

JOHN WITHERSPOON MIDDLE SCHOOL



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217 Walnut Lane

Princeton, NJ 08540

SCHOOL HOURS 8:30 am – 2:55 pm

MAIN OFFICE# 609-806-4270

FAX# 609-806-4271

Principal – Mr. Jason Burr

Assistant Principal – Ms. Lynne Harkness

Counselors – 609-806-4272

Adam Rothschild – Grade 6

Jennifer Walters – Grade 7

Cathy DiLorenzo – Grade 8

Guidance Secretary/Registrar – 609-806-4272

Please call for Registration Appointments

NURSE– 609-806-4273

Kathleen Bihuniak

STAFF EMAIL ADDRESS: first name last name@princetonk12.org

NAME: _____

HOMEROOM TEACHER: _____

Welcome to the Students of John Witherspoon Middle School

Dear JW Student,

We are pleased to welcome you as a member of the John Witherspoon Middle School community. This student handbook will give you information about the programs, policies, and procedures in place at JW; it will serve to help make your middle school experience both positive and rewarding. **Every student and his/her parents should read and review this book carefully during the first week of school in September (as well as at different intervals during the school year) so that all opportunities and expectations are made clear to everyone for the remainder of the school year.**

John Witherspoon will be focused upon creating a place of **Caring** during the 2017-18 school year. When we take the time to care about ourselves and others our school will be a more united and friendly environment. By focusing on **Caring**, we are better prepared to keep our school free from all types of bullying and harassment. Further, it is our mission to ensure that each student enjoys a safe and successful school year, and that our students feel joy and purpose in coming to school each day.

Throughout the school-year we will send home daily announcements that will contain important information about clubs, sports, and special activities. School announcements will be made twice daily – once during the homeroom period and during the last period of the day. Students are expected to pay full attention to what is being said each time. Additionally, the school disseminates other pertinent information when necessary, and sends report cards quarterly. You can monitor all school work and assessments more frequently by making sure that parents have a PowerSchool log-in and password. All teachers maintain a gradebook that may be viewed at any time, ensuring that families are continually informed about your progress in school. Parent/Teacher Conferences will also be scheduled during the year as to continue to encourage a home-school connection. Any parent who would like a conference in November, will be able to participate; conferences are also offered throughout the year and by request to your child's school counselor.

Please remember:

- **To respect yourself, other students, teachers, administrators and staff. Take pride in your school and your schoolwork.**
- **It is everyone's responsibility and obligation to make sure this school is kept clean and neat. We share classrooms, bathrooms, computer equipment etc. Treat these areas respectfully; Please take care of your belongings. Students may not leave trash on tables or on the floor, and they are expected to help clean up the cafeteria before leaving the area. This includes engaging in the proper recycling practices.**
- **Students are expected to be in their classrooms and prepared to learn at the proper times. We are concerned about the health, safety and well-being of all students, and we must work together to continue to make JW a place where the focus is not only on teaching and learning, but also a place of friendship and caring.**

Finally, know that you are always welcome to talk to your teachers, school counselors, Mr. Burr or Ms. Harkness with any questions or concerns. We are here to help.

Sincerely,

Mr. Burr and Ms. Harkness

ACADEMICS

Students at John Witherspoon Middle School take five core classes each day, and take several encore classes over the course of the school-week. Families should contact individual teachers with questions related to content, assigned school work, and classroom expectations. If a teacher has been consulted and questions remain, please note that each subject area has a content supervisor who can answer any questions that families may have related to content or school work once the teacher has been consulted. The Office of Curriculum & Instruction oversees all academic areas and is headed by Assistant Superintendent, Ms. Annie Kosek.

Language Arts Supervisor – Reynold Forman – 609-806-4270

Math Supervisor – Joanne Krause – 609-806-4270

Visual/Performing Arts Supervisor – Patrick Lenihan – 609-806-4270

Physical Education Supervisor – Brian Dzbenski – 609-806-4280

Science Supervisor – Edward Cohen – 609-806-4280

Social Studies Supervisor – Timothy Charleston – 609-806-4270

Special Education Supervisor – Kristin Graham – 609-806-4280

World Language/ESL Supervisor – Priscilla Russel – 609-806-4280

Supervisor of School Counselors and Guidance – Kristina Donovan TBD

CURRICULUM & INSTRUCTION - 609-806-4203

ACADEMIC CALENDAR 2017-2018

Recess Days

Thursday, September 21 Rosh Hashanah
Monday, October 9 Staff Development Day
Thursday, Friday November 9, 10 NJEA Convention
Thursday, Friday November 23, 24 Thanksgiving Recess
Monday through Friday December 25 – 29 Winter Recess
Monday, January 1 New Year's Day
Monday, January 15 Martin Luther King Day
Friday, February 16 Staff Development Day
Monday, February 19 Presidents' Day
Thursday, March 29 Staff Development Day
Friday through Friday, March 30 – April 6 Spring Recess
Friday, Monday, May 25, 28 Memorial Day

**Our full school calendar is located on the inside back cover of this planner.*

John Witherspoon Middle School Mission Statement

John Witherspoon Middle School serves the intellectual, social, and developmental needs of sixth, seventh, and eighth graders in the diverse Princeton Public School District. The curriculum challenges all levels of ability and responds to a variety of learning styles. John Witherspoon is the middle school segment of a district-wide K-12 coordinated curriculum that extends learning beyond the acquisition of skills and subject matter. Daily activities and lessons will provide students with means for accessing and analyzing information, incorporating critical thinking and problem-solving skills, invoking student curiosity and imagination, and providing opportunities to effectively communicate their ideas through oral and written communication. Ultimately, the goal is to develop students who are prepared to be 21st century global learners. Additionally, the school will sponsor a broad spectrum of co-curricular activities which enhance school life. By focusing our efforts on the “whole child,” we are committed to ensuring that each child feels connected, known, and valued. We take pride in celebrating our diverse community, and strive to promote sensitivity and empathy toward all students while maintaining high academic standards.



