

# BUNKER HILL MIDDLE SCHOOL

## 2018-19 FACULTY HANDBOOK

**BHMS AFFIRMATION STATEMENT AND GUIDING PRINCIPLES – PLEASE VISIT THIS LINK:**  
<https://www.wtpps.org/cms/lib/NJ01912980/Centricity/Domain/15/Affirmations%20and%20Guiding%20Principles.pdf>

### **\*\*ADMINISTRATIVE STAFF AND SPECIALISTS\*\***

#### **ADMINISTRATION**

Mike D'Ostilio    Principal  
Greg Muscelli    Assistant Principal

#### **OFFICE PERSONNEL**

Tina Callahan    Attendance Secretary  
Debbie DiJohn    Principal's Secretary  
Linda Lemmel    Assistant Principal's Secretary/Receptionist  
Briana Venturo    Bookkeeper

#### **DEPARTMENT SUPERVISORS**

Rosemarie Armstrong, Foreign Language	Beth Hinman, BSI
Melissa Barnett, ELA	Joanne Henry, Special Ed
Donna Costa, PE/Health	Patricia Hughes, Science
Carole English, Math	Jeff Snyder, Social Studies
Casey Corigliano, Fine & Performing Arts	Steve Whalen, Career & Technical Ed.

#### **BEHAVIOR SPECIALISTS**

Jennifer Mackafee  
Dawn Vitello-Mangan

#### **CHILD STUDY TEAM**

Kylee Duffield    Social Worker  
Amanda Pietrangelo    School Psychologist  
TBD    Learning Consultant

#### **COUNSELING**

Briana Baud    Grade 8 Counselor  
Dan Fimiani    Grade 7 Counselor  
Maddie Morros    Grade 6 Counselor  
Mike Petticrew    Student Assistance Counselor 2.5 days  
Holly Schilling    Secretary

#### **HEALTH OFFICE**

Barbara Keane    Nurse  
Annamarie DeColli    Health Office Assistant

#### **INSTRUCTIONAL MEDIA CENTER**

Laura Donoway    Librarian  
Christina Pellegrino    Library Assistant

**TECHNOLOGY**

Joni Geller Computer Tech  
Elizabeth Pitel Middle Level Computer Trainer

**VISION SPECIALIST**

Kim Mastroianni

**\*\*TEACHING STAFF\*\***

**ELA**

Patricia Bernhardt Heather Finn  
Shereen Ducasse Michelle Schwiter  
Shannon Enders Toni Sylvester

**EXPLORATORY ARTS/SPECIAL AREA TEACHERS**

**ART**

Bethany Franz  
Michael Murro

**HEALTH/PHYSICAL EDUCATION**

Lisa Bramante  
Mark Devone  
Walt Dzierzgowski  
Carrie Greco

**DRAMA**

Megan Appleby

**MUSIC**

Nancy Dickinson – Chorus  
Mark Przybylowski – Orchestra  
Gene Tecce – Band

**COMPUTER LITERACY**

Diane Hall  
David Kane  
Lori McEntee

**TECHNOLOGY EDUCATION**

Patrick Goliszewski  
Frank Libbi

**MATH**

Adrienne Laubin Michelle Reilly  
Maria Casella Mindy Smith  
Tara McKenty Monica Westerby

**SCIENCE**

Tara Bartelt Julie Lyons  
Joann Braker Malika Moore  
Susan Flaherty

**SOCIAL STUDIES**

Kevin Appleby Kristine Mallett  
Nicholas Guerrieri Saumil Prasad  
Kathleen Jeffries Catherine Zeoli

## **SPECIAL EDUCATION**

<b><u>TEACHERS</u></b>	<b><u>SUBJECT AREA</u></b>
Tina Casale	Read 180
Lindsay Cushman	ELA 6
Briana DiBlasio	MD
Donna Flood	Math 8
Taryn Homolash	MD
Jessica Jupin	Social Studies 6/7
Honora Kelley-Lopez	Science 7
Denise Linderman	Math 7
Doretta Martelli	ELA 7
Katie Jo McGoldrick	ELA 8
Rich Mitcho	Science 6
Brenda Powers-BenAttou	Science 8
Jennifer Ristagno	Math
Judy Roback	Social Studies/ELA
Catherine Zeoli	Social Studies 8

## **SPEECH**

Laura Brodowski

## **WORLD LANGUAGE**

Frank Cabrera – Spanish                      Michael McCloskey - German  
Clarissa Marin-Mojica – Spanish            Kiriaki (Kiki) Pecheux – French

## **\*\*SUPPORT STAFF\*\***

Marie Albanese  
Barbara Brodzik  
Ashlee Conrad  
Eileen Campanella  
Barbara Colkers  
Gina DeFiore  
Lisa Fahn  
Donna Febbo  
Joanne Fernandez  
Michele Flanagan  
Laura Gallucci  
Beth Marchese  
Tami McAteer  
Colleen McGuire  
Lisa Moore  
Leonard Sanders  
Christine Waddington  
Justin Waller  
Staci Yates

# Homeroom Listing

## 2018-2019

<u>GRADE 6</u>	<u>ROOM #</u>
F. Cabrera	A1
T. Homolash	A2
J. Lyons	A7
H. Finn	A8
R. Mitcho	A9
K. Mallett	A10
M. Casella	A11
K. Pecheux	A12
L. Cushman	A22
B. DiBlasio	B1
<u>GRADE 7</u>	<u>ROOM #</u>
M. Moore	C3
T. McKenty	C4
S. Prasad	C6
C. Marin-Mojica	C7
M. Smith	C8
D. Linderman	C9
H. Kelley	C10
M. McCloskey	C14
<u>GRADE 8</u>	<u>ROOM #</u>
L. McEntee	C13
M. Westerby	C18
K. Appleby	C20
B. Franz	C21
D. Flood	C24
K. Jeffries	C26
P. Bernhardt	C28
J. Ristagno	C30
M. Reilly	C32

# MIDDLE SCHOOL SCHEDULE 2018-2019

PERIOD	<u>TIME</u>		SPLIT LUNCH
	BEGIN	END	
	<b>7:45</b>	<b>Warning Bell</b>	
<b>ADV</b>	<b>7:50</b>	<b>7:59</b>	
<b>1</b>	<b>8:02</b>	<b>8:51</b>	
<b>2</b>	<b>8:54</b>	<b>9:43</b>	
<b>3</b>	<b>9:46</b>	<b>10:35</b>	
<b>4</b>	<b>10:38</b>	<b>11:27</b>	<b>Gr. 8</b> <b>10:38 – 11:02</b> <b>10:02 – 11:27</b>
<b>5</b>	<b>11:30</b>	<b>12:19</b>	<b>Gr. 6</b> <b>11:30 – 11:55</b> <b>11:55 – 12:19</b>
<b>6</b>	<b>12:22</b>	<b>1:11</b>	<b>Gr. 7</b> <b>12:22 – 12:47</b> <b>12:47 – 1:11</b>
<b>7</b>	<b>1:14</b>	<b>2:03</b>	
<b>8</b>	<b>2:06</b>	<b>2:55</b>	

