

WASHINGTON MIDDLE SCHOOL



2023-2024 Student Handbook

1 North 5th Street
Harrison, NJ. 07029
Phone: (973) 483-2285
Fax: (973) 482-3625
Web: www.harrisonschools.org
Instagram: @WMS_Patriots_NJ

Harrison School District Mission Statement

The Harrison School District serves a multicultural pre-K to twelfth grade student population through partnerships with teachers, parents and the community by providing comprehensive educational programs which encourage all students to:

- Develop to their fullest potential,*
- Welcome the challenge of higher order thinking as a means of understanding complex issues,*
- Become well-adjusted, productive and contributing citizens, ready to confront the challenges of an advancing technological society,*
- Take pride in their community and country,*
- Show concern for their environment, and*
- Develop self-esteem and respect for others.*

The Harrison School District will be guided by its strategic plan and evaluation process in the delivery of its educational programs.

Washington Middle School Mission Statement

Washington Middle School is a community of learners and educators working together to:

- Foster a challenging learning environment that promotes high expectations for success through developmentally appropriate education.*
- Promote a caring, safe and supportive environment that meets the academic, emotional, social and physical needs of our students.*
- Develop creative minds, compassion for others, and the courage to support beliefs.*
- Help multicultural learners to strive to become productive citizens that can exceed in the technologically advancing twenty-first century.*

Washington School Personnel

[all email addresses end with the following: @staff.harrisonschools.org]

Administration/Office	Position	Email	Extension
Mr. K. Stahl	Principal	kevin.stahl	ext. 2026
Mr. Comprelli	Assistant Principal	charles.comprelli	ext. 2024
Mrs. Carr	School Secretary	michelle.carr	ext. 2028
Mrs. Dolaghan	School Secretary	cynthia.dolaghan	ext. 2027
Mrs. Salme	Lunch Program	gabriela.salme	ext. 2047
Student Support			
Mrs. Lopes	School Counselor	michelle.lopes	ext. 2015
Mrs. Rivas-Flores	School Social Worker	mayra.rivas	ext. 2045
Mrs. Anderson	School Nurse	kristen.anderson	ext. 2012
Mr. Darmstadter	WMS Technology	mark.darmstadter	ext. 2030
Mr. Green	School Security/HPSD Security Coordinator	michael.green	ext. 2032
Mr. Coleman	School Security	anthony.coleman	ext. 2032
Instructional			
Mrs. Westwood-Booth	English Language Arts	gianna.westwood-booth	
Mrs. Cristalli	English Language Arts	karen.cristalli	
Mrs. Cafaro	English Language Arts	marianne.cafaro	
Mrs. Quick	English Language Arts	janet.quick	
Mrs. Madelena	English Language Arts	kim.madalena	
Mrs. Morillo	English Language Arts	amy.morillo	
Mrs. Harris	Mathematics	donna.harris	
Mrs. McClelland	Mathematics	coleen.mcclelland	
Mrs. De Pierola	Mathematics	violeta.depierola	
Mr. DiGiacomo	Mathematics	joseph.digiacomio	
Mr. Carey	Mathematics	john.carey	
Mr. Diroma	Mathematics	michael.diroma	
Mr. Huaranga	Social Studies	jesus.huaranga	
Ms. Maziou	Social Studies	tara.maziou	
Mr. Green	Social Studies	timothy.green	
Mr. M. Stahl	Social Studies	michael.stahl	
Mrs. Choffo	Science	andrea.choffo	
Mrs. Fernandes	Science	joana.fernandes	
Mrs. Kashi	Science	semira.kashi	
Ms. Lyons	Science	june.lyons	
Mr. Wroblewski	Science	joseph.wroblewski	
Ms. Scrimo	Special Ed., Social Studies, English Language Arts	arianna.scrimo	
Ms. Antonovich	Special Education	kristen.antonovich	
Mrs. Alvarez	Special Education	elizabeth.alvarez	
Mrs. Catrambone	Special Education	sharon.catrambone	
Mr. Keegan	Special Education	timothy.keegan	
Mrs. Nankivell	Special Education	andrea.nankivell	
Mrs. Nidowicz	Special Education	christina.nidowicz	
	Special Education		
Mrs. Bonilla	ESL	sandy.bonilla	
Mr. Meadows	ESL	bryan.meadows	
Ms. Comppen	Art	laura.comppen	
Mr. Walsh	Music/Band	bowen.walsh	
Ms. Wright	Music/Chorus	courtney.wright	
Mr. Kolakowski	Health and Physical Education	brian.kolakowski	
Mr. Parrish	Health and Physical Education	uril.parrish	
Ms. Stryjecka	Health and Physical Education	urszula.stryjecka	
Ms. Baggett	S.T.E.A.M.	catherine.baggett	
Mrs. Castex	World Cultures	sylviane.castex	
Mrs. Kartanowicz	World Language	amanda.kartanowicz	
Instructional Support			
Mrs. Demnicki	Mrs. Reed	Ms. Sanchez	
Ms. Cruz	Mrs. Confessore	Ms. Osorio	
Mrs. Moscinski	Ms. Gomez		
Custodial			
Mr. Abrantes	Mrs. Barreto		
Mrs. Fernandez	Mr. Kijak		
Mr. Huseinovic			

