

William Annin Middle School



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

WAMS STUDENT/PARENT HANDBOOK 2025 – 2026

This handbook belongs to:

Name: _____

Address: _____

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

Phone: _____

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

TABLE OF CONTENTS

Part 1 - Introduction

Welcome to William Annin	Page 2
Mission Statement	Page 2

Part 2 - Building and Calendar Information

Frequently Used Phone Numbers	Page 3
Bell Schedules	Page 4
2025-2026 Calendar	Page 5
Emergency School Closing, School Messenger Communicate, School Day, Morning Drop off Pattern, WAMS After School Care Program	Page 6
School Safety and Security, Administrative Team, Communication with Teachers, Attendance	Pages 7-8
Vacations/Trips, Homework	Page 8
Learning Lab, Afternoon Meeting	Page 9
Student Use of Office Telephone, Lockers and Locks, Physical Education Locker Rooms	Page 9
Lost and Found, Textbooks, Class Trips, Visitors, School-Sponsored Events, After-School Activities	Page 10
Fire Drills, Lockdown/Evacuation Drills, Character Education	Page 11

Part 3 - Code of Conduct

Student Code of Conduct, Discipline	Page 11
Detentions, Cell Phones	Pages 12-13
Statement of Harassment, Intimidation, Bullying & Hazing, Bias Incidents	Page 13
Bikes, Personal Transportation Devices, Stolen Personal Belongings, Nuisance Items, Dress Code, Public Displays of Affection (PDA), Water Bottles	Page 14
Buses, Hall Passes	Page 15
Tardiness to Class, Academic Integrity, Plagiarism, Artificial Intelligence, Forging	Page 16
Posting/Distribution of Flyers and Posters, Selling of Items	Page 17

Part 4 - Snack / Lunch Information and Expectations

Cafeteria Purchasing and Account Obligations, Student Expectations In The Cafeteria, Lunch Detentions	Page 17
Nutrition Statement, Snack Policy	Page 18

Part 6 - School Counseling and Grading Information

School Counseling Services	Page 18
Student Assistant Counselor, Grade Reporting Procedures, Grading Scale, Calculating the Final Class Average, Honors Policy	Page 19

Part 7 - Annual Parental Notifications

Acceptable Use of Computer Networks/Computers and Resources, Material Collection, Notice of Student/Parent Rights, Experiments Involving Animals, Affirmative Action Bernards Township Public Schools Child Find Ages 3-21, FERPA, Liaisons, Asbestos Information	Pages 20-21
---	-------------

Part 7 - Health Office

Health Office	
Child Sickness Guidelines, Requirements and Procedures	Pages 21-23

Part 8 - Media Center

Media Center & Learning Commons	Page 24
---------------------------------	---------

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 comprises three teams with five teachers on each team providing instruction in English, Mathematics, Language Arts, Science, and Social Studies. The seventh and eighth grades comprise three teams, each with five teachers instructing Language Arts, English, 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, Photography, Music, Band, Orchestra, Chorus, Concert Choir and Dance.

Our objective is 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, teach an understanding of the present, and 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 the academic and extracurricular programs you participate in. We urge you to approach tasks with high purpose, strong resolutions, and a determination to succeed, establish priorities, complete each day's assignments to the best of your ability, and be an individual others appreciate and respect. To further this end, every professional staff member is ready to assist you in every way possible.

MISSION STATEMENT

The mission of William Annin Middle School is to promote a safe and supportive environment to ensure that our students can advance towards their future as knowledgeable, open-minded, responsible, and compassionate individuals who can create positive changes in our world.

Frequently Used Phone Numbers

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

Principal

Mrs. Karen Hudock Ext. 101

Assistant Principal - 6th Grade

Ms. Stephanie Orr Ext. 110

Assistant Principal - 7th Grade

Ms. Dana Romano Ext. 127

Assistant Principal - 8th Grade

Mr. Thomas Sharples Ext. 102

THRIVE Counselors

Ms. Amy Robinson Ext. 163

Student Assistant Counselor

Ms. Sophia Beyer Ext. 121

School Counseling Department

Mrs. Catarina Alves	Ext. 114/198
Mrs. Marissa Klapow	Ext. 131
Mrs. Cara Rychecky	Ext. 111
Mrs. Anne Duque	Ext. 126
Ms. Lori Thompson	Ext. 106
Mr. Andrew West	Ext. 128
	Ext. 196

Media Center

Ms. Sherri Shumate Ext. 136

School Nurses (908) 204-2615

Mrs. Stacey Osucha - Grades 7 & 8 (last names A-L) Ext. 134

Mrs. Sylwia Konig – Grades 6 & 8 (last names M-Z) Ext. 135

REGULAR BELL SCHEDULE

7:25	-	7:30	Students to Homerooms
7:30	-	7:33	Homeroom
7:36	-	8:16	1 st Period
8:19	-	8:59	2 nd Period
9:02	-	9:42	3 rd Period
9:45	-	10:25	4 th Period
10:28	-	11:08	5 th Period (6 th Grade Lunch)
11:11	-	11:51	6 th Period (7 th Grade Lunch)
11:54	-	12:34	7 th Period (8 th Grade Lunch)
12:37	-	1:17	8 th Period
1:20	-	2:00	9 th Period

AFTERNOON MEETING AND LEARNING LAB SCHEDULE

7:25	-	7:30	Students to Homerooms
7:30	-	7:33	Homeroom
7:36	-	8:12	1st Period
8:15	-	8:51	2nd Period
8:54	-	9:30	3rd Period
9:33	-	10:09	4th Period
10:12	-	10:48	5th Period (6 th Grade Lunch)
10:51	-	11:27	6th Period (7 th Grade Lunch)
11:30	-	12:06	7th Period (8 th Grade Lunch)
12:09	-	12:45	8th Period
12:48	-	1:24	9th Period
1:27	-	2:00	LL/AM

ABBREVIATED DAY BELL SCHEDULE*

7:25	-	7:30	Students to Homerooms
7:30	-	7:34	Homeroom
7:37	-	8:01	1st Period
8:04	-	8:28	2nd Period
8:31	-	8:55	3rd Period
8:58	-	9:22	4th Period
9:25	-	9:50	5th Period
9:53	-	10:18	6th Period
10:21	-	10:46	7th Period
10:49	-	11:13	8th Period
11:16	-	11:40	9th Period

DELAYED OPENING BELL SCHEDULE**

9:25	-	9:30	Students to Homeroom
9:30	-	9:36	Homeroom
9:39	-	10:05	1st Period
10:08	-	10:34	2nd Period
10:37	-	11:03	3rd Period
11:06	-	11:32	4th Period
11:35	-	12:02	5th Period
12:05	-	12:32	6th Period
12:35	-	1:02	7th Period
1:05	-	1:31	8th Period
1:34	-	2:00	9th Period

