

**WEST NEW YORK  
MIDDLE SCHOOL**



**2010-2011  
STUDENT HANDBOOK**

**WEST NEW YORK  
MIDDLE SCHOOL**

**[www.wnyschools.net](http://www.wnyschools.net)**

**201 57<sup>th</sup> Street  
West New York, New Jersey 07093**

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*Name* \_\_\_\_\_

*Homeroom* \_\_\_\_\_

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**"Maximizing all students' potential for success in an ever-changing world."**

**Board of Education**

**201-553-4000**

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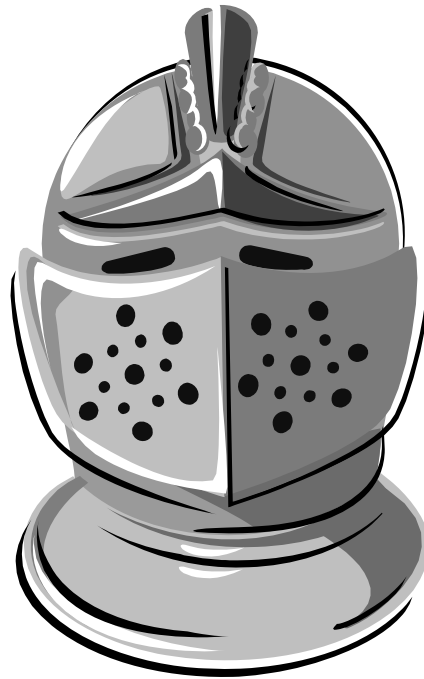
**Administration**

Superintendent.....	John Fauta
Assistant Superintendent .....	Anastasia Olivero
Assistant Superintendent .....	Robert Sanchez
Director of Human Resources.....	Patrick Gagliardi
Director of Special Services.....	Beverly M. Lazzara
Director of Education Programs .....	Marilyn Duran

Principal .....	Israel Rodriguez
Assistant Principal.....	Brian Cooney
Assistant Principal.....	Scott Wohlrab

## Supervision

Athletics.....	Silverio Vega
Technology & Media Arts.....	
Bilingual/ESL.....	Madely Miqueli
Humanities.....	Anthony Demarco
Language Arts .....	Diana Stedman
Mathematics .....	Donna Mirabelli
Music & Fine Arts .....	David Osnowitz
Technology Education/ Family & Consumer Sciences. ..	William Endress
World Languages.....	Mercedes Bernal
Science.....	Mary Ann Cinque
Nurse.....	
Substance Abuse Coordinator ...	Lissette Lombana



## Superintendent's Message

### *WELCOME TO THE WEST NEW YORK MIDDLE SCHOOL*

*The West New York School District is pleased to provide this handbook for students and parents. Contained in these pages are explanations of the policies and regulations of the Middle School, along with other helpful information so that students and their families can avail themselves of the many opportunities that are offered. The Middle School is a beautiful and unique setting where each student will prepare themselves for the educational opportunities yet to come. We expect that this journey will establish in each of you a desire to continue as life-long learners.*

*Please take time to review the information contained in this handbook, and we urge you to consult with teachers, counselors and advisors whenever a need or concern arises. Our educators are here to help you in any way possible, starting with this handbook.*

*John Fauta  
Superintendent of Schools*



# PRINCIPAL'S MESSAGE

Welcome to the 2010-2011 school year!

As principal of the West New York Middle School, I would like to welcome our students back to another exciting and rewarding year at the Middle School. I know that our new seventh grade students will make a successful transition from their separate elementary schools and that both seventh and eighth grade students will become one family at the Middle School.

This handbook provides information about the procedures and rules that make living and learning together a positive and worthwhile experience for everyone. Please review it and share all information with your parent (s) / guardian (s).

The faculty and staff at the West New York Middle School are committed to providing a comprehensive and caring program of instruction for each and every student.

As we go through this school year we can feel confident that the values and traditions on which we have built a superior program here in West New York will continue to hold strong. The West New York Middle School is YOUR school. We hope that all of our students will become involved in all that we have to offer.

Best wishes for the 2010-2011 school year. Have a great year and let us share in the adventure of learning.

