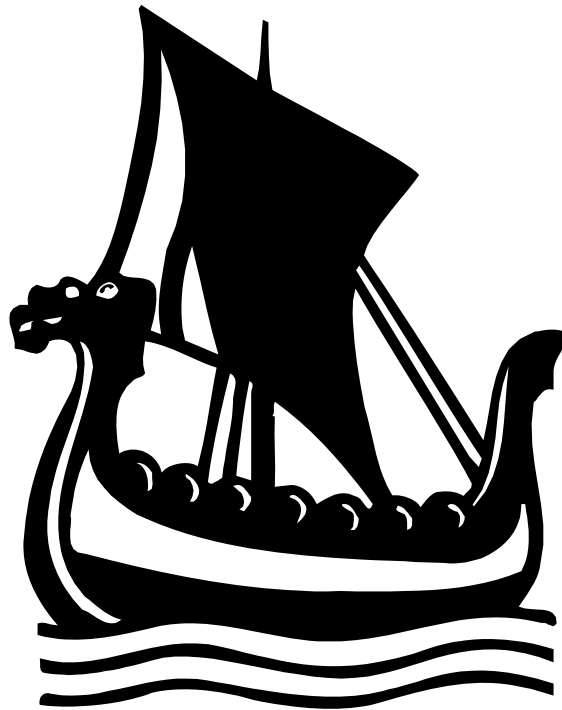


# William Annin Middle School



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

## **STUDENT ASSIGNMENT / HANDBOOK 2017 – 2018**

*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, Latin, Spanish, Art, Foods, International Foods, Computers, Computer Game Design & Development, Computer Programming, Communications Technology, Technology Education, Robotics, Woodworking, Advanced Woodworking, Introduction 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 Ext. 101

### **Assistant Principal**

Mrs. Cheryl Howarth Ext. 102

### **Assistant Principal**

Mr. Daniel Lederer Ext. 110

### **Assistant Principal**

Mr. Adam Torrisi Ext. 127

### **Student Assistance Counselors**

Dr. Barbara Bush Ext. 121

Ms. Amy Sutton Ext. 131

### **Student Resource Officer**

Officer Tracy Baldassare Ext. 140

### **School Counseling Department**

Ms. Jaime Button Ext. 114/198

Ms. Amy Kamenir Ext. 106

Ms. Cara Rychucky Ext. 111

Ms. Lori Thompson Ext. 126

Ms. Lori Thompson Ext. 128

Mr. Andrew West Ext. 196

### **Media Center**

Mrs. Deb Goetjen Ext. 122

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

Mrs. Debbie Karuppan – Grades 6 & 7 (last names A-L) Ext. 135

Mrs. Anita DeAngelis – Grades 8 & 7 (last names M-Z) Ext. 134

## **REGULAR BELL SCHEDULE**

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

## **ABBREVIATED DAY BELL SCHEDULE**

7:40	-	7:45	Pupils to Homerooms
7:45	-	7:50	Homeroom
7:53	-	8:17	Period 1
8:20	-	8:43	Period 2
8:46	-	9:09	Period 3
9:12	-	9:35	Period 4
9:38	-	10:01	Period 5
10:04	-	10:27	Period 6
10:30	-	10:53	Period 7
10:56	-	11:19	Period 8
11:22	-	11:45	Period 9

**NOTE: Dismissal on abbreviated day is at 11:45 AM**

## **DELAYED OPENING BELL SCHEDULE**

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

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

# Emergency School Closings

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

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

Information will also be posted on the following websites:

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

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

## **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 auditorium, seventh grade reports to the old gym and eighth grade report to cafeteria. ***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.

## **MORNING DROP-OFF PATTERN**

**7:00 AM to 7:25 AM:** All students shall be dropped off in front of the building by use of the oval.

**7:25 AM to 7:45 AM:** Those who are driving in through Woods End shall enter the PARKING LOT and drop their students off near the handicapped parking spots. Parents should then exit the lot by turning **left only onto Woods End.**

Those who are driving in from Quincy Road shall enter the driveway to the OVAL and drop their students off in front of the building. Parents must pull all the way forward to the end of the curb in front of the building when dropping students off in order to help expedite these procedures. When exiting the oval, parents shall **only make a right hand turn back onto Quincy Road.**

During inclement weather (rain, snow, cold temperatures, etc.), many more families are driving their children to school. It is imperative that parents allow for extra time on those days to make sure that their children arrive in their homeroom by 7:45 AM.