***NOTE: Dismissal on abbreviated day is at 11:40 AM
And no lunch will be served.**

****NOTE: No lunch will be served on delayed opening days. Students
are encouraged to bring a snack.**

**2025-2026 CALENDAR – BERNARDS TOWNSHIP PUBLIC SCHOOLS
AND IMPORTANT WAMS DATES**

		Students	Staff
SEPTEMBER 2025			
Tuesday, the 2nd	In-service Day – Staff Reports	19	21
Wednesday, the 3rd	In-service Day – Staff Reports		
Thursday, the 4th	Students Report		
Thursday the 18th	Back To School Night – WAMS 7:00 PM		
OCTOBER 2025		21	21
Thursday the 2nd	Closed - Yom Kippur		
Thursday the 9th	Picture Day - WAMS		
Monday the 20th	Closed - Diwali		
NOVEMBER 2025		16	16
Thursday the 6th	Closed – NJEA Convention		
Friday the 7th	Closed – NJEA Convention		
Wednesday the 26th	Abbreviated Schedule – Thanksgiving Recess – WAMS dismissal @ 11:40 AM		
Thursday the 27th	Closed – Thanksgiving Recess		
Friday the 28th	Closed – Thanksgiving Recess		
DECEMBER 2025		17	17
Tuesday the 23rd	Abbreviated Schedule – Winter Recess - WAMS dismissal @ 11:40 AM		
Wednesday the 24th	Closed – Winter Recess		
Thursday the 25th	Closed – Winter Recess		
Friday the 26th	Closed – Winter Recess		
Monday the 29th	Closed – Winter Recess		
Tuesday the 30th	Closed – Winter Recess		
Wednesday the 31st	Closed – Winter Recess		
JANUARY 2026		20	20
Thursday the 1st	Closed -- Winter Recess		
Monday the 19th	Closed – Martin Luther King, Jr. Day		
FEBRUARY 2026		17	17
Monday the 16th	Closed – Mid-Winter Recess		
Tuesday the 17th	Closed – Mid-Winter Recess		
Wednesday the 18th	Closed – Mid-Winter Recess - <i>Make-up Day #1</i>		
MARCH 2026		22	22
APRIL 2026		16	16
Friday the 3rd	Closed - Good Friday		
Monday the 13th	Closed – Spring Recess		
Tuesday the 14th	Closed – Spring Recess		
Wednesday the 15th	Closed – Spring Recess		
Thursday the 16th	Closed – Spring Recess		
Friday the 17th	Closed – Spring Recess		
MAY 2026		18	19
Friday the 22nd	Closed – In-service Day – Staff Reports		
Monday the 25th	Closed – Memorial Day		
Tuesday the 26th	Closed – Memorial Day Recess - <i>“Make-up Day #2”</i>		
JUNE 2026		14	16
Wednesday the 17th	Graduation – William Annin School		
Wednesday the 17th	Abbreviated Schedule – Grades K-12 Students – WAMS Dismissal @ 11:40 AM		
Thursday the 18th	Graduation – Ridge High School		
Thursday the 18th	Abbreviated Schedule – Grades K-12 Last Day for Students – WAMS Dismissal @ 11:40 AM		
Friday the 19th	Last Day for Staff		
Monday the 22nd	In-service Day – Staff Report as Required		
TOTAL:		180	185**

* If there is an emergency closing day before February 18, February 18 will be used as a make-up day. If there are two emergency closing days prior To May 26, May 26 will also be used as a make-up day. All make-up days will be full school days.0

* If February 18 and May 26 are used as additional school days, days will be added to the end of the school year, or beginning with June 22.

EMERGENCY SCHOOL CLOSING

In an emergency closing, delayed opening, or an early dismissal, an Instant Alert message will be sent to the guardians' home phone, cell phone, email, 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 11:40 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, when students leave school with nowhere to go.

To keep the student population safe and not gather in large holding areas before school, students may NOT be dropped off before 7:00 AM. Upon student arrival, students must go directly to the auditorium.

SCHOOL MESSENGER COMMUNICATE

"School Messenger Communicate" is the communication system we use to communicate with families. SMC will communicate inclement weather school closings, delayed openings, early dismissals, and other alerts. You do not need to sign up for SM; however, your contact information from the Genesis portal will be used to communicate through SMC. To receive these critical alerts, you must ensure your contact information is current in the Genesis portal (mobile phone, email).

SCHOOL DAY

No student may be in the building before 7:00 AM without office permission. ***Students must be in school for four (4) hours of instructional time to be considered present for a full day.*** The school is closed to students after 2:10 PM unless they are involved in or attending a specific school activity or under the direction of a teacher. Students must 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

7:20-7:28: Those driving through Woods End shall enter the **PARKING LOT** and drop their students near the accessible parking spots. Parents should then exit the lot by **only turning left onto Woods End.**

Those 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 to help expedite these procedures. Parents shall **only make a right-hand turn back onto Quincy Road when exiting the oval. The gates at the end of the oval will be closed to through traffic on or around 7:28 AM.**

Many more families drive their children to school during inclement weather (rain, snow, cold temperatures, etc.). Parents must allow for extra time on those days to make sure that their children arrive in their homeroom by 7:30 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.

SCHOOL SAFETY AND SECURITY

In Bernards Township, school safety and security are our top priority. We continually meet as a district and school to assess our emergency management procedures and create building-specific plans. In an emergency during which we must reunite parents and students, please ensure you have brought proper identification, such as a driver's license. Specific directions will be sent to you via SMC and/or email.

A critical ingredient in the safe school recipe is the classroom response to an incident. Weather events, fire, accidents, intruders, and other threats to student safety are scenarios planned and trained for by students, teachers, staff, and administration. In partnership with the Bernards Township Police Department, our school has expanded the safety program to include the Standard Response Protocol (SRP). The SRP is based on these five actions:

Hold, Secure, Lockdown, Evacuate, Shelter

Students and staff receive continual training; each school drills these actions over the school year. Please see the attached document for more information.

[Standard Response Protocol](#)

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 grade aspects, 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 ensuring 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 about their child's well-being at WAMS.

COMMUNICATION WITH TEACHERS

Parents are encouraged to communicate directly with their child's teacher(s) with any questions or concerns about their child's progress in a particular course or general classroom expectations. According to the Board of Education policy, parents must take this step before contacting the administration with their concerns. The best way to contact teachers is through email.

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

ATTENDANCE

Daily – Under New Jersey State Law, pupils must attend all school sessions unless necessary causes for absence exist. Attendance is a pupil's presence in school and the classroom to which they are assigned when scheduled for instruction or other school activities.

- a. A pupil will be considered to have attended school for a full day if they have been present for at least four (4) hours during the school day.
- b. A pupil will be considered to have attended school for a half day if they have been present for at least two (2) hours during the school day.
- c. A pupil will be considered absent if they have been present for less than two (2) hours during the school day.
- d. A pupil not present in school because they participated in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition, will be considered to be in attendance.
- E. Students absent 10% or more of the school year at any given time are considered chronically absent.

Students who are absent from school with parental permission are considered excused. An excused absence means that the student is not truant. Reasons for excused absences include personal illness, death in the family, religious observance, school-sponsored activities, or externally sponsored activities approved by the principal. The administration reserves the right to determine acceptable causes for excused absences.

PARENTS MUST LOG INTO THE GENESIS PORTAL TO REPORT THEIR CHILD'S ABSENCE FROM SCHOOL BY 7:30 AM, WHEN RETURNING TO SCHOOL AFTER AN ABSENCE. STUDENTS MAY BE ASKED TO REPORT TO THE SCHOOL NURSE TO SUBMIT A NOTE FROM A PARENT OR LEGAL GUARDIAN OR A MEDICAL PROFESSIONAL.