Israel Rodriguez, Principal



# West New York Board of Education

## District School Calendar 2010-2011

### August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### September (17 days)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	*15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### October (21 days)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	**13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### November (17 days)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	*17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### December (17 days)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	*15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### January (21 days)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	**19	20	21	22
23	24	25	26	27	28	29
30	31					

Days 1<sup>st</sup> Semester - 93

### February (18 days)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	*16	17	18	19
20	21	22	23	24	25	26
27	28					

### March (23 days)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	*16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### April (16 days)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	**13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### May (21 days)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	*18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### June (11 days)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	*8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Days 2<sup>nd</sup> Semester - 89

- School Closed
- Testing Dates
- ½ Prof. Dev. Day (No Students)
- One Session Day Staff & Students
- Prof. Dev. Day (No Students)
- District Testing

\* Faculty Meeting

\*\* Staff Development/Faculty Meeting (½ day for students)

**August**

31 – New Teacher Orientation

**September**

8 Professional Dev. Day  
9 Schools Open One Session Day (students only)

**October**

11 Columbus Day/One Session  
20 Professional Dev. Day

**November**

2 Election Day /One Session  
3 One Session  
4-5 Teacher's Convention  
8 Veteran's Day Observed  
24 One Session  
25-26 Thanksgiving Recess

**December**

23 One Session  
24-31 Winter Recess

**January**

17 MLK/One Session

**February**

18 Lincoln's Birthday Observed  
21 President's Day

**March**

**April**

15 One Session  
18-22 Spring Recess

**May**

30 Memorial Day

**June**

15 Last Day for All (tentative)

Total Days 182

THIS CALENDAR MAY BE SUBJECT TO CHANGE DUE TO UNFORESEEN CIRCUMSTANCES

**MIDDLE SCHOOL DATES  
2010-2011**

September	9	School Opens	One Session for students
October	11	Columbus Day	One Session
October	20	Prof. Development	No School for students
November	2-3		One Session
November	4-5	Teacher Convention	No School
November	8	Veteran's Day	No School
November	24		One Session
November	25-26	Thanksgiving Recess	No School
December	23		One Session
December	24-31	Winter Recess	No School
January	17	Martin L. King Jr. Day	One Session
February	18	Lincoln's Birthday	No School
February	21	Presidents' Day	No School
April	15	Spring Recess	One Session
April	18-22	Spring Recess	No School
May	30	Memorial Day	No School
June	15	Last Day of School (tentative)	

# MIDDLE SCHOOL SCHEDULE

## REGULAR TIME SCHEDULE

8:10	Teachers Report
8:17 - 8:25	Homeroom Period
8:27 - 9:07	First Period
9:09 - 9:49	Second Period
9:51 - 10:31	Third Period
10:33 - 11:13	Fourth Period
11:15 - 11:55	Fifth Period
11:57 - 12:37	Sixth Period
12:39 - 1:19	Seventh Period
1:21 - 2:01	Eighth Period
2:03 - 2:43	Ninth Period
2:45	Teacher Dismissal

## ONE-SESSION WITH LUNCH SCHEDULE STAFF DEVELOPMENT DAY

8:25	Teachers Report	
8:30 - 8:35	Homeroom Period	
8:37 - 9:12	First Period	(35 min.)
9:14 - 9:49	Second Period	(35 min.)
9:51 - 10:26	Third Period	(35 min.)
10:28 - 11:03	Fourth Period	(35 min.)
11:05 - 11:45	Fifth Period	(40 min.)
11:47 - 12:27	Sixth Period	(40 min.)
12:29 - 1:09	Seventh Period	(40 min.)

*No 8<sup>th</sup> or 9<sup>th</sup> Periods*  
*20 Minute Traveling Time*  
*1:30-3:35 Articulation Meetings*

## ONE-SESSION WITHOUT LUNCH SCHEDULE

8:15	Teachers Report
8:20 - 8:30	Homeroom
8:32 - 9:10	First Period
9:12 - 9:50	Second Period
9:52 - 10:30	Third Period
10:32 - 11:10	Fourth Period
11:12 - 11:50	Eighth Period
11:52 - 12:30	Ninth Period
12:35	Teacher Dismissal

# EMERGENCY SCHOOL CLOSING

In the event of a severe storm or other emergency, news of the closing of school will be carried at approximately 7:30 a.m. on radio stations WADO (for Spanish-speaking parent(s) and guardian(s), WOR (710), WINS (1010) and FOX TV Channel 5. Unless specifically announced, students should assume that school will be open and classes will be conducted as usual. No phone calls are to be made to the school or the Board of Education Office.



## GENERAL INFORMATION

### BEFORE AND AFTER SCHOOL

1. No student should be in the building before 8:10 a.m. unless the student is participating in a teacher-supervised school activity, breakfast program (7:40), or assigned to AM detention.
2. No student should go to their locker before school starts unless given permission by a teacher or an administrator.
3. No student should be in the building after his/her classes have concluded unless requested by a teacher, participating in a supervised activity, or assigned to PM detention.
4. Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in proper condition.
5. A student completing his/her school day, and not involved in an after school activity, may not remain in or around the school building.

### HALL PASSES AND ID CARDS

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students must wear their school ID cards at all times. Students not having their ID must be issued a temporary ID from the appropriate Assistant Principal's office in order to be admitted to class. Students not having or wearing ID's will face disciplinary action. The school ID cards will be issued each year in the fall. Lost ID cards will be replaced at a cost of \$5.00 to the student.

