

Williamstown Middle School

2015-2016

MONROE TOWNSHIP PUBLIC SCHOOLS
WILLIAMSTOWN, NEW JERSEY 08094
www.monroetwp.k12.nj.us

Charles M. Earling, Superintendent of Schools
Dr. Anthony T. Petruzzelli Assistant Superintendent/Elementary
Ralph E. Ross, Sr. Human Resources

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BYLAWS AND POLICIES OF THE MONROE TOWNSHIP BOARD OF EDUCATION

The Monroe Township Board of Education shall exercise its rule-making powers by adopting bylaws, policies and administrative regulations for the organization and operation of the school district.

The Board desires to make this manual of bylaws and policies a useful guide for all members of the Board, administration of this district, all personnel employed by the Board, and the pupils of the district. Therefore, a copy of this manual is located in each district school and in the central administration office building. It is highly recommended that each individual be familiar with this manual, since it will have a direct effect upon the operation of the schools in this district.

Dear Students:

As principal of Williamstown Middle School, it gives me great pleasure to welcome you to the 2015-2016 school year. We are happy that you are part of our school community, which has a proud tradition of providing an outstanding education for its students. The WMS staff is eager to work with you for the four years of your middle school experience and is devoted to helping you reach your academic and personal goals. Our middle school has a great deal to offer you academically, and there are plenty of opportunities to participate in co-curricular activities. I urge you to get involved, set your goals high, and take advantage of our excellent staff and many exciting programs.

This handbook is prepared for you, the Williamstown Middle School student. Read it thoroughly and carefully. The information will help you understand how the school operates and the school's expectations of its students. Please remember, however, that this handbook offers guidelines only, and no attempts have been made to include every aspect of the school's procedures. Situations will arise from time to time that will be addressed on an individual basis.

As your principal, I can assure you that offering our students the latest in curriculum enhancements in a safe, state-of-the-art learning environment will serve as our primary focus throughout this new school year. I look forward to personally meeting each of you.

Welcome and best wishes for a successful and memorable year!

Sincerely,

A handwritten signature in black ink, reading "Dana R. Mericle". The signature is written in a cursive style with a large, stylized 'D' and 'M'.

Dana R. Mericle
Principal

**FORMAL ACKNOWLEDGEMENT
OF 2015-2016 STUDENT HANDBOOK
RECEIPT AND REVIEW**

We, the undersigned, understand that this handbook contains important information for parents, guardians and students. We acknowledge that we have received a copy of the 2013-2014 Williamstown Middle School Student Handbook. We are aware that this handbook contains information and policies for our review. We have reviewed the information and policies contained in this handbook, including the behavior expectations upon which consequences will be dispensed in an effort to change behavior and to help students make better decisions. We understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for student behavior can result in the discipline outlined in this handbook. We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the Student Handbook, Monroe Township policies, regulations, and guidelines. We are aware that the Monroe Township District reserves the right at any time to amend or to add to the policies, regulations, and behavioral expectations contained or referred to in this handbook. The policies, procedures, and practices contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. **The items contained in this handbook are a small part of the many policies and regulations that the Board of Education has mandated for the Monroe Township Public Schools. This is not meant to be an exhaustive policy book, but it is a snapshot of the procedures, policies, and practices that most often affect the students of Williamstown Middle School.** All Board of Education Policies and Regulations may be found on the district's website. The information contained in this book has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it. The ultimate purpose of education is to help each student become an effective citizen in democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow.

Directions for return of this form throughout the 2015-2016 school year:

- 1.) Student and Parent/Guardian review handbook.
- 2.) Student and Parent/Guardian sign handbook acknowledgement below.
- 3.) Tear out this page from handbook
- 4.) Student returns this page to homeroom teacher by September 25, 2015.

New and transfer students registering after the start of the 2015-2016 school year must return this acknowledgement page within one week after receipt.

DATE _____

PRINT NAME OF STUDENT _____

STUDENT HOMEROOM _____

SIGNATURE OF STUDENT _____

PRINT NAME OF PARENT/LEGAL GUARDIAN _____

SIGNATURE OF PARENT/LEGAL GUARDIAN _____

Student Handbook 2015-2016

Mission Statement

Williamstown Middle School provides an atmosphere where our students become responsible, productive citizens and life-long learners.

Beliefs

- Students are responsible for their education and are accountable for their actions and decisions.
- Students respect all people regardless of race, color, creed, religion, gender and sexual orientation.
- Students, regardless of learning styles and abilities, need to be challenged and inspired in order to achieve their full potential.
- Students are provided a safe and supportive environment in which they can pursue their educational goals.
- High expectations are communicated to the students from all of the various members of the school's community.
- Effective education is a student, staff, and community partnership, which prepare students for the future in a technologically changing society.
- Middle school personnel serve as catalysts for academic and personal success for all students.

www.monroetwp.k12.nj.us/MiddleSchool/

WILLIAMSTOWN MIDDLE SCHOOL EDUCATION – LIFE'S PREPARATION

WILLIAMSTOWN MIDDLE SCHOOL

561 CLAYTON ROAD
WILLIAMSTOWN, NEW JERSEY 08094
(856) 629-7444
www.monroetwp.k12.nj.us

Dana R. Mericle, Principal
Karen Pontano-Crossley, 5/6 Grade Assistant Principal
James W. Collins, 8th Grade Assistant Principal
Donald E. Whirlow, 7th Grade Assistant Principal
Sally Fox, 6th Grade Head Teacher

COUNSELORS:

Leslie A. Weldon - 5th Colleen Pearl - 6th Andrea Molino - 7th Chelsea A. Nelson - 8th
Danielle A. Spillman - S.A.C. Counselor

Student Name: _____

Address: _____

Phone: _____

Homeroom: _____

PERIOD	ROOM	SUBJECT	TEACHER
AM HR 8:10-8:22			
1 - 8:25 - 9:05			
2 - 9:08 - 9:48			
3 - 9:51 - 10:31			
4 - 10:34 - 11:14			
5 - 11:17 - 11:57			
6 - 12:00 - 12:40			
7 - 12:43 - 1:23			
8 - 1:26 - 2:06			
9 - 2:09 - 2:49			
DISMISSAL 2:50			

Dear Parent/Guardian:

The Elementary and Secondary Education Act is our country's most important federal education law. In 2001 this law was reauthorized and is now called the No Child Left Behind (NCLB). NCLB was designed to make changes in teaching and learning that will help increase academic achievement in our schools.

The law requires that all schools receiving Title I funds must inform parents of their right to ask schools about the qualifications of their child's teachers. Our school receives Title I funding and we are happy to share this information with you at your request.

We believe that nothing is more important to your child's education at school than having a well-prepared and highly qualified teacher. The law requires that all teachers must meet a specific legal definition of "highly qualified" in order to teach in schools that receive Title I funding. The legal definition of a "highly qualified teacher" has three parts. It states that the teacher must have the following:

1. A four-year college degree
2. A regular teaching certificate/license
3. Proof of his/her knowledge in the subject he/she teaches

New Jersey has some of the most qualified teachers in the country, and we are extremely proud of the quality of the teaching staff in the Monroe Township School District. All of our regular teachers have college degrees and many have advanced degrees. The state of New Jersey has always required a teaching certificate/license for all teachers. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

Most teachers already meet this legal definition of highly qualified. All teachers hired after the beginning of the 2002-2003 school year were required to meet this definition. According to NCLB, veteran teachers, hired before the 2002-2003 school year, who do not meet the legal definition of highly qualified, had until the end of the 2005-2006 school year to do so. The state of New Jersey has requested flexibility from the United States Department of Education to extend the deadline to the end of the 2006-2007 school year.

