

## TABLE OF CONTENTS

### **GENERAL INFORMATION**

Mission, Vision and Values.....	2
Principal’s Message .....	2
Equality on Educational Programs.....	2
Time Schedule .....	3
Hours of Supervision.....	3
Personnel.....	4

### **ATTENDANCE**

Attendance Policy.....	4
Tardiness.....	4-5
Early Dismissal.....	5
Dismissal.....	5

### **CODE OF CONDUCT / DISCIPLINE**

Discipline Procedures.....	5-6
Dress Code.....	7
Hallway Procedures.....	7
Electronic Devices.....	8
Cafeteria.....	8-9

### **ACADEMICS / STUDENT SERVICES**

Homeroom.....	9
Library.....	9
Counselors.....	9-10
Grading System.....	10-11
Homework.....	11
Class Work.....	11-12
Missing Class Work.....	12
Textbooks.....	12
National Junior Honor Society.....	13
School Nurse.....	13-14

### **GENERAL EXPECTATIONS**

Use of School Property.....	14
Field Trips.....	14
Lost and Found.....	14
Lockers.....	15
Core Ethical Values.....	15-16
Rules to Follow.....	16

### **EXTRA / CO CURRICULAR**

Student Government.....	17
Clubs.....	17
Athletics.....	17
Special Education Notice.....	18

## MISSION STATEMENT

One tribe focused on the success of all.  
#kmsonetribe

## VISION AND VALUES

**Vision:** Collectively create a fun, safe, and nurturing environment;-which, ignites untapped potential for growth and learning.

### Values

#### Students

- We expect all students to strive for excellence in an atmosphere of high, yet realistic, expectations, which are constantly readjusted as students progress as learners.
- We will foster an environment of respect for themselves and others by showing kindness, compassion and honesty.
- We will-inspire students to be lifelong learners who can thrive as independent learners in a collaborative environment while also preparing them to be productive, accountable and responsible.

#### Staff

- We will consistently model our core values; they guide us in how we treat each other and live together as a community.
- We will foster professional development, teacher collaboration and teacher input to attain maximum achievement for our students and school, while remaining open to change.
- We will utilize multisensory teaching styles and strategies that will connect with students and will teach relevant content that is derived from adopted state and national standards.
- We will provide a safe, creative and challenging learning environment that consist of numerous curricular and extracurricular opportunities for our students.

#### Parents and Community

- We will offer a collaborative community environment that will allow all stakeholders to work together on various facets of the middle school experience.
- We believe that parents should take an active role in their child's middle school experience by participating in school events, becoming active in the PTA and maintaining open communications with staff members.
- We will maintain open channels for sharing ideas and receiving feedback from parents and community members.
- We believe that everyone should be treated with dignity and respect.

## **PRINCIPAL'S MESSAGE**

On behalf of the entire staff, I welcome you to Kawameeh. Our school strives for excellence. It is my hope that each of you also will strive to do the best you can. We have a well-rounded program of academics, extra-curricular activities, and athletics. There are many different opportunities in which you may become involved over the next three years. Familiarize yourself thoroughly with the contents of your handbook and comply with all school policies. Be proud of our school, work hard, and enjoy your years at Kawameeh Middle School.

## **EQUALITY IN EDUCATIONAL PROGRAMS**











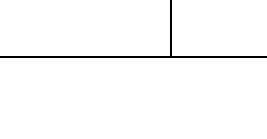

It is the policy of Kawameeh Middle School that no student shall be denied access to or the benefit of any educational program or activity solely on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status, or handicap.

It is the policy of Kawameeh Middle School that there shall be no different requirements for completion of course offerings or courses of study solely on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status, or handicap.

## HOURS OF SUPERVISION

School hours for students are 8:03 a.m. until 2:34 p.m., Monday through Friday.

Supervision by the faculty, staff, and administration of Kawameeh Middle School begins at 7:10 a.m. each school day inside the building. Six grade students are to enter the building by the cafeteria door in the rear of the building. Seventh and eighth grade students are to enter by the main entrance and report to the auditorium.

