6003
- Mrs. Debbie Castagnoli, Data Entry - Ext 6004
- Mrs. Lori Koons, Assistant Principal Secretary - Ext. 6049
# Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAFF DIRECTORY</td>
<td>7</td>
</tr>
<tr>
<td>VPS POLICIES RELATED TO COVID-19</td>
<td>6</td>
</tr>
<tr>
<td>ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS POLICY</td>
<td>21</td>
</tr>
<tr>
<td>ACTIVITIES, CLUBS &amp; INTRAMURALS</td>
<td></td>
</tr>
<tr>
<td>ATTENDANCE INFORMATION</td>
<td>9</td>
</tr>
<tr>
<td>ARRIVAL &amp; DISMISSAL PROCEDURES</td>
<td>9</td>
</tr>
<tr>
<td>BELL SCHEDULES</td>
<td>8</td>
</tr>
<tr>
<td>BLOCK CLASS ROTATION SCHEDULE</td>
<td>9</td>
</tr>
<tr>
<td>CHILD STUDY TEAM (CST)</td>
<td>6</td>
</tr>
<tr>
<td>CAFETERIA EXPECTATIONS</td>
<td>14</td>
</tr>
<tr>
<td>CARE OF SCHOOL PROPERTY</td>
<td>11</td>
</tr>
<tr>
<td>CHANGE OF ADDRESS</td>
<td>11</td>
</tr>
<tr>
<td>CONDUCT EXPECTATIONS</td>
<td>13</td>
</tr>
<tr>
<td>DISCIPLINE AND CODE OF CONDUCT</td>
<td>13</td>
</tr>
<tr>
<td>DISTRICT CALENDAR</td>
<td>7</td>
</tr>
<tr>
<td>ELECTRONIC DEVICES</td>
<td>21</td>
</tr>
<tr>
<td>EXPECTATIONS</td>
<td>12</td>
</tr>
<tr>
<td>FIRE &amp; SECURITY DRILLS</td>
<td>10</td>
</tr>
<tr>
<td>GRADING</td>
<td>18</td>
</tr>
<tr>
<td>PARENT PORTAL</td>
<td></td>
</tr>
<tr>
<td>GUIDANCE</td>
<td>6</td>
</tr>
<tr>
<td>HARASSMENT, INTIMIDATION, &amp; BULLYING (HIB)</td>
<td>20-21</td>
</tr>
<tr>
<td>HOMEWORK</td>
<td></td>
</tr>
<tr>
<td>STUDENT LEARNING EXPECTATIONS (Google Classroom)</td>
<td>4</td>
</tr>
</tbody>
</table>
IN SCHOOL SUSPENSION ROOM (ISS) 15
INSURANCE 11
LATENESS TO CLASS 16
LATENESS TO SCHOOL 9
LOCKERS 17
MARKING PERIOD DATES 18
MEDICATION 6
NJHS ELIGIBILITY 17
NURSE 7
PHONE CALLS 11
PHYSICAL EDUCATION
PROMOTION POLICY 17
PUBLIC COMPLAINTS & GRIEVANCES 22
RAFT 7
RESTRICTION FROM ACTIVITIES 16
SCHOOL MEALS INFORMATION 14 & 18
STANDARD OF DRESS 19
TITLE 1 - SCHOOL/PARENT COMPACT 22
TRANSFER PROCEDURES 11
TRANSPORTATION 14-15
TRUANCY 9
VISITORS 7
VINELAND BOARD OF EDUCATION - POLICIES & REGULATIONS 6
GUIDANCE DEPARTMENT

The main purpose of guidance is to help students find solutions to their problems and aid in the development of their potential as individuals. Emphasis is placed upon self-understanding and self-direction in academic and social development. Any student who is having difficulty coping with a problem, either in or outside of school, may make an appointment to see his or her guidance counselor. Parents who detect a problem or feel they can help in solving a problem are urged to contact their child’s counselor.

- Mr. John Gallo, Counselor (Assigned 7th grade) - Ext 6006
- Mrs. Regina Filmyer, (assigned 6th grade) Counselor - Ext 6008
- Mrs. Pam Scagnelli, (assigned 8th grade) Counselor - Ext 6018

SCHOOL NURSE

Students who become ill during the day should report to the nurse after securing a pass from their classroom teacher. If it is necessary for the student to go home, the nurse will inform the parent and the student will be released from school. Disciplinary action will be taken if this procedure is not followed. All medical problems should be reported to the nurse prior to students reporting to homeroom - i.e., crutches, casts, etc.

