

# **WELCOME TO BURNET MIDDLE SCHOOL**

We are very proud of Burnet and hope that you will be, too. The pride starts with our namesake, Colonel Daniel Burnet, who had his roots in Union. Colonel Daniel Burnet was born on May 22, 1788, and according to reports, was educated in the Township of Union. People thought of him as an honest man who did not seek fame, but nevertheless attained high status in military and public life. His family owned the original tract of land upon which the original Burnet Middle School was built.

During the American Revolution, the Burnet family was well represented. Colonel Burnet's own enthusiasm for military affairs was evidence by his achievements in the local armed services. At the age of twenty-four Burnet was elected as an ensign in the New Jersey State Militia. Successively he advanced to lieutenant (1818), captain (1822), major (1828). His rapid military success was attributed to his patriotism, valor, conduct, and fidelity.

After his military service, Colonel Burnet was selected for important positions in the Township government. He brought to his offices the integrity, intelligence, and public spirit for which he was so respected. From 1832 to 1841 he was tax collector of the Township; he was also a trustee of the District School. He furthered his interest in education by establishing a scholarship fund at Rutgers University. In 1837, Daniel Burnet and his family joined the congregation of the Presbyterian Church at Connecticut Farms – an affiliation that was perpetuated by his descendants for many years. Colonel Burnet is a worthy model of a good citizen.

## **EQUALITY IN EDUCATIONAL PROGRAMS**

It is the policy of Burnet Middle School that no student shall be denied access to or benefit from 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 Burnet Middle School that there shall be no differential 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.

# PRINCIPAL’S MESSAGE

On behalf of the entire staff I welcome you to another school year. We extend a special welcome to our students who are attending Burnet for the first time.

Our student body strives for excellence. It is of utmost importance for you as an individual student to do your very best and take full advantage of the well-rounded program of academics, activities, and athletics. It is my hope that each student will strive to be involved in the total program of our school and take full advantage of the many opportunities offered. You and your parents should be involved in all facets of our program.

The staff of Burnet Middle School will provide enthusiastic, energetic leadership. Our student leaders, working with the faculty and administrative staff, will set an example and will provide activities that will enable school spirit to flourish. Be proud of your school, work hard, and enjoy your years at Burnet Middle School.

Become thoroughly familiar with the contents of our handbook and comply with all school policies. **PLEASE NOTE:** The handbook issued to your student will be the only copy that will be distributed to them during their remaining time at Burnet Middle School. Only sixth graders and new students will receive a hard copy of the handbook. All students will be able to review the handbook via the BMS web site <http://burnet.twpunionschools.org/>. Every year seventh and eighth graders will receive a printed sheet listing all significant changes to the handbook. It is important that each student secure this handbook in a safe place where it can be easily retrieved for reference.

## TIME SCHEDULE

Homeroom.....	8:03 - 8:08
Period 1A.....	8:12 - 8:50
Period 1B.....	8:54 - 9:32
Period 2A.....	9:36 - 10:14
Period 2B.....	10:18 – 10:56
Period 3A.....	6 <sup>th</sup> Lunch.....11:00 - 11:38
Period 3B.....	7 <sup>th</sup> Lunch.....11:42 - 12:20
Period 3C.....	8 <sup>th</sup> Lunch.....12:24 - 1:02
Period 4A.....	1:06 - 1:44
Period 4B.....	1:48 - 2:26
PM Homeroom.....	2:30- 2:34

# HOURS OF SUPERVISION

School hours for students are from 8:03 a.m. – 2:34 p.m. Monday through Friday. Supervision by the faculty, staff and administration of Burnet Middle School begins at 7:25 a.m. daily inside the building in the auditorium or cafeteria Monday through Friday. Students are to enter the building at 7:25 a.m. and stay in the auditorium or cafeteria until the 7:58 a.m. bell rings. Students arriving in homeroom after the 8:03 a.m. bell will be marked late.

## PERSONNEL

**ADMINISTRATIVE STAFF MAIN OFFICE**  
**PRINCIPAL – 851-6490**

**VICE PRINCIPALS – 851-6491**

**SCHOOL COUNSELORS – 851-6494**  
MS. HEATHER REGENYE A-F  
MISS JILL MC CARTHY G-N  
MRS. PATRICE HOFFMANN O-Z

**SAC/INTERVENTIONIST/ANTI-BULLYING SPECIALIST**  
**851-4696 MS. TARA COLANDREA**

**SCHOOL NURSE – 851-6498**

**ATTENDANCE – 851-6499**

**Mission:** Burnet Middle School will provide students with a quality education while affording the student an opportunity to develop socially and emotionally in a safe learning environment.

**Vision:** The value of education will be a fundamental belief in all areas of our academic program, with the school and community working collectively to increase opportunities for meaningful participation by parents in the education of their children.

# ATTENDANCE

In the event of absence, a telephone call from the student's parent/guardian to the Attendance Office (851-6499) must be made prior to 8:30 a.m. the day of the absence. The student's absence shall be classified as unexcused absences. The parent/guardian of a student exceeding nine cumulative unexcused absences in a semester may face legal matters pursuant to NJSA 18A:38-28 through 31.

