



Student Agenda Book 2019 - 2020

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Principal

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MISSION STATEMENT

The Westfield Public School District, in cooperation with family and community, prepares all students to reach their highest potential and to become productive, well-balanced and responsible citizens in a global society through educational programs that respect individual differences and diversity.

Name _____
Address _____
City/Town _____ Zip Code _____
Phone _____
Grade/Homeroom _____ Homeroom Teacher _____

PRINCIPAL'S MESSAGE

Dear Students:

It's wonderful to welcome all of you to Edison Intermediate School. 2019-2020 is going to be an exciting and very busy year. For many of us, this year represents new beginnings, new friendships, new goals, and new successes. If you are a returning Edison student, this year may present you with new opportunities to shape your academic and social identity for the better.

This agenda and student handbook should be your constant companion during the 2019-2020 school year. It's full of useful information about the daily schedule of classes and activities; it has a calendar with important events, and it includes reminders about the ways to make sure that you get the most out of your time here at Edison.

The most important way you will use this agenda book is to record your assignments for each class. Your teachers will remind you to write down your assignments in EVERY CLASS, EVERY DAY. After a few weeks it will become a habit that will be valuable to you for the rest of your life.

Here at Edison there are really only three rules you need to remember. ***Respect Yourself, Respect One Another and Respect Our School.***

By respecting yourself, you'll work hard and do your best. By respecting one another, you'll support your classmates and your teachers as they do their best. By respecting our school, you'll take care of this place where we all spend our time. If all of us follow these rules, we will have the Edison Attitude: Excellence in Academics, Activities and the Arts.

Have a great year!

Dr. Matt Bolton

ATTENTION PARENTS

We ask your assistance in limiting interruptions to our instructional programs in two important ways: First please make every effort to call to notify the office if your child is going to be absent. Second, if you need to drop off items for your child during the day, please mark the item clearly with the first and last name of your child and leave it in the designated bin outside of the main entrance. Office staff has been directed NOT TO CALL into the classroom to notify the student.

ATTENDANCE

Research has shown that one of the best indicators of achievement in school is regular attendance. It seems simple, but just showing up is one of the most important steps you can take to be successful. Whenever a school day is missed, it can be difficult to obtain, understand, and complete the missed work in the many different classes. Every effort should be made to attend school each day by scheduling appointments and other events after school hours. Of course, your health always comes first, so when you are truly sick it is best to stay home.

A Focus on Student Attendance

The State of New Jersey has changed pupil attendance requirements. Student attendance is a critical factor in the success of our students. Research shows a direct correlation between student attendance and academic success in general. The only allowable absences recognized by the State are for religious observance or for college visits (limited to a maximum of 3 days per year for pupils in grades 11 & 12 only). All absences for all reasons are recorded and charged toward a pupil's attendance record.

Chronic Absenteeism is defined by the State of New Jersey as students missing 10% or more of the school year for any reason. This takes into account excused as well as unexcused days missed during the 181-day school year.

Absence from School

A parent/guardian should call the school by 8:30 a.m. at (908) 789-4470 on the day of absence. If no call is received, the attendance secretary will call home to confirm the absence. A note confirming the absence should be presented to the homeroom teacher upon return to school.

A call to a classmate to get missed assignments is a good idea since you will need to make up all work for your classes. If you are absent for three or more days, your parent/guardian can call the school office before 9:00 a.m. to request homework to be picked up in the school office after 3:00 p.m.

Lateness to School

Arriving to school on time is the best way to start the day. Students are expected to arrive by 8:07 a.m., then visit their lockers and report to homeroom. Students arriving to homeroom after the 8:15 bell will be marked late. Students arriving to school after 8:15 should report to the main office for a late pass. If there is a legitimate reason for being late, please present a note from your parent/guardian to the office stating the reason. Students will be allowed 4 unexcused tardies per year. More than 4 tardies will result in detention on the day he/she is late to school.

Need to Leave School Before Dismissal?