In this space below...draw a logo symbolizing the values put forth in our mission statement. Your logo may be incorporated into our school events and activities.

DAILY HOURS

The school day begins at 8:25 a.m. and ends at 2:55 p.m.

SCHOOL CLOSING

If school is to be closed due to inclement weather or any other reason, call 806-4202. Announcements will be made on the following radio station website: WKXW (101.5 FM), www.NJ1015.com. The local television stations, WPVI (Channel 6), WCAU (Channel 10), Comcast Channel 25, and Verizon Fios Channel 46, or check online notices at www.princetonk12.org.

HOMEROOM PERIOD

Students must be seated in Homeroom by 8:25 a.m. All students must observe the *Pledge of Allegiance*, which will be followed by important daily announcements on the public address system.

ABSENCES

ATTENDANCE: Regular school attendance is mandatory and essential to school success. All students must be in the building by 8:25 a.m. A note from a parent/guardian explaining the student's absence **must be brought to the Homeroom teacher the day following any absence**. Legal reasons for absences are certain religious holidays. Parents/guardians are to call the school attendance line at **806-4266** before 9:00 a.m. on the morning the student will be absent or late to school.

TRUANCY: A child who is sent to school by his/her parent/guardian, but does not attend for other than lawful reasons is truant. Truancy is a violation of the Compulsory State School Attendance Law. Administrative disciplinary measures result from truancy.

TARDINESS: Tardiness is unacceptable. If students arrive after 8:35 a.m., they are considered tardy. Students arriving after the Homeroom period, 8:35 a.m., must first report to the Main Office to obtain a late card. A written note from a parent/guardian stating the reason for the student arriving after 8:35 a.m. must be submitted. The late card must be signed by all the teachers and returned to the Main Office. Students who have excessive unexcused tardies are assigned detention. The school counselor will contact a parent/guardian if excessive tardiness continues.

APPOINTMENTS: Students may not leave the building during the day for any reason. Students will be excused from school for dental, medical or other appointments when written permission from a parent/guardian is brought to the Main Office in advance for approval. Students will only be released to a parent/guardian from the Main Office.

EXTENDED VACATIONS: Extended vacations are discouraged. Parents should plan vacations to coincide with scheduled school holidays. We believe the continuity of instruction is a vital part of each student's education.

MEDICAL ASSISTANCE

A. ACCIDENTS: Immediately report all accidents to the school Nurse, regardless of the severity of the injury.

B. ILLNESSES: If a student becomes ill in school, the Nurse will contact a parent/guardian and issue a medical excuse to return home.

C. EXTENDED ABSENCE DUE TO ILLNESS: If a student is going to be absent from school for **three days or more** because of illness, contact the school Nurse at **806-4273** and report the nature of the illness. If a student has been out due to a contagious disease, operation, or serious illness, he/she must see the Nurse upon his/her return to school.

D. MEDICATION: The school Nurse administers medication to students only when the medicine has been prescribed by a physician and is accompanied by written permission from the parent/guardian. Non-prescriptive medication is not to be taken in school without written permission from home and may be taken only under the supervision of the school Nurse.

BUS INFORMATION

All John Witherspoon rules are in effect on all bus routes. The bus driver is in full charge of the bus and pupils. All students must remain in his/her seat and wear a seatbelt. Never throw any object from the bus. No profanity or physical contact is permitted. The driver is instructed to report any misbehavior to the Administration for appropriate action. NJ Transit (Loop Bus) tickets will be sold by the PTO. Bus safety drills are conducted twice a year.

TRANSPORTATION OFFICE – 609-806-4209 (FYI – Families Must live 2 miles away from school to be eligible for bus service) LOOP BUS – 800-582-5946

ON THE WAY TO SCHOOL

When walking to school, always use the sidewalk and cross only where the crossing guards are located. Never litter! Students may not leave John Witherspoon School once they have arrived even if school has not officially begun. **Students are not permitted to visit the Princeton Shopping Center, Princeton High School or Westminster Choir College.**

BICYCLING

When bicycling, observe the safety regulations set by the Princeton Police Department. All bicycles must be kept in the bicycle racks and **locked** for security. Do not lock bicycles to trees, handrails or fences. New Jersey State Law mandates that all students, **14 and under**, must wear approved safety helmets when operating a bicycle.

SKATEBOARDS, ROLLER BLADES AND SCOOTERS

Skateboards, roller blades, scooters and heelys may not be used in John Witherspoon Middle School halls or on sidewalks, the playground or driveways.

WATER BOTTLES

Students may carry re-fillable water bottles with them to class; students should take advantage of making sure that they are hydrated. Water bottles should be handled with care, remain secured when not in use, and not be used next to computers, or during lab experiments.

CHANGE OF ADDRESS

Any student, who changes address within the District or transfers to another school, must contact the Guidance Office. All changes must be submitted in writing to the school and follow the District's specified guidelines.

TELEPHONES

Two free telephones are located in the corridor across from the Main Office. Each classroom is equipped with a telephone. **Emergency calls** are to be made through the School Counselor's office or House telephone. Cell phone use in the building is prohibited.