--	--	--	--

The School Day

Student Daily Schedules

- The school day begins at 8:20AM and ends at 3:05PM.
- The school day will begin with the homeroom, where absent student's names will be forwarded to the office after the late bell.
- Student schedules will rotate between an A and B Day Schedule.
- A student's schedule may differ on each of the two days.
- Lunch will be divided into three periods.
- A Mini-Schedule will occur on half days. Students will be dismissed at 1:11PM.
- Students will remain in the building for the entire school day. All students will have lunch in school.
- Early dismissals are at 1:11PM. Delayed openings begin at 10:00AM.
- Students will have lunch in school on early dismissal and delayed opening days.
- In addition to core subjects (Math, Language Arts, Science and Social Studies), all students can have the following subjects during the different Semesters/Quarters: Art, Music, S.T.E.M, World Language & Cultures, World Language (French), and Health & Physical Education. Some Physical Education classes will be held in the pool. No student will be excused from the latter without a physician's note.

Math and English Language Arts Based Electives will be offered to Students during the school year provided they demonstrate adequate growth in State Assessments.

*******Student Scheduling and State Assessments*******

The Harrison School District expects all students to do their best on assessments inclusive of the NJSLA.

Student Information

Exemplary behavior is expected of all Washington Middle School students.

Code of Conduct

Please be advised that the Harrison Public Schools has a Board of Education approved Code of Conduct. This policy specifies what is appropriate in school and during school-sponsored activities. You may review this document on the district website: <http://www.harrisonschools.org> or obtain a copy in our main office.

Student Arrival

Students are to enter school at 8:20 a.m. Students should not congregate outside the school building prior to this time, as supervision will not be available. Students must go to their locker immediately, put away unnecessary items, lock their locker then proceed to their homeroom. If a student is in the hall without proper cause they will be escorted or brought to the office. Students are reminded that no bag or carrying device is allowed in school under any circumstance. They must be locked securely away. **Do not bring skateboards/electric scooters to school. They will not be permitted in the building and the school will not be responsible for them.** A bike rack is available outside the main entrance. **Please remember: NJ State Law requires anyone under the age of 17 to wear a safety helmet. It is a Parent(s)/Guardian(s) responsibility to make sure their children have a helmet when operating a bicycle.**

Lockers

Students will be assigned lockers. Lockers are to be kept clean and orderly at all times. Students are cautioned not to use their lockers for any purpose other than to store school materials, outerwear, or gym apparel. All lockers are subject to inspection by school or security officials at any time. If a lock is lost a \$5.00 replacement fee will be charged. Students may only use the locker that is assigned to them. Lockers are considered school property.

Dress Code

The Harrison Public Schools have adopted a student dress code which is intended to promote self-discipline and avoid distractions during the school day. The full version of the dress code is available through the school office.