PERIOD	START	FINISH
<b>Homeroom</b>	<b>8:03</b>	<b>8:16</b>
<b>1</b>	 <b>1A</b>	<b>8:19</b>
<b>2</b>	 <b>1A</b>	<b>8:58</b>
<b>3</b>	 <b>3A</b>	<b>9:01</b>
<b>4</b>	 <b>3A</b>	<b>9:43</b>
<b>5</b>	 <b>5A</b>	<b>10:25</b>
<b>(6<sup>TH</sup> Grade Lunch)</b>	 <b>5A</b>	<b>11:07</b>
<b>6</b>	 <b>6A</b>	<b>11:49</b>
<b>(7<sup>TH</sup> Grade Lunch)</b>	 <b>6A</b>	<b>12:31</b>
<b>7</b>	 <b>8A</b>	<b>1:10</b>
<b>(8<sup>TH</sup> Grade Lunch)</b>	 <b>8A</b>	<b>1:13</b>
<b>8</b>	 <b>8A</b>	<b>1:55</b>
<b>9</b>	 <b>8A</b>	<b>2:34</b>

**PERSONNEL***Main Office*

851-6570

*Principal*

Mr. Jason Malanda

851-6573

*Vice Principal*

Ms. Yvonne Lorenzo

851-6576

*School Counselors*

Mrs. Lisa Ashraf

851-6578

Mrs. Andrea Steensen

851-4400

*School Nurse*

851-6579

*Attendance*

851-6577

**SCHOOL WEB SITE:** <http://www.kawameeh.twpunionschools.org>**ATTENDANCE**

Students should make every effort to attend school every day. If a student is absent from school, the parent/guardian must call the attendance secretary (851-6570) between 8:00 and 10:00 a.m. on the day of the absence. All other absences will be classified as unauthorized. Students should not exceed nine (9) cumulative unauthorized absences in any one semester. Students exceeding nine (9) cumulative unauthorized absences may face legal matters pursuant to NJSA 18A:38-28 through 31.

**TARDINESS**

Prompt arrival to school each day is important. This is the responsibility of the student and parent. If a family problem occurs that results in a student's tardy arrival, the parent/guardian should call the attendance secretary (851-6570) or write a note. Although all tardiness is recorded as part of the student's attendance records, the school staff understands that the circumstances may be beyond the student's control. Unexcused tardy arrivals accumulated throughout the school year will result in disciplinary consequences, such as office detention and Saturday detention.

The tardy signal (late bell) sounds at 8:03 a.m. Students are late if they are not in their homeroom by 8:03. Students late to school must report to the Main Office **BEFORE** reporting to their homerooms or classes.

The following procedure will be used when a student is late:

1<sup>st</sup> lateness: Student is given a pass to homeroom/class.

2<sup>nd</sup> lateness: Student is given a pass and a warning that the next lateness will result in detention.

3<sup>rd</sup> lateness: Student is issued 1 day office detention.

6<sup>th</sup> lateness: Student is issued 2 days office detention.

9<sup>th</sup> lateness: Student is issued a Saturday detention.

*Every 3<sup>rd</sup> late arrival in the future will result in a Saturday detention.*

## **EARLY DISMISSAL**

Students will only be released from school to parents and legal guardians unless the school is provided with written authorization from the parent/guardian ahead of time. All students leaving school early should bring a written note to the office in the morning detailing the time that the child will be picked up from school that day.

## **DISMISSAL**

Students must leave the building immediately at dismissal unless they have an appointment with a teacher, are scheduled for a regular after-school activity, or assigned detention. Students are to go directly home, not loiter.

Students who remain after school for detention or any activity must leave the building immediately after being dismissed. Students must obtain all needed articles from their lockers before reporting to detention or their activities.

## **DISCIPLINE PROCEDURES**

### Types of Detention:

- Teacher
- Office
- Saturday Detention
- Out of School Suspension

*Teacher Detention* usually lasts 10 to 20 minutes. Teachers will, at times, assign detention for incidents that occur in the classroom. Whenever a teacher assigns a detention, the teacher will issue a notice to the student, explaining why the detention was given and the day it is to be served. This notice is to be signed by the student at the time the detention is given. If the student does not report to the detention, the student will be assigned one day of office detention.