Students are expected to stay in school for the entire day to attend all classes. We ask that doctor and dental appointments be scheduled around school hours. In unusual or emergency situations, a student may be excused early if they have a written note from a parent/guardian. Early dismissal notes must be given to the attendance secretary in the main office before homeroom. The student will be issued a pass indicating the time of dismissal and at which time the student will report to the main office to be signed out by a parent/guardian. If returning to school, the student must sign in the main office and will be given a pass to return to class.

Lockers

Each student is assigned a hall locker and each student must purchase a combination lock for the locker assigned. ONLY COMBINATION LOCKS ARE PERMITTED. Lockers with key locks will be removed and parents notified. Lockers are the property of the Westfield Board of Education. It is each student's responsibility to keep lockers organized, clean and unmarked. School administration reserves the right to search lockers as needed to ensure the safety and well-being of all students and staff.

CELLPHONES

Cell phones and any other electronic portable device must be turned off and away while at school. Should you need to communicate with your child during the school day, please contact the main office. Calling or texting your child during school is disruptive. The school is not responsible for any devices lost or broken while at school. If a device is not being used properly, teachers and administrators reserve the right to confiscate the device and hand it over to the Principal or Assistant Principal. First offense: Student is given warning by administrator and device is returned to student. Second offense: Parent must come into school to retrieve the device. Third offense: Parent must come into school to retrieve the device and student may not bring the device back to school.

Administration reserves the right to look through a cell phone if they have reason to believe bullying is occurring or if there is reason to believe a student's or teacher's health and well-being are being jeopardized or if the school potentially is in jeopardy of a dangerous situation.

Backpacks

Due to space limitations in hallways and classrooms as well as safety concerns, students are not permitted to carry a full-size backpack from class to class. Students are welcome to bring a backpack to school and place the backpack in their locker throughout the day. Students may use a smaller drawstring bag to carry their belongings throughout the school day.

BELL SCHEDULE

	REGULAR	½ - DAY	DELAYED OPENING
Teachers	8:00	8:00	
Entrance	8:07	8:07	9:37
Homeroom	8:15 - 8:20	8:15 - 8:18	9:45 - 9:50
Period 1	8:23 - 9:03	8:21 - 8:46	9:53 - 10:18
Period 2	9:06 - 9:46	8:49 - 9:14	10:21 - 10:46
Period 3	9:49 - 10:29	9:17 - 9:42	10:49 - 11:14
Period 4	10:32 - 11:12	9:45 - 10:10	11:17 - 11:57 (5)
Period 5	11:15 - 11:55	10:13 - 10:38	12:00 - 12:40 (6)
Period 6	11:58 - 12:38	10:41 - 11:06	12:43 - 1:23 (7)
Period 7	12:41 - 1:21	11:09 - 11:34	1:26 - 1:51 (4)
Period 8	1:24 - 2:04	11:37 - 12:02	1:54 - 2:19
Period 9	2:07 - 2:47	12:05 - 12:30	2:22 - 2:47

School Closings or Delayed Openings

During a regular school day, students attend classes for eight 40-minute periods and are scheduled for one lunch period that is divided into lunch and a lunch/study. On half-day/early dismissal days that are noted on the district's school calendar, each class period is 25 minutes in length. A lunch/study is scheduled, but there is no lunch served. School dismissal is at 12:30 p.m. Delayed opening days begin at 9:45 a.m. Each class is 25 minutes in length. The lunch and lunch/study break period is the same as a regular day and dismissal is at 2:47 p.m.

It is the policy of the Westfield School District to close schools or delay openings in the case of an emergency situation. Our prime consideration is the safety of children. Regularly scheduled school days may be cancelled due to snow or other serious conditions involving danger to students and staff on the way to and from school. The Westfield Fire Department will sound the town air siren at 7:00 a.m. for one-half minute and announcements about school closings will be announced over New Jersey 1450AM, Cable Channel TV 36, and NBC-TV Channel 4.

