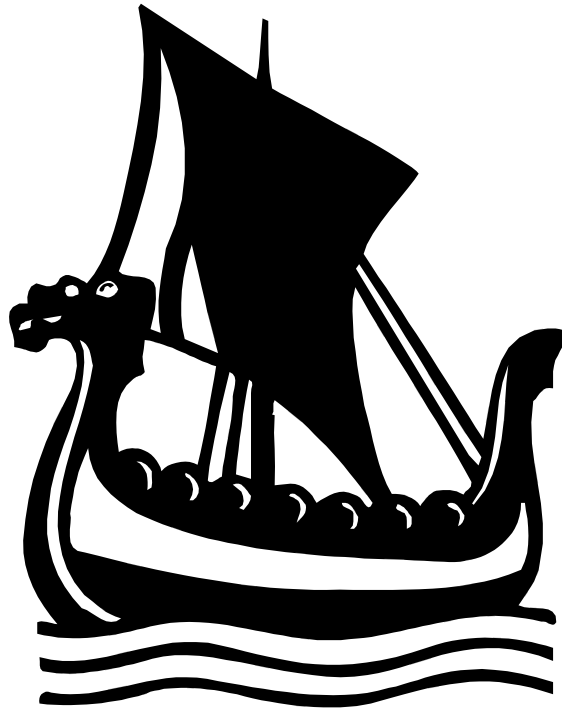


William Annin Middle School



**70 Quincy Road
Basking Ridge, New Jersey 07920
Telephone: (908) 204-2610
FAX: (908) 204-0244**

STUDENT ASSIGNMENT / HANDBOOK 2011 – 2012

This handbook belongs to:

Name: _____

Address: _____

City/Town: _____ **Zip Code:** _____

Phone: _____

Homeroom #: _____ **Grade:** _____ **Bus #:** _____

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 Communications Arts, Literary Connections, Math, Science and Social Studies. Students are also offered study in French, Italian, Japanese, Latin, Spanish, Art, 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, and Concert Choir.

It is our objective to develop in our students an understanding and appreciation for our democratic way of life and the desire, competence 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, the student, and encourage you to strive for success in all of the academic and extracurricular programs in which you participate. We urge you 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 your ability, and to be an individual whom others appreciate and respect. To further this end, each and every member of the professional staff is ready to assist you in every way possible.

Frequently Used Phone Numbers

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

Principal

Mrs. Karen Hudock – Grade 6

Ext. 101

Assistant Principal

Mr. Paul Ciempola – Grade 8

Ext. 110

Assistant Principal

Ms. Mary Ehid – Grade 7

Ext. 102

Student Assistance Counselor

Dr. Barbara Bush

Ext. 121

Student Resource Officer

Officer Henry Werner

Ext. 140

Guidance Department

Mr. James Buist

Ext. 114

Ext. 106

Ms. Amy Kamenir

Ext. 111

Ms. Elaine Matteo

Ext. 126

Ms. Cara Miscia

Ext. 128

Mr. Andrew West

Ext. 196

Media Center

Mrs. Deb Goetjen

Ext. 122

Medical Office/School Nurse (908) 204-2615

Mrs. Debbie Karuppan

Ext. 135

Mrs. Anita DeAngelis

Ext. 134

BERNARDS TOWNSHIP PUBLIC SCHOOLS – 2011-2012 SCHOOL CALENDAR AND IMPORTANT WAMS DATES

SEPTEMBER 2011

Tuesday the 6 th	In-Service Day – Staff Reports
Wednesday the 7 th	In-Service Day – Staff Reports
Thursday the 8 th	Students Report
Thursday the 22nd	Picture Day – WAMS
Tuesday the 27th	“Back to School Night” for WAMS – 6th Grade Parents Only – 7:00 PM
Thursday the 29 th	Closed – Rosh Hashanah

OCTOBER 2011

Tuesday the 4th	“Back to School Night” for WAMS – 7th & 8th Grade Parents Only – 7:00 PM
Friday the 14th	Youth Summit Day (8th Grade) – WAMS
Thursday the 27th	Picture Make-Up Day – WAMS