### VISITORS

All visitors are required to report to the main office upon entering the building to sign in and receive a pass. Planned visits to school administrators should be made 24 hours in advance. Unless there are unusual circumstances, visitors should make arrangements to see teachers by appointment only (before school, after school, or during teacher common planning time).

## GRADES

Students' grades are a reflection of their academic achievement. The grade reflects the student's daily work, homework assignments, test and quiz grades, classroom participation, and any projects which are assigned. Students will be informed of their academic progress throughout each quarter. The grading criteria are as follows:

<u>Letter Grade</u>	<u>Numerical Equivalent</u>
A+	100-97
A	96-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D	69-65
F	64-below

## REPORT CARDS / PROGRESS REPORTS

Report cards are issued at the end of each quarter, using letter grades to designate a pupil's progress. Progress reports are issued at the middle of the first, second, third and fourth quarters. Parents/Guardians are encouraged to contact their child's teacher when a progress report indicates deficiencies. Both report cards and progress reports are to be signed by parents/guardians and returned to their homeroom teacher.

## HONOR ROLL

### HIGH HONORS

A's in all 6 core areas  
A's or B's in all other areas  
**No C's**

### HONORS

At least 2 A's in core areas  
A's or B's in all core areas  
**No more than 1 (one) C or  
C+ in other areas**

### HONORABLE MENTION\*

A's or B's in core areas  
At least C's or C+ in all other areas

*\* Only students recognized as HIGH HONORS or HONORS will receive a certificate of recognition at the end of each marking period.*

Honor Rolls will be published alphabetically each marking period according to grade level.

## PROMOTION STANDARDS

All students shall demonstrate proficiency in district-approved programs. The Middle School has developed the following standards for promotion to high school:

- Eighth grade students must attain at least a D final average (65-69) in all core subjects.
- Student must meet district attendance requirements.
- Students must maintain a satisfactory record of citizenship and behavior.

Students who fail to meet these standards will be retained in the eighth grade.

Seventh grade students must also attain at least a D final average (65-69) in all core subjects and comply with the above standards in order to be promoted.

## WEST NEW YORK MIDDLE SCHOOL CURRICULUM

Middle School students will participate in a 9 period day. Each period will last forty minutes. A typical nine period day will include:

- Language Arts Literacy – Reading—The Genres of Literature 7<sup>th</sup>  
Advanced Literature and Composition 8<sup>th</sup>
- Language Arts Literacy – Writing—The Writing Process 7<sup>th</sup>  
Advanced Writing Strategies 8<sup>th</sup>
- Math Explorations and Applications (Pre-Algebra and Algebra)
- Strategies for Mastering Mathematics (GEPA Math Preparation)
- Integrated Science with Lab Work
- American History
- Lunch
- Physical Education/Health (one marking period)—Five times a week
- Exploratory Quarterly Units
  - Information Technology (Computers)
    - The students selected for the **G & T Program** will take Gifted and Talented in place of Information Technology. The program which will focus on computers, public speaking, and video journalism.
  - Studio Art
  - Survey of Music
  - World Language

Before and/or After School Programs and Courses will be offered in the following areas:

- Peer Mediation
- Band
- Chorus
- Art
- Spanish ( High School Credit ) for 8<sup>th</sup> graders
- Algebra Honors (High School Credit ) for 8<sup>th</sup> graders

The Instrumental Music Component will be a pull out program which will focus on learning to play musical instruments.

In addition, all eighth grade students must take NJASK8 Test. Students determined to be at risk for proficiency will be **required to attend a remediation course** leading up to the administration of the GEPA in March. The seventh grade students will take the NJASK 7.

## EXTRA-CURRICULAR ACTIVITIES

It is anticipated that the school program will include the following:

**Intramural Sports (Boys/Girls):** Basketball, Volleyball, Track, and Cheerleading

**Activities:** Drama Club, Student Council, Yearbook, School Newspaper, Honor Society, etc...

## STUDENT EMERGENCY CONTACT INFORMATION

Every student must have an emergency contact form on file. The school provides the form at the beginning of each school year. The form needs to be completely filled in, signed by a parent/guardian, and returned to school in a timely manner. Information on this form should be updated during the year when parents/guardians change jobs, change phone numbers, move within the district, change the contact person, or for any other reason that may arise.