Mrs. Monica Thomas, Nurse - Ext 6002

MEDICATION

You are not to have any medication in your possession or any over the counter medicines such as aspirin. If it is necessary for you to take medication during school hours, the medication must be in the prescription bottle accompanied by a physician’s note. The medication will be kept in the nurse’s office, and dispensed according to the physician’s note.

CHILD STUDY TEAM

Wallace students/parents have the services of a full-time Child Study Team. The team consists of a school psychologist, school social worker and a learning consultant. In addition, a speech language specialist is available on a predetermined schedule.

- Mr. Charlie Bender, School Psychologist - Ext 6071
- Mrs. Dawn Brenner, LDTC - Ext 6072
- Mrs. Tiffany Suarez, - Social Worker - Ext 6070
- Mrs. Esther Giovanelli, Child Study Team Secretary - Ext 6073
STAFF DIRECTORY
Use the link below to view our directory. Select “Staff Directory” from our main toolbar.

Wallace Staff Directory

RESOURCES AlIGNED FOR TEENS (RAFT)

RAFT is a School Based Youth Services Program from Inspira Health Network at Wallace Middle School. For more information contact:

RAFT Office - Ext 6005
- Miss Emily Tischler
- Mrs. Mia Cisrow
- Mrs. Nadia Quiroz

RAFT Parent Letter - Consent Form

Phoenix Program (Nix Gangs)

The Cumberland County Prosecutor’s Office Community has funded a Cumberland Collective To Help Reverse Inequality & Violence Everywhere (CCThrive) operates an after-school program in the Vineland, Millville and Bridgeton School districts.

This after school program operates 2 days a week for 1.5 hours per day during the school year. The CC Thrive Program’s focus is to offer academic enrichment, recreation and cultural awareness, and support services while following the Phoenix curriculum.

DISTRICT CALENDAR

VPS 2021-2022 District Calendar

Visitors

All Visitors will be required to show ID and must have an appointment to meet with the CST, Administration, guidance counselor or teaching staff. Students are not to bring visitors into the school with them during school hours. Visitors enter via our main entrance only. Due to Covid restrictions, you must wear a mask, social distance and get a temperature check.
<table>
<thead>
<tr>
<th>Time</th>
<th>Regular Day</th>
<th>Abbreviated Day</th>
<th>90 Minute Delay</th>
<th>2 Hour Delay</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dismiss 8:29</td>
<td>Dismiss 8:29</td>
<td>Dismiss 9:59</td>
<td>Dismiss 10:29</td>
</tr>
<tr>
<td>Period 6</td>
<td>12:26 – 1:11</td>
<td>11:36 – 12:11</td>
<td>1:00 – 1:34</td>
<td>1:11 – 1:41</td>
</tr>
<tr>
<td>Period 8</td>
<td>2:00 – 2:45</td>
<td>12:50 – 1:25</td>
<td>2:12 – 2:45</td>
<td>2:15 – 2:45</td>
</tr>
</tbody>
</table>

### LUNCH PERIODS

<table>
<thead>
<tr>
<th>Lunch Period</th>
<th>Regular Day</th>
<th>Abbreviated Day</th>
<th>90 Minute Delay</th>
<th>2 Hour Delay</th>
</tr>
</thead>
<tbody>
<tr>
<td>6A</td>
<td>12:26 – 12:48</td>
<td>11:36 - 11:53</td>
<td>1:00 - 1:17</td>
<td>1:43 - 1:58</td>
</tr>
</tbody>
</table>
STUDENT ATTENDANCE

If you are absent on any given day, please have your parent call in the morning to inform the school of the nature of your absence. Parents are encouraged to schedule appointments with your doctor or dentist other than during school hours. All doctor notes must be handed in within **one week** of the absence for it to be an excused absence.

*Policy 5200 Attendance* (p. 421)

EARLY TO SCHOOL PROCEDURE

No student is permitted to enter the building before 8:08 a.m. There is no one available before this time to supervise students. If a student is in the building before this time more than three times, he/she will receive a detention for violating this arrival policy. If there is an emergency, parents may call the school to make the necessary arrangements.

EARLY DISMISSAL

A note must be sent to school and given to your homeroom teacher for early dismissal. All notes will then be forwarded to the Attendance Office and the student’s name will appear on the daily bulletin and the early dismissal sign out book. **NO student will be released to anyone that is not on the Emergency Contact List, unless prior arrangements have been made with the school.** To avoid congestion in the office at dismissal time, car riders are dismissed before bus dismissal.

