

Williamstown Middle School



Student/Parent Handbook

2010-2011

Dear Students:

As principal of Williamstown Middle School, it gives me great pleasure to welcome you to the 2010-2011 school year. We are happy that you are part of our school community, which has a proud tradition of providing an outstanding education for its students. The WMS staff is eager to work with you for the four years of your middle school experience and is devoted to helping you reach your academic and personal goals. Our middle school has a great deal to offer you academically, and there are plenty of opportunities to participate in co-curricular activities. I urge you to get involved, set your goals high, and take advantage of our excellent staff and many exciting programs.

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

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

Welcome and best wishes for a successful and memorable year!

Sincerely,

Dana R. Mericle
Principal

WILLIAMSTOWN MIDDLE SCHOOL

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

Dana R. Mericle, Principal
Karen Pontano-Crossley, Assistant Principal
James A. Collins, Assistant Principal
Donald E. Whirlow, Assistant Principal
Sally Fox, Head Teacher

This agenda book belongs to:

Name: _____

Address: _____

Phone: _____

Homeroom: _____

PERIOD	ROOM	SUBJECT	TEACHER
AM HR 8:10-8:22			
1 - 8:22-9:02			
2 - 9:06 -9:46			
3 - 9:50-10:30			
4 - 10:34-11:14			
5 - 11:18-11:58			
6 - 12:02-12:42			
7 - 12:46--1:26			
8 - 1:30- 2:10			
9 - 2:14- 2.55			
DISMISSAL 2:55			

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

Charles M. Earling, Superintendent of Schools

MONROE TOWNSHIP BOARD OF EDUCATION MEMBERS

Valerie Mercurio, President
Michael Hamilton, Vice President
Mike Brandimarto
George N. Caruso
Paul Craig
Kelly Enders
Robert Graham
Thomas Reed
Josephine Staffieri

**BYLAWS AND POLICIES OF THE MONROE TOWNSHIP BOARD OF
EDUCATION**

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

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

September 2010

Dear Parent/Guardian:

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

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

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

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

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

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

the 2006-2007 school year.

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

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

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

Sincerely,

Charles M. Earling
Superintendent of Schools

MONROE B.O.E. SUBSTANCE ABUSE POLICY

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

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

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

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

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

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

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

TITLE IX COORDINATOR - Mr. Charles M. Earling

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

504 OFFICER - Mr. James M. Henderson

This 1973 civil rights law prohibits discrimination on the basis of disability in all programs and activities receiving Federal financial assistance. The 504 Officer fields complaints from parents once a 504 Plan has been developed.

AFFIRMATIVE ACTION OFFICER - Mr. James M. Henderson

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

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

ARRIVAL AND DISMISSAL Students who walk to school must walk within the parameters of the designated walkways. Students should arrive no earlier than 7:55 a.m. Students will be directed to enter the building at 8:00 a.m. Bus students will enter the building in a safe and orderly manner. Students must follow these rules:

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

All students will remain in their ninth period class until the final bell. For safety reasons, students are not permitted to walk near the buses or in the bus-loading zone when the buses are moving. All walkers will leave the building through the main entrances. All Commuters must leave the building at the 5/6 entrance and be picked up in the 5/6 pick-up area.

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

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

1. Personal illness verified with a letter written by a doctor.
Note: **A parent written letter alone will not excuse an illness absence.**
2. Death in the immediate family. Verification is necessary.
3. Attendance required in court. Verification is necessary.
4. Religious holidays as listed by the Commissioner of Education. A letter from a parent is required.

Absence for any other reason will be considered Unexcused.

Family vacations during the school year are considered unexcused absences and are strongly discouraged.

Upon returning to school after an unexcused absence, students must present a note from a parent/guardian to the homeroom teacher. The note must verify the date(s) of absence. When a student is absent for 5 or more consecutive days, a doctor's note is required.

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

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

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

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

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

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

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

BUS RULES & REGULATIONS Students must ride in their assigned seat on their assigned bus to and from school.

VIOLATIONS OF BUS RULES WILL RESULT IN BUS SUSPENSIONS OF AN INCREASING NUMBER OF DAYS FOR EACH INCIDENT, BUS PRIVILEGES DENIED PERMANENTLY, OR SCHOOL DISCIPLINE

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

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

The following rules must be followed:

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

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

1. TWO NOTES MUST BE OBTAINED - a letter from the parents of both students who are walking home or riding the bus together.