9 minute Homeroom  
49 minute periods  
3 minute passing time

# Middle School Early Dismissal Schedule (with Lunch)

## 2018-2019

PERIOD	BEGIN	END	Split Lunch
HR	7:50	7:57	
1	8:00	8:31	
2	8:34	9:05	
3	9:08	9:40	
4	9:43	10:15	8 <sup>th</sup> Grade
5	10:18	10:50	6 <sup>th</sup> Grade
6	10:53	11:25	7 <sup>th</sup> Grade
7	11:28	12:00	
8	12:03	12:35	

7 minute Homeroom  
 31 minutes, periods 1-2  
 32 minutes, periods 3-8  
 3 minute passing

# MIDDLE SCHOOL DELAYED OPENING SCHEDULE 2018-2019

PERIOD	BEGIN	END	LUNCH
<b>HR</b>	<b>9:45</b>	<b>9:51</b>	
<b>1</b>	<b>9:54</b>	<b>10:28</b>	
<b>2</b>	<b>10:31</b>	<b>11:05</b>	
<b>3</b>	<b>11:08</b>	<b>11:42</b>	
<b>4</b>	<b>11:45</b>	<b>12:20</b>	<b>Grade 8</b>
<b>5</b>	<b>12:23</b>	<b>12:58</b>	<b>Grade 6</b>
<b>6</b>	<b>1:01</b>	<b>1:36</b>	<b>Grade 7</b>
<b>7</b>	<b>1:39</b>	<b>2:13</b>	
<b>8</b>	<b>2:16</b>	<b>2:50</b>	

6 minute Homeroom  
34 minute teaching periods  
35 minute lunch periods  
3 minute passing time

# **BUNKER HILL MIDDLE SCHOOL**

## **“TWP TUESDAY” SCHEDULE 2018-2019**

**T.B.A.**



**BUNKER HILL MIDDLE SCHOOL  
PRINCIPAL RESPONSIBILITIES  
2018-2019**

<b>PRINCIPAL</b>	<b>ASSISTANT PRINCIPAL</b>
Asset Inventory	504
Attendance – Staff	5 <sup>th</sup> Grade Orientation
Back to School Night	Assemblies
Budget	Attendance – Students
Building Liaison	Building/Grounds
Building PD	Building Use
Clubs/Activities	Calendar
Evaluations – Formative/Summative	Clubs/Activities
Finances	Discipline
Fundraisers	Detention
Master Scheduling	Duty Schedule
NCLB Compliance	Emergency Drills
Policy	Evaluations – Formative/Summative
Special Education Issues	Internal Suspension
Student Learning Community Leaders	M.A.S.T. Program
Team Meetings	Master Schedule
Testing	I&RS
Web Page	Parks & Recreation Liaison
	Room Utilization
	Safety/Security
All other duties assigned by Central Administration	Saturday School
	Summer Transition
	Team Meetings
	Transportation/Buses
	All other duties assigned by Principal
<b><u>Secretarial Supervision</u></b>	<b><u>Secretarial Supervision</u></b>
Bookkeeper	Assistant Principal's Secretary
Counseling Secretary	Attendance Secretary
Principal's Secretary	

# WASHINGTON TOWNSHIP PUBLIC SCHOOLS 2018-19 CALENDAR

## August/September (T 23 S 20)

M	T	W	T	F
27	28	29	30	31
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

## August

- 22 New Teacher Orientation
- 27 Opening Day: Teachers
- 28 Staff Inservice
- 29 Opening Day: Students
- 31 Schools Closed

## September

- 3 Labor Day
- 19 Staff Inservice (Grs. K-12)

## October (T 23 S 23)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## October

- 17 Early Dismissal/Staff Inservice (Grs. K-12)
- 24 Staff Inservice (Grs. 9-12)
- Parent Conf./Staff Insv. (K-8)
- 25-26 Early Dismissal: Staff Insv./Parent Conferences (Grs. K-5)

## November (T 19 S 17)

M	T	W	T	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## November

- 8-9 NJEA Convention
- 12 Veterans Day Observed
- 21 Early Dismissal (Grs. PK-12)
- 22-23 Thanksgiving Break

## December (T 15 S 14)

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24/31	25	26	27	28

## December

- 24-31 Winter Break
- 1 Winter Break
- 21 Martin Luther King Jr. Day
- 29 Early Dismissal/Staff Inservice (Grs. K-8)
- 29-31 Early Dismissal (Grs. 9-12)
- High School Midterm Exams (Lunch Served Except HS)

## January (T 21 S 21)

M	T	W	T	F
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

## January

- ★ Lunch will be served on these days
- + Modified K schedule will be in effect
- ^ Lunch will not be served on these days

\*This calendar assumes five snow/emergency days. The last student day will be June 19th. Unused snow days will be deducted in the following order: June 19, 18, 17, 14, 13. No snow days will make the last student day June 12. Additional snow days, above the five built in, will be added to the calendar in the following order (as possible): April 26, 25, 24, 23 & 22.

## February

- 1 Early Dismissal (Grs. 9-12)
- High School Midterm Exams (Lunch Served Except HS)
- 15 Early Dismissal/Staff Inservice (Grs. K-12)
- 18 Presidents' Day

## March

### March (T 21 S 21)

M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 11-12 Early Dismissal (Grs. K-5)
- Elem. Parent Conferences
- TBD Early Dismissal/Staff Inservice (Grs. 9-12)
- 19-26 Junior Prom
- Spring Break

## May

- 23 Early Dismissal/Staff Inservice (Grs. K-12)
- Senior Prom
- 24-27 Memorial Day Break

## June

- 13-19 Early Dismissal (Grs. K-12)
- Final Exams (HS)
- Last Day: Students
- Last Day: Teachers
- Graduation (tentative) 7pm

Early dismissal days are subject to change based upon Board approval and appropriately early notice to parents.

WTHS Senior Trip  
TBA

School Closed  
 Early Dismissal

## February (T 19 S 19)

M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

## March (T 21 S 21)

M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## April (T 16 S 16)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- Early Dismissal/Staff Inservice (Grs. K-12)
- Memorial Day Break

## May (T 21 S 21)

M	T	W	T	F
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

## June (T 9 S 8)

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

NOTE: When adjusted for snow days, this calendar represents 187 teacher days and 180 student days.