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

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

- 10th absence (email notification **as a courtesy**)
- 20th absence (email notification and mandatory parent conference with the principal or designee; a copy of the notice will be sent to the District attendance officer)
- 30th absence (the principal will notify the pupil's parent in writing that the pupil may be retained at their grade level)
- Students may not receive a passing grade in a course if absences exceed the following limits:

Full Year Course – 24 absences,
Semester Course – 12 absences

Cycle – 7 absences
P.E. Course – 18 absences

TARDINESS TO SCHOOL – Students are expected to be seated in their homeroom at 7:30 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 primary office. Parents should enter any tardiness in Genesis.**

Students who arrive late to school for reasons deemed "excused" under Board of Education Policy 5240 will not be subject to disciplinary action. Caregivers of students who arrive late to school for medical appointments/other appointments should provide documentation to the primary office upon arrival—a complete list of “excused” and “unexcused” tardies by reviewing Board of Education Policy 5240.

As excessive unexcused tardiness interrupts the school day, warnings and subsequent disciplinary measures will be taken.

- Five **unexcused** tardies in a marking period will result in a lunch detention.
- Ten cumulative **unexcused** tardies will result in a Central Detention.
- Fifteen cumulative **unexcused** tardies will result in Saturday detention.
- Any further tardiness will result in an action plan created with the counselor and administrator.

***All disciplinary actions are at the discretion of the administration.**

EARLY DISMISSAL – Unless an emergency occurs, **parents should enter any early dismissals in Genesis if it is necessary to leave school early.** Before leaving school property, students must be signed out in the main office.

VACATIONS/TRIPS

Families are discouraged from planning extended vacations while school is in session. Vacations and trips are absences that may significantly affect the student’s academic performance. If a student goes on a family vacation while school is in session, the parents must enter the absence in Genesis. Also, inform the student’s school counselor 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 may request from each teacher the schoolwork that will keep them/current. Teachers are not required to provide work in advance of a vacation. If the absence is for more than 10 consecutive school days, the student will be required to unenroll and will be made inactive on the student register. The parent/guardian must withdraw the student via the student transfer/withdrawal form and re-register with the district registrar upon their return.

HOMEWORK PHILOSOPHY

Homework allows students 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*	
Grade 6	10-15 minutes of homework per course, per night, not to exceed a total of one hour and 15 minutes (30 minutes of Math per night)
Grade 7	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)
Grade 8	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)

Additional assignments may be given as part of the elective cycle.

*** With the exception of accelerated math programs in 7th and 8th grade.*

Contact the school counselor with questions or concerns, especially if your child exceeds the allotted time. (from the regulation)

HOMEWORK MAKE-UP PROCEDURES

Students 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 lack to complete their make-up work. Parents should contact their child’s school counselor for assistance coordinating work with team teachers when a student may be out for an extended period for medical reasons.

TESTING POLICY

All teachers will communicate testing days to avoid days on the grade level testing calendar where an inordinate amount of testing would occur. No more than three assessments may be scheduled on any given day (One test, two quizzes, or three quizzes). Only one test can be assigned per day. Students may not have an assessment assigned the same day a project is due.

HOMEWORK AND ABSENCES DURING RELIGIOUS HOLIDAYS AND RECESS

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 by 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. 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 also knows that tests, academic competitions, and deadlines may be scheduled on religious holidays. In these situations, the Board has a policy of providing the student with reasonable accommodation, so that 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 out on the 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 note that when an accommodation is needed, the student's and their parents' responsibility is to inform the school that they will be observing a religious holiday. A written note, signed by a parent or guardian, requesting accommodation, must be provided to the school or teacher before the religious holiday so the school can make the requested accommodation. Under such circumstances, the staff member responsible for the activity will set new test dates, competitions, and other deadlines.

Homework will not be assigned during school recess periods except for completing previously assigned long-term projects that can't be collected for at least a week after the end of the recess period. Recess periods are specifically identified on the school district calendar wherever "recess" is used. Tests/quizzes may be administered to students beginning the third day back from a recess period.

LEARNING LAB AND AFTERNOON MEETINGS

Learning Lab is a program that provides students with a set time/day of week to assist them with meeting some of their academic, social, and emotional needs. Based on our three-year collaboration with the School Climate and Culture Initiative, this program was identified as an area of need for our student population. During Learning Lab, students will be given additional time to get support from staff, an opportunity to practice and reinforce organizational/study/executive functioning skills/activities, complete assignments/homework, and sign up for additional activities if caught up on school-related assignments.

What is Learning Lab?

- A quiet place to work
- A **stress-free** and **purposeful** time for students to engage in academic and social-emotional tasks/activities
- Time for students to get organized and reinforce executive functioning activities
- Time for students to work on homework, projects, and silent reading
- A time for teachers to invite students for support
- A time for students to select from available activities/opportunities, if all school work is completed

Students may not play video games on their devices, listen to music, watch movies, or socialize with friends during this period. On Wednesdays, WAMS will operate under a modified class schedule to account for Learning Lab time. All classes will be on a condensed schedule, allowing for a 36-minute Learning Lab period at the beginning of the day.

Afternoon Meetings at WAMS develop Character Education in grades 6-8. In addition to eighteen Afternoon 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. The Character Education Curriculum is designed to foster essential values and skills in students, strongly emphasizing digital citizenship, respect, positivity, and conflict resolution. The curriculum covers key areas such as recognizing and addressing bias, language, harassment, intimidation, and bullying (HIB). It encourages students to practice kindness, embrace diversity, and take responsibility for online and offline actions.

STUDENT USE OF OFFICE TELEPHONE

If a student needs to contact home during the school day, a phone can be used in the main office.

LOCKERS AND LOCKS

Each student will be assigned a locker and a lock for books and coats. The students will also be assigned a locker and a lock for the gym. Students must use their issued locks for their hall and gym lockers. They must not share the lock combination with others, which may lead to losing 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 ensure their 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 \$10.00.**

Search and Seizure (Lockers): School lockers and other storage facilities remain the district's property 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 by law enforcement officials on presentation of a proper warrant. A school official may search a pupil's person and possessions provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating the law or the school's rules. 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 attempt to inform the parent/guardian and request their presence.

PHYSICAL EDUCATION LOCKER ROOMS

It is suggested that all student change their school clothes for PE participation. Appropriate attire could be a t-shirt, shorts, a sweatshirt, leggings, sweatpants, and sneakers with laces. Students are assigned a separate lock and locker to keep all personal belongings and PE clothes safe in the locker room. PE teachers will share the expectations for PE and appropriate clothing with their students.

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 lunch and before and after school. Any unclaimed items will be donated at certain intervals during the school year.

TEXTBOOKS

Textbooks are public property on loan to the students, who are responsible for returning them in good condition upon course completion. 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 cannot participate in grade-level activities until all fines are paid.

CLASS TRIPS

School trips throughout the year play a vital role in the well-rounded education of our students. Trips are planned for all grade levels. Guidelines will be established for all trips to ensure the most beneficial experience for all 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

No guests from other schools are allowed/permitted to attend WAMS events.

