

**WARREN TOWNSHIP SCHOOL DISTRICT  
WARREN MIDDLE SCHOOL  
OLD STIRLING ROAD  
WARREN, NEW JERSEY 07059  
908-735-5300  
Web Address: [www.warrentboe.org](http://www.warrentboe.org)**

## **Welcome**

The purpose of this handbook is to provide you with the information and guidelines necessary to be a good school citizen. Everyone in our school—students, teachers, parents, staff, and administrators—must share the responsibility of establishing and maintaining the standards for a successful school experience. Student involvement and participation in our school is critical to their success. We hope you will become an active and productive member of our Warren Middle School family. Have a successful school year.

## **General Information**

School Colors: Blue and White  
Mascot: Wolverine  
Grade Levels: 6, 7, & 8  
School Hours: Grades 6/7/8 8:10 - 2:40

## **Warren Middle School Philosophy**

A middle school is a completely different educational structure from an elementary or senior high school. The purpose of a middle school is to provide a setting for learning, which takes into consideration the transition between childhood and adolescence.

The challenge of middle school education is to develop an educational program, which is based on the needs and characteristics of a most diverse and varied population. A true middle school creates an environment in which every student is special and where activities and programs are developmentally appropriate for this age group. A true middle school encourages each student to assume responsibility for his/her learning.

We believe Warren Township Middle School provides opportunities for every student to develop to the utmost of his or her own potential (intellectually, physically, and socially) so that each student can achieve success today, and become a happy, productive, and responsible member of our society.

To accomplish these, the school and home must communicate and work closely together.

## **Basic Rights**

- \* Each student has the right to learn.
  - \* Each teacher has the right to teach.
  - \* Each parent, student, and teacher has the right and responsibility to support each other and to expect a positive learning environment.
1. Everyone will be courteous and demonstrate respect for others.
  2. Learning and teaching will not be interrupted by anyone.
  3. Everyone will respect the personal property of others and the property of the school.
  4. Everyone must be on time, ready to work, and stay on task.
  5. Everyone must use safe and appropriate conduct at all times.
  6. No one may possess or use illegal or unauthorized items.

## **Absence Verification**

**908-753-5300 #1**

## **Affirmative Action Notice**

Anyone who, in the course of the school year, is subjected to discrimination for reason of gender, race, creed or color should report the same to the District Affirmative Action Officer, Dr. Laura Weitzman, Director of Student Personnel Services, Warren Township Public Schools. The affirmative action and grievance procedure of the Warren Township Board of Education, an equal opportunity employer, is available in each of the administrative offices.

## **Students**

Students should not report to school prior to 8:00AM unless they have a scheduled activity, appointment with a teacher. Those reporting early must follow the procedure below:

**Assigned Activity** - enter through the front doors near the office and report to the designated area and teacher.

**Teacher Appointment** - meet your teacher near the front door as he/she arrives or report to his/her room using the door outside his/her classroom.

## Weather Watch

Snow or another emergency may require a delayed opening or closing of school. Stations WOR(710), WCTC(1450), WBUD(101.5) and WERA(1590) will broadcast notification of such emergencies beginning at 6:30AM. School closings will also appear on the district web page: [www.warrentboe.org](http://www.warrentboe.org). Please register to receive e-mails.

## School Attendance

Students should be present each day school is in session UNLESS ILLNESS or other legally bona fide reasons prevent attendance. Automated absence verification telephone lines are at each school. If a child is going to be absent, a parent can call in the absence at any time prior to 8:30AM, giving the child's name, grade, reason for absence, and date of absence. **On the second day of an absence, a parent may request homework. Parents should call into the Guidance Office, phone option #3, and speak to the guidance secretary.**

If a parent has not called the absence verification line, a written note of explanation signed by the parent is to be submitted. **Parents are asked not to request that students be excused early except when an emergency makes early dismissal unavoidable; such requests, with reasons, must be in writing.**

## Tardiness

If a student is late for school, he/she must report to the main office to sign in. After the third unexcused tardiness, referral will be made to the office for disciplinary action.

## Visitors

In order to ensure safe and orderly conduct, the following procedures will be followed:

1. **At all times visitors will be buzzed into the building by a staff member in the main office. Do not open the door for any visitors. Upon entering school, visitors are to report to the main office.**
2. Students will be dropped off in the lobby. Do not walk them to their classrooms. Students who are tardy must report to the office to sign in.

