

**WILLIAM ANNIN MIDDLE SCHOOL  
2009 – 2010 PARENT HANDBOOK**

**TABLE OF CONTENTS**

	<u>Page</u>
Welcome to William Annin / Frequently Used Phone Numbers	2
Calendar	3
Bell Schedules	4
Emergency School Closings / Instant Alert	5 – 6
School Day / Vacations/Trips	6
Office Procedures / Teacher Contact	7
Attendance	8
Homework Make-up Procedures / Discipline / WAMS Code of Conduct	9 – 11
WAMS Report of Misconduct	12
Notice of Student/Parent Rights / Affirmative Action	13 – 14
Annual Parent Notifications: Nutrition Statement / Experiments Involving Animals / Statement of Harassment, Intimidation, Bullying and Hazing	14
<b>Policy File Code M5512 – Harassment, Intimidation, Bullying and Hazing</b>	15 – 21
Asbestos Information / Bias Incidents / Liaisons / Child Find Ages 3-21 / Homework During Religious Holidays	21 – 22
Dress Code / Beepers-Pagers-Cell Phones / Cafeteria	23
Cheating / Forging	24
Fire Drills / Lockdown / Fliers and Posters / Buses / Class Trips / Dances	25 – 26
Guest Visitation / Hall Passes / Tardiness To Class / Lavatories / Lockers and Locks	27 – 28
Lost and Found / Telephone / Student Use of Office Telephone / Textbooks / FERPA	28 – 29
Guidance Services / Intervention & Referral Services	29 – 30
Health Office / Library Media Center	31 – 33
Online Databases for Research / Acceptable Practices of Computers and the Internet	33 – 35
Grading System / Reporting Procedures / Honors Policy	35 – 36
Homework Philosophy / Character Education at WAMS / Extra-Curricular School Activities	37

## Welcome to William Annin

Annin became a middle school in 1982, and now houses grades 6, 7 and 8 using an interdisciplinary team approach. The sixth grade is composed of three teams with five teachers on each team providing instruction in English, Math, Reading, Science and Social Studies. The seventh and eighth grades are composed of three teams each with five teachers on each team providing instruction in English, Communications Arts, Literary Connections, Math, Science and Social Studies. Students are also offered study in French, Italian, Japanese, Latin, Spanish, Art, Writing, Advanced Writing, Science Fiction, Foods, International Foods, Computers, Computer Game Design & Development, Computer Programming, Communications Technology, Technology Education, Robotics, Woodworking, Advanced Woodworking, Intro to Technical Theater, Photography, Music, Band, Orchestra, Chorus, Concert Choir and Beginner Piano.

It is the school's objective to develop in our students an understanding and appreciation for the democratic way of life and the desire for, competence in and commitment to this way of life. The middle school wishes to preserve the best of the past, to teach an understanding of the present and to provide guidance in the expectation that our young people will create a meaningful future.

We welcome you, as parents, and encourage your children to strive for success in all of the academic and extracurricular programs in which they participate. We urge them to approach tasks with high purpose, strong resolutions and a determination to succeed, to establish priorities, to complete each day's assignments to the best of their ability, and to be an individual whom others appreciate and respect. To further this end, each and every member of the professional staff at William Annin Middle School is ready to assist them in every way possible.

### Frequently Used Phone Numbers

Call (908) 204-2610, follow the menu or dial the appropriate extension

#### **Principal**

Mrs. Karen Hudock Ext. 101

#### **Assistant Principal**

Mr. Paul Ciempola – Grade 8 and Grade 6 (Green) Ext. 110

#### **Assistant Principal**

Mr. Scott Graber – Grade 7 and Grade 6 (Gold & Blue) Ext. 102

#### **Student Assistance Counselor**

Dr. Barbara Bush Ext. 121

#### **Student Resource Officer**

Officer Henry Werner Ext. 140

#### **Guidance Department**

Mr. James Buist – Grade 6 (Green) Ext. 114

Ms. Amy Kamenir – Grade 8 Ext. 106

Ms. Elaine Matteo – Grade 6 (Gold & Blue) & Grade 7 (Gold) Ext. 111

Ms. Cara Miscia –Grade 7 (Blue and Green) Ext. 126

Ext. 128

#### **Media Center**

Mrs. Nancy Burtnett / Mrs. Kathy Hedden Ext. 122

#### **Medical Office/School Nurse (908) 204-2615**

Mrs. Debbie Karuppan Ext. 103

Mrs. Anita DeAngelis Ext. 134

**Please refer to the Student Directory, provided by the PTO, for the entire list of faculty extensions.**

**BERNARDS TOWNSHIP PUBLIC SCHOOLS – 2009-2010 SCHOOL CALENDAR  
AND IMPORTANT WAMS DATES**

**SEPTEMBER 2009**

Thursday the 3 <sup>rd</sup>	Inservice Day – Staff Reports
Friday the 4 <sup>th</sup>	Inservice Day – Staff Reports
Tuesday the 8 <sup>th</sup>	Students Report
<b>Wednesday the 23<sup>rd</sup></b>	<b>“Back to School Night” for WAMS – 7:00 PM</b>
<b>Thursday the 24<sup>th</sup></b>	<b>Picture Day – WAMS</b>
Monday the 28 <sup>th</sup>	Closed – Yom Kippur

**OCTOBER 2009**

<b>Friday the 16<sup>th</sup></b>	<b>Youth Summit Day (8<sup>th</sup> Grade) – WAMS</b>
<b>Thursday the 29<sup>th</sup></b>	<b>Picture Make-Up Day – WAMS</b>

**NOVEMBER 2009**

Thursday the 5 <sup>th</sup>	Closed – NJEA Convention
Friday the 6 <sup>th</sup>	Closed – NJEA Convention
Wednesday the 25 <sup>th</sup>	Abbreviated Day – Thanksgiving Recess – <b>12:15 PM Dismissal for WAMS</b>
Thursday the 26 <sup>th</sup>	Closed – Thanksgiving Recess
Friday the 27 <sup>th</sup>	Closed – Thanksgiving Recess

**DECEMBER 2009**

<b>Thursday the 10<sup>th</sup></b>	<b>Club Picture Day – WAMS</b>
Wednesday the 23 <sup>rd</sup>	Abbreviated Schedule – Winter Recess
Thursday the 24 <sup>th</sup>	Closed – Winter Recess
Friday the 25 <sup>th</sup>	Closed – Holiday Recess
Monday the 28 <sup>th</sup>	Closed – Winter Recess
Tuesday the 29 <sup>th</sup>	Closed – Winter Recess
Wednesday the 30 <sup>th</sup>	Closed – Winter Recess
Thursday the 31 <sup>st</sup>	Closed – Winter Recess

**JANUARY 2010**

Friday the 1 <sup>st</sup>	Closed – Holiday Recess
----------------------------	-------------------------

**FEBRUARY 2010**

Monday the 22 <sup>nd</sup>	Closed – Mid-Winter Recess
Tuesday the 23 <sup>rd</sup>	Closed – Mid-Winter Recess
Wednesday the 24 <sup>th</sup>	Closed – Mid-Winter Recess
Thursday the 25 <sup>th</sup>	Closed – Mid-Winter Recess
Friday the 26 <sup>th</sup>	Closed – Mid-Winter Recess

**MARCH 2010**

<b>Thursday the 4<sup>th</sup></b>	<b>“Sticky” Pic Day (Casual Photos/Stickers) – WAMS</b>
<b>Fri. the 19<sup>th</sup> &amp; Sat. the 20<sup>th</sup></b>	<b>Spring Musical – WAMS – 7:00 PM</b>
<b>Sunday the 21<sup>st</sup></b>	<b>Spring Musical – WAMS – 2:00 PM</b>

**APRIL 2010**

Friday the 2 <sup>nd</sup>	Closed – Religious Recess
Monday the 12 <sup>th</sup>	Closed – Spring Recess
Tuesday the 13 <sup>th</sup>	Closed – Spring Recess
Wednesday the 14 <sup>th</sup>	Closed – Spring Recess
Thursday the 15 <sup>th</sup>	Closed – Spring Recess
Friday the 16 <sup>th</sup>	Closed – Spring Recess
<b>22<sup>nd</sup> &amp; 23<sup>rd</sup></b>	<b>WAMS 8<sup>th</sup> Grade Trip to Washington, DC</b>
<b>27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup></b>	<b>WAMS 7<sup>th</sup> &amp; 8<sup>th</sup> Grades NJ-ASK Testing</b>

*“Snow Days” in excess of three (3) will be made up during the Spring Recess beginning with Friday, April 16<sup>th</sup>.*

**MAY 2010**

<b>3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup></b>	<b>WAMS 7<sup>th</sup> &amp; 8<sup>th</sup> Grades NJ-ASK Make-up Testing</b>
<b>3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup></b>	<b>WAMS 6<sup>th</sup> Grade NJ-ASK Testing</b>
<b>10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup></b>	<b>WAMS 6<sup>th</sup> Grade NJ-ASK Make-up Testing</b>
Friday the 28 <sup>th</sup>	Inservice – Staff Reports
Monday the 31 <sup>st</sup>	Closed – Memorial Day

**JUNE 2010**

<b>Friday the 4<sup>th</sup></b>	<b>Hershey Park Music Competition – WAMS</b>
<b>Wednesday the 23<sup>rd</sup></b>	<b>Graduation – WAMS – 5:00 PM, 6:30 PM &amp; 8:00 PM</b>
Thursday the 24 <sup>th</sup>	Graduation – Ridge High School
Thursday the 24 <sup>th</sup>	Abbreviated Day – Last Day for Students – <b>12:15 PM Dismissal for WAMS</b>
Friday the 25 <sup>th</sup>	Last Day for Staff

**JULY 2010**

Friday the 2 <sup>nd</sup>	Report Cards Available on HAC – WAMS
----------------------------	--------------------------------------

## **REGULAR BELL SCHEDULE**

7:40	-	7:45	Pupils to Homerooms
7:45	-	7:51	Homeroom
7:54	-	8:34	1 <sup>st</sup> Period
8:37	-	9:17	2 <sup>nd</sup> Period
9:20	-	10:00	3 <sup>rd</sup> Period
10:03	-	10:43	4 <sup>th</sup> Period
10:46	-	11:26	5 <sup>th</sup> Period ( <b>6<sup>th</sup> Grade Lunch</b> )
11:29	-	12:09	6 <sup>th</sup> Period ( <b>8<sup>th</sup> Grade Lunch</b> )
12:12	-	12:52	7 <sup>th</sup> Period ( <b>7<sup>th</sup> Grade Lunch</b> )
12:55	-	1:35	8 <sup>th</sup> Period
1:38	-	2:20	9 <sup>th</sup> Period