## Excused Absence

In Union Township School District a valid absence excuse is one for personal illness, legal matters, a religious observance or death of a member of the immediate family. Verification to certify the legitimacy of the absence should be brought to the Attendance Office within 2 weeks of the student's return to school. Verification may be in the form of a:

- Doctor's note
- Court document
- Letter from the religious group
- Documentation concerning the death of a member of the immediate family

## Unexcused Absence

All other student absences that do not fall under the above criteria and/or are not verified will be classified as unexcused and shall be charged against the student's attendance record.

## Early Dismissal

When an early dismissal is necessary, a note should be given to the Main Office during Homeroom. If a phone call is made to the Main Office requesting early dismissal; the student will not be called down prior to the parent/guardian's arrival. Any student leaving before 12 noon will be considered as absent.

## Tardiness

Prompt arrival to school daily is important. The tardy bell rings at 8:03 and students should be sitting in homeroom. It is the responsibility of the

student and parent/guardian. Tardy students must be report to Exit 1 or the Main Office before reporting to homeroom or class.

If a family problem occurs before school that results in a student's tardy arrival, the parent/guardian is encouraged to call the office or write a brief note of excuse. Although all tardiness is recorded as part of the student's attendance records, excuses received from the parent/guardian on the same day of the late arrival help the school's staff understand 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 Detention, Saturday Detention/Remediation, and possible suspension.

The consequences **for tardy students** per marking period will be as follows:

1<sup>st</sup> lateness – verbal reminder

2<sup>nd</sup> lateness – verbal reminder & notification is given to parent/guardian by student.

3<sup>rd</sup> lateness – two Office Detentions

4<sup>th</sup> lateness – verbal reminder

5<sup>th</sup> lateness – two additional Office Detentions

6<sup>th</sup> lateness – verbal reminder that a Saturday Detention/Remediation will follow

7<sup>th</sup> lateness- Saturday Detention/Remediation

Any additional lateness can lead to Administrative Action as determined by Vice Principal. Office Detention is only assigned by an Administrator and is held from 2:40 to 3:10 PM in the cafeteria

## **DISMISSAL**

Students must leave the building by the nearest exit immediately upon the ringing of the dismissal bell at 2:34 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. No loitering. Students waiting for rides must wait on the blacktop area near Caldwell Avenue or Stone Street.

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 locker before reporting to their assigned detention or their activity. Students will not be allowed to go to their lockers after detention or other activities.

# HOMEROOMS

Homerooms meet from 8:03 to 8:16 a.m. During the morning homeroom, attendance is taken, daily bulletins are read, opening exercises are performed, and other school related activities are conducted.

From time to time afternoon homeroom may be scheduled when needed for some special purpose.

## GENERAL REGULATIONS

### A. STUDENT BEHAVIOR

1. Students are not permitted to go to their lockers during class. They are expected to be prepared at the beginning of each period.
2. Loitering in and around the halls, running, “hands-on” other students, hugging and grabbing backpacks and other forms of “horseplay” are not permitted.
3. Smoking and/or having cigarettes (including electronic), lighters, matches, or other tobacco products in their possession, in the building or on school grounds are not permitted. Student violations may result in suspension from school.
4. Verbal or written profanity/obscenities may result in suspension from school or Saturday Detention/Remediation.
5. Students are expected to return all signed papers, notices, etc. within the time frame designated by the teacher or the office.
6. Whiteout and/or magic markers are NOT allowed in school unless a teacher as part of a project or assignment has requested them.
7. There is not sexual or racially motivated talk or writing permitted. Also, no verbal or written threats will be tolerated. These incidents may result in both administrative and police action.
8. Students are not to touch fire alarms or ceiling sensors at any time. Touching these devices will result in an out of school suspension to the Superintendent for a Board hearing and/or a criminal complaint filed with the Union Police Department.
9. All book bags must be stored in lockers and may not be brought into the classrooms.
10. Upon reaching ten office referrals, a student/parent/guardian meeting will be assigned to determine the loss of school activities.
11. A demerit system will be put into place annually for eighth grade students. More information will be given during the school year.

## **B. HALLWAY EXPECTATIONS**

1. To avoid accidents in our corridors, students should travel the shortest route from class to class. All students should use the right side of hallway and stairs.
2. Students must always report to their classroom teacher first to secure permission and a hall pass before going elsewhere in the building; Students are NOT permitted in the halls during classes without a hall pass.
3. Students are not permitted to use the rest rooms during the passing from one class to another unless given a pass by a teacher. Students leaving classrooms for any reason must use the sign-out sheets.
4. Students may not enter the Nurse or SAC offices without a pass.
5. Students should not be late to class. Lateness will result in a teacher detention. Excessive lateness to class will result in a referral to the office.