## **ATTENDANCE POLICY-**

Attendance is required of all students enrolled in a school during the days and hours that the school is in session unless it is shown to the satisfaction of the administration that an acceptable cause exists to justify the students' absence. All absences require either a parental/guardian note or a physician's note due on the first day that a student returns to school. Parental/guardian notes will be kept on file by the homeroom teacher; physician's notes will be kept on file by the nurse. The administration reserves the right to verify such notes and to investigate the cause of each absence or tardiness. Dental and medical appointments are to be scheduled AFTER school hours. Students may not attend after school activities if not in attendance during the school hours. The Board of Education permits absences from school for the following reasons: personal illness, death in the family, court appearances, and administratively approved absences. Vacations or family travel while school is in session are not considered reasons for excused absences. Excessive absences may lead to one or more of the following: detention, parent conference with school administration, academic failure due to missed class time, and/or court appearance(s). Good attendance is critical in order to succeed in school. It is the students' responsibility to be present and on time to homeroom and each of their classes.

The West New York Absence Policy states that a pupil must be in attendance for 160 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. A waiver of these attendance requirements may be granted by the principal.

### **MAKE-UP WORK**

Students, who are absent for any reason, will be required to make-up work missed in each class. It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon return to school. Failure to obtain make-up work is no excuse for not doing missed work. If a student will be absent for a prolonged period of time, his/her parent or guardian must contact the student's guidance counselor to request his/her assignments for each course. You may always seek extra help from your teachers if you do not understand an assignment, if the work is difficult, or if you have been absent and have missed assignments and class discussions.

### **LATE TO SCHOOL**

All students must be in their homerooms by 8:17 a.m. A student coming late to school may be assigned detention. When a student is late to school, he/she must report to the late table in the main lobby if arriving after the homeroom period. If arriving after 1<sup>st</sup> period (9:07 AM), he/she must report to the assistant principal's office **before** proceeding to classes. The late slip should be given to his/her class teacher. A student may not come to school for a single class or to take a test and then leave. Violation of this rule will result in a zero for that class assignment on that day. Excessive lates may lead to one or more of the following: detention, in-school suspension, Saturday detention, parent conference with school administration, academic failure due to missed class time, and/or court appearance(s).

### **LATE TO CLASS**

The class teacher will keep a record of student lates. The teacher will inform the disciplinarian of the lateness. The disciplinarian may assign afternoon detention to those students that are late to class. A student shall receive a separate afternoon detention for each class late in a school day. If a student accumulates numerous lates, a mandatory joint conference will take place with the administration, teacher, parent/guardian, and student to discuss the reasons for the lateness.

### **TRUANCY**

Truancy is defined as absence from school without parent's or guardian's knowledge. Children under 16 years of age are required to attend school (N.J.S.A.18A:38:25). Students under 16 years of age who are consistently truant will be referred for Saturday Detention/Student Support Center or court action. Any student who is found to be truant may not return to school unless accompanied by his/her parent or guardian.

### **HEALTH SERVICES**

If a student is ill before coming to school, he/she should stay home. If a student is injured or becomes ill during the school day, he/she must report to the nurse, who will decide what should be done. If the nurse decides that a student must go home, proper arrangements will be made to release the student to an authorized adult. Students must not leave the building because of illness without authorization. If the nurse is not available, students are to report to the main office.

## MEDICATION

School Board Policy prohibits students from taking any medication on their own. This includes over-the-counter medicine as well as prescription medicine. No medication will be administered to students in school except by the school nurse. Medication must be delivered to the school nurse in its original labeled container by the student's parent and must be accompanied by the parent's written request for its administration and by the physician's written and signed statement of the medications name, the purpose of its administration, its proper timing and dosage, its possible side effects, and the time when its use will be discontinued. All student medications shall be appropriately maintained and secured by the school nurse.

## ACCIDENTS

All injuries shall be reported to the school nurse. If the nurse decides that the individual should be sent to a doctor, the nurse will contact the student's parent/guardian and make arrangements. The school will make every effort to inform the parents of any accidents or illness occurring at school that may need care or observation at home. However, no student will be sent home unless he/she is picked up by a parent/guardian or designated adult. Please make sure that you provide the school with a phone number at which you may be reached during the day in case of an accident or illness. Please keep this number current. If the nurse is not available, students are to report to the main office.

Any parent wishing to contact the nurse can reach her at (201) 553-4160 x6504.

## ELEVATOR USE

An elevator is available to students in the school who have physical handicaps, are on crutches, etc., and who have received special permission from an administrator. A note from a doctor and a parent/guardian is required.

## DINING HALL (CAFETERIA)

The West New York Middle School has a closed lunch. All students have to eat lunch in the school Dining Hall. **No one is allowed to leave the building for lunch.** Students have the option to bring their own lunch or apply for free or reduced lunch tickets (if they qualify). Otherwise, they are to buy the food prepared in the Dining Hall daily.

Food and beverages are prohibited in classrooms, corridors, hallways and stairwells. At no time are students allowed to take food outside of the Dining Hall.

Students using the Dining Hall must:

1. Clean their table area before leaving. All debris must be emptied into trash containers.
2. Maintain orderly cafeteria lines. No running, pushing, cutting in, or reserving spots in line for late-comers.
3. Eat only at the tables.