A condensed version follows:

- The shirt must be navy blue with three buttons and collar. Also, it must be embroidered with the school's name, Washington Middle School, in block letters.
- All pants, shorts, skirts, or skorts must be made of a khaki fabric. **Stretch, fleece, corduroy, cargo, and sweat materials are not allowed.** Shorts must be no shorter than 2 inches above the knee.
- All clothing must fit properly. Excessively tight or baggy clothes will not be allowed. ▪ Please note that only low-heeled shoes or sneakers are to be worn with the school uniform. All shoes must have a back. Flip flops, sandals, crocs, platform shoes, or the like are not allowed. Students will be held responsible for their attire. Violations of the dress code will not be tolerated.
- In cooler weather students may wear a navy, black, gray, or white long sleeve shirt under their uniform shirt which must be tucked into their pants. No hoods are permitted. **NOTHING may be worn OVER their uniform shirt, except the school approved navy crewneck sweatshirt that is sold by WMS.**
- Shorts may be worn to school from May 1st of the current school year to October 15th. ▪ On swim days, students must come prepared with swim attire.
- No pimple patches.
- **In all cases of questionable attire, the Principal's decision will rule. All students must have a school ID card and breakaway lanyard on AT ALL TIMES while in the building. ID Cards are used at lunch.** Extra items may not hang from the ID badge

Breakfast

All students will receive a free breakfast during their homeroom period.

Lunch

At the beginning of the school year ALL parents must complete federal forms pertaining to food services offered through the school district, whether they qualify for this program or not.

Students will not be allowed to leave the building at any time during the school day. Therefore, students must have lunch at school:

- Students may bring a bagged lunch to be kept in their lockers. NO deliveries are allowed!
- They may purchase lunch through the program offered at the school.
- Qualified students may benefit from the district's free and reduced lunch program.

At no time are students allowed to take food outside the lunchroom.

Textbooks

Textbooks must be covered and labeled with the student's name, grade/section and room number at all times during the school year. These textbooks are loaned to students. It is their responsibility to take care of them. Students will be expected to pay for any book lost or damaged beyond normal use.

Homework Policy

School work includes homework. Students are to write daily homework assignments in the planner which is provided free of charge by the school at the beginning of each school year.

Completed homework is to be submitted on time. **Parents are encouraged to view their child's planner each night to verify homework completion.** In the event of absence, it is the student's responsibility to complete all missed assignments.

Cell Phones/AirPods and Electronic Devices

Students may not carry or use a cell phone or any electronic device during the school day. Cell Phone/AirPods and/or electronic devices MUST be kept in student's lockers. If a student is found with a cell phone/air pod(s) or any electronic device, it will be brought to the Main Office.

Electronic Surveillance Monitoring Devices

The Harrison Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings, transportation vehicles and on other school property. Therefore, all school buildings, transportation vehicles and other school property within this school district may be monitored and/or recorded using such devices in accordance with board policy.

Signs are posted in accordance with board policy. At any time, as the situation warrants, recorded or live recordings may be viewed and/or referenced by school administrative personnel, as well as, government and law enforcement personnel.

In our school buildings, transportation vehicles and other school property, electronic surveillance monitoring devices may monitor public areas, including, but not limited to, entrances, hallways, cafeterias, athletic areas, playgrounds, gyms, interior of transportation vehicles, parking lots and interior and exterior areas.

Cameras will not be located in private areas such as restrooms and locker rooms.

Instrumental Music

Students with an interest in playing a musical instrument will have the opportunity to participate in a program under the direction of the music teacher. Sign-ups and schedules will be announced. Please remember that, when a student makes a commitment to this program, the student will be expected to participate fully. If for any reason a student is unable to attend an event, the student must inform the music teacher well in advance.

Athletic Programs, Clubs, & Student Organizations

Washington Middle School offers students a variety of activities to complement their academic studies, either through the school directly or the town's recreation department. For any student interested in playing a sport, a Pre-Participation Physical Evaluation (PPE) form must be completed and handed into the school nurse. It is advised that students receive a physical exam over the summer months to avoid inconvenience during the school year.