**NOTE: Dismissal on abbreviated day is at 12:15 PM**

## **ABBREVIATED DAY BELL SCHEDULE**

7:40	-	7:45	Pupils to Homerooms
7:45	-	7:51	Homeroom
7:54	-	8:20	Period 1
8:23	-	8:49	Period 2
8:52	-	9:18	Period 3
9:21	-	9:47	Period 4
9:50	-	10:16	Period 5
10:19	-	10:45	Period 6
10:48	-	11:14	Period 7
11:17	-	11:43	Period 8
11:46	-	12:15	Period 9

**NO LUNCH WILL BE SERVED ON ABBREVIATED DAYS  
STUDENTS ARE ENCOURAGED TO BRING A SNACK**

## **DELAYED OPENING BELL SCHEDULE**

**All school employees are to report to school by 9:30 AM**

9:55	-	10:00	Pupils to Homerooms
10:00	-	10:05	Homeroom
10:08	-	10:31	1 <sup>st</sup> Period
10:34	-	10:57	2 <sup>nd</sup> Period
11:00	-	11:23	3 <sup>rd</sup> Period
11:26	-	11:49	4 <sup>th</sup> Period
11:52	-	12:22	5 <sup>th</sup> Period
12:25	-	12:55	6 <sup>th</sup> Period
12:58	-	1:28	7 <sup>th</sup> Period
1:31	-	1:54	8 <sup>th</sup> Period
1:57	-	2:20	9 <sup>th</sup> Period

**NO LUNCH WILL BE SERVED ON DELAYED OPENING DAYS  
STUDENTS ARE ENCOURAGED TO BRING A SNACK**

# Emergency School Closings

In the event of an emergency closing, delayed opening or an early dismissal, an Instant Alert message will be sent to the parents'/guardian's home phone, cell phone or computer. An announcement will be made on the following radio stations beginning at 6:15 AM. (Please be advised that the policies of the radio stations may change at any time without the Board Office being notified.)

**WOR (710 am)**  
**WKXW (101.5 fm)**  
**News 12 NJ (TV)**

Information will also be posted on the following websites:

**bernardsboe.com**  
**cancellations.com**

**In the event of an early dismissal due to inclement weather, dismissal will be at 11:30 AM.** All students will be dismissed at that time and should have an emergency plan in place with their parents so that they know what is expected of them. This will eliminate confusion at dismissal time with students left at school having no place to go.

## **HONEYWELL'S INSTANT ALERT FOR SCHOOLS**

**Instant Alert for Schools** is an essential tool for notification and communication. Within minutes of an emergency, such as a school closing due to inclement weather or a heating problem, we will be able to notify you by telephone, cell phone, e-mail, pager or PDA in any combination. Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the district to keep you informed.

Your online profile will enable you to:

- Input your personal contact information (where you may add up to an additional 3 phone numbers)
- Select which type of school information you would like to receive on each of your contact devices
- Send yourself a test text message to make sure your text messaging contact information is entered correctly
- Add contact information of other caretakers of your children, such as a grandparent or neighbor
- Designate these caretakers as the main contact for your children if you are out of town

In addition to receiving communication alerts on your designated contact devices, the alert messages will also appear in your online profile. You can use this feature to read any alerts that may have been erased or deleted accidentally on your other contact devices.

The system is ready for you to use at [www.bernardsboe.com](http://www.bernardsboe.com). We encourage all of you to take advantage of this opportunity, as eventually we will be utilizing this system for most of our school-to-home communication. If you need assistance with your profile, please send an email to [InstantAlertHelp@Honeywell.com](mailto:InstantAlertHelp@Honeywell.com), or contact the district's help desk at [instantalert@bernardsboe.com](mailto:instantalert@bernardsboe.com). If you do not have access to a computer, please contact the school and we will enter your information for you.

### **Instructions for accessing the system and creating your profile:**

**Honeywell Instant Alert™ for Schools**  
**Parent User Interface**

#### **Minimum Requirements**

#### **Register and create your account**

1. Go to the **Honeywell Instant Alert for Schools** website, <https://version2.instantalert.honeywell.com>
2. Click on 'New User' below the login boxes.
3. Complete the Student information form. (Fields marked with \* are mandatory) Click 'Submit.'

4. Complete the corresponding Parent information form. (Fields marked with \* are mandatory) Click 'Submit.'
5. After receiving the Confirmation message, click on 'Proceed' to get started with Instant Alert.
6. **Note:** Remember your Login Name and Password so you may use it to update your profile.

#### **View and check details about yourself and your family members**

1. Upon successful login, click on 'Account Details.'
2. Click on 'Parent Profiles' and then your name to view and edit details about yourself and your family members.
3. Click on 'Student Profiles' to view details about your children enrolled in this school.

#### **Configure alert settings for yourself**

1. Click on 'Alerts.' Click on 'Alert Configuration.'
2. Click on the name of a contact from the list.
3. Click on the tabs (Phone, Email, Text Messaging, Pager) to view this person's contact device information.
4. Enter contact device information within the gray box and click 'Add' to add more contact devices.
5. Click on the check boxes in the appropriate column to select which alert type you would like to have sent to which device. Click on 'Save' when complete.
6. For e-mail text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to check if the address has been entered correctly. Common cell phone text messaging addresses are located in the Help section – click on 'Help' while on the 'Text Messaging' screen. You can also contact your cell provider to receive your text messaging address.

#### **Additional Functions**

##### **View History of Alerts**

Click on 'Alerts' to view Alerts that have been sent to you. Use the calendar icons and 'Alert Type' list to filter.

##### **Identify key contacts for your children**

1. Click on 'My Other Contacts.'
2. Click on 'Add New Contact' and complete the form. (Fields marked with \* are mandatory)
3. Click on the 'Pick up Rights' check box if you wish to allow this person the right to pick up your child from school. This person's name will appear on a report for the school.
4. Click 'Add' OR click 'Save and Configure Alerts' to directly configure alert settings for this contact.
5. Select a child's name from the drop down and click on 'Change Priority' in order to prioritize the contacts for that child. If you want a contact to receive Alerts, click on the 'Yes/No' button in the Contact List.

##### **Set you 'Out of Town' calendar**

1. Click on 'Account Details.' Set your travel calendar and still stay in touch with your child's school.
2. Complete the form (Fields marked with \* are mandatory); use the calendar icons to specify travel dates.
3. Assign a primary contact while you are away.

**For Assistance: [InstantAlertHelp@Honeywell.com](mailto:InstantAlertHelp@Honeywell.com)**

## **SCHOOL DAY**

No student may be in the building before 7:00 AM without office permission. Students arriving between 7:00 AM and 7:25 AM are to report to the auditorium. From 7:25 to 7:40 AM, students are to report directly to the area assigned to each grade level – sixth grade reports to the cafeteria, seventh and eighth grade report to their assigned areas in the auditorium. ***Students must be in school for a total of four (4) hours of instructional time to be considered present.*** The school is closed to students after 2:30 PM unless they are involved in or attending a specific school activity or under the direction of a teacher. Students need to be picked up from after school/evening activities within 15 minutes of the ending time, or the student's privilege to attend future activities may be suspended.

## **VACATIONS/TRIPS**

Families are discouraged to plan extended vacations while school is in session. Vacations and trips are chargeable absences and may greatly affect the student's academic performance. If a student goes on a family vacation while school is in session, the parents must send a note to the main office and the student's guidance counselor informing them of their intended trip at least one week prior. The student is responsible for all schoolwork that will be missed. The week before the trip, the student must request from each teacher the schoolwork that will keep him/her current. All schoolwork will be due upon the student's return to school.

## OFFICE PROCEDURES

Due to the large increase in enrollment over the past several years, we will no longer be able to provide some of the personalized services that have been available in the past.

### **FORGOTTEN HOMEWORK, GYM CLOTHES, MUSICAL INSTRUMENTS, ETC.**

Items being dropped off at school may be left on the counter in the main office with the student's name on the outside. If the student is not aware that the item is being delivered, you may leave a note in the lunch bin. The student will receive the note at lunchtime. We do not interrupt classes to call students to the office to pick up any item.

### **LUNCHES**

ARAMARK School Support Services is entering their twelfth year of service to the students of Bernards Township. They offer a variety of hot sandwiches and pizza in addition to the "Daily Special" listed on the monthly menu (available on the school website). Garden burgers, Low-fat Yogurt, Salad Platters and Deli Sandwiches made-to-order are also available.

The cost of a lunch at William Annin Middle School is \$2.20. Our school utilizes a computerized POS (Point of Sale) system in the cafeteria. Students identify themselves to the system using their 6-digit student numbers. Student photos are also used for enhanced security. In the event that a student's account balance drops below the price of a lunch, (\$2.20), the student will receive lunch for the day, but will be directed to the office to call home and remind the parent or guardian to forward a payment.

Payments to your student's account may be made in advance by completing the "deposit slip" which is available in the Main Office and is posted on the WAMS website. Funds must be deposited in the lockbox in the cafeteria by 8:00 AM in order to be available for lunch service. **Payments to accounts will no longer be accepted on the service lines.** Cash is still accepted in the cafeteria, but we hope that you will take advantage of the debit system, because reducing the amount of cash handling in our lunch lines keeps the lines moving rapidly.

Lunches forgotten at home may be dropped off in the appropriate grade lunch bin in the main office. The student's name should be clearly written on the outside. Lunches will be delivered to the cafeteria at the start of each lunch period.

### **EARLY DISMISSAL**

Students leaving school early should come to the main office in the morning, **before going to homeroom**, with a note stating their name, time of dismissal, reason for early dismissal. A parent must sign this note. The student will be issued a pass to leave class at the appointed time. You must come into the main office to pick up your child and to sign the student out. No student will be allowed to leave the building before 2:20 PM without being signed out by a parent or guardian.

### **AFTER SCHOOL ACTIVITIES**

- Plans for after school activities should be arranged in advance.
- Students are **not permitted to ride any bus other than their own.**
- Messages cannot be delivered during the school day concerning a child's after school activities.
- Please be sure students and parents are clear as to the student's after school plans.
- Students should not be calling home, leaving messages, and then expecting a response to be delivered.

The primary concern of everyone in our school is to insure as much uninterrupted class time as possible for every student and teacher.

## TEACHER CONTACT

In the Bernards Township School District any teacher or administrator can be contacted via E-mail. To contact an administrator simply log on to the district web site ([www.bernardsboe.com](http://www.bernardsboe.com)) and click on administration.

To E-mail a teacher at William Annin Middle School, go to ([www.bernardsboe.com](http://www.bernardsboe.com)), click on "Schools", then "William Annin." This will take you to the William Annin Middle School home page. Next, click on "staff" and this will take you to an alphabetical listing of the WAMS staff and their phone extensions. Clicking on any staff members name will allow you to E-mail that staff member. Many of the staff members will tell you that E-mail is the most efficient and effective method of communication.