## **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.

**2017-2018 CALENDAR – BERNARDS TOWNSHIP PUBLIC SCHOOLS  
AND IMPORTANT WAMS DATES**

	<b>Students</b>	<b>Staff</b>
<b>SEPTEMBER 2017</b>	16	18
Tuesday the 5 <sup>th</sup>	In-service Day – Staff Reports	
Wednesday the 6 <sup>th</sup>	In-service Day – Staff Reports	
Thursday the 7 <sup>th</sup>	Students Report	
<b>Tuesday the 19<sup>th</sup></b>	<b>Back To School Night – WAMS 6<sup>th</sup> &amp; 7<sup>th</sup> Grades – 7:00 PM</b>	
Thursday the 21 <sup>st</sup>	Closed – Rosh Hashanah	
<b>Tuesday the 26<sup>th</sup></b>	<b>Back To School Night – WAMS 8<sup>th</sup> Grade – 7:00 PM</b>	
<b>OCTOBER 2017</b>	22	22
Wednesday the 4 <sup>th</sup>	Abbreviated Schedule – In-service Day - <b>WAMS Dismissal @ 11:45 AM</b>	
<b>Thursday the 5<sup>th</sup></b>	<b>School Picture Day – WAMS</b>	
<b>NOVEMBER 2017</b>	18	18
Wednesday the 8 <sup>th</sup>	Abbreviated Schedule – In-service Day - <b>WAMS Dismissal @ 11:45 AM</b>	
Thursday the 9 <sup>th</sup>	Closed – NJEA Convention	
Friday the 10 <sup>th</sup>	Closed – NJEA Convention	
<b>Thursday the 16<sup>th</sup></b>	<b>School Picture Make-Up Day - WAMS</b>	
Wednesday the 22 <sup>nd</sup>	Abbreviated Schedule – Thanksgiving Recess – <b>WAMS dismissal @ 11:45 AM</b>	
Thursday the 23 <sup>rd</sup>	Closed – Thanksgiving Recess	
Friday the 24 <sup>th</sup>	Closed – Thanksgiving Recess	
<b>DECEMBER 2017</b>	16	16
Friday the 22 <sup>nd</sup>	Abbreviated Schedule – Winter Recess – <b>WAMS Dismissal @ 11:45 AM</b>	
Monday the 25 <sup>th</sup>	Closed – Winter Recess	
Tuesday the 26 <sup>th</sup>	Closed – Winter Recess	
Wednesday the 27 <sup>th</sup>	Closed – Winter Recess	
Thursday the 28 <sup>th</sup>	Closed – Winter Recess	
Friday the 29 <sup>th</sup>	Closed – Winter Recess	
<b>JANUARY 2018</b>	21	21
Monday the 1 <sup>st</sup>	Closed – Winter Recess	
Monday the 15 <sup>th</sup>	Closed – Martin Luther King, Jr. Day	
Wednesday the 17 <sup>th</sup>	Abbreviated Schedule – In-service Day – <b>WAMS Dismissal @ 11:45 AM</b>	
<b>FEBRUARY 2018</b>	18	18
Monday the 19 <sup>th</sup>	Closed – Mid-Winter Recess	
Tuesday the 20 <sup>th</sup>	Closed – Mid-Winter Recess	
<b>MARCH 2018</b>	21	21
Wednesday the 14 <sup>th</sup>	Abbreviated Schedule - In-service Day – <b>WAMS Dismissal @ 11:45 AM</b>	
Friday the 30 <sup>th</sup>	Closed – Good Friday	
<b>APRIL 2018</b>	16	16
Monday the 16 <sup>th</sup>	Closed – Spring Recess	
Tuesday the 17 <sup>th</sup>	Closed – Spring Recess	
Wednesday the 18 <sup>th</sup>	Closed – Spring Recess	
Thursday the 19 <sup>th</sup>	Closed – Spring Recess	
Friday the 20 <sup>th</sup>	Closed – Spring Recess	
<i>Snow or other emergency days in excess of three will be made up during the April and/or February recess typically beginning with Friday, April 20<sup>th</sup>.</i>		
<b>MAY 2018</b>	21	22
Friday the 25 <sup>th</sup>	Closed – In-service Day – Staff Reports	
Monday the 28 <sup>th</sup>	Closed – Memorial Day	
<b>JUNE 2018</b>	14	15
Thursday the 19 <sup>th</sup>	Graduation – William Annin School	
Thursday the 19 <sup>th</sup>	Abbreviated Schedule – Grades K-12 Students – <b>WAMS Dismissal @ 11:45 AM</b>	
Wednesday the 20 <sup>th</sup>	Graduation – Ridge High School	
Wednesday the 20 <sup>th</sup>	Abbreviated Schedule – Grades K-12 Last Day for Students – <b>WAMS Dismissal @ 11:45 AM</b>	
Thursday the 21 <sup>st</sup>	Last Day for Staff	

TOTAL: 183

187

## HONEYWELL'S INSTANT ALERT FOR SCHOOLS

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

Your online profile will enable you to:

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

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

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

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

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

##### Minimum Requirements

##### Register and create your account

1. Go to the **Honeywell Instant Alert for Schools** website, <https://version2.instantalert.honeywell.com>
2. Click on 'New User' below the login boxes.
3. Complete the Student information form. (Fields marked with \* are mandatory) Click 'Submit.'
4. Complete the corresponding Parent information form. (Fields marked with \* are mandatory) Click 'Submit.'
5. After receiving the Confirmation message, click on 'Proceed' to get started with Instant Alert.
6. **Note:** Remember your Login Name and Password so you may use it to update your profile.

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

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

##### Configure alert settings for yourself

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

##### Additional Functions

##### View History of Alerts

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

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

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

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

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

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

### **REMIND 101 FOR BUSING**

Remind 101 is the way in which WAMS communicates with families of students who ride a bus. By signing up to receive alerts about your child's bus, you will be notified of any delays or disruptions in normal bus service once the school has been notified. Alerts can be sent to your cell phone via text messages or push notifications on a smart phone. You will only receive messages about your child's bus. In order to sign up, you must know your student's bus number assigned at the end of the summer. All bus numbers are registered as wabus1, wabus2, wabus3, etc.

#### **To sign up:**

1. **For text messages:** Text @wabus(insert child's bus number) to 81010

**EXAMPLE:** If your child rides WA Bus 13 you would text @wabus13 to 81010

2. **For push notifications to a smartphone:** On your iPhone or Android phone, open your web browser and go to the following link [rmd.at/\(insert bus number\)](http://rmd.at/(insert bus number))

**EXAMPLE:** If your child rides WA Bus 13 you would put the following link into your web browser: [rmd.at/wabus13](http://rmd.at/wabus13)

### **130- PUBLIC COMPLAINTS AND GRIEVANCES POLICY**

The Board of Education welcomes inquiries and constructive criticism of the District's programs, equipment, operations and personnel.

The Superintendent shall develop procedures to respond to such comments or inquiries by residents of Bernards Township and to investigate and resolve problems promptly. Requests for information shall be satisfied accurately and promptly. The ability of the District administrator and staff to satisfy inquiries may be limited by law, State regulation or negotiated contracts. A complaint about a school program or personnel should be addressed to the Building Principal; a complaint about instructional or resource materials should be addressed to the Superintendent.

Any misunderstandings or disputes between the public and School District staff should, whenever possible be settled by direct, informal discussion among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed. Those issues which are not resolved by the administrators and staff may be referred by the complainant to the Board of Education for resolution. A decision by the Board may be appealed to the Commissioner of Education. To clarify and to speed the resolution or appeal process, all complaints shall be reduced to writing at each level of investigation, decision or appeal.

When a Board member is confronted with an issue, he/she will refer the complaint or inquiry to the Superintendent.

All signed complaints shall be acknowledged promptly. In normal circumstances, no anonymous letters shall be considered by the Board.

The administration will keep the Board informed of all new or ongoing legal issues other than confidential pupil matters.

Adopted: 26 August 2013

## ADMINISTRATIVE TEAM

The WAMS administrative team is here to support teachers, parents and students in our shared vision of learning. Each grade level is assigned an assistant principal who oversees all aspects of the grade including team meetings and activities, student discipline, attendance and rewards, transitional programs and character education programming specific to each grade.

Assistant principals are charged with insuring that the overall vision of the building is fostered in and outside of the classroom. Parents are welcome to contact the grade level assistant principal with questions that they may have in reference to their child's overall well-being at WAMS.