*Office Detention* is only assigned by the Principal or Vice Principal. Office detention is held in the cafeteria or a classroom from 2:40 until 3:10. Students must bring schoolwork to do while in detention; failure to work will result in the student being asked to leave, and

an additional day will be added to the existing detention. Students who fail to report to detention will be assigned a Saturday detention.

*Saturday Detention* is issued for actions that do not warrant suspension from school, for excessive detentions, or for excessive late arrival to school. Students will report to Burnet Middle School prior to 8:30 a.m. and will remain until 10:30 a.m. Students must bring sufficient schoolwork for the entire two hours; failure to work will result in being sent home. If students are sent home from Saturday detention, they will be required to make that date up and one additional Saturday will be assigned. If students fail to report to a Saturday detention, the first time an additional Saturday will be assigned. If students receive more than two Saturdays in succession, they may be suspended from school.

*Suspensions:* At times it becomes necessary to remove a student from the school environment. This may last from one to ten days, depending on the severity of the offense. Students may be suspended from school for fighting, use of profanity, endangering the safety of others, insubordination, bus misconduct or any other offense as listed in NJ Statute 18A Chapter 37. Parents/guardians will be notified by phone when their child is being suspended. A formal letter will also be mailed home to inform them of the incident. Students will be given notice to get their homework and bring books home, so they may keep pace with the work they miss.

Notification Policy:

- It is expected that **students** will notify their parents/guardians of office detention 24 hours in advance.
- Parents/guardians will receive a letter and a phone call advising them that a Friday detention, Saturday detention or suspension has been assigned.

*Remember: Students who respect the rules, authority, and each other will not have to worry about teacher detention and office detention procedures!*

## STUDENT DRESS CODE

Since school is a place of business and learning, students are expected to dress appropriately.

- Revealing clothing is not permitted. (The back, chest area, buttocks, and stomach must be covered.)
- Shirts must extend to the waist and meet the waistband of pants, skirts, or shorts. Shirts and blouses must be buttoned. The following are **NOT** to be worn: tube-tops, halter tops, spaghetti strap tops, see through tops, mesh shirts. At no point should undergarments (bra straps) be visible.
- Clothing must be worn in such a manner that no underwear is visible. “Sagging” will not be tolerated. Belts must be worn to keep pants at appropriate level.
- Pants and jeans may not have and rips or tears in them that allow skin or under garments to show. **Shorts/skirts must reach the mid-thigh.**
- Outerwear is **not** to be worn during the school day. These articles may be worn to school but must be stored in a locker throughout the day. Sweatshirts, fleece jackets and warm-ups without hoods will be permitted.
- Clothing and/or accessories may not be worn if they have indecent or offensive messages, including alcohol/drug/tobacco advertisements.
- Proper and safe footwear is required at all times. For safety, **no cleated, open-toed or open backed shoes, slippers, flip flops or sandals** may be worn. All shoes and sneakers with laces must be properly tied.
- Clothing or jewelry that could easily cause damage to any student or school property may not be worn (e.g., spiked bracelets, choker chains, etc.).
- Skin lotions and gels are not to be used in school.

The dress code shall serve as a minimum code. The building principal may institute school rules and regulations that he deems necessary and/or appropriate.

## HALLWAY PROCEDURES

To avoid accidents in our hallways, students should travel the shortest route from class to class. Students should use the right side of the hallway and stairs. Students are expected to be in their classrooms when the bell rings. Students who are late to class may receive teacher detention. Excessive lateness to class will result in a referral to the office.

Proper behavior is extremely important to keep the hallways safe and orderly. Students should refrain from any horseplay while in the hallways. Students should walk at all times. Running will not be tolerated and will result in disciplinary action. Hands should be kept to yourself at all times in the hallways.