NOVEMBER 2011

Thursday the 10 th	Closed – NJEA Convention
Friday the 11 th	Closed – NJEA Convention
Wednesday the 23 rd	Abbreviated Day – Thanksgiving Recess – 12:00 PM Dismissal for WAMS
Thursday the 24 th	Closed – Thanksgiving Recess
Friday the 25 th	Closed – Thanksgiving Recess

DECEMBER 2010

Thursday the 8th	Club Picture Day – WAMS
Friday the 23 rd	Abbreviated Schedule – Winter Recess – 12:00 PM Dismissal for WAMS
Monday the 26 th	Closed – Winter Recess
Tuesday the 27 th	Closed – Winter Recess
Wednesday the 28 th	Closed – Winter Recess
Thursday the 29 th	Closed – Winter Recess
Friday the 30 th	Closed – Winter Recess

JANUARY 2012

Monday the 2 nd	Closed – Winter Recess
25 th	RHS Midterm Exam – (Full Day)
26 th , 27 th , 30 th , 31 st	RHS Midterm Exams – (12:00 PM Dismissal)

FEBRUARY 2012

Monday the 20 th	Closed – Mid-Winter Recess
Tuesday the 21 st	Closed – Mid-Winter Recess
Wednesday the 22 nd	Closed – Mid-Winter Recess
Thursday the 23 rd	Closed – Mid-Winter Recess
Friday the 24 th	Closed – Mid-Winter Recess

MARCH 2012

Thursday the 1 st	“Sticky” Pic Day (Casual Photos/Stickers) – WAMS
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APRIL 2012

Friday the 6 th	Closed – Good Friday
Monday the 9 th	Closed – Spring Recess
Tuesday the 10 th	Closed – Spring Recess
Wednesday the 11 th	Closed – Spring Recess
Thursday the 12 th	Closed – Spring Recess
Friday the 13 th	Closed – Spring Recess
23rd, 24th, 25th, 26th	WAMS NJASK Testing for Grades 6 & 7 – (Delayed Opening for 8th Grade only)
30th	WAMS NJASK Testing for Grade 8 – (Delayed Opening for 6th & 7th Grades only)
30th	WAMS NJASK Make-ups for Grades 6 & 7

“Snow Days” in excess of three (3) will be made up during the Spring Recess beginning with Friday, April 13th.

MAY 2012

1 st , 2 nd , 3 rd	WAMS NJASK Testing for Grade 8 – (Delayed Opening for 6 th & 7 th Grades only)
1 st , 2 nd , 3 rd	(WAMS NJASK Make-ups for Grades 6 & 7)
7 th , 8 th , 9 th , 10 th	(WAMS NJASK Make-ups for Grade 8)
Friday the 25 th	Inservice – Staff Reports
Monday the 28 th	Closed – Memorial Day

JUNE 2012

Friday the 1st	Hershey Park Music Competition – WAMS
19th, 20th, 21st, 22nd	Abbreviated Days – WAMS
Thursday the 21st	Graduation – WAMS – 5:00 PM, 6:30 PM & 8:00 PM
Friday the 22 nd	Graduation – Ridge High School
Friday the 22 nd	Abbreviated Day – Last Day for Students – 12:00 PM Dismissal for WAMS
Monday the 25 th	Last Day for Staff
Friday the 29th	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 st Period
8:37	-	9:17	2 nd Period
9:20	-	10:00	3 rd Period
10:03	-	10:43	4 th Period
10:46	-	11:26	5 th Period (6 th Grade Lunch)
11:29	-	12:09	6 th Period (8 th Grade Lunch)
12:12	-	12:52	7 th Period (7 th Grade Lunch)
12:55	-	1:35	8 th Period
1:38	-	2:20	9 th Period

ABBREVIATED DAY BELL SCHEDULE

7:40	-	7:45	Pupils to Homerooms
7:45	-	7:50	Homeroom
7:53	-	8:18	Period 1
8:21	-	8:46	Period 2
8:49	-	9:14	Period 3
9:17	-	9:42	Period 4
9:45	-	10:10	Period 5
10:13	-	10:37	Period 6
10:40	-	11:05	Period 7
11:08	-	11:33	Period 8
11:36	-	12:00	Period 9

NOTE: Dismissal on abbreviated day is at 12:00 PM

DELAYED OPENING BELL SCHEDULE

9:55	-	10:00	Students to Homeroom
10:00	-	10:05	Homeroom
10:08	-	10:33	1 st Period
10:36	-	11:01	2 nd Period
11:04	-	11:29	3 rd Period
11:32	-	11:57	4 th Period
12:00	-	12:25	5 th Period
12:28	-	12:53	6 th Period
12:56	-	1:21	7 th Period
1:24	-	1:49	8 th Period
1:52	-	2:20	9 th 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.