## ATTENDANCE

**Daily** – Under New Jersey State Law, pupils must attend all sessions of school unless there are necessary causes for absence, such as personal illness, death in the family, religious observance, school sponsored activities or externally sponsored activities approved by the principal. The administration reserves the right to determine acceptable causes for absence.

Students who are absent from school with parental permission are considered excused. (Excused means that the student is not truant.)

When a student is absent from school, the absence may be considered “chargeable” or “non-chargeable.” A chargeable absence is applied to the attendance policy. Accumulation of 24 chargeable absences may result in a grade level retention. Non-chargeable absences do not apply to the attendance policy.

Families are discouraged to plan extended vacations while school is in session. Vacations and trips are chargeable absences and may greatly affect the student’s academic performance.

Non-chargeable absences are:

- Suspension from school.
- Religious Observance approved by the State Board of Education with a note from a parent.
- Participation in an approved school activity.

**Students who are absent from school may not participate in any evening or after school activities on the day of their absence.**

Students may not receive a passing grade in a course after his/her total chargeable and non-chargeable absences exceed the following limits:

Full Year Course – 24 absences	Cycle – 7 absences
Semester Course – 12 absences	P.E. Course – 18 absences

Parents will receive an attendance notification at regular intervals according to the following guidelines:

- 10<sup>th</sup> absence (written notification)
- 15<sup>th</sup> absence (written notification)
- 20<sup>th</sup> absence (written notification and mandatory parent conference with principal or his designee)

**STUDENTS RETURNING FROM AN ABSENCE MUST REPORT TO THE SCHOOL NURSE BEFORE HOMEROOM AND SUBMIT A NOTE FROM A PARENT OR LEGAL GUARDIAN OR A MEDICAL EXCUSE ACCOUNTING FOR THEIR ABSENCE.** No student will be admitted to class after an absence without an admission slip from the Nurse’s Office.

**PARENTS MUST CALL THE SCHOOL, (908) 204-2615 (NURSE), AS EARLY AS POSSIBLE ON THE DAY THEIR CHILD IS ABSENT TO NOTIFY THE SCHOOL THAT THE ABSENCE IS LEGAL.**

**Tardiness to School** – Students are expected to be seated in homeroom at 7:45 AM with their books and supplies, ready to start the day. All students who are late to school, for whatever reason, **must report directly to the main office with a call or a note from a parent** justifying the lateness. As excessive tardiness is an interruption of the school day, warnings and subsequent detentions will be assigned beginning with the tenth late of the current semester. Tardies in excess of ten will be met with continued detentions or stronger disciplinary measures as circumstances dictate.

**Truancy** – Students identified as being truant from school will be met with severe disciplinary action, and will require a mandatory parent/administration meeting.

**Early Dismissal** – Unless an emergency occurs, if it is necessary to leave school early, **students must submit a written excuse to the attendance secretary prior to homeroom.** Before leaving school property, students must be signed out in the main office.

## HOMEWORK MAKE-UP PROCEDURES

Students who have missed less than three days of schoolwork should rely on the teacher websites for their make-up assignments. Students may also contact a friend for information about missed work. Students will have as many days as they are absent to make up the missed assignments.

As indicated by school policy, those students that have missed three or more consecutive days of school should have their parent/guardian contact their guidance counselor by 7:45 AM of the third day. The guidance counselor will contact all the necessary teachers to collect the student's missing assignments. **The assignments will be in the wall organizer at the end of the counter** in the main office for pick up by 3:00 PM.

Each teacher has a website that lists daily announcements and homework. Students and parents may access these websites by going to the WAMS school website and clicking on 'Staff,' then clicking on the word 'website' after the teacher's name.

## DISCIPLINE

The Annin student is a member of both the educational and the local community. As such, the student has the rights, and also the duties and responsibilities of a young person in a public educational community. If an infraction occurs and disciplinary action is necessary, the school's intent is education, not strictly punitive. In this spirit, we hope that students will develop their own self-discipline and will be able to respect and follow the Student Code of Conduct (outlined in the Parent Handbook).

If a student forgets his responsibility to the extent that discipline is necessary, the school handles each case individually. Teachers will attempt to solve problems within the classroom, and may assign detention when necessary. Parents are consulted if disciplinary problems persist.

The following are examples of unacceptable behavior, which may constitute grounds for possible suspension and/or disciplinary actions:

1. Excessive referrals or detentions.
2. Smoking.
3. Misconduct on the school bus.
4. Demonstrating disrespect, insubordination, or using improper language.
5. Being dishonest.
6. Defacing, marking, or breaking school property.
7. Fighting or acting in a dangerous and/or threatening manner.
8. Deliberate cruelty, harassment, and/or bullying.
9. Behaving improperly in the Media Center, halls, cafeteria, fire drills, or auditorium during large group activities.
10. Truancy, cutting classes, or leaving school without permission.
11. Possession, use of, or being under the influence of any alcoholic beverage or illegal drug, etc.
12. Possession or use of fireworks, stink bombs, mace, lighters, laser pointers, or related paraphernalia.
13. Violation of computer/internet privileges.
14. Cheating, plagiarism or forgery.
15. Stealing.
16. Gum chewing.
17. Violation of dress code.
18. Cell phone on person.

**Bullying:** Bullying includes a wide variety of behaviors, but all involve a person or a group repeatedly trying to harm someone who is weaker or more vulnerable. It can involve direct attacks (such as hitting, threatening or intimidating, maliciously teasing and taunting, name-calling, making sexual remarks, and stealing or damaging belongings) or subtler, indirect attacks (such as spreading rumors or encouraging others to reject or exclude someone).

Per state administrative code, all school districts are required to address the issue of bullying. At William Annin, this will be accomplished through guidance modules, character education, and special disciplinary measures, including a pilot after school program for 6<sup>th</sup> graders.

The Discipline Code is a guideline to be used when determining a consequence for misconduct. The administration may alter those guidelines to address certain situations as necessary for the protection of the students at William Annin Middle School and in concurrence with school law.

The Board of Education believes that harassing, bullying and hazing activities of any type are inconsistent with the educational process and the Board prohibits all such harassing, bullying and/or hazing behavior at any time on school premises, at any school-sponsored function, or on any school bus.

Any person who believes that he or she has been the victim of harassment, bullying or hazing, or any person with knowledge or belief of conduct which may constitute harassment, bullying or hazing, shall report the alleged acts immediately to an appropriate school district official. The building principal is the person responsible for receiving reports of harassment, bullying or hazing at the building level. Any person may report harassment, bullying or hazing directly to a school district human rights officer or to the superintendent.

**To review the complete policy and procedures of the Board of Education, please visit the district website at [www.bernardsboe.com](http://www.bernardsboe.com).**

**Detentions – Teacher Assigned:** After school detentions may be assigned by any teacher. The teacher issuing the detention will determine when and where the student will serve the detention. Students are required to have a parent/guardian signature on all teacher assigned detention slips. Those students who miss a teacher assigned detention will automatically receive a central office detention. The grade level administrator will mail a Report of Misconduct home.

**Detentions – Central Office:** Detentions will be held on Monday, Tuesday, and Thursday in Room 419 from 2:25 PM to 3:25 PM, unless otherwise indicated. Students are required to have a parent/guardian signature on all central detention slips. Those students who miss an after school detention or forget the signed detention slip will be given an additional day of detention. The grade level administrator will mail a Report of Misconduct home.

**Saturday Detention:** The administration may assign a Saturday Detention to students whose infractions have been serious enough to warrant this corrective action, or have excessive referrals or detentions. Students are encouraged to bring homework and/or school related reading materials to Saturday detention. Students will not be allowed to attend any after school activities or events during the week of the assigned Saturday detention.

**Out-of-School Suspension:** By State Law, students assigned an out-of-school suspension (OSS) must be permitted to make up any academic work. Absences caused as a result of OSS do not count toward the accumulation of loss of credit.

No student may return from an OSS until a meeting between parents, student and the Assistant Principal or Principal has occurred on the day of return. Any student observed on school grounds during the day while serving an OSS will have the suspension extended by one day for each day seen. If an OSS student does not vacate the premises as requested by the staff or administration, the police will be notified.

Students will not be allowed to participate in co-curricular or intramural activities on the days they have been suspended from school. If a suspension or other disciplinary action fails to produce change in a student's behavior, the student may be referred to the Board of Education for an expulsion hearing.

**Bikes:** Students riding bikes to school must **park** and **lock** them on the bike racks. Students must walk their bikes while on school property at all times. Students who are given multiple warnings may lose their privilege to ride their bikes to school.

**Skateboards and Roller Blades:** Roller blades are not permitted on school grounds. Students who ride skateboards to school must get off them when they reach the school property on Quincy Road, carry them into the main office, and put them in the “skateboard garage” where they can be retrieved at dismissal. Students are not permitted to skateboard on school property at any time. Students caught skateboarding on school grounds after school hours or on the weekend may be subject to penalties for trespassing.

**Walkman/Discman/Ipod Policy:** Students are not permitted to use their walkman/discman/Ipod with headphones during regular academic classes, physical education classes, during detention (after school or Saturday), or in the hallways. They are permitted to use walkman/discman/Ipod with headphones during lunch. They must be used with headphones during these times and cannot be disruptive to the immediate environment. Students who violate this policy will receive the following consequences:

- 1<sup>st</sup> offense: Walkman/Discman/Ipod will be confiscated and brought to administrator’s office. Student may pick up after school.
- 2<sup>nd</sup> offense: Walkman/Discman/Ipod will be confiscated and brought to administrator’s office and returned to parent only after administrative/parent conference.
- 3<sup>rd</sup> offense: Same as for 2<sup>nd</sup> offense and in addition, student loses privilege of bringing walkman/discman to school.

**Stolen Articles:** No one can assume any responsibility for your personal belongings but yourself. You are cautioned not to bring valuables or large sums of money to school. The school definitely cannot be responsible for lost or stolen belongings.

**Nuisance Items:** Any object that may be considered educationally inappropriate or distracting (i.e. hackey sacks) should not be brought to school by students. These objects may be confiscated and held until the end of the semester.

## WILLIAM ANNIN CODE OF CONDUCT

The Annin student is a citizen of the educational and social community of the school. They are responsible for helping to create a positive and comfortable environment for all. Following the school rules and policies, being a proactive bystander against bullying and striving to model the six pillars of character are the responsibilities of all Annin students.

Those students who are irresponsible and exhibit unacceptable behaviors will be dealt with consistently and fairly based upon William Annin’s discipline policy/rules and code of conduct.

Below is a numerical chart that represents the point value for each type of student misconduct. The administrators reserve the right to determine the point value for severe cases of misconduct. Those students that earn 12 or more points cumulatively will begin to lose privileges. Loss of privileges include but are not limited to grade level activities/events, participation in extra-curricular activities, school sponsored dances, field trip(s) and any other school function considered a privilege. Parents will be mailed copies of each Report of Misconduct.