3. All parents are welcome to visit our school; however, prior arrangements must be made with the principal.

## Entering and Leaving School

A student should not arrive at the school before 8:00AM. Students should not remain after bus dismissal unless he/she is under the direct supervision of a teacher, or is a spectator at one of our interscholastic events. Use of the library before school is permissible under these guidelines and is encouraged by the school staff.

A student may not leave the school grounds between the time he/she arrives and regular dismissal time unless he/she has presented a parental note for early dismissal. The student must sign out in the main office before leaving the school grounds for an early dismissal.

## Illness in School

Any student who becomes ill while in school is to ask the teacher or person in charge for a pass to see the nurse. Should the nurse not be available, the student should report to the main office. Students are not permitted to go home unless a parent/guardian has been notified.

## Accident and Student Insurance

Every attempt is made to prevent accidents. If a student is injured, he/she must report the injury immediately to the teacher or aide in charge. The school nurse will be notified and is responsible for all accident reports.

Student insurance is available to all students at a reasonable cost. There is no obligation to purchase this insurance. Forms will be sent home early in the school year.

## Field Trips

Field trips are scheduled by teachers to provide visits to places of interest or performances of various kinds as means of enriching and expanding the school curriculum. While away from school on such trips, students are expected to observe the highest standards of conduct and to dress appropriately.

Students may be excluded from such trips if general school behavior throughout the year is unsatisfactory. Written notice of the possibility of exclusion from a trip will be given to allow a student an opportunity to improve his/her daily behavior. An

exception to the written notice requirement may be made if a serious incident occurs just prior to or during a field trip.

## Student Behavior

It is the student's responsibility to obey school regulations and the school authorities. To avoid complicating a disciplinary infraction, students are advised that they are obliged to follow instructions of all board of education employees (teachers, office staff, cafeteria workers, and custodians). This responsibility extends to conduct to and from school, at school sponsored activities, on field trips, and at all times within the school building.

Students who seriously violate school rules will be referred to the administration. Appropriate disciplinary measures will be imposed, taking into consideration the severity of the violation and the student's previous citizenship record.

## General Rules

For the safety of the children in the Warren School District:

1. Mopeds and go-carts are not allowed on school grounds at any time.
2. Pending parent permission, bicycles may be taken to school, but the safe storage is the responsibility of the student. Students may walk from and to school only with prior signed parental permission.
3. Skateboards and roller blades should not be in the school for any reason. Use of this equipment will not be permitted on school property.
4. **Abusive or obscene language, sarcasm, and back talk will not be allowed nor tolerated. Racial or religious slurs or any degrading comments will not be tolerated. This includes offensive and inappropriate comments based upon gender.**
5. Respect for school property is expected from every student. Writing on desks, walls, etc. will not be tolerated. Students will be responsible for any damage or cleaning that is necessary in addition to appropriate disciplinary action.
6. **A student shall not possess, handle, transmit, or threaten with or discharge/use any object that can reasonably be considered or converted to and/or used as weapon such as, but not limited to knives, guns, pellet guns, brass knuckles, fireworks, lighters, tear gas, mace, explosives, pepper gas, bats(other than for athletics), clubs, sticks, razors, and the like. Disciplinary action**

**will be taken if a student is in possession of one or all of the above.**

7. Students should walk in an orderly fashion in the halls and other areas of the school building. **Running, pushing, and horseplay are prohibited. Inappropriate touching is strictly forbidden and will not be tolerated.**

8. **Smoking in the building, on school property, or on the buses is prohibited at all times.** This includes school sponsored activities after regular school hours.

9. Students are expected to observe the highest standards of conduct at all interscholastic events and other school sponsored activities and performances. We take as much pride in our sportsmanship as we do in our teams' quality. Failure to conduct oneself in an appropriate manner will forfeit one's right to attend these events.

10. **Possession of cigarettes, chewing tobacco, alcohol, or drugs of any type, including drug paraphernalia, is prohibited on school grounds.** Failure to follow the above prohibition will result in disciplinary action. Should a child require any medication during a school day, it must be brought to the health office by a parent. It should be labeled and accompanied with a note stating dosage, time to be given, and permission for the nurse to administer it.

**11. Chewing gum is prohibited at all times.**

12. The sale or purchase of gum, candy, or any other items between students is not allowed on school premises.

13. Students are to remain on school grounds at all times during the school day. Students may not leave the school grounds under any circumstances without approval from the main office.

The above rules apply to all school sponsored activities, including those activities that take place on school grounds before or after regular school hours and for all activities that take place off school grounds.