SCHOOL DAY

No student may be in the building before 7:00 AM without office permission. Students arriving between 7:00 AM and 7:45 AM 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 for a full day.*** 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.

WAMS AFTER SCHOOL CARE PROGRAM

The WAMS After-School Care Program will develop a sense of community for middle school students and staff while providing a safe environment. The program will support social development and academic achievement during after school hours.

Purpose of WAMS After School Care:

- Provide middle school students with homework assistance by certified teachers.
- Provide supervised monitoring of middle school students.
- Provide the opportunity for middle school students to participate in a variety of active and quiet recreational and educational activities.

ATTENDANCE

Daily – Under New Jersey State Law, pupils must attend all sessions of school unless there are necessary causes for absence. Attendance” is a pupil’s presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities.

- a. A pupil will be considered to have attended school for a full day if he or she has been present at least four (4) hours during the school day.
- b. A pupil will be considered to have attended school for a half day if he or she has been present at least two (2) hours during the school day.
- c. A pupil will be considered absent from school if he or she has been present for less than two (2) hours during the school day.
- d. A pupil not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment or athletic competition, will be considered to be in attendance.

Students who are absent from school with parental permission are considered excused. An excused absence means that the student is not truant. Reasons for excused absences include 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 excused absences.

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 THEIR CHILD IS NOT TRUANT.

Students must be present the entire school day, including abbreviated school days, in order to participate in any evening or after-school activities on that day.

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

WHEN RETURNING TO SCHOOL AFTER AN ABSENCE, STUDENTS 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 will receive an attendance notification at regular intervals according to the following guidelines:

6th absence (email notification as a courtesy)

10th absence (email notification; Copy of the notice will be sent to the District attendance officer)

20th absence (email notification and mandatory parent conference with principal or designee; Copy of the notice will be sent to the District attendance officer)

30th absence (the principal will notify the pupil’s parent in writing that the pupil may be retained at his/her grade level)

Students may not receive a passing grade in a course if absences exceed the following limits:

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

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 tardies are an interruption of the school day, warnings and subsequent detentions will be assigned beginning with the tenth late. Tardies in excess of ten will be met with continued detentions or stronger disciplinary measures as circumstances dictate.

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

VACATIONS/TRIPS

Families are discouraged to plan extended vacations while school is in session. Vacations and trips are absences that 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 signed note, *not an email or a phone call*, 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 completed during a vacation or trip while school is in session will be due upon the student's return to school.**

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 weeks 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.

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.

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.

HOMEWORK AND ABSENCES 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.

CHARACTER EDUCATION VIKING VALUES

WAMS uses a Character Education initiative that combines values and bullying prevention rules. This initiative is designed to recognize students who exhibit appropriate behavior through verbal and written praise. The goal is to recognize those students who continue to make the right choices at a time when peer pressure is prevalent. Specifically, we are focusing on the Viking Values of:

Respect: Treating others with courtesy and kindness.

Responsibility: Being reliable and dependable

Integrity: Acting honestly and honorably

Courage: Doing what is right, especially when it is easier to do what is wrong.

In conjunction with the Viking Values, we are promoting four Bullying Prevention Rules for students to follow which include:

We will not bully others.

We will try to help students who are bullied.

We will try to include students who are left out.

If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

By being recognized for demonstrating the Viking Values and following the four anti-bullying rules, students' middle school years will be a safe and positive experience.

WILLIAM ANNIN CODE OF CONDUCT

William Annin students are citizens 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 trips and any other school function considered a privilege. *In the case of full-day or multiple-day field trips, exceptions to this rule may be made through appeal to the principal. Exceptions are contingent upon a meeting among the administrator(s), the parent(s) and the child and whether behavioral concerns are*

prohibitive in light of the specific circumstances of the trip. Final determinations rest with the principal. Parents will be emailed copies of each conduct referral.