To ensure that every child in every classroom has a highly qualified teacher, the state of New Jersey and our school district are working together to help teachers meet the requirements of the federal law by providing several options. Teachers will soon be able to take a new test, or they can demonstrate their expertise through a combination of college coursework, professional development activities and experience.

A highly qualified teacher knows what to teach, how to teach, and has a full understanding of the subject matter being taught. We believe that every teacher in our school is fully qualified and dedicated to teaching your child, and we do everything possible to help our teachers who may not yet meet the legal definition required by the federal government.

I encourage you to support your child's education and communicate with your child's teacher(s) on a regular basis. For more information on NCLB, and the role of parents, please visit the United States Department of Education Web site at www.ed.gov/nclb <http://www.ed.gov/nclb>. By partnering, families and educators can provide your child with the best education.

Sincerely,

Charles M. Earling
Superintendent of Schools

MONROE B.O.E. SUBSTANCE ABUSE POLICY

All staff members shall be alert to signs of substance abuse by students and shall respond to those signs in accordance with administrative regulations. Any staff member to whom it appears that a student may be under the influence of a substance other than anabolic steroids on school property or at a school function, shall report the matter as soon as possible to:

1. The Principal (or, in the Principal's absence, the designee appointed by the principal) and
2. The school nurse or the school physician.
3. If neither the school nurse or school physician is available, the staff member responsible for the function shall be notified.

The Principal or his/her designee shall immediately notify the student's parent(s) or legal guardian(s) and the Superintendent.

The Principal must arrange for an immediate medical examination of the student:

1. By a doctor selected by the parent(s) or legal guardian(s) or,
2. If the parent(s) or legal guardian(s) doctor is not immediately available, by the school physician.
3. If neither the parent(s) or legal guardian(s) doctor nor the school physician is immediately available, the student shall be taken to the emergency room of the nearest hospital for examination and diagnosis. The student may be accompanied by the student's parent(s) or legal guardian(s) if possible and will be accompanied by a member of the school staff appointed by the Principal.
4. An examination conducted by a physician other than the school physician or the emergency room of the nearest hospital shall not be a district expense. Treatment will not be at Board expense.

FAILURE TO TEST IF SUSPECTED OF BEING UNDER THE INFLUENCE.

If a parent of a student refuses to give consent to be seen by a physician and screened for suspected under the influence of controlled or dangerous substance, or if a student refuses to be seen or screened, then the student is considered positive for being under the influence, and the student will be given 10 days of 3-7 for refusal to test, authorities will be contacted for endangering the safety of a minor, and the student will not be unable to attend student activities for the current school year, and the class trips the following school year. Furthermore, A parent(s) or legal guardian(s) whose refusal to comply with N.J.S.A. 18A:40A-12 frustrates the operation of these regulations and the return of the student to school shall be deemed to have violated the compulsory statute, N.J.S.A. 18A:38-25 and 18A:38-31, and/ or the child abuse and neglect statutes, N.J.S.A. 9:6-1 et seq., and may be subject to prosecution.

If there is a positive determination from the medical examination of the student indicating the alcohol or drug use interferes with the student's physical or mental ability to perform in school:

1. The student will be returned to the care of the parent(s) or legal guardian(s) as soon as possible; and
2. Attendance at school will not resume until a medical report verifies the student's alcohol or drug use no longer interferes with the student's physical or mental ability to attend school.

TITLE IX COORDINATOR – Superintendent’s Office

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs receiving Federal financial assistance. Athletics are considered an integral part of an institution's education program and are therefore covered by this law. It is the responsibility of the Department of Education, Office for Civil Rights, to assure that athletic programs are operated in a manner that is free from discrimination on the basis of sex.

504 OFFICER – Superintendent’s Office

This 1973 civil rights law prohibits discrimination on the basis of disability in all programs and activities receiving Federal financial assistance. The 504 Officer fields complaints from parents once a 504 Plan has been developed. Section 504 includes, for example, students with chronic disease/illness, attention deficit disorder (ADD), behavior disorders, severe allergies, physical handicaps and temporary disabling conditions. 504 requests are done through the Guidance Department. Contact your grade-level guidance counselor for more information.

ACCEPTABLE USE POLICY

MONROE TOWNSHIP PUBLIC SCHOOLS’ STUDENT ACCEPTABLE USE POLICY (AUP)

Educational Purposes

Monroe Township Public Schools is providing with students access to the district’s electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st Century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world.

General Unacceptable Behavior while utilizing any portion of the Monroe Township Public Schools electronic network - Behaviors include, but not limited to the following are prohibited:

- Students will not post information that, if acted upon, could cause damage or a danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates district rules.
- Students will not abuse network resources
- Students will not display, access or send offensive messages or pictures. (As defined in section 1460 of Title 18, United States Code and section 2256 of Title 18, United States Code)

The entire AUP document contains the rules and procedures for Acceptable Use for students' use of the Monroe Township Schools electronic network and can be found on the district’s web page. The specific pages can be found under “Info for Students and Parents” for resources under the following heading:

Acceptable Use Policy

<http://www.monroetwp.k12.nj.us/technology/aupmain.htm>

Internet Safety Plan

<http://www.monroetwp.k12.nj.us/technology/safetyplan.htm>

Copyright / Fair Use Policy

<http://www.monroetwp.k12.nj.us/MediaCenterSites/copyright.htm>

AFFIRMATIVE ACTION OFFICER – Superintendent’s Office

The Affirmative Action Officer monitors the district's employment practices and procedures to ensure continuing compliance with anti-discrimination laws and regulations.

AFTER-SCHOOL/EVENING ACTIVITIES Students are not permitted to remain after school for late afternoon or evening activities that begin after school has been dismissed. There is no supervision for students at this time. All after-school and evening activities are chaperoned by professional staff. **It is imperative that parents/guardians pick their children up from these school sponsored activities in a timely fashion (within 15 minutes of the conclusion of the activity).** If a student remains for more than fifteen minutes beyond the conclusion of an activity and is not transported home by a parent/guardian, he/she may face disciplinary action or loss of privilege to the next similar activity.

ANTI-BULLYING POLICY The BOE prohibits acts of harassment, intimidation or bullying of a student. These acts disrupt a student’s ability to learn and a school’s ability to educate its students in a safe and disciplined environment. All students must treat others with respect at all times. Inappropriate behaviors will not be tolerated throughout a school year.

DEFINITION: Harassment, Intimidation or bullying means any gesture, any written, verbal or physical act, or any electronic communication, as defined by New Jersey’s School Association, whether it be a single incident or a series of incidents that focus on characteristics such as; race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expressing or a mental /physical or sensory disability. This policy includes inappropriate electronic communication transmitted by the means of an electronic device including, but not limited to; telephones, cellular phones, and computers.

STUDENT RESPONSIBILITIES / DISCIPLINE ISSUED: Students are expected at all times to display reasonable socially accepted behavior with their peers. Students who do not display accepted behaviors relating to harassment, intimidation and bullying of others will receive disciplinary actions. Parents will be notified if their student has been involved in a possible incident of bullying. The policy requires all students to adhere to the rules established by the school district and submit to the remedial and consequential measures that are appropriately assigned for infractions relating to the Anti-Bullying rules. Parent contact will be made by a school official if / when disciplinary action is given to a student with regards to harassment, intimidating, and bullying. Every bullying concern will be investigated by the schools’ Anti-Bullying Committee, S.A.C. Counselor or School Administration.