## ELECTRONIC DEVICES



Upon entering the building in the morning until 2:34 pm, students are strictly prohibited from using cellular telephones and/or other electronic devices, including, but not limited to: Radios, MP3, iPods and Cameras. Although use is prohibited, these devices may be stored (**powered off**) in their purses, carry cases, pockets, or lockers during school hours.

This policy has been designed to protect the educational integrity of all students. In the case of an emergency, students may be given permission to use the office telephone to contact a parent/guardian. Likewise, a student may be called out of class to respond to an emergency telephone call from home.

Any student found using a cell phone/ electronic device, carrying any electronic device in the *ON* mode, or carrying it in plain view will be subject to the following disciplinary actions:

**FIRST OFFENSE – *Warning*** – The phone/electronic device is confiscated and placed in the school safe. The phone will be returned to the student at the end of the day.

**SECOND OFFENSE – *Saturday Detention*** – The phone electronic device is confiscated and placed in the school safe. The item will be returned at a conference held between an administrator, a parent/guardian and the student.

**THIRD OFFENSE – *Saturday Detention***– The phone/electronic device is confiscated and placed in the school safe. The item will be returned at a conference held between an administrator, a parent/guardian and the student.

**FOUR OR MORE OFFENSES MAY RESULT IN OUT OF SCHOOL SUSPENSIONS.**

**FAILURE TO RELINQUISH** a cellular phone or electronic device to a requesting staff member will result in *Out of School Suspension*.

**STUDENTS BRINGING CELLULAR PHONES/ELECTRONIC DEVICES TO SCHOOL, DO SO AT THEIR OWN RISK.** The administrators, faculty and staff members of Kawameeh Middle School will NOT assume liability for lost, stolen or damaged merchandise found in school or in a student's possession.

## CAFETERIA

### Enjoy it and keep it clean for everyone.

1. Seats will be assigned/selected during the first days of school. Students are not to change seats during the year unless directed by administration.
2. All eating must be done in the cafeteria. Beverages in glass containers must not be brought to school.
3. Students must form lines at the counters and use trays.
4. Students may not cut in line.
5. After students have finished eating, trays must be returned to the designated area.
6. Students should be careful and neat with food, drink, and wrappers.
7. Students are not allowed to shout or yell when speaking to each other.
8. Restroom facilities on the first floor are available near the cafeteria during lunch. Lunch period students are not to use the other restrooms on the second or third floors.
9. When leaving the cafeteria, students must be quiet in the halls.
10. No food or drink of any kind is to be taken from the cafeteria.

11. Students are not to leave their seats without permission except to return trays and use the restrooms.
12. All tables and floors are to be cleaned by the end of lunch.
13. All students are required to have proper school ID when purchasing items from the cafeteria.

## **ACADEMICS / STUDENT SERVICES**

### **LIBRARY MEDIA CENTER**

Students are encouraged to use Kawameeh's Library Media Center and its resources for reading, research, group and independent school work, reference help, and library-related activities such as Battle of the Books. The library is open from 7:30 am to 3:20 pm on most school days. By participating in a statewide lending program, the library can make books from other libraries available to students and staff. In addition to books and magazines, which may be borrowed, the library provides year-long access to information through its website and online database subscriptions.

The School Library Media Specialist teaches research skills to students in collaboration with their subject teachers when projects and assignments require the use of information. Classes do not come to the library for weekly lessons or book exchanges. They come as needed. Individual students may come to the library to borrow and return books as often as they wish before or after school, or when teachers send them during the day. An orientation is held in September or early October for all 6<sup>th</sup> grade students to familiarize them with the policies and privileges of the Library Media Center.

### **SCHOOL COUNSELORS**

**Every student at Kawameeh Middle School will be assigned a counselor. School counselors help the students in a variety of ways, including:**

- scheduling of classes based on academic strengths and interests,
- exploring possible careers and vocations,
- reviewing academic progress and adjustment to middle school,
- assisting in the development of decision-making skills, and
- assisting in intervention teacher services.