Failure to follow the aforementioned items may result in disciplinary action.

## LUNCH -STUDY HALL

Each student is assigned a twenty minute lunch and a twenty minute study. The students will be informed whether to go to the Dining Hall or Auditorium first. Each student in study hall must have something with which to occupy himself/herself. Study hall teachers may issue passes to the office, counselor's office, library, and to the bathroom in emergency cases. Students desiring to see one of their teachers must have previously obtained a pass from that teacher and present it to the Study Hall Teacher.

## GUIDANCE

Guidance services are available to every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study aids, help with home, school, and/or social concerns, or any question a student may feel he/she would like to discuss with the counselor.

## LIBRARY/MEDIA CENTER

The Middle School Library, located on the second floor, offers students and staff a completely computerized educational facility. Students and staff use computers to search for and check out books, research periodicals on CD-ROMs and Internet databases, use CD-ROMs for school and personal interests, and use different computer word processing programs. Supervised internet access is available to students. Instruction in all areas of computer research technology is available. The Middle School Library has an extensive collection of books, periodicals, audio-visual materials, and CD-ROMs for reference, research, and personal use. The library also has a copy machine available for student use under the supervision of the librarian. Students may use the library during their study, lunch periods, and before and after school (times to be posted). Students must obtain passes from their teachers and sign-in with the media specialist prior to using the media center. Students may borrow books and periodicals by showing their school ID cards. Students not returning books at the end of the marking period will not receive report cards until all books are returned or paid for.

## TEXTBOOKS

Textbooks are loaned to students for use during the school year. They are expensive and are to be covered and treated as personal property. The condition of the books should be noted when they are received. Please report any problems immediately to the teacher issuing the textbook. We expect books to be returned in nearly the same condition as when received. If not, fines are imposed and must be paid. If the student fails to return a textbook and does not pay the necessary fine, he/she will not receive a report card, student schedule, and/or diploma.

Please be sure the student's name, grade, school, and homeroom number are written on the book label in case the book is misplaced.

## LOCKERS

Lockers with combination locks are issued to students at the beginning of the year by their homeroom teachers. Lockers should be kept locked at all times. Rigging of lockers to remain unlocked is prohibited. Students are cautioned against telling their combination to each other, or they cannot expect their property to be safe. Each student is responsible for keeping his/her assigned locker clean both inside and outside. **No decorating of lockers is permitted.** Damages caused by misuse of tape, graffiti, etc... will be charged to the student responsible. Any locker malfunction should be reported to the school administration. Students are cautioned not to keep money or other valuables in their lockers. The school is not responsible for loss of personal belongings.

Students are required to change into gym clothes for Physical Education class. The locker room in the gymnasium has lockers without locks. We encourage students to bring a lock with them to physical education class to lock up their respective personal belongings. Each student **must** remove his/her lock at the end of each physical education class. Locks left on the gym lockers will be cut off at the end of each day.

New Jersey Law (18A:36-19-2) permits the administration to inspect students' lockers or storage facilities provided for use by students. The school administration will hold periodic inspections of all lockers.

## LOST AND FOUND

Articles found in and around the school should be turned in to the Main Office where the owners may claim their property by identifying it.

## VANDALISM

Middle School students are expected to conduct themselves in a proper manner at all times. Acts of vandalism anywhere in the building or in the vicinity of the school will not be tolerated. Any student committing any act of vandalism will face charges being filed with the local authorities, suspension, and/or expulsion from school. The student's parent(s)/guardian(s) will be required to pay for any damages incurred.

## FIELD TRIP ELIGIBILITY

Any student who is participating in a school field trip must have a permission slip completed with the necessary information including a parental/guardian signature and comply with the middle school dress code. This must be returned to the faculty advisor prior to the trip. Students should be aware that they might be denied the privilege of participating in

a field trip if they have excessive absences from a class or due to disciplinary reasons. The final decision rests with the administration.

## **FIRE DRILLS AND EVACUATION PROCEDURES**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. It is the purpose of these drills to prepare the student body to meet any emergency which might require a rapid mass exit. To facilitate the evacuation of the building during fire drills and other emergencies, the following rules should be observed:

- Leave the building through the nearest exit as indicated on the classroom evacuation chart;
- Move into the corridor in single file;
- Walk rapidly, but do not run;
- Listen for directions;
- No talking is permitted;
- The classroom teacher nearest the exit will designate students to hold the doors open;
- All doors and windows must be closed, and lights turned off;
- Once a class is outside, the class should stay together away from the building in its designated area;
- Keep in mind that there may be emergencies that may cause the inaccessibility or blockage of some normal exits. In this case, evacuate using the nearest accessible exit;
- In all fire drills, activities taking place outside the building should be immediately terminated and students assembled into class groups;
- At all times, unless otherwise directed, the ringing of the fire bell implies that all persons should evacuate the building, and remain outside until the all clear is given.