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

1. Students are responsible for school equipment, supplies, and textbooks furnished for their use. Students shall replace or pay for any loss or unnecessary damage. The school will not be responsible for lost, stolen or damaged books. Textbooks should be covered at all times.
2. Students are to help maintain the condition and appearance of the school. Students will dispose of papers and other refuse in the proper receptacles.
3. Any student who defaces property will be subject to disciplinary action, including Saturday Detention/Remediation or suspension. Students and/or the parents/guardians will be responsible for paying for any damages and/or repairs.
4. **Security Camera Notice:** The Union Board of Education recognizes the school district's responsibility to provide a safe environment for the staff and students and to maintain order in and around the school. A security camera system is in use in various (undisclosed) locations. Please take notice that all activities on school property are subject to video monitoring.

# **CAFETERIA**

## **ENJOY IT AND KEEP IT CLEAN FOR EVERYONE**

1. Students will be assigned seats in the cafeteria at the beginning of the school year. They are not to change seats during the year. When students arrive in the cafeteria, they **must** be seated. No students will be called up to the lunch line until all students are seated.
2. Those with IDs will get served first.
3. All eating must be done in the cafeteria. Beverages bottled in glass must not be brought to school or to the cafeteria.
4. Form lines at the counters and use trays; do not cut in line. Being found cutting in line will result in being sent to the end of the line.

5. All tables and floors must be cleared before each student is dismissed.
6. Students are not allowed to shout or yell when they are speaking to each other. **Silent Lunch** is a disciplinary action implemented to ensure safety and order in the cafeteria. **Lunch Detention** may be given due to cafeteria misconduct or at the discretion of the Administration.
7. Restroom facilities on the first floor are **available NEAR THE CAFETERIA** during lunch. **Students are not to go** on the second or third floors for any reason.
8. When leaving the cafeteria, students must be quiet in the halls until the regular passing bell rings, so that classes in session will not be disturbed.
9. **No food or drink of any kind is to be taken from the cafeteria.**
10. Students are not to leave their seats without permission except to return trays and to use the lavatory. Sections will be called to line up and return trays. Only those sections are to respond.
11. Failure to pay for any cafeteria item may result in suspension from school.

## LOCKERS

To protect all personal property, students **must** use locks on their gym and hall lockers to avoid loss. **Key locks** are recommended for **hall lockers** and **combination only** locks for their **gym lockers**. 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. **DO NOT SHARE LOCKERS WITH OTHER STUDENTS.** Students are permitted to use only the locker assigned by the homeroom teacher. 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.

## STUDENT DRESS CODE BOE policy 5132

At all times, modesty in dress will be considered first. Cleanliness and neatness in dress and personal appearance are required of all students. Proper personal hygiene is essential to good grooming. **Torn or fraying materials are not acceptable; leggings ARE NOT acceptable under torn/ripped pants.** Violations of dress code will result in disciplinary action.

## SPECIFICS RELATED TO PROPER ATTIRE

Hair should be neat, clean and combed. Head coverings, sweatbands, curlers, and hair picks are **NOT** to be worn in school. Hair and body sprays are not to be brought to school. Sunglasses are not to be worn in school. If indicated in a doctor's note, prescription sunglasses only may be worn.

To assure proper modesty, all students **MUST** wear suitable undergarments. Gym shorts are not to be worn under clothing. No undergarments are to be worn where they appear above the waistline of the outer garment. Leggings may be worn with appropriate length shorts, skirts/dresses.

Shirts and blouses must be buttoned. They should be tucked into slacks or skirts unless designed to be worn outside. The following are **NOT** to be worn: shirts with suggestive or offensive sayings and/or pictures, undershirts, scarves, tube tops, string or spaghetti strapped tops, halter tops, tops which bare the midriff or back, see-through tops or pants, shirts with sleeves torn out, mesh shirts. Clothing cannot be worn inside out or backwards.

NO outside apparel (i.e. coat, down vest) is to be worn during school hours, unless permission is granted by the administration due to an emergency situation in the building.

Studded belts, studded jewelry, and rings that have two or more finger holes may not be worn at any time. Wearing valuable jewelry in school is discouraged for security reasons. (The school cannot assume responsibility for theft.) However, if a student chooses to wear jewelry, be aware that, for safety, jewelry must be removed when participating in physical education classes.

Trousers, slacks, and denim jeans must fit appropriately. The waistband must be worn at the waist, not dropped to the hips. Belts must be worn if pants are too loose fitting. Gym shorts in regular classes, biker shorts, and "short" shorts are prohibited at all times. Shorts and skirts must reach mid-thigh. Pajama bottoms are **NOT** permitted.

Appropriate footwear **MUST** be worn. For safety, **no cleated, open backed shoes, slippers, slides, or flip flops** may be worn. All shoes and sneakers with laces must be tied securely.

The Administration reserves the right to determine the appropriateness of clothing. Special announcements will be made as necessary concerning "new styles" and/or situations not covered above.

**FAILURE TO COMPLY WITH THE DRESS CODE MAY RESULT IN OFFICE DETENTION. CHRONIC NON-COMPLIANCE WITH THE DRESS CODE WILL RESULT IN MORE SERIOUS CONSEQUENCES.**

## **HARRASSMENT, INTIMIDATION, & BULLYING**

At Burnet Middle School acts of harassment, intimidation, or bullying are prohibited. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or

bullying, like any other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

**“Harassment, intimidation, or bullying” means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:**

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with the orderly operation of the school.

