

New Brunswick Middle School



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STUDENT HANDBOOK 2015-2016

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2015-2016 SCHOOL CALENDAR

NEW BRUNSWICK PUBLIC SCHOOLS

2015

September 1	All personnel report to the High School 9:00 AM
September 2	Professional Development: Schools Closed
September 3-4	Students Return – Early Dismissal (Students Only)
September 7	Labor Day – Schools Closed
September 14-15	Rosh Hashanah- Schools Closed
September 23	Yom Kippur – Schools Closed
October 12	Columbus Day- Schools Closed
October 19	Professional Development for Staff – Early Dismissal for Students
November 3	Election Day – Schools Closed
November 5-6	N.J.E.A. Convention – Schools Closed
November 11	Veteran’s Day – Schools Closed
November 25	Early Dismissal
November 26-27	Thanksgiving Recess – Schools Closed
December 23	Early Dismissal
December 24-31	Christmas/Winter Break – Schools Closed

2016

January 1	New Year’s Day - Schools Closed
January 4	Return to school
January 11	Professional Development for Staff – Early Dismissal for Students
January 18	Martin Luther King’s Birthday – Schools Closed
January 27	Professional Development- Schools Closed
February 12-15	Presidents’ Weekend – Schools closed
March 7	Professional Development for Staff – Early Dismissal for Students
March 25 April 1	Spring Break – Schools Closed
May 9	Professional Development for Staff – Early Dismissal for Students
May 30	Memorial Day – Schools Closed
June 23*	Last Day for Pupils
June 24*	Last Day for Teachers

Marking Periods

1 st	09/03/15 – 11/17/15
2 nd	11/18/15 – 02/05/16
3 rd	02/08/16 – 04/20/16
4 th	04/21/16 – 06/23/16

Parent Teacher Conferences

K-8
October 14, 15, 16, 2015
January 20, 21, 22 2016
March 9, 10, 11 2015

**NEW BRUNSWICK MIDDLE SCHOOL
MIDDLE SCHOOL TIME SCHEDULE**

Grades 6-8

Teacher _____

Grade/HR _____

Regular Bell Schedule

Period	Start	End
1	8:10	8:26
2	8:28	9:07
3	9:09	9:48
4	9:50	10:29
5	10:31	11:10
6	11:12	11:51
7	11:53	12:32
8	12:34	1:13
9	1:15	1:54
10	1:56	2:35

Extended LCCA Schedule

Period	Start	End
1	8:10	9:02
2	9:04	9:39
3	9:41	10:16
4	10:18	10:53
5	10:55	11:30
6	11:32	12:07
7	12:09	12:44
8	12:46	1:21
9	1:23	1:58
10	2:00	2:35

Early Dismissal Schedule

Period	Start	End
1	8:10	8:30
2	8:32	9:00
3	9:02	9:30
4	9:32	10:00
5	10:02	10:30
6	10:32	11:00
7	11:02	11:30
8	11:32	12:00
9	12:02	12:30
10	12:32	1:00

Delayed Opening Schedule

Period	Start	End
1	9:40	10:05
2	10:07	10:35
3	10:37	11:05
4	11:07	11:35
5	11:37	12:05
6	12:07	12:35
7	12:37	1:05
8	1:07	1:35
9	1:37	2:05
10	2:07	2:35

Two Minutes of Passing Time Between Each Block

New Brunswick Middle School Objectives

1. To discover all students' capabilities and to help them achieve maximum potential.
2. To impart the concepts and skills of Language Arts Literacy and Mathematics; to prepare students for future education and work.
3. To increase knowledge and develop critical thinking.
4. To maximize students' abilities to become independent learners.
5. To understand and appreciate the methods of Science.
6. To promote skills for cooperative learning.
7. To create an atmosphere where students can feel recognized, secure and successful.
8. To encourage an appreciation for beauty in art, music, literature and the environment.
9. To foster an awareness of a healthy body and the skills necessary for the enjoyment of wholesome recreational activities.
10. To expose students to constructive uses of leisure time both as participants and appreciative observers.