## WASHINGTON TOWNSHIP PUBLIC SCHOOLS DISTRICT TESTING SCHEDULE 2018-2019

*Please note: the State Assessment dates (in red) are tentative and subject to change.*

ELEMENTARY TESTING SCHEDULE				MIDDLE SCHOOL TESTING SCHEDULE				HIGH SCHOOL TESTING SCHEDULE			
TEST	GRADE	DATES		TEST	GRADE	DATES		TEST	GRADE	DATES	
New Jersey Student Learning Assessment - Science (NJSLA-S)	5	<del>Regular Administration: May 29 and May 30, 2019</del> <del>Paper-based: May 6 - 17, 2019</del>		New Jersey Student Learning Assessment - Science (NJSLA-S)	8	<del>Regular Administration: May 20 and 21, 2019</del> <del>Paper-based: May 6 - 17, 2019</del>		New Jersey Student Learning Assessment - Science (NJSLA-S)	11	<del>Regular Administration: May 29 and May 30, 2019</del> <del>Paper-based: May 6 - 17, 2019</del>	
OLSAT	2	<del>Regular Administration: January 16-17, 2019</del> <del>Practice: January 15, 2019</del>		State Assessment (PARCC)	6	<del>Regular Administration: April 30, May 1-2, 2019</del> <del>Paper-based: April 8 - 29, 2019</del>		State Assessment (PARCC)	9-11	<del>Regular Administration: April 11, 12, 15-18, 2019</del> <del>Paper-based: April 8 - 29, 2019</del>	
OLSAT	5	<del>Regular Administration: October 16, 2018</del> <del>Practice: October 15, 2018</del>		State Assessment (PARCC)	7	<del>Regular Administration: April 30, May 1-2, 2019</del> <del>Paper-based: April 8 - 29, 2019</del>		State Assessment (PARCC)	Algebra I Regents ONLY	<del>Regular Administration: December 17-19, 2018</del> <del>Paper-based: November 26 - Dec. 7, 2018</del>	
State Assessment (PARCC)	3	<del>Regular Administration: May 7-9 and 13-16, 2019</del> <del>Paper-based: April 8 - 29, 2019</del>		State Assessment (PARCC)	8	<del>Regular Administration: April 30, May 1-2, 2019</del> <del>Paper-based: April 8 - 29, 2019</del>		Primary Scholastic Aptitude Test (PSAT)	9-11	October 10, 2018	
State Assessment (PARCC)	4	<del>Regular Administration: May 7-9 and 13-16, 2019</del> <del>Paper-based: April 8 - 29, 2019</del>		STAR Testing	6, 7, 8	<del>Fall Administration: September 4 - 28, 2018</del> <del>Winter Administration: February 1 - 28, 2019</del> <del>Spring Administration: May 1 - 31, 2019</del>		Scholastic Aptitude Test (SAT)	11-12	August 25, October 6, November 3, December 1, March 9, May 4, June 1	
State Assessment (PARCC)	5	<del>Regular Administration: May 7-9 and 13-16, 2019</del> <del>Paper-based: April 8 - 29, 2019</del>						AP TESTS	9-12	May 6 - 17, 2019	
STAR Testing	Fall: 2-5 Winter: 1-5 Spring: 1-5	<del>Fall Administration: September 4 - 28, 2018</del> <del>Winter Administration: February 1 - 28, 2019</del> <del>Spring Administration: May 1 - 31, 2019</del>						STAR Testing	9-12	<del>Fall Administration: September 4 - 28, 2018</del> <del>Winter Administration: February 1 - 28, 2019</del> <del>Spring Administration: May 1 - 31, 2019</del>	

**BUNKER HILL MIDDLE SCHOOL**  
**SCHOOL SECURITY DRILL SCHEDULE 2018-2019**  
**(Subject to change if necessary)**

*Below is a School Security Drill schedule for your personal scheduling convenience. Teachers are to post and acquaint their classes with drill procedures in their classrooms at the start of the school year. During a drill, while students are moving to the appropriate area, students are to remain silent in order for instructions to be heard. In the event of a School Security Drill, teachers are to take their class lists with them, record attendance on the designated attendance sheet, and submit it to the quadrant leader. Classroom teachers must remain with their students during the entire drill and accompany them back to the classroom at the conclusion of the drill.*

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Drill Type</b>	<b>Location</b>	
<b>July</b>	12	Thursday	10:00 am	Evacuate – Non-Fire	Exterior
	30	Monday	3:41 pm	Evacuate – Fire	Exterior
<b>August</b>	9	Thursday	10:30 am	Evacuate – Fire	Exterior
	23	Thursday	10:30 am	Evacuate – Non-Fire	Exterior
<b>September</b>	10	Monday	Homeroom	Evacuate – Fire	Exterior
	13	Thursday	Homeroom	Lockdown	Interior
	27	Wednesday	Period 2	Evacuate - Fire	Exterior
<b>October</b>	4*	Wednesday	Homeroom	Bus Evacuation	Parking Lot
	10	Tuesday	Period 1	Evacuate – Fire	Exterior
	18	Thursday	Period 8	Bomb Threat	Interior/Exterior
<b>November</b>	2	Thursday	Period 3	Evacuate – Fire	Exterior
	6	Tuesday	Period 5	ERT Drill	Interior
	15	Wednesday	Period 1	Evacuate – Non-Fire	Exterior
<b>December</b>	7	Thursday	Period 2	Evacuate – Fire	Exterior
	18	Tuesday	Period 7	Evacuation to the Gym	Int. – Gym
<b>January</b>	7	Monday	Period 8	Evacuate – Fire	Exterior
	17	Wednesday	Period 1	Active Shooter	Int. – Classroom
<b>February</b>	1	Friday	Period 1	Evacuate – Fire	Exterior
	20	Tuesday	Period 8	Lockdown	Interior
<b>March</b>	7	Thursday	Period 8	Evacuate – Fire	Exterior
	26	Tuesday	Period 2	Active Shooter	Int. - Classroom
<b>April</b>	8	Monday	Period 3	Evacuate – Fire	Exterior
	17	Wednesday	2:50pm	Safety Team Mtg.	Conference Rm.
	18**	Thursday	Homeroom	Bus Evacuation	Parking Lot
<b>May</b>	6	Monday	Period 1	Evacuate – Fire	Exterior
	9	Thursday	Period 6	ERT Drill	Interior
	28	Tuesday	Period 2	Bomb Threat	Interior/Exterior
<b>June</b>	3	Monday	Period 3	Evacuate – Fire	Exterior
	4	Tuesday	Period 2	Evacuate – Non-Fire	Exterior

**DISTRIBUTION TYPES:**

Fire = 13; Non-Fire = 5; Active Shooter = 2; Bomb Threat = 2; Lockdown = 2; Safety Team Meeting = 1;  
 Bus = 2; ERT = 2

## **PARENT TEACHER ORGANIZATION:**

Dates for meetings are available in the fall of each school year. Teachers are encouraged to attend all PTO meetings and take an active part in the organization.