In addition to grade level activities, each assistant principal has building level responsibilities. Please see the complete list below.

**Adam Torrisi – 8<sup>th</sup> Grade Assistant Principal**

- 8<sup>th</sup> Grade NJASK Coordinator, Graduation, Director of WAMS After Care program

**Daniel Lederer – 7<sup>th</sup> Grade Assistant Principal**

- Character Education Building Chairperson, Building testing coordinator for PARCC/MAP, Voluntary Random Drug Testing Coordinator

**Cheryl Howarth – 6<sup>th</sup> Grade Assistant Principal**

- Building Transportation Chairperson, Building Crisis Team Chairperson

**Karen Hudock – Principal**

- I&RS/504 Building Chairperson

## COMMUNICATION WITH TEACHERS

Parents are encouraged to communicate directly with their child's teachers with any questions or concerns they may have with their child's progress in a particular course. In accordance with Board of Education policy, this step must be taken by parents prior to contacting administration with their concerns. The best way to contact teachers is through email.

Parents who are looking for an overall update on their child's progress in their core classes can reach out to their child's school counselor who will gather feedback from the entire team.

## 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 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.
- 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.
- 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.
- 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.

**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 MUST PHONE THE SCHOOL NURSES' OFFICE, (908) 204-2615, BY 7:25 AM ON THE DAY THEIR CHILD IS ABSENT OR TARDY TO NOTIFY THE SCHOOL THAT THEIR CHILD IS NOT TRUANT. PLEASE DO NOT EMAIL THE SCHOOL NURSE YOUR CHILD'S ABSENCE/TARDY.**

**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.**

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

10<sup>th</sup> absence (email notification **as a courtesy**)

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

30<sup>th</sup> 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 school 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.

## 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. The following is a guideline for homework per grade level:

Homework Time Frame*	
<b>Grade 6</b>	10-15 minutes of homework per course, per night, not to exceed a total of one hour and 30 minutes (30 minutes of Math per night)
<b>Grade 7</b>	15-20 minutes of homework per course, per night, not to exceed a total of one hour and 45 minutes** (30 minutes of Math per night)
<b>Grade 8</b>	15-20 minutes of homework per course, per night, not to exceed a total of one hour and 45 minutes** (30 minutes of Math per night)

\*There may be additional assignments given as part of the elective cycle.

\*\* With the exception of accelerated math programs in 7<sup>th</sup> and 8<sup>th</sup> grade.

## HOMEWORK MAKE-UP PROCEDURES

Students who are absent from school should contact their teachers directly and refer to teacher websites for make-up assignments. Students have one day for every day they are absent to complete their make-up work. In circumstances where a student may be out an extended period of time for medical reasons, parents should contact their child's school counselor for assistance with coordinating work with team teachers.

## 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

### Be Statements

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, the Be Statements encourage our students to: **Be Responsible, Respectful, Positive, and Kind.**

In conjunction with the **Be Statements**, 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 incorporating the **Be Statements** every day and following the four anti-bullying rules, students' middle school years will be a safe and positive experience.

Morning Meetings at WAMS develop Character Education in grades 6-8. In addition to fifteen Morning Meetings throughout the year, students participate in specific grade level themed days with their teacher leader to develop social, mental and emotional wellness in our school. Sixth grade topics assist students in the transition to middle school, peer relationships, and positive decision making. Seventh grade topics include self-esteem, integrity, and problem-solving. Eighth grade topics develop citizenship, responsibility, and life-long learning.

## WAMS STUDENT 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 **Be Statements** 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	2 Points
Central Detention	2-3 Points
Saturday Detention	4 Points
Out-of-School Suspension	Administrative Discretion

**Bullying:** Per Board policy, the principal appoints Anti-Bullying Specialists who lead investigations of harassment, intimidation, or bullying, serve on the School Safety Team, and act as the primary school officials responsible for preventing, identifying, and addressing incidents of harassment, intimidation or bullying in the school.

Bullying includes a wide variety of behaviors, but all involve a person or a group 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 Be Statements, regular classroom meetings as part of the Olweus Bullying Prevention Program, and special disciplinary measures, including an after school program for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders.

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

### 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 and the Superintendent.

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

## 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 WAMS Student Code of Conduct.

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. Making threats which express an intent to harm.
6. Taking pictures or videos (with/without sound) without direct consent of school personnel.
7. Being dishonest.
8. Defacing, marking, or breaking school property.
9. Fighting or acting in a dangerous and/or threatening manner.
10. Deliberate cruelty, harassment, and/or bullying.
11. Behaving improperly in the Media Center, halls, cafeteria, fire/lockdown/evacuation drills, or auditorium during large group activities.
12. Truancy, cutting classes, or leaving school without permission.
13. Possession, use of, or being under the influence of any alcoholic beverage or illegal drug, etc., including vaping devices.
14. Possession or use of fireworks, stink bombs, mace, lighters, laser pointers, cameras, video cameras, or related paraphernalia.
15. Violation of computer/Internet privileges.
16. Cheating, plagiarism or forgery.
17. Stealing.
18. Gum chewing.
19. Violation of dress code.
20. Inappropriate use of cell phone or personal technology device.

**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 at least 24 hours in advance. 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 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. *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 or watch 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.

**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 and Personal Technology Policy:** Use of personal technology during instructional periods is prohibited, except when used as an aid to instruction at the discretion of the classroom teacher and/or building administrator or required by a student's individualized educational program (IEP). If personal technology is used as an aid to classroom instruction, students without access to those devices will not be penalized. Personal technology may not be used for purposes which are found to be disruptive to the school environment and students are still held responsible for the guidelines set forth in the districts Acceptable Use Policy (AUP). Disruption of the school environment shall be determined by school administration and faculty. For students in grades 6-8, cell phones and other devices must be off (not on vibrate or silent) at all times during school hours and stored in their lockers, unless permission for an approved use has been explicitly granted by a faculty member or building administrator. Upon completion of the activity for which the approved use was granted, cell phones and other devices are to be turned off for the remainder of school hours and placed in students' lockers.

Students are not to use their personal technology devices, including cell phones from when a student walks into WAMS until 2:20 PM when dismissed.

**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, cell phones 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. Students who violate this policy will receive the following consequences:

- 1<sup>st</sup> offense: The PED will be confiscated and brought to administrator's office. Student may pick up after school.
- 2<sup>nd</sup> offense: The PED will be confiscated and brought to administrator's office and returned to parent only after administrative/parent conference.
- 3<sup>rd</sup> offense: Same as for 2<sup>nd</sup> offense and in addition, student loses privilege of bringing 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 will not be responsible for lost or stolen belongings.