GENERAL SCHOOL POLICIES AND PROCEDURES

The policies and the procedures contained in this handbook are the results of a concentrated effort on the part of the faculty, parents and administration. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to your school and to become an integral part of it. The ultimate purpose of education is to help each student become an effective citizen in a democracy. The New Brunswick Board of Education and New Brunswick Middle School celebrates cultural diversity amongst its student-body and staff. Any act of discrimination based upon one's race, ethnicity, gender orientation, bullying and sexual harassment will not be tolerated. We hope that you will participate in our varied activities and thus, find those things within our school which will prepare you to live a better life and, take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

STUDENT FINES

It is each student's responsibility to return his or her textbooks in a condition that would reflect normal wear for that year. With this in mind, any excessive wear, will result in a prorated fine. In the absence of paying the fine, report cards, diplomas and yearbooks will be withheld until the matter is resolved. A student who loses a book must reimburse the school for the cost of the book before being issued a new book.

INTERNET USE

Research, Database and Computers. Students are expected to adhere to this policy and to use the computers and materials in a responsible manner.

All students must sign the Internet User Contract to gain access to the Internet, databases and computers. Students are expected to adhere to this policy and to use the computers and materials in a responsible manner.

TRANSFERS

When a family plans to move to another district, a transfer card must be completed for each student. The following information must be

given to the Guidance Office at least one week in advance:

1. Destination
2. Last day of attendance at the Middle School
3. A "Consent to Transfer Records" form-signed by a parent or guardian.

CHANGE OF PHONE NUMBER AND ADDRESS

All students should report any changes of addresses or telephone numbers. All parents **MUST** have a number where they may be reached in case of emergency.

BACKPACKS

As a safety precaution, backpacks or large bags are not permitted during the school day. They should remain in your locker at all times. A small purse is permitted for use by girls.

ATTENDANCE

Students are required by law to be present for school 180 days of the year. Absenteeism will be strictly monitored. Please call **the attendance office** to report absences. Students who are absent more than 10% of the time will be required to show medical reasons for their absences. A student who is absent more than **18 days per year** without medical documentation can be retained in their present grade. Listed below are legal excuses for absences from school:

1. Personal illness - the school may require the certificate of a doctor if deemed advisable.
2. Illness in the family – all school work should be kept current.
3. Quarantine in the home – absence arising from this condition is limited to the length for quarantine as fixed by the proper official.
4. Death of relative – the absence arising from this condition is limited to three days, unless reasonable cause may be shown by parent or guardian for a longer absence.

5. Observance of religious holiday – any student of any religion shall be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.
6. Any other reason must be excused by the school prior to absence.
7. Vacation plans for families can be facilitated by calling the school one week prior to date of vacation so teachers can prepare work for the student.

TARDINESS

Promptness to class is very important. Students are to be in their seats and ready to work when the bell sounds. The teacher will confer with student after class or after school concerning tardiness. After the third tardiness to class, the classroom teacher will notify the parent in writing and after school detention will be assigned. Refusal to attend detention will result in additional detention days, administrative detention or In-School Suspension (ISS). Students need to be in their assigned area and in school by 8:00 am. The late bell is 8:10 am. A parent or guardian must bring a child after 9:00 am.

BREAKFAST PROGRAM

There is an in-class breakfast program in place. Students may choose to eat or not to eat. Students will not be provided breakfast after the homeroom (LCCA) class bell sounds.

LUNCH PROGRAM

The Middle School students will have several choices regarding lunch. They may bring lunch from home or eat a hot/cold lunch provided in school. The price of the hot/cold lunch can be paid daily, weekly, or monthly. Information about payment and an application for reduced price or free lunch, depending on family income, will be sent home or may be obtained from the school office.

CAFETERIA RULES

1. Walk to all areas in the lunchroom.

2. Form a single line to get lunch. Sit and talk quietly at the lunch table.
3. Practice good table manners – no throwing, reaching, grabbing food, or talking with food in your mouth.
4. Follow the directions of the lunchroom staff.
5. Students wishing to use the restroom must ask permission of a lunchroom staff member.
6. Pupils who do not follow lunch rules or who disrupt the lunch program will be denied permission to continue eating lunch in school.
7. Students are to buy all snacks and drinks when they buy/get their lunch.
8. Soda is not permitted. Glass bottles are also not permitted.