LATENESS TO SCHOOL

Students are expected to arrive promptly to school. If students arrive after 8:30 a.m., they are to report to the security desk and obtain a late pass. Students will be permitted no more than three unexcused lates per marking period. Excessive lateness to school will be treated as a serious issue. Please see the chart below for disciplinary procedures for excessive lates to school.

<table>
<thead>
<tr>
<th># of Lates per marking period</th>
<th>Disciplinary Action</th>
<th>Additional Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd, 6th, 9th</td>
<td>Administrative Detention</td>
<td>Phone Conference</td>
</tr>
<tr>
<td>12th</td>
<td>1 Day ISS</td>
<td>Guidance Referral/RL</td>
</tr>
<tr>
<td>15th, 18th, 21st, etc.</td>
<td>1 Day OSS</td>
<td>Parent Conference/RL</td>
</tr>
</tbody>
</table>
DAILY INFORMATION

Vineland Public Schools
The district will operate on the following schedule for the 2020-2021 school year

Middle School
Regular Schedule Half Day 90 Minute Delay
8:25 am – 2:45 pm 8:25 am- 1:25 pm 9:45 am – 2:45 pm

- 2 Hour Delay 10:25 a.m.-2:45 p.m.
The activity boards and the morning television announcements keep students and teachers informed. Be sure to ask your teacher for clarification of any announcements you do not understand or have missed. Part of good citizenship is being informed. Information regarding other school activities is also posted on an activity board located outside of the school cafeteria.

EMERGENCY SCHOOL CLOSING

When there is the possibility of school closings due to inclement weather, you may listen to radio station 92.1 (FM), turn your TV to Channel 9, Vineland Public School's Facebook page, VPS Website or call 794-6700 for a recorded message for up to date information regarding school closings or delayed openings. A text message will be sent.

FIRE DRILLS, EMERGENCY EVACUATIONS AND LOCK DOWNS

In the event it becomes necessary to evacuate the school because of fire or some other emergency, the fire bell will sound. Evacuation must be made in a FAST but ORDERLY manner. Teachers will give any directions necessary to the class to accomplish this. (Intercom will be used if necessary). EVERYONE must leave the building during an emergency. Students and faculty will return to the building only after the “all clear” announcement is made.

In the event that it becomes necessary to lock the school down students, teachers and staff members will be notified by the intercom. All doors will be locked including the building entrance. Parents and visitors will not be allowed to enter the building during a school lockdown.

VALUABLE ARTICLES

Students are urged NOT to bring valuable articles to school. Should this become necessary in an emergency, bring these articles to the school office until the close of the school day. The school is NOT responsible for items lost by students. Students are not to bring from home audio-visual equipment such as tapes, tape recorders, radios, or iPods (They will be confiscated). Cell phones must be turned off and not visible during the school day. The school will provide equipment used in physical education classes such as bats, balls and gloves. Special deliveries for students will not be accepted for birthdays, holidays, etc.
TELEPHONE

Students must have permission from the office to use the phone. Students are not to use the phone in the classroom without permission. Students should not lose instruction time; therefore we encourage students to take care of their personal business before they leave home.

INSURANCE

The district provides insurance coverage for all students. Information will be sent home to parents.

CHANGE OF ADDRESS

Report changes of address or phone numbers immediately to the office. If you are moving out of the Vineland District, our office will prepare your transfer given 24 hour notice.

TRANSFER PROCEDURES

A student leaving Wallace Middle School during the school year should follow this procedure for transfer given 24 hours notice.

1. Notify the office as soon at least 24 hours in advance of the transfer date and new address.
2. The school office will give you a “Check Out Sheet” which you must have each of your teachers and the librarian sign as having returned all books and materials.
3. Student transfer cards, report cards and transcripts can be withheld until all fines are paid to VBOE and Wallace School.
4. Upon receiving ALL signatures, return the “Check Out Sheet” to the office.

VANDALISM AND PROPERTY DAMAGE

Our school building and equipment cost the taxpayers to construct, purchase and maintain. Parents of students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report it to a teacher or the office immediately for repair purposes.

SOLICITATIONS

Students are NOT allowed to sell or purchase items that are not school sponsored. All outside organizational solicitations including church groups, athletic teams, Boy/Girl Scouts, etc., will not be permitted.
WALLACE P.R.I.D.E.