2. Notes must be presented for administrative approval to the office personnel before A.M. homeroom begins. Requests presented at the end of the day will be denied.
3. A student who is assigned to ride a school bus, and at dismissal walks from the school premises without permission of an administrator, will be referred to an administrator for disciplinary action.

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

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

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

THROWING FOOD, COINS OR OTHER OBJECTS WILL NOT BE TOLERATED

The following rules will be followed:

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

**VIOLATION OF CAFETERIA RULES WILL RESULT IN INCREASING
DISCIPLINE**

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

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

In order to achieve the aforementioned goal, the following procedures are in effect:

- A. Student Discipline - Any student who is issued a total of 10 or more days of 3/7 school or suspension will not be eligible for his/her class trip and cannot attend any school dance including the Promotion Dance.
- B. Attendance - Any student who is absent more than 12 (unexcused) days will not be eligible for his/her class trip and any dance including the Promotion Dance.

Only school staff, parents or guardians of the students are permitted to chaperone the students.

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

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

Lunch Detention Any student who disregards school rules and regulations or who is disobedient to school personnel may be issued a lunch detention at the discretion of a teacher, aide, or administrator. Students are reminded of the lunch detention prior to its being served and are expected to report directly to the lunch detention. Failure to report to lunch detention is a serious offense, which will be handled by an administrator.

Students may be assigned to a maximum of fifteen (10) lunch detentions during a school year. Any student who has served 10 lunch detentions will receive a more serious consequence for behavior infractions.

General After School Detentions Any student who is referred to an administrator for disregarding school rules may be issued a general after school detention (GASD). An administrator will attempt to contact parents/guardians by phone regarding the incident.

At least 24 hours prior to the detention, a student is issued a detention slip which is to be signed by his/her parent and must be returned to school to the supervising teacher. A student will be issued a more severe consequence for failing to attend the assigned detention. It is imperative that the school and parents/guardians work as a team to ensure that students who are issued a detention attend it.

3-7 School / 5th Grade In-School Suspension Students who attend school while they are on 3-7 School will receive an additional day of 3-7 School. 3-7 School/In-School Suspension may be issued for violations such as the following:

1. Being disrespectful
2. Possession of weapons including knives of any size or shape, guns (toy or otherwise), martial arts items, etc...
3. Possessing or being under the influence of drugs or alcohol
4. Using profane or obscene language
5. Destroying or defacing school property
6. Endangering the safety of others
7. Being willfully disobedient
8. Harassing or intimidating others
9. Tussling or fighting.

Out of School Suspensions are issued at the Principal's recommendation.

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

DRESS CODE There is a close relationship between the way a student dresses and his/her behavior and attitude toward learning. Students and parents are required to select appropriate clothing for the school atmosphere. Any mode of dress that is a disruption to the function of the learning process is prohibited. It is the teacher's responsibility to refer students on questionable dress to an administrator who will readmit the student to class at his/her discretion. The Board authorizes the building administrators to enforce school regulations prohibiting student dress or grooming practices which adversely affect the educational program of the schools.

General Rules

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

Prohibited clothing and articles

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

1. Clothing must be clean, non-offensive and not interfere with the educational process.
2. Shirts/blouses/tops must: entirely cover the shoulders, reach or extend below the top of the student's skirt or pants; be free of any offensive pictures, messages or logos of a sexual, alcoholic, drug, tobacco or gang related nature; not be transparent, sexually suggestive or open beyond the midpoint of the chest; not be of a midriff, halter, tube, tank or underwear nature as an outer garment.
3. Skirts/dresses/shorts must: reach to a length that is equal to or lower than fingertip length; not be biker shorts or similar nature or made of spandex material.
4. Students are not permitted to wear pajamas or any kind of attire similar in nature to sleepwear, including flannel loungewear.
5. Headwear
 - a) of a hat/cap nature may not be worn inside the school except when entering or leaving, or for medical/religious purposes. A note to the Principal is required for these exceptions.
 - b) of a hair adornment nature is prohibited except those with utilitarian purposes such as barrettes or hair bands.
 - c) of a bandanna nature is prohibited as are do-rags, stocking caps, curlers, hairnets, wave caps, and similar items.
6. Outer garments are:
 - a) Defined as those jackets, coats, vests and hats that are normally associated with outdoor wear.
 - b) Not permitted to be worn in the school building (exception: when entering or leaving the building; or when there is a defect in the heating system).
7. Footwear must:
 - a) be worn at all times.
 - b) sufficiently cover the feet to ensure personal safety and the safety of others. Beach footwear/flip flops, slides are prohibited.