FIRE DRILLS

Fire Drills at regular intervals are required by law and are an important safety precaution. The alarm is a repeating sound of the bell or buzzer. It is essential that when the first signal is given everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students should refrain from noise and remain outside the building until a signal is given to return. Remember these basic rules:

1. Walk
2. Move quickly and quietly
3. No talking

ASSEMBLY

1. Enter the venue and remain quiet during the performance.
2. Be considerate to others. Remain seated.
3. Be a good listener; do not talk, laugh, sing, etc.

Parents are always welcome to assembly programs.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole

educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

The Board of Education has adopted a policy for pupil behavior and discipline procedures in the New Brunswick Public Schools. Pupils are expected to conduct themselves properly and safely show respect for each other and their teachers. Parents of pupils who do not conduct themselves properly in school will be called to the school for a conference with the teacher, and/or principal to help solve the problems involved. Pupils who continue to be disrespectful, disruptive or who get into fights may be suspended.

School lockers, etc. are subject to administrative search when deemed necessary to enforce school rules.

Public School Law 18A:37-1 Submission of Pupils to Authority – Pupils in the public school shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them.

AVENUES OF APPEAL FOR DISCIPLINARY ACTIONS

Students and parents have the right to appeal school-based disciplinary actions according to the following chain of command structure. At whatever level the initial action is taken, the appeal would be to the next level on the chain.

1. Classroom teacher
2. Grade-level Assistant Principal
3. School Principal
4. Assistant Superintendent of Schools
5. Superintendent of Schools
6. Board of Education
7. Commissioner of Education

ADMINISTRATIVE FORMS OF DISCIPLINE

1. Verbal reprimand
2. Notifying parent of student's misconduct (by phone or letter).
3. Temporary separation from peers.
4. Special assignments.
5. Behavioral contracts.
6. Conference with parents to request assistance with dealing with the problem.
7. Temporary withdrawal of school privileges.
8. Detention.
9. Schedule changes.
10. Recommending transfer to another class.
11. Extended separation from peers.
12. Extended loss of school privileges.
13. Reasonable work details.

VANDALISM AND PROPERTY DAMAGE

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

ELECTRONIC DEVICES

Any electronic device not directly involved in the educational process will not be permitted to be turned on and/or used during the school day. Cell phones, iPods, etc. must be turned off and placed in the students' locker in the morning. If a student is found using such a device during the school day, it will be confiscated, given to the principal, and only returned to a parent or guardian.

GROUNDS FOR SUSPENSION/EXPULSION

Suspension offenses include, but are not limited to:

1. Continued willful disobedience or open disobedience or open persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior which is harmful to welfare and safety.
4. Use of profanity to a staff member.

SMOKING

The use and/or possession of tobacco or tobacco products are prohibited and any student who violates this rule is subject to the provisions of the Student Discipline and Conduct Code. The rules apply on the way to and from school, during lunch, at school activities and during the school day.

DRUGS AND ALCOHOL ABUSE

Any student who sells, gives, possesses, uses or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including buses, shall be expelled and reported to the appropriate law enforcement agencies for possible legal action. Weapons Policy Weapons and Firearms – The Board of Education (B.O.E.) believes that all pupils and staff have the right to a safe educational environment. In this interest the B.O.E. takes a strong stance against the possession of weapons on school property or at school sponsored activities. Weapons of any type are strictly prohibited on school premises or at any B.O.E.-approved activity.

Definitions:

1. Weapons – Anything readily capable of lethal use or of inflicting bodily injury, except a “firearm” as defined by N.J.S.A. 2C:39-1f. “Weapon” includes, but is not limited to knives, instruments intended to inflict harm, components that can be readily assembled into a

weapon, explosive devices, imitation firearms, stun guns, and all other items enumerated in N.J.S.A. 2C39-1r, except a “firearm” as defined by N.J.S.A. 2C:39-1f.

2. Removal – The exclusion of a pupil from the regular education program in the school in which the pupil was assigned and the assignment of the pupil to an alternative education school or program for at least one (1) calendar year following a proper hearing conducted by the Board of Education. 3. Suspension – A temporary expulsion from school following due process procedures. 4. Expulsion – A permanent exclusion from school which denies a pupil the free, thorough and efficient public education provided by the public school district in which the pupil resides, based on specific conditions and following due process procedures, including a hearing by the Board of Education.