Counselors provide assistance with academic and personal problems in an open, caring environment, where students can learn to better understand themselves and others. Students may request appointments with their counselors.

### **STUDENT ASSISTANCE COUNSELOR (SAC)**

Madeline Wenz, (908)851-6581

In addition to the services provided by the school counselors, the Student Assistance Counselor is an available resource for students. The goals of the student assistance program are to provide consistent support and sound information about the world in which our students live, to provide opportunities for students to master the essential skills needed to be an independent and capable young person, and to assist students in dealing with problems and issues which may interfere with their academic, social and emotional growth.

## GRADING SYSTEM

The purpose of grading is to measure the degree to which students achieve mastery of the curriculum standards established for each course. The teacher in conjunction with the supervisor will establish the type and minimum number of assessments designed to measure mastery. All assessments must be rooted in sound scientifically established testing procedures. Consistent with the UTEA contract, the teacher will have the responsibility to determine grades within BOE policy based upon their professional judgment of all available criteria. Individual assessments given to students are to be based on a 0-100% scale. When calculating grades for a marking period or exams, a 50% is the lowest score that is to be entered regardless of the score earned on the assessment. The minimum grade for passing is 60%.

If a failing grade is to be recorded on the report card, the teacher must: *Indicate "in danger of failing" on the progress report or, via phone conference inform the parent/guardian that the student is "in danger of failing." The phone conference must be followed up by a letter confirming the conversation. Corresponding by email will also be appropriate.*

The Board of Education approved marking system is:

<b>% Scale</b>	<b>Grade</b>	<b>GPA</b>
97-100	A+	4.33
93-96	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
65-69	D	1.25
60-64	D-	1.00
0-59	F	0.00

The school year is divided into four nine-week marking periods for full-year courses, and six-week and twelve-week marking periods for cycle classes. Final report cards will be given out on the last day of school. Cycle grades will be given out separately and recorded on report cards.

***FIRST HONOR ROLL***

Students who receive marks of “A-” or higher in all classes are eligible for first honor roll. A student can receive a “B-” or higher in Physical Education and still be eligible for first honor roll.

***SECOND HONOR ROLL***

Students who receive marks of “B-” or higher in all classes are eligible for second honor roll. A student can receive a “C-” or higher in Physical Education and still be eligible for second honor roll.

**HOMEWORK**

Students will be assigned homework as a supplement to their regular classroom instruction. Students will profit by bringing books home every night. The completion of homework assignments and regular studying contribute to a student’s academic success. The recommended minimum time that should be set aside each night for homework is 60 minutes in the sixth grade, 70 minutes in the seventh grade, and 80 minutes in the eighth grade. If students do not have specific homework assignments, they should spend this time reading. The time actually required for each student to complete the assigned homework will vary with the individual.

Parents will be able to check daily homework assignments via teacher’s Catapult Page which can be found on Kawameeh’s Web Page under the teacher tab. Information will be provided during the first few weeks of school.

**CLASS WORK**

The skills learned, the background of knowledge obtained, and the basic attitudes acquired during the middle school years lead to the development of character and each student’s success as a citizen. There are many opportunities to develop individual abilities in school. However, to achieve success and benefit from these experiences, a great deal depends on the students and the habits that they form independently.

The following are some suggestions to help students succeed:

1. Have books, notebooks, and other equipment well organized and available.
2. Have a folder for each subject.
3. Keep erasers, pencils, and pens, as well as a small ruler, in a convenient place, so they are available when needed in class.
4. Listen carefully to all directions.
5. Be prepared for all classes. Start to work promptly.
6. Maintain high standards of penmanship, spelling, and neatness in all written work.
7. Use a dictionary or online resource when not sure how to spell a word.
8. Be sure that lessons are completed and handed in on time.
9. Write all assignments in your planner.
10. Have a quiet place to study at home, away from distractions.
11. Keep as many afternoons free of outside appointments as possible to be able to complete any necessary make-up work.