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

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 is accomplished through guidance modules, character education Viking Values, regular classroom meetings as part of the Olweus Bullying Prevention Program, and special disciplinary measures, including an after school program for 6th, 7th and 8th 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.

STATEMENT OF HARASSMENT, INTIMIDATION, BULLYING & HAZING

The Board of Education believes that harassment, intimidation, bullying and hazing activities of any type are inconsistent with the educational process and the board prohibits all such harassment, intimidation, 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, intimidation, 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, intimidation, bullying or hazing at the building level. Any person may report harassment, intimidation, bullying or hazing directly to the Affirmative Action Officer or the Superintendent.

To review the complete policy and procedures of the Board of Education, please visit the district website at www.bernardsboe.com.

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.

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 educational, 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/lockdown/evacuation 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, cameras, video cameras, 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.

Teacher-Assigned Detentions: School detentions may be assigned by any teacher. The teacher issuing the detention will determine when and where the student will serve the detention. Teachers will communicate the time, date, and reason for detention with parents. Students who miss a teacher assigned detention will automatically receive a central-office detention.

Central-Office Detentions: Detentions will be held on Monday, Tuesday, and Thursday in Room 419 from 2:25 PM to 3:25 PM, unless otherwise indicated. Those students who miss an after school detention will be given an additional day of detention.

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. Detention is held in the WAMS Media Center and the hours are 9:00 AM to 12:00 Noon. Students will not be allowed to attend any after school activities or events during the week of the assigned Saturday detention. ***In case of inclement winter weather, call 908-204-2610, ext. 138 to hear a recording announcing the cancellation of 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 reentry 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 including WAMS AO 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" in the main office 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.

Cell Phone Policy: Cell phones are not permitted to be used or carried during school hours. Students must keep cell phones in their lockers and turned off. Any student in possession of a cell phone during the school day (7:45 AM – 2:20 PM) will earn a consequence.

Cameras: The use of cameras, camcorders, and recording devices are not permitted during the school day on school property, the school bus, or at any school sponsored activity without permission.

Hand-held video players are NOT permitted on school property.

Personal entertainment devices include Ipods, hand-held games, and similar devices. Students are not permitted to use these items during regular academic classes, physical education classes, during detention (after school or Saturday), or in the hallways. They are permitted to use them during lunch, study halls, and while riding the bus. 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:

- 1st offense: The PED will be confiscated and brought to administrator's office. Student may pick up after school.
- 2nd offense: The PED will be confiscated and brought to administrator's office and returned to parent only after administrative/parent conference.
- 3rd offense: Same as for 2nd offense and in addition, student loses privilege of bringing the PED 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.

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.

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 distractive 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. If backs or stomachs are exposed, the student will be asked to change. If this exposure occurs due to actions associated with routine physical tasks such as sitting, raising a hand(s), reaching, etc., the student will be asked to change. Non-routine tasks will be treated with a broader scope of acceptability.
3. Bra straps must not be seen at any time.
4. Pants must be worn at an appropriate level. Undergarments must **not** be exposed at anytime.

5. Shorts/skirts must be no more than three-and-a-half inches above the middle of the knee cap – **no shorter**, unless opaque leggings are underneath and extend to the knee.
6. Shoes must be worn at all times for health and safety reasons.
7. Shoes must be attached to the heel. Sandals are allowed if they are attached to the heel.
8. Sunglasses are not to be worn in the school building.
9. Students may not wear pocket chains in the school building.
10. Book bags/purses are to remain in student lockers all times.
11. Hats or bandanas are not permitted to be worn.
12. 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: Student will modify/change his/her clothing to adhere to the Dress Code. Verbal warning is issued.
- Second Offense: Student will modify/change his/her clothing to adhere to the Dress Code. After school central detention is assigned.
- Third Offense: Student will modify/change his/her clothing to adhere to the Dress Code. Saturday detention is assigned.
- Fourth Offense: Immediate removal from school for the day with additional consequences at the discretion of the Administration.