- c) not have cleats, spikes, skates or any other devices that endanger the safety of others.
 - e) bedroom slippers are not to be worn.
 - f) any footwear deemed unsafe by School Administration.
8. Patches and decorations that are offensive or obscene are prohibited.
9. Glasses:
- a) glasses and contact lenses prescribed by a physician are permissible.
 - b) sunglasses, glazed and tinted glasses/lenses that obstruct the view of the student's pupils are prohibited, except as prescribed by a physician.
10. Jewelry:
- a) jewelry that may be used as a weapon is prohibited.

Students who repeatedly offend the dress code are subject to disciplinary action.

EMERGENCY CLOSING OF SCHOOL "811" During the year there are days when school may be closed for an emergency such as snow. All of the major radio stations will announce emergency school closings. Our district number is **811**. Please **DO NOT** call the school. Additional information may be obtained at www.monroetwp.k12.nj.us. Global Connect, our phone messaging system, will contact parents at the telephone number provided to the school in case of an emergency.

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

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

STUDENTS ARE TO REMAIN QUIET DURING THE FIRE DRILLS. ALL WINDOWS AND DOORS ARE TO BE CLOSED.

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

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

GRADING POLICIES:

GRADE 5 CATEGORY WEIGHTING	Language Arts	Math	Science	Social Studies	Music	Art	Media	TAG/ SS	World Language
Class work/ Participation									30%
Participation					25%		33.33%	10%	
Class work	30%	20%	30%			25%	33.33%		
Homework	15%	15%	15%	15%				20%	10%
Quizzes	20%	30%	20%		25%			30%	
Tests/Quizzes									25%
Tests/Projects	35%	35%	35%	50%	50%			40%	
Projects						75%	33.33%		35%
Quizzes/Daily Assignments				35%					

GRADE 6 CATEGORY WEIGHTING	Language Arts	Math	Science	Social Studies	TAG/ SS	World Language
Participation/Preparation				10%		
Class work/Participation	25%				10%	40%
Class work		20%				
Class work/Homework				20%		
Homework	10%	15%	20%		20%	10%
Tests		35%				
Quizzes	25%	30%		30%	30%	
Tests/Quizzes			30%			25%
Tests/Projects	40%				40%	
Projects			20%			25%
Lab/Participation/Class work			30%			
Labs						
Assessment				40%		

GRADE 7 CATEGORY WEIGHTING	Language Arts	Math	Science	Social Studies	TAG/ SS	World Language
Participation	10%					
Participation/Preparation				10%		
Class work/Participation					10%	40%
Class work	20%	20%	10%			
Class work/Homework				20%		
Homework	10%	15%	15%		20%	10%
Tests		35%				
Quizzes		30%	20%	30%	30%	
Tests/Quizzes	20%					25%
Tests/Projects			35%		40%	
Projects	40%					25%
Lab/Participation/Class work						
Labs			20%			
Assessment				40%		

GRADE 8 CATEGORY WEIGHTING	Language Arts	Math	Science	Social Studies	TAG/ SS	World Language
Participation						
Participation/Preparation				15%		
Class work/Participation	20%				10%	40%
Class work		20%	20%			
Class work/Homework						
Homework	10%	15%	10%	15%	20%	10%
Tests		35%	25%			
Quizzes	30%	30%	20%	30%	30%	
Tests/Quizzes						25%
Tests/Projects	40%				40%	
Projects						25%
Lab/Participation/Class work						
Labs			25%			
Assessment				40%		