DISCIPLINE

To ensure that our goal of "Excellence in Learning and Teaching" may continue to be a reality, John Witherspoon students are expected to adhere to school rules and regulations. Students must exhibit appropriate behavior. Pupils must submit to the authority of all school personnel; they must pursue their prescribed course of study and they must obey the rules of the school they attend (NJSA18A: 37-1.) Not obeying the rules or engaging in conduct which creates or causes disruptive behavior will subject the student to disciplinary action which, depending upon the severity of the infraction, may include suspension or expulsion.

Guidelines for Success

1. Attend school and all classes regularly and on time.
2. Respect the rights of all individuals to be different. "He who gives respect, gets respect."
3. All physical contact is inappropriate.
4. Use, possession or sale of a controlled dangerous substance, tobacco product, or alcohol is prohibited. A copy of the Board Policy will be distributed to students.
5. Selling or buying anything is prohibited on school property.
6. Gambling is prohibited on school property.
7. Vandalism, defacing school property, writing on lockers, desks, or walls is prohibited. Students will be charged for any damages.
8. Compliance with all classroom, lunchroom, and corridors rules and regulations must be followed without exception.
9. No gum chewing.
10. Obtain authorization from administration prior to leaving school for any reason.
11. Cursing or other profanity is prohibited.
12. Possession and or use of weapons or toys, which resemble weapons is prohibited.
13. Threats, written or verbal, toward school personnel or students is prohibited.
14. Harassment, sexual harassment, intimidation or cyber bullying is prohibited. A copy of the Board Policy will be distributed to students.
15. Asking for or receiving money or personal property from other students is prohibited.
16. Public display of affection between students is prohibited.

Note: Any conduct or speech which threatens the safety of staff or students, disrupts the operation of the school or is considered offensive, lewd, vulgar or profane will result in appropriate disciplinary consequences.

Moreover, hurtful comments and behaviors restrict our ability to live up to the goals of our mission. Please help us to be the best that we can be at John Witherspoon Middle School.

Disclaimer: Please note that for the benefit of our families, we have placed inside this handbook two examples of BOARD POLICY. All Board policies in their original form and with complete verbiage can be found on the district website.

Princeton Public Schools
Board of Education Policy 5512
Abridged version for Middle School only

Harassment, Intimidation or Bullying N.J.S.A. 18A: 37 -14

“Harassment, intimidation or bullying,” N.J.S.A. 18A: 37 -14 means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in this statute, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that

- takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
- a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- has the effect of insulting or demeaning any student or group of students; or
- creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm.
- “Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measure for each act of harassment, intimidation or bullying by pupils.

The consequences may include, but are not limited to, the following examples: admonishment, temporary removal from the classroom, deprivation of privileges, classroom or administrative detention, referral to disciplinarian, in-school suspension during the school week or the weekend, after-school programs, out-of-school suspension (short or long-term), reports to law enforcement or other legal action, expulsion, bans from providing services, participating in school district sponsored programs or being in school building or on school grounds.

The remedial measures may include, but are not limited to, the following examples: restitution and restoration, peer support group, recommendation of pupil behavior or ethics council, correction instruction or other relevant learning or service experience, supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C 6A:16-8, behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team as appropriate, behavioral management plan with benchmarks that are closely monitored, assignment of leadership responsibilities, involvement of school disciplinarian, pupil counseling, parent conferences, modification of schedules, alternative education programs, pupil and/or treatment or therapy and involvement of law enforcement.

Timeline for Investigation of Reports of Harassment, Intimidation or Bullying

Based on 2011 Anti-Bullying Bill of Rights Act

The Board Requires a thorough and complete investigations be conducted for each report of an alleged incident of harassment, intimidation, or bullying.

School day 1: HIB occurs and/or employee learns of HIB. A verbal report must to be made to Principal, who must inform parents/guardians “of all students involved.”

By school day 2: Principal must initiate investigation by Anti-Bullying Specialist within one school day of report; may appoint other to assist.

By school day 3: Written report to Principal to be made within 2 days of when employee witnessed or received information that a student experienced HIB.

By school day 11: Investigation complete (by 10 school days from written report).

By school day 13: Results of investigation must be given to the Superintendent within 2 school days of completing the investigation. Superintendent may decide to take action (e.g., intervention services, training, discipline, counseling, etc.)

Report to Board: Superintendent must report to the Board of Education at the next Board meeting following the completion of the investigation.

Report to parent/guardian: District must provide “information about the investigation to parents/guardians of students who are parties to the investigation” and findings within 5 school days after the investigation results are given to the Board. Information included is: nature of the investigation, whether evidence of HIB was found, whether discipline was imposed or services provided to address the HIB.

Board Hearing: Parent may request confidential hearing before the Board of Education, which must occur within 10 calendar days of the request.

Board Decision: Board must issue a decision, in writing, to affirm, reject or modify the Superintendent’s decision, at the next Board meeting following receipt of report. Board’s decision may be appealed to the Commissioner of Education within 90 calendar days.

Civil Rights Complaint: Parents may file a complaint with the NJ Division on Civil Rights within 180 calendar days of incident, or in State or Federal courts.

ECS Investigation: Executive County Superintendent shall investigate a complaint of a violation by a school District when the complaint is not adequately addressed on the local level.