### Discipline Point Values:

<u>Types of Consequences</u>	<u>Point Value</u>
Lunch Detention	1 Point
Teacher Detention	1 Point
Central Detention	2-3 Points
Saturday Detention	4 Points
Out-of-School Suspension	Administrative Discretion

**Students must have less than 12 discipline points in order to participate in school-sponsored field trips/activities.** Students that accumulate 12 or more discipline points may decrease their total by satisfying the terms of a behavior contract. The behavior contract would seek consistent improvement in the student’s behavior and would be developed at the discretion of the grade level administrator.

**WILLIAM ANNIN MIDDLE SCHOOL**

**REPORT OF MISCONDUCT**

**TO:** \_\_\_\_\_  
**FROM:** \_\_\_\_\_  
**STUDENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_  
**LOCATION:** \_\_\_\_\_  
**GRADE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**DESCRIPTION OF OFFENSE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PREVIOUS CORRECTIVE ACTIONS TAKEN:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADMINISTRATIVE COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TEACHER DETENTION DATE(S):** \_\_\_\_\_ **ROOM:** \_\_\_\_\_ **TIME:** \_\_\_\_\_  
(STUDENT REPORTS TO THE ASSIGNED ROOM AT THE ASSIGNED TIME)

**LUNCH DETENTION DATE(S):** \_\_\_\_\_ **ROOM:** \_\_\_\_\_  
(STUDENT REPORTS TO THE ASSIGNED ROOM DURING HIS/HER LUNCH PERIOD)

**CENTRAL DETENTION DATE(S):** \_\_\_\_\_  
(STUDENT REPORTS TO ROOM 419 – 2:30 PM TO 3:25 PM)

**SATURDAY DETENTION DATE(S):** \_\_\_\_\_  
(STUDENT REPORTS TO WAMS MEDIA CENTER – 9:00 AM TO 12:00 PM)

**OUT OF SCHOOL SUSPENSION DATE(S):** \_\_\_\_\_  
(STUDENT DOES NOT REPORT TO SCHOOL FOR THE DESIGNATED DAY (S))

**OTHER:** \_\_\_\_\_

**ADMINISTRATOR’S SIGNATURE:** \_\_\_\_\_

**DISCIPLINE POINT(S) ASSIGNED:** \_\_\_\_\_ **CUMULATIVE DISCIPLINE POINTS:** \_\_\_\_\_

## NOTICE OF STUDENT/PARENT RIGHTS

In accordance with state and federal guidelines, including the No Child Left Behind legislation (NCLB), school districts are now required to provide annual notification of several student and parental rights. The following statements provide the names of district personnel responsible for regulatory compliance. Complete Board of Education policies further detailing these statements may be found on the district's website [www.bernardsboe.com](http://www.bernardsboe.com).

In accordance with NJAC 6A:14, the Bernards Township Public School District provides a free, appropriate public education to all students with disabilities ages 3 through 21 who reside within the school district. Students who may be disabled due to physical, sensory, emotional, communication, cognitive or social difficulties are to be evaluated by the district and educated with their non-disabled peers to the greatest extent appropriate. No handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to, discrimination under any program or activity which receives or benefits from Federal assistance. Parents who suspect that their child may have a disabling condition should call Monica Butler, Director of Special Services/Public Law 504 Coordinator at (908) 204-2600 ext. 121.

The Board of Education believes that harassing, bullying and hazing activities of any type are inconsistent with the educational process and the Board prohibits all such harassing, bullying and/or hazing behavior at any time on school premises, at any school-sponsored function, or on any school bus. Any person who believes he or she has been the victim of harassment, bullying or hazing, or any person with knowledge or belief of conduct which may constitute harassment, bullying or hazing, shall report the alleged acts immediately to the school principal, or Affirmative Action Officer Regina Rudolph at (908) 204-2600 ext. 102, or Superintendent Valerie Goger at (908) 204-2600 ext. 101.

The Bernards Township Board of Education affirms its responsibility to ensure all students in the public schools of Bernards Township equal educational opportunity and all employees equal employment opportunity regardless of race, color, creed, religion, sex, ancestry, national origin and social or economic status. Any person who believes that there has been a violation of the Board policy governing affirmative action may file a complaint with Affirmative Action Officer Regina Rudolph at (908) 204-2600 ext. 102.

## AFFIRMATIVE ACTION

The Assistant Superintendent is designated as the compliance officer who coordinates and oversees all affirmative action policies dealing with equality in education. In addition, the Assistant Superintendent is in charge of activities related to Title IX of the Education Amendments of 1972; the district's compliance with the Americans with Disabilities Act of 1990; and Federal and State Statutes concerning equality in educational programs. Students, parents, and residents of the district or staff members who have concerns about affirmative action or any other matter dealing with equality in education should contact Mrs. Regina Rudolph, Assistant Superintendent at (908) 204-2600 ext. 104. A copy of the district's affirmative action plans and self-evaluation of affirmative action achievement is available for review in the Board Office.

**Sexual Harassment** is prohibited. It is defined as, "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature." Any student or staff member who feels they are being sexually harassed should inform the Principal, Assistant Principal or any other employee of the district. Parents will be contacted and appropriate actions will be taken. Interventions include but are not limited to a warning, counseling, detention, suspension and/or contacting District and Local Authorities.

**Bias Incidents.** Students in Bernards Township Public Schools are expected to treat one another and staff members with respect regardless of gender, color, race, religion, national origin or sexual orientation. Inappropriate behaviors such as touching of a sexual nature, gender based or sexual comments, jokes or name calling of any kind by students or staff are not permitted on the way to or from school or on school property.

A student who feels that he/she has been the object of a bias incident should contact his/her teacher, counselor or building administrator. Parents will be contacted and appropriate actions will be taken. Interventions include but are not limited to, warnings, counseling, detention, suspension and/or contacting District and Local Authorities.

Any staff member who feels he/she has been the object of a bias incident should contact his/her building administrator or Mrs. Regina Rudolph, Assistant Superintendent.

**District Child Find Activities.** “In accordance with NJAC 6A:14, The Bernards Township Public School District provides a free, appropriate public education to all students with disabilities ages three through 21 who reside within the school district. Students who may be disabled due to physical, sensory, emotional, communication, cognitive or social difficulties are to be evaluated by the district and educated with their non-disabled peers to the greatest extent appropriate. If you suspect that your child has a disabling condition, please call Monica Butler, Director of Special Services at (908) 204-2600 ext. 121.”

## **ANNUAL PARENTAL NOTIFICATIONS NUTRITION STATEMENT**

The Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students’ health and their ability and motivation to learn. The Board is committed to:

- Providing students with healthy and nutritious foods
- Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains
- Supporting healthy eating through nutrition education
- Encouraging students to select and consume all components of the school meal, and
- Providing students with the opportunity to engage in daily physical activity.

State law mandates that all schools participating in the Federal School Lunch Program must meet nutritional guidelines as defined by the New Jersey Bureau of Child Nutrition. Our elementary and middle schools participate in this program, so we are implementing new procedures in those schools. Beginning in September, the following items may not be served, sold, or given out as free promotion anywhere on elementary or middle school property at any time before the end of the school day:

- Foods of minimal nutritional value
- All food and beverage items listing sugar, in any form, as the first ingredient, and
- All forms of candy.

Food sent in for school parties and special celebrations is exempt from the requirements, as are student lunch items brought from home. However, fundraisers such as Valentine’s Day candy-grams will be discontinued.

While we are not required to implement changes at the high school, we will be reviewing that program for modification as well, later in the school year.

## **EXPERIMENTS INVOLVING ANIMALS**

Legislation now permits public school students to choose not to participate in certain experiments involving animals. Public school pupils from kindergarten through grade 12 may refuse to dissect, vivisection, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. The law requires schools to provide alternative education projects for those students who choose to “opt out” of these activities. Schools are required to notify pupils and their parents or guardians of a pupil’s right to decline to dissect, vivisection, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction.

If you wish to have your son or daughter “opt out” of these experiences you must notify the principal of your child/children’s school, in writing, within two weeks from the date of this notification. Please be aware that no exceptions can be made to this date, due to issues with the coordination and purchasing of materials for alternate lessons on a district wide level.

## **STATEMENT OF HARASSMENT, INTIMIDATION, BULLYING & HAZING**

The Board of Education believes that harassing, bullying and hazing activities of any type are inconsistent with the educational process and the board prohibits all such harassing, bullying and/or hazing behavior at any time on school premises, at any school-sponsored function, or on any school bus.

Any person who believes that he or she has been the victim of harassment, bullying or hazing, or any person with knowledge or belief of conduct which may constitute harassment, bullying or hazing, shall report the alleged acts immediately to an appropriate school district official. The building principal is the person responsible for receiving reports of harassment, bullying or hazing at the building level. Any person may report harassment, bullying or hazing directly to the Affirmative Action Officer or the Superintendent.

# POLICY

---

## Board of Education Bernards Township

## File Code: M 5512 HARASSMENT, INTIMIDATION, BULLYING AND HAZING

The Board of Education prohibits acts of harassment, intimidation, bullying and hazing of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, bullying, or hazing like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils 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, bullying or hazing.

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

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear or harm to his/her person or damage to his/her property; of
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

"**Hazing**" means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body;
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school;
- Any activity such as playing rough practical jokes on a person or extracting humiliating performances from them;
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

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

Acts of harassment, intimidation, bullying or hazing may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g. intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying or hazing).

This Policy may impose consequences for acts of harassment, intimidation, bullying or hazing that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, bully or haze), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances to harassment, intimidation, bullying or hazing behavior occurring off school grounds, the consequences only may be exercised when it is reasonable necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, bullying or hazing and include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, bullying and hazing, whether the subject or recipient of the bullying is on or off school property.

### **Expected Behavior**

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

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use instances of violations of the code of pupil conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules and guidelines.

The district prohibits active or passive support for acts of harassment, intimidation, bullying or hazing. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

### **Consequences and Appropriate Remedial Actions**

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, bullying or hazing, consistent with the code of pupil conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, bullying or hazing. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, bullying or hazing by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), and consider the developmental ages of the pupil offenders and pupils' histories in inappropriate behaviors, per the code of pupil conduct.

### **Factors for Determining Consequences**

1. Age, developmental and maturity levels of the parties involved;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

### **Factors for Determining Remedial Measures**

#### **Personal**

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation; and
10. Academic performance.

#### **Environmental**

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, bullying or hazing may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, bullying or hazing shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district's code of pupil conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, and protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, bullying and hazing. The consequences and remedial measures may include, but are not limited to, the examples listed below:

### **Examples of Consequences**

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Legal actions; and
10. Expulsion.

### **Examples of Remedial Measures – Personal**

1. Restitution and restoration;
2. Mediation;
3. Peer support group;
4. Recommendations of a pupil behavior or ethics council;
5. Corrective instruction or other relevant learning or service experience;
6. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
7. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
8. Behavioral management plan, with benchmarks that are closely monitored;
9. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
10. Involvement of school disciplinarian;
11. Pupil counseling;
12. Parent conferences;
13. Pupil treatment; or
14. Pupil therapy.