Our school is committed to creating a positive learning environment where students are academically and socially successful. As part of our strategic plan, we are implementing Positive Behavior Interventions and Supports, a nationally validated framework for creating a positive school climate.

Teachers will hand out PRIDE prints/tickets to reinforce the kinds of behaviors we want to see. PRIDE Prints are another way of saying ‘Thank you’ for making good behavior choices. Whether a small behavior (e.g., holding the door) or a big behavior (e.g., helping a friend who is being bullied).

Make sure you show your Wallace “PRIDE” everyday

Perseverance - Respect - Integrity - Diversity - Excellence

SCHOOL-WIDE EXPECTATIONS

1. Respect others
2. Be on time
3. Be prepared
4. Keep hands, feet and objects to yourself
5. Raise your hand

Any authorized staff member may make disciplinary referrals for violating the above infractions that may result in the following disciplinary actions:
Warning, lunch detention, administrative detention, In-School or Out of School suspension

STUDENT DISCIPLINE AND CODE OF CONDUCT

REGULATION 5600 Student Discipline/Code of Conduct (page 543)

At Wallace Middle School we support discipline that is fair, progressive, and uniform. We want to focus on maximizing student potential and preparing pupils for high school. We would like to encourage parents or legal guardians to maintain close contact with their child’s teacher and guidance counselor, since working together will allow pupils the opportunity to succeed. The school administration reserves the right to assign alternative consequences, and is the final authority on infraction interpretation; pupil discipline may be implemented prior to parent contact; and all infractions carry the possibility of parent, conference, police contact, and/or Board action where necessary.

Refer to Vineland Board of Education Policy & Regulations for more details.
Policy 5600 Student Discipline/Code of Conduct
Regulation 5600 Student Discipline/Code of Conduct
<table>
<thead>
<tr>
<th>Infraction</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Violation</td>
<td>Warning</td>
<td>3 days off</td>
<td>5 days off</td>
<td>10 days off</td>
</tr>
<tr>
<td>Uniform Infraction</td>
<td>Warning</td>
<td>1 day AD</td>
<td>2 days AD</td>
<td>1 day ISS</td>
</tr>
<tr>
<td>Disruptive/Inappropriate Behavior (classroom/lunch room/hall/school trips etc.)</td>
<td>2 days AD</td>
<td>4 days AD</td>
<td>1 day ISS</td>
<td>3 days ISS</td>
</tr>
<tr>
<td>Lateness to class (Up to 5 minutes)</td>
<td>1 day AD</td>
<td>2 days AD</td>
<td>3 days AD</td>
<td>1 day ISS</td>
</tr>
<tr>
<td>Cutting class (More than 5 minutes late), leaving class without permission, wandering halls, truancy</td>
<td>1 day ISS</td>
<td>2 days ISS</td>
<td>3 days ISS</td>
<td>4 days ISS</td>
</tr>
<tr>
<td>Late to School, Excessive – (Every 3rd late)</td>
<td>1 day AD</td>
<td>1 day AD</td>
<td>1 day AD</td>
<td>1 day AD</td>
</tr>
<tr>
<td>Misuse of Electronic Device/Internet</td>
<td>Warning</td>
<td>2 days AD</td>
<td>1 day ISS</td>
<td>3 days ISS</td>
</tr>
<tr>
<td>Misuse of Personal Electronic Device (cell phone, headphones, etc.)</td>
<td>Confiscate - Returned end of day</td>
<td>Confiscate - Parent Pick-up</td>
<td>Confiscate - Parent Pick-up + AA</td>
<td>Confiscate - Parent Pick-up + AA</td>
</tr>
<tr>
<td>Misuse of School Property (Destruction, defacing or interfering with school property)</td>
<td>1 day ISS</td>
<td>3 days ISS</td>
<td>1 days OSS</td>
<td>3 days OSS</td>
</tr>
<tr>
<td>Failure to report to office, ISS, or AD</td>
<td>1 day ISS</td>
<td>2 days ISS</td>
<td>3 days ISS</td>
<td>1 day OSS</td>
</tr>
<tr>
<td>Insubordination/Dishonesty (defiance of authority, disrespect, refusal to follow directions, misbehavior during fire or emergency drill, etc.)</td>
<td>1 day ISS</td>
<td>2 days ISS</td>
<td>3 days ISS</td>
<td>4 days ISS</td>
</tr>
<tr>
<td>Minor Theft (below $10 value), Forgery</td>
<td>1 day OSS</td>
<td>3 days ISS</td>
<td>1 days OSS</td>
<td>3 days OSS</td>
</tr>
<tr>
<td>Major Theft (above $10 value)</td>
<td>1 day OSS + PC + GR</td>
<td>3 days OSS + PC + JO</td>
<td>5 days OSS + PC + JO</td>
<td>7 days OSS + PC + JO + CA</td>
</tr>
<tr>
<td>Smoking or possession of cigarettes, smokeless tobacco, vape pens, e-cigarettes, etc., lighters or matches</td>
<td>3 days OSS + PC</td>
<td>5 days OSS + PC</td>
<td>7 days OSS + PC + CA</td>
<td>10 days OSS + CA</td>
</tr>
<tr>
<td>Drugs/Alcohol (Use/Distribution/Possession/Sale)</td>
<td>Per Board Policy: 5-10 days OSS, Police Contact, PBA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teasing/Bullying/Harassment (Physical, Verbal, Written, Gesture, Slander, Gossip, Incident Exposure, Extortion) Possible referral to HIB Coordinator for investigation (Policy #5512)</td>
<td>Administrativ e Action + GR + PC</td>
<td>3 days ISS + PC + JO</td>
<td>1 days OSS + PC + JO</td>
<td>3 day OSS + PC + JO + CA</td>
</tr>
<tr>
<td>Verbal Assault/Threat (verbal, written, computer/ electronic device or gesture) (Use of Profanity, vulgar, language, bias comments, and/or inappropriate references)</td>
<td>1 day OSS</td>
<td>3 days OSS</td>
<td>5 days OSS</td>
<td>7 days OSS</td>
</tr>
<tr>
<td>Social Problems (Public Display of Intimacy, Possession of Pornography, etc.)</td>
<td>1 day AD</td>
<td>3 days AD</td>
<td>1 day ISS</td>
<td>3 days ISS</td>
</tr>
<tr>
<td>Play Fighting/Instigating (roughhousing, horseplay, etc.)</td>
<td>1 day ISS</td>
<td>3 days ISS</td>
<td>1 day OSS</td>
<td>3 days OSS</td>
</tr>
<tr>
<td>Fighting, Assault, Disorderly Conduct, Causing False Public Alarm/Dangerous Conduct</td>
<td>3-10 days OSS + PC + GR + CA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possession or use of fireworks/explosive devices, Setting a fire</td>
<td>Per Board Policy: 3-10 days OSS, Police Contact, PBA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Possession/Use/Sale of a Weapon (In School or On School Grounds including Bus). Includes Unauthorized Tools, Equipment, Look-A-Like Items, Mace, etc.