Princeton Public Schools
Board of Education Policy 5131.6
Abridged version for Middle School only
Substance Abuse By Students

Definition

The possession, use, or distribution of alcohol, anabolic steroids, or controlled dangerous substances as defined under statute (N.J.S.A. 24:21-2), or use of chemicals (e.g. glues, solvents) which can cause changes in the emotional and/or physical state of the individual, or of any prescription drug except those for which permission for use in school has been granted, is illegal, dangerous, and creates a serious obstacle to education. Therefore, students who possess, use, distribute, or allow themselves to be under the influence of alcohol or controlled dangerous substances (CDS) on school property or at school-sponsored activities are in violation of State law and Board of Education Policy and shall be subject to the provisions of these procedures.

Procedures

Possession, Use, or Distribution of Controlled Dangerous Substances or Drug Paraphernalia, Alcoholic Beverages

1. Any staff member who seizes, discovers or has reason to believe that a student has in possession or in any way involved in the distribution of any substance or item believed to be a controlled dangerous substance, drug paraphernalia or alcoholic beverages shall immediately notify and turn over the material to the principal.
2. The principal shall notify the superintendent, who will notify the appropriate law enforcement agency.
3. The superintendent shall provide all information concerning the matter, including the identity of the student involved.
4. In the event of suspected substance abuse, chemical screening must be conducted immediately. The parent(s)/guardian shall be informed of their right to have the medical examination conducted with a physician of their choice at parental expense. If the parent(s)/guardian requests a medical examination by a physician other than by the physician at the district-designated medical facility, the examination shall be conducted immediately.
5. Any student, who, as a result of the chemical screening, is determined to be substance-free shall be notified by the building principal of his/her status and be immediately reinstated. The building principal shall also immediately notify the parent(s)/guardian regarding the student's status and the student's reinstatement.
6. Any student who, as a result of the chemical screening, is determined to have been under the influence of drugs and/or alcohol shall be subject to disciplinary action.

Sanctions

Possession, Use, Distribution – shall include the following:

1. Immediate suspension for 5 days of school.
2. Upon return, loss of extracurricular privileges for a minimum of two weeks.
3. A case manager will be assigned to monitor the status of the student.
4. The substance awareness coordinator, parent(s)/guardian and student will develop a Reentry Agreement that includes a Student Behavioral Contract.
5. State law requires that possession of drugs be reported to the police. The superintendent will determine whether the possession and/or use of alcohol should be reported to the police.

Sale - shall include the following:

1. Immediate suspension for 5 days of school
2. Report of the incident shall be made to the police
3. Long-term suspension or expulsion proceedings before the Board of Education shall be instituted

Criteria and Range of Penalties for Board Action

Criteria and a range of penalties for consideration when disciplinary action is necessary in cases of substance abuse by student(s) shall be available to the Board of Education. Penalties may be invoked singularly or in combinations based upon the circumstances of the individual case(s). The following shall act as guidelines to the Board of Education in determining disciplinary action:

- | | |
|------------------------------------|---------------------------------------------------|
| 1. Reentry Agreement | 7. Third-Party Substance Evaluation/Assessment |
| 2. Community Service | 8. Random Drug Screening |
| 3. Abbreviated School Day | 9. In-School Suspension |
| 4. In-School Detention | 10. Suspension |
| 5. In-Home or Off Site Instruction | 11. Referral to the Family/Juvenile Court or DCPD |
| 6. Alternative Education Program | 12. Expulsion |

Amnesty

Students who voluntarily acknowledge an alcohol or drug problem to the staff or administration and voluntarily enroll in an approved substance abuse program may be granted amnesty from the sanctions, for first offenses, providing they refrain from possession or use of controlled dangerous substances.

Confidentiality All information concerning a student's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with applicable federal regulations (42 C.F.R. 2). August 2005

DRESS CODE

Students are expected to attend school wearing neat, clean and non-offensive clothing. Shoes are required at all times and head coverings of any kind are not permitted in the building during school hours. No offensive tee shirts, bare backs, spaghetti straps, exposed stomachs, short shorts, short dresses or skirts, low-cut tops, low-cut pants, flannel-type pant and sleepwear. Nothing should be worn that will be a distraction to learning.

SCHOOL SAFETY DRILLS

Scheduled fire and school safety drills occur twice monthly. Students must follow their teacher's instructions and walk quietly and in an orderly fashion to the assigned exit. **Silence is mandatory.** The Principal and Assistant Principal will supervise the drills. Evacuation maps are posted in each classroom.

CORRIDOR BEHAVIOR

Students are reminded that classes are in session and that excessive noise, running or loitering in the corridors is prohibited. Students are not permitted in the corridors during classes, except with the written permission of school personnel.

APPEARANCE OF THE SCHOOL BUILDING

We are proud of our fine building and its appearance. Please set an example by picking up papers from the corridor floors and classroom floors and place trash in receptacles. It shall be the responsibility of all employees of the school district to safeguard school property from damage by students. Violations shall be reported to the administration for disciplinary action and assessment for damages. Be a Leader.

ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

The Board of Education authorizes the use of electronic surveillance monitoring devices in school building and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

VANDALISM

Any student involved in any act of vandalism resulting in damage to property owned by the school district will be subject to disciplinary consequences and possible referral to the police. The Princeton Public School District shall seek compensation from the parent/guardian of any child who commits any act of vandalism resulting in damage to property owned by the District. N.J.S.A.18A:37-3 – Liability of parents of pupils for damage to property: The parents or guardian of any minor who shall injure any public or nonpublic school property shall be liable for damages for the amount of the injury to be collected by the Board of Education of the district or the owner of the premises in any court of competent jurisdiction, together with costs of suit.