Once students arrive at the event, they should remain until it is over unless they have a note from parents with permission to leave. Students will not be permitted to enter the event 30 minutes after the start time unless a written note was submitted to the primary office the day of the event, or a parent escorts their student into the event and sees an administrator.

School-sponsored events are considered privileges. All financial and behavioral obligations must be met to attend these school events.

The following general rules apply to school-sponsored events:

1. The mode of dress will follow the school dress code guidelines, unless prior approval is obtained from administration.
2. Students should promptly make arrangements for transportation home at the event's conclusion.
3. To attend school-sponsored events, students **must** be in school for the entire day on the day of the event.
4. Students violating behavioral expectations while attending any school activity will not be permitted to participate in one or more future activities.
5. Students who exceed the 12-point disciplinary infraction points are automatically removed from participation in after-school special events, field trips, and grade-level special activities.

AFTER-SCHOOL ACTIVITIES

For students to participate in extracurricular activities, they must consistently follow school rules, be proactive bystanders, and strive to model the Be Statements.

Extracurricular Activities such as Yearbook, Student Council, Peer Leadership, Spring Musical, Music, Homework Club, etc., are offered after school. Information about all extracurricular activities will be sent out in September in a Friday Folder.

Pay to Play Clubs: Each year, WAMS teachers offer a variety of "Pay to Play clubs". This means a small fee is required for 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 the BOE does not fund them. Teachers can offer a broader selection of opportunities to meet student interests by charging a small fee to participants. A brochure of these clubs and descriptions for each will be sent out in September in a Friday Folder.

WAMS Athletic Organization – Mr. Tom Sharples, Interscholastic Athletic Coordinator

Information regarding WAMS AO will be available to all families via the WAMS AO website www.wamsao.com. Information is provided about all athletic programs over three seasons: fall, winter, and spring. Registration is required via www.wamsao.com. NJ State requires athletic physical examination forms to be uploaded to your child's Genesis account after registering.

FIRE DRILLS

Fire drills are held as a safety measure. Students must leave the building immediately at the sound of the fire alarm. Students must exit in an orderly and silent manner. Those students who misbehave 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. The intercom system will warn Students and faculty members of a lockdown/evacuation drill. Once the announcement has been made, students must be silent and listen to the teacher's directions. Those students who disobey a school rule during a lockdown/evacuation will face more severe disciplinary consequences based on the seriousness of the infraction.

CHARACTER EDUCATION

Be Statements

WAMS uses a Character Education initiative that combines values and bullying prevention rules. This initiative recognizes students who exhibit appropriate behavior through verbal and written praise. The goal is to identify 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 help students who are bullied.
- We will consist of students who are left out.
- If we know somebody is being bullied, we will tell an adult at school and home.

By incorporating the **Be Statements** daily and following the four anti-bullying rules, students' middle school years will be a safe and positive experience.

WAMS STUDENT CODE OF CONDUCT

William Annin students are citizens of the school's educational and social community. They are responsible for helping to create a positive and comfortable environment for all. All Annin students are accountable for following the school rules and policies, being a proactive bystander against bullying, and striving to model the **Be Statements**.

Those students who are irresponsible and exhibit unacceptable behaviors will be dealt with consistently and fairly based on William Annin's discipline policy/rules, and code of conduct. Teachers will communicate student behavior concerns via a discipline referral process in Genesis.

DISCIPLINE

The Annin student is a member of the educational and local communities. As such, the student has the right, 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 academic, not strictly punitive. In this spirit, we hope that students will develop their 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 issues persist.

The following are examples of some of the unacceptable behavior, which will constitute grounds for disciplinary actions:

1. Excessive referrals or detentions.
2. Demonstrating disrespect, insubordination, or using improper language.
3. Misconduct on the school bus.
4. Violation of dress code.
5. Taking pictures or videos (with/without sound) without the direct consent of school personnel.
6. Being dishonest/misbehaving in the Media Center, halls, cafeterias, fire/lockdown/evacuation drills, or auditorium during large group activities.
7. Truancy, cutting classes, or leaving school without permission.
8. Violation of computer/Internet privileges, RUP, and/or playing games on district-issued devices
9. Inappropriate use of cell phones or personal technology devices (wireless earbuds, smart watch, etc.) - see below.
10. Cheating, plagiarism, forgery, or other forms of academic misconduct.
11. Stealing.
12. Fighting or acting in a dangerous and/or threatening manner.
13. Smoking, vaping.
14. Making that express an intent to harm.
15. Defacing, marking, or breaking school property.
16. Deliberate cruelty, harassment, and/or bullying.
17. Possession, use of, or being under the influence of any alcoholic beverages or illegal drugs, etc.
18. Possession or use of fireworks, stink bombs, mace, box cutters, lighters, laser pointers, cameras, video cameras, or related paraphernalia.

TIER 1 Infractions: • Verbal Disrespect towards peers/staff • Academic Integrity: copying work, plagiarism • Disruptive behavior (talking during instruction, distracting others) • RUP violation: Cell phone, smart watch, Chromebook • Fooling around/horseplay/not keeping hands to self • Tardiness to Class • Insubordination ◦ uncooperative/disrespectful /non-compliance with directions/requests • Other (examples: graffiti, profanity, unprepared for class)	Possible Consequences given by Teacher: *administration can be involved 1. Verbal warning (first offense) 2. Parent contact (second offense) 3. Detention (third offense) Student reflection or apology letter Removal of technology use Alternative Assignments Restitution (restore damaged items)
TIER 2 Infractions: • Habitual or Repeated Tier 1 Infractions • The following behaviors will result in a direct referral to administration: ◦ Unsafe hallway misbehavior ◦ Cutting Class ◦ Picture taking/filming without consent ◦ Dress code violation (after verbal warning) ◦ Vandalism/Theft ◦ Student not attending classroom infraction detention	Possible Consequences given by Administration: • Administration involved • Central Detention • Behavioral Contract • Restorative Mediation or Activity • Removal of privileges
TIER 3 Infractions: • Habitual or Repeated Infractions in Tier 1 & 2 • The following behaviors will result in immediate administrative interventions: ◦ Sharing explicit photos with/out consent ◦ Harassment, Intimidation, and Bullying ◦ Fighting/Assault ◦ Leaving School Grounds ◦ Vaping/Smoking/Possession of a controlled substance ◦ Weapon/Explosive Device	Possible Consequences given by Administration: • Immediate administration intervention • Referral to outside agencies/law enforcement • Removal from classes for Restorative Activity • Suspension from school

We are WAMS: Welcoming Accountable Motivated Safe

DETENTIONS

Lunch Detentions: Students may be given lunch detention for violations of cafeteria and code of conduct expectations. Lunch detentions will occur during a student's assigned lunch time and be held in a classroom location outside of the cafeteria. If a student accumulates excessive lunch detentions from their actions in the cafeteria, it may result in the student losing cafeteria privileges for short/or long-term durations. Parents will be notified after the second (2) cafeteria infraction. Those students who accumulate four (4) or more cafeteria detentions will be required to meet with administration, and parents will be notified, in writing, of accumulated incidents. Four cafeteria detentions will result in a week out of the lunchroom. Continued infractions will require further disciplinary measures. See the point chart for the value of cafeteria/lunchroom detentions.