Per Board Policy: 5-10 days OSS, Police Contact, PBA

<table>
<thead>
<tr>
<th>Disruptive during ISS/Administrative Detention</th>
<th>1 day OSS</th>
<th>2 days OSS</th>
<th>3 days OSS</th>
<th>4 days OSS</th>
</tr>
</thead>
</table>

Other Offense to Be Determined By Administrator

Based on offense

PC: Parent Conference GR: Guidance Referral AA: Administrative Action JO: Juvenile Officer CA: Possible Referral to Camelot Academy PBA: Possible Board Action

CAFETERIA EXPECTATIONS

- Students entering the cafeteria should line up in an orderly manner when obtaining their lunch.
- All students will select a seat in the cafeteria during the first day of school and this will be their assigned seat for that period.
- There will be a limited number of students per table during social distancing.
- Students will discard all of their trash in the proper receptacles located in the cafeteria.
- Students are not permitted to throw food or liquids.
- Tables and floors will be inspected to ensure that students have cleaned their area.
- When the period is over students will exit the cafeteria in an orderly manner when their table is called.
- Students may NOT share food to avoid conflicts and possible allergy issues.

Student Meals

BUS ARRIVAL

Buses dismiss at 8:10 a.m. Students are to report directly to their homeroom or to breakfast. You are not to congregate in the hallways, lavatories, etc. All students are to be in their homeroom seats quietly waiting for instructions from their teacher. Once you have arrived at homeroom you MUST remain, unless you obtain your teacher’s permission to leave. Any student leaving their homeroom MUST have a pass to do so.

BUS DISMISSAL

Teachers are to keep students seated and managed during dismissal so that this brief period of time runs smoothly and as quietly as possible. Bus dismissal starts at 2:45 p.m. Bus students will be dismissed via the television or intercom. Students must go straight to their buses and board immediately. Cooperation on this point is imperative so students do not miss their buses and teachers or parents are not inconvenienced. The
office must be notified in cases where students have missed their bus. It is the district's policy that no student is to ride any bus other than the one that is assigned to them. Students are not permitted to take flowers, balloons or gifts on the bus because of safety reasons, loss and/or theft.