### **2018-2019 BHMS PTO EXECUTIVE BOARD**

Kristin Lohan	Co-President
Liz Coppola	Co-President
Tami McAteer	Treasurer
Jennifer Palmer	Secretary
Regina Dostillio	Hospitality
Jen Molnar	Member at Large

# BUNKER HILL MIDDLE SCHOOL MASTER SCHEDULE OF MEETINGS 2018-2019

<u>MEETINGS</u>	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
DEPARTMENT MEETINGS	T.B.D. by Department Chair Person									
FACULTY (3:00PM)		11	9	13	11	12	12	9	14	11, 20
PTO–Café (6:30 PM)										
TEAM MEETINGS	3 <sup>rd</sup> Friday of the month during SLC/Prep Periods									
SLC LEADER (3:00PM)	8/28 9/25	30	27	18	22	26	26	30	28	

## IMPORTANT DATES

Grade Back-to-School Night – Tuesday, September 12, 2018 – 6:30pm

State Assessment – 4/30, 5/1, 5/2

Progress Reports – see Important Marking Period Dates

Reports Cards – see Important Marking Period Dates

**WASHINGTON TOWNSHIP PUBLIC SCHOOLS  
GRADING AND MARKING PERIOD TIMELINES  
SCHOOL YEAR 2018-2019**

<b>Item</b>	<b>1<sup>st</sup> Marking Period (47 Days)</b>	<b>2<sup>nd</sup> Marking Period (49 Days)</b>	<b>3<sup>rd</sup> Marking Period (43 Days)</b>	<b>4<sup>th</sup> Marking Period (41 Days)</b>
<b>Progress Report Grades/Comments Entered by Teacher (mid marking period)</b>	<b>Wednesday, Oct. 3, 2018</b> <i>(Day 23)</i>	<b>Friday, Dec. 14, 2018</b> <i>(Day 24)</i>	<b>Monday, March 4, 2019</b> <i>(Day 23)</i>	<b>Monday, May 13, 2019</b> <i>(Day 21)</i>
<b>End of Marking Period</b>	<b>Wednesday, Nov. 7, 2018</b>	<b>Friday, February 1, 2019</b>	<b>Thursday, April 4, 2019</b>	<b>Wednesday, June 12, 2019</b> Last day for students <i>(Tentative)</i>
<b>End of Marking Period Grades/Comments Entered by Teacher</b>	<b>Tuesday, Nov. 13, 2018</b> <i>(End of Work Day)</i>	<b>Tuesday, Feb. 5, 2019</b> <i>(End of Work Day)</i>	<b>Tuesday, April 9, 2019</b> <i>(End of Work Day)</i>	<b>Thursday, June 13, 2019</b> Last day for teachers <i>(Tentative)</i>
<b>Report Cards Issued</b>	<b>Monday, Nov. 19, 2018</b>	<b>Monday, Feb. 11, 2019</b>	<b>Monday, April 15, 2019</b>	Report Cards mailed <b>Wed., June 19, 2019</b> <i>(Tentative)</i>
<b>Incomplete Grades Due in Guidance</b>	<b>Tuesday, Nov. 27, 2018</b>	<b>Wed., Feb. 13, 2019</b>	<b>Monday, April 29, 2019</b>	<i>No incomplete grade(s) without permission of the Building Principal</i>

## GENERAL BUILDING PROCEDURES

### **SIGN-IN AND OUT:**

All personnel are required to check in when arriving at school and check out when leaving. The sign-in and out book is located in the Main Office.

Teacher hours are **7:40am - 3:05pm**. Homeroom teachers are to report to their respective rooms by **7:45am**.

### **MESSAGES:**

Please check your mailbox in the office for messages before school begins, during your planning period, and at the end of the day. Only messages clearly of an emergency nature will be delivered to your room. Also, check your voice mail daily.

### **LUNCH:**

Lunch is available to staff and students in the school cafeteria at a nominal charge. Teachers are encouraged to eat in the Staff Dining Room. Please remember to pick up after yourself out of consideration for others.

### **TEACHER ABSENCES AND SECURING A SUBSTITUTE TEACHER:**

This year the district has contracted with Source4Teachers.

To secure a substitute:

1. Go to AESOP Home Page [www.aesoponline.com](http://www.aesoponline.com)
2. Enter your 10 digit ID number (personal phone number)
3. Enter your 4 digit password (provided by Source4Teachers)
4. Click the "Sign In" or "Login" button to enter your home page
5. Left side of screen select "Create an Absence"
  - a. Click on calendar to enter the start date and end date
  - b. Absence Reason Type – use the drop down menu
  - c. Substitute Required – use the drop down menu (Yes or No)
  - d. Absence Type – choose from drop down list ½ day or full day
  - e. Click next when you are finished entering all of the above information
  - f. Check page for accuracy, and make any necessary changes. When complete, click "Next"

You can also access AESOP by telephone by calling 1-800-942-2767

Keep your ID number and password accessible at all times in case of emergency.

NOTE: Half-day substitutes are employed for three (3) hours and 40 minutes.

**1/2 Day AM** – 7:40 to 11:25      **1/2 Day PM** – 11:25 to 3:05



### **PERSONAL LEAVE:**

Teachers who need to be absent from school for personal reasons, must submit a written request to the Principal at least one (1) week in advance. Request forms are available in the Main Office. All personal days granted must be approved by the Superintendent of Schools. (In any case not precluded by emergency, the request must be submitted prior to the absence.) Every attempt must be made to contact the Principal in cases of emergency absence. Check your respective union's contract for specific wording regarding Personal Days on the day before or after a school holiday.

When you complete a Personal or Professional day form you must also secure a substitute from Source4Teachers the same day (follow directions above). You do **not** have to wait for approval to request a substitute from Source4Teachers.

### **EMERGENCY PLANS:**

Emergency plans for a three (3) day period should be turned in by each teacher to the Main Office. All teachers are required to submit their emergency plans to their respective Department Chairperson and/or Administrator for approval or updating.

Emergency plans must be updated **AFTER EACH ABSENCE**. Periodic updating, including seating chart changes, is also necessary.

### **KEYS:**

All keys are to be obtained from the Main Office. A copy of every key, properly labeled, shall remain in the Main Office.

### **SMOKING:**

The Washington Township Board of Education has adopted a NO SMOKING POLICY. Please refrain from smoking in all areas of the building, or outside of the building on school grounds.

### **FIRE ALARM/DRILL:**

Please refer to the BHMS school security packet.

### **CLASSROOM SUPPLIES:**

Forms for ordering supplies are available in the Main Office. List supplies needed on the order form and return it to the supply request bin in the Main Office.

### **CLASSROOM HOUSEKEEPING:**

1. You are held responsible for the condition of the rooms you use. Teachers must make a conscious effort to keep their rooms clean.
2. Students should be instructed to keep shoes, etc., off classroom walls and furnishings.
3. At the end of each period, be sure to have students check the floor for waste paper, pencils and other articles that may have fallen from desks.
4. Teachers' desks, cupboards and bookshelves should present an orderly appearance.
5. Do not store items on sink areas or ventilators as they cannot be cleaned properly.
6. Any vandalism occurring in your room must be reported to the Assistant Principal. If the vandalism occurs during the time you are in the classroom, you will be expected to give a full accounting of the reasons for the incident.
7. Notify the administration of any issue requiring custodial or maintenance attention immediately.

### **FACULTY MEETINGS:**

Meetings will be in accordance with teacher contract: "Teachers may be required to remain after the regular workday, without compensation, for the purpose of attending faculty or other professional meetings. Such meetings shall be reasonably scheduled and of approximately one (1) hour duration, except as dictated by emergency circumstances."

### **ANNOUNCEMENTS:**

All afternoon announcements must be emailed to an administrator for approval. Morning announcements will be the vehicle for disseminating daily information and notices, unless otherwise dictated by emergency. PA announcements will be kept to a minimum. All announcements will be made via the TV during homeroom each day and then posted in the Main Office and Cafeteria.