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 before the detention. Students who are assigned to teacher-assigned detention will automatically receive a central-office detention. See the point chart for the value of teacher-assigned detentions.

Central-Office Detentions: Detentions will be held Monday, Tuesday, and Thursday from 2:10 PM to 3:10 PM, unless otherwise indicated. Those students who miss after-school detention will be given further consequences. See the point chart for the value of central office-assigned detentions.

Saturday Detention: The administration may assign a Saturday detention to students whose infractions have been severe enough to warrant this corrective action, or have excessive referrals or detentions. Detention is held in the WAMS Media Center from 9:00 AM to 12:00 PM. A student who fails to attend Saturday detention on the assigned date will be assigned two (2) Saturday detentions for the first offense. Subsequent offenses will result in two (2) days of out-of-school suspension. If a student is removed from Saturday detention for failure to comply with the rules, they will be assigned 2 days of Saturday detention for the first offense. Consequences for additional offenses will be at the discretion of the grade-level administrator. Students who have two (2) Saturday detentions pending will receive an out-of-school suspension for any infractions that would have resulted in a Saturday detention. Students must come prepared for three (3) hours of quiet study. Students cannot eat, talk, listen to music, play video games, read magazines or newspapers, or sleep. Computer access, for schoolwork only, will be available. Students who have exhausted their schoolwork will be allowed to read a book. ***In case of inclement winter weather, call 908-204-2610, ext. 138, to hear a recording announcing the cancellation of Saturday Detention.*** See the point chart for the value of Saturday-assigned detentions.

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. See the point chart for the value of teacher-assigned detentions.

No student may return from an OSS until a reentry meeting between parents, stu, 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 on the school grounds. If an OSS student does not vacate the premises as requested by the staff or administration, the police will be notified.

Students will not be allowed to participate in or watch co-curricular or intramural activities, including WAM, S AO, on the days they have been suspended from school. If a suspension or other disciplinary action fails to change a student's behavior, the student may be referred to the Board of Education for an expulsion hearing.

Below is a numerical representation of the point value for each type of student misconduct. The administrators reserve the right to determine the point value for severe misconduct cases. Students who earn 12 or more points cumulatively will begin to lose privileges. Loss of privilege

includes, but is not limited to, grade-level activities/events, participation in extracurricular 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, as well as whether behavioral concerns are prohibitive in light of the specific circumstances of the trip. Final determinations rest with the principal.* Parents will be emailed copies of each conduct referral.

Discipline Point Values:

<u>Types of Consequences</u>	<u>Point Value</u>
Lunch Detention	1 Point
Teacher Detention	1-2 Points
Central Detention	2-3 Points
Saturday Detention	4 Points
Out-of-School Suspension	Administrative Discretion

CELL PHONE/EARBUDS AND PERSONAL TECHNOLOGY DEVICES

Students are encouraged not to bring electronic communication devices to school. If a student chooses to get an electronic communication device(s) to school, the device(s) shall be turned off by the student and passcode protected to prevent any unauthorized use of the device (s). The electronic communication device shall remain in the student's backpack/book bag or locker during the school day when its use is not authorized under Policy 5516 and this Regulation. Personal technology may not be used for purposes that are found to be disruptive to the school environment, for personal entertainment, students will be held responsible for the guidelines outlined in the district's Responsible Use Policy (RUP). Cell phone photo/video apps, cameras, camcorders, and/or recording devices are not permitted during the school day on school property, the school bus, or at school-sponsored activities without permission from administration. The school administration and faculty shall determine disruption of the school environment.

Personal entertainment devices include wireless earbuds/headphones, iPods, hand-held games, cell phones, smart watches, and similar devices that are not permitted during school day, physical education classes, during detention (after school or Saturday), or in the hallways. These devices should be "off" and away during the school day and not on their person. Violation of this policy will be handled as a violation of the Code of Conduct.

Students are not to use their personal technology devices, including cell phones/wireless earbuds, upon entering the school building in the AM until 2:00 PM when dismissed.

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, 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 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, [click here: 5541 anti-hazing policy](#).

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 school.

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, and special disciplinary/sensitivity training activities, including an after-school program for 6th, 7th, and 8th graders.

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

Students are expected to adhere to the district policy and regulations on student discipline/code of conduct. Policy can be found [here](#). Regulations can be found [here](#).

BIAS INCIDENTS

Students and staff members in Bernards Township Public Schools are expected to treat one another respectfully, 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.

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.

USE OF PERSONAL TRANSPORTATION DEVICES ON SCHOOL GROUNDS

For the safety of all students and staff, using personal transportation devices such as rollerblades, skateboards, scooters (including electric scooters), and e-bikes is prohibited on school property at any time.

E-bikes: Upon arrival at school grounds, students must dismount and walk their e-bikes directly to the bike rack. Riding e-bikes on school property is strictly prohibited to avoid accidents and ensure the safety of pedestrians. E-bikes should be securely locked at the designated bike rack. This ensures that they are safely stored throughout the school day and do not obstruct pathways or entrances. Students are required to wear helmets at all times while operating their e-bikes. Helmets significantly reduce the risk of head injuries in case of an accident and are a crucial aspect of rider safety. Students must follow all applicable road laws while commuting on their e-bikes. This includes obeying traffic signals, using bike lanes when available, and yielding to pedestrians.

Students who ride skateboards, scooters, or e-bikes to school must dismount upon reaching school property on Quincy Road. These items must be walked onto campus and secured at the designated bike rack (skateboards can be brought to the primary office). All items can be retrieved at dismissal.

Students are not permitted to ride or use these devices on school grounds before, during, or after school hours. Using such equipment on weekends or after school hours may be considered trespassing, and students may be subject to disciplinary action.

STOLEN PERSONAL BELONGINGS

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 (e.g., hacky sacks, laser pointers, small toys) 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 suitable for the school's educational atmosphere. The school principal or her designee may prohibit dress that is so distracting 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 ensure that you are dressed appropriately for school:

1. Clothing promoting alcohol/drugs and tobacco products and/or inappropriate language/messages must not be worn. Clothing must always cover the student's lower torso, stomach, and/or midriff area.
2. Shoes must always be worn for health and safety reasons—shoes like mules, Birkenstocks, Uggs, and the like are permitted. Slides and flip flops are not allowed.
3. Sunglasses are not to be worn in the school building.
4. Hats or bandanas are not permitted to be worn. Shirts with hoods must be worn with the hood down during the school day.

The administration reserves the right to choose appropriate dress at school and school-sponsored events. Those students who are identified as needing to make adjustments to their dress will be handled in the least restrictive and disruptive manner.

Discipline Guidelines for Dress Code Violations:

First Offense: Students will modify/change their clothing to adhere to the Dress Code, and a verbal warning will be issued.

Second Offense: Student will alter/change their clothing to adhere to the Dress Code. After school, central detention is assigned.

Third Offense: Student will modify/change their 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.

PUBLIC DISPLAYS OF AFFECTION (PDA)

All public displays of affection (DA) are discouraged, inappropriate, and not permitted on school grounds, at school events/functions (even off school grounds), or on school-provided transportation. PDA includes any physical contact that may make others uncomfortable, serve as a distraction for themselves, or for innocent onlookers. Continued or repeated instances of PDA may be subject to disciplinary consequences at the administration's discretion.