**BUS POLICY**

The following state statute covers bus transportation to and from school:
A driver shall be in full charge of the school bus at all times and shall be responsible for order. He/she shall never exclude a pupil from the bus, but if unable to manage any pupil, he/she shall report the unmanageable pupil to the administration of the school he/she attends. (A pupil may be excluded from the bus for disciplinary reasons by the administration and his/her parents shall provide for his/her transportation to and from school during the period of such expulsion).

The following procedures will be followed if unruly students make it necessary for the driver to send a bus violation slip to the office.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>Written Warning</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>Three (3) school day bus removal</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>Five (5) school day bus removal</td>
</tr>
<tr>
<td>4th Offense</td>
<td>Ten (10) school day bus removal</td>
</tr>
<tr>
<td>5th Offense</td>
<td>Thirty (30) school day bus removal</td>
</tr>
<tr>
<td>6th Offense</td>
<td>Bus removal for the remainder of the year</td>
</tr>
</tbody>
</table>

**BICYCLES**

Provisions are made to safeguard bicycles, but the school assumes no responsibility for them. Owners of bicycles MUST provide individual locks to safeguard their property. Students must bring in a note from home stating that they may ride their bikes to school. Parents assume all responsibility for their child’s safety when they give this permission. It is the law that students wear bicycle helmets.

**HALL PASSES**

Students are not permitted in the halls during class periods unless a teacher accompanies them or they have a pass signed by an authorized staff member.

**IN SCHOOL SUSPENSION (ISS)**

As a disciplinary consequence, students will at times need to be assigned to our In School Suspension Room. Students assigned to this room must do their work and maintain proper behavior. If any student disrupts the In School Suspension Room, they will be suspended out of school. Students that do not complete all assigned work in their scheduled time will remain assigned to ISS until all work is complete.
RESTRICTION LIST

Students will be placed on the restriction list for a period of 15 consecutive school days for the following reasons:

- Disciplinary infractions resulting in In-School Suspension for more than 2 periods and/or Out of School Suspension, or bus infractions resulting in bus removal.
- Failure to return student information sheet.
- Unpaid fines of $5.00 or more, $10 for lunches.
- Failing one or more academic classes (average below 70).
- *OUT OF SCHOOL SUSPENSIONS of 4 or more days will result in being placed on the restriction list for 30 school days.*

Students on the restricted list during any school events such as; school dances, field day, evening activities, etc... will not be able to participate in the event. School administration reserves the right to assign alternate consequences and has the final authority on infraction interpretation. In addition, the school administrators will review the number and severity of each referral a student receives throughout the school year to determine if the students will be permitted to attend class trips.

FIELD TRIP QUALIFICATIONS:

Students are not permitted to attend field trips for the following reasons:

- Placed on the restriction list 15 school days prior to the field trip date.
- Failing Math, Language Arts, Science and/or Social Studies.
- Has more than ten (10) unexcused absences.

*The restriction list does not apply to academic trips.*

HALLWAYS

To make passage in our halls safe, pleasant and orderly, there are certain rules by which the student body must abide:

- Walk on the RIGHT side of the hall.
- Walk at all times - running is never permitted in the halls.
- Do not push or shove.
- Talk in a normal tone of voice.
- If a room is occupied and it is necessary for students to wait outside, LINE UP SILENTLY AND IN A SINGLE FILE CLOSE TO THE WALL
- You may not use the lavatory between periods. Report directly to your next class and ask the teacher for permission to use the lavatory.

LATENESS TO CLASS

Any student who is late to class 3 times without a pass (per marking period) will be given administrative detention. In-School suspension will be given after their 6th late to class. Students are to take the shortest and most direct route to all classes.
STUDENT LOCKS & LOCKERS

Lockers are available for all students in the building. There are also lockers for your use in the gym locker rooms. Locks will be provided for lockers in homerooms and may be used in the gym.

We do not recommend the use of outside locks because of the problems caused by lost keys, etc. Lockers are school property and may be routinely inspected by the school principal or her/his designee. Students may not share lockers.

PROGRAMS

The students at Wallace Middle School have an opportunity to enhance their interests and personal growth through participation in school activities and clubs. An interest shown in other areas by a sufficient number of students, other club(s) or activities may be formed.