SEARCH AND SEIZURE

The principal or other official designated by the local board of education reserves the right to inspect lockers or other storage facilities provided for use by students.

ACADEMIC RULES

Students must have their books in school for class each day. Each student is expected to do his/her work in class each day. Each student is required to do correctly and neatly all written home assignments and return them on the required day. The board of education established a homework policy. Homework is given to all students.

REPORT CARDS/PARENT CONFERENCES

Report cards are issued to parents at parent/teacher conferences. School is dismissed at 1:00PM on scheduled conference dates. If you wish to speak with your child’s teacher at any other time, call the school office or stop in to make an appointment which will be convenient for you and the teacher.

GRADING SYSTEM

The evaluation of student achievement is an important function of the school. The accepted marking system is as follows:

Grading Key for grades 1 – 8

A+ = 97-100 **A** = 90-96 **B+** = 87-89
B = 80-86 **C+** = 77-79 **C** = 70-76
D = 65-69 **F** = 64-0

HONOR ROLL

The New Brunswick Middle School honor roll reflects achievement by students in both academic and learning and social characteristics. Students must meet the following criteria in order to be placed on the honor roll.

All **A's** – Principal Honor Roll

A's, B's– Honor Roll.

HOMEWORK

Homework is required by board of education policy and is given to students on a regular basis. Its main purpose is to reinforce the skills that were developed during the school day and to foster responsibility in a child.

TEXTBOOKS

All basic texts are loaned to students or their use during the school year. Textbooks are to be handled with care and kept clean. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books. Textbooks must be covered.

STUDENT EVALUATIONS STANDARDIZED TESTS

PARCC Assessment will be administered to students in grades 6, 7 and 8

STUDENT ACTIVITIES

Students at the Middle School will have many opportunities to participate in school activities and enrich their educational experiences. Listed below are only some of the activities: School

Newspaper RIME, Student Council, Sports Program, Yearbook, Robotics Club, Chorus, Rutgers Future Scholars, and Environmental Club.

STUDENT INSURANCE

Accident insurance for students will be available during the first two months of school. Details of the plan to be used during the school term will be announced at a meeting in the fall of the year.

NEW BRUNSWICK MIDDLE SCHOOL PTO

New Brunswick Middle School PTO is an active volunteer organization. Service to the children and the school has been and continues to be a hallmark of the PTO. Besides serving as an advocate for children, the PTO recognized the need for parent educational programs devoted to child development and family life. Monthly meetings have a variety of purposes, and we encourage all parents and teachers to not only join the PTO, but to become active members so as to ensure the students of New Brunswick Middle School will have the best possible advantages in their educational endeavors.

GOING TO SCHOOL AND GOING HOME SAFELY

Students must cross at the corners where crossing guards are stationed. Students may not leave school grounds once they arrive. They must stay on the sidewalks and avoid contact with strangers and go directly home after school.

Students riding the bus must have a bus pass on hand to board the bus on a daily basis. If the bus pass is lost or torn, you must see the Family Liaison to obtain a new one. Students may not leave school grounds once they arrive.

HEALTH SERVICES

The school nurse provides direct health service for the pupils and assumes basic health responsibilities. She assists the pupil assistance committee in the evaluation process of pupils and arranges for special health, dental, medical, or any other referrals. Yearly screenings are done in the following areas: vision, hearing,

dental, hypertension, and scoliosis. Each child, who is enrolled in school, has permanent health cumulative files. In order to be enrolled in school, a child must have their immunization up to date. You will be asked to provide a telephone number where you can be reached during the day in case your child becomes ill in school. If your child contracts a contagious disease, please notify the school nurse at 732-745-5300 so she may monitor other students in the class.

HEALTH CARE

All illnesses or injuries during school hours will be referred to the nurse. In the event of an illness requiring the child's dismissal from school, the parent or a responsible party designated by them will be notified by the nurse or principal to come for the child as quickly as possible.