### **Examples of Remedial Measures – Environmental (Classroom, School Building or School District)**

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, bullying or hazing;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Targeted use of monitors (e.g., hallway, cafeteria, bus);
10. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
11. General professional development programs for certificated and non-certificated staff;
12. Professional development plans for involved staff;
13. Disciplinary action for school staff who contributed to the problem;
14. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
15. Parent conferences;
16. Family counseling;
17. Involvement of parent-teacher organizations;
18. Involvement of community-based organizations;
19. Development of a general bullying response plan;
20. Recommendations of a pupil behavior or ethics council;
21. Peer support groups;
22. School transfers; and
23. Law enforcement (e.g., school resource officer, juvenile officer) involvement.

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, bullying or hazing. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

### **Reporting Procedure**

Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of the Policy to the Principal or designee. While submission of an Incident Report Form

to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices or the reporting party may use a district's web-based reporting system. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, bullying or hazing in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

### **Investigation**

The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation, bullying or hazing.

### **Response to an Incident of Harassment, Intimidation, Bullying or Hazing**

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, bullying or hazing. Some acts of harassment, intimidation, bullying or hazing may be isolated incidents requiring the school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, bullying or hazing that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation, bullying or hazing may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil and staff member behavior and the consequences of such actions, and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, bullying and hazing, including, but not limited to, school counseling services and environmental modifications.

### **Reprisal or Retaliation Prohibited**

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, bullying or hazing. The Principal or designee shall determine the consequence and appropriate remedial action for a person who engages in reprisal or retaliation after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for employees will range from an admonishment to termination of employment. The consequences for a volunteer will range from an admonishment to dismissal from the volunteer position.

### **Consequences for false Accusation**

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, bullying or hazing. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, bullying or hazing may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, bullying or hazing shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, which may include a report to appropriate law enforcement officials.

## **Policy Publication**

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all applicable acts of harassment, intimidation, bullying or hazing that occur on school property, at school-sponsored functions, or on a school bus. The Superintendent shall ensure notice of this Policy appears in any publication of the school district that sets forth the comprehensive rules, procedures, and standards for schools within the district, and in any pupil handbook that includes the pupil code of conduct. This notice shall also indicate the district's Harassment, Intimidation, Bullying and Hazing Policy is available on the district's website.

## **Harassment, Intimidation, Bullying and Hazing Prevention Programs**

Pursuant to N.J.S.A. 18A:37-17.5(c)c and N.J.A.C. 6A:16-7.9(d)1.i, information regarding the district's Harassment, Intimidation, Bullying and Hazing Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required to annually review the extent and characteristics of harassment, intimidation, bullying and hazing behavior in the schools of the district and implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, the school district is required to annually review the training needs of district staff for the effective implementation of the Harassment, Intimidation, Bullying and Hazing Policy, procedures, programs, and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's Harassment, Intimidation, Bullying and Hazing Policy with pupils.

Pursuant to N.J.S.A. 18A:37-15.1, this Policy shall be transmitted to the Executive County Superintendent of Schools.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

N.J.S.A. 18A:37-13 through 18A:37-19  
N.J.C.A. 6A:16-7.9 et seq.

**ADOPTED:** December 15, 2008

## **ASBESTOS INFORMATION**

In accordance with 40CFR Part 763, the Asbestos-Containing Materials in Schools Rule (commonly referred to as "AHERA" regulations), the Bernards Township Board of Education periodically inspects all buildings throughout the district to re-evaluate the condition and change of asbestos-containing materials. Any required work is conducted when the buildings are unoccupied. Additionally, a written Respiratory Protection Program has been established for all employees, as required by the New Jersey Public Employee Occupational Safety and Health regulations.

The Asbestos Management Plans for each school building are available for inspection by employees, parents, and the public at no charge during the regular school hours. A copy of the Plan is maintained at each school site as well as at the Board Office. If you wish to review the plan or have any other questions, please call the Board Office at 908-204-2600 x 106.

## **BIAS INCIDENTS**

Students and staff members in Bernards Township Public Schools are expected to treat one another with respect regardless of gender, color, race, religion, national origin or sexual orientation. Inappropriate behaviors such as: touching of a sexual nature, gender based or sexual comments, jokes or name calling of any kind by students or staff are not permitted. For students, this also includes traveling on the way to or from school or on school property.

## **LIAISONS**

The Bernards Township Board of Education does hereby appoint **Monica Butler** as Liaison for the Education of Homeless Children, Public Law 504 Coordinator and Americans with Disabilities Act Coordinator; **Regina Rudolph** as Affirmative Action Officer; **Nick Markarian** as New Jersey State Integrated Pest Management Coordinator, Attendance Officer, Qualified Purchasing Agent, Public Agency Compliance Officer, Open Public Records Act Officer, and Public Employees Occupational Safety and Health Act Coordinator for the 2008-09 school year.

## **CHILD FIND AGES 3-21**

The Bernards Township Public Schools annually seek to identify children, residing in Bernards Township, from the ages of 3 through 21 who may be at risk for learning disabilities.

Children in this age group who exhibit developmental delays in language, cognition, physical and/or emotional development, may be eligible for services from the public schools as a preschool disabled youngster. If your child is determined to be potentially eligible for services, the local public school district will evaluate your child. Should the evaluation show that he/she has a potentially disabling condition, services will be provided to your child by the public schools of Bernards Township. For those children who are determined to be eligible, services begin on their third birthday. Parents should contact the district, if they have concerns, when their child is 2 years six months of age.

If you suspect that your child has a disabling condition or you would like further information, please call the Office of Special Services at (908) 204-2600 extension 121. All public school districts in the state of New Jersey are required to provide these services.

## **HOMEWORK DURING RELIGIOUS HOLIDAYS**

The Bernards Township Board of Education is aware that during the school year, religious holidays may fall on school days. The Board wishes to work with our students and their families in accordance with applicable law to allow students to participate in observance of these holidays. It is therefore the policy of the Board to permit students an excused absence for observance of a religious holiday. In order for an absence to be considered excused, parents or guardians must provide the student's school with a written excuse explaining that the absence is due to the observance of a religious holiday. The absence may be excused only if it is taken on the actual date of the holiday in question.

The Board is also aware that tests, academic competitions and deadlines may be scheduled on religious holidays. In these situations, the Board has a policy of providing the student a reasonable accommodation, so that the academic activity will not interfere with their religious observance. This means that the teacher or the school will reschedule the test date for any student who is out on the actual exam day, due to a religious holiday. For academic competitions, where students are eligible for awards, alternative arrangements will be made to allow the student to take part in the competition. Similarly, when assignment due dates correspond with a religious holiday, teachers will provide an accommodation regarding such deadlines.

Please take special note that when an accommodation is needed, it is the student's and their parent's responsibility to inform the school that they will be observing a religious holiday. A written note, signed by a parent or guardian, requesting an accommodation, must be provided to the school or teacher prior to the religious holiday, in order for the school to make the requested accommodation. Under such circumstances, new test dates, dates of competitions and other deadlines will be set by the staff member having responsibility for the activity in question.

## DRESS CODE

Students are asked to wear clothes, which are neat and clean in appearance and suitable for the school's educational atmosphere. Shoes must be worn at all times and must be attached to the heel. No flip-flops. Hats or bandanas are not to be worn in school. The school principal or his designee may prohibit dress, which is so distracting as to interfere with the learning process.

Fashion trends often suggest clothing that may be acceptable outside of school but may not be acceptable inside of school. The guidelines listed below are not all-inclusive but will help insure that you are dressed appropriately for school:

1. Clothing promoting alcoholic/drugs and tobacco products and/or inappropriate language/messages must not be worn.
2. Inappropriate halter-tops, tank tops, see through blouses, midriff tops, spaghetti straps, low-cut tops, etc., must not be worn. A student's midriff may not be seen at anytime during the school day.
3. Pants must be worn at an appropriate level. Undergarments must **not** be exposed at anytime.
4. Shorts, skorts, and skirts must be an acceptable length for school (no more than 3 inches above the knee).
5. Shoes must be worn at all times for health and safety reasons.
6. Shoes must be attached to the heel.
7. Sunglasses are not to be worn in the school building.
8. Students may not wear pocket chains in the school building.
9. Book bags/purses are to remain in student lockers at all times.
10. Hats or bandanas are not permitted to be worn.
11. Sneakers with wheels in the soles are not permitted to be worn.

The administration reserves the right to make the final decision regarding appropriate dress in school and at school-sponsored events. Those students that are identified as being inappropriately dressed will not be allowed to participate in the school day until the issue is resolved.

### **Discipline Guidelines for Dress Code Violations:**

First Offense: Students will be given a verbal warning and given an opportunity to improve their dress.

Second Offense: Students will serve an after school central detention.

Third Offense: Students will be placed in Saturday detention.

Fourth Offense: Students will be given an OSS for one day, and may not attend after school activities on that day.

Continued dress code offenses will cause the students to lose grade level activity privileges.

## BEEPERS/PAGERS/CELL PHONES

Students are not allowed to possess beepers or pagers on any school property at any time whether or not school is in session. (N.J.S.A. 2C.33-18 and 19)

Cell phones are not permitted to be used or carried during school hours. Students must keep cell phones in the lockers and turned off. Students that are found to have cell phones on their person will automatically receive a Saturday detention.

## CAFETERIA

Students are responsible for cleaning up their place at the table, depositing paper in waste paper baskets, and returning trays to their proper place. Inappropriate behavior in the cafeteria will result in strong disciplinary action. **No food or beverage is permitted outside of the cafeteria, unless approved. GLASS bottles are NOT permitted on school property.**

Students are **not** permitted to bring any type of food into the cafeteria for distribution to other students. This includes but is not limited to pizza, candy, cookies, and cupcakes. No exceptions will be made.

Parents will be notified of lunch detentions, in excess of four, for inappropriate behavior, which must be signed and returned to the grade level administrator the next day. Excessive lunch detentions may result in a student's loss of cafeteria privileges. Those students who accumulate four (4) or more lunch detentions will be required to meet with administration, and parents will be notified, in writing, of accumulated incidents.

## CHEATING

It is expected that all students demonstrate acceptable and appropriate standards and practices reflective of the William Annin Middle School community. Honesty reflects a respect for the integrity of education. Cheating at Annin is a violation of Annin's standards and practices.

Cheating is defined as presenting another person's work as your own, allowing a person to use your work as his or her own, using an unauthorized source, or falsifying references for an academic assignment.