PROMOTION POLICY

The New Jersey Administrative Code requires local and school districts to establish promotional standards. In keeping with that regulation, the following guidelines have been established: To be promoted from grade six (6) to grade seven (7), grade seven (7) to grade eight (8), and grade eight (8) to grade nine (9), the student must receive a passing grade in Language Arts (Writing, Reading, English, Spelling), Mathematics, Social Studies, and Science. At this time due to covid restrictions, there will be summer school and summer tutoring programs for students who have not met the promotional requirement.*

*8th grade students who do NOT meet the criteria outlined in the District promotion policy will NOT be permitted to participate in the 8th grade awards ceremony, the 8th grade field trip, or any other 8th grade events.

NJHS ELIGIBILITY

A student applying for selection to the Wallace School Chapter of the National Junior Honor Society must meet the following criteria:

● Principal’s List or Honor Roll for all 4 marking periods during seventh grade
● Outstanding participation in extracurricular activities
● Demonstration of leadership abilities
● Outstanding community service
● Excellent attendance record
● Follow student code of conduct

Eligibility is determined on the basis of criterion one. Selection is based upon all five criteria.
HONOR CERTIFICATES FOR SCHOLASTIC ACHIEVEMENT

GRADING

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 - 90</td>
<td>4 points</td>
<td>Outstanding</td>
</tr>
<tr>
<td>B</td>
<td>89 - 83</td>
<td>3 points</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>82 - 76</td>
<td>2 points</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>D</td>
<td>75 - 70</td>
<td>1 point</td>
<td>Medical</td>
</tr>
<tr>
<td>F</td>
<td>below 70</td>
<td>0 points</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Principal's List: 4.0 average Student must receive all A's
Honor Roll: 3.5 - 3.99 average Mostly A's
Merit Roll: 3.0 - 3.49 average Mostly A's and B's

The following lists will be prepared after each report card marking period to identify students who have earned high averages:

- **Principal's List** - List composed of students who have received All A's (4.0)
- **Honor Roll** - List composed of students whose average grades are 3.5 to 3.9
- **Merit Roll** - List composed of students whose average grades are 3.0 – 3.4

Any student who receives F’s for any class is **NOT** eligible for the above.

Grade equivalency for determining averages:
A - 4.0  B - 3.0  C - 2.0  D - 1.0  F - 0

MARKING PERIOD DATES

**VPS 2021-2022 Marking Period Dates**

SCHOOL MEALS INFORMATION

Food Service Information

Nutritious meals (Breakfast, Lunch and in some schools After School Snacks) are available to all students. Important information regarding meal prices and an application for free or reduced price meals is mailed to households in August of each year. Meal applications must be submitted each year by September 20th. You will be notified by mail when the application has been processed and free or reduced determination has been made.

All students are assigned a PIN (personal ID number) to use in the school cafeteria. This number allows meals to be counted and claimed for federal and state reimbursements and allows parents and school nurses to place messages regarding food allergies or special dietary information on a student’s account.

The cafeterias of the Vineland Public Schools use a computerized Point of Sale system. One of the many conveniences of the POS is prepayment of students’ accounts. This debiting system allows parents to place monies on their student’s account throughout
the school year. Additionally, lunch lines move faster when students use their account monies instead of cash transactions. Parents can specify if monies are to be used for meals only or for meals and snacks. Payment can be made at school or at the district Food Service office located in the rear of Wallace Middle School, 688 N. Mill Road.

Allowing students to charge a meal is a courtesy the district extends to parents. Students will be allowed to charge up to negative $10.00. After that point, students will be served an alternate meal and their account will be charged for the alternate meal. Balance notices will only be given out to students who owe money and will be given to the homeroom teacher weekly. Parents may call the school cafeteria at any time for information on their child’s account.

SCHOOL DRESS CODE

POLICY 5511.1 MASTER POLICY – SCHOOL UNIFORMS (pg. 491)

VPS Uniform Brochure - Regulaciones -Uniformes Escolares Mandatorios

VPS School Uniform Policy – Frequently Asked Questions

Neat, clean and appropriate dress is important. The school principal is responsible for establishing a reasonable dress code. Although the principal shall be understanding and use discretion regarding dress, students are asked to adhere to the following guidelines:

What are the uniform options?