ANTI-BULLYING RULES (BE THE “G”)

Rule #1 - We will not bully others

Rule #2 - We will help students who are bullied

Rule #3 - We will include students who are left out

Rule #4 - If we know that somebody is being bullied, we will tell an adult at school and an adult at home

ARRIVAL AND DISMISSAL Students who walk to school must walk within the parameters of the designated walkways and arrive no earlier than 7:55 a.m. on the 5/6 side. All student drop-off before 8:00 a.m. is on the 5/6 side. After 8:00 a.m., students can be dropped off on both sides of the building. At 7:58 a.m., all students will be directed to enter the building in a safe and orderly manner. Students must follow these rules:

1. Get and/or place possessions and books in their lockers.
2. Walk to the right of the hallway.
3. Report directly to homeroom.

All students will remain in their ninth period class until the final bell. For safety reasons, students are not permitted to walk near the buses or in the bus-loading zone when the buses are moving. All walkers will leave the building through the 5/6 entrance. All Commuters must leave the building at their respective grade level offices.

ATTENDANCE It is important for a student to attend school each day to achieve good grades and learn the subject matter taught in each class. Students will be retained if they are absent 19 OR MORE UNEXCUSED DAYS. Students who accumulate MORE THAN 12 unexcused absences will not be permitted to attend their class trip and/or any of the school dances including the Promotion Dance. Students who are absent from school are not permitted to:

- 1) Be on school property
 - 2) Participate in school activities
 - 3) Attend school/activities
- (Unless excused by doctor's note, received by the WMS office the day of the function)

Valid reasons for absence which are **excused** are as follow:

1. Personal illness verified with a letter or note written by the doctor or faxed from originating doctor's office. The doctor's note must be within two weeks of the absence and may be verified by the WMS nurse or the WMS attendance office.

Note: A parent written letter alone will not excuse an illness absence.

2. Death in the immediate family. Verification is necessary.
3. Attendance required in court. Verification is necessary.
4. Religious holidays as listed by the Commissioner of Education. A letter from a parent is required.

ABSENCE FOR ANY OTHER REASON WILL BE CONSIDERED UNEXCUSED. FAMILY VACATIONS DURING THE SCHOOL YEAR ARE CONSIDERED UNEXCUSED ABSENCES AND ARE STRONGLY DISCOURAGED

Upon returning to school after an unexcused absence, students must present a note from a parent/guardian to the homeroom teacher. The note must verify the date(s) of absence. When a student is absent for 3 or more consecutive days, a doctor's note is required.

Students who are assigned to 3-7 School or on suspension are not permitted to do the following:

1. Be on school property
2. Participate in or attend school activities.

Parents or guardians who request early dismissal for their son/daughter must appear in person or send a written request that will be verified by an administrator. Although considered legitimate reasons for early release the below will be considered unexcused absences.

The following are recognized as legitimate reasons for early release from school:

1. Illness that manifested itself after having reported to school.
2. Verified appointment with a physician/dentist.
3. An emergency (at discretion of administration).

If a **chronic illness** exists, parents should submit a doctor's note to the attendance office indicating the nature of the chronic illness and how it may affect a student's school attendance. The doctor's note should be filed with the school at the beginning of the school year or at such a time when a chronic illness is identified. After the doctor's note has been submitted to the school, parents must verify each absence pursuant to the following guidelines in order to have the absence recorded as excused: (1) After a chronic illness note from a physician is on file in the middle school attendance office, a parent may write up to six single-day absence notes. (2) After six single-day absences have been documented by a parent's note, all subsequent absences must be verified by a physician's note. (3) All multi-day absence events must be documented by a physician's note. (4) Any parent or physician's note that relates to a chronic illness must be specific in nature (i.e. the note must state the chronic condition as the reason for the absence.) (5) Should the status of the chronic illness change, the parent must notify the attendance office. (6) The chronic illness diagnosis must be renewed annually (at the beginning of the school year) by the physician.

The chronic illness may be verified by the school nurse and/or school doctor.

All notes must be submitted on the day the student returns to school from an absence. Only original doctor's notes will be accepted, photocopies are not permitted. Chronic illness notes submitted three school days following an absence will not be retroactively excused. In questionable circumstances, the school reserves the right to request an updated doctor's note for the chronic condition or confirmation that the diagnosing doctor is still treating the student for the chronic condition.

BACKPACKS OR BOOK BAGS Backpacks or book bags must be placed in the lockers prior to morning homeroom. No backpacks or book bags are permitted in the halls or classroom between morning homeroom and 9th period class. Gym bags may be carried to and from the gymnasium to transport athletic attire only.

BICYCLES Bicycles should be placed in the designated parking area in the bicycle racks and should not be removed until the student leaves school. No pupil is permitted to ride a bicycle on school property. Bicycles should be chained and are the responsibility of the student. Bicycles should not be borrowed. Only those students who ride their bicycles to school should be near the designated parking areas for bicycles.

BREAKFAST Breakfast will be served during homeroom for students wishing to purchase it. Studies have shown that breakfast is the most important meal of the day and that a child who eats a healthy breakfast does better in school.

BUS RULES & REGULATIONS Riding the school bus is a privilege. Pupils who don't respect the rights of others in riding the school bus may be suspended from the school bus until they follow the fundamentals of good behavior and agree to abide by them. This includes misbehavior at the bus stop as well. Students must ride in their assigned seat on their assigned bus to and from school. VIOLATIONS OF BUS RULES WILL RESULT IN BUS SUSPENSIONS OF AN INCREASING NUMBER OF DAYS FOR EACH INCIDENT, BUS PRIVILEGES DENIED PERMANENTLY, OR SCHOOL DISCIPLINE.

Please note that walking to the bus stop, from the bus stop, waiting at the bus stop, and the school bus ride are considered activities under the school's jurisdiction and all school rules/consequences apply.

An individual's privilege to ride the bus will be revoked if he/she does not follow the bus rules and regulations. During this suspension of bus privileges, the student is required to attend school. Transportation to and from school is to be arranged by the child and his/her parents.

The following rules must be followed:

1. Wait on the sidewalk, grass, dirt, or pavement in an orderly manner.
2. Remain in the assigned seat throughout the ride. Do not stand while bus is in motion.
3. Be courteous, obey and respect the driver. Do not talk loudly or distract the driver.
4. The use of aerosol sprays is prohibited.
5. Do not eat or drink on the bus; keep the bus clean.
6. Do not throw or shoot objects in or out of the bus.
7. Do not use inappropriate language, profanity, or gestures.
8. Do not place objects, heads, or arms outside of the windows.
9. Do not fight on the bus. Students who fight on the bus will be disciplined.
10. Do not smoke on the bus or at the bus stop.
11. Do not damage or deface the school bus. If you see that your bus seat has been damaged, please report this to your bus driver immediately. Students and their parents will be held responsible for all damages the student causes.
12. Bus students or walkers who are going to a destination other than their assigned location must have permission from the administration.

As per Board of Education Policy #8600, school bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all time while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicle to transport pupils wear seat belts in the same manner. ***PLEASE BUCKLE YOUR SEATBELT!***

If students walk to a friend's house, or want to ride another bus, they must obtain a pass from the office after the following requirements have been met:

1. TWO NOTES MUST BE OBTAINED - a letter from the parents of both students who are walking home and riding the bus together.
2. Notes must be presented for administrative approval to the office personnel before A.M. homeroom begins. Requests presented at the end of the day will be denied.
3. A student who is assigned to ride a school bus, and at dismissal walks from the school premises without permission of an administrator, will be referred to an administrator for disciplinary action.

CAFETERIA Students who elect to purchase food from the cafeteria may do so by entering an individual PIN number into the computer as they check out of the cafeteria. Parents may keep their child's lunch account active by sending in cash or a check with their child. This will then be deposited into the student's cafeteria account. A menu for each month will be sent home with your students. The menu will have current lunch prices.