RELATED ARTS GRADING	Grade System	Projects Performance	Tests	Class Work Journal	Participation	Quiz Performance Share	Extra Credit
Music 5	Total points	2 each year project worth 2 x	2 per year each	included	Weekly	2 per marking period	No
Music Appreciation I	Total points	3 per cycle	3 per cycle	3-5 per cycle	Weekly		No
Music Appreciation II	Total points	3	3-5 per cycle	3-5 per cycle	Weekly		No
Band 7 & Band 8	Total points	Bi-weekly or Daily during Concerts		Weekly	Daily	Varies	No
Careers	Total points = 1000	500		200	200		Teacher Discretion
Art Grade 5	Category Weight	75%		25%			Yes
Art Appreciation I	Total points	2			Weekly		Yes
Art Appreciation II	Total points	3			Weekly		No
CL-Keyboarding	Total points = 1000	200		Weekly typing 500	150	150	Teacher Discretion
CL Computer Appreciation I	Total points = 1000	600	100		100		Teacher Discretion
CL Computer Appreciation II	Total points = 1000	600	100		100		Teacher Discretion
Computer Science	Total points = 1000	400	200	Weekly typing 200	150		Teacher Discretion

WORLD LANGUAGE GRADING	5th Grade	6th Grade	7th Grade	8th Grade
Class work/Participation	30%	40%	40%	40%
Homework	10%	10%	10%	10%
Tests/Quizzes	25%	25%	25%	25%
Projects	35%	25%	25%	25%

Physical Education and 6-8 Related Arts courses utilize a total points grading system. Please see department grading policies for these subject areas.

EXAMS Final assessments may be administered in foreign language, English, mathematics, reading, science, and social studies in grades 6-8 and will be considered as two test grades in the final marking period.

GRADING PROCEDURE

The following is the report card evaluation scale.

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

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

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

GUIDANCE SERVICES It is the responsibility of the guidance counselors to meet the educational, personal, social, and/or vocational needs of the student.

Four counselors will assist students with their concerns. There is a designated counselor assigned to each grade level.

To confer with a counselor, a teacher, or a peer mediator, an appointment can be made in the guidance office.

The guidance counselors serve each student in many ways by providing individual counseling so that each student can solve his/her educational, vocational, and personal problems.

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

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

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

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

1. Do some work for each subject each day. This approach will prevent assignments from accumulating at the end of each marking period.
2. Be certain that you understand the assignment. The assignments must be written in your student assignment book. Each student will be given one assignment book in September. If it is lost, the student must purchase a replacement book from the guidance office
3. Plan a regular place and time for studying.
4. Provide yourself with an environment conducive to study: good lighting, a quiet room, a chair and a table, books, and necessary materials.
5. Work by yourself.
6. Do not expect to be studying at peak efficiency immediately. It usually takes a few minutes to concentrate and focus your thoughts on the subject matter you are studying.

HOMEWORK POLICY 5th GRADE

1. "Free Fridays" - homework will not be given over the weekend.
2. Homework will not exceed one hour per night.
3. Homework will be accepted one day late, with a penalty.
4. Homework *attempted* will not be given a score lower than a "50".
5. Homework will comprise 15% of final marking period grade.

PURPOSE - A way to increase and enhance student learning.

A vehicle for students to learn time management, organization, and responsibility.

A structure for feedback and communication among students, parents and teachers.

To expose the parents to the realities of a changing educational society, which encompasses reinforcing classroom skills, character education, and encouraging student reading.

TYPES OF HOMEWORK ASSIGNMENTS INCLUDE:

1. Preparation: This type of assignment is intended to help students get ready for the next day's classroom lesson.
2. Reinforcement/practice: By successfully completing practice assignments, students have the opportunity to review and reinforce skills, knowledge, and information presented in previous lesson(s).

3. Content-related reading: It is important that students learn to read and respond to non-fiction materials; content area texts or related readings are used to help develop these skills.

4. Creative enrichment/extension: These assignments incorporate higher-level thinking skills such as analysis, synthesis, evaluation and/or application.

Ongoing reading and writing as defined by teacher(s)

TIME PARAMETERS: Parents and students can expect homework to be assigned three to five times per week. This includes daily assignments and ongoing projects.

RECORDING/COMMUNICATION: All students are issued an agenda book. Students are expected to use this tool as a vehicle for taking responsibility for recording assignments, for organizing proper materials to take home, and for reference when completing tasks. If lost, parents/guardians are responsible for replacement of the agenda or similar planner.

ASSESSMENT: Homework is to reflect the same high standards of legibility, neatness, completeness and content as expected in the classroom. Not all homework is collected or taken for a grade.