**Nuisance Items:** Any object that may be considered educationally inappropriate or distracting (i.e. hacky sacks, laser pointers) should not be brought to school by students. These objects may be confiscated and will be up to the parent(s) to retrieve them.

## **DRESS CODE**

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

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

1. Clothing promoting alcoholic/drugs and tobacco products and/or inappropriate language/messages must not be worn.
2. 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 are to remain in student lockers all times. **Small, strapless bags** (i.e. purses, wristlets, etc.) are permitted.
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: Additional consequences at the discretion of the Administration.

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

### **WATER BOTTLES**

Students are allowed to carry water bottles throughout the school day. Students are encouraged to use refillable water bottles that are spill-proof to avoid leaks/spills.

### **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, and 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
  -

### **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. 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.

## 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.

## CAFETERIA

ARAMARK School Support Services maintains and operates the Bernards Township Schools' cafeterias. 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 ID 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. Payments made online take 48 hours to post to accounts.

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

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

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. Four lunch detentions will result in a week out of the lunchroom. Continued infractions will require further disciplinary measures.

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. Students will become silent at the whistle.
2. Students may sit where they wish for the entire 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 eat food at their table; there is no eating at the lunch lines.
7. Students are responsible to clean up their area before being dismissed from the cafeteria.
8. Food brought from home is for the student's consumption only.
9. Students are permitted to have a snack during Study Hall #1; they are not allowed to eat during Study Hall #2.

### **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.

### **SCHOOL COUNSELING SERVICES**

School counselors encourage an open-door policy. Students stop by the Counseling 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 School Counseling Office, 204-2610 ext. 114, or e-mail the counselor.

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

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

Parents have the right to review their 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:

PARCC Testing – Grades 6, 7 & 8  
Administered in the Spring.

Measures of Academic Progress (MAP) – Grades 6, 7 & 8  
Administered in the Winter and Spring.

**Change of Address and Transfer** – Inform the main office of any change of address, email or telephone number. Also, if you have a change of address, you must go to the district registrar’s office with proof of your new address. If transferring, a note from parent/guardian will be necessary to obtain the appropriate forms from the Counseling Office. Teachers will complete the withdrawal form as school property is returned. Completed forms must be returned to the Counseling 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 Counseling Office.

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

### **STUDENT ASSISTANT COUNSELOR**

Today, many schools have Student Assistance Programs. At Annin, the Program includes many prevention services as well as confidential counseling services for students and their parents. The Student Assistance Counselor gets to know students in order to help them with their personal problems and build on their strengths so that they can be successful in school. Assessment and short-term counseling is provided. If ongoing therapy is indicated, referrals are made to private practitioners and/ or appropriate community agencies.

What kinds of problems does the Student Assistance Counselor deal with?

- Student motivation and academic achievement
- Stress management
- Peer and social problems
- School anxiety and school refusal
- Grief and loss
- Family transitions
- Depression and suicide prevention
- Self-mutilation
- Eating disorders
- Anger management, conflict resolution and violence prevention
- Alcohol, tobacco and other drug use
- Crisis management

All services are confidential. If a student or parent contacts the program, no one will know unless the student or parent share that information or ask the Student Assistance Counselor to share the information with a designated person. The only exceptions to this rule are those cases involving life threatening behavior or suspected abuse or neglect.

### **REPORTING PROCEDURES**

**Report Cards** will be issued four times per year, and will be available through HAC only. You are unable to view past years' report cards through HAC, so be sure to print a copy for your records each marking period.

#### **MARKING PERIOD CLOSES**

Tuesday, November 7, 2017  
Thursday, January 25, 2018  
Monday, April 2, 2018  
Friday, June 15, 2018

#### **REPORT CARDS AVAILABLE ON HAC**

Friday, November 17, 2017  
Friday, February 2, 2018  
Monday, April 16, 2018  
Friday, June 22, 2018

## GRADING SCALE

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
E	0-59

## CALCULATING THE FINAL CLASS AVERAGE

To calculate the final average in a course:

1. Convert the letter grades for each of the four marking periods to numerical grades using the chart below.
2. Take the sum of the numerical values.
3. Divide that sum by 4 (if it is a full-year course) or 2 (if it is a semester course).
4. Using the chart, convert the grade back to the letter grade by using the closest value.

A+	12
A	11
A-	10
B+	9
B	8
B-	7
C+	6
C	5
C-	4
D+	3
D	2
D-	1
E	0

**Incomplete Grades** – An “I” on a report card in lieu of a grade indicates that the marking period grade or the final average grade cannot be computed because the student's academic work is incomplete due to illness or extenuating circumstances. An Incomplete grade must be satisfactorily completed ten school days after the close of the marking period, or it will automatically be changed to an E, unless the subject teacher submits a request to an administrator that the grade be held "incomplete" because of extenuating circumstances.

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

## HONORS POLICY

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

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

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

### Graduation with Honors/High Honors

**High Honors** – In order to qualify for graduation with high honors, students must have earned A's in all subjects for the first eleven marking periods in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade.

**NOTE:** The last and final marking period of 8<sup>th</sup> grade will **not** be considered for this requirement.

**Honors** – In order to qualify for graduation with honors, students must have earned A's and B's in all subjects for nine of the first eleven marking periods in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade.

**NOTE:** The last and final marking period of 8<sup>th</sup> grade will **not** be considered for this requirement.

## HEALTH OFFICE (908-204-2615)

**School Nurse's Office Hours:** 7:25 AM – 2:35 PM

**Immunizations: The following are required for entrance into William Annin:**

- **DTP (Diphtheria, Tetanus Toxoid and Pertussis)**
  - *Age 7 or Older* - 3 doses of Td or a combination of DTP, DtaP, and Td.
- **Tdap booster**
  - Students born on or after 1/1/97 attending or transferring into NJ School at **grade six or higher**
- **Poliovirus Vaccine**
  - *Age 7 – 17 years* - 3 doses, either OPV or IPV separately or in combination
- **Measles**
  - 2 doses of a measles containing vaccine. First dose given on or after the first birthday (if before first birthday, re-immunization is required). Intervals between first and second measles/MMR cannot be less than one month. Laboratory evidence of immunity is also acceptable.
- **Rubella**
  - 1 dose OR laboratory evidence of immunity. First dose given on or after the first birthday. (If before first birthday, re-immunization is required).
- **Mumps**
  - 1 dose OR laboratory evidence of immunity. First dose given on or after the first birthday. (If before first birthday, re-immunization is required).
- **Hepatitis B Virus Vaccine**
  - 3 doses (age 1- 15) OR 2 doses Adult Formulation (age 11- 15) OR laboratory evidence of immunity.
- **Varicella (Chicken Pox) Vaccine**
  - 1 dose given on or after their first birthday, or documented proof of disease by a parent or physician statement or laboratory evidence of immunity
- **Meningococcal Vaccine 6th - 12th grades**
  - Students born on or after 1/1/97 attending or transferring into NJ School at **grade six or higher**

o **Mantoux Test (PPD)**

**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).**

**Absence Procedure:** Parents/Guardians are requested to phone the school Nurse's Office at (908) 204-2615 by 7:30 AM if your child will be late or absent on that day. ***Please state child's name, grade and reason for absence. Please do not email your child's absence to the school nurse.***