SNACK ITEMS ARE PRICED INDIVIDUALLY – ALL PRICES ARE SUBJECT TO CHANGE

Students should behave in the cafeteria, be courteous and keep their area clean. Teachers/Aides have the authority to ask students to cooperate in maintaining a clean cafeteria. Misconduct or misuse of the cafeteria facilities will result in suspension of the cafeteria privileges and/or other school discipline. Students will be strictly disciplined for throwing objects.

THROWING FOOD, COINS OR OTHER OBJECTS WILL NOT BE TOLERATED

The following rules will be followed:

1. Go directly to your assigned seat.
2. Place your possessions under your table.
3. Proceed through the cafeteria lines after your table is directed to do so.
4. Do not leave the cafeteria without a pass.
5. Do not take food or drinks out of the cafeteria, unless permission has been granted to do so.
6. Clean the table and floor before your table is dismissed.
7. Prepare to leave in a quiet manner before being dismissed.
8. Remain in your seat unless given permission to leave.

VIOLATION OF CAFETERIA RULES WILL RESULT IN INCREASING DISCIPLINE

CELLULAR TELEPHONES, MP3 PLAYERS, LASER POINTERS, CAMERAS, I-PODS OR OTHER ELECTRONIC DEVICES Cellular phones, headphones, and CD or MP3 players are not permitted to be used during the school day. Upon entering the building, ear buds must be removed and phones turned off. If caught being used, these items will be sent to the office, held until a parent/guardian obtains them, and a consequence will be issued to the student. Items must be picked up by the end of the school year. Students are permitted to use cellular phones before entering the building and upon exiting the building but not during the school day. **Williamstown Middle School is not responsible for any lost or stolen items.**

CHEATING Whenever a student is guilty of cheating, the teacher will collect the student's paper, mark a zero for the work, and notify the parents immediately.

CLASS TRIPS/PROMOTION DANCE Class trips are very special events in the lives of our students. Special pride is taken in providing these activities to students who exemplify hard work, dedication, courtesy, and politeness. It is fully realized that when students take part in these activities, they are representatives of Williamstown Middle School. With this in mind, we would like to continue offering these activities as special privileges to those students who exhibit acceptable behavioral standards throughout the school year. In order to achieve the aforementioned goal, the following procedures are in effect:

A. Student Discipline - Any student who is issued a total of 10 or more days of 3/7 school or suspension will not be eligible for his/her class trip and/or field trips and cannot attend any school dance including the Promotion Dance.

B. Attendance - Any student who is absent more than 12 (unexcused) days will not be eligible for his/her class trip and any dance including the Promotion Dance.

If a student is denied the privilege of attending the class trip or chooses not to attend, he or she will not receive a refund within 30 days prior to the date of the trips. Restaurants, bus companies, and reservations cannot be canceled within 30 days of the trip. Only school staff, parents or guardians of the students are permitted to chaperone the students.

DISCIPLINE EACH STUDENT IS HELD RESPONSIBLE FOR HIS/HER BEHAVIOR. Each student must be respectful, well behaved, and quiet, and must follow the rules of the school. Discipline must be maintained and the school and bus rules must be obeyed so that teaching, driving a bus, eating in the cafeteria, and moving large numbers of youngsters from one place to another can occur without disruption. All adults such as teachers, aides, bus drivers, office and cafeteria personnel, parents, and administrators must be respected; students should also respect each other. Disobeying the rules will result in disciplinary action that is progressively stern and commensurate to the severity of the offense. Parents will be notified when their son or daughter is sent to the office for misbehaving.

Lunch Detention: Any student who disregards school rules and regulations or who is disobedient to school personnel may be issued a lunch detention at the discretion of a teacher, aide, or administrator. Students are reminded of the lunch detention and asked to initial their acknowledgement prior to it being served. Students are expected to report directly to the lunch detention. Failure to report to lunch detention is a serious offense, which will be handled by an administrator. Students may be assigned to a maximum of ten (10) lunch detentions during a school year. Any student who has served 10 lunch detentions will receive a more serious consequence for behavior infractions.

General After-School Detentions: Any student who is referred to an administrator for disregarding school rules may be issued a general after school detention (GASD). An administrator will attempt to contact parents/guardians by phone regarding the incident. At least 24 hours prior to the detention, a student is issued a detention slip which is to be signed by his/her parent/guardian. A student will be issued a more severe consequence for failing to attend the detention. It is imperative that the school and parents/guardians work as a team to ensure that students who are issued a detention attend it.

5th Grade In-School Suspension: 5th grade students committing more severe violations may be assigned an in-school suspension. Students will complete their assignments in a designated area in the 5/6 office.

3-7 School Suspension: 6th, 7th and 8th grade students committing more severe violation may be assigned a 3-7 school suspension. Students assigned a 3-7 school suspension are not permitted to attend school during regular school hours and must report to Williamstown High School before 3:00 p.m. Students will complete assignments from their classes during the hours of 3:00 and 7:00 p.m. Pick-up is at 7:00 p.m.

Out of School Suspensions: This discipline is issued at the Principal's recommendation.

If school is closed due to inclement weather, the 3-7 School/Out of School Suspension(s) will be served on the day school resumes and any days thereafter.

The following types of behavior will result in disciplinary action:

1. Fighting, disruption, or interference with curricular or extra-curricular activities.
2. Damage or destruction of school property or private property.
3. Assault on student or other person while in custody and control of the school, or in the course of a school-related activity.
4. Possession of dangerous weapons.
5. Possession or use of narcotics, alcoholic beverages, and other dangerous drugs while on school premises, or while in the custody and control of the school, or in the course of a school-related activity.
6. Violation of rules of conduct for school buses.
7. Use or possession of tobacco products, pipes, lighters or matches while on school premises, or while in the custody and control of the school or in the course of a school-related activity,
8. Stealing of school or private property while on school premises, or while in the custody and control of the school, or in the course of a school-related activity, or possession or sale of said stolen property.

9. Violation of attendance rules and regulations and/or truancy policy.
10. Violation of Board of Education adopted dress code.
11. Being insubordinate or showing disrespect toward a school employee, student, or guest of our school.
12. Disregard of reasonable directions or commands by school personnel.
13. Inappropriate displays of affection while on school premises, or while in the custody and control of the school, or in the course of a school-related activity.
14. A student shall not use any form of profanity, written or verbal, included in this prohibition would be the use of obscene gestures, signs, pictures, or publications.
15. A student shall not engage in any act, which intimidates, threatens, degrades, or disgraces a fellow student, visitor, administrator, or member of the school staff, by written, verbal, or gestural means.
16. Students will not sell or attempt to sell or distribute any object or substance, which has not been authorized for sale or distribution by the administration.
17. Skipping or cutting class, this is defined as not being in the assigned classroom, library, assembly, lunch, or homeroom.
18. Leaving school grounds during school hours without proper permission.
19. Repeated violations-any series of behavior violations that create a pattern of misconduct may result in suspension and/or expulsion.
20. Possession of open beverage containers in the building, except in the cafeteria, is prohibited.

DRESS CODE There is a close relationship between the way a student dresses and his/her behavior and attitude toward learning. Students and parents are required to select appropriate clothing for the school atmosphere. Any mode of dress that is a disruption to the function of the learning process is prohibited. It is the teacher's responsibility to refer students on questionable dress to an administrator who will readmit the student to class at his/her discretion. The Board authorizes the building administrators to enforce school regulations prohibiting student dress or grooming practices which adversely affect the educational program of the schools. The following dress code has been developed in accordance with Policy No. 5511 and in consultation with staff members, parents, and pupils of this district.