Homework is assessed (and/or graded) for one or more of the following purposes:

1. To inform the teacher as to individual, or collective, comprehension of subject matter and to guide subsequent instruction
2. To inform the student as to their comprehension and/or progress
3. To promote student development of responsibility and a sense of accountability
4. To contribute towards the course grade (though with a relatively lesser weight than quizzes/tests). Weighting of homework towards final grade shall be 15%.

LACK OF COMPLETION: Homework is to be completed within the prescribed time period (typically, the following day) unless otherwise specified.

Should extenuating circumstances interfere with timely completion of homework, the parent is to communicate with the teacher that morning via note (can be written in the agenda book), e-mail or phone.

ROLES & RESPONSIBILITIES: All teachers who assign homework will establish and communicate their set of homework procedures. Included among this set of procedures will be:

1. Specific procedures for late/missing homework
2. How/where homework will be posted
3. System for monitoring agenda books (beginning-of-year and ongoing systems)

Classroom homework procedures will be shared with parents no later than back to school night.

HOMEWORK 6th – 8th GRADE

LANGUAGE ARTS:

PURPOSE - A way to increase and enhance student learning.
A vehicle for students to learn time management, organization, and responsibility.
A structure for feedback and communication among students, parents and teachers.
To expose the parents to the realities of a changing educational society, which encompasses reinforcing classroom skills, character education, and encouraging student reading.

Types of homework assignments include:

1. Preparation: This type of assignment is intended to help students get ready for the next day's classroom lesson.
2. Reinforcement/practice: By successfully completing practice assignments, students have the opportunity to review and reinforce skills, knowledge, and information presented in previous lesson(s).
3. Content-related reading: It is important that students learn to read and respond to non-fiction materials; content area texts or related readings are used to help develop these skills.
4. Creative enrichment/extension: These assignments incorporate higher-level thinking skills such as analysis, synthesis, evaluation and/or application.

Ongoing reading and writing as defined by teacher(s)

TIME PARAMETERS: Parents and students can expect homework to be assigned three to five times per week. This includes daily assignments and ongoing projects.

RECORDING/COMMUNICATION: All students are issued an agenda book. Students are expected to use this tool as a vehicle for taking responsibility for recording assignments, for organizing proper materials to take home, and for reference when completing task. If lost, parents/guardians are responsible for replacement of the agenda or similar planner.

ASSESSMENT: Homework is to reflect the same high standards of legibility, neatness, completeness and content as expected in the classroom. Not all homework is collected or taken for a grade.

Homework is assessed (and/or graded) for one or more of the following purposes:

1. To inform the teacher as to individual, or collective, comprehension of subject matter and to guide subsequent instruction.
2. To inform the student as to their comprehension and/or progress
3. To promote student development of responsibility and a sense of accountability
4. To contribute towards the course grade (though with a relatively lesser weight than quizzes/tests). Weighting of homework towards final grade shall be 10 percent.

LACK OF COMPLETION: Homework is to be completed within the prescribed time period (typically, the following day) unless otherwise specified.

Should extenuating circumstances interfere with timely completion of homework, the parent is to communicate with the teacher that morning via note (can be written in the agenda book), e-mail or phone.

ROLES & RESPONSIBILITIES: All teachers who assign homework will establish and communicate their set of homework procedures. Included among this set of procedures will be:

1. Specific procedures for late/missing homework
2. How/where homework will be posted
3. System for monitoring agenda books (beginning-of-year and ongoing systems)

Classroom homework procedures will be shared with parents no later than back to school night.

MATHEMATICS

Rationale: Homework is part of the learning process and is used to assess a student's mathematical understanding and proficiency. It should be supported and valued by all stakeholders – teachers, students, and parents.

PURPOSE OF HOMEWORK: Homework serves a number of purposes and can benefit students when used appropriately. The main purposes of mathematics homework are as follows:

1. Review of previously taught material.
2. Practice and application of topic introduced in class.
3. Preparation for next day's lesson.
4. Provide more in-depth exploration of topics introduced in class via challenge assignments, projects, reports and research assignments.

WEEKLEY HOMEWORK LOAD PER GRADE:

6th -60 minutes – 7th -90 minutes – 8th -120 minutes

The time necessary for homework completion differs from student to student. All stakeholders should work together to ensure that students are not regularly spending significantly more or less time completing their homework.

EVALUATION OF ASSIGNMENTS:

Students will receive feedback via grading or comments depending on the assignment.