****A physical is only valid for 1 year****

For students that had a physical exam completed more than 90 days prior to the first official practice of the season, the Health History Update Questionnaire (HHQ) form must be completed and signed by the student's parent/guardian and reviewed by the school nurse. Both forms can be picked up at the school or found on the school website.

Fall Sports physicals are due no later than September 11, 2023 (Boys Soccer, Girls Soccer & Girls Volleyball)

Winter Sports physicals are due no later than November 20, 2023 (Boys Basketball, Girls Basketball & Co-Ed Swimming)

Spring Sports physicals are due no later than March 11, 2024 (Boys Baseball, Girls Softball & Boys Volleyball)

Students who do not hand in completed physical forms by the dates above WILL NOT be permitted to try-out for the team.

Extracurricular Activities Policy

Throughout our school year various Student Council and PTO sponsored events are held in the evening. When a set time is given and your child chooses to attend they are required to stay for the entire event. No one is allowed to leave early unless picked up by their parent(s). Please check the monthly calendar for these events.

If a student fails 2 or more subjects during any quarter, they will not be allowed to participate in any athletic programs, clubs, student organizations, or extracurricular activities (i.e. Dances, PTO activity, etc.). Students may also be removed from extracurricular activities for failure of academic courses, excessive tardiness, absences, or disregarding school rules. This is left up to the principal.

Assemblies

The school periodically sponsors student assemblies on a wide variety of topics. These could be related to academics, career options, peer leadership, or any number of subjects of interest to our students.

Celebrations

At the middle school level classroom parties are not allowed. Parents are not to send in or have delivered any type of food or decorations for their child's birthday.

Field Trips

Field trips for educational outings are scheduled periodically by staff. All field trips require expressed consent by a parent in the form of a signed permission slip.

Teachers occasionally take students for outings within our own community. Unless otherwise stated by a parent these local trips within the town of Harrison do not require a parent permission slip.

Trips are a privilege that can be removed for infraction of our rules.

Student Violations

The following acts among others are considered violations of trust:

- Poor attendance, frequent tardiness, or leaving school grounds without permission
- Failure to work to one's abilities, cheating, plagiarisms, forgery and unethical computer use
- Failure to comply with school procedures, including the dress code
- Disruptive or distracting behaviors, sexual harassment or misconduct
- Defiance or disobedience of school authority determined by the Administration
- Dangerous or disruptive behavior during fire drills, lockdowns, or evacuation procedures
- Profanity or vulgarity in any format or conduct
- Theft or damage to property, inclusive of textbooks and school materials of any form or possession of said materials
- Bullying, be it physical, verbal, or any form of hazing on any school student, staff or teacher
- Fighting or the physical endangerment of another person, gang activity
- Substance use, inclusive of smoking, being under the influence, or anything resembling alcohol or drugs
- Carrying or use of any weapon or look-alike weapon or any dangerous instrument which may cause a disruption in our school day.
- Carrying or use of electronic devices, toys, or playthings, such as: iPods, cell phones, PSP games, radios, cameras, or skateboards.

Student Ineligibility List

**** Students failing 2 or more classes****

It is a Washington Middle School policy to deem any pupil ineligible for all sports, clubs and school activities including dances, trips, and all extracurricular activities, except for academic support and homework assistance programs; Family Friendly and CHIP, in the event that any student fails two or more classes for semester 1. Students will remain on the Ineligible List for the remainder of the year unless they apply for reinstatement. If a student wishes to be reinstated for the third marking period, a written request must be submitted to the teacher(s) involved in the revocation of privileges. It is the teacher(s) discretion whether to grant this request based on the present status of the student. If it is the case that the student is in good standing and is eligible for reinstatement into previously revoked activities, the teacher and administration will sign a letter granting eligibility. That letter will be delivered before the marking period for which the student will be reinstated. Additionally, after reinstatement, if the student regresses academically, it is at the discretion of the teacher and administration to revoke those reinstated privileges again until further notice.

Consequences

Students who commit or cause any of these violations will be subject to detention, loss of privileges, suspension, expulsion, fines, or criminal charges, as deemed appropriate by school authorities.