General Rules:

1. Pupils are expected to be clean and well-groomed in their appearance.
2. Pupils are expected to avoid extremes in appearance that are so disruptive or distracting that the reaction of other pupils is beyond normal control.
3. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.
4. Hair must be kept clean.

Prohibited clothing and articles:

The following clothing and accessories regulations pertain to school and/or school-sponsored indoor events:

1. Clothing must be clean, non-offensive and tear-free. It should not interfere with the educational process.
2. Shirts/blouses/tops must: entirely cover the shoulders, reach or extend below the top of the student's skirt or pants; be free of any offensive pictures, messages or logos of a sexual, alcoholic, drug, tobacco or gang related nature; not be transparent, sexually suggestive or open beyond the midpoint of the chest; not be of a midriff, halter, tube, tank or underwear nature as an outer garment.
3. Skirts/dresses/shorts must: reach to a length that is equal to or lower than fingertip length of the fabric worn; not be biker shorts or similar nature or made of spandex material.

4. Students are not permitted to wear pajamas or any kind of attire similar in nature to sleepwear, including flannel loungewear. Students are only allowed to wear tight-fitting leggings when a shirt is worn equal to or lower than finger-tip length.
5. Headwear
 - a) of a hat/cap nature may not be worn inside the school except when entering or leaving, or for medical/religious purposes. A note to the Principal is required for these exceptions.
 - b) of a hair adornment nature is prohibited except those with utilitarian purposes such as barrettes or hair bands
 - c) of a bandanna nature is prohibited as are do-rags, stocking caps, curlers, hairnets, wave caps, and similar items.
6. Outer garments are:
 - a) Defined as those jackets, coats, vests and hats that are normally associated with outdoor wear.
 - b) Not permitted to be worn in the school building (exception: when entering or leaving the building; or when there is a defect in the heating system).
7. Footwear must:
 - a) be worn at all times.
 - b) sufficiently cover the feet to ensure personal safety and the safety of others.
 - c) Beach footwear, flip flops and slides are prohibited.
 - d) not have cleats, spikes, skates or any other devices that endanger the safety of others.
 - e) bedroom slippers are not to be worn.
 - f) any footwear deemed unsafe by School Administration.
8. Patches and decorations that are offensive or obscene are prohibited.
9. Glasses:
 - a) glasses and contact lenses prescribed by a physician are permissible.
 - b) sunglasses, glazed and tinted glasses/lenses that obstruct the view of the student's pupils are prohibited, except as prescribed by a physician.
10. Jewelry:
 - a) jewelry that may be used as a weapon is prohibited.

Students who fail to follow the dress code are subject to disciplinary action.

EARLY PICK-UP If a student needs to be picked up early for any reason during the school day:

1. You must be a parent or legal guardian of record as recorded in PowerSchool.
2. A valid driver's license/picture I.D. will be required.
3. The student will not be called out of class until you arrive and your I.D. has been verified.
4. If you are designating someone else to pick up your child you must:
 - a. Send a note with your child's name, homeroom#, date and time of pick-up, along with information on the adult you are designating to pick up your student.
 - b. Please make sure the person you delegated to pick up your student has proper I.D.

Your Emergency Contacts are in fact for emergency use only! Your student will not be released for any early dismissal, unless you follow the procedures above. (The emergency contacts are used for pick-up of your child from the Nurse's office only and also require a proper I.D.)

ELEVATOR POLICY No student is permitted to use the elevator unless he/she has permission from an administrator/school nurse.

ELIGIBILITY – ATHLETIC

1. Any middle school student in grades 6, 7 and 8 are eligible for interscholastic middle school sports, providing they will not turn 16 years of age prior to entering high school. In this case, the student must participate in high school sports as an 8th grader.
2. To be eligible for athletic competition for interscholastic middle school sports, the student must not have failed 2 or more subjects during the immediately preceding academic marking period.
3. To remain eligible for athletic competition for interscholastic middle school sports during the season, the student must not have his/her grades in two or more subjects fall below a failing level (69 or below).

ELIGIBILITY – EXTRA-CURRICULAR

1. If a student is late to school, he/she must report prior to the end of the third period in order to be eligible to participate in any extra-curricular activity for that day.
2. Students become ineligible for any extra-curricular activity, such as school field trips, class trips, 8th grade dance, 5th grade Spring Fling, clubs, student council, stage crew, musicals, and core activities if they accumulate 10 or more 3-7 school suspensions, out-of-school suspensions, and/or in-school suspensions (5th grade).
3. Students become ineligible for any extra-curricular activity if they accumulate 12 or more UNEXCUSED days (see ATTENDANCE).

EMERGENCY CLOSING OF SCHOOL “811” During the year there are days when school may be closed for an emergency such as snow. All of the major radio stations will announce emergency school closings. Our district number is **811**. Our school phone number (856) 629-7444, option #1 will relay to parents school closing information. Additional information may be obtained at www.monroetwp.k12.nj.us. Global Connect, our phone messaging system, will contact parents at the telephone number provided to the school in case of an emergency.

EMERGENCY NOTIFICATION FOR STUDENT Each student will be requested to submit to the office personnel the telephone number of his/her family doctor and the name and telephone number of a neighbor or relative who may be contacted in an emergency, should we be unable to reach his/her parents/guardians at home or work. Please keep the school informed of any changes in the aforementioned information, as well as any changes in the home address or phone number. Please notify our central office (629-6400) of any change of address.

EVACUATION DRILLS / EMERGENCY DRILLS The **FIRE BELL** is a pulsing sounding bell. At this signal, all teachers, students, and school personnel are to immediately leave the building. Everyone will remain outside until an administrator indicates the signal to go back into the building. The students should exit and enter the building in single file.

STUDENTS ARE TO REMAIN QUIET DURING EVACUATION DRILLS.

ALL WINDOWS AND DOORS ARE TO BE CLOSED.

Emergency Drills, such as lock downs and active shooter drills, are required by the State of NJ. These drills are considered serious and student behavior is expected to be appropriate. In a case of a true emergency, quiet and orderly behavior is required so that all school community members will be able to receive all necessary directions.

PULLING A FIRE ALARM IS A FEDERAL OFFENSE AND WILL BE REPORTED TO THE POLICE STRICT DISCIPLINARY ACTION WILL FOLLOW

EXAMS Final assessments may be administered in Language Arts Literacy, Mathematics, Science, Social Studies, Foreign Language and Related Arts in grades 5-8 and will be considered as two test grades in the final marking period.

WMS GRADING POLICY

COURSE	CATEGORY	MINIMUM # OF ASSIGNMENTS Per Marking Period	PERCENTAGES
Language Arts Literacy	Classwork / Participation	10	20
	Homework	10	10
	Quizzes	4	30
	Tests / Projects	4	40
Mathematics	Classwork Daily	10	15
	Homework-per week	3	10
	Assessments	2/2	75
COURSE	CATEGORY	MINIMUM # OF ASSIGNMENTS Per Marking Period	PERCENTAGES
Science	Classwork / Quizzes	5	40
	Assessments	3	50
	Homework	4	10
Social Studies	Assessments	2	40
	Quizzes	2	30
	Homework / Classwork	5	20
	Participation	2	10
TAG - Science & Social Studies	Classwork / Participation	2	10
	Quizzes	2	30
	Homework	5	20
	Tests / Projects	2	40
World Language	Classwork / Participation	6	40
	Homework	5	10
	Tests / Quizzes	3	25
	Projects	1	25
5 th grade – Music	Projects / Assessments	2	50
	Participation	10	50
My Musical Life I,II,III	Projects / Assessments	2	50
	Participation	10	50
7 th grade	Projects	2	75