WATER BOTTLES

Students are allowed to carry water bottles throughout the school day. Students are encouraged to use spill-proof refillable water bottles to avoid leaks/spills. It is recommended to label the water bottle with your child's name.

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 and discharged at their assigned bus stop each day they ride the bus. **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 students 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 the scheduled time), wait quietly and respectfully, adhere 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 when they approach or leave a designated stop.
10. Refrain from throwing objects/snow at each other while waiting at the 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 crossing the road, stop in line with the left front corner of the bus to allow a clear view of traffic lanes to the rear.
 - Look left, right, and left again, and then look in the driver's direction before crossing 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 their 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 photos or videos will be taken on the bus using mobile phones, iPads, etc..
4. No food or drinks of any kind may be consumed on the bus.
5. Students are expected always to keep their entire body inside the bus.
6. Students must refrain from loud talking and other behavior that may distract the driver.
7. Students shall not deface the bus in any way and should promptly report damage to the bus driver.
8. Students are expected to keep the bus clean.
9. Students shall board and leave the bus only at their assigned stop.
10. Smoking, profanity, and violence are not permitted.
11. Students are to be courteous to the bus driver and their fellow passengers.
12. 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 at the bus stop.
2. "The driver shall be in full charge of the school bus and 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 any unsatisfactory behavior on the bus to the building principal in writing. 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 wishing to go to the media center, nurse, or guidance office must report to class and sign out. Students must be given a pass to attend early morning teacher help. Students who do not have a pass must report to the main office to be given a pass.

TARDINESS TO CLASS

Promptness to class is essential. 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. If frequent lateness continues, students will be assigned a central detention. Consequences will increase in severity if lateness to a particular class continues.

ACADEMIC INTEGRITY

All students must 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 their 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.
- Using an unauthorized source/reference during a test, quiz, or exam.
- Discussing tests, quizzes, and exams outside of the classroom.
- Providing students with answers during tests, quizzes, labs, or exams.
- Falsifying or modifying references/sources for an assignment includes, but is not limited to, computer programs, books, the Internet, and 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 the teacher, guidance, administration, and parents.
- Notification to parents.
- The student will be subject to appropriate, grade-level disciplinary consequences as deemed necessary by the administration.

Working Together vs. Copying: You will work with a partner or in small groups in many situations. Working together means that you are sharing ideas, not answers. Every student is expected to do their work and answer all questions/their 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 other students' work as to published and online sources. Plagiarism can even include the organization of ideas. Plagiarism is a form of cheating; 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 that 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 that effectively "steals" from another source.

ARTIFICIAL INTELLIGENCE

The Bernards Township School District has created a BTSD to be implemented in September 2025. Staff and students are expected to follow the guidelines outlined in this plan. For more details, please see the link to the [BTSD AI Plan](#) or the district website.

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 documents.

Behavioral consequences for forging are, but not limited to:

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

POSTING/DISTRIBUTION OF FLYERS AND POSTERS

No fliers are to be distributed by hand. Administrative approval is required to display fliers or posters. 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 who are not part of a school-sponsored program. Examples include bracelets, food, gum, drinks, etc.

CAFETERIA PURCHASING AND ACCOUNT OBLIGATIONS

Maschio's 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). Garden Burgers, 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.

C:18A:33-21 School meals, notify parents of payment in arrears before denying student access. – If a school district determines that a student's breakfast or lunch bill is in arrears, the district shall contact the student's parent or guardian to provide notice. It shall give the parent or guardian 10 school days to pay the due amount. Suppose the student's parent or guardian has not made full payment by the end of the 10th school day. In that case, the district shall again contact the student's parent or guardian to provide notice that school breakfast or lunch, as applicable, shall not be served to the student beginning one week from the date of the second notice unless payment is made in full.

Funds must be deposited in the lockbox in the cafeteria by 8:00 AM 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 you will take advantage of the debit system because reducing the amount of money handled in our lunch lines keeps the lines moving. Payments made online take 48 hours to post to accounts.

If a student's lunch account is negative, they will not have access to SIS, yearbook, or schedules until the account is paid in full.

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

STUDENT EXPECTATIONS IN THE CAFETERIA

Students are responsible for cleaning up their place at the table, depositing trash in waste paper baskets, and recycling items. Inappropriate behavior in the cafeteria will result in intense disciplinary action. **GLASS bottles are NOT permitted on school property.**

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 sports drinks/cafeinated drinks, pizza, candy, cookies, and cupcakes. Students are **not** permitted to bring soda into the school.

Cafeteria Rules:

1. Students will become silent when directed by staff.
2. Students may sit where they wish for the entire lunch period.
3. Adults will dismiss students to purchase lunch, snacks, and/or to study hall/media center.
4. Students must sign out and get a pass to leave the cafeteria at all times.
5. Students may eat food at their tables; there is no eating at the lunch lines.
6. Students must clean up their area/set/table before being dismissed from the cafeteria.
7. Food brought from home is for the student's consumption only.
8. Students will walk appropriately and respectfully to and from the cafeteria as a class.
9. All other code of conduct expectations apply in the cafeteria.

LUNCH DETENTIONS

Students may be given lunch detention for violations of cafeteria and code of conduct expectations. Lunch detentions will occur during a student's assigned lunch time and be held in a classroom location outside of the cafeteria. If a student accumulates excessive lunch detentions from their actions in the cafeteria, it may result in a student losing cafeteria privileges for a short/or long term duration. Parents will be notified after the second (2) cafeteria infraction. Those students who accumulate four (4) or more cafeteria detentions will be required to meet with administration, and parents will be notified, in writing, of accumulated incidents. Four cafeteria detentions will result in a week out of the lunchroom. Continued infractions will require further disciplinary measures. See the point chart for the value of cafeteria/lunchroom detentions.

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 students' health and their ability and motivation to learn. The Board is committed to:

- Providing students with healthy and nutritious food
- 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 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.

SNACK POLICY

Students will be permitted to eat a small, healthy, non-nut allergen-containing snack during one of their five academic periods throughout the day. Each grade level will be notified of their assigned snack period/time in September. Teachers will continue their everyday instructional practices while students interested in having a small snack can quietly consume it at their desks. The following items may not be eaten or chosen as a snack option at WAMS:

- Foods of minimal nutritional value
- All food and beverage items listing sugar, in any form, as the first ingredient, and
- All forms of candy
- Snacks containing peanuts, tree nuts, their derivatives, or manufactured in a facility that processes any of the peanuts, tree nuts, or their derivatives
- Sharing of food in school is prohibited.

We ask that you follow similar guidelines when providing snacks for your child from home. A list of snacks can be found on the safe snack list at this link: <http://www.snacksafely.com>. (snacksafely.com/safe-snack-guide). Even with the above recommendations on the safe snack list, students/staff are strongly encouraged to take extra precautions.

SCHOOL COUNSELING SERVICES

School counselors encourage an open-door policy. Students stop by the Counseling Office anytime 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 anytime during the year. Conferences may be initiated to discuss 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 6th, 7th, and 8th grade students 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 and 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) within 10 days of their request. They may have copies made, challenge the record's contents, 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:

NJSLA Testing – Grades 6, 7, & 8

Spring

Measures of Academic Progress (MAP) – Grades 6, 7 & 8

Fall / Late Spring

Results of tests will be uploaded to the Genesis home.