LATENESS: Students are responsible for completing all assignments on time. Unless indicated in a student's IEP, or under extenuating circumstances validated by a note from a parent/guardian, late work will not be accepted for credit.

WEIGHT FOR QUARTERLY GRADE: Homework will be 15% of the quarterly grade.

SCIENCE – GRADE 6 – 8:

1. The primary purpose for science homework is to enhance student achievement by providing assignments that will:
 - a. Provide individual practice on science skills
 - b. Encourage strong study habits
 - c. Make the content more authentic and community oriented
2. Average students should expect approximately 1.5 hours of science homework/week. Some students may finish more quickly or slowly depending on their individual learning style.
3. The science department assigns homework that is meaningful and necessary in order for a student to achieve mastery. Therefore we do accept homework assignments late, but with a 20% penalty.
4. Occasionally, students will be given the opportunity to work on or complete long-range projects or laboratory reports at home. These items are not covered by this homework policy.
5. Weighting: Grade 6 – 20%, Grade 7 - 15%, Grade 8 – 10%

SOCIAL STUDIES DEPARTMENT HOMEWORK POLICY:

PURPOSE OF HOMEWORK- Homework is assigned to support and reinforce main ideas and vocabulary, to introduce new ideas and concepts, and to check for mastery and understanding of those concepts.

Weighting – Grade 6 – 20%
Grade 7 - 20%
Grade 8 – 15%

Amount of homework assigned- approximately 60 minutes per week – that includes written and reading assignments

Late Assignments – Homework will be accepted up to one day late for a grade of 50%. Assignments not turned in within that time period will receive a zero.

Assignments will receive teacher feedback

Special education students will follow their IEP's with regard to homework.

HONOR ROLL REQUIREMENTS

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

Principal's List - All A's in all subjects.
Honor Roll - All A's and/or B's in all subjects.
Honorable Mention - One (1) C in one subject and A's and/or B's in the other subjects.

LATENESS TO SCHOOL Each youngster should arrive at school prior to the time classes are to begin. Most tardiness can be avoided if the student makes a conscientious effort to be punctual. Students who arrive late to school must first report to the attendance clerk. Students who are not in their homeroom when the bell rings will be considered late to school. Each student will receive four verbal warnings each semester for lateness to school. On a student's fifth, sixth, and seventh lateness to school in a semester, a lunch detention will be assigned for each lateness. On the student's eighth and subsequent lateness to school the student will be referred to an administrator.

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

LAVATORY AND HALL PASS Each student is issued a student assignment book at the beginning of the year. Students must bring this book with them every day to every period. When a student needs to leave the classroom or cafeteria for any reason he or she must present the student assignment book for the teacher to initial on the bottom of the current day's date. The person who is monitoring the lavatory, nurse's office, or other destination will write the time on the page in the student's assignment book. The student will sign a designation sheet with the time he/she arrived at the destination. When the student returns to the classroom the teacher will initial the student assignment book again noting the time the student was out of the classroom. The teacher may notify an administrator if a student has abused the privilege by leaving classes throughout the day. If any student has a medical condition that requires special concerns, parents must contact the nurse who will document the information and inform the necessary personnel concerning the situation. If a student loses his/her assignment book, additional books can be purchased from the Guidance office for \$5.00.

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

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

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

LOCKS Locks are mandatory and can be purchased from the school store. Every student must have a lock on his/her hall and gym locker at all times. It is strongly recommended that students purchase a lock from Williamstown Middle School. In emergency situations, other types of locks may need to be cut from the lockers. Williamstown Middle School is not responsible for the replacement of these locks. If locks are not used or lockers are not properly secured with a lock, the administrators are not responsible for thefts from the hall or gym lockers. Administrators will seal the lockers, which do not have locks periodically throughout the year. They will remain sealed until the student brings a lock into school.

LOCKERS All students will be assigned a locker to use. Students are permitted to go to their lockers before or after all their classes as long as they are not late to class. Items of value should not be placed in the locker. It is important that the combination or key is not given to any other student because each student is responsible for the books that are kept in the locker. Students are not permitted to share lockers. The combination or extra key must be given to the homeroom teacher. Report any problems to the office immediately. Students are expected to keep their lockers neat and clean. Locker privileges will be denied to any student who violates the rules or uses a locker that is not assigned to him/her.