CARE OF PRIVATE PROPERTY

John Witherspoon Middle School is an integral part of the community of Princeton and all students are expected to project a positive image of our school to the surrounding area. This commitment is crucial in showing respect at all times to the private property of our neighbors. Littering, loitering, and/or causing damage to the private property of any member of the community is unacceptable, and may be subject to disciplinary action, which could include restitution for any monetary loss.

LOCKERS

Each student will be assigned a hall locker with a combination lock. Homeroom teachers will inspect the lockers periodically. Physical Education teachers will assign a gym locker. For security, **never** share combinations with other students. Students may only use their lockers during the following times: before and after school, before and after Physical Education, before and after lunch. Locker doors

are to be closed and locked at all times when not in use. The school district is not responsible for the contents of any locker and advises all students not to leave valuables in the lockers.

The law protects all students from unreasonable search and seizure. **However, school lockers remain the property of the District even when used by students.** Lockers are subject to administrative search when “reasonable suspicion” exists in the interest of school safety, sanitation, or the enforcement of discipline and other school regulations and to search by law enforcement officials on presentation of a proper warrant. Expect lockers to be searched by the administration periodically during the year. The Principal and Assistant Principal may inspect student lockers at any time.

At the end of each school year, students must empty lockers of all contents. All clothing, and/or personal belongings left in the lockers at the end of the school year will be donated to a charitable organization.

CARE OF BOOKS

All school textbooks must be cared for properly. Students will be charged for textbooks that are lost, defaced or damaged. Students are to write their names inside the front cover, in the proper place, so that it can be returned if misplaced.

HOMEWORK

Homework is an integral part of the school curriculum and will be assigned by teachers regularly. If a student misses class due to illness or other reasons, it is the student's responsibility to see his/her teacher to make up assigned work promptly. If students are **out ill for three days or more** and would like to receive assignments, parents are to contact the Main Office at 806-4270 to place their request. If students are out ill one or two days, they may obtain assignments from his/her classmates or from the teacher's webpage.

LEARNING COMMONS

The Learning Commons is open to all students from 8:00 a.m. to 3:15 p.m. every school day. Students may borrow library books for two weeks with renewal privileges unless the book the student needs is on the reserve list. Library books must be signed out through the Media Specialist. Reserve books may be borrowed overnight. They may be obtained only after school and must be returned before 9:00 a.m. the next morning. Use of the Learning Commons is a primary part of education. Students are encouraged to use this resource as a regular practice.

USE OF TECHNOLOGY

The Board of Education believes that all pupils in the Princeton Public School District must develop competence in using and applying a broad range of technologies to support lifelong learning. Through their use, pupils can interact with vast information resources, participate in global communication, and access expanded curriculum resources. The Board also believes that technology can be used to foster equity among all pupils.

Educational technologies include hardware (e.g., computers, interactive video), software, network communications, and information resources. Technology related programs use these systems and materials to support education, both as tools for individual learners and as tools for creating and enhancing instruction.

As with any pupil activity, pupils utilizing district-provided Internet access must first have the permission of and must be supervised by the Princeton Public Schools' professional staff. Pupils utilizing school provided Internet access are responsible for good behavior on line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of district-provided Internet access is to facilitate communications and information retrieval in support of research and education. To remain eligible as users, pupils' use must be in support of and consistent with the educational objectives of the Princeton Public Schools. Access is a privilege, not a right. Access entails responsibility and may be denied in the event of improper behavior or irresponsible use.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The use of school provided online access (e.g. Internet access) at any time must not violate local, state, or federal requirements and must be consistent with the educational mission and purposes of the Princeton Public Schools.

Disciplinary action resulting from a violation of the rules will be determined at the building level in keeping with existing procedures, policies, and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

The Importance of Digital Citizenship

- I understand that the computers and software are owned by the Princeton Public School District.
- I will take responsibility for any computer account that is given to me. I will not give my password to anyone nor will I bypass the security systems that may be in place.
- I will not attempt to change the configuration of any computer or software, or change/alter another student's work.
- I will abide by all patent, copyright or license restrictions that relate to any computing facilities products, programs, or documentation.
- I understand that in my classrooms, I am not the only one using the equipment; other students in this building are required to complete their schoolwork and also need to access computer equipment; Therefore, I will treat the equipment with respect and will not intentionally damage any machine.
- I will not have food or drink near the computers.
- I will only use a computer when a staff member is present.

Internet

The Internet is an exciting tool that allows us to gain instant knowledge and communicate with people all over the world. It is important that we use it properly so that we don't break laws, offend others, or violate school rules.

- I will only use the Internet for wholesome purposes. I will not send, receive, or access information or graphics that contain pornography or racist/sexist/discriminatory material.
- I will not use copyrighted materials from the Internet without permission.
- I will not knowingly place a virus on any computer or on the Internet.
- I will not give the names, phone numbers, addresses or any other personal information I gain on the Internet to anyone.
- I understand that it is acceptable to share Internet URL addresses for proper educational purposes
- I will not utilize my social media accounts without express consent from administration or teaching staff.

PHYSICAL EDUCATION

All students are required by State Law to participate in Physical Education. Each student will be issued a locker. Students must change out of the clothes they have worn to school and into a tee shirt or sweatshirt, shorts or sweatpants for class. All students must wear sneakers in class. Students will participate in a swimming unit. They are required to adhere to the following guidelines with regard to attire and necessary items: Boys' swim trunks, Girls' one-piece bathing suits, towel, flip flops footwear, and shower supplies. Students may be excused for an extended period of time from Physical Education if they have presented an order from a doctor.