Any incident of harassment, intimidation or bullying will be investigated and appropriate action will be taken by the administration.

## **ELECTRONIC DEVICES/CAMERAS**

Cell Phones must be turned off before entering school and should be out of sight. Audio headsets are not to be worn or displayed in school. I-Pods, DVD players, cameras, game boys and other such electronic devices should not be brought to school. If any of these items must be brought to school, they should be locked securely in the student's locker or brought to the office for safekeeping. **ANY OF THE ABOVE ITEMS MAY BE CONFISCATED and PICKED UP BY THE PARENT/GUARDIAN.**

## **SUSPENSION FROM SCHOOL FOR PHYSICAL FIGHTING**

The safety of every student is a priority in Burnet Middle School. When students fight (either "play fighting" or "angry fighting") one or more students can be injured. Because of the potential danger to self and others, all students involved

in a "physical altercation" may be suspended. The administrators, school counselors, teachers, and staff are available to help students resolve conflicts verbally. Words said in anger between students can be settled without physical abuse. Students are encouraged to ask for help and advice. On the way to and from school, on school grounds, and in school all students must remember: **Do not touch another student.** A "playful touch" often receives an "angry touch" in response and this is the beginning of a fight. The years you attend Burnet Middle School and grow toward maturity will help you develop appropriate social skills to handle conflicts in non-violent ways.

## **BURNET MIDDLE SCHOOL DISCIPLINE PROCEDURES**

**I. TEACHER DETENTION** - This is given by classroom teachers as a consequence for infractions of the teacher's assertive discipline plan. Copies of each plan will be sent to parents and discussed at Open House. Teacher detention is given after school in the teacher's classroom. Students who do not report are listed as a cut and may be dealt with at the next level by the building administration. Students who have detention from more than one teacher on the same day should serve the detentions in the order they were given.

**II. OFFICE DETENTION** - This is given to students who violate school policy outside of the classroom or for constant violation of teacher discipline. This is issued only by the building administration. Office Detention is held in the cafeteria from 2:40 p.m. to 3:10 p.m. and is monitored by a proctor. Any student who fails to attend office detention is marked as a cut and receives extra days or if necessary, the next level of disciplinary action will be taken. Students should attend teacher detention before serving office detention; see below.

**III. SATURDAY DETENTION/REMEDATION** - This is given for more severe misconduct or chronic misbehavior of any kind. This is usually served on the first Saturday of the week that the punishment is given. It is held at Burnet Middle School from 8:30 a.m. until 10:30 a.m. Failure to attend this detention can lead to additional detentions being assigned or possibly suspension from school.

**IV. SUSPENSION** - This is the most serious consequence and is given for serious violations of school and Board of Education policies or continuous, willful misconduct or disobedience. A reinstatement conference with parent/guardian is required before a student may return to school. The length of a suspension will be from 2-5 days in length. In certain circumstances, a suspension may exceed 5 days.

## **NOTIFICATION POLICY:**

1. It is expected that students will notify their parents 24 hours in advance for any assigned teacher or office detention.
2. Parent/guardian will receive notification advising them that an office detention had been assigned from their student.
3. Students will receive notification advising them that a Saturday Detention/Remediation or suspension has been assigned.

## **AFTER SCHOOL DETENTION**

Office Detention is only assigned by an Administrator and is held from 2:40 to 3:10 PM in the cafeteria.

If a student has both teacher and office detention, first go to the teacher detention as assigned. Then ask for a pass from that teacher and bring the pass to the Office Detention proctor in the cafeteria. Students must serve the required Office Detention until dismissal at 3:10 p.m. Failure to do so will result in stronger consequences. If a student misses Office Detention due to a teacher detention, a pass from the teacher must be presented to the office the following day.

When more than one teacher assigns a student teacher detention on the same day, the student must keep his/her own schedule to be sure all detentions are served in the order they were assigned. A student should ask for a pass from the first teacher when the detention is served and the pass can then be shown to the next teacher or to the Office Detention proctor.

If you have any questions about this procedure, ask an Administrator when Office Detention has been assigned. Failure to attend Office Detention will result in a Saturday Detention/Remediation.

**REMEMBER: STUDENTS THAT RESPECT THE RULES, AUTHORITY AND EACH OTHER WILL NOT HAVE TO WORRY ABOUT THE TEACHER DETENTION AND OFFICE DETENTION PROCEDURES!**

## **STUDENT COMPLAINTS AND GRIEVANCES HEARING PROCEDURES AND/OR APPEALS**

**Rights of Students:** Any student having a complaint has the right to discuss the matter with an appropriate school administrator. No reprisals of any kind shall be taken against any student as a result of a complaint or appeal. All appeals and/or complaints to the principal must be put in writing within 24 hours. (The full appeal process is available upon request.)