Incidents of cheating are, but not limited to:

- plagiarism: taking credit for the work of another student/source
- copying homework
- copying from the paper/source of another student during a test, quiz, exam or assignment
- use of an unauthorized source/reference for an assignment
- use of an unauthorized source/reference during a test, quiz or exam
- discussing tests, quizzes or exams outside of the classroom
- providing a student with answers during a test, quiz, lab, or exam
- falsifying or modifying references/sources for an assignment includes, but is not limited to, computer programs, books, Internet, web sites.

Academic consequences for cheating are, but not limited to:

- student may receive a zero
- student may receive partial credit
- student may be asked to complete an alternate activity or assignment

Behavioral consequences for cheating are, but not limited to:

- student conference with teacher, guidance, administration and parent
- notification to parent
- student will be subject to appropriate grade level discipline consequences as deemed necessary by the administration

**Working Together vs. Copying:** In many situations, you will be working with a partner or in small groups. Working together means that you are sharing ideas, not answers. Every student is expected to do his/her own work and answer all questions in his/her own words. If situations occur where students are turning in identical work (i.e. copying from each other), all involved students will receive a zero for that activity.

## FORGING

Forging is defined as writing the initials or signature of another person.

Incidents of forging are, but not limited to:

- writing a parent's initials on a school assignment and/or document
- signing a parent's name on a school assignment, test, quiz or exam
- signing a parent's name on a school permission slip and/or other document

Behavioral consequences for forging are, but not limited to:

- student conference with teacher, guidance, administration and parent
- notification to parent
- student will be subject to appropriate grade level discipline consequences as deemed necessary by the administration

## FIRE DRILLS

Fire drills are held as a safety measure. At the sound of the fire bells, students must leave the building immediately. Students must exit in an orderly and silent manner. Those students who behave inappropriately during a fire drill will face stronger disciplinary measures. Exit doors to be used are posted in each room of the school. Students and faculty will return to the classroom they exited until notified to go on to their next class.

## LOCKDOWN

Lockdown drills are held as a safety measure. Students and faculty members will be warned of a lockdown drill via the intercom system. Once the announcement has been made, students must be silent and listen to the directions of the teacher. Those students who disobey a school rule during a lockdown will face more severe disciplinary consequences based upon the seriousness of the infraction.

## FLIERS AND POSTERS

No fliers other than student election information are to be distributed by hand. Administrative approval for displaying fliers or posters is required. In-school organizations may post fliers/posters with the advisor's approval. Do not post fliers/posters on painted surfaces.

## BUSES

**Students may not ride on buses other than those assigned or exit their assigned bus at different stops.** Therefore, all students must be picked up at the same stop each day and discharged at the same location each day – five days per week. **No exceptions will be made. This applies to all students.** The only time a student may ride a different bus is in an emergency, illness or death in the family. In this case, the Transportation Department must be notified, at least **two days** prior, by telephone (908-541-9574) and in writing to be kept on file. Upon approval, a permission slip will then be issued for presentation to the driver of the temporary route. If parents are going to be away (vacation or business trip), they must arrange for the caregiver to transport the student to and from their assigned bus stop. Because the security and safety of our children are of utmost importance, the above rules and regulations **MUST** be followed without exception.

**Student Expectations** – The following procedures have been designed to foster bus safety and to provide guidelines for appropriate student behavior:

### At The Bus Stop Students Are Expected To:

1. Be punctual (ten minutes before scheduled time) and wait quietly.
2. Avoid disturbing private property.
3. Walk facing oncoming traffic or on the sidewalk, if available.
4. Wait on the resident side; do not cross until the bus arrives.
5. Stay off the roadway while waiting for the bus.
6. Wait until the bus has come to a complete stop and the driver has given a signal before crossing the street both boarding or leaving the bus.
7. Walk to the stopped bus in an orderly fashion to board.
8. Walk away from the bus after unloading.
9. Make a conscious effort to be seen by the bus driver as he/she approaches or leaves a designated stop.
10. If crossing in front of the bus is necessary:
  - Walk away from the bus, and then take several steps forward to clear the crossing safety gate.
  - Look to the bus driver for a signal to proceed before crossing.
  - Before starting to cross the road, stop in line with the left front corner of the bus to allow a clear view of traffic lanes to the rear of the bus.
  - Look left, right and left again, then look to the driver for his/her direction before continuing to cross the road.
  - Walk briskly across the road.
  - If you should drop something on the roadway while crossing the street, **DO NOT RUN BACK FOR THE ITEM.** Signal the driver for assistance and follow his/her direction.

### **On The Bus:**

1. The bus driver shall assign seats. Students must take their assigned seats and remain seated until the bus arrives at its destination.
2. Seatbelts must be fastened if the bus is so equipped.
3. No food or drinks of any kind may be consumed on the bus.
4. Students are expected to keep their entire body inside the bus at all times.
5. Students are expected to refrain from loud talking and other behavior, which may distract the driver.
6. Students shall not deface the bus in any way and should promptly report damage to the bus driver.
7. Students are expected to keep the bus clean.
8. Students shall ride only the bus to which they are assigned.
9. Students shall board the bus and leave the bus only at their assigned stop.
10. Smoking, profanity, and violence are not permitted.
11. Students are expected to be courteous to the bus driver and their fellow passengers.
12. In case of a breakdown, students may not walk home. They need to remain with the bus driver until a replacement bus arrives or their guardian picks them up.

### **Disciplinary Measures:**

1. Satisfactory behavior is expected of students who ride buses.
2. "The driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. A bus driver may not exclude a pupil from the bus, but if unable to manage a pupil, shall report the unmanageable pupil to the principal of the school he/she attends." (NJSA 18A:25-2)
3. "A pupil may be excluded from the bus for disciplinary reasons by the principal and his parent shall provide for his transportation to and from school during the period of such exclusion." (NJSA 18A:25-2)
4. Students whose repeated actions have caused safety and welfare concerns on the bus are subject to disciplinary measures. Drivers shall report in writing to the building principal any unsatisfactory behavior on the bus. Depending on the severity of the behavior, the building principal may take any of the following steps:
  - conference with the student and give warning
  - written notification to the parents
  - after school detention
  - suspension of bus privileges
  - out-of-school suspension.

## **CLASS TRIPS**

School trips taken throughout the year play a vital role in the well-rounded education of our students. Trips are planned for all grade levels. There will be guidelines established for all trips to ensure the most beneficial experience for all of the students. The guidelines will include appropriate dress expectations. Guidelines will be included with the permission slips.

Students with a history of unacceptable behavior and/or suspensions may lose their privilege of participating in school-sponsored trips.

## **DANCES**

School dances are normally held on Friday evenings for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students. No guests from other schools are allowed.

Once a student arrives at the dance, he/she should remain until 9:00 PM unless he/she has a note from parents with permission to leave.

Students who are late in being picked up after an activity by more than fifteen minutes will not be permitted to participate in the next activity sponsored for their grade level.

Dances are considered privileges. To attend dances and other school functions, all financial and behavioral obligations must be met. This includes detentions, in-school suspensions and all out-of-school suspensions.

The following general rules apply to dances:

1. Dances begin at 7:00 PM and end at 9:00 PM.
2. The mode of dress will follow the school dress code guidelines.
3. Clothes should be clean, neat, in good taste and within the guidelines of the particular dance.
4. Students should make arrangements for transportation home at 9:00 PM.
5. To attend a dance, students **must** be in school the day of the dance.
6. Students in violation of behavioral expectations while in attendance at any school activity will not be permitted to participate in one or more future activities.

## **GUEST VISITATION**

Students are permitted to bring a student guest of middle school age to spend the day with them, if they follow the guidelines below. No visitors will be permitted prior to holidays, vacations or the last two weeks of the school year.

1. Student guests must have a written request for visitation from their parent or guardian to the main office two days prior to the requested visitation date.
2. Student guests must have a signed letter from the principal or head master of their current school giving them permission to attend William Annin for the day, if their school is in session on the day of visitation.
3. A student guest request will be reviewed and approved/denied by the principal and the host student's teachers.
4. Student guests may be denied visitation on their requested day, if their presence may be disruptive to the academic day (ex. tests, quizzes, etc.).
5. All student guests must follow the same rules and guidelines as apply to William Annin students. This includes but is not limited to the dress code, cafeteria rules, and school rules.

## **HALL PASSES**

All students must have a hall pass from their teacher to leave class. Students who wish to go to the media center, nurse, or guidance office must report to class and then sign-out.

## **TARDINESS TO CLASS**

Promptness to class is very important. Students who are late to class must obtain a pass from the teacher who detained them. If a student is late for some other reason, he/she should secure a pass from the main office. The teacher will assign detention to students who are late to class without a valid excuse.

## **LAVATORIES**

Students using the lavatories must secure the permission of a teacher during the school day. Students may use the lavatories on the way to and from lunch without a pass. Students are not to loiter in the lavatories at any time. Students are requested to deposit all litter in the proper receptacles and to leave the lavatory in a clean condition for others.

## **LOCKERS AND LOCKS**

Each student will be assigned a locker and lock for books and coats. Students will also be assigned a locker and lock for gym. Students are required to use their issued locks for both their hall and gym lockers. They must not share the lock combinations with others as this may lead to the loss of items from their lockers. Securing personal property is the responsibility of the student. If a student has trouble with a locker, it should be reported to the office. Students must make sure their locker is firmly closed and locked before leaving. Students are responsible for their school issued locks. In the case of a missing lock, students can purchase another one from the main office for \$5.00.

**Search and Seizure:** School lockers and other storage facilities remain the property of the district even when used by pupils. Lockers and other storage facilities are subject to administrative search in the interests of school safety, sanitation, discipline, and enforcement of school regulations, and by law enforcement officials on presentation of a proper warrant.

A pupil's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or a rumor that contraband is present. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. A staff member of the same sex as the pupil may only conduct a physical search. Before instituting such a search, except in cases of emergency, the principal shall try to inform the parent/guardian and request their presence.

## **LOST AND FOUND**

All lost and found items are sent to the lost and found area in the main office. Students may check here for lost items during their specified lunch period and before and after school.

## **TELEPHONE**

A public pay telephone is located near the Media Center for student use. Students are to limit their calls to emergencies during the school day. The use of these phones is a privilege and should not be abused.

## **STUDENT USE OF OFFICE TELEPHONE**

In general, use of the office telephone by students is discouraged as we wish to keep telephones open for school business. In cases of emergency, students may be permitted to use the office phone. Those students who abuse the right to use this phone will be permitted to use the public pay telephone only.

## **TEXTBOOKS**

Textbooks are public property and are on loan to the students who are responsible for returning them in good condition upon completion of the course. These instructions should help students keep books in good condition for future use.

1. Write your name in the book.
2. Let your teachers know upon receipt if it is damaged.
3. Keep your books covered.
4. Make repairs on your own, as the year goes on.
5. Losses **must** be reported to the teacher **immediately**.

Textbook fines will be calculated at the end of the year for those pages and books that are damaged or for textbooks that are lost. Students are not permitted to participate in grade level activities until all fines are paid.