12. Make an appointment with the subject teacher promptly to receive additional help when necessary.
13. Remember that you are more likely to understand and remember work that you do independently.
14. Be proud of your accomplishments.
15. Study on a regular basis. It's better to do a little each day, rather than try to cram all studying into one night.
16. Plan your time wisely to have study and fun time.

## **HOMEWORK/CLASSWORK MISSED WHEN ABSENT FROM CLASS FOR ILLNESS OR SCHOOL ACTIVITIES**

Students have the responsibility to make up work missed during an illness. If an illness extends for a week or more, the Counselors Office should be notified by the student's parent/guardian.

The School Counselor will request assignments from the subject teachers. Sufficient time must be allowed for the collection of these assignments. After the assignments are collected, they may be obtained from the counselor's office.

Each day's absence entitles the student to an extra day to make up the work. Students will receive instructions in the use of the Teacher Catapult Page at the beginning of the school year.

When students miss regularly scheduled academic classroom lessons for supplemental, gifted and talented education sessions, music lessons, field trips, etc., they are required to take the initiative to meet with the teacher for missed classwork to be completed as additional homework that day. Students are responsible to turn in the previous night's homework to the classroom teacher prior to going to supplemental, gifted and talented education sessions, music lessons, field trips, etc.

## **TEXTBOOKS**

Textbooks are tools that students use to help them master the subject matter in most classes. Every student has the responsibility to take proper care of books issued for personal use. All textbooks must be covered at all times. This protects the books and extends their life. Keep books in a secure locker when they are not being used. Lost or stolen books must be paid for by the student to whom they were issued. All issued textbooks must be returned at the conclusion of the course. Students will also be held financially responsible for damage to texts.

Many of our textbooks are also available on-line. The subject teacher will provide the internet link as well as the access code to any book that is accessible on-line.

## **NATIONAL JUNIOR HONOR SOCIETY**

The Alfred A. Ameen Chapter of the National Junior Honor Society was founded in the spring of 1991, and held its first induction ceremony in June 1992. The society is open to eighth graders who fulfill the membership requirements. The Kawameeh chapter follows the constitution and by-laws of the National Junior Honor Society. The chapter's purpose is to encourage and recognize superior scholarship, community service, school involvement, and excellent character.

Students in the seventh grade are eligible for membership if they have a 3.5 grade point average or higher, while maintaining "Honor Roll" status all marking periods in 6<sup>th</sup> and 7<sup>th</sup> grade. The quality of citizenship is recognized, and the requirement for membership is endorsed by three character recommendations from Kawameeh teachers. A suspension from school makes a student ineligible for nomination.

Community and school service are demonstrated by participation in three school-sponsored clubs or two school-sponsored clubs and one ongoing community activity. No regularly scheduled school subject is appropriate. All applications are subject to approval by the Faculty Council of Kawameeh Middle School.

The Alfred A. Ameen Chapter is a self-supporting organization, having at least one fund-raising activity each school year, and performs at least one school service activity and at least one community service activity each school year.

## **SCHOOL NURSE**

If students need to visit the nurse because they feel ill, they must request a pass from their classroom teachers. Students will not be permitted into the nurse's office without a pass. When entering the nurse's office, students must sign her log.

## **PROCEDURES REGARDING ADMINISTRATION OF MEDICATION IN SCHOOL**

The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, and the student would not be able to attend school if the medicine were not made available during school hours.

1. The school does not provide the student with aspirin or any other medication.
2. The parent/guardian or parent designee must bring in all medications.
3. The parent/guardian must provide a written request for the administration of the prescribed medication in school (signed medication authorization form).
4. Non-prescription medication: Written orders are to be provided to the school by the private physician, detailing the name of the student, name of the drug, dosage, and time of administration. All non-prescription medication must be brought to school in the original container (signed medication authorization form). It is recommended that medications be given between 11:30 a.m. and 12: 30 p.m. in order to maintain the continuity of the student's learning process.

5. Prescription medication must be brought to school in the original container with a CURRENT DATE, appropriately labeled by the pharmacy or physician, indicating the student's name, name of medication, dosage, time of administration, and attending physician's name (signed medication authorization form). It is recommended that medication be given between 11:30 a.m. and 12:30 p.m. in order to maintain continuity of the student's learning process.
6. The school will provide safe storage of the medication.
7. The records or documentation process is required to be maintained by the certified school nurse.