## RULES FOR SATURDAY DETENTION/REMEDICATION

1. TIME 8:30 a.m. to 10:30 a.m.
2. PLACE Burnet Middle School - (Cafeteria) Enter through the Caldwell Avenue entrance to the left of the main entrance, exit #2.
3. REQUIREMENTS FOR ADMISSION
  - A. Come on time, organized and ready to work.
  - B. Be prepared (pencil/pen and paper) **Students must have their IDs.**
  - C. Students who do not meet the requirements of A or B will be denied admission and will be assigned to another Saturday detention/remediation.
4. RULES OF CONDUCT
  - A. Respect the authority and expertise of the team.
  - B. Communicate with adults and peers in a courteous and dignified manner.
  - C. Adhere to the school rules.
  - D. No eating or drinking.
  - E. Students must remain alert and keep busy for the entire session.
5. PENALTIES
  - A. Please be advised that if your child demonstrates any unacceptable behavior while serving Saturday Detention/Remediation the following steps will be taken:
    - 1<sup>st</sup> Time Warning
    - 2<sup>nd</sup> Time: Parent will be called and they will be removed from the detention.It is imperative that your child has in his/her possession a telephone number where you can be reached on Saturday if it becomes necessary to contact you. Your child's failure to comply with the rules may result in the issuance of another Saturday Detention/Remediation or a suspension.

- B. There are no excuses for missing Saturday Remediation. Failure to appear or failure to comply with the rules and regulations may result in suspension.

## **FIELD TRIPS**

Each year students may have an opportunity to take one or more field trip that are arranged to provide additional educational experiences. Parents/Guardians must approve their child's participation by signing a permission slip. Student dress and behavior on field trips is expected to be exemplary. Student participation on Field Trips, Dances, or any other extra-curricular activity is subject to the student's compliance with any restrictions put in place by the teacher/administration.

## **WORKING TOWARDS SUCCESS**

By following the suggestions shown below, each student can contribute to a good school environment and to a high success potential for self and others. Students can contribute by:

### **Preparing Themselves Physically and Mentally for the Process of Learning**

- Come to school prepared to learn.
- Be nourished, rested, clean, properly dressed and groomed.
- Avoid smoking or use of other drugs or alcohol.

### **Demonstrate Respect for People and Property**

- Be honest, courteous, and respectful.
- Respect the property of others.
- Accept others' rights to their opinions.
- Settle differences peacefully.
- Display good sportsmanship.
- Assist in maintenance and cleanliness of school facilities and property.

### **Take Responsibility for Their Own Behavior and Learning**

- Complete all assignments and in-class work.

- Study regularly.
- Accept constructive criticism and disagreement.
- Accept the consequences of actions.

### **Share Responsibilities When Working as a Member of a Group**

- Cooperate, contribute, and share in the work of the group.
- Accept and assume leadership when appropriate.
- Listen to points of view of others.

### **Communicate Regularly with Their Parents and with School Personnel**

- Work with their parents and teachers to outline educational goals for the year.
- Register online for the Parent Portal
- Regularly monitor school and teacher websites
- Discuss learning/progress with their parents and school personnel.
- Transmit school related information to their parents and return responses to the school when requested.
- Know whom to involve/seek help from when a problem occurs.

# **BUILDING YOUR FUTURE THROUGH YOUR SCHOOL RECORD**

## **SCHOOL WORK**

The skills learned the background of knowledge obtained and the basic attitudes acquired during the middle school years all lead to the development of character and each student's success as a citizen.

There are many opportunities to grow and develop individual abilities in school. However, in order to achieve success and benefit from these experiences, a great deal depends upon the students and the habits, which they form independently.

The following are some suggestions that may help students to achieve this success:

1. Have books, notebooks and other equipment well organized and available.
2. Plan a filing system; keep the same for their notebooks to help in locating each assignment easily. Have a folder for each subject.
3. Keep erasers, pencils and pen, 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. Be sure that lessons are completed and handed in on time.
8. **WRITE ALL ASSIGNMENTS DOWN.**
9. Have a quiet place to study at home, away from all distractions.
11. If a student needs additional help from the subject teacher, make an appointment promptly to be sure of receiving help when it is needed.
12. Remember that the work that students do independently is more likely to be understood and retained in their memory.
13. Be proud of all accomplishments.
14. **STUDY** on a regular basis - it is better to do a little each day rather than trying to cram all necessary studying into one night.
15. **PLAN TIME WISELY** to have **study** and **fun** time.
16. Remember the habits formed in Burnet Middle School will be taken by each student to the high school.

## **HOMEWORK:**

### **WHAT IS EXPECTED AND HOW IT HELPS**

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 contributes to a student's academic success. The recommended **minimum time**, which should be set, aside each night for homework is sixty (60) minutes in the sixth grade, seventy (70) minutes in the seventh grade, and eighty (80) minutes in the eighth grade. The time actually required for each student to complete the homework assigned will vary with the individual.

### **WHAT SHOULD A STUDENT DO ABOUT HOMEWORK/CLASSWORK MISSED WHEN**

## **ABSENT FROM CLASS DUE TO ILLNESS OR IN-SCHOOL ACTIVITIES**

Students have the responsibility of making up work missed during a period of illness. Each day's absence entitles the student to an extra day to make up the work.

If the illness extends for **three or more days**, the Guidance Office should be notified by the student's parent/guardian. The school counselor will request assignments from the subject teachers. Sufficient time is necessary for the collection of such assignments. When assignments are collected, they may be obtained from the counselor's office.