Dimensional Art II	Participation	1	25
Introduction to Computer	Projects / Lab.	3	60
	Assignments / Participation	3	30
	Quizzes	1	10
Keyboarding	Projects/Quizzes/Tests	8	30
	Technique / Typing	10	70
7 th grade Computer Communication	Projects / Lab.	3	60
	Assignments / Participation	2	20
	Quizzes	3	10
	Test	1	10
Careers	Projects / Lab	2	60
	Assignments / Participation	5	40
8 th grade – Scratch	Projects / Lab.	3	60
	Assignments / Participation	2	20
	Quizzes	2	10
COURSE	CATEGORY	MINIMUM # OF ASSIGNMENTS Per Marking Period	PERCENTAGES
8 th grade – Scratch (cont'd)	Test	1	10
8 th grade – Robots	Projects / Lab	2	45
	Assignments / Participation	12	55
8 th grade – Web 2.0	Projects / Lab	3	60
	Assignments / Participation	6	20
	Tests / Quizzes	2	20
8 th grade – Digital Media Technologies	Projects / Lab	2	60
	Assignments / Participation	6	20
	Tests / Quizzes	2	20
8 th grade Computer Science	Projects / Lab	3	60
	Assignments / Participation	6	20
	Tests / Quizzes	2	20
5 th grade - Art	Projects	1	75
	Participation	1	25
6 th grade – Introduction to Art	Projects	1	75
	Participation	1	25
8 th grade 3 Dimensional Art	Projects	1	75
	Participation	1	25
8 th grade 2 Dimensional Art	Projects	1	75
	Participation	1	25
7 th grade 3 Dimensional Art	Projects	1	75
	Participation	1	25
Physical Education	Not dressed / No Participation	-5	

Poor Participation / Behavior	-2 / -5	*
Wearing jewelry	-5	
Late to Squads	-1	
Chewing gum	-3	

*Physical Education utilizes a total points grading system.

5th Grade Grading Policy for Science and Social Studies

Assessments	Minimums	Weight
Notebook checks, Tests, Quizzes, and the Common Assessment	5	60% of the Quarter Average

Non-Assessments 40% of the Quarter Average	Minimums	Weight
Homework, Lab Skills, Participation/ Preparation ¹ , Group Work	8	40% of Quarter Average

- ❖ All assignments are to be out of 100 percent
- ❖ Any assignments that are not completed by a student should receive a zero.
- ❖ Homework that is one day late will receive a fifty. Homework that is two days late will receive a zero.
- ❖ Students will be permitted to retrieve homework that has been left in the locker. Students will receive a reduction on the preparation grade.
- ❖ The preparation grade is to be calculated by the following standards. Students receive reductions for having to go to their locker, failure to bring their textbook/binder, et cetera.
 - 1st marking period: 1 point (Amnesty the first two weeks of switching).
 - 2nd marking period: 2 points
 - 3rd marking period: 4 points
 - 4th marking period: 5 points

5th Grade Grading Policy ELA

¹ Preparation: Students will be graded if they are prepared. Each marking period students will start off with a 100. If they need to go back to their locker, do not have their textbook, a pencil/pen, binder, etc. First marking period students will lose 2 points each time, 3 points each time during the second marking period, 4 points each time during the third marking period and 5 points during the fourth marking period.

Assessments 60% of the Quarter Average	Minimums	Weight
Assessments	6	1
Classwork 30% of the Quarter Average		
Classwork Assignments	8	1
Homework 10% of the Quarter Average		
Homework Assignments	8	1

GRADING PROCEDURE

The following is the report card evaluation scale.

The grading system is based upon a numerical average. All subject areas will report student progress in this manner:

Above 100	=	A+ Superior
93 - 100	=	A
92	=	B+ Above Average
85 - 91	=	B
84	=	C+ Average
77 - 83	=	C
76	=	D+ Below Average
70 - 75	=	D
69 or Below	=	F Fail
INC.	=	Incomplete
NE	=	New Entrant

Incomplete: Any student who receives an incomplete (**INC**) on his/her report card will have two (2) weeks to submit all the incomplete marking period assignments. If the assignments are not completed within that time, the incomplete grade will be changed to an **"F"**.

GUIDANCE SERVICES It is the responsibility of the guidance counselors to meet the educational, personal, social, and/or vocational needs of the student. Four counselors will assist students with their concerns. There is a designated counselor assigned to each grade level. To confer with a counselor, a teacher, or a teaching core, an appointment can be made in the guidance office. The guidance counselors serve each student in many ways by providing individual counseling so that each student can solve his/her educational, vocational, and personal problems.

HALLS Students should move quickly through the halls. Students in the halls during class time must have passes. The following courtesies are expected:

1. Keep to the right when moving.
2. Go directly to the next class.
3. Do not hit or slap students while passing.
4. Do not run or shout.
5. No hugging or other displays of affection.

Violations of hall procedures and continual lateness to class will result in discipline at the teacher's discretion. Repeated offenses will be referred to an administrator.

HOME STUDY GUIDELINES-ASSIGNMENT BOOKS Good study habits and efficient use of time will help a student achieve academic success. The following suggestions will help students improve their study habits:

1. Do some work for each subject each day. This approach will prevent assignments from accumulating at the end of each marking period.
2. Be certain that you understand the assignment. The assignments must be written in your student assignment book. Each student will be given one assignment book in September.

If it is lost, the student must purchase a replacement book from the guidance office

3. Plan a regular place and time for studying.
4. Provide yourself with an environment conducive to study: good lighting, a quiet room, a chair and a table, books, and necessary materials.
5. Work by yourself.
6. Do not expect to be studying at peak efficiency immediately. It usually takes a few minutes to concentrate and focus your thoughts on the subject matter you are studying.

HOMEWORK POLICY 5th GRADE

Posted online <http://www.monroetwp.k12.nj.us/MiddleSchool/>

HOMEWORK 6th – 8th GRADE

Posted online <http://www.monroetwp.k12.nj.us/MiddleSchool/>

Language Arts, Mathematics, Science, and Social Studies Homework Policy – Posted online at

<http://www.monroetwp.k12.nj.us/MiddleSchool/>

HONOR ROLL REQUIREMENTS

The qualifications for the three categories of the Honor Roll are as follows:

- | | | |
|-------------------|---|--|
| Principal's List | - | All A's in all subjects |
| Scholar's List | - | All A's and a 90%-92% in the high-school level mathematics course (Algebra I). |
| Honor Roll | - | All A's and/or B's in all subjects. |
| Honorable Mention | - | One (1) C in one subject and A's and/or B's in the other subjects. |

LATE BUS ARRIVALS Students who arrive late to school due to the late arrival of their school bus MUST report directly to their appropriate grade-level office to obtain a pass for admittance into homeroom or class.

LATENESS TO CLASS The student will receive two verbal warnings for unexcused lateness to class per semester. On the third, fourth, and fifth lateness to the same class, he/she will receive a lunch detention for each lateness. On the sixth and subsequent lateness to the class the student will be referred to an administrator.

LATENESS TO SCHOOL All students should arrive at school prior to the time classes are to begin. Most tardiness can be avoided if students make a conscientious effort to be punctual. Students who arrive late to school must first report to their respective grade level office. Students who are not in their homeroom when the bell rings will be considered late to school. Students will receive four verbal warnings each semester for tardiness to school. On a student's fifth, sixth, and seventh lateness to school in a semester, a lunch detention will be assigned for each lateness. On the student's eighth and subsequent lateness to school the student will be referred to an administrator and a general after-school detention will be issued. On the 16th lateness, he/she will become ineligible for extracurricular activities, including dances and class trips.