**The certified school nurse or parent/guardian is the only one permitted to administer medication in school or on school trips.**

## **USE OF SCHOOL PROPERTY, EQUIPMENT, AND GROUNDS**

1. Students are responsible for school equipment, supplies, and textbooks furnished for their use.
2. Students will replace or pay for any loss or unnecessary damage. **The school will not be responsible for lost, stolen, or damaged books.**
3. Textbooks must be **covered** at all times.
4. Students are to help maintain the condition and appearance of the school building and grounds. Students will dispose of papers and other refuse in the proper receptacles.

Any student who defaces property will be subject to disciplinary action, including Saturday detention or suspension. Students and/or parents/guardians will be responsible for paying for any damages and/or repairs.

## **FIELD TRIPS**

Each year students may have an opportunity to take one or more field trips that are arranged to provide additional educational experiences. Parents/guardians must approve their children's participation by signing permission slips. Student dress and behavior on field trips are expected to be exemplary. Students are responsible for making up any work that is missed while away from school.

## **LOST AND FOUND**

The Lost and Found is located in the main office on the main floor. It is suggested that students put their names on valuables, such as calculators, so they may be easily identified. Students should not bring large sums of money or valuable jewelry, etc., to school. The school assumes no responsibility for a student's personal belongings. Unclaimed items will be discarded periodically during school year.

## LOCKERS

To protect their property, students should use locks on their gym and hall lockers. Key locks are recommended, rather than combination locks, because they are easier to open when students are in a hurry to get to class on time. Students should bring an extra key to the office. Locks should be securely fastened at all times. The school is not responsible for items stolen during the regular school day or when other groups use the building after school hours. **STUDENTS ARE NOT PERMITTED TO SHARE LOCKERS.** A student is permitted to use only the locker assigned by the homeroom teacher and no other. Students may access their lockers in between classes as well as before and after school. No student will be allowed to access their lockers during class. Lockers must be kept neat, ready for inspection at any time. **The school administration reserves the right to open and inspect any locker at any time. Periodic inspections will be made.**

## CORE ETHICAL VALUES

Character is defined as the sum of those qualities of moral excellence, which stimulates a person to do the right thing and which is manifested through right and proper actions, despite internal or external pressures to the contrary. The core ethical values developed by our students and staff serve as a minimum standard of ethical conduct that is the foundation of character development at Kawameeh Middle School. These values encourage students to live honorably, so they may be promoted to high school with the standards and integrity essential to serve as productive citizens. The values adopted by our school are as follows:

### **Honesty /Trustworthiness**

Be honest • Don't deceive, cheat, or steal • Be reliable—do what you say you'll do • Have the courage to do the right thing • Admit wrongdoing

### **Respect**

Treat others with respect • Be tolerant of differences • Use good manners, not bad language • Be considerate of others' feelings • Don't threaten, hit, or hurt anyone • Deal peacefully with anger, insults, and disagreements

### **Responsibility**

Do what you're supposed to do • Persevere—keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act—consider the consequences • Be accountable for your choices

### **Caring**

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need



## **Citizenship**

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

## **Integrity / Fairness**

Being a person of integrity means you're solid, principled, fair, and true to your very best self • Walk your talk by living up to your highest ethical values • Do what's right even in tough situations • Don't let temptation make you compromise your values