HEALTH & SAFETY

Health Office

The health office is located by the auditorium. The number is (908) 789-4470, Option 2. There is a nurse on duty full time at Edison Intermediate School. If you become ill during the school day, you should report to the nurse with a pass from your classroom teacher. The nurse will administer first-aid or contact the parent if the student is determined to be ill enough to be sent home. An injury occurring during school hours should be reported to the nurse, teacher or the office.

Emergency Contact Information

We ask your parent/guardian to keep your health and emergency information **up-to-date** so we can contact someone should the need arise. Forms were mailed home during the summer to be checked and updated if necessary. Please return them to school as soon as possible so the new information is available.

Excuses From Physical Education Classes

In most cases, students who are well enough to be in school are expected to participate in all classes including physical education. A temporary exclusion requires that a written note from home be given to the school nurse. The note should specify the reason for the exclusion and is valid for no more than 3 days. The student **will remain in the physical education class**, but not participate. Beyond 3 days, a written note from a physician is required.

Written notes by the physician should include a general explanation and the date the student will be reevaluated or is able to return to full participation in physical education class. Students should present their doctor's note to the nurse at the assigned physical education period and he/she will not

participate in physical education for the duration of their exclusion.

Medication

State law and board of education policy prohibits students from taking any medication on their own. Students with the required documentation may carry and use inhalers. Otherwise, only the school nurse is authorized to give any medication over-the-counter as well as prescription. Should any child require medication, the required documentation must be completed by the pediatrician and brought to the nurse in its original labeled bottle. The parent/guardian must deliver the medication directly to the school nurse. This will be necessary for all refills throughout the year. Students may not carry medication on their person in school. If a child is to receive a controlled medication such as Ritalin, Adderall, or Cylertl –the number of pills received from the parent will be counted and logged on the child’s medication record at the time the pills are delivered. When medications are changed or discontinued, parents must pick them up from the Health Office.

Emergency Drills

We conduct two emergency drills each month at Edison: one fire drill and one emergency drill. Students are expected to leave the building quietly and orderly and to remain outside with their class until the “all clear” is given to reenter the building. We will insist that fire drill rules and procedures be followed and that students listen to and follow all directives of the staff member in charge during the drill.

COUNSELING SERVICES

Edison has three counselors. The counselors assist in a variety of areas including orientation, reporting student progress, and both individual and group counseling.

Students are offered the opportunity to participate in skill-building groups with emphasis on wellness, responsible citizenship, education planning and career development, empowering youth in positive ways to increase productivity and student readiness. The counselors guide students to build skills for life in areas of academic study, communications skills, decision-making, problem solving, peer relationships, motivation and conflict resolution. The counselors work very closely with the teachers to assure the best educational environment for each student. Working together is a vital link in the delivery of a coordinated developmental student-oriented program.

Students may see their counselor by filling out an appointment request slip in the guidance office and dropping it in the counselor’s mailbox. A teacher can help you in requesting and making an appointment. The counselors are available before and after school in addition to being available during the school day.

Homework

Homework can be assigned in every subject. Homework is designed for practice and reinforcement, enrichment and

creative application, research and independent study, or writing and critical analysis. The quality of the homework students turn in will be considered in determining an aspect of grades. We expect students to complete all homework as assigned and to turn it in on time. Late or incomplete assignments can affect your grades.

Grades

Grades are assigned by each teacher each marking period and reflect effort, progress, responsibility and performance in relation to state standards. You will be informed at the beginning of each course what your teacher’s specific requirements are for completing assignments, participating in class discussions, studying for tests and evaluating quality and performance. If you ever have a question about your grades, it is your responsibility to ask for “conference time” with your teacher and/or guidance counselor.

Grading System

- A = 90 – 100 P = Pass
- B = 80 – 89 I = Incomplete
- C = 70 – 79 W = Withdrew
- D = 65 – 69 M = Medical
- F = 64 or below

Interim Reports and Report Cards

Interim reports are mid-marking period reports which are used to formally advise parents of concerns about a student’s academic and/or social progress when deemed advisable by the teacher. Because this brief report cannot give complete information, parents are encouraged to call the school to arrange for a conference. These reports are mailed home.