Detentions

Students determined to have violated any of the school policies or procedures, or who have not lived up to the expectations of their contracts may be subject to detention. Students and parents are advised that same day detention is until 3:30PM at Washington Middle School. Parent(s) and Guardian(s) will be notified if a student receives:

Lunch Detention - detention during student assigned lunch period,

Administrative Detention - 7:45 a.m. - 8:20 a.m. at Washington Middle School,
or in-school-suspension (ISS), or out of school suspension (OSS).

After ten detentions, an in-school-suspension, or and out-of-school-suspension, loss of privileges is a distinct possibility.

Counseling

All students at Washington School are provided with the services of a guidance counselor and school social worker. They assist in a variety of areas including: orientation, testing, career planning, educational information, interpersonal relationships and reporting of student progress. In addition, personal counseling is available to assist students in dealing with issues such as: self-respect, academic problems, adjustment difficulties, attendance, peer conflicts and relations with adults, and all Middle School age associated, potential issues.

The Guidance Counselor and School Social Worker are available during regular school hours, or a message can be left on the voice-mail and/or school web-site. A student should request an appointment with either of them through the main office, whenever an emergency arises. A teacher or parent may also request a meeting between a student and a counselor, should the need arise.

Parent Information

Emergency School Closings

The following School Closing Procedures have been established for the Harrison School District:

☞ First and foremost – DO NOT CALL THE HARRISON POLICE OR FIRE DEPARTMENTS for school closing information.

SCHOOL CLOSINGS WILL BE ANNOUNCED ON:

Automated School Closing Notification System will notify parent/guardian via student information telephone numbers on student file. **For this reason it is imperative to keep phone numbers updated!**

- NEWS 12 NEW JERSEY – Television
- FOX Channel 5 – Television
- WABC Channel 7 – Television
- COMCAST Channel 35 – Local Access Channel
- In addition, you may call 973-484-3860 after 7:00AM for school closing information.

If we are forced to declare a one-session day because of a severe storm or other emergency, it will be necessary for us to keep our pupils until 1:11PM, thus giving us the necessary four (4) school hours of work as required by law.

Attendance

Students are expected to be in attendance at school each day and on time. Excessive absences or tardiness will be reported to the district administration for legal action.

In the event of an absence:

- **Parents are to call the school between 8:00 - 9:00 a.m. each day a student is to be absent.**
- Upon returning to school a student must submit to the main office a written note from a parent or physician indicating both the reason for, and the dates of, any absence.
- Students will receive an excused absence when a doctor's note is provided.
- Vacation during the school year will not be considered an excused absence.
- In accordance with Board of Education policy, students who have accumulated five unexcused absences are eligible for retention. **Students must be present in school the entire day in order to participate in or attend an extracurricular activity. This includes, but is not limited to, school dances, sports events, and any after school program.**

- ☞ **Please be aware that in the event of tardiness, students automatically will have detention that same afternoon until 3:30PM.**

Parent Contact Information

In the event of an emergency, it is imperative that the school have current telephone numbers to reach parents during the school day.

This handbook contains an emergency form that all parents must complete and return to the school at the beginning of the school year.

The school office must have updated contact information on file for all students. **If at any time during the school year parents change their address or phone number (home, work or cell), they must notify the main office immediately.**

A student may request permission to use the office phone if needed. Parents should not call or text students on cell phones during school hours.

Parents/Guardians who leave their child(ren) in the care of someone else when leaving the home for any extended period of time are encouraged to supply the district with written legal documentation appointing the caregiver (with name, relationship to child, address, telephone number, etc.) to act in their place for the purpose of receiving school information, school records and/or authorizing medical treatment as may be determined by the parents/guardians.

Parent-Teacher Conferences

Parents are encouraged to contact their child's teachers for any academic or behavioral concerns. Please call the school to schedule an appointment as needed.

Washington School does have a procedure in place to advise parents of student performance on a regular basis. In addition to report cards, parents of students whose classroom work or behavior is substandard receive deficiency reports mid-quarter to this effect. Teachers can also notify parents by telephone or e-mail.