## Locker Rules

1. Students will be assigned a locker and given the combination. This combination should not be shared with anyone. No other person should be allowed to go into your locker under any circumstances, with or without your approval.
2. Homeroom teachers will have a copy of your combination if you need it.
3. Jammed or broken lockers should be reported to a custodian.
4. Lockers will be checked occasionally by the principal, homeroom teacher, or physical education teacher. No items are to be posted on the outside of a

locker. **Writing on a locker is not acceptable**, is vandalism, and appropriate disciplinary action will be taken.

5. Locker clean outs will occur throughout the course of the year.
6. No private locks are to be placed on the locker at any time.
7. Lockers are school property; therefore, they can and will be searched if necessary.

## Cafeteria

Students need to bring lunch to school, except if they have ordered on PTO Food Days. Milk is available for purchase during this time. No students are allowed to leave the school grounds for lunch. The following rules should be adhered to at all times:

1. All students are responsible for cleaning their tables before leaving the cafeteria.
2. Each student should remain in the cafeteria until the lunch period is over unless he/she has been dismissed by the teacher in charge.
3. Table manners in the cafeteria should be an extension of those manners, which are expected and used at home.
4. Students are reminded that they are obliged to follow instructions and extend proper courtesies to all personnel.
5. Students are not permitted to take food out of the cafeteria.
6. Students are to remain seated during lunch except to buy milk, ice cream, or to dispose of food.

## Bus Conduct

These regulations apply to students riding buses:

1. The driver represents an extension of the authority of the school. The driver is in complete charge.
2. When at the bus stop, students are reminded not to run toward the bus as it approaches. Wait for the bus to completely stop before moving toward it. While waiting for a bus, stay as far off the road as possible.
3. The driver may assign specific seats to students if he/she wishes. Students are to sit in the seats assigned.
4. Food, candy, etc. are not permitted to be eaten on the bus.
5. Students must ride their assigned bus only. **Students are not permitted to change buses.**
6. Orderly conduct must be maintained at all times.
7. Students are to remain seated at all times on the bus. Hands and heads are to remain inside the windows.

8. Students who have become a serious disciplinary problem on the bus will have their riding privileges suspended.

9. Concerns regarding student conduct should be directed to the building principal. Concerns regarding other aspects of bus transportation should be directed to the Transportation Office at 908-753-5300 ext. 5603.

## Eligibility To Participate In Athletic Activities

To be eligible for participation in an interscholastic sport approved by the Warren Board of Education, a student in grades six, seven and eight must:

1. Maintain an overall cumulative average of 70 or above in all subjects;
2. Be in compliance with the district's attendance policy(5113).

Students who do not meet the criteria become ineligible to participate. A student will be placed on a probationary period if an unacceptable conduct grade is received in two or more classes. The probationary period will last a minimum of two weeks or until the student has corrected the situation. During the probationary period a student may try out or practice with a team, but will be benched for games. Grades and conduct will be monitored midway through each marking period to insure continued eligibility.

## Student Achievement, Grading and Promotion

Student progress will be closely monitored and regularly reported to parents. Report cards will be distributed four times per year.

Grades appearing on report cards indicate what the student has done; how well the student has done it; how much the student has demonstrated what he/she has learned. In all classes, every student is expected to:

1. Complete homework assignments accurately, neatly, and promptly.
2. Experience success in the various tests administered by the teacher.
3. Participate actively in the daily lesson through recitation and pertinent questioning.
4. Prepare assignments promptly, accurately, thoroughly, and neatly.
5. Display an eagerness to learn and a constructively inquisitive approach to the work, contribute frequently to group discussion, direct attention to the lesson, prepare thoroughly for tests, cooperate with

the teacher at all times and follow reasonable directions, work to the best of his/her ability, and seek extra help whenever necessary.

The teaching staff shall provide parents with information regarding student grading, particularly those factors which determine a student's grade. This information shall be provided to the parents at the beginning of the school year and to the students where and when appropriate, and shall include the criteria for the attainment of all grades.

An incomplete grade is changed to a letter grade two weeks after completion of the marking period.

Letter grades include:

A+ 98-100	A 93-97	A- 90-92
B+ 88-89	B 83-87	B- 80-82
C+ 76-79	C 73-77	C- 70-72
	D 60-69	
	F Below 60	

## Honor Roll

The Honor Roll is designed to recognize students who attain academic success during a particular marking period.

High Honors are attained by achieving a grade within the range of "A" in all subjects..

Honors are attained by achieving a grade in the range of "B" in all subjects. A student is denied Honor Roll status if an unacceptable conduct comment is received from two or more teachers. These are: Should Consistently Exhibit Self-Control or Is a Disruptive Factor in Class.