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 note from parent/guardian must be given to the school nurses upon your child's return to school due to illness. 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 the 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 school 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 school Nurse's Office by 7:30 AM 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, Media Center (where your child will go instead of Physical Ed. Class), student and nurse.

*In the event of a head injury (concussion) diagnosis, your child will also have the opportunity to have lunch with a friend in the Quiet Lunch room which is supervised by a teacher.*

**Dropping Off and Picking Up of Injured Students:** Parents/Guardians will be directed to park at the far end of the driveway just past the front entrance of the school where you can park your car and help your student into the building. Please follow the directive of the teacher monitoring traffic as Drop-off may change. Pick-up time is normally at 2:35 PM when buses have departed the front of the building.

**Medication at School:** *All medication requires a Physician's order – Prescription and Over-the-Counter.* Order Forms are available at the district website.

Students may not have medication on their person, in their backpack or purse. It is against New Jersey State Law. Those students with an 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 school 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. The prescription label should be legible and include the pupil's name, date ordered, medication name, dosage and time to be administered. Over the counter medication must be in the original container.

**Screenings:** Children in the 6<sup>th</sup> and 8<sup>th</sup> grades will have their blood pressure, 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. You will be informed in writing if there is need for follow-up with a specialist.

**Food Allergies** – Please refer to the Bernards Township BOE Policy **5331- MANAGEMENT OF LIFE-THREATENING ALLERGIES IN SCHOOLS (M)**

**Voluntary Random Drug Testing Program (VRDT)**, was created to screen students on a random basis for illegal drugs and or alcohol using urine samples. Parents must choose to enroll or not enroll their children in this program. Students to be screened are generated on a random basis and confidentiality is maintained at all times. A negative screening simply results

in a parent/guardian being notified. A non-negative result must be reviewed by a Medical Review Officer (MRO). Knowledge of test/screening results is strictly limited to parents, the MRO, and school staff who must be aware in order to run or implement the program. Police are NOT informed of any results. See the Bernards Township BOE Policy **5530. - STUDENT VOLUNTARY RANDOM DRUG TESTING** below.

**Emergency Information** – Emergency information is kept on all students and should be 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 cell phone number, work phone number, doctor, and emergency person to be called.

**Student Accident Insurance** – A student injured during a school activity should immediately inform the teacher in charge and the 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 and the student accident insurance company form. The insurance form will be given to the parent/guardian. Insurance coverage is first used from your private insurance and then the school coverage is applied. All instructions are listed on the form.

**Home Instruction** – Available if a student expects to be absent from school for 10 consecutive school days or 20 cumulative school days due to medical reasons. A doctor's written request (provided on Bernard's Township Home Instruction MD Initial Order Form) is required to determine the need for home instruction. Parents should contact the school nurse (204-2615) for further procedural details.

### **5331- MANAGEMENT OF LIFE-THREATENING ALLERGIES IN SCHOOLS (M)**

The Board of Education recognizes pupils may have allergies to certain foods and other substances and may be at risk for anaphylaxis. Anaphylaxis is a sudden, severe, serious, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). Anaphylaxis is a serious allergic reaction that may be rapid in onset and may cause death. Policy 5331 has been developed in accordance with the Guidelines for the Management of Life-Threatening Food Allergies in Schools developed by the New Jersey Department of Education.

An Individualized Healthcare Plan (IHP) and an Individualized Emergency Healthcare Plan (IEHP) will be developed for each pupil at risk for a life-threatening allergic reaction. Self-administration of medication, the placement and the accessibility of epinephrine, and the recruitment and training of designees who volunteer to administer epinephrine during school and at school-sponsored functions when the school nurse or designee is not available shall be in accordance with N.J.S.A. 18A:40-12 and Board Policy and Regulation 5330. School staff will be appropriately trained by the school nurse or designee to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur.

The school district will develop and implement appropriate strategies and prevention measures for the reduction of risk of exposure to food allergens throughout the school day, during before- and after-school programs, at all school-sponsored activities, in the cafeteria, or wherever food is present.

A description of the roles and responsibilities of parent(s) or legal guardian(s), staff, and pupils to prevent allergic reactions and during allergic reactions are outlined in Regulation 5331.

Every incident involving a life-threatening allergic reaction and/or whenever epinephrine is administered throughout the school day, during before- and after-school programs, and/or at all school-sponsored activities shall be reported to the school nurse or designee. The school nurse or designee shall be responsible to notify emergency responders, the Principal or designee, the school physician, and the Superintendent of Schools. The Superintendent shall inform the Board of Education after every incident including a life-threatening allergic reaction or whenever epinephrine is administered by the school nurse or designee. In addition, in accordance with the provisions of N.J.S.A. 18A:40-12.5.e.(3), the school nurse or designee shall arrange for the transportation of a pupil to the hospital emergency room by emergency services personnel after the administration of epinephrine, even if the pupil's symptoms appear to have resolved.

There will be occasions where food and/or beverages will be served as part of a classroom experience, field trip, and/or celebration. Because the ingredients of these food and beverage products may be unknown to the food preparation person and/or server, a pupil with anaphylaxis to food should not consume any food products that he/she is unsure of the ingredients. The teacher will provide, to the parent/pupil, whenever possible, advance notice of the classroom experience, field trip, or celebration in order for the pupil to bring a food or beverage product from their home so they may participate in the activity.

When a parent(s) or legal guardian(s) informs the Building Principal and the school nurse the pupil may have an anaphylactic reaction to a substance other than food, the Building Principal will work with school staff to determine if these substances are on school grounds. The Building Principal will inform and work with the parent(s) or legal guardian(s) and the pupil to avoid the pupil's exposure to these substances if present on school grounds.