Change of Address and Transfer – Inform the principal 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 the 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 the 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 18. The process is described and completed at <https://www.nj.gov/labor/youngworkers/find-a-job/working-papers/getstarted.shtml>

STUDENT ASSISTANT COUNSELOR

Today, many schools have Student Assistance Programs. At WAMS, the Program includes many prevention services and confidential counseling services for students and their parents. The Student Assistance Counselor gets to know students to help them with their problems and build on their strengths to be successful in school. Assessment and short-term counseling are 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 shares that information, or Asks 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.

GRADE REPORTING PROCEDURES

Report Cards will be issued four times yearly and will be available through the Parent Portal in Genesis.

MARKING PERIOD CLOSES,

Tuesday, November 11, 2025
Wednesday, January 29, 2026
Monday, April 6, 2026
Thursday, June 18, 2026

REPORT CARDS AVAILABLE ON GENESIS

Wednesday, November 19, 2025
Thursday, February 5, 2026
Tuesday, April 21, 2026
Thursday, June 18, 2026

CYCLE END DATES

Cycle 1 - Monday, October 27, 2025
Cycle 2 - Monday, December 22, 2025
Cycle 3 - Wednesday, February 25, 2026
Cycle 4 - Friday, April 24, 2026
Cycle 5 - Thursday, June 18, 2026

GRADING SCALE

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

CALCULATING THE FINAL CLASS AVERAGE

1. Convert the letter grades for 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 using the closest value.

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

Incomplete Grades – An “I” on a report card instead 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 William Annin Middle School instructional program. 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

High Honors – Students must have earned A's in all subjects.

Honors – Students must have earned As and Bs in all 6th, 7th, and 8th grade subjects.

ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES (M)

Please go to the Bernards Township BOE Website to view this policy or, if you are viewing this handbook online, Click here [2361](#)

 [25_26 BTSD RUPF](#)

MATERIAL COLLECTION

Students are responsible for fines and/or fees associated with books, devices, and locks. Fines and/or fees are due before the end of the school year. Unpaid fines may result in yearbooks being withheld and/or access to Genesis temporarily disabled.

NOTICE OF STUDENT/PARENT RIGHTS

By state and federal guidelines, including the No Child Left Behind legislation (NCLB), school districts must now provide annual notification of several student and parental rights. The following statements give the names of district personnel responsible for regulatory compliance. Complete Board of Education policies detailing these statements may be found on the district's website, www.bernardsboe.com.

Under 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 disabled person shall, based on 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 they have been the victim of harassment, bullying, or hazing, or any person with knowledge or belief of conduct that 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 the Affirmative Action Officer, Mr. Sean Siet, at (908) 204-2600 ext. 104.

EXPERIMENTS INVOLVING ANIMALS

Legislation now permits public school students to choose not to participate in specific 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 must 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's school 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 coordinating and purchasing 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, aged 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 public schools as preschool disabled youngsters. 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 they have a potentially disabling condition, the public schools of Bernards Township will provide services to your child. 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 old.

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 New Jersey are required to provide these services. If you live outside Bernards Township, please contact your local public school district.

FERPA

Please refer to the Bernards Board of Education website for more information regarding the *Family Educational Rights and Privacy Act* (FERPA).” Information can be found on the [U.S. Department of Education website](http://www.ed.gov).

LIAISONS

The Bernards Township Board of Education does hereby appoint **Jean O’Connell** as Appointment of Liaison for the Education of Homeless Children, Americans with Disabilities Act Coordinator and Public Law 504 Coordinator; appoint **Sean Siet** as Affirmative Action Officer, Title II Coordinator and Title IX Coordinator; appoint **Stephanie Smith** as Anti-Bullying Coordinator and Substance Awareness Officer; appoint **Bill Mickle** as New Jersey State Integrated Pest Management Coordinator, Asbestos Management Officer and Indoor Air Quality Coordinator; appoint **James Rollo** as Attendance Officer, Public Agency Compliance Officer, Open Public Records Act Officer, Public Employees Occupational Safety and Health Act Coordinator.

ASBESTOS INFORMATION

Under 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. As required by the New Jersey Public Employee Occupational Safety and Health regulations, a written Respiratory Protection Program has been established for all employees.

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 and 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.

HEALTH OFFICE

School Nurse’s Office Hours: 7:15 AM – 2:20 PM
Stacey Osucha, Nurse ext. 134
Sylvia Konig, Nurse ext 135
Laura Callander, Nurses’ Aide ext 103

CHILD SICKNESS GUIDELINES

The following illness guidelines will be strictly enforced for the health, well-being, and safety of all concerned.

GUIDELINES: Parents/caregivers are strongly encouraged to monitor their children for signs of illness daily, as they are the front line for assessing disease in their children. Students who are sick should not attend school. Children should not be sent to school with any signs or symptoms of illness (see below) or if they cannot participate in normal daily activities within a school day. Sick children expose other children and staff members to disease. We ask for your cooperation, crucial in providing a healthy and optimal learning environment.

If a child becomes ill during the school day and needs to be picked up, the parent/guardian will be contacted to pick up the child as soon as possible. The emergency contact person will be called if the parent/guardian cannot be reached.

Please notify the school nurse of your child's absence, including the reason/estimated duration. This information enables the Health Office to track illness trends.

Any change to your child’s health should be reported to the school nurse promptly. (ie. Surgery, hospitalization, significant medication changes, new medical diagnosis)

WHEN TO KEEP YOUR CHILD HOME:

- **CHILLS/FEVER:** Temperature of **100.0** Fahrenheit or more. Lethargy, malaise, fatigue, body aches. Must be **FEVER-FREE** for 24 hours **WITHOUT** the use of fever-reducing medicine.
- **VOMITING:** Any nausea or vomiting. Must be free of nausea/vomiting for 24 hrs. before returning.

NOTE: Please do not bring/send your child if they vomited during the night or in the morning.

- **DIARRHEA:** abdominal cramps, behavioral changes, looks/acts ill.
- **RESPIRATORY:** difficulty breathing/wheezing, cough, shortness of breath.

- **THROAT:** sore throat, painful to swallow, swollen glands. If diagnosed with Strep throat, complete 24 hours of antibiotics and be fever-free. New loss of sense of smell or taste.
- **CONJUNCTIVITIS:** The eye must be free of discharge, and if bacterial, must complete 24 hours of antibiotic treatment
- **COLD SYMPTOMS:** congestion, headache, fever, behavior change, difficulty breathing, and inability to manage nasal and oral secretions.
- **RASH:** undiagnosed or unknown rash (a rash not seen or treated by your MD).
 - **IMPETIGO/MRSA/STAPH** - May return 24 hours after treatment begins - wound must be fully covered on all four sides.
 - **RINGWORM:** may return after treatment begins. The wound must be covered for the first 48 hrs. of treatment.
- **COVID-19:** A positive COVID-19 test or COVID-like illness requiring confirmatory testing.
- If antibiotic treatment is needed, your child must remain home for the first 24 hours of medication. (e.g., if your child has three doses ordered per day, three doses must be administered before returning to school).