LUNCH

Lunch is available for students to purchase in our cafeteria. Many students choose to bring lunch from home. All meals are nutritionally balanced and the cost of lunch is **\$4.00** (subject to change.) The school does not lend lunch money. Money can be deposited in the student's lunch account. Parents are responsible to keep their child's lunch account funded. Students may not charge against their lunch account. All food and beverages must be consumed inside the cafeteria. After students have finished eating, he/she must place all refuse in the receptacles. Students may then go outside to the playground, to the Learning Commons or remain in the cafeteria. On inclement days, the gymnasium is open. Students may not loiter in the corridors or commons. Students are not permitted to go to their lockers during lunch.

SUPERVISION AFTER SCHOOL HOURS

All students should leave the building at the close of the school day. Exceptions will be made for those students who are involved in extra-curricular activities, attending the IDEAS Center, or receiving assistance from the teaching staff. It shall be understood that students must be under the direct supervision of a staff member at all times.

ACTIVITIES AND SUPPORTS FOR STUDENTS

John Witherspoon Middle School offers many programs, clubs, sports, and learning experiences to help students get the most out of their middle school experience, and to help avoid committing any infractions which detract from the middle school experience.

- The JW PTO sponsors many assemblies and programs in conjunction with school administrators and teachers that are not only aligned with the curriculum but are also helpful in building social and emotional intelligence. Additionally, the PTO puts out a weekly newsletter in addition to daily announcements sent twice daily by John Witherspoon Middle School staff
- John Witherspoon Middle School has committed to service learning and building relationships and developing new programs designed not only to learn but to build citizenship...this is evidenced in part by the work of our Do Something Club (see description below).
- Beginning of the year orientation assemblies, field trips such as the 6th grade trip to the Watershed, 8th grade trip to Washington DC, SUPER SATURDAY, author visits, school dances, Unity Day, Battle of the Blue and Gold, picnics, park days, and promotion are ways we celebrate our achievements and accomplishments in middle school.

Yearbook Club:

The yearbook staff is comprised of 6th, 7th, and 8th grade volunteers who work tirelessly to capture the year at JWMS. Students can volunteer for a host of activities including, photographing sports, plays, concerts, and school wide events. They design grade level surveys, tally them, highlighting the "pop culture" of the year. They design the "Who's Who" surveys and tally results. In addition, students design the yearbook layout. All three grade levels work

together to create an exciting yearbook that will be cherished for years to come. The yearbook can be purchased by both students and faculty.

Art Club:

The Art Club at John Witherspoon Middle School is open to all grade levels and explores all facets of the visual arts. It usually meets every week after school, from September to June, for at least one hour.

Depending upon the interests of the group, the focus of the projects may vary. Sometimes specific projects are planned, and sometimes students work on their own individual projects. Students are provided with opportunities to utilize tools and materials that are not always available for use in the day-to-day visual arts curriculums.

Many of the students in Art Club also lend their time and talents to assisting with the design and painting of the school plays' set pieces and props. They also serve as graphic artists, designing and making posters for school functions and events. Students also contribute their artistic talents to the Princeton Community when they participate as visual artists with Communiversity. The Princeton Symphony Orchestra's Listen Up! Program provides a unique collaborative opportunity for our students. Each year, a select number of student writers and visual artists are invited to attend a special performance of the Princeton Symphony Orchestra, and to create an interpretive literary or visual work of art based upon what they experienced.

Occasionally we are fortunate enough to have a visiting artist demonstrate and share his/her talents. Field trips are a fun and educational bonus, including the annual spring trip to the Mercer County Teen Arts Festival, which can culminate in our students placing as finalists and being asked to participate or exhibit at the New Jersey State Teen Arts Festival. Additional field trip opportunities can include forays to the Princeton Arts Council or to the Princeton University Art Museum.

Science Bowl:

The National Science Bowl (NSB) is a highly competitive science education and academic event among teams of high school and middle school students who compete in a fast-paced verbal forum to solve technical problems and answer questions in all branches of science and math. Each team is composed of four students, one alternate student, and a coach. Regional and national events encourage student involvement in math and science activities of importance to the Department of Energy and the Nation.

Mathletes:

A weekly club that meets from November through April of each school year. Activities include playing math games, getting extra help or participating in MathCounts practices. MathCounts is a national foundation sponsored by the National Society of Professional Engineers, CAN, and National Council of Teachers of Mathematics. Students engage in warm-ups and work-outs in preparation for the annual regional competition which can lead to state and national competitions. Sixth through eighth grade students are encouraged to join the club. MathCounts regional competition is open to sixth, seventh, and eighth grade students.

Stage & Lighting Crew:

Students who choose to participate in Stage and Lighting Crew (SLC) learn to coordinate stage setups and lighting for rehearsals and concerts of JW performing arts ensembles, as well as providing similar services for many community organizations, with their colleagues.

They learn in detail what is required in “setting” a stage for both vocal and instrumental performing organizations. The SLC members learn how to read and implement stage floor plans and develop the skill for changing the stage from one setting to another in a matter of minutes.

In addition, experienced SLC members learn how use the computerized lighting board and become responsible to ensure correct lighting for concerts, drama productions, etc.

One important outcome for SLC members is, through the guidance of the advisor, to be able to function, collaborate and coordinate all which is necessary for successful stage and lighting responsibilities as a team.