School staff will be appropriately trained by the school nurse or designee to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The school nurse or designee will provide appropriate training to school staff to understand allergies to food and other substances, to recognize symptoms of an allergic reaction, and to know the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The school nurse will work with appropriate school staff to eliminate or substitute the use of allergens in the allergic pupil's meals, educational/instructional tools and materials, arts and crafts projects, or incentives.

Policy and Regulation 5331 should be annually reviewed, evaluated, and updated where needed. Policy and Regulation 5331 will be disseminated and communicated to all parent(s) or legal guardian(s) of pupils in the school in the beginning of each school year and when a pupil enters the school after the beginning of the school year.

N.J.S.A. 18A:40-12.3 through 18A:40-12.6  
New Jersey Department of Education - Guidelines for the Management of Life-Threatening Food Allergies in Schools – September 2008

Adopted: 26 August 2013

#### **5530.1- STUDENT VOLUNTARY RANDOM DRUG TESTING**

Section: Pupils  
Date Created: July, 2014  
Date Edited: July, 2014

It is the responsibility of the Bernards Township Board of Education to protect the safety of the pupils in the schools and promote an orderly learning environment. We therefore must maintain that the use of drugs and unlawful possession and use of alcohol, steroids, and other controlled dangerous substances threatens the safety of the pupils and the orderly learning environment of the entire school community. The Bernards Township Board of Education is committed to the prevention of drug, alcohol, and steroid abuse.

This policy shall apply to all Bernards Township School District students in grades 6 – 12. It is required that all students in grades 6 to 12 and their parent(s)/guardian(s) complete the Voluntary Random Drug Testing Selection Form (Appendix I of this policy's regulation) to be eligible for participation in school sponsored athletic and extracurricular activities and to obtain a student parking permit.

The Bernards Township Board of Education directs the Superintendent to implement and conduct a program of voluntary random drug testing for all pupils whose parents enroll them in the drug testing pool. Once enrolled in the drug testing pool eligibility shall apply until the student is withdrawn from the testing pool or is no longer enrolled in the district. The school principal or his/her designee shall oversee the implementation of this policy and procedure.

The authority to enroll or withdraw a student from the random testing pool lies with the parent/guardian. Students may not withdraw or enroll on their own – parental consent is required. Student signatures on entry and withdrawal forms are required to encourage discourse between parents and students.

Design of the program shall be consistent with the Bernards Township Board of Education's objectives, which are as follows:  
Promote safety:

- Deter drug use, thereby countering peer pressure which may encourage indulgence;
- Promote an orderly learning environment; and
- Encourage and invite voluntary testing.

Primary emphasis in administering this program shall be directed toward deterrence and remediation rather than punishment of pupils who test positive for non-prescribed medications, illegal drugs or their metabolites. Sanctions and corrective action



shall be designed accordingly. This policy and its implementing regulations shall be made annually, at the beginning of the school year, to all school employees, pupils and parents(s) or legal guardian(s). This policy is not intended to be disciplinary or punitive in nature. No pupil shall be expelled or suspended from school as a sole result of any verified positive test conducted by the school under the Voluntary Random Drug Testing program.

Our Board of Education recognizes that a pupil's use of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. Our Board is committed to the prevention of substance use and the rehabilitation of substance users by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, our Board will establish and maintain a comprehensive substance use intervention, prevention, and treatment referral program in the schools of our District.

**DEFINITIONS:** N.J.S.A. 18A: 40A-9; N.J.A.C. 6A: 16-3.1; 6A:16-4.1

**For the purpose of this policy:**

**“SUBSTANCE”** means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, or any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2A: 170-25.9.

**“SUBSTANCE USE”** means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

**“MEDICATIONS”** – All medications, including over the counter drugs, must be properly registered with the school nurse. N.J.S.A. 18A: 40-12.4.

**“ACTIVITIES”** means any extracurricular activities not required by the Board of Education for graduation.

**“INCONCLUSIVE”** means a drug screen that indicates the presence of metabolites and needs to be sent to the laboratory for confirmatory testing.

**“CONFIRMED POSITIVE”** means a positive result from confirmatory testing at the laboratory.

**“ASSESSMENT”** means those procedures used by school staff to make a preliminary determination of a student's need for educational programs, supportive services, or referral for outside services which extend beyond the general school program by virtue of learning, behavioral or health difficulties of the student or the student's family.

**“EVALUATION”** means those procedures used by a certified or licensed professional to make a positive determination of a student's need for programs and services which extend beyond the general school program by virtue of learning, behavior or health difficulties of the student or the student's family.

**“INTERVENTION AND REFERRAL TO TREATMENT”** means those programs and services offered to help a pupil because of the use of substances by the pupil or a member of the pupil's family.

**“MEDICAL REVIEW OFFICER (M.R.O.)”** means a medical doctor with special training to interpret and review confirmatory laboratory results.

Adopted: 21 July 2014

**Local Resources:**

Bernards Township Health Department  
908-204-2523  
Kaitlyn Kordusky, Youth Services

Richard Hall Community Health Center  
908-725-2800

Family Crisis Intervention  
908-704-6330

## MEDIA CENTER/LEARNING COMMONS

(Mrs. Goetjen – Media specialist, Mrs. Kleinert, Mrs. Scharff – Media assistants)

The mission of the William Annin Media Center/Learning Commons is to provide a student-directed learning space that supports students in becoming effective creators and consumers of information, critical thinkers and problem solvers, and life-long readers and learners. This is accomplished by:

- providing a flexible learning environment that supports independent and group learning and creating experiences
- providing information literacy instruction and digital tools that support student learning and creation
- providing physical/virtual/intellectual access to informational materials and experiences in many formats/media
- stimulating interest in reading and in finding and using information and ideas
- promoting and demonstrating the ethical use of print/online resources by students and faculty
- working with faculty to develop educational strategies to meet the information needs of students
- supporting the school's curriculum and reading initiatives

All students are welcome who want to use or need help with Media Center/Learning Commons resources. Students are encouraged to use our wide variety of resources, including books, eBooks, audio books, tablets, online databases/tools, DVDs, computers, scanners, and video cameras. A large collection of fiction/nonfiction books and current magazines are available for pleasure reading and circulation. Classes are scheduled throughout the year for research, information skills instruction, and book selection.