## **FERPA**

Please read the following information regarding the "*Family Educational Rights and Privacy Act (FERPA)*" carefully. Please call Mrs. Karen Hudock, Principal, should you have any questions or if you do not want directory information from your child's records disclosed as explained in the last paragraph of this letter.

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that William Annin Middle School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, William Annin Middle School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow William Annin Middle School to include this type of information from your child's education records in certain school publications.

Examples:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful, or an invasion of privacy if released, and also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the “*Elementary and Secondary Education Act of 1965 (ESEA)*” to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.<sup>1</sup> Additionally, the Selective Service Law requires that all male 18 year olds (including U.S. citizens living abroad and non-citizen immigrant males 18-25 residing in the U.S.) must register for the system.

If you do not want William Annin Middle School to disclose directory information from your child’s education records without your prior written consent, you must notify us in writing.

This written notification should be addressed to Mrs. Karen Hudock, Principal, William Annin Middle School, 70 Quincy Road, Basking Ridge, NJ 07920. Bernards Township Public Schools has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

Thank you for your cooperation in carefully reviewing this information.

---

<sup>1</sup>These laws are: Section 9528 of the ESEA (20 U.S.C. 7980), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.

## **GUIDANCE SERVICES**

Guidance counselors encourage an open-door policy. Students stop by the guidance office at any time to sign up for a conference. Prioritizing student needs is always a factor in scheduling student/counselor sessions.

Students, parents, teachers, or counselors may initiate conferences at any time during the year. Conferences may be initiated to discuss such items as scheduling, high school course options, standardized testing, academic or personal problems, and community resources. Parents may call the Guidance Office, 204-2610 ext. 114, whenever they wish a conference.

**Course Selection** – Course selection materials will be distributed to students in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades at the appropriate times designated for each grade level during the school year. Counselors will be available to assist students and parents with selections.

**Student Records** – A policy of Relevant Record keeping in Bernards Township was adopted by the Board of Education in 1975, revised in 1983. Copies are available for inspection in the Guidance Office upon request.

Parents and adult pupils have the right to review the pupil’s entire record or any part(s) of it within 10 days of their request to do so. They may have copies made, challenge the contents of the record and insert any comments. Parents and adult pupils must give their written permission before the school discloses student record information to an organization, agency, or person outside of the district, unless the school has been instructed by law or court to do otherwise.

**Standardized Test Program** – The following standardized tests are administered at William Annin:

NJ-ASK Testing – Grades 6, 7 & 8 – Spring

Results of tests given in the spring will be mailed home.

**Change of Address and Transfer** – Inform the main office of any change of address or telephone number. If transferring, a note from parent/guardian will be necessary to obtain the appropriate forms from the Guidance Office. Teachers will complete the withdrawal form as school property is returned. Completed forms must be returned to the Guidance Office.

**Transfer Request** – Parents must complete a “Release of Student Records” form if transcript is to be sent to another school. This form is available in the Guidance Office.

**Working Papers** – The State of New Jersey requires working papers for all employees under the age of 18. The Guidance Office at Ridge High School issues working papers to students who have a definite promise of employment.

## **INTERVENTION & REFERRAL SERVICES**

**Defining I&RS** – Intervention and Referral Services is a state mandated multi-disciplinary team which designs, implements, and monitors intervention plans for students experiencing one or more of the following difficulties:

- Learning
- Behavior
- Health
- Substance Abuse

**Understanding Section 504** – Section 504 is a federal rights statute, which protects the right of students with disabilities. A 504 Accommodation Plan is designed for each student according to individual need. Examples of potential 504 handicapping conditions are:

- Communicable diseases – Tuberculosis, HIV.
- Medical Conditions – asthma, allergies, diabetes, heart disease.
- Temporary medical conditions due to illness or accident.
- Attention Deficit Disorder (ADD, ADHD).
- Behavioral difficulties.
- Drug / Alcohol addiction.
- Other conditions.

### **Services Provided by I&RS:**

- The I&RS team coordinates the access to and delivery of school resources to identified students.
- The I&RS team develops intervention plans for students in need.
- The I&RS team assists staff who are having difficulties in addressing a student’s learning, behavior, and health needs.
- The I&RS team maintains ongoing contact with parents, staff, and students.

**Please contact the grade level guidance counselor.**

## HEALTH OFFICE (908-204-2615)

**Nurse's Office Hours:** Same as teacher's hours with an additional hour to cover during intramurals (7:30 AM – 3:30 PM).

**Immunizations:** Please keep them current for your child's safety and those around him/her. At this grade level, in addition to DPT's, Polio, Measles, Mumps, Rubella (MMR – 2 required), the Hepatitis B vaccine series are all mandated per New Jersey State law. The chicken pox vaccine is now mandated for pre-school, kindergarten and 1<sup>st</sup> graders. Hib (to fight meningitis, is mandated for child care and pre-school. The meningococcal vaccine, also to fight meningitis is now mandated for New Jersey colleges. A Mantoux skin test is required for students who have entered a New Jersey school from a specified country for the first time, regardless of age or grade. (Please see School Nurse or MD).

Entering grades 6-12: Tuberculin skin testing is not required if the student has documentation of a negative Mantoux tuberculin skin test in the last six months or a positive skin test, regardless when this test was done.

Tuberculin skin testing is not required if the student has attended school in another state prior to entering the New Jersey school system.

**Absence Procedure:** Parents/Guardians are requested to phone the Nurse's Office at (908) 204-2615 by 7:30 AM if your child will be absent on that day. *Please state child's name, grade and reason for absence.*

It is requested that a call be made each day of absence. If we do not receive a call from the parent/guardian, a follow-up call will be made to your home.

**Returning to School Following Absence:** A parent not is required to be given to the school nurses upon your child's return to school. This should be done at 7:30 AM before homeroom. A Physician's Note is required to be readmitted to school when your child has been absent due to a contagious condition or illness, e.g., pink eye, strep throat, rash, etc. (Please call nurse if you are unsure.)

**Physical Education Excuses:** A parental note is acceptable for up to 3 days only. Injuries or illnesses extending beyond 3 days require a physician's order to be excused for P.E. The nurse may render a P.E. excuse for 1 day.

**Crutches:** Require a physician's order.

**Injury Pass:** Students should report to the Nurse's Office by 7:30 AM (with parent/guardian if initial visit following illness or injury) for an Injury Pass. This Pass will have detailed information regarding your child's need of extra time to and from classes and permission to have a "buddy" accompany him/her. Elevator use is also available if deemed necessary. An Injury Pass is normally rendered as an adjunct to a physician's order for Physical Education excuse. A copy of the Injury Pass is given to: Physical Education teacher, Library (where your child will go instead of Physical Ed. Class), student and nurse.

**Dropping Off and Picking Up of Injured Students:** Parents/Guardians will be directed to park at the far end driveway just past the front entrance of the school as there is a ramp for easy access to wheelchairs and crutches and a door also at that end of the building. Please follow directive of teacher monitoring traffic as Drop-off may change. Pick-up time is normally at 2:30 PM when buses have departed.

**Medication at School:** All medication requires a Physician's order. Order Forms are available upon request in the Nurse's Office.

Students may not have medication on their person, in backpack or purse. It is against New Jersey State Law. Those students with and Inhaler or Epipen who may self-administer as per MD's order may carry their medication during school trips or as designated specifically by MD with the understanding that the nurse is made aware that the student has or is taking the medication so that proper recording and/or medical assessment is made (e.g., asthma worsening due to increase in need of inhaler or symptoms of anaphylaxis is occurring which requires immediate emergency care- 911 is called.)

The **PARENT** should deliver all medication to the school nurse.

The medication should be in its original labeled container. If prescription medication, the prescription label should be legible and include the pupil's name, date ordered, medication name, dosage and time to be administered.

**Screenings:** Children in the 6<sup>th</sup> and 8<sup>th</sup> grades will have their BP, height, weight, vision and hearing checked. All students will be screened for Scoliosis (a condition which causes curvature of the spine and is most prominent in children between 10 and 18 years of age). This screening is now **biennial** and normally done in March. Parents/guardians will receive a letter in

February asking for written permission or deferral. Our District Physician performs a re-check spinal screening in May. You will be informed in writing if there is need for follow-up with a specialist.

**Emergency Information** – Emergency information is kept on all students and is updated at the beginning of each school year. It is **most important** that this information is kept up-to-date. Please notify the school of any changes such as employer, phone number, doctor, and emergency person to be called. If no one will be available at home for an entire day, please tell your child whom you wish the nurse to notify in case he/she is too ill to remain in school.

**Student Accident Insurance** – Optional accident insurance is available to all students at the beginning of each school year. A student injured during a school activity should immediately inform the teacher in charge and school nurse. The insurance company will not accept claims unless an accident has been properly reported immediately. The school nurse will fill out the accident report, certify insurance coverage, and give the form to student to be completed by the treating physician. Insurance coverage is first used from your private insurance and then the school coverage is applied.

**Home Instruction** – If a student expects to be absent from school for 10 days or more due to medical reasons, a doctor’s recommendation is required to determine the need for home instruction. Parents should contact the school nurse (204-2615) for further procedural details.

**Local Resources:**

Bernards Township Health Department  
908-204-2523  
Carol Michaels, Youth Services

Richard Hall Community Health Center  
908-725-2800

Family Crisis Intervention  
908-204-6330

## **LIBRARY MEDIA CENTER**

"The mission of the library media program is to ensure that students and staff are effective users of ideas and information." *Information Power*

All students are welcome who want to use media center resources, need help with research projects, want to find good books to read, or who need help using media center materials. Students are encouraged to use our wide variety of resources, including books, software, audiovisual materials, computers, copier, scanners, and digital cameras. A large collection of fiction and current magazines are also available for pleasure reading and circulation. Classes are scheduled throughout the year for research, information skills instruction, and book selection.

Students may also visit the media center at any time during the school day, with a pass from their teacher. Students may also visit the center before school, during lunch, and after school as long as other classes or meetings have not been scheduled. Appropriate behavior is expected.

### **Student Use Before School**

The LMC hours are from 7:15 AM to 3:45 PM. Students who arrive at school early may come to the media center for the purposes of reading, getting books or magazines, research, or projects/homework requiring library resources. Passes are available from the teacher on duty in your designated area at 7:15 AM.

### **Student Use During Lunch**

Lunch passes are available from the teachers on duty in the cafeteria. Passes may be limited depending upon the class schedule in the media center.

### **Student Use After School**

Students coming after school should have specific reasons for using the media center, such as research, borrowing materials, using computers and other equipment, etc. Completing homework that does not require use of media center resources is

generally not an acceptable reason to use the center. The media center is open until 3:45 PM daily, except for the first Wednesday of each month when the center is closed due to the faculty meeting. Students **must sign up** before the end of their lunch period to reserve a space after school. The sign up list is in the Media Center.