### **CLASSROOM PARTIES:**

There are to be no classroom parties at the Middle School level.

### **LOST AND FOUND:**

The lost and found areas are located in the Main Office and Gym. If a student has lost an article of clothing, please ask him/her to visit the lost and found area in the gym. If a student has lost jewelry, glasses, pocketbooks, etc., please ask him/her to visit the Main Office.

### **ASSEMBLY PROCEDURES:**

Most often, procedures for entrance to assemblies will be provided in written form or by special announcement. Teachers are to remain with their class and supervise accordingly.

### **REQUEST FOR REPAIRS:**

All requests for repairs on machinery or equipment are to be submitted to the Main Office. The request for repairs form is available in the Main Office. Please do not request repairs directly from the maintenance staff.

### **REQUEST FOR CUSTODIAL SERVICES:**

All requests for custodial services are to be submitted to the Main Office. The custodial request form is available in the Main Office. Please do not request service directly from the custodial staff.

### **SCHEDULING EVENTS/BUILDING USE:**

No event for students and/or teachers using the facilities of this building may be scheduled without the permission of the Principal. All events will require sufficient chaperones (adults) and will generally be opened by an administrator in attendance. A form must be submitted to Dr. Muscelli. These are available in the Main Office.

### **LOCKER ASSIGNMENTS:**

Locker assignments will be made to all students by the Counseling Office. Each homeroom teacher is to secure a copy of the locker assignment sheet. If any changes are made in the assignments due to transfers in or out, behavior problems, etc., the office MUST be notified immediately. Locker assignments of all new students should be handled through the Counseling Office.

### **CORRESPONDENCE:**

Correspondence of a sensitive nature or involving a legal issue to parents should be proofread and approved by a Building Administrator.

### **LATE TO SCHOOL:**

Any student who is late to school must report directly to the Attendance Office. Upon completing the sign-in procedure for being late to school, the student will be issued a pass to his/her locker and class. Require the child to present this pass for entry into your class.

### **FUND RAISING:**

All fund raising activities **MUST** be approved by the Principal and the Board of Education at least one (1) month prior to the fund raising activity.

### **FUND RAISING FORMS:**

Prior to the start of any fund raising activity, the sponsoring group must have Superintendent/Board of Education approval on the proper Request to be Operational and Fund Raising Forms. (District Policy & Administrative Procedures #6660)

### **STUDENT MEDICAL ISSUES:**

When a student is ill or injured, he/she should be sent to the Nurse's Office. If it is necessary for a student to go home early because of a health problem, the Nurse will make the necessary arrangements with the parents. Teachers may not allow students to go to the Main Office to make their own arrangements to go home because they feel ill. The Nurse must handle the situation. In the event that a child is injured in your class, the Nurse will complete an accident report, which you will be required to sign.

### **HALL PASSES:**

Students should not leave the room unless they have both the teacher's permission and an appropriate pass. Allow only one (1) student at a time to sign out to the lavatory (pink passes) and maintain your daily sign out log. Teachers should secure hall passes (green) in the Main Office. Teams use the individualized student lavatory passes (pink). Students are responsible for carrying the pass with them on a daily basis. Students must sign out when they leave the room and sign in when they return.

### **EARLY DISMISSAL:**

A student who needs to be dismissed early must bring a note from his/her parent or guardian. The student should take the note to the Attendance Office first thing in the morning, where he/she will receive a pass to leave the classroom at the designated time. The student will go to the Attendance Office at the designated time to be picked up by the person responsible for his/her dismissal.

### **DETAINING STUDENTS AFTER SCHOOL:**

Students should not be detained after school unless the parents have been notified. (Follow procedures specified in this book for detention, extra-curricular activities, and academic assistance.) Teachers are reminded that they are responsible for any students in their rooms after the class has been dismissed. At no time are students to be left alone in the room. It is the teacher's responsibility to see that students leave the building when they are dismissed.

### **LIABILITY FOR STUDENT VALUABLES:**

Personal staff liability can be prevented by demonstrating good judgment in securing valuables, and not accepting responsibility for holding valuables unless absolutely necessary. If a teacher accepts the responsibility of holding valuable items belonging to students, and a loss or theft occurs, the teacher becomes personally responsible for the replacement or reimbursement for the item. The school district will not be responsible for loss or theft of any personal item belonging to staff and students. (Policy #7442)

Physical Education teachers are specifically instructed not to hold valuables during Physical Education classes. The school assumes no responsibility for loss from lockers. Each student is to be issued a lock in PE; when a student loses his/her lock, a \$5 replacement fee is to be charged. Teachers are reminded that in all circumstances where they do not adhere to the above, they are personally responsible.

## **STUDENT LEARNING COMMUNITY LEADER - JOB DESCRIPTION:**

The following is a list of responsibilities of the 6th, 7th and 8th grade Student Learning Community Leaders:

1. The Student Learning Community Leader is the disseminator/collector of team information (i.e. emergency forms collected by home room teacher, alphabetized by homeroom teacher then turned over to Student Learning Community Leader; Student Learning Community Leader checks for completeness, alphabetizes team forms, submits to office).
  2. Conduct monthly team meetings to discuss pertinent topics (e.g. discipline, grading, interdisciplinary units, counseling, special activities). In addition, check with team on a daily basis to ascertain whether a meeting is necessary for that day. An agenda should be made available for each weekly meeting and a copy to be provided for every team member and the grade level assistant principal.
  3. Function as contact person for homework for students absent due to illness. Forms will be given to Student Learning Community Leader for all team teachers. Student Learning Community Leader is responsible for handing to teachers, collecting and returning to the Attendance Office.
  4. Attend monthly planning and evaluation committee meetings with all Student Learning Community Leaders and Administrators. The purposes of the meetings are to provide effective communication and participate in school-wide decisions.
  5. Email: A monthly report regarding the plans and progress of activities of the team
  7. Assign responsibilities to team members regarding any necessary tasks.
  8. Meet with the team's substitute teacher(s), prior to the beginning of each school day.
  9. When funding is available, organize field trips that are approved by the Department Chairperson, Assistant Principal and Principal.
  10. The Student Learning Community Leader will review grades at the end of each marking period.
  11. The Student Learning Community Leader will act as liaison to administration (i.e. communicate for and to team teachers, assist in planning field trips, activities).
  12. The Student Learning Community Leader will attend all Student Learning Community Leader meetings, or send a representative spokesperson for the team.
  13. Perform any other duties appropriately determined by the Principal.
- B. Administrative Assistance
- Assist the middle school principal in the following:
1. Develop information for budget requests. Prepare written department budget for submission on designated time lines.

2. Evaluate and recommend materials for purchase. Initiate purchase orders and assume responsibility for receipt of items; promote effective use of materials and/or equipment.
3. Maintain control of materials and equipment for the departmental area to which he/she is assigned on approved district forms.