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

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.** 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), wait quietly and respectfully adhering to proper school behavior.
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 while 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. Refrain from throwing objects/snow at each other while waiting at bus stop.
11. 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 at all times** 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 board the bus and leave the bus only at their assigned stop.
9. Smoking, profanity, and violence are not permitted.
10. Students are expected to be courteous to the bus driver and their fellow passengers.
11. If the bus breaks down, students should remain on the bus until their parents arrive or a replacement bus picks them up.

Disciplinary Measures:

1. Satisfactory behavior is expected of students who ride buses. Students may be disciplined for poor behavior on the bus or at the bus stop.
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 verbal warning.
 - Written notification to the parents.
 - After-school detention.
 - Suspension of bus privileges.
 - In-school or out-of-school suspension.

CAFETERIA

ARAMARK School Support Services is entering their fifteenth 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 website). Gardenburgers, Low-fat Yogurt, Salad Platters and Deli Sandwiches made-to-order are also available. Check the Bernards Township BOE website for the current price of the middle school lunch.

WAMS 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. Please note the “PIN pads” can store up to 30 student numbers at a time, so that students do not have to wait to enter their numbers. This helps to keep the lines moving.

Procedure for Students with Insufficient Funds in Lunch Account – In the event that a student’s account balance drops below the price of a lunch (see the Bernards Township BOE website for the current price of the middle school lunch), 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. Students will return to the cafeteria with a special pass, retrieve their lunch, and return to their seats to eat.

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.

For more information, visit the WAMS website at www.bernardsboe.com/wams. Click on General Information, and then click on Lunch Menu.

You are responsible for cleaning up your 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.**

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.

Students are **not** permitted to bring any type of food into the cafeteria for distribution to other students. Students may not sell food to other students. This includes but is not limited to pizza, candy, cookies, and cupcakes. Students are **not** permitted to bring soda into the school.

Cafeteria Rules:

1. When a whistle is blown, students must become silent.
2. Students must remain in their original seats during the lunch period.
3. Adults will dismiss students to purchase their lunch, snacks and/or to go to study hall/media center.
4. Students need to sign out and get a pass to leave the cafeteria at all times.
5. Students need to stack their trays neatly.
6. Students may not eat food while waiting in line to pay for items.
7. Students will clean up their area before being dismissed from the cafeteria.
8. Students are not permitted to distribute ANY food items brought in from home (candy, donuts, etc.)
9. Students may not distribute fliers or invitations of any kind during the school day.

Outside Cafeteria Rules:

1. WALK
2. Hands empty.
3. Stay around picnic tables.

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 2008, 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.

ACADEMIC INTEGRITY

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 (see section below).
- Copying homework.
- Copying from the paper/source of another student during a test, quiz, exam or assignment.
- The use of an unauthorized source/reference for an assignment.
- The 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:

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

Behavioral consequences for cheating are, but not limited to:

- A student conference with teacher, guidance, administration and parent.
- Notification to parent.
- The 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.

PLAGIARISM

Plagiarism is taking credit for words, ideas, images (or other works of art,) sounds (or other media,) that are not your own. Plagiarism applies equally to the work of other students as to published and online sources. Plagiarism can even include the organization of ideas. Plagiarism is a form of cheating, and the consequences are listed in the cheating section above.

The most common types of plagiarism are as follows:

- Sections (words, phrases, sentences or paragraphs) copied verbatim (word for word) without quotation marks and proper documentation.
- Sections copied with quotation marks but without citation.
- Language copied directly from a source with occasional substitution of words or phrases without citation.
- Ideas, which are paraphrased or summarized without citation.
- Failure to provide a works cited page.
- The use of ideas, organization, or themes in any form, including poems, short stories, essays, research, music and art without giving proper credit.
- Turning in another student's paper, or any part of it, as your own.
- Any other act, which effectively "steals" from another source.

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:

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

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 must secure a pass from the main office. The teacher will warn students the first time they are late. Upon subsequent lateness, the teacher will assign a teacher detention, then a Central-Office detention to students without a pass. Consequences will increase in severity if lateness to a particular class continues.

ACCEPTABLE PRACTICES OF COMPUTERS AND THE INTERNET

Access to the Internet enables students to explore thousands of libraries, databases, museums, and other repositories of information. Families must 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. 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 2361, 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 must *never* download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have permission from their teacher. Students must not copy other people's work or intrude into other people's files.

Inappropriate materials or language - No profane, abusive or impolite language may 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 provides 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

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.)