At the discretion of the school nurse, a medical note may be required for the following:

- Absence for three (3) or more consecutive days
- Surgical procedure
- Hospitalization
- Treatment by a medical provider for a significant physical or mental illness
- Returning after being excluded because of a communicable disease

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 schools 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. The first dose is given on or after the first birthday (if before the first birthday, re-immunization is required). Intervals between the 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. The first dose is given on or after the first birthday. (If before the first birthday, re-immunization is required.)
- **Mumps**
 - 1 dose OR laboratory evidence of immunity. The first dose is given on or after the first birthday. (If before the 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 schools **at grade six or higher**
- **Mantoux Test (PPD)**
 - **A Mantoux skin test is required for students entering a New Jersey school from a specified country for the first time, regardless of age or grade. (Please see the School Nurse or MD).**

Absence Procedure: Parents/Guardians are requested to enter the absence into the Parent Portal of Genesis no later than 7:30 AM if your child will be **late or absent** on that day. **Please do not email your child's absence to the school nurse.** 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 the parent/guardian must be provided to the school nurses upon your child's return to school due to illness. This should be done at 7:20 AM before homeroom. A Physician's Note must be readmitted to school when your child has been absent due to a communicable disease, condition, or illness, e.g., pink eye, strep throat, rash, etc. (Please call the nurse if you are unsure if this is needed.)

Physical Education Excuses: A parental note is acceptable for up to 3 days of absence. Injuries or illnesses extending beyond 3 days require a physician's order to be excused for P.E. The school nurse, at their discretion, may render a P.E. excuse for 1 day. Students with a Physical Education excuse cannot participate in extracurricular physical activities.

Crutches: Require a physician's order.

Injury Pass: Students should report to the school Nurse's Office by 7:20 AM for an Injury Pass. This Pass will have detailed information regarding your child's need for extra time to and from classes and permission to have a "buddy" accompany them. Elevator use is also available if deemed necessary. An Injury Pass is an adjunct to a physician's order for a Physical Education excuse. A copy of the Injury Pass is given to: the Physical Education teacher, the Media Center (where your child will go instead of Physical Ed Class), the student, and the 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 a teacher supervises.

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 school's front entrance, where you can park your car and help your student into the building. Please follow the teacher's directive to monitor traffic, as drop-off may change. Pick-up time is generally at 2:00 PM when buses have departed the front of the building.

Medication at School: All medications require a physician's order, including prescription and over-the-counter medications. Order Forms are available at the [district website](#).

Students may not have medication in their backpacks or purses. 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 drug 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. **Medication should be picked up at the end of each school year. Any medication not picked up by the last day of school will be discarded.** The medication should be in its original labeled container. The prescription label should be legible and include the patient'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 6th and 8th grades will have their blood pressure, height, weight, vision, and hearing checked. Students will be screened for Scoliosis at the request of a parent (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 typically done in the Spring. Parents/guardians will receive a notice before asking for written permission. You will be informed in writing if there is a 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)**

Please go to the Bernards Township BOE Website to view this policy or, if you are viewing this handbook online, Click here [5331](#)

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 whether or not to enroll their children in this program. Students to be screened are generated randomly, and confidentiality is always maintained. 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 know how to run or implement the program. Police are NOT informed of any results.

See the Bernards Township BOE Policy **5530.1 - STUDENT VOLUNTARY RANDOM DRUG TESTING**

Please go to the Bernards Township BOE Website to view this policy or, if you are viewing this handbook online, Click here [5530.1](#)

Emergency Information – Emergency information is kept on all students and should be updated at the beginning of each school year. This information must be 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 complete 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, 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 or 20 cumulative school days due to medical reasons. A doctor's written request (provided on the Bernards Township Home Instruction MD Initial Order Form) is required to determine the need for home instruction. Parents should contact the school nurse (908-204-2615) for further procedural details.

Local Resources:

Bernards Township Health Department
908-204-2523
Kaitlin Cartoccio, Youth Services

Richard Hall Community Health Center
908-725-2800

Family Crisis Intervention
908-704-6330

MEDIA CENTER & LEARNING COMMONS

[WAMS Media Center & Learning Commons website](#)- Central place to find out about events, activities, and resources related to the WAMS Media Center & Learning Commons

The Media Center & Learning Commons hours are from **7:15 AM to 2:45 PM**. Students may visit the Media Center & Learning Commons anytime during the school day with passes from class, before, during lunch, and after school. Appropriate behavior is expected at all times.

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

- providing a flexible learning environment that supports independent and group learning, creating experiences, giving information/digital literacy instruction, and digital tools that support student learning and creation
- providing physical and virtual access to informational materials and experiences in many formats and 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

PE Excuse Students :

Students excused from PE for medical reasons report to the Media Center & Learning Commons during PE classes. They must have a pink copy of their medical excuse form on the first day of their excuse period to give to the media staff, and they are required to sign in each day and bring work to do or reading material.

Borrowing Procedures:

Print material and equipment **must** be checked out at the circulation desk. EBooks and digital audiobooks may be checked out by students online via Destiny Discover (the Destiny library catalog). Material may be renewed if a reserve (hold) has not been made. ***Students are expected to return materials on or before the due date.***

Borrowing (Loan Periods):

Print books are loaned for 4 weeks.

eBooks and digital audiobooks are loaned for 2 weeks and return automatically afterward.

Kindles and Nexus devices are loaned for 2 weeks with parental permission.

Flash drives, digital cameras, DVDs, reference books – overnight (or special permission)

Chromebook and Charging Cord Loaners

If a student forgets their Chromebook or fails to charge their Chromebook at home, there are a **limited** number of loaner Chromebooks available for students to borrow just for the day. Students are not guaranteed to be able to borrow a loaner Chromebook or a charging cord. These loaned devices/cords ***MUST be returned at the end of the day before leaving school***, and should never be taken home. In addition, each classroom has a charging cord available for student use if they did not charge their Chromebook at home and forgot to bring their charging cord to school. Students are limited in the number of times that they can borrow a Chromebook. If a student borrows a Chromebook repeatedly, they may be denied access to a loaner in the future at the administration's discretion.

If a student's Chromebook malfunctions or requires any type of repair, students should bring their device to the Media Center & Learning Commons. Media staff will work with the IT department to get the device repaired. There is a charge for repairing certain damage to Chromebooks, such as a broken screen, port, or keyboard. The student will be given a loaner Chromebook until they receive an email from Media staff that their assigned Chromebook is repaired. ***Students must check their school email regularly for notifications that their device is ready for pickup, promptly return the loaner Chromebook, and pick up their assigned Chromebook.*** Students are responsible for the care and condition of their assigned Chromebook and any loaned Chromebook. Please refer to the IT Department's material on care and responsibility of district-assigned Chromebooks for information on possible costs to repair damage.

ONLINE DATABASES AND RESOURCES

The databases provide up-to-date, reliable information on various topics and are used in research projects during the middle school years. Additional online tools support student learning and research. They are available to William Annin students and teachers in or outside of school 24/7.

DATABASES

Passwords for the databases are posted in each team's Media Center Google Classroom. Please join your team's Media Center Google Classroom each year.

Links to all databases listed below are located [here](#).