Homework for lesser periods of time may be obtained from the teacher when the student returns to school. Students are encouraged to check their teacher's website for their assignments.

When students miss regularly scheduled academic classroom lessons for supplemental, gifted and talented education sessions, music lessons, etc., the students are required to take the personal initiative to meet with the regular teacher for missed class work 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, etc.

## **TEXTBOOKS**

Textbooks are tools which 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 useful life. Keep books in a secured locker when they are not being used. The student to whom they were issued must pay for lost or stolen books. Be sure lockers are locked at all times. All textbooks assigned must be returned at the conclusion of the course. Each student will be held financially responsible for damaged textbooks.

## **LIBRARY MEDIA CENTER TOOLS TO ENHANCE YOUR LEARNING**

All Burnet Middle School students are invited and encouraged to visit the Library Media Center located on the second floor. It is a center for research, collaborative work, and reading pleasure. The Center contains a large print collection of current fiction, nonfiction, biographies, and reference materials for student use. A wide variety of non-print materials are also available, including a number of curriculum related subscription

databases intended for student research, and educational DVDs for classroom use by teachers. In addition, the Center maintains an extensive magazine collection, with current issues shelved for easy accessibility and back issues available on a circulation basis. A wireless cart with 24 laptops is also available for class use and research.

The Center opens at 8:03 and closes at 3:15 p.m. Many classes are conducted in the Center when access to research material is essential to the subject being studied, when a library skill is to be taught or reinforced, or when an entire class requires book selection. Students may visit on an individual basis during homeroom or after school. All students must present a pass signed by their teacher when entering the Center before 2:34 pm. Students intending to borrow library materials or work at a computer must also present a Student Identification card. Internet use in the Center will only be granted to those students who have submitted an Internet Permission form signed by a parent or legal guardian.

Books may be borrowed for two weeks and may be renewed when necessary. Magazines may be borrowed for one week only. Only one graphic novel may be borrowed at a time. Students are expected to handle items carefully and to observe due dates. A fine of five cents per day will be imposed for books returned after the due date, excluding weekends, holidays, and days of absence. The cost of replacement will be imposed on all lost or damaged books.

**Plagiarism Policy:** Students who plagiarize, or take someone else’s work or ideas and pass them off as their own without proper citation, will receive a zero on the plagiarized assignment and may receive further disciplinary action. All students will receive an account on NoodleTools, an online program, for the purpose of creating properly formatted Works Cited pages to include with their research projects.

## MARKING SYSTEM

The Board of Education approved marking system as of 8/22/2017 is:

% Scale	Grade	QP
97-110	A+	4.33
93-96.9	A	4
90-92.9	A-	3.67
87-89.9	B+	3.33
83-86.9	B	3
80-82.9	B-	2.67
77-79.9	C+	2.33
73-76.9	C	2
70-72.9	C-	1.67
65-69.9	D	1.25
60-64.9	D-	.67
49.9-59.9	F	0

The school year is divided into four nine-week marking periods for academic classes and six, six-week marking periods for cycle classes. At the end of each marking period a report card will be sent home via the student to parent/guardian. The final end of the year report card will be given out on the last day of school.

Parents/Guardians are encouraged to sign up for the Parent Portal, an excellent resource for tracking your child's progress during the school year. You will have access to your student's daily attendance, discipline record, grades and much more. Visit [www.twpunionschools.org](http://www.twpunionschools.org) for the parent access link.

**FIRST HONOR ROLL:** Students who receive marks of 90% or higher in all classes are eligible for the first honor roll. A student can receive a mark of 80% in Physical Education and still be eligible for the first honor roll.

**SECOND HONOR ROLL:** Students who receive marks of 80% or higher in all subjects are eligible for second honor roll. A student can receive a mark of 70% or higher in Physical Education and still be eligible for the second honor roll.

## **STUDENT RECOGNITION**

**AWARDS:** At Burnet Middle School, students will have many opportunities to earn recognition as an individual or a part of a group. Some of those opportunities are listed below. Students will learn more about them throughout their years at Burnet.

### **NATIONAL JUNIOR HONOR SOCIETY**

The Grace Mury Bannon Chapter of the National Junior Honor Society was founded in the spring of 1980. Named for the first principal of Burnet Junior High School, the society held its first induction ceremony in June of 1981. This society is open to all students in grades 7 and 8.

The purpose of the Grace Mury Bannon Chapter of the National Junior Honor society is three fold.

The first goal is to create an enthusiasm for superior scholarship. You have met this qualification for membership by attaining a grade point average of 87.5% for the first three (3) marking periods.

The second and third goals are to display citizenship and to instill exemplary qualities of character. In order to meet these requirements you must obtain three

(3) character recommendations from your teachers and have no school suspension record.

The following criteria will be acceptable for citizenship and service. Exhibit outstanding character and leadership through participation in at least three (3) school sponsored clubs. You may also be considered for membership by active participation in at least two (2) school-sponsored clubs and membership and active participation in either a community activity in a leadership position or a community service related activity. This must be of a long-term nature, which meets the approval of the BMS Faculty Committee.