Drama Club:

The John Witherspoon Drama Club for 6th, 7th, and 8th grade meets throughout the school year. Students participate in theatre games, workshops with professionals in theatre, theatre competitions with other schools, and the production of a Fall Drama and Spring Musical.

Little Tiger School Store:

Students who are early birds and arrive to school a little before 8:00 AM are encouraged to volunteer at the school store. Volunteers help fellow students in selecting school supplies, demonstrate how to use various items, add up sales, learn to make change and assist in the selection of reordering and purchasing new inventory.

Little Tiger School Store hours: 8:00 am – 8:20am in the Commons
September and October – five days per week
November through June – Monday, Tuesday and Thursday

Do Something Club:

Princeton Regional Schools, as part of the New Jersey Character Education Initiative, has integrated the Do Something Character Education program and service learning into our school. Do Something is a national school based program committed to building community leaders through service learning and civic engagement.

John Witherspoon Middle School students plan and carry out a wide variety of community service projects. Students develop, plan and execute school wide initiatives such as an annual statewide food drive for the "Students Change Hunger" campaign of New Jersey, a school talent show that raises funds for charitable organizations, a service day that includes dozens of service projects for school wide participation as well as a variety of other projects including, but not limited to Toys for Tots drives, clothing collections, letters for military men and women, toiletry and craft kits and many other service projects. Do Something develops school leaders who are responsible and engaged citizens. The service projects are documented by students through media production. This club is made up of all interested students in grades 6, 7, and 8 and meets two to three times a week in the mornings.

Board Game Club:

Game On

“I sunk your battleship!”

“Uno!”

“King me!”

These are some of the things you might hear if you walk down D-wing on Wednesday afternoons. The Board Game Club meets in room D202 from 3 to 4 pm on most Wednesdays. All 6th, 7th, and 8th grade students are welcome at the club.

SCRIBBLES

The JW Newsmagazine, a literary magazine and school newspaper in one. Students and staff members are encouraged to submit original works, including articles, editorials, photographs, artwork, photographs, poetry, essays and short stories. The Scribbles staff members meet weekly to create original news articles, and to review, select, edit and publish Fall, Winter, Spring, and Summer issues of SCRIBBLES!

PPS Girls' Club (Powerful, Positive, Strong):

The PPS Girls' Club is a club for all 6th, 7th and 8th grade girls. The club encourages girls to work together to develop supportive friendships between grades while helping to develop strategies to assist girls in developing assertiveness, positive self-image and confidence. The club meets twice a month after school, using interactive hands on activities to empower girls to deal with the challenges of adolescence in a positive, constructive manner. Topics discussed are self-esteem, health and wellness, anti-bullying, media technology, peer pressure, strength in friendships and self-confidence.

Engineering Club:

February to April; Each week students work together in groups to complete a variety of engineering design challenges such as building bridges, cars, and more.

Robotics Club:

Robotics club is a great way to design and build machines with Legos. Students program their machine to complete a certain task, using the easy Lego Mindstorm NXT software. Students work individually or in groups to think critically, collaborate and problem-solve to successfully answer design challenges.

If students enjoy working with Legos, building creatively, or if they want to learn how to program a robot, then they should come out and join us.

JW/ Cooks and Garden Club:

The JW Cooks and Garden Club meets for six weeks in the Fall and six in the Spring. The club is open to JW students. Students work with a master gardener to learn proper techniques for seeding, separating and replanting seedlings and management of the school gardens. Students take their crops and use them while working with a professional chef to learn knife skills, baking and cooking techniques and design healthy snacks and meals.

Chess Club:

The JW Chess Club is a fun place to come and play chess for any leveled player. Chess Club meets once a week in the B-wing. We have players at all levels. So, if you want to learn how to play, be challenged by another skilled player like yourself or anything in between, it's the place to be. All are welcomed, at any time. Please come and play, it's an awesome time!

Geography Bee:

This club runs from November to early January. Students work on identifying geographical wonders, locating places through the world, and use logic to help make educated guesses about country's food and natural resources. Students work independently and on the computer to answer questions. Culminates in the National Geographical School Geography Bee. Winner of the School Bee takes a written test in an attempt to qualify for the State Geography Bee at Rowan University. Winner of the state bee competes in Washington DC for the National Championship.

IDEAS CENTER

In addition to the large number of clubs and sports offered at JW...a space devoted to providing daily homework help, known as THE IDEAS CENTER... is available for students to receive assistance

JWMS IDEAS Center

The IDEAS Center is an after-school homework program held in the John Witherspoon Learning Commons. It is open to all students in the Middle School who want a quiet place to do homework and receive academic assistance. Students have use of computers for research and word processing, as well as most of the school's textbooks. The Center is open from 3:00 – 4:00 pm Monday through Thursday. There are two certified teachers in the Center at all times. To attend, students are required to fill out a registration form that can be downloaded from this site, or found in the JWMS main office, guidance counselors, homeroom teachers, or in the IDEAS Center in the Learning Commons. Daily attendance is taken by staff. Students may select the days they attend the Center.

Building Bridges

The Building Bridges program is a Princeton High School student tutoring program. High school students wishing to fulfill their community service requirement by helping their middle school peers can sign up at PHS. They are paired with a JW student requesting an individual tutor. Building Bridges leaders manage and coordinate the tutor-tutee relationship. They meet during the IDEAS Center in the same location. Most days there are "floating" tutors who are available to help any student attending the IDEAS Center. Anyone interested in setting up an individual tutoring session should fill out a Building Bridges form and hand it in to the main office at JWMS. The Building Bridges form can be downloaded from this site or found in the JWMS main office, with guidance counselors, homeroom teachers, and in the IDEAS Center in the Learning Commons.