MEDICATION

If it becomes necessary for a student to take any form of medication at school, a signed note from a parent must be presented to the office. All medication will be dispensed from the nurse's office.

EMERGENCY SCHOOL CLOSINGS

In the event that the New Brunswick Schools are closed due to emergency conditions, radio announcements will be made on the following radio station between the hours of 5:45 and 8:45 am:

WCTC 1450 AM	<u>TV Stations</u>
WMGQ 98.3 FM	News 12 - Channel 12
NJ 101.5 FM.	News 41 – Channel 41
WADO 1280 AM	

The radio stations have requested that you please refrain from calling for information as these calls tie up the lines. The school requests that you please listen to the radio for school closing or delayed openings. **DO NOT CALL THE SCHOOL OFFICE.**

For any weather updates you could also visit our district website at: www.nbpschools.net .

DELAYED SCHOOL OPENING (9:30)

If it appears that early morning weather conditions make it advisable to delay opening of schools, all school will open 1 ½ hours later than usual and all morning pupil transportation will be delay for 1 ½ hours. The radio stations listed above will announce delayed openings. Special note: In case of a delayed opening, lunches and mill will be provided as usual. However, there may be a change in the lunch schedule and menu.

EARLY DISMISSAL (1:00 PM)

Early dismissal from school will not be granted without a written note from parents. The child will not be surrendered to any stranger or relative without permission of the parent. Please come to the office when picking up your child. He/she will be called from class at that time.

TELEPHONE

Students will not use the office phone for personal calls except in an emergency and with staff permission. In the event a student receives a call, he/she will be called out of class **only** in the case of an emergency.

STUDENT APPEARANCE

The New Brunswick Board of Education has established a mandatory school uniform dress code for the New Brunswick Middle School. The Board of Education believes that a school uniform dress code is a positive and cost effective way to create a more unified, positive, and safe school climate focused more strongly on the learning process. **Boys will wear blue, black or khaki pants with a blue, black, white or yellow polo shirt. Girls will wear blue, black or khaki pants/skirt and a blue, black, white or yellow polo shirt. Girls will be permitted to wear jumpers.** Hats are not permitted to be worn in school under any circumstances. Appropriate comfortable shoes should be worn. Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hair style which is considered contrary to good hygiene or which is distractive or disruptive in appearance and detrimental to the purpose or

conduct of the school will not be permitted. Boys are required to wear belts and have shirts inside trousers. All fasteners designed for use with an article of clothing will be used at all times with exception of top button on the collar. Because of their disruptive nature, no metals cleats, or taps will be permitted on boots and shoes. No bandanas, du-rags, scarves and exposed underwear are permitted for both girls and boys.

LOST AND FOUND

Articles found in and around the school should be turned in to the main office where the owners may identify and claim it.

PHYSICAL EDUCATION

All students in grades 6 must wear sneakers for safety. Grades 7 & 8 will change into required gym attire: Shorts without zippers, white t-shirts, white gym socks and sneakers. Sweatpants with no zippers and sweatshirts may be worn with teacher approval.

GUIDANCE

Each student is assigned a counselor. Counselors are interested in helping students understand and help themselves. Academic, social and personal topics such as study habits, class work, course selection, career planning, school and family relationships or help with decision making may be discussed with a counselor trained to understand the concerns of middle school students.

HALL PASSES

Students are not permitted to be in the hall or to leave class without a "Teacher Endorsed" pass.

HALL CONDUCT

To ensure the safety and education for all, students are to walk quietly and safely in the hallways. Running is prohibited! Stay to the right at all times and follow teacher directions. At certain times, such as during lunch periods, these requests are extremely important as classes are in session.

HARASSMENT, INTIMIDATION, BULLYING AND HAZING

The New Brunswick Board of Education prohibits acts of harassment, intimidation, bullying and hazing. A safe and civil environment in school is necessary for pupils to learn and to achieve high academic standards. Harassment, intimidation, bullying and hazing, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate pupils in a safe environment. Consequences and appropriate remedial actions for student behaviors that are considered to be acts of harassment, intimidation, bullying and hazing will be taken in accordance with district policy.

SCHOOL BOARD POLICY

All school board policies are on file in the principal's office and are available for review upon request.