Marking Period		Interim Progress Report	Report Cards Issued
1	Sept 5 – Nov 14	Oct 10	Nov 22
2	Nov 15 – Feb 4	Dec 20	Feb 13
3	Feb 5 – Apr 16	Mar 6	Apr 28
4	Apr 17 – June 23	May 15	June 26

Distinguished Honor Roll

To be included on the Distinguished Honor Roll, a student must obtain a grade of “A” in all subjects.

Honor Roll

To be included on the Honor Roll, a student must obtain any combination of “A” and/or “B” in all subjects.

Lunch Program

All students eat lunch in the cafeteria during a 40-minute lunch period which includes a 10-minute study break. Students may bring lunch from home, purchase a full meal or purchase à la carte items. The lunch period is a time when students can socialize with friends who might not be in classes with them. Every student is expected to demonstrate common courtesy and good table manners.

CO-CURRICULAR ACTIVITIES

Students are encouraged to participate in school-sponsored clubs, before/after-school activities and interscholastic sports as part of their social/physical development.

The Club Program

The club program is designed to offer students a wide variety of opportunities to interact with peers and teachers. Clubs are centered on a theme of personal development, education for social competence and skills for continuous learning. The list of clubs varies from year to year depending upon the interests of students and staff. A club list and schedule will be published after the beginning of school. If students are interested in the formation of a new club, they should present ideas to a teacher, counselor or the principal.

Intramural Sports

In addition to the Interscholastic Sports Program, intramural sports are offered from 7:30 to 8:07 a.m. Monday through Thursday. Entrance is through the main entrance doors only.

Student Government Association

Edison School has an active Student Government Association (SGA). Students plan activities such as dances and service projects. Advisors encourage the participation of all students in student government activities.

SCHOOL PUBLICATIONS

Yearbook

Each year, the school publishes a student yearbook. Our intent is to provide a reflection of student experiences at Edison School. This book includes a theme, formal class pictures, intramural sports, group and individual candid photos, and photos of the faculty, administrators and staff. The cost of the publication is absorbed by all who wish to purchase a yearbook.

Newspaper

"*The Edison Insider*" is the student newspaper at Edison School. It is written and published by students. A faculty member serves as advisor. Any sixth, seventh or eighth grade student is eligible to write for or work on the newspaper. Included in the paper are sports articles and other subjects of interests to the entire school. It should, however, be noted that the majority of work on the newspaper is done by members of the eighth grade "Introduction to Journalism" class. Photographers, cartoonists, and feature writer are always in demand. Students who are not in the journalism class often fill these jobs.

WESTFIELD PUBLIC SCHOOLS Westfield, New Jersey CODE OF CONDUCT Policy and Regulations 5500

The Westfield Board of Education believes that safe school environments are necessary for students to learn and achieve and for staff to support student learning. The Board expects all Westfield School district community members' conduct to contribute to a safe and productive learning environment that is of benefit to the entire community. The following beliefs, as taken from our district strategic plan, guide our expectations of Westfield School district community conduct:

We believe excellence in education includes:

- A curriculum that has the breadth and depth to challenge all learners.
- An acceptance and demonstration of core values of mutual *respect, responsibility, caring and integrity*.
- An emphasis on understanding and appreciating cultural differences and similarities.

We believe our students learn best when:

- They are in an environment where they feel physically, emotionally and intellectually secure.
- They are appropriately motivated to achieve their greatest potential as individuals.
- They are provided access to a wide variety of opportunities, supported by a partnership of family, school, peers and community.

CORE ETHICAL VALUES

We believe a school district excels when all members exhibit strong character including:

Integrity/Honesty: demonstrated through truthfulness, thoughtfulness and tolerance in work, language, and actions. This value is exhibited when members are accountable for their actions and take responsibility for their decisions.

Work Ethic: reflected by optimum personal effort and pride, diligence, perseverance and the ability to meet challenges in all areas with confidence.