### **Borrowing Procedures**

Books may be borrowed for four weeks and magazines for one week. All materials must be checked out on the computer at the circulation desk. Materials may be renewed, so long as a reserve has not been made on them. Students are expected to return materials on or before the due date. Books may be returned in the media center or in the Book Return in the cafeteria.

Students having overdue materials will not be permitted to borrow new materials. Payment should be made for lost books. A detention may be issued for materials more than one month overdue. Students having overdue materials at the end of the school year may not participate in special activities.

## **ONLINE DATABASES FOR RESEARCH**

The following online services are available to Annin students at home. They provide up-to-date information on a variety of topics and are used in all research projects during the middle school years.

Links to all databases listed below are located on:

<http://www2.bernardsboe.com/WilliamAnninMiddleSchool/Databases.aspx>

**Brainpop** – short animated clips for many subject areas

<http://www.brainpop.com> Username and password: annin

**Cobblestone Online** – history and cultural magazine articles

<http://cobblestoneonline.net> Username and password: wams

**CountryWatch** –countries of the world

Username and password: wams

[http://www.countrywatch.com/includes/access/cw\\_login.asp](http://www.countrywatch.com/includes/access/cw_login.asp)

**CultureGrams** – countries of the world cultural information

<http://online.culturegrams.com> Username and password: wams

**Proquest Newspapers** <http://proquest.umi.com/login> Username: AnninMSCyb Password: wams

**EBSCO\*** -Student Research Center, KIDSearch, NovelList, Searchasaurus, ABC-CLIO Geography and History Databases, Points of View and more!

<http://search.ebscohost.com/> User ID: wams Password: wams

**ABC-CLIO** Databases can also be accessed with this address:

<http://www.socialstudies.abc-clio.com/>

(Contains geography, history and “Issues” databases.)

Username and password: wams

**FACTS ON FILE** - includes science, history, geography, career, forms, and curriculum topics.

<http://www.fofweb.com/Subscription> Username: wams Password: wams

**GALEGROUP DATABASES:** Password for all: **wams**

**Infotrac Student Edition** - index to magazine, news, encyclopedia and reference articles.

**Gale Virtual Reference Library** – e-books online!

<http://infotrac.galegroup.com/itweb/wamslib>

**SIRS Discoverer** - articles and general information on a variety of topics. <http://discoverer.sirs.com>  
Account: wams Password: wams

**Today's Science on File** – current science news. <http://www.2facts.com> Username: wams Password: wams

**World Book Online** <http://www.worldbookonline.com>  
Username: basking Password: ridge

Please honor our agreements with online vendors by sharing passwords with your family only.  
\*Provided by the NJ State Library and the Highlands Regional Library Cooperative.

## **Bernards Township School District**

### **Acceptable Practices of Computers and the Internet**

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the Internet might contain items that are inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

#### **Student Responsibilities:**

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards, such as the Bernards Township Board of Education Policy 2631, and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

#### **Network Rules:**

**Privacy** –Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and insure that students are using the system responsibly.

**Illegal copying** - Students should *never* download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have permission from their teacher. Students should not copy other people's work or intrude into other people's files.

**Inappropriate materials or language** - No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Should a student encounter such material by accident, they should report it their teacher immediately.

**Access** – The Board provided access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason.

**Consent Requirement** – Please review, complete and return the consent form.

Reference: Board of Education Policy 2361  
[http://www.bernardsboe.com/schoolboard/policies\\_procedures/files/pdfpro/2361.pdf](http://www.bernardsboe.com/schoolboard/policies_procedures/files/pdfpro/2361.pdf)

**COMPUTER USE CONSENT FORM Rules for Appropriate Use of the School Network**  
**Students may not use the computer network(s) in a manner that:**

1. Intentionally disrupts network traffic or crashes the network – included, but not limited to chain letters, junk mail and spamming;
2. Degrades or disrupts equipment or system performance;
3. Uses the computing resources of our District for commercial purposes, financial gain, or fraud;
4. Steals data or other intellectual property;
5. Gains or seeks unauthorized access to the files of others or vandalize the data of another user;
6. Gains or seeks unauthorized access to resources or entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Possesses any data which is a violation of this policy, and/or
10. Engages in other activities, **including personal e-mail**, that do not advance the educational purposes for which computer network/computers are provided.

**Individuals in violation of any of the above are subject to discipline including but not limited to:**

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school.

- I have read the Acceptable Use Practices (above) and Board of Education Policy 2361.
- I understand these Acceptable Use Practices and Board of Education Policy 2361.
- I agree to abide by these practices. If I do not, I may lose my network access and related privileges and may be subject to disciplinary action.

**NOTE: In connection with inquiries into possible abuses, Bernards Township School District reserves the right to examine files, programs, passwords, printouts or other computing material.**

(This form is to be signed by the student and parent and returned in the first month of school.)

(These rules are in effect for the middle school years.)

## GRADING SYSTEM

A grade in a curriculum area is a reflection of student’s progress. Understanding, application of learning, expression, work habits, effort and progress are criteria used by our staff to determine the evaluation. The grade a student earns, however, may not always reflect all of the qualities named in the description.

### Curriculum Area:

#### Grade Descriptors

A = Excellent	97 – 100	A+
B = Good	93 – 96	A
C = Satisfactory	90 – 92	A-
D = Poor	87 – 89	B+
F = Failure and No Credit	83 – 86	B
I = Incomplete	80 – 82	B-
W = Withdrew	77 – 79	C+
	73 – 76	C
(+) indicates top range, and	70 – 72	C-
(-) indicates low range	67 – 69	D+
(either may be given at	63 – 66	D
teacher’s discretion)	60 – 62	D-
	59 – Below	F

#### Weight System for Determining Final Averages

<u>Grade</u>	<u>Weights</u>
A+	4.33
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
D-	0.67
F	0.0

### Physical Education/R.E.A.C.H. Grades:

O = Outstanding

S = Satisfactory

U = Unsatisfactory

**Appropriate Behavior** – The mark given a student for appropriate behavior is a reflection of cooperative progress and may not always include descriptors listed below:

Is courteous and cooperative.

Works well with others.

Is a positive influence.

Respects others and their property.

1 = Satisfactory

2 = Improving

3 = Needs Improving

**Incomplete Grades** – Incomplete grades must be satisfactorily completed two weeks after the report cards are issued or they will automatically be changed to F's, unless the subject teacher requests that the grade be held "incomplete" because of extenuating circumstances.

Grading questions should follow the chain of command and start with the classroom teacher.

## REPORTING PROCEDURES

**Report Cards and Progress Reports** will be issued four times during the year. Unsatisfactory work notices will be sent to parents of students whose work suggests the need of additional effort. Parents are requested to sign the notice and return it to school. The notice may also serve as communication to initiate a parent-teacher conference.

Parents are invited to initiate a conference at any time they feel it advisable by phoning the Guidance Office 908-204-2610 and speaking with their child's counselor.

### MARKING PERIOD CLOSURES

Thursday, November 12, 2009

Thursday, January 28, 2010

Friday, April 9, 2010

Thursday, June 24, 2010

### REPORT CARDS ONLINE

Tuesday, November 17, 2009

Tuesday, February 2, 2010

Wednesday, April 21, 2010

Friday, July 2, 2010

**Promotion Requirement** – Promotion depends upon successful completion of an approved course of studies in the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades. The principal is the final authority in determining whether these requirements have been fulfilled.

## HONORS POLICY

**Honor Roll** – The Honor Roll is designed to recognize student achievement in the instructional program at William Annin Middle School. Placement on the honor roll is determined after each report card period.

**High Honor Roll** – A's in all subjects

**Honor Roll** – A's and B's in all subjects

### **Graduation with Honors/High Honors**

**High Honors** – In order to qualify for graduation with high honors, students must have earned A's in all subjects for the first eleven marking periods in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade. **NOTE:** The last and final marking period of 8<sup>th</sup> grade will **not** be considered for this requirement.

**Honors** – In order to qualify for graduation with honors, students must have earned A's and B's in all subjects for nine of the first eleven marking periods in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade. **NOTE:** The last and final marking period of 8<sup>th</sup> grade will **not** be considered for this requirement.

## HOMEWORK PHILOSOPHY

Homework is meant to provide students with an opportunity to explore and extend their classroom learning independently. The quality and consistency of completed homework will directly impact student achievement. Twenty to thirty minutes of varied formal and informal assignments may be given to grades 6, 7 and 8 per day per course.

*Completing homework thoroughly is a responsibility, which is learned behavior that must be taught to students both at home and at school. Late assignments are non-negotiable items. All homework assignments are due on the date assigned.*

Homework not completed for the day assigned may earn a zero. Zeros accumulated during a marking period *will* reduce the student's grade for that period, *as indicated*:

In grade 6: 3 zeros may lower the marking period grade by 1/3.

In grade 7: 3 zeros may lower the marking period grade by 2/3.

In grade 8: 3 zeros may lower the marking period grade by one whole grade.

**Absences** – It is the student's responsibility to find out and make-up the work missed during his/her absence. *The student will be given no more than the same number of days to make up work, as he/she had been absent.* In cases of prolonged absence, the student will consult the teacher as to which of the missed assignments must be completed.

## CHARACTER EDUCATION AT WAMS

The administration and staff of the Bernards Township Public School District believe that character education is integral to the future success of the students of the community. We believe that good character involves understanding the traits of the six pillars of character: trustworthiness, respect, fairness, caring, responsibility and citizenship.

## EXTRA-CURRICULAR SCHOOL ACTIVITIES

In order for students to participate in extra-curricular activities, they must consistently follow school rules, be proactive bystanders, and strive to model the six pillars of character.

The following is a summary of school activities at William Annin:

**Homework Club:** Miss Capone, Mrs. White

**WAMS Athletic Organization** – Mrs. Zarabara, Interscholastic Athletic Coordinator/President

**Music:** Jazz Band – Mr. Wong, Orchestra – Mr. McGowan, Select Choir – Mrs. Weniger, and Wind Ensemble – Mr. Wong

**Viking Times Newspaper** – Mrs. Demcsak, Miss Lutsky

**Peer Leadership:** 6<sup>th</sup> Helpers, 7<sup>th</sup> Leaders, 8<sup>th</sup> Educators – Miss Filippini, Ms. O'Brien, Mrs. Sharpe, Ms. Fowler, Mrs. Donahue, Mrs. Miller

**Ski Club** – Mr. Amicone

**Spring Musical** – All interested students may audition. Each year, production for the Spring Musical begins in January with auditions for cast and crew and culminates in early May. There are three evening performances. – Mr. Migliore, Musical Director

**Student Council** – Representatives are elected yearly by their respective homerooms. Student Council officers are elected by the school population for a one-year term – Mr. Romash & Miss Ehrgott.

**Yearbook** – Mrs. Hamilton