## **PRESIDENTIAL ACADEMIC FITNESS AWARD**

The PAFA program was initiated in 1983 to honor students who have achieved outstanding academic records. Based in part on cumulative grades, this academic award serves as an ongoing incentive for students to always do their best. Awards are presented to students graduating from elementary, middle, and high school.

Each spring, schools determine the number of students who qualify for the award and order the appropriate number of certificates from the Department of Education. Schools present the awards - which are signed by the President of the United States, the Secretary of Education and the school principal.

# **YOUR STUDENT GOVERNMENT**

## **STUDENT COUNCIL**

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

The Student Council provides the means for students to express their views on various issues affecting the school. One representative and one alternate are elected in each homeroom.

Student Council officers are elected each fall. Elected officers are a president, vice-president, secretary, and treasurer.

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.

The purpose of this organization is to: (continued)

- provide a forum of student expression.
- provide orderly direction of school activities.
- charter school clubs and other organizations.
- promote the general welfare of the school.

## **CLUBS AND ACTIVITIES FOR FUN AND GROWTH**

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

### **JOINING A CLUB**

Listen for announcements at the beginning of the school year for information about signing up. Students are invited to be a part of one or more of the following clubs:

ART CLUB  
 BASEBALL CARD COLLECTING  
 BUILDERS CLUB & USHERS FOR SPECIAL EVENTS  
 BURNET GAZETTE (School newspaper)  
 CHEERLEADING  
 CHESS/CHECKERS  
 COLOR-A-SMILE  
 DRAMA  
 ENVIRONMENTAL CLUB  
 FRENCH  
 GERMAN  
 HOLIDAY ANNOUNCEMENT & SPEECH WRITING  
 JAZZ ENSEMBLE  
 LIBRARY  
 MATH CLUB  
 NATIONAL JUNIOR HONOR SOCIETY  
 SPANISH  
 SPECIAL OLYMPICS VOLUNTEERS  
 STAGE CREW

STUDENT COUNCIL  
THEATER CLUB  
TWIRLING  
WILDLIFE PRESERVATION  
YEARBOOK & YEARBOOK PHOTOGRAPHY

## SCHOOL COUNSELORS

Every student at Burnet Middle School will be assigned a counselor. School counselors help the students in a variety of ways. Some of the services provided by the school counselors are:

- 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
- 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.

## STUDENT ASSISTANCE COUNSELOR

Working in conjunction with the school counselor, teachers, administrators, and parents, the Student Assistance Program provides additional services, in a confidential setting, to students experiencing some difficulty with issues in their personal lives. The Student Assistance Counselor (SAC) provides intervention services as well as Chemical Substance prevention activities, facilitates student support groups for various issues, and refers students/families to outside services when /if needed.

## GETTING HELP

### IF...

1. You have a question, which is not answered in this book...  
**Ask your homeroom teacher or classroom teacher for assistance.**
2. You have been absent...  
**Report to Attendance with your written absence from school note.**

3. You are going to be excused for a religious observance...  
**Bring a note from your parent to Attendance prior to the scheduled day of the absence.**
4. You are tardy to school...  
**Report to the Attendance Office to report the reason for your tardiness and obtain admittance pass.**
5. You lose something...**Check with the following people:**  
**Books, Jewelry & Money – Main Office**  
**Glasses – Nurse                      Clothing - Auditorium**
6. You find a lost article...  
**Take it to the Main Office.**
7. You need help in a subject...  
**Talk it over with your subject teacher and your school counselor.**
8. You have a problem with your schedule...  
**See your school counselor.**
9. You need to leave the classroom...  
**Get permission from your teacher, get a hall pass, and sign out.**
10. You wish to go to the Library...  
**You may borrow or return books between 8:03 and 8:16 a.m., during homeroom or between 2:34 and 3:15 after school.**
11. You are ill...  
**Ask the teacher for a nurse's pass and go to the medical room.**
12. You have an accident...  
**Report it to your teacher, the nurse, or the Main Office immediately.**
13. You wish to use the telephone...  
**Students may call for eyeglasses, keys or lunch.**
14. The fire alarm sounds...  
**Pass with NO TALKING, pushing or running, out of the building. The route for each classroom is posted in each room. Follow the teacher's directions. If you are in the hallway using a pass and cannot return promptly to the classroom, proceed immediately to the Main Office.**
15. You are transferring to another school...  
**Your parent/guardian must contact the Main Office several days before your last day. Get a clearance record for leaving school. Return all books to the teachers who issued them to you.**
16. If you are failing a subject...  
**Talk it over with your subject teacher, homeroom teacher, your school counselor, and your parents/guardians.**

17. Your parents wish to visit the school...  
**They must make arrangements with the principal.**
18. You ride a bicycle to school.  
**Park it in the bike rack and be sure it is LOCKED with a sturdy chain. The school is not responsible for the safety of your bicycle.**
19. You have anything of value, which you must bring to school...  
**Do not leave it in your locker. The school cannot be responsible for your personal items. Make arrangements with your teacher, school counselor, or the Main Office for safe keeping of the items.**
20. You have any problems of a personal or social nature...  
**See your school counselor.**