It is equally important that parents keep the school informed of any developments which might influence the student's performance at school. Please be assured that we welcome your involvement and that the information you share enables us to better meet the needs of our students.

Medical Concerns

Parents are requested to keep their child at home if they are not feeling well before the start of the school day. If a child is injured or becomes ill during the school day, the student should ask the teacher for permission to see the school nurse. If the nurse decides that a student should go home, proper arrangements will be made to release the student to an authorized adult. **Under NO circumstances should a student contact a parent by calling or texting on their cell phone. ALL medical concerns MUST go through the school nurse.**

Fever – Any child with a fever of 100 degrees or more will be excluded from school. Children with fevers of 100 degrees or more may not return to school until their temperature is normal (below 100 degrees for 24 hours.)

Students who have to be excused early from school for medical appointments must present a written request to the office from a parent prior to the scheduled time. Students must be signed out of school by an authorized adult. **No child will be permitted to leave school during the school day without the legal parent or guardian.**

The following guidelines are set forth by the State of New Jersey regulating the administration of medications in school:

■ All medications must be prescribed by a physician. Parents must provide written orders from a doctor stating the reason for the medication, dosage, time of administration, and duration of medication administration. ■ The parent or guardian must also provide a written request for the medication to be administered.

- The medication must be brought to school in its original container, appropriately labeled by the pharmacy or physician. The labeled container is to be kept in school and secured in the nurse’s office with enough medication for the week. Most pharmacies will provide an additional labeled container for school purposes.
- The school nurse or her designee will administer the medication in school and/or on a school trip.
- Students are not to bring over-the-counter medications to school, nor can they be administered by school staff unless so designated.

Any questions or concerns please contact the school nurse @ (973)-483-2285 ext. 2012

Retention

In order to reinforce positive expectations of students the Harrison Public Schools Board of Education adopted a retention policy for Washington Middle School.

A student **qualifies for retention** if **any** of the following conditions apply:

- The student fails two academic subjects.
- A student is absent (UNEXCUSED) for more than 5 days.

PowerSchool

All parents will receive an access code for our school’s online grade book; PowerSchool. Parents can monitor their child’s grades from home during the entire course of the school year.

Go To WWW.HARRISONSCHOOLS.ORG and click on the PowerSchool link. If you have not created an account, you need to do that first before signing in with your personal information.

Honor Roll

Super Honor Roll - GPA 4.0 and above (No grade below a B-)

Honor Roll - GPA 3.50 – 3.99 (No grade below a B-)

Honorable Mention - GPA 3.30 – 3.49 (No grade below a B-)

All subjects are included in the Honor Roll average.

No Failures in any subject regardless of GPA.

Staff Support for Struggling Students

Washington Middle School has an Intervention and Referral Services Team in place. This team meets on a regular basis to develop strategies and activities for struggling students. I&RS Referrals are made by classroom teachers.

Anti-Bullying Specialist

The full version of Harrison School District’s Harassment, Intimidation, and Bullying (HIB) Policy is available on the district website <http://www.harrisonschools.org> or obtain a copy in our main office. If you have any questions or concerns, please contact WMS’s Anti-Bullying Specialist:

Ms. Mayra Rivas-Flores
 Washington Middle School
 (973) 483-2285 ext. 2045
mayra.rivas@staff.harrisonschools.org

Special Education

Special education services are available to students through the district’s Child Study Team and instructional staff here at Washington School. These services are coordinated by:

Ms. Shewa Bayat - Director of Special Services
 Washington Middle School
 1 North 5th Street
 Harrison, New Jersey 07029
 Phone: (973) 483- 2128

Affirmative Action / 504 Programs / Substance Awareness

The Harrison Board of Education guarantees equal educational opportunities regardless of race, color, creed, religion, sex, age, or economic status. All concerns related to this topic should be addressed to Joan McNichol.

The Harrison School District sponsors a substance awareness program. Parents who have questions concerning student participation or who wish to decline services for their child should contact:

Joan McNichol, Substance Awareness Coordinator

Harrison High School

800 Hamilton Street

Harrison, New Jersey 07029

Phone: (973) 482-5050 ext. 1519