Sportsmanship: shown through respect for the rules of fair play, graciousness in victory or defeat, support and respect for team members, and by representing Westfield in a dignified respectable manner.

Working from these beliefs, all members of the Westfield School district community have certain rights that promote and support a safe and productive school environment.

**Full Policy and Regulations can be found at
www.westfieldnj12.org**

Westfield School District: Westfield High School, Edison and Roosevelt Intermediate Schools Code of Conduct Student Infractions and Interventions

With the prior approval of the Superintendent, the Principal/Designee may use discretion to impose interventions within levels or different consequences based upon the context, student's age and abilities. Number of offenses will also be taken into account.

Level	Range of Minimum Interventions	Range of Maximum Interventions
1	<ul style="list-style-type: none"> Student-Teacher conference 	<ul style="list-style-type: none"> Reprimand by teacher/AP Parent Contact Detention up to two (2) days Loss of privilege
2	<ul style="list-style-type: none"> Reprimand by teacher Home Contact Detention up to two (2) days Loss of privilege 	<ul style="list-style-type: none"> Parent Conference with AP Reprimand by AP Central Detention up to two (2) days Alternative to Suspension
3	<ul style="list-style-type: none"> Parent Conference Reprimand by AP Central Detention up to two (2) days Alternative to Suspension 	<ul style="list-style-type: none"> Saturday Detention (1) day Individual counseling Guidance Conf. – parent/student Police Report filed
4	<ul style="list-style-type: none"> Saturday Detention (1) day Individual counseling Guidance Conf. – parent/student Police Report filed Alternative to Suspension 	<ul style="list-style-type: none"> Restitution Possible intervention by school psychologist Withdrawal of Course Credit Out of School Suspension (OSS) Up to three (3) days Parent/Student/AP Conference Police Complaint filed (when applicable)
5	<ul style="list-style-type: none"> Restitution Possible Intervention by school psychologist Withdrawal of Course Credit OSS up to three (3) days Parent/Student/AP Conference Police Complaint filed (when applicable) Alternative to Suspension 	<ul style="list-style-type: none"> OSS up to ten (10) days Parent/Student/AP Conf. OSS pending Bd. of Ed. Hearing (may result in continued suspension or expulsion)

Code of Conduct Infractions	Type of Infraction	*Level of Interventions
Inappropriate use of a digital device	R	1-2
Parking Violation	R	1-2
Disruptive Behavior	R	1-3
Disruptive dress/appearance	R	1-3
Eating and drinking in hallways and stairwells: littering	R	1-2
Tardy	R	1-3
Cutting Classes	H	2-4
Truancy	H	2-4
Forgery/Cheating/False reporting/Plagiarism	H/S	2-4
Gambling	H/S	3-4
Profane/offensive language	R	3-4
Vandalism/Defacing School Property	R	3-4
Leaving school grounds without permission	H/S	3-4
Defiance of school authority	R	3-4
Verbal/Written/Electronic Harassment or threat of harm	R/S	3-5
Bullying/Intimidation	R/S	3-5
Trespassing	R	4-5
Theft/Extortion	H	4-5
Obscene/pornographic material	R/S	4-5
Inappropriate contact/Sexual misconduct	R/S	4-5
Terroristic threats	S	4-5
Fighting	S	5
Physical assault of another student	S	5
Physical assault of Staff	S	5
Drugs/Alcohol/Tobacco/E-cigarettes - Use or possession	S	5
Drug/Alcohol Sale	S	5
Falsely activating fire alarm	H/S	5
Gang Activity	S	5
Weapon Possession	S	5
Arson	S	5

*Interventions can be higher in cases with aggravating factors. In certain cases, legal action may also be required.

Type of infraction refers to our core value and character trait expectations, detailed in the regulations of **Respect** and **Honesty** as well as the belief that all school community members have a right to a **Safe** learning environment.

Respect: R Honesty: H Safety: S

At the discretion of the Principal/Designee, infractions not listed above will be assessed a level of intervention consistent with those listed.