**STUDENT ATTENDANCE AND EXCUSES: (Note- Policy in WTPS Professional Handbook)**

1. RECORDING ABSENCES - Attendance will be taken daily with each absence recorded on the attendance card by the homeroom teacher. Attendance Office personnel will make the appropriate changes on the student's attendance card if the student enters late.
2. ABSENCE VERIFICATION - The homeroom teacher should receive a parent note verifying each student absence upon the student's return to school. Send these notes to the Attendance Office.
3. MAKE-UP WORK - Students who are absent for "acceptable" reasons will be given an opportunity to make up the work upon returning to school, within the same number of days absent, and will receive full credit. Acceptable reasons include illness, death in family, required court attendance, religious holiday, suspension from class/school, or other reasons approved by the Principal or Superintendent of Schools. **CONSIDER ALL ABSENCES EXCUSED UNLESS OTHERWISE NOTIFIED.**
4. UNACCEPTABLE ABSENCES - "Cutting Class" - The classroom teacher will investigate each absence from class and refer the student to the Assistant Principal.
5. UNACCEPTABLE LATENESS - The classroom teacher will investigate each lateness to class, and will follow the Student Code of Conduct in assigning detention and referring the student to the grade level administrator.

**RELIGIOUS HOLIDAYS/STUDENT TESTING:**

According to N.J.S.A. 18A:36-14-16 and N.J.A.C. 6A:32-8.3(j), regarding student absence from school because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education, is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law.

The law provides that:

1. Any student absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence.
2. Students who miss a test or examination because of absence on a religious holiday, must be given the right to take an alternate test or examination.
3. To be entitled to the privileges set forth above, the student must present a written excuse signed by a parent or person standing in place of a parent.
4. Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence
5. Such absence must NOT be recorded on any transcript or application or employment form or on any similar form.
6. The Commissioner, with the approval of the State Board of Education, is required:

- a. To prescribe such rules and regulations as may be necessary to carry out the purposes of this act.
- b. To prepare a list of religious holidays on which it shall be mandatory to excuse a student. The list, however, is to be a minimum list. Boards of Education, at their discretion may add other days to the list for the schools of their districts.

The district board of education has the right to add any bona fide religious holiday to the list for its own schools. Some parents might ask for an excused absence for their child on every day listed as a religious holiday for members of their faith, while others might request an excuse for only part or some of the days listed. Please note that there are times when the religious holidays of more than one faith will fall on the same day.

The Washington Township School District follows these rules and regulations as part of its daily procedures.

**For a list of religious holidays please visit this link:**

<https://www.state.nj.us/education/genfo/holidays1819.pdf>

### **CURRICULUM AND INSTRUCTION:**

Curriculum work is an ongoing process. Continual program evaluation, resulting in indicated curricular change, is essential if we are to provide our students with meaningful, relevant classes. All established courses have a documented curriculum. The curriculum of each course will be reviewed on a yearly basis and revised as necessary.

### **LESSON PLAN GUIDELINES:**

Lesson plans are to be submitted weekly via OnCourse and are due by the Friday prior to the week for which the lessons are planned are for.

**ASSESSMENT/EVALUATION** – With rare exceptions, student progress should be evaluated in some manner on a daily basis. This does not mean that a written quiz or test must be given daily; evaluation can and should be varied in accordance with your needs related to your students' progress through a particular unit. Therefore evaluation can include such things as performance on homework assignments, participation in class discussions, participation in cooperative learning activities, etc., in addition to intermittent quizzes, tests and major projects.

### **HOMEWORK:**

Out of school study is a reasonable part of the learning process. Home study or homework shall:

1. Be given in amounts REASONABLE to the age and ability of the students.
2. Grow naturally out of class work as reinforcement, enrichment or make-up work following an absence.
3. Be self-directed. The student should be fully prepared for doing the work independently.
4. Be meaningful and not “busy work” or “punishment.”
5. Lead to improving or strengthening study habits.
6. Take into consideration the conditions under which the student will likely function. Most students do not have a reference library; many do not have a private study area at home.

7. Be considered important enough to collect, check, record and discuss the outcome with the student.
8. Do not assign homework for Extra Credit

It is the responsibility of the student to complete and turn in all homework assignments conscientiously. Team teachers communicate on a daily basis and thereby work together to avoid excessive assignments on any given evening. Homework is a vital part of the daily lesson and when successfully completed contributes to higher achievement. **HOMEWORK MAY NOT EXCEED 15% OF THE FINAL GRADE FOR EACH MARKING PERIOD.** (See Late Assignments)

Ask yourself these questions about each homework assignment:

1. Does the assignment conform to good practice?
2. When giving homework, were “outside” factors considered such as recreation, household chores, music lessons, dental appointments, scout meetings, family trips, religious activities, etc.?
3. Was the assignment given solely to punish one student or a group of students? It should not be!
4. Have we inappropriately assumed that all homes have basic resources such as encyclopedias and provide ideal study conditions?

For students who are out for extended periods due to illnesses:

1. From time to time, a student in your class may be out due to illness. In the event this occurs, you will be given a form to complete and return to the designated box in the Main Office. This form **MUST BE** returned even if no homework is assigned. Simply state on the form the reason there are no assignments.
2. In order to ensure that the student will not fall behind in his/her work, it is requested that you return this form and needed materials within 24 hours.
3. If you have any questions concerning the request, please contact the Main Office before leaving school the day you receive the form.
4. If for some reason you cannot complete the form within 24 hours, please notify the Main Office.

## **TEXTBOOKS:**

### **A. Book Numbering System**

Each book given a student shall be marked with a number, the name of the student, and the name of the teacher (in ink) so that found textbooks can be placed in the issuing teacher’s mailbox. Teachers will record this information on the sheets provided.

### **B. Distribution of Textbooks**

1. Teachers are to record student name, book number, and condition of book on the Book Distribution Form. NOTE: Student signature is required.
2. Teachers retain a copy, submit original to Assistant Principal by September 14.
3. Teachers are to require students to have books covered at all time.
4. Teachers are to inspect periodically all books in the classroom to make certain they are being taken care of and that students have the book assigned to them.
5. If a student loses a book, he/she must purchase a replacement. If the book is later found, the student’s money will be returned.

### **C. Collection of Textbooks**



1. Teachers are to collect all books at the end of the school year. The book submitted by the student must be the one originally issued.
2. Students will be charged for permanent damage caused by deliberate or malicious actions.

D. Book Fine Policy - Guidelines are as follows:

1. The fine should serve as a deterrent to future damage.
2. Any damage to a book such as torn pages and writing in ink, water stains, and torn covers would seem to render the book useless and, consequently, require book replacement.
3. Permanent damage caused by deliberate or malicious action of a student should be penalized by a stiff fine.

Ultimately, the effectiveness of this policy depends on teachers' ability to remain consistent with the procedure, and with each other, in terms of their individual judgment associated with the amount of damage and the commensurate fine. Assessment fines will be cleared through the administrator and/or department chairperson, and monies collected will be turned in to the bookkeeper. The office will maintain an up-to-date list of book replacement costs.

**FIELD TRIPS:**

**Currently the Board of Education does not allow for field trips except in special cases. In those cases:**

Field Trip Requests must be completed and forwarded to the appropriate the Principal as far in advance as possible. Financial arrangements are to be approved by Administrator prior to completing a Field Trip Request.