## **SECTION 504 COORDINATOR**

The Section 504 Coordinator (officer of the handicapped) for the West New York District is:  
Beverly Lazzara, Director of Special Services  
West New York Board of Education  
6028 Broadway  
West New York, NJ 07093  
201-553-4000, Ext. 7152

## **AFFIRMATIVE ACTION**

Procedure 4111.1  
Harassment Investigation Procedure

The Board does not tolerate and expressly prohibits any form of harassment based on race, religion, color, national origin, ancestry, age, gender, marital status, domestic partnership status, political affiliation, liability for service in the United States Armed Forces, status as a Vietnam-era or special-disabled veteran, atypical hereditary cellular or blood trait, affectional or sexual orientation, physical or mental disability or handicap, genetic information or because of the refusal to submit to a genetic test or make available the results of a genetic test to the Board.

All Board officials, executives, appointees, managers, supervisors, employees, volunteers, consultants, outside contractors and pupils alike must comply with this policy and take appropriate measures to insure that such conduct does not occur. Violations of this policy will result in disciplinary action up to and including discharge or, in the event non-employees are found to be at fault, other appropriate action.

The Board having a policy for the prevention of sexual harassment, the following is the procedure for employees, pupils, outside contractors and members of the public for filing a charge of harassment, including but not limited to race, religion, color, national origin, ancestry, age, gender, marital status, domestic partnership status, political affiliation, liability for service in the United States Armed Forces, status as a Vietnam-era or special-disabled veteran, atypical hereditary cellular or blood trait, affectional or sexual orientation, physical or mental disability or handicap, genetic information or because of the refusal to submit to a genetic test or make available the results of a genetic test to the Board.

## **Procedure**

1. Complainant shall notify his immediate supervisor of the complaint. If the immediate supervisor is unavailable or the target of the complaint, the Complainant shall notify the next immediate supervisor, the District's Affirmative Action Officer, an Assistant Superintendent or the Superintendent. In the event that the Complainant is a pupil, the pupil should speak to his/her teacher, the building principal or his/her parent or guardian who shall inform the Superintendent of the complaint.
2. The Complainant shall be directed to the District's Affirmative Action Officer who shall conduct a full investigation of the complaint. If the District's Affirmative Action Officer is the target of the complaint, then the matter shall be directed to the Superintendent who will either conduct the investigation or designate someone other than the Affirmative Action Officer to conduct the investigation.
3. The Complainant shall complete as specifically as possible the "Complaint Form" and sign and date the form which will be held confidential.
4. The Affirmative Action Officer shall analyze the "Complaint Form". The Affirmative Action Officer shall interview the Complainant in a timely manner.
5. The Affirmative Action Officer shall interview any witnesses identified by the Complainant. All witnesses shall complete the "Witness Statement Form". The Affirmative Action Officer shall instruct the witnesses not to speak to anyone regarding the complaint.
6. The Affirmative Action Officer shall inform the target of the complaint that a complaint was filed. The target shall be informed prior to this meeting that the target may bring a union or legal representative with them. The Affirmative Action Officer shall interview the target. The target is not permitted to review the complaint. The Affirmative Action Officer shall instruct the target not to speak to anyone regarding the complaint. The target is prohibited from retaliating against the Complainant.
7. The Affirmative Action Officer shall interview any witnesses identified by the target. All witnesses shall complete the "Witness Statement Form". The Affirmative Action Officer shall instruct the witnesses not to speak to anyone regarding the complaint. The target is prohibited from retaliating against the Complainant.
8. The Affirmative Action Officer shall complete the investigation in a timely manner. The Affirmative Action Officer shall verbally inform the Complainant and target of the conclusion of the investigation and the results.
9. The Affirmative Action Officer shall submit a written report to the Superintendent or his designee. The Superintendent shall take action accordingly.

All complaints, investigations and results of investigations are considered to be confidential. Any breach of these procedures may lead to disciplinary action or, in the case of outside contractors, other appropriate action.

## **Remedial Action**

If the District determines that the target is guilty of harassing the Complainant, appropriate disciplinary action will be taken against the offending employee, including the following:

1. referral to counseling;
2. verbal warning;
3. written warning;
4. reassignment;
5. suspension;
6. termination; and/or
7. referral to the criminal justice system for possible prosecution.

## **Retaliation**

It is a violation of this policy for any anyone to take reprisals against any person because she/he has filed a complaint, testified or assisted in any proceeding under this policy. Threats, other forms of intimidation, and/or retaliation against the complainant or any other party based on involvement in the complaint process may be cause for disciplinary action, including termination.

However, if, after investigating any complaint of harassment, the District determines that the complaint is not bona fide, or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or provided the false information.