LAVATORY AND HALL PASS Each student is issued a student assignment book at the beginning of the year. Students must bring this book with them every day to every period. When a student needs to leave the classroom or cafeteria for any reason he or she must present the student assignment book for the teacher to initial on the bottom of the current day's date. The person who is monitoring the lavatory, nurse's office, or other destination will write the time on the page in the student's assignment book. The student will sign a designation sheet with the time he/she arrived at the destination. When the student returns to the classroom the teacher will initial the student assignment book again noting the time the student was out of the classroom.

The teacher may notify an administrator if a student has abused the privilege by leaving classes throughout the day. If any student has a medical condition that requires special concerns, parents must contact the nurse who will document the information and inform the necessary personnel concerning the situation. If a student loses his/her assignment book, additional books can be purchased from the Guidance office for \$5.00.

All students must have a lavatory pass to use the bathroom facilities. Students are not permitted in the lavatories between classes or if an adult is not monitoring the lavatory. If a student needs to use these facilities while at school he/she is required to do the following:

1. Write in the student assignment book his/her name and time leaving on the bottom of the page with the current day's date.
2. Have the teacher write his/her initials on the bottom of the page next to the student's name.
3. Present the assignment book to the lavatory monitor before entering the lavatory. If a student misuses this privilege, disciplinary action will result.

LIBRARY PASSES Library passes are available in the library before school or during the homeroom period. These passes are to be used during a student's lunch period. The students who have a library pass will be the first to eat in the cafeteria and will then proceed to the library to use reference materials and/or computers.

LOCKERS and SCHOOL-ISSUED LOCKS GYM LOCKERS - money or any personal items that are important are not safe in gym lockers. It is highly recommended that students not bring their valuables to school, for the school cannot safeguard valuables. Students are encouraged to bring a lock to school to secure their gym locker during gym class. When the period is over, all belongings and locks must be removed so that students in the next class can utilize these lockers. It is virtually impossible for the middle school administration to recover lost items stolen from gym lockers, for there are no security cameras permitted in school locker rooms. Students should not store valuables in unlocked gym lockers.

HALL LOCKERS-Each pupil will be assigned a locker when he/she enters school. It is required that each student keep a school-issued combination lock on his/her locker. This lock is the property of the middle school and must be returned at the end of the academic school year. Each student who does not return his/her assigned lock will receive an obligation of \$5.00 on his/her student account. It is the responsibility of each student to secure the school-issued lock on his/her assigned locker. A record of the combination and serial number will be kept on file in the assistant principals' office. Any locker which does not have a lock on it will be permanently sealed until the school-issued lock is presented to the assistant principal or the lock obligation is paid.

- First Offense for having an unlocked locker will result in a warning.
- Second Offense for having an unlocked locker will result in a lunch detention.
- Third Offense for having an unlocked locker will result in a general after-school detention.

- Fourth Offense and all subsequent offenses will result in a 3-7 school suspension.

Valuable items are not safe in school. It is highly recommended that students leave valuables at home. The school cannot assume responsibility for lost or stolen items.

LOCKER SEARCH POLICY School lockers remain the property of the district even when pupils use them. Student lockers can be searched at any time by an administrator in the interest of school safety, sanitation, discipline, or enforcement of school regulations. Law enforcement officials may also search lockers on the 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 reveal evidence that the pupil has violated or is violating either the law or the rules of the school.

LOST AND FOUND PROPERTY Because of the possibility that any item of importance or value may be stolen, students are discouraged from bringing items of value to school. Cell phones, iPods, MP3 players, wallets, pocketbooks, and jewelry are tempting to those who have no respect for other's possessions. The school is not responsible for lost articles. Loss of expensive items should be reported to the assistant principal immediately; however, the school cannot guarantee these items can be recovered. It is highly recommended to leave valuables at home where they will be safer.

Lost and Found will be located outside the PARCC Place and 5/6 gym foyer. All articles that are found should be taken to the office. All unclaimed articles will be disposed of prior to winter, spring, and summer recess. The school is not responsible for lost items. Loss of expensive items should be reported to the main office immediately. Any textbooks and workbooks that are found will be forwarded to the Guidance Office.

MAKE-UP WORK IS THE RESPONSIBILITY OF THE STUDENT If a student is absent, it is the student's responsibility to obtain makeup work from teachers. If a student misses school due to a family vacation, the student must obtain his/her missed assignments upon his/her return. Teachers may choose not to provide work prior to vacations. Family vacations during the school year are strongly discouraged. The time allowed to make up work missed is equal to the amount of time the student is absent.

MEDICAL CARE The school nurse assesses students who are injured or become ill during the school day and provides assistance according to the directives from the school physician. The nurse administers medications according to school board policy number 5330. All students are required to meet school board requirements to receive any type of medication in school. Prescriptions, medical products sold over the counter, allergy treatments, vitamins, and dietary supplements are all classified as medications. School board policy concerning medications taken during school hours requires that the parent/guardian submit the following items to the school nurse:

1. A note from a doctor, which states the type of medication dosage, time, and route to dispense the medication.
2. A note from the parent/guardian giving permission for the nurse to dispense the medication.
3. The medication in the original container.

It is against New Jersey Law for any nurse to dispense medication without a written doctor's order. Students who carry medication in school violate the school board policy and are subject to disciplinary action. The self-medication law is only for asthma inhalers or epi-pens for anaphylactic allergic reactions which also need a doctor's and parent's note to be kept on file in the nurse's office. Doctor's notes must

be renewed every school year. Medications forms may be downloaded from www.monroetwp.k12.nj.us, under "Parent Resources" click on "Health and Safety" and scroll to "In-School Medications" on the left.

Emergency cards are required for each student and are distributed at the beginning of each school year. The card is to be completed and signed by the parent or guardian. The student is to return it to the school nurse within five school days of the first day of school. If the information on the card changes during the school year, please notify the nurse. The information is very important in case of an accident or sudden illness of the student.

The New Jersey State Law requires the school nurse provide scoliosis screening for each child ages 10 to 18 (5th & 7th grade). Vision screenings are provided for the 6th and 8th grade students. Hearing screenings are given to the 7th grade students. Any exclusion from the scoliosis screenings must be requested by a parent or guardian in writing. Other services provided by the nurse include child advocacy, counseling, crisis intervention, child study team resource person, individual health teaching, maintenance of permanent health records which include heights, weights, results of physical examinations, screening and immunization updates. Students who require the services of the nurse must obtain a pass from the teacher or aide, except in the case of a serious emergency.

PARENT ACCESS/POWER SCHOOL Parent access to students' assignments, grades, attendance, and discipline is available online through Power School. To access Power School, a parent must obtain a user name and password through the guidance office. Power School is also capable of providing a direct e-mail to a teacher and will post current school announcements, via the Internet. If a parent has a concern about a grade on any assignment after checking PowerSchool, they are encouraged to contact the teacher directly.

PARENT INVOLVEMENT Parent Involvement policy is available on our district website.

PARENT-TEACHER CONFERENCES The purpose of parent-teacher conferences is to allow the teachers and parents/guardians the opportunity to discuss the student's progress in class. This will open the lines of communication between them. Conferences will be held during the week of November 30 – December 4, 2015, and February 24 - 26, 2016. However, both parties are encouraged to discuss a child's progress as often as they would like.

PARTIES An administrator must be notified of the desire of a teacher or group of students to have a party. Permission must be granted by an administrator before the party is held.

PHYSICALS In compliance with New Jersey State Law N.J.A.C.6A:16-22 & 18A:40-4, each student must now obtain a physical examination upon entry into the school district. The district Board of Education must also notify parents/guardians of the importance of obtaining subsequent examinations at least once during each of the student's developmental stages:

Early childhood	(pre-school through 3 rd grade)
Pre-adolescence	(4 th through 6 th grade)
Adolescence	(7 th through 12 th grade)

The purpose of these physicals is to ensure that the learning potential of each student is not diminished by a remediable physical disability, which the student is able to participate in the school program and that the school community is protected from the spread of communicable disease.