The Media Center/Learning Commons hours are from **7:25 AM to 3:25 PM**. Students may visit the Media Center/Learning Commons at any time during the school day with passes from class, before school, during lunch, as well as after school. Appropriate behavior is expected at all times.

### Student Use before School

Students who arrive at school early may come to the Media Center/Learning Commons from 7:25a.m. – 7:40a.m. to read, checkout materials, research, work on projects/homework requiring resources or computers, or access our IDEA Lab makerspace. **Passes are available from the teacher on duty in each grade level's designated area at 7:20 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/Learning Commons. Students must have a purpose in coming to the Media Center/Learning Commons so they are not taking up a pass that another student truly needs in order to come use resources or the IDEA Lab makerspace or receive extra help.

### Student Use after School

Students coming after school should have specific reasons for using the Media Center/Learning Commons, such as research, borrowing materials, using computers or other equipment. Completing homework that does not require use of Media Center/Learning Commons resources is generally not an appropriate reason. Students should go to the designated Homework Club rooms available. The Media Center/Learning Commons is open until 3:25 PM daily, except for the *first* Wednesday of each month or if special events or meetings are taking place. **Students must sign up before the end of their lunch period (on the day they wish to use the Media Center/Learning Commons) to reserve a space after school. The sign up list is at the circulation desk.**

### Borrowing Procedures

Print material and equipment **must** be checked out at the circulation desk. eBooks may be checked out by students online via the Destiny library catalog. Material may be renewed if a reserve (hold) has not been made on it. **Students are expected to return materials on or before the due date.** Materials may be returned in Book Returns in the Media Center/Learning Commons or the cafeteria. Students with overdue materials will not be permitted to borrow new materials until the overdue materials are returned. Payment should be made promptly for any lost materials. A detention *may* be issued to a student (7<sup>th</sup>/8<sup>th</sup> grade) with overdue materials for an extended period. Students having overdue materials at the end of the school year may not participate in special activities or receive yearbooks until materials are returned or payment is made.

**Borrowing (Loan Periods):** Print books - 4 weeks; eBooks, digital audio books, Kindles, Nexus – 2 weeks  
Flash drives, digital cameras, DVDs, reference books – overnight (or special permission)

## ONLINE DATABASES AND RESOURCES

The following online resources are available to William Annin students and teachers in or outside of school. The databases provide up-to-date, reliable information on a variety of topics and are used in all research projects during the middle school years. Additional online resource tools support student learning and research.

### DATABASES

Links to all databases listed below are located at: <http://libguides.bernardsboe.com/wamsdatabases>

**Cavendish Square Digital:** Engaging reference and multi-media information on many topics such as mythology, WWII, wildlife, and technology. <http://www.cavendishsquaredigital.com/> Username and password: **annin**

**CultureGrams** – Countries of the world cultural information  
<http://online.culturegrams.com> Username and password: **wams**

\***EBSCO** – Explora , Science Reference Center, History Reference Center, NoveList, Points of View and more!  
<http://search.ebscohost.com/login.aspx?authtype=ip.uid&custid=s9777829>  
User ID: **annin** Password: **annin**

**FACTS ON FILE databases** - includes science, history, geography, career, health information and more.  
<http://online.infobaselearning.com/Direct.aspx?aid=17230&pid=WE00> Username and password: **wams**

**GALEGROUP DATABASES:** Username and password for all resources: **wams**

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

<http://infotrac.galegroup.com/itweb/wamslib?db=STOM>

**GALE Virtual Reference Library** – Reference eBooks

<http://go.galegroup.com/ps/start.do?p=GVRL&u=wamslib&authCount=1>

**Opposing Viewpoints** – database with current magazine, newspaper, reference articles, statistics, images, videos on hot debate topics in our society <http://infotrac.galegroup.com/itweb/wamslib?db=OVIC>

**Research in Context** – database of current magazine, newspaper, reference articles, images and videos on a variety of topics <http://infotrac.galegroup.com/itweb/wamslib?db=MSIC>

**Science in Context** – database of current science related magazine, newspaper, reference articles, images and videos <http://infotrac.galegroup.com/itweb/wamslib?db=SCIC>

**Proquest** <http://proquest.umi.com/login/> Only available in school.

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

**World Book Online:** Elementary, middle and high school level encyclopedia articles  
<http://www.worldbookonline.com/?subacct=N8470> Username: **basking** Password: **ridge**

*Please honor our agreements with online vendors by sharing passwords with your immediate family only.*

\*Provided by the NJ State Library and the LibraryLinkNJ Cooperative.

## ONLINE RESOURCES AND TOOLS

*(All new students automatically receive accounts for these tools - teachers, see Mrs. Goetjen if interested in an account for one or more of these tools.)*

**Brainpop** – short animated clips, quizzes, games and text correlated to state standards. Available 24/7.  
<http://www.brainpop.com> Username and password: **annin**

**Glogster:** <http://edu.glogster.com/> - online interactive poster creation tool (individual teacher and student logins)

**NoodleTools:** <http://www.noodletools.com/> Citation, Works Cited and Research tools (individual teacher and student logins)

**Sutori:** <https://www.sutori.com/> Digital storytelling tool. (individual teacher and student logins)

**WAMS LibGuides:** <http://libguides.bernardsboe.com/> Online project and tool resource guides for all students

**WAMS Research Guide:** <http://libguides.bernardsboe.com/wamsresearch/> 24/7 guide available for students to support their learning of and use of research skills and tools. Includes instructional video clips on all aspects of research.

**WAMS Library Catalog (DESTINY):** <https://btsd.follettdestiny.com/> or **\*NEW\* Universal Search** at <https://www.gofollett.com> (individual teacher and student logins)

**WAMS Follett eBook Platform (FollettShelf):** <https://wbb00953.follettshelf.com> (individual teacher and student logins)  
**Destiny Discover** – App for reading WAMS eBooks on mobile devices (available free from Apple Store or Google Play)

**WAMS Media Center web page:** [http://williamannin.bernardsboe.com/media\\_center](http://williamannin.bernardsboe.com/media_center) - central place to find out about events, activities, resources related to the WAMS Media Center/Learning Commons

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\*Provided by the NJ State Library and the LibraryLinkNJ Cooperative.

## ACCEPTABLE PRACTICES OF COMPUTERS AND THE INTERNET

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the Internet might contain items that are inaccurate, or potentially offensive.

While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

### **Student Responsibilities:**

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards, such as the Bernards Township Board of Education Policy 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.