### **Constitutional Rights of Freedom of Speech**

Nothing in these policies is intended to infringe upon anyone's right to express themselves as guaranteed by the Constitution of the United States or the State of New Jersey. For questions or assistance, contact:

#### **Affirmative Action Officer**

Anthony Ferrainolo  
West New York Board of Education  
6028 Broadway  
West New York, NJ 07093  
201-553-4000, Ext. 8016  
[aferrainolo@wnyschools.net](mailto:aferrainolo@wnyschools.net)

### **ANTI-BULLYING POLICY**

All students have a right to learn in an environment free from harassment and from retaliation for reporting harassment. Students are expected to treat each other with civility and respect. Any action that constitutes an act of intimidation, threat, extortion, or physical assault shall be considered as harassment. Acts of harassment, intimidation, or bullying against any student will not be tolerated. (*"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:*

- *Is motivated 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*
- *Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in or, substantial interference with, the orderly operation of the school.)*

Violation of this policy will result in disciplinary action that may include suspension and/or a board hearing. Any student bringing a harassment complaint will not be adversely affected in terms and conditions of education, or discriminated against or disciplined as a result. Any act of reprisal or retaliation against any student who reports an act of harassment, intimidation, or bullying will also not be tolerated and will be promptly investigated and dealt with accordingly.

### **HOMEWORK**

The Middle School administration strongly believes that homework is an integral, necessary, and required part of the teaching-learning process. Students are expected to complete all assignments on time. Students/parents should check with teachers regarding classroom policies for make-up work when absent.

### **HOME INSTRUCTION**

Home Instruction is provided to students during extended absences upon the recommendation of the attending physician. The physician must notify the school nurse in writing that the confinement of the student is expected to be a period of not less than two weeks. Instruction will take place at the home where the student is confined or a mutually agreed location (e.g. town library). If instruction takes place at the home of a student, a supervising adult must be present. No home instructor will be asked to enter the home of an unsupervised child for the purpose of providing home instruction.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Students have a fundamental right to a free public education, equal protection under school policies and regulations, and a safe and orderly school environment in which to learn. Safety is a constitutional right. Students, teachers, school staff, and parents need to work together to see that these rights are maintained and obeyed by everyone in our school district.

Students have the responsibility to:

- Obey school policies and procedures and the school authorities who enforce them
- Demonstrate respect toward adults and fellow students
- Treat school property and the property of others with respect
- Act in a way that does not interfere with the rights of others and is not harmful to the health and safety of others

Students are expected to:

- Arrive on time prepared for the day's work and complete assignments as required

- Exhibit self-respect and show consideration toward teachers, staff members, substitutes, parents, school volunteers, aides, and fellow students
- Use school property and equipment with care
- Use considerate and safe behavior in classrooms, hallways, bathrooms, cafeteria, and other areas
- Use appropriate language and behavior at all times
- Ask for teacher assistance when necessary
- Demonstrate responsibility while participating in or attending school sponsored events on school grounds or elsewhere
- Wear clothing that is presentable and does not interfere with the educational process
- Avoid dangerous situations such as snowball throwing, rock throwing, or games requiring bodily contact
- **NOT BRING ELECTRONIC MATERIALS-- State law prohibits beepers in the school buildings: (2C:33-19). BEEPERS WILL BE CONFISCATED AND TURNED OVER TO THE LOCAL POLICE. DO NOT BRING BEEPERS TO SCHOOL.** All **cell phones** and electronics (mp3's, ipods, games, etc) should be turned off and stored in the student's locker during school hours. These items are subject to immediate confiscation if found in the possession of the student during school hours, and will be turned over to the assistant principals. Parent(s)/guardian(s) must come to school to reclaim them. Refusal to surrender items will result in immediate suspension.

The following types of behavior will result in disciplinary action which may include detention or suspension from school:

1. Fighting, disruption, or interference with school activities.
2. Stealing of school or private property while on school premises.
3. The use of obscene or profane language or gestures.
4. Deliberate refusal to obey a teacher.
5. An unauthorized "walk-out" from a classroom or school premises.
6. Physically or verbally abusing a student or member of the staff.
7. Blackmailing, threatening, or intimidating other students or teachers.
8. Possessing on school property or school bus any kind of weapon.
9. Possession or distribution of materials which would interfere with the educational process.
10. Possession, sale, or consumption of drugs or alcoholic beverages.
11. Smoking while on school premises. Possession of cigarettes, matches, or lighters.
12. The willful damage or destruction of school property.
13. Deliberate failure to attend classes after reporting to school.
14. Inappropriate display of affection while on school premises.
15. Engaging in any act which intimidates, threatens, degrades, or disgraces a fellow student, visitor, administrator, or member of the school staff by written means, verbal means, or gestures.
16. Possession of weapons or any other instrument potentially harmful to people or disruptive to the learning environment.
17. Possession of electronics (see above).
18. Violation of rules of conduct on school buses.
19. Gum chewing is **not** permitted.
20. Any disruption during fire drills, evacuation drills, or the like.