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 3:25 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 3:25 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

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.

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 required to deposit all litter in the proper receptacles and to leave the lavatory in a clean condition for others. **Students who vandalize restrooms will receive severe consequences.**

LOCKERS AND LOCKS

Each student will be assigned a locker and lock for books and coats. The 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 combination 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. Each student must make sure his/her 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 gender 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. Any student finding an item that is not his or hers must bring the item to the Main Office. Students may check here for lost items during their specified lunch period and before and after school.

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.

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.

SELLING OF ITEMS

Students may not sell any items in school to other students that are not part of a school-sponsored event. Examples include bracelets, food, and silly bands.

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 6th, 7th and 8th 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 will not be permitted to enter the dance after 7:30 PM unless a written note was submitted to the main office the day of the dance.

Students who are late in being picked up after an activity by more than 15 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 for the entire day on 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.

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

Peer Leadership: 6th Helpers- Ms. O'Brien, 7th Leaders - Mrs. Sharpe, 8th Educators - Ms. Fowler

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. Randazzo

Yearbook – Mrs. Hamilton

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.

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 and 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. 104, 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. 104.

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.

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.

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.

BERNARDS TOWNSHIP PUBLIC SCHOOLS 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. If you live outside of Bernards Township, please contact your local public school district.

FERPA

Please refer to the 2009-2010 Parent Handbook regarding “*Family Educational Rights and Privacy Act (FERPA)*.”

LIAISONS

The Bernards Township Board of Education does hereby appoint **Jean O’Connell** 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.

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 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/EVACUATION DRILLS

Lockdown/evacuation drills are held as a safety measure. Students and faculty members will be warned of a lockdown/evacuation 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/evacuation will face more severe disciplinary consequences based upon the seriousness of the infraction.

HEALTH OFFICE (908-204-2615)

Nurse’s Office Hours: Same as teacher’s hours with an additional hour to cover during after-school events (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 1st 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 signed parent note must 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. Students with a Physical Education excuse are not permitted to participate in physical extra-curricular activities.

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 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** must 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 6th and 8th 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
908-204-3069
Lauren J. Steele, Youth Services

Richard Hall Community Health Center
908-725-2800

Family Crisis Intervention
908-704-6330

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 6th, 7th, and 8th 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

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

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.

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

	<u>Grade</u>	
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
	70 – 72	C-
	67 – 69	D+
	63 – 66	D
	60 – 62	D-
	59 – Below	F

(+) indicates top range, and
(-) indicates low range
(either may be given at
teacher's discretion)

Physical Education 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. | 1 = Excellent |
| Works well with others. | 2 = Improving |
| Is a positive influence. | 3 = Needs Improving |
| Respects others and their property. | |

Incomplete Grades – In the instance where a student receives an incomplete grade because of missed assignments, incomplete assignments must be satisfactorily completed within two weeks after report cards are issued or they will automatically be changed to zeros. The marking period grade will then be adjusted accordingly. If there are extenuating circumstances, the subject teacher may request that the grade be held “incomplete” beyond two weeks.

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 204-2610, Ext. 114 and speaking with their child's counselor.

MARKING PERIOD CLOSURES

Wednesday, November 9, 2011
Friday, January 27, 2012
Thursday, April 5, 2012
Friday, June 22, 2012

REPORT CARDS AVAILABLE ON HAC

Tuesday, November 15, 2011
Tuesday, January 31, 2012
Tuesday, April 17, 2012
Friday, June 29, 2012

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 6th, 7th and 8th grade. **NOTE:** The last and final marking period of 8th 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 6th, 7th and 8th grade. **NOTE:** The last and final marking period of 8th grade will **not** be considered for this requirement.

PROMOTION REQUIREMENTS

Promotion depends upon successful completion of an approved course of studies in the 6th, 7th, and 8th grades. Students who receive a failing mark for the final grade in three or more academic subjects may not be promoted to the next grade. Students who receive a final grade of an F in one or two academic subjects may be promoted only after successful completion of summer work to remediate those failed subjects. The summer remediation program must be pre-approved by the building principal and typically takes the form of a summer school course or private tutoring. The principal is the final authority in determining whether these requirements have been fulfilled, and whether or not a student is promoted or retained.