At least one (1) week prior to any trip a list of students attending should be e-mailed to the principal's secretary. Arrangements must be made and approved by the Asst. Principal for students not attending.

The Student Code of Conduct, Field Trip Policy and Attendance Policy will remain in effect throughout all school trips. Please review this with your students. In addition, please stress to students the following:

- Disruptive/inappropriate conduct may result in a student remaining on the bus with a teacher chaperone for the duration of a trip.

## EVALUATION OF STUDENT PROGRESS

### **GUIDE FOR REPORTING TO PARENTS:**

Grading is such a controversial subject that serious consideration must always be applied to any marks placed on a student's record. A teacher must always have substantial reasons for arriving at a given grade. Once a grade has been recorded there is no reason for changing it because of protests from students or parents - unless after careful consideration evidence shows that a mistake has been made.

### **GRADE REPORTING:**

Teachers should record on the district electronic grade book system, PowerSchool. Grades should be updated regularly.

### **COMMENTS:**

D and F grades must be accompanied by explanatory comments on the report card. A log of parental contact is to be kept showing effort to remedy the grades

### **INTERIM PROGRESS REPORTS:**

To allow teachers to officially notify parents of the child's academic progress at the middle of each marking period, all students will receive interim progress reports via the PowerSchool online reporting system. Progress reports will not be mailed or distributed to students.

1. Parents are informed of the dates the interim progress reports. The counselor will monitor student progress along with the Student Learning Community Leader.
2. Parent-Team conferences should be held if a student is failing more than one subject in a marking period. If you have difficulty in contacting parents, relay this problem to the counselor so that he/she may assist in trying to make this contact.
3. Follow-up for situations which require a parent conference should be continued until report cards are issued. Teachers should keep an anecdotal record of all parent conferences and phone contacts.
4. All other teachers will keep individual anecdotal records on students. This record may need to be provided to the principal if a grade lower than a 65 is given.

**NOTE:** It is expected that any teacher planning a parent conference meet with the counselor and review the file of the student involved prior to the conference with the parent.

### **CORRESPONDENCE POLICY:**

Just a reminder that a copy of anything non-instructional sent home must be approved administratively and placed on file in the Counseling Office.

### **GRADING:**

#### A. Quarterly Grades (6-7-8)

1. Final grades for the marking period will be a combined mark based on tests, quizzes, daily class work, homework, projects, presentations and accomplishments of the student, oral or written.
2. NO STUDENT CAN FAIL THE MARKING PERIOD OR THE YEAR UNLESS PROPER PROCEDURES HAVE BEEN FOLLOWED REGARDING THE CONTACT OF PARENTS. Sometimes circumstances, e.g. poor performance

on a major test or assignment near the end of the nine weeks will warrant parent contact by the teacher very near the end of the marking period to explain the situation.

**B. Grades:**

Numerical grades will appear on student report cards. Each teacher will develop an approved system of grading tests, quizzes, homework, independent projects and other criteria for assessing student performance. These grading methods shall be quantifiable, that is, able to be translated to a percentage and will be clearly communicated and distributed to students and parents.

**C. Grading Scale:**

- A - 93 to 100
- B - 85 to 92
- C - 77 to 84
- D - 70 to 76
- F - Less than 70

**D. Testing:**

Tests are evaluative instruments designed to measure student performance and progress toward attainment of instructional goals and objectives. Frequent assessment of student progress enables the teacher to proceed to the next intended skill or to consider re-teaching of skills not mastered. Further, students may prepare and study reasonable amounts of material rather than be expected to “cram” for lengthy unit tests. The development of good study habits is an important middle school objective.

**E. Make-Up Work:**

1. If a student is absent from school, all work must be made up. It is the responsibility of the student to make arrangements to get all past assignments. When parents request this work during an extended absence of three or more days, please gather this work within the 24 hour period. Parental follow through upon request is greatly appreciated. **Grades may not be reduced for absences.** Work not completed, however, will obviously result in lower averages.
2. Students absent due to vacation must request work from their teachers at least three days in advance.

**F. Report Card Procedure:**

1. Incomplete grades should be entered on reporting forms properly. (See your Student Learning Community Leader.)
2. If you wish to make a comment, enter the number that is applicable in the proper column. A grade of D or F, or incomplete **requires** a comment.

**G. Procedures for Incomplete Grades:**

Incomplete grades are assigned for students who have legitimate extended absences (minimum five days in succession) or who are absent during the exam period.

If a student is absent during the marking period, he/she is to be given a minimum of one week to make up his/her incomplete work. This commences the day after his/her return to school.

If the absence occurs at the end of the grading period, the same procedure is to be followed. An incomplete grade is to be placed on the report card. The Counseling Office is to be informed of the class grade within two weeks after the close of the marking period.

H. Assignments Turned In Late:

Homework assignments are an integral part of the learning process and should provide reinforcement and practice to the classroom lesson. Daily homework assignments must be completed on time.

Projects, research papers, and similar long term assignments must be completed on time.

I. Benchmark Assessment:

An assessment of each academic class will be given at the end of the school year. The assessment will be a composite of skills which have been taught over time. The exam may be counted and will not exceed one-fourth of a student's fourth marking period grade. All final assessments must be approved by the administration.

**TEACHER'S GRADE BOOKS:**

Teachers should record grades in PowerSchool frequently enough to show close surveillance of a student's performance. This should be done on a regular basis. It is important to note that parents have access to PowerSchool and are encouraged to frequently review their child's progress. Therefore, it is essential that grade entries and comments be accurate and current. Also all teachers are legally required to maintain accurate daily attendance of students in their classes.

## **INSTRUCTIONAL MEDIA CENTER:**

It is very important that all scheduling be done in the Media Center through Mrs. Donoway.

### **A. Class Use of the Media Center:**

1. Requests to bring entire classes to the Media Center with teacher supervision must be made in advance (usually two to five days).
2. State class assignment and approximate number of students on the sign-up sheet located at the circulation desk in the Media Center.

### **B. Sending Students to the Media Center:**

1. From class - Each teacher may send a maximum of four (4) students to the Media Center without prior notice. PLEASE STATE THEIR ASSIGNMENT ON THE PASS!
2. However, one teacher in a 6th, 7th or 8th grade team may send a maximum of 10 students (with advance notification) to the Media Center at one time. On these occasions, the other team teachers must be alerted so they know not to send any more students to the Media Center.
3. From Study Hall - STUDENTS ARE NOT TO GO TO THE MEDIA CENTER TO DO WORK THAT CAN BE COMPLETED IN THE CLASSROOM.
4. From Split Lunch - During split lunch, a maximum of 20 students from each team are permitted to go to the Media Center as long as no classes are scheduled during the same time. Students should plan to use the time in the Media Center for appropriate activities. The current split lunch Media Center passes will be utilized.

### **C. Important Notes:**

1. There will be times when the Media Specialist must refuse admittance to students because the Media Center is full. Please be understanding when this happens. The Media Center serves the entire school.
2. Please use discretion in issuing Media Center passes. Consideration should be given to both reason for issuing passes and number of passes issued.
3. NO STUDENT WILL RETURN TO CLASS unless the teacher indicates on the pass the time the student is requested to return. If the time the student is to return is not indicated on the pass, the student will be dismissed directly to his/her next class.
4. The Media Specialist will keep a sign-in log of students who come to the Media Center. Teachers should use this log to check daily on students.