Anything not stated above will be left up to the discretion of the school administration.

### STUDENT DRESS CODE

- The West New York Board of Education has implemented a dress code which includes a uniform shirt and choice of black or khaki pants. We believe that neatly attired students, who take pride in their appearance, generally display good self-discipline, good attitude and demeanor. Besides being neat and clean, clothing should not be hazardous to the health and safety of oneself and others nor detract from or interfere with the educational environment. Shirts should be tucked in, shoe laces should be tied, and no open-toed footwear is permitted. Appropriate attire for school trips and school functions may be somewhat different than that deemed acceptable for normal school wear. The principal/teacher will announce such changes prior to the trip or function. No Hats or Headwear-except for religious observation (e.g. baseball caps, sweatbands, bandanas, etc...)

Any student who is found to be in violation of this dress code will be sent to the Administration.  
Thank you for your cooperation.

### **DISCIPLINARY ACTIONS**

Discipline should be thought of as teaching aimed at bringing about desirable behavior and self-control. Disciplinary action will be taken for continued and willful disobedience. Chronic and increasingly more severe offenses will warrant a parent conference and could bring about suspension of the student from school. Court action may be instituted for such violations as truancy, trespassing, assault, the use or sale of drugs, malicious destruction or damage to school property, carrying concealed weapons, and any other violations of New Jersey Statutes.

### **DETENTION**

Teacher detention will be assigned when a rule is violated within the school community. When detention is assigned, the date and time that the detention is to be served will be specified. There is **NO TALKING** during detention. A missed detention may result in two additional makeup detentions. A missed makeup detention will result in a suspension.

### **SATURDAY DETENTION**

A Saturday Detention will be assigned to those students that commit a major infraction or repeatedly misbehaves.

### **STUDENT SUPPORT CENTER**

A student will be assigned to the Student Support Center (SSC) for committing a major infraction of the school regulations or for repeated misbehavior. This assignment will be for one complete school day. No socializing will be permitted. Pupils receive no credit for work missed while assigned to the SSC until all work is made up.

A student may be recommended for out-of-school suspension for violation of school rules and/or policies. Continual violation of school rules and/or policies could result in a student being recommended to the Board of Education for a hearing which may result in expulsion.

### **WEST NEW YORK ALCOHOL/SUBSTANCE ABUSE POLICIES AND PROCEDURES**

**18A:40A-12.** The use of any alcoholic beverages or drugs is strictly prohibited. Any possession, use or sale of drugs or alcoholic beverages on the school grounds, at school functions or on school buses is prohibited at all times. The rule regarding alcoholic beverages applies to all students regardless of age. The breaking of this rule will result in immediate suspension.

#### **I. STAFF PROCEDURES**

If any school personnel suspects a pupil is under the influence of substances the procedure will be as follows:

- A. The staff member reports the matter to the principal or his designee, school nurse, and/or the substance awareness coordinator. All staff members and other educational personnel are protected against any action of any kind in any court or competent jurisdiction as a result of reporting students (18A:40A-13) including civil damages (18A:40A-14).

- B. The principal shall immediately notify the parent or guardian and arrange for an immediate examination of the child at a physician of the school's choice or of the parent/guardian's choice for the purpose of diagnosing whether the pupil is under the influence. If the parent/guardian chooses a physician, the examination will not be at the expense of the Board of Education.
- C. The pupil will then be accompanied by his/her parent or guardian, if available and/or school staff member to obtain the medical examination.
- D. The examining physician must then furnish a written report of the examination to the chief school administrator and the parent/guardian within 24 hours.
- E. If the pupil is positively diagnosed under the influence, the pupil shall:
  - 1. Be returned to the care of his/her parent/guardian.
  - 2. Obtain a written report from the examining physician that certifies that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school.
  - 3. Be interviewed by the substance awareness coordinator.
  - 4. If it determined that the pupil's involvement with and use of these substances represents a danger to the pupil's health and well being, the coordinator or other teaching staff member shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Health.
  - 5. **18A:36-19.2. Inspection of student lockers.** The principal or other official designated by the local board of education may inspect lockers or other storage facilities provided for use by students so long as students are informed in writing at the beginning of each school year that inspections may occur.

WEST NEW YORK MIDDLE SCHOOL  
STUDENT HANDBOOK  
ACKNOWLEDGEMENT FORM 2010-2011

*Please complete form and return to your homeroom teacher*

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Student Name

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Homeroom

*Our signatures indicate that we have received, read, and understand the 2010-2011 Student Handbook.*

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Student Signature

---

Date

---

Parent/Guardian Signature

---

Date



Please tear out this page when completed and return to your homeroom teacher.