PHYSICALS - ATHLETIC COMPETITION HEALTH SCREENINGS & PHYSICAL EXAMINATIONS (Grades 6-12)

Each candidate for a school athletic squad or team is to be examined within 365 days prior to the first practice session. A healthcare provider or advanced practice nurse chosen by the student's parent/guardian must conduct the medical examination at the student's medical home. A full report of the examination, documented on an approved school district form, dated and signed by the medical

provider must be presented to the school. A medical home is described as a healthcare provider (Physician or advanced practice nurse) practice site chosen by the student's parent/guardian for the provision of healthcare. If the student does not have a "medical home", the district may provide the examination at the school physician's office or other appropriately equipped facility. Each candidate whose medical examination was completed more than 90 days prior to the first practice session must provide an updated HEALTH HISTORY of medical problems experienced since the last medical examination. This district form must be completed and signed by the parent /guardian. Each candidate's parent/guardian will receive written notification stating approval of the student's participation in athletics based upon the medical examination or the reasons for the disapproval of the student's participation. Both of these forms may be secured from the nurse's office or from the office of the athletic director. It may be downloaded from the school web site <http://www.monroetwp.k12.nj.us/MiddleSchool/Sports/>. Pursuant to N.J.S.A. 18A:40-41(d), each student-athlete and the student's parent or guardian must review the Sudden Cardiac Death In Young Athletes pamphlet, as part of the student's pre-participation physical examination and completion of the athletic permission forms. This information can be accessed at <http://www.monroetwp.k12.nj.us/MiddleSchool/Sports/index.shtml> under the Sports link.

PHYSICAL EDUCATION To participate in physical education classes all students in grades 6-8 must wear approved physical education attire: WMS physical education uniform or blue, black, grey or white T-shirt and shorts (solid in color with no pockets, zippers, and buttons), athletic type white socks and sneakers. To be excused from physical education, a note from a physician is necessary. If a student does not participate in physical education for any other reason the student will lose points. Parental notes are not accepted for non-participation.

Two days a month students will be given the opportunity to earn back 5 additional points by attending an after school Physical Education class. Students may earn a maximum of 15 points per marking period.

The rules for physical education classes are as follows:

1. Students in grades 6 -8 must be dressed to participate.
2. To be dressed for physical education the student will wear an appropriate Williamstown Middle School physical education uniform, white socks, and athletic type sneakers.
3. Sneakers must be tied on the outside of the shoe at all times.
4. No jewelry may be worn during physical education classes.

If a student has his/her ears or any other body part pierced, he/she must remove the earring, post/studs to participate.

This also includes recently pierced ears or body parts and any starter type of piercing.

5. No gum chewing is permitted in the gym.
6. No food or drinks are permitted in the gym
7. Students will be assigned a locker to use during physical education classes. **Locks must be used at all times. Teachers and/or administrators are not responsible nor will they investigate the theft of items due to the negligence of a student to properly use a lock.**
8. Each student will bring a combination lock for his/her locker. Key locks are not permitted.
9. Sunglasses, hats or bandannas are not permitted.

The grade a student receives in physical education and health will be included in the requirements for eligibility for the Principal's List, Honor Roll, Renaissance and National Junior Honor Society. **The physical education grade will count towards promotion to the next grade level.**

PROMOTION Any student who receives passing grades in the majority of his/her major subjects, and has met the requirements of the attendance policy is eligible to be promoted to the next grade. Any student who receives two (2) F's in his/her final grades in full year courses including physical education and

exploratory arts classes and/or has accumulated nineteen (19) or more unexcused absences will be retained. Eighth grade students who are promoted are eligible to attend the Promotion Promenade during the last week of school in June. Eighth grade students who are retained, who do not attend school the required number of days, or who are assigned to 10 or more 3-7 School or suspensions cannot participate in the Promotion Promenade.

RENAISSANCE Williamstown Middle School is participating in the nationally recognized Renaissance program. Students, staff, and community members are recognized by Renaissance for academic excellence, attendance, citizenship, and participation in school and community activities. Students may apply for Renaissance cards towards the end of each marking period. These cards entitle the bearer to local discounts, school privileges and celebrations. ***It is important that students pay close attention to the application deadlines, as no late forms will be accepted.***

SEXUAL HARASSMENT POLICY

Board of Education - Monroe Township - No 5751

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

Definitions:

Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.

Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This Policy protects any "person" from sex discrimination; accordingly both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil's sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems.

The Superintendent, or designee, will take steps to avoid any further sexual harassment and to prevent any retaliation against the pupil, who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The school district staff can learn of sexual harassment through notice and any other means such as from a witness to an incident, an anonymous letter or telephone call.

This policy and regulation on sexual harassment of pupils shall be published and distributed to pupils and employees to ensure all pupils and employees understand the nature of sexual harassment and that the Board will not tolerate it. The Board shall provide training for all staff and age-appropriate classroom information for pupils to ensure the staff and the pupils understand what type of conduct can cause sexual harassment and that the staff know the school district policy and regulation on how to respond.

In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other programs in the public schools. The Superintendent, or designee, will formulate, interpret, and apply the policy so as to protect free speech rights of staff, pupils and third parties.

In addition, if the Board accepts federal funds, the Board shall be bound by Title IX of the Education Amendments of 1992 prohibiting sexual harassment of pupils. Title IX applies to all public school districts that receive federal funds and protects pupils in connection with all the academic, educational, extra-curricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school in a school building or at another location.

United States Department of Education – Office of Civil Rights Sexual Harassment Guidance: Harassment of Students by School employees, Other Students, or Third Parties (1997)

SCHOOL PASSES Students must have a pass at all times to travel to any location in the building. Students are encouraged to use their agenda book as their pass.

STUDENT OBLIGATIONS Students who have obligations (fines, lost books, etc.) to the school may not attend class trips or participate in extracurricular activities.

TEXTBOOKS/CALCULATORS All textbooks must be covered at all times. The students have the use of textbooks and calculators for the school year at no cost and are reminded that future students will be using the very same items. Students will be responsible for any unreasonable damage to or loss of textbooks and calculators. Violations will result in fines to pay for the damages. Students and their parents are responsible for the fines. When a student loses the textbook, he/she must purchase another textbook (average price of \$55.00). If the first textbook is located, the second textbook can be returned for a refund. For current textbook prices, please contact the Principal's office.

VANDALISM AND PROPERTY DAMAGE Every pupil should be proud of the appearance of our building and the grounds surrounding it. It is his/her responsibility to keep it neat and clean. Paper and recyclables are to be placed in the receptacles provided. Markings of any kind on walls, furniture, or floors are prohibited. Students who willfully damage or destroy school property will receive severe disciplinary action, and the students and their parents will be responsible for the costs of replacement or repair of school property. If you should happen to damage something by accident, you should report it to a teacher or office immediately. Damaging and defacing school property includes and is not limited to the following:

1. Writing on books, desks, lockers, doors, or walls.
2. Defacing or damaging lavatories.

VISITORS In the interest of building security and the safety of all students and personnel, it is mandatory that all visitors register in our 5/6 Office or our 7/8 Office. Visitors will be required to sign in, show personal photo identification, such as a driver's license, and obtain a visitor's pass.

Visitations to Classrooms are permitted, although rarely requested. Parents may schedule a visit to their child's classroom(s). Visitations must be arranged with administrative approval at least 24 hours before the scheduled visit. Please note that certain classroom activities, including tests, may require a change in a scheduled visitation appointment. Parent shadowing will not be approved the last week of a marking period or during the last two weeks of school.