SPORTS

ATHLETICS: All students are encouraged to participate in our sports program; Please refer to our athletics website for additional information about required, <http://www.jwms.schoolteams.com/> At JW, we offer interscholastic and intramural sports. Some of our sports impose a "cut policy" while others remain open to all participants. Please see our athletic website for more details. We offer the following sports and welcome all of our students to try-out.

Fall: Co-ed Tennis, Girls' Field Hockey, Girls' & Boys' Soccer, Co-ed Cross-Country

Winter: Girls' & Boys' Basketball, Co-ed Wrestling, Girls' & Boys' Swimming

Spring: Boys' Baseball, Girls' Softball, Co-ed Track, Girls' & Boys' Lacrosse

JW ATHLETES: As a member of the John Witherspoon Middle School's Athletic Program and representative of John Witherspoon Middle School, you will be held to higher standards and expectations

than most. Your attitude and conduct both on and off the field will be conducted in a responsible and professional manner.

Understand that the opportunity to be a member of any John Witherspoon Middle School athletic program is a privilege, not a right, and with that privilege, comes responsibilities and obligations. A JW athlete should always be responsible for their words and actions in school and while participating on their team. JW athletes' conduct should always align according to the rules and regulations set forth by their school, county, state, and federal policies.

Physical examinations, health history documents etc. are required prior to participation in any sports program. The School Nurse provides medical forms. Please refer to the athletics website, or our health office with additional questions.

OVERNIGHT FIELD TRIPS

Middle school students who have legal issues pending (in or out of school), narcotics involvement (possession or use), or sexual misconduct shall be prohibited from participating in overnight field trips.

PARENT CONSENT FORMS

A Photo Image Consent Form is mailed to students for parent/guardian signature in August. Homeroom teachers will distribute other permission forms.

DANCES

Dances begin at 7:30 p.m. and end at 9:30 p.m. Students may not leave dances early unless they are picked-up by a parent/guardian. Parents/guardians are requested to promptly pick-up students after the dance. Visitors from other schools must have prior administrative approval.

VISITORS

All visitors must report to the main office upon arrival at school.

Students who want to bring a visitor to school for **one day** must adhere to the following procedure:

- The visitor must be from out-of-state.
- The request must be made one week prior to the date of the visit.
- The request must include the visitor's name and the place he/she lives.
- The request must be approved and signed by each teacher the student will have on the date of the visit.
- After teachers have granted approval, the request must be given to the Principal or Assistant Principal for final approval.
- On the day of the visit, the student is to bring the approved request to all his/her classes.
- Special situations not falling within these guidelines must be discussed with the Principal or Assistant Principal.

VALUABLES/PLAYGROUND EQUIPMENT

Valuables are not to be brought to school unless the items have been approved by an Administrator as part of a class assignment. Students may not carry large amounts of money to school. Digital Cameras, Cell Phones, CD's, DVD's, iPod's, MP3 players, radios, recording devices, portable computer games/devices, video games, laser pointers, playing cards, valuable trading cards, dice, and software are not permitted in school. The school supplies recess equipment for students. Students are not permitted to bring personal recreational equipment to school. Please enjoy our new "GAGA PIT" as we continue to make improvements to what we offer at recess to our students...more changes to come.

LOST AND FOUND

The clothing Lost and Found is located in the A-wing area. Other articles of value, such as glasses, wallets, watches, jewelry, etc., should be turned into the Main Office where students may claim them upon identification. If something is lost, the student is to report this immediately to his/her teacher or to the Main Office. It is recommended that students place his/her name in items for easy identification and return. Unclaimed articles will be donated to charity.

INSURANCE

An insurance policy is available to each student in the school. Detailed information will be distributed early in the school year. Students enrolling in school after September 7 may obtain this information when they register.

PARENT CONFERENCES

Parent conferences will occur during the school year. Formal parent conferences are scheduled in November. All other conferences will occur as needed during the school year and appointments should be made through the student's school Counselor.

REPORT CARDS

Students will receive four report cards yearly. Report cards will be issued to students in November 2017, February 2018, April 2018, and a final report card will be issued to students on the last day of school. Report card envelopes must be signed by a parent/guardian and returned to the Homeroom teacher no later than three days after the initial distribution. Each teacher will give a grade (A, B, C, D, F, Inc.) as well as a social conduct mark (C-commendable, S-satisfactory, N-needs improvement, U-unsatisfactory.) Grade values are as follows:

A —90-100	D —60-69
B —80-89	F —59 or below
C —70-79	Inc—Incomplete

STUDENT/TEACHER LEARNING AGREEMENT

Students who receive a grade below “C” will develop a cooperative student/teacher Learning Improvement Agreement that must be signed by a parent/guardian. The agreement will outline specific learning strategies for the student to improve his/her schoolwork and obtain a grade of “C” or better.

STUDENT SERVICES

Student Services is comprised of School Counselors, Psychologist, Social Worker, Nurse, and a Learning Consultant. These staff members are available to assist with problems or concerns. Appointments to meet with these staff members should be made by contacting the Guidance Office at **806-4272**.

2ND FLOOR NEW JERSEY’S YOUTH HELPLINE

The New Jersey Youth Helpline, 2nd FLOOR, a toll-free, anonymous and confidential helpline available 24 hours a day, all year to all New Jersey youth, ages 10 to 24. Youth can call 2nd FLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information.