In addition, with the increasing allowance of personal devices (cell phone, personal tablet, and other handheld devices with Internet access) students are responsible for appropriate use of any technology used in the school building. This includes access gained using a personal wireless account.

#### **Network Rules:**

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

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

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

**Access** – The Board provided access to computers, the network and access to personal devices during the school day is intended 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. Additionally, students may have access to personal devices during the school day revoked.

**Personal Technology** - Use of personal technology during instructional periods is prohibited, except when used as an aid to instruction at the discretion of the classroom teacher and/or building administrator or required by a student's individualized educational plan (IEP). If personal technology is used as an aid to classroom instruction, students without access to those devices will not be penalized. Personal technology may not be used for purposes which are found to be disruptive to the school environment. Disruption of the school environment shall be determined by school administration and faculty.

**Use of Personal technology Outside of Classroom Instruction** – For students in grade 6-12, cell phones and other devices must be off (not on vibrate or silent) at all times during school hours, unless permission for an approved use has been explicitly granted by a faculty member or building administrator. Upon completion of the activity for which the approved use was granted, cell phones and other devices are to be turned off for the remainder of school hours.

**Assumption of Risk when using Personal Technology** – A student who brings his/her device to school shall do so at his/her own risk. Neither the school nor Board of Education can be held responsible for lost or stolen articles; however students and parents may report lost property to the school administration or school resource officer. The district does not guarantee access to district provided Internet access on personal devices. A student is solely responsible for all charges incurred by usage at any time.

#### **Rules for Appropriate Use**

Students may not use the computer network(s) or personal devices in a manner that:

1. Intentionally disrupts network traffic or crashes the network – included, but not limited to chain letters, junk mail & spamming;
2. Degrades or disrupts equipment or system performance;
3. Uses the computing resources of our District for personal or 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 vandalizes 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;
10. Engages in other activities, including personal e-mail, that do not advance the educational purposes for which network/computers are provided.
11. Threatens, harasses, or bullies others.

#### **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 of privilege to utilize personal Internet devices in school (cell phone, handheld device, etc.);
7. Revocation of privilege to utilize personal Internet devices in school (cell phone, handheld device, etc.);
8. Suspension from school;
9. Confiscation and/or search of student property (cell phone, laptop, etc.);
10. Police involvement in cases where a crime may have been committed with the technology.

Online AUP can be accessed: <http://app.perfectforms.com/player.htm?f=SoMhgAck>

Reference: Board of Education Policy 2361

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

## **STUDENT USE OF OFFICE TELEPHONE**

In the event that a student needs to contact home during the school day, a phone is available for them to use in the main office.

## **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. 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. Any unclaimed items will be donated at certain intervals during the school year.

## **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 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.

## **VISITORS**

Student visitors are not permitted during the school day.

## **SCHOOL SPONSORED EVENTS**

School sponsored events are normally held on Friday evenings for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students from 7 PM to 9 PM. No guests from other schools are allowed.

Once a student arrives at the event, 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 event after 7:30 PM unless a written note was submitted to the main office the day of the event or a parent escorts student into the event and sees an administrator.

School sponsored events are considered privileges. To attend these school events, all financial and behavioral obligations must be met.

The following general rules apply to school sponsored events:

1. Events begin at 7:00 PM and end at 9:00 PM.
2. The mode of dress will follow the school dress code guidelines, unless prior approval obtained from administration.
3. Students should make arrangements for transportation home at 9:00 PM.
4. To attend school sponsored events, students **must** be in school for the entire day on the day of the event.
5. 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 Viking Values.

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

**Homework Club:** HW Club will be held Monday through Thursday with the exception of the first and third Wednesday of the month. Miss P. Capone, Mrs. White

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

**Music:** Jazz Band – Mr. Wong; Orchestra – Mr. McGowan; Select Choir – Mrs. Weniger; Wind Ensemble – Mr. Wong; 7<sup>th</sup> and 8<sup>th</sup> grade Band – Mr. Wong, 6<sup>th</sup> grade Band – Mrs. Plagge

**Pay to Play Clubs:** Each year, WAMS teachers offer a variety of clubs that are "Pay to Play". This means there is a small fee required of students who wish to participate. This fee covers the cost of equipment or materials needed and teacher sponsorship. Pay to Play clubs are set up to be self-sustaining as they are not funded by the BOE. By charging a small fee to participants, teachers are able to offer a more broad selection of opportunities to meet student interests. A brochure of these clubs and descriptions for each will be sent to out in September. Please contact Ms. Cherie Howarth with any questions.

**Peer Leadership:** 6<sup>th</sup> Helpers- Mrs. Rychecky, 7<sup>th</sup> Leaders – Miss Slack, 8<sup>th</sup> Educators – Miss Kadin

**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. – Ms. O'Brien and Mrs. White, Musical Directors

**Student Council** – Representatives are elected yearly by their respective homerooms. Student Council officers are elected by the school population for a one-year term – Mrs. Bollaro and Miss L. Capone

**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](http://www.bernardsboe.com).

In accordance with NJAC 6A:14, the Bernards Township Public School District provides a free, appropriate public education to all students with disabilities ages 3 through 21 who reside within the school district. Students who may be disabled due to physical, sensory, emotional, communication, cognitive or social difficulties are to be evaluated by the district and educated with their non-disabled peers to the greatest extent appropriate. No handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to, discrimination under any program or activity which receives or benefits from Federal assistance. Parents who suspect that their child may have a disabling condition should call Jean O'Connell, 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, Mr. Sean Siet at (908) 204-2600 ext. 104, or Superintendent, Mr. Nick Markarian 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, Mr. Sean Siet 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 Mr. Sean Siet, 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 Bernards Board of Education website for more information regarding “*Family Educational Rights and Privacy Act* (FERPA).” Information can be found on the following link:  
[http://www.bernardsboe.com/BernardsBOE/CMFiles/Docs/NCLB/WAMS/NCLB\\_WAMS\\_Notice\\_Student\\_Education\\_Record\\_privacy.pdf](http://www.bernardsboe.com/BernardsBOE/CMFiles/Docs/NCLB/WAMS/NCLB_WAMS_Notice_Student_Education_Record_privacy.pdf)

## LIAISONS

The Bernards Township Board of Education does hereby appoint **Ms. Jean O’Connell** as Liaison for the Education of Homeless Children, Public Law 504 Coordinator and Americans with Disabilities Act Coordinator; **Mr. Sean Siet** as Affirmative Action Officer; **Mr. Rod McLaughlin** 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 2013-2014 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.