## Homework

Homework should...

1. Enrich the educational program and/or provide the student with practice;
2. extend and reinforce the learning experience;
3. provide practice in the mastery of skills, integration of knowledge, and remediation of learning problems;
4. help develop responsibility by providing for the exercise of independent work and judgment;
5. be based on the grade level, ability and needs of the student;
6. be clearly assigned and its product carefully evaluated.

Makeup Work

\* Students absent for any reason must make up assignments, class work, and tests within a reasonable period of time. It is the student's responsibility to obtain makeup assignments.

\* Students excused for field trips, concerts, competitions, etc., must make arrangements with the teacher to complete work missed prior to the absence.

\* When a student does not complete work missed for absence within the prescribed length of time, he/she is subject to receiving a failing grade for that assignment.

New Jersey law requires all public schools to be open at least 180 days; attendance is compulsory. Absence is acceptable under the law for bona fide reasons. If a child is to be absent for an extended period of time, the school requires at least a week's notice to prepare and transmit assignments. **For Middle School students who are absent more than two consecutive days, parents may request assignments through the Guidance Office.**

## Telephone Use

Cell phone use is prohibited during the school day. This includes the use of text messaging, internet access, and camera features of the cell phone.

The school phones are for business purposes and are available to students only in an emergency situation. You will not be allowed to use the office phone for such things as to have forgotten items brought to the school or to get permission to go home with a friend. Also, arrangements to meet teachers for after school help must be made before arriving at school.

## Fighting

**Fighting is prohibited at Warren Middle School. Students need to learn other ways to solve problems rather than using physical force. Problems that may lead to a fight shall be reported to an administrator for conflict resolution. If you are involved in a fight during the school day, parents will be contacted immediately. Subsequent disciplinary action will be determined by the severity of the incident.**

## Distribution of Material

**Students are not permitted to distribute materials in school without prior authorization from the principal. The materials include but**

may not be limited to petitions, posters, flyers, website URL's, and e-mail addresses.

## **Safe Environment**

The public schools in the state of New Jersey are charged with creating a safe, non-hostile environment for students and employees. Any behavior which violates this regulation is punishable by school officials and may have legal implications for students and parents. Students are NOT permitted to post websites which create lists of students' names or staff names and/or use the school name, initials, or logo without prior authorization.

Possession of weapons on school property will be reported to the police. In the case of threats made to other pupils or staff members, the Principal and his Crisis Team would determine whether or not to call the police. Because of the recent tragedies in schools, we can no longer avoid police involvement. We will notify the police of every incident that includes possession of weapons.

I urge you to speak to your children about this issue. They must understand the automatic response of school officials that will result from behavior related to threats and/or weapons possession. I also urge you to be aware of what your children are doing and with whom they associate.

## **Dress Code**

Footwear must be worn at all times. Footwear that is considered unsafe (included but not limited to loose sandals, beach or shower type footwear, thin heeled clogs, or roller shoes) are not permitted.

Hats or other head coverings, except in the case of religious observance, may not be worn in the building. Exceptions can occur on specific school spirit days.

Each student must dress in a manner that does not attract undue attention. Shorts and skirts should not be a distraction. Skirts/shorts must not be shorter than finger-tip length.

Clothing must not be tight, revealing or suggestive. Midriff, tube tops, strapless dresses, backless sundresses, tank tops, halter tops, off the

shoulder blouses/dresses, see-through articles, slashed clothing, sheer lace, and tight spandex type clothing may not be worn.

No apparel may be worn that promotes or endorses illegal substances, i.e. alcohol or tobacco products. In addition, clothing with messages or graphics deemed offensive, profane, inappropriate, violent or derogatory, is not permitted. No undergarments may be showing.

No sunglasses may be worn during the school day unless medically prescribed. No chains of any type are allowed.

Any pupil who is in violation of the dress and grooming policy will be asked to make arrangements to correct the violation immediately, or that pupil will be excluded from attending school until his/her attire conforms to the policy.

## **Sport Tryouts & Information**

If you plan to try for any of the competitive sports teams which include soccer, cross country, basketball, cheerleading, baseball, softball and track, you will need to check with the coach about the first day of tryouts/practice. All due dates for forms revolve around this date. Return forms to the mailbox of the coach in the Main office. You NEED a physical. It must be on file at school and dated within 365 days of the first practice. The state of New Jersey mandates all items listed must be completed thoroughly by your NJ licensed physician, not the school. Please check that each box of the exam has been completed with results, before leaving your doctor's office.