- Black or Khaki pants—in a solid, single color. Pants may be pleated or flat in front, should be full length, appropriately fastened and sit appropriately at the waist. Pants may be made of cotton, canvas, corduroy, linen, polyester or twill.
- Belts are optional, but if worn they must be black or brown.
- Skirts and jumpers may be khaki or black, in a solid, single color. They must be at least mid-thigh in length.
- Shorts and capri’s may be in khaki or black, in a solid, single color. Shorts must be at least mid-thigh in length.
- Tops may be white, black or red collared shirts in a solid, single color. Tops may be long or short sleeved. (Sleeveless collared shirts will be acceptable during warmer weather—September and June)
- Tops may be worn either tucked inside pants or on the outside, as long as they are appropriately sized and fitted. No sheer shirts are permitted—no clothing that is either revealing or provocative.
- Clothing must be clean and not ragged, ripped, frayed or contain holes. Undershirts and tank tops may be white, black, gray or red and may only be worn under appropriately buttoned tops.
- Cardigans and sweaters may be white, black, gray or red in a single, solid color. All must be worn over a collared shirt.
- Footwear includes athletic shoes, loafers, boots, dress shoes, or other closed
toe/closed heel shoes.

- Vineland Public School logos are permitted on all attire and are not limited in size.

When clothing is considered inappropriate by the administration, parents will be notified and asked to bring in a change of clothes or take other corrective action. Repeated violation of the dress code can and will receive discipline. All students will be verbally informed concerning the dress code throughout the school year.

**POLICY 5511.1 MASTER POLICY – SCHOOL UNIFORMS** https://bit.ly/396xG8u
**UNIFORM INFORMATION** https://bit.ly/2B5XrZZ

**HARASSMENT, INTIMIDATION, & BULLYING (HIB)**

**POLICY 5512 Harassment, Intimidation, and Bullying** (pg. 494)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. 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 and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Harassment, Intimidation, and Bullying Definition "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:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. 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;
3. 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, 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/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
Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1.

**ACCEPTABLE USE POLICY**

**Policy 2361 ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS AND RESOURCES** (page 98)

**Electronic Devices**

Students are expected to take appropriate care of their assigned devices throughout the year at Vineland Public Schools. It is the student's responsibility to ensure that his/her assigned device is functioning properly and kept in good condition.

**VPS 1:1 Handbook**

**Bring Your Own Device (BYOD) FAQ**

**BYOD - Parent Information Session Presentation**

**Digital Citizenship & Internet Safety**

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources.
as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks

PUBLIC COMPLAINTS & GRIEVANCES
VPS Policy 9130
VPS Regulation 9130

Title 1 - SCHOOL/PARENT COMPACT
Effective schools are a result of families and school staff working together to ensure that children are successful in school. A learning compact is an agreement among groups that firmly unites them. This is an invitation to be involved in a partnership with Thomas Wallace Middle School. We welcome your suggestions and input.

PARENT/GUARDIAN NAME:
I want my child to achieve; therefore, I will encourage my child by doing the following:
- See that my child attends school regularly and is on time.
- Support school staff in maintaining proper discipline.
- Set aside a specific time for homework and review it regularly.
- Provide a quiet, well-lighted place for study.
- Encourage my child’s efforts and be available for questions.
- Stay interested in and aware of what my child is learning.
- Read with my child and let my child see me read regularly.
- Communicate with my child’s teacher on a regular basis.

Parent/Guardian Signature
Date

STUDENT NAME:
It is important that I work to the best of my ability; therefore, I will strive to do the following:
- Attend school regularly.
- Be prepared for school each day with completed assignments and supplies.
- Work cooperatively with my classmates.
- Respect myself, my school, and other people.
- Follow rules of student conduct.

Student Signature
Date

TEACHER NAME:
It is important that students achieve; therefore, I will strive to do the following:
- Provide necessary assistance to parents so that they can help with homework assignments.
- Encourage students and parents by communicating regularly about student progress.

PRINCIPAL NAME: Ms. Debra Quinn
I support this compact for parent involvement; therefore, I will strive to do the following:
- Provide an environment that allows for positive communication between the teacher, parent, students and the community.
● Contact parents regularly to convey something positive about students.
● Provide high quality instruction in a supportive and non-threatening environment.
● Provide varied learning opportunities for students to enable them to meet academic expectations.
● Hold expectations high for all students, believing that all students can learn.

Teacher Signature
Date

● Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.
● Foster school safety and a positive school climate.
● Monitor and evaluate all components in the Compact to ensure that they are meeting and achieving the identified goals of Wallace School’s Compact.

Principal Signature
Date