## **RULES TO FOLLOW**

1. Loitering in the halls, running, booking, and other forms of "horseplay" will not be tolerated.
2. Physical fighting (in anger or "play fighting") may result in suspension from school.
3. Verbal or written profanity/obscenities may result in suspension from school or a Saturday detention.
4. Cleanliness and neatness in dress and personal appearance are required of all students. Compliance with the school dress code is expected. A copy of the dress code is included in this handbook.
5. Students' smoking and/or having cigarettes, lighters, matches, or other tobacco products in the building or on school grounds are not permitted. Violations may result in Saturday detention or suspension from school.
6. Students are not to bring any electronic devices such as iPods, MP3 players, PSPs, and cameras to school except at the request of the teachers and with the approval of the principal.
7. All electronic devices should be turned off and put away while students are in the building as per our Electronic Device Policy.
8. White-out and/or magic markers are NOT allowed in school unless a teacher has requested them as part of a project.
9. No sexual or racially/ethnically motivated talk or writing is permitted. Incidents may result in both administrative and police action.
10. Students are not to touch fire alarms or ceiling sensors at any time. Touching these devices will result in suspension to the Superintendent for a Board hearing and/or a criminal complaint filed with the Union Police Department.
11. Bookbags/backpacks are not to be used during the school day. Students may only use bookbags/backpacks to transport books and materials to and from school. Gym clothes should not be carried in any type of bag. Clothing should be carried loosely to the gym and stored in the gym locker room for the duration of each week.
12. Keep your hands to yourself at all times.
13. The same behavior that is expected in school is expected on the school bus. The school bus is a privilege. Inappropriate behavior on the bus may result in bus privileges being suspended.

## **YOUR STUDENT GOVERNMENT**

All members of the faculty and student body are citizens of the Student Council.

The student congress is the governing body of this organization. It is made up of one representative from each homeroom and the elected officers of the Student Council.

The purpose of this organization is to:

- develop attitudes of and practices in good citizenship,
- promote harmonious relations throughout the entire school,
- improve student-teacher relationships,
- improve school morale,
- assist in the management of the school,
- provide a forum for student expression,
- provide orderly direction of school activities,
- charter school clubs and other organizations , and
- promote the general welfare of the school.

Student Council plans special events and activities throughout the year for the enjoyment of both the student and staff of the school.

## **CLUBS AND ACTIVITIES**

Students at Kawameeh Middle School are given the opportunity to join a variety of clubs. Students may enjoy working in different areas of student government, drama, writing, art, or just helping people.

Students should listen for announcements at the beginning of the school year for information about signing up for membership in KMS activities. Students may join any club. An updated club list will be provided to all students at the beginning of the school year. A Club Fair which will explain the purpose of each club as well as outline some activities that will take place will be scheduled for the beginning of the school year. All students will attend the club fair during the school day as a scheduled assembly.

## **ATHLETIC TEAMS**

Kawameeh Middle School has interscholastic athletic teams in cross-country, football, soccer, basketball, track, wrestling, baseball, softball, volleyball and field hockey. Participation is limited to 7<sup>th</sup> and 8<sup>th</sup> grade students. Physical examinations and permission slips are required prior to enrollment.

**TOWNSHIP OF UNION PUBLIC SCHOOLS**  
**Notice of Child Find Activity**  
**Pursuant to the Individuals with Disabilities**  
**Education Act and New Jersey Administrative Code**  
**Title 6A:14, Special Education**

The Township of Union Public School District has a responsibility to locate, identify and evaluate all resident students with disabilities who are in need of special education and related services, including students with disabilities attending nonpublic schools, and highly mobile pupils such as migrant workers' children and homeless children regardless of the severity of their disabilities. The school district locates, identifies and evaluates, where appropriate, the following:

Children below school-entry age (3-5); school age children; children entering school for the first time; children enrolled in public and private schools; transfer pupils and school age children who are eligible to attend school but who are not attending school and who are residents of the Township of Union School District. Upon written request, the district will conduct an initial identification meeting for any resident child to determine whether a referral for special education and related services is appropriate. Such a request may be made by contacting Kim Conti, Supervisor of Special Services, Township of Union Public Schools at (908) 851-6478 or by writing her at 2155 Morris Avenue, Union, NJ 07083. The school district provides special education and related services for children ages 3 to 21. Information for children with potential disabilities or those with disabilities from birth to three is available through Project Child Find, (a service established by the N.J. Department of Education through I.D.E.A., Part B funds from the U.S. Department of Education) at 1-800-322-8174.