**UNION TOWNSHIP PUBLIC SCHOOLS  
UNION, NEW JERSEY  
2017 – 2018 SCHOOL CALENDAR**

**Thursday, September 7, 2017 – Schools Open**

Thursday, Sept. 21 .....	Rosh Hashanah
Monday, October 9 .....	Columbus Day
Friday, October 27 ( <b>1/2 Day noon</b> ) .....	Staff Development
Tuesday, November 7 .....	Election Day
Thurs/ Fri., November 9 & 10 .....	NJEA Convention
Wednesday, November 22 ( <b>1/2 Day noon</b> )....	Thanksgiving Recess
Thurs/Fri., November 23 & 24 .....	Thanksgiving Recess
Friday, December 1 ( <b>1/2 Day noon</b> ).....	Staff Development
Friday, December 22.....	Holiday Recess
thru Monday, January 1 .....	Holiday Recess

**School Reopens Tuesday, January 2<sup>nd</sup>, 2018**

Friday, January 12 ( <b>1/2 Day noon</b> ).....	Staff Development
Monday, January 15.....	Martin Luther King, Jr.
Friday, February 16 ( <b>1/2 Day noon</b> ).....	Staff Development

Monday, February 19 ..... Presidents’ Day  
 Friday, March 16 (**1/2 Day noon**)..... Staff Development  
 Friday, March 30 ..... Good Friday  
 April 16 thru April 20 ..... Spring Recess  
 Friday, May 25 (**Half-Day noon**)..... Memorial Day  
 Monday, May 28..... Memorial Day  
 June 19 - 22..... (**1/2 Days noon**)  
 Friday, June 22 (185<sup>th</sup> Day\*)..... Last Day of School

**EMERGENCY SCHOOL CLOSING:**

If school is closed for an emergency such as inclement weather follow the make-up schedule posted on the BOE website [www.twpunionschools.org](http://www.twpunionschools.org) PLEASE KEEP THIS IN MIND AS YOU PLAN VACATIONS, SUMMER CAMP ETC.

INFORMATION ON EMERGENCY SCHOOL CLOSING WILL BE AVAILABLE ON THE BOE WEBSITE [www.twpunionschools.org](http://www.twpunionschools.org) DO NOT CALL POLICE, FIRE DEPARTMENT OR SCHOOL. CALL 851-6400

**REPORT CARD DATES FOR  
2017-2018 SCHOOL YEAR**

MARKING PERIOD	MARKING PERIOD ENDS	REPORT CARDS OUT
-------------------	------------------------	---------------------

**Semester 1**

1	Nov. 15, 2017	Nov. 22, 2017
2	Jan. 30, 2018	Feb. 16, 2018

**Semester 2**

3	Apr. 05, 2018	Apr. 13, 2018
4	June 22, 2018	June 22, 2018

## **30 DAY CYCLE ENDS**

<u>Cycle</u>	1	Oct. 20, 2017	4	Mar.14, 2018
	2	Dec.08, 2017	5	May 03, 2018
	3	Jan. 30, 2018	6	June 22, 2018

### **What is Section 504?**

Section 504 is a broad civil rights law protecting the rights of individuals in programs and activities that receive federal Funding from the U.S. Department of Education. The law protects all school-age children who qualify as “handicapped” according to the definitions described below. Section 504 of the Rehabilitation Act of 1973 states: “No otherwise qualified individual with handicaps in the United States shall, solely by reason of her or his handicap, as defined in section 706(8) of this title, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service” (Sec. 794).

The Township of Union Public School district does not discriminate in admission or access to, treatment or employment in its programs and activities in accordance with Section 504 of the Rehabilitation Act of 1973 and ADA.

Question regarding Section 504 should be directed to Greg Tatum, Assistant Superintendent of Schools, and to the Section 504 Designee in each of the district’s schools. The Section 504 Designee for Burnet Middle School can be contacted by calling 851-4696.

### **Intervention and Referral Services**

N.J.A.C. 6:26-1.1

Intervention and Referral Services (I&RS) is a state mandated (NJAC 6:26-1.1) multi-disciplinary committee which operates in every school in the state of New Jersey. I&RS committees are intended to be used as a primary mechanism in a school building for assisting general education staff and expanding their skills and abilities to successfully accommodate the needs of students in the general education program who are experiencing difficulties with academic achievement.

Referrals to the committee are usually made by teaching professionals who are seeking the help of their colleagues for alternative ideas for addressing a student’s academic or behavioral deficits exhibited in the classroom and identified through various sources of data collection. Through strategic planning and collaboration the committee designs, implements, and monitors

intervention plans for students experiencing difficulties with learning, behavior and health issues that in some way relate to the educational process. Parents may request assistance from this committee but intervention plans are devised with a teacher focused/school identified problem in mind. The school counselor may be contacted for further information. Updated 4/13/2013

## 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, Director of Special Services Township of Union Public Schools at (908) 851-6478 or by writing her at 1231 Burnet 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. Updated February 2016

Revised 10/10/17 pg. 6 remove IDs: not receiving