### **F. Reserve Books/Audio-Visual:**

1. Teachers may place both books and/or audio-visual on reserve for student use by selecting the desired titles jointly with the Media Specialist.
2. Please place materials on reserve before announcing an assignment to a class.
3. Unless specified by the teacher, students may NOT TAKE RESERVED MATERIALS from the Media Center.

### **G. Borrowing Procedures:**

1. Teachers may borrow books for their own purposes. There is a six week due date except, of course, if the book is needed by another teacher.
2. Teachers may borrow any type of audio-visual software. There will be a six week lending period and a renewal is possible.
3. Teachers are financially responsible for lost or damaged material signed out to them personally.

#### H. Overdue Books:

Students owing school property, including Media Center books, may not participate in end of year activities such as field trips, competitions, and the 8<sup>th</sup> grade ceremony until it is either returned or the fine paid, if lost. The deadline for returning all materials will vary from year to year.

#### **COUNSELING SERVICES:**

Grade 6: Maddie Morros  
Grade 7: Dan Fimiani  
Grade 8: Briana Baud

Student Assistance Counselor: Mike Petticrew

Students wishing to speak to a counselor should be sent with a pass to request an appointment time in the Counseling Office. Teachers should not question students as to the purpose of their request.

#### **AUDIO VISUAL:**

Coordinator – Tara Bartelt

Please complete AV Request Form for all equipment needed and place in Tara mailbox as far in advance as possible. Media may be signed out from the IMC.

#### **NON-TEACHING DUTIES**

The WTEA contract mandates that teachers are required to undertake certain supervisory duties in addition to their teaching responsibilities.

This section will provide descriptions of the various student supervision duties; i.e. hall duty, lavatory supervision, internal suspension room, cafeteria duty and split lunch, bus duty, administrative detention, study hall, etc.

#### **BUSES - STUDENT ARRIVAL/DEPARTURE:**

1. Report to the assigned position at the designated time; remain on duty until all buses are in.
2. Remain outside the building during the entire interval of time; be prepared for inclement weather.
3. Students are to proceed directly into the building or to the busses and are not to congregate outside the building or near the doorways.
4. Immediately report to the Main Office, any situation that requires administrative attention, police assistance, litter, misconduct, etc.
5. Notify the Main Office immediately of any major discipline problems.
6. Report to the Main Office each day, the identification number of any bus that arrives after 8:00am or after 2:55pm
7. Assist with "bus safety drills;" details will be provided at a later date.

#### **AFTER SCHOOL DETENTION:**

1. Students are to arrive by 3:00pm. They are provided a pass and escorted to the busses at 3:55 p.m. **when the late bell rings.**

2. Students must remain absolutely quiet and seated. With relation to Administrative Detention, the administration will handle any problems/concerns with students in this detention.
3. Pay careful attention to desk and table tops - checking them at the beginning and at the conclusion of each period.
4. Keep students separated whenever possible (every other seat - every other row).
5. Notify the Main Office of any student who misbehaves or refuses to cooperate in any way.

### **HALLS:**

1. Remain on duty during the entire interval of time.
2. Make at least one trip through all halls - checking the appropriate lavatories.
3. Remove students from any classroom or any area (gym, stage, cafeteria, etc.) that is not being supervised by a teacher.
4. Bring uncooperative students to the Main Office immediately.
5. The students should have a hall pass; check for these on a daily basis. Bring to the office any student who is continually found in the building without this pass.
6. Notify the Main Office of "suspicious unauthorized visitors."

### **LAVATORY:**

1. Enter the lavatory and check for any damage and/or vandalism. Notify the Main Office if any damage has been done.
2. Any student who is in the lavatory without a pass is to be sent back to his/her regularly scheduled teacher for a pass (unless it is an obvious emergency situation).
3. Record in the daily log book, the full names of all students entering the lavs and the time they entered.
4. Remain on duty during the **entire** interval of time.

### **CAFETERIA DUTY:**

1. Familiarize yourself with the procedures students will use during their lunch period.
2. Report to the cafeteria at the beginning of your assigned period and station yourself at your assigned area - CIRCULATE and watch for inappropriate behavior. Correct students when necessary. If the same student continues with inappropriate behavior, refer to the Student Learning Community Leader.
3. Dismissal of students:
  - a. Food sales will stop and clean-up procedures will begin with five minutes remaining in the period. Follow procedures established with grade level administrator for clearing of tables and student dismissal.
  - b. Each teacher's name will be called and students will exit with their teacher if they are reporting to a split lunchroom. Otherwise, students will be dismissed by table or section to their next class.
  - c. All students at a table must remain seated until the table is dismissed or a teacher's name is called for dismissal. No food or drink should be carried out of the cafeteria. Circulating teachers are to check that the cafeteria is litter and food free.

### **SPLIT LUNCH/STUDY HALL:**

Although this is the students' free time, order is to be maintained at all times.

1. All students are to remain seated and conversation must be subdued.
2. Attendance must be taken each day. Any student leaving the room requires an appropriate hall pass.
3. NO eating.

### **INTERNAL SUSPENSION/RESTRICTION ROOM - DURING SCHOOL HOURS:**

1. Provide each student with a list of the rules and regulations for the Internal Suspension/Restriction Room.
2. Students must remain absolutely quiet and seated. The time should be used for studying and/or reading. These materials are to be provided by team teachers. Do not permit students to work with paints, crafts, etc.
3. Keep students separated whenever possible (every other seat).
4. Notify the Main Office immediately of any student who misbehaves or refuses to cooperate in any way.
5. Check and record attendance carefully. Notify the Main Office immediately upon identifying a student who is unaccounted for. Students who are absent during homeroom or first period are to be reported to the ATTENDANCE OFFICE.
6. Students may be assigned to the room at any time during the day - including before school. You will be notified who the student is and for what interval of time they are being restricted.
7. Pay careful attention to the desk tops - checking them at the beginning and at the conclusion of each period and initialing the daily log to show that the desks were checked.
8. "Emergency class work" that is submitted by teachers and department chairpersons should be given to appropriate students until the teacher can provide regular class work. Make sure the student and the teacher's name are on all papers. Class work done in the Internal Suspension Room will be returned to Student Learning Community Leaders for distribution.
9. Students will be escorted to the cafeteria midway into period 5 to purchase lunch. Eating or drinking at any other time is not permitted unless a student is assigned specifically for lunch restriction.
10. Students should be allowed lavatory use (with pass) when classes are **not changing**. Record lavatory use in the Internal Suspension Student Notation Book so that each duty teacher will know how often a student has asked to leave the room.

### **HOLDING ROOM:**

Students are to arrive in the holding room with a bus pass from the teacher with whom they stayed. The teacher assigned to holding room duty walks the students to the busses at 3:55 p.m. **when the late bell rings**.

This is not a detention room, but students must be orderly and stay seated. Conversation should be subdued.