GYM LOCKERS Students are to place their belongings and clothing in any locker in the gym locker room. Each student will place his/her own lock on the locker for that period only. When the period is over, all belongings and locks must be removed so that students in the next class can utilize these lockers. Students must lock their gym locker. Administrators are not responsible for lost/stolen items due to the negligence of a student to lock his/her gym locker.

LOCKER SEARCH POLICY School lockers remain the property of the district even when pupils use them. Student lockers can be searched at any time by an administrator in the interest of school safety, sanitation, discipline, or enforcement of school regulations. Law enforcement officials may also search lockers on the presentation of a proper warrant.

A pupil's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will reveal evidence that the pupil has violated or is violating either the law or the rules of the school.

LOST AND FOUND PROPERTY A Lost and Found Department will be located in both the 7/8 and 5/6 wings. All articles that are found should be taken to the office. All unclaimed articles will be disposed of prior to winter, spring, and summer recess. The school is not responsible for lost articles. Loss of expensive items should be reported to the main office immediately. Any textbooks and workbooks that are found will be forwarded to the Guidance Office.

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

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

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

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

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

parent's note to be kept on file in the nurse's office. Doctor's notes must be renewed every school year.

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

The New Jersey State Law requires the school nurse provide scoliosis screening for each child ages 10 to 18 (5th & 7th grade). Vision screenings are provided for the 6th and 8th grade students. Hearing screenings are given to the 7th grade students. The nurse arranges and assists the school physician to provide a physical exam for each 8th grade student as is required by law. Any exclusion from the scoliosis screenings must be requested by a parent or guardian in writing.

Other services provided by the nurse include child advocacy, counseling, crisis intervention, child study team resource person, individual health teaching, maintenance of permanent health records which include heights, weights, results of physical examinations, screening and immunization updates.

Students who require the services of the nurse must obtain a pass from the teacher or aide, except in the case of a serious emergency.

PARENT ACCESS/POWER SCHOOL Parent access to students' assignments, grades, attendance, and discipline is available online through Power School. To access Power School, a parent must obtain a user name and password through the guidance office. Power School is also capable of providing a direct e-mail to a teacher and will post current school announcements, via the Internet.

PARENT INVOLVEMENT Monroe Township Public Schools involve parents in the decision-making process to plan and implement a parental involvement program and activities to help improve student academic achievement and school performance. Our Parent involvement policy is available on our district Website.

PARENT- TEACHER CONFERENCES The purpose of parent-teacher conferences is to allow the teachers and parents/guardians the opportunity to discuss the student's progress in class. This will open the lines of communication between them. Conferences will be held during the week of November 17 - 23, 2010, and February 8 - 10, 2011. However, both parties are encouraged to discuss a child's progress as often as they would like.

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

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

Early childhood (pre-school through 3rd grade)

Pre-adolescence (4th through 6th grade)

Adolescence (7th through 12th grade)

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

PHYSICAL EDUCATION To participate in physical education classes all students in grades 6-8 must wear approved physical education attire: WMS physical ed uniform or blue, black, grey or white T-shirt and shorts (solid in color with no pockets, zippers, buttons), athletic type white socks and sneakers. Only WMS or WHS LOGO MAY BE WORN.

To be excused from physical education, a note from a physician is necessary. If a student does not participate in physical education for any other reason the student will lose points. Parental notes are not accepted for non-participation.

If a student is absent from physical education class, he/she will be given make up work, which will be a written assignment (see PE under HOMEWORK / GRADING POLICIES for more detail). Make-up work will not be required for "excused" school absences.

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

The rules for physical education classes are as follows:

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

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

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

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

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

PROMOTION Any student who receives passing grades in the majority of his/her major subjects, and has met the requirements of the attendance policy is eligible to be promoted to the next grade. Any student who receives two (2) F's in his/her final grades in full year courses including physical education and/or has accumulated nineteen (19) or more unexcused absences will be retained.

Eighth grade students who are promoted are eligible to attend the Promotion Promenade during the last week of school in June. Eighth grade students who are retained, who do not attend school the required number of days, or who are assigned to 10 or more 3-7 School or suspensions cannot participate in the Promotion Promenade.

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

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

second textbook can be returned for a refund. For current textbook prices, please contact the